

Clayton Yellowjackets



Together for Student Success

2018-2019

Parent/Student Handbook

CLAYTON MUNICIPAL SCHOOLS

PARENT AND STUDENT HANDBOOK

CLAYTON, NEW MEXICO PREFACE

Welcome to CMS for the 2018-2019 school year!

We are excited to have each and every student be part of our school system. We value every child and know that parent concerns and involvement is essential for student and school success. Parents and teachers are encouraged to communicate on a regular basis to monitor student progress. We encourage you to consider joining your school site's Parent Advisor Committee (PAC), as well as volunteer or serve as a resource person in your child's classroom. Together parents/guardians and staff can guarantee a successful, happy, and enriching experience for students during their K-12 school years.

It is your responsibility to know the policies, rules and procedures at Clayton Municipal Schools included in our handbook. 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 cannot anticipate every question. Please feel free to call or visit school any time.

Open communication protects our freedom, our democratic ideas, and our way of life. In the Clayton Schools, your opportunities for free expression and exchange are carefully protected. Your participation in this communication process provides an excellent opportunity to help make Clayton the best educational experience possible. The faculty and Administration request your opinions regarding student policy and solicit your ideas for changes or revisions of this handbook. Learning together, we can build a successful future.

These policies were developed to provide guidance and support during your school year. We trust that Clayton students will carefully read this handbook and adopt these rules for school behavior. As you gain broader knowledge and develop stronger values, your school will support and guide you. However, the decision to become a responsible member of our society belongs to you alone.

Clayton Municipal School Board of Education
Clayton Municipal School Administration
Clayton Municipal School Faculty

OUR VISION: Together for Student Success

OUR MISSION: Clayton Municipal Schools will grow successful lifelong learners through the commitment and unity of all.

SCHOOL COLORS: Orange and Black

SCHOOL MASCOT: Yellowjacket

Please complete all of the colored forms at the back of the handbook and return them to school with your child by Friday, August 24, 2018.

**CLAYTON MUNICIPAL SCHOOLS
PARENT AND STUDENT HANDBOOK 2018-2019**

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DISCLAIMER: It is impossible to create a handbook to cover all possible situations; this handbook is a guide for the use of teachers, students, parents and administrators. Incidents or circumstances not covered in this handbook will be settled at the discretions of administration. Sections of this handbook may be changed at any time by the administration or Board of Education. Addendums to this handbook will be provided to students and will be effective immediately or at a time specified by the addendum.

ACADEMIC POLICIES

ADMISSION OF NEW STUDENTS

Students enrolling in the Clayton Schools for the first time must provide a current health record, birth certificate (for elementary students) and complete an enrollment card. A parent or guardian may need to sign a Release of Records form to obtain official transcripts from the student's previous school.

ADVISEMENT AND REGISTRATION

A student advisement and pre-registration period is scheduled before the beginning of each academic year. High School students are: (1) classified as freshman, sophomore, junior, or senior, (2) advised on graduation status, including credits completed and credits remaining for graduation, (3) presented with a list of courses offered, (4) advised by counselor, and (5) registered for the school year.

ARRIVAL

Students should not arrive before 7:45 a.m. unless prior arrangements have been made with school site administration. In the event of school cancellation due to weather or other emergency situations, the following notifications will occur:

KLMX in Clayton

CMS Facebook Page

School Messenger

A School Messenger call will be sent to the number specified as the primary contact on your child's enrollment sheet.

CHANGES IN SCHEDULES

Students may change their program of studies within the first two weeks of the semester if the change is approved by the counselor, principal, and teachers involved. Students may not drop courses during the semester unless severe problems are experienced. Approval to drop a course(s) must be secured from the counselor, principal, and the teacher. If a course is dropped before the end of a grading period, no credit will be given for that class.

COURSE LOAD

Students are expected to enroll for a full course load each semester. Exceptions to this policy require written parental or guardian permission and administrative approval.

DUAL CREDIT CLASSES

Dual Credit enrollment classes at Clayton High School are offered for both high school and college credit.

1. Only students with a cumulative 3.2 GPA who have scored the minimum pre-enrollment score on any required assessments are eligible to enroll in these classes. Other students may request a waiver from the principal.
2. All rules outlined by the sending institutions contract will continue to be in effect.
3. Any removal from these classes for disciplinary or conduct reasons will result in a loss of credit for the semester.
4. A lack of effort on the part of the student resulting in a failing grade or any circumstance that requires withdrawal from class at the Clayton site will result in the loss of credit for the semester.
5. A student who withdraws from or fails a dual credit class will not be eligible for Honor Roll.
6. A student who withdraws from Clayton School may elect to stay in the ITV class at another location.
7. Books for Dual Credit classes are the property of the school.

DUES, FEES, AND FINES

Financial obligations to the school should be met as soon after school starts as possible. Report cards may be held until all fines and fees are paid. (See guidelines for money-making activities).

ELIGIBILITY POLICY

- ✓ **Use of Semester Grades:** Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks each 9 week marking period. If they are passing at the end of the 9 week marking period, they are eligible for immediate participation that semester.
- ✓ **No F's:** A student must have a minimum GPA of 2.0 and No F's in order to be eligible to participate in activities/athletics.
- ✓ **Summer Courses:** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. **The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.)**

- ✓ **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. **This provision may be used if the student has no more than one grade of F at the semester.**
- ✓ **CMS Eligibility Checks**
- ✓ At Clayton Municipal Schools 7 - 12 deficiency reports will go out the Tuesday after the 3rd, 6th and 9th week of each nine week grading period and become effective the following Wednesday. If a student has a GPA below 2.0 and/or a grade below 65, he/she will not participate in any extra-curricular activity until the next deficiency notices are posted and their grade/s meet the eligibility requirements.
- ✓ Students participating in ITV classes will be held to the same standard.
- ✓ Incompletes not rectified within two weeks of the end of the grading period will become an "F" and result in ineligibility.
- ✓ 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.
- ✓ NMAA Rule will supersede weekly deficiencies at semester.

GRADING AND REPORT CARDS

Course work is formally evaluated every nine weeks. This evaluation is reported to the Administration. Report cards are completed at this time. It is the policy of the Clayton Municipal School to give the semester examinations to students in grades 7 through 12 for every class. The Clayton Municipal School grading system is as follows:

Regular Grading System	Dual Credit Grading
A 90-100 (4.0)	A (5.0) 90-100
B 80- 89 (3.0)	B (4.0) 80- 89
C 72- 79 (2.0)	C (3.0) 72- 79
D 65- 71 (1.0)	D (2.0) 65- 71
F 64 or below (0.0)	F (0.0) Below 64

HIGH SCHOOL CLASS CREDITS

Full credit classes meet for one period per day for the entire school year. Students may receive one-half (1/2) credit per semester in full credit classes. Classes meeting on a semester basis count for 1/2 credit per semester. Students will earn one credit for Dual Credit classes. Credit for correspondence work may be approved by the Administration.

HIGH SCHOOL GRADUATION REQUIREMENTS

At the end of the eighth grade, each student shall prepare a Next-Step Plan for grades nine (9) through twelve (12), with the help of the counselor. A student's parent(s) or guardian(s) shall sign this Next-Step Plan.

For students entering ninth grade in 2013 or later, a minimum of twenty-four (24) credits shall be required for graduation from Clayton Schools. At least one of these units (1) must be earned in an advanced placement, honors program, a dual credit course or distance learning course.

These units are as follows:

- 1) Eight (8) semesters in English
 - 2) Four (4) units in Mathematics, **one (1) equal to Algebra II or higher;**
 - 3) Three (3) units in Science, **two (2) of which shall have a laboratory component;**
 - 4) Three and one-half (3 1/2) units in Social Sciences, which shall include United States History/Geography, World History/Geography, and Government and Economics and **one half (1/2) New Mexico History**
 - 5) One unit in physical fitness
 - 7) **One Unit, career cluster course, workplace readiness or foreign language;**
 - 8) Seven and one-half (7 ½) elective units (including .5 unit of health education* if not completed in middle school)
- All graduating seniors must have all classroom work and on-line courses completed at least one (1) week prior to graduation in order to walk with his/her class unless otherwise approved by administration or designee.
 - Commencement speaker shall be the Valedictorian of the senior graduating class. Commencement speeches shall be approved by administration or designee prior to commencement.
 - Valedictorian and Salutatorian - The selection of a Clayton High School Valedictorian and Salutatorian will be made utilizing the following criteria:
 - ✓ In order to qualify for Valedictorian or Salutatorian, a student must attend Clayton High School the student's junior and senior years, and earn a minimum of twenty-four (24) credits, none of which may be work experience credits.

- ✓ If a transfer student enters Clayton High School with a grade point average higher than or equal to, any other student's grade point average in the class, the student must qualify on the basis of the grade point average achieved in the designated courses taken at Clayton High School.
- ✓ If a transfer student enters Clayton High School with a grade point average which is not the highest in the class, the student must qualify on the basis of grade point average in the designated courses taken during all four (4) years.
- ✓ The valedictorian must have the highest accumulated solid grade point average, subject to the above restrictions on transfer students.
- ✓ The salutatorian must have the second highest accumulated solid grade point average, subject to the above restrictions on transfer students.
- ✓ In the event that more than one (1) student attains the same highest accumulated solid grade point average and meets all of the aforementioned criteria as Valedictorian of the graduating class, the student with the higher overall GPA will be selected as Valedictorian, and the student with the lower overall GPA shall be selected as the Salutatorian.
- ✓ In the event that two or more students competing for Valedictorian have the same solid and overall GPA the school shall declare two or more Valedictorians. Upon designation of the Valedictorian(s), the person(s) with the next highest GPA based on the criteria above shall be designated Salutatorian.
 - Solid – the accumulated average of all math, science, English and social studies units of credits aligned with the state academic performance standards.

No student shall receive a High School diploma who has not passed a State Competency Examination in the subject areas of Reading, Writing, Math, Science, and Social Science. If a student exits from the Clayton Municipal Schools at the end of grade twelve without having passed a State Competency examination, he/she shall receive an appropriate State Certificate indicating the number of credits earned and the grade completed. (Public School Code 22-13-1.1M).

HONORS, AWARDS, AND SCHOLARSHIPS

Each nine weeks will end with academic awards presented to students who have maintained high levels of achievement. The Clayton Municipal School faculty shall recommend commendations and recognition. The Administration and staff will determine the awards given, based on guidelines for determination of achievement. Community organizations and individuals may also present student awards that are based on approved guidelines and awarded without discrimination.

HONOR ROLL

A published Honor Roll listing will be posted at the end of each nine-week grading period.

- ✓ ***“Superintendent’s” Honor Roll – all grades are 90 or above with a 4.0 GPA***
- ✓ ***“Principal’s” Honor Roll - all grades are 80 or above with a 3.0 GPA***
- ✓ ***The semester exam will not count for more than 20% of the semester grade.***
- ✓ ***Students are ineligible when any grade falls below 65.***

OUT OF DISTRICT STUDENTS

Admission of non-district students is a privilege, not a right, and shall not be construed as a right for continued attendance. Students enrolling in Clayton Municipal School who reside in another district must conform to the following conditions:

1. Must be accompanied by one or both parents or guardians when enrolling,
2. Must provide necessary transcripts, health records, and testing information when enrolling,
3. Must have a 2.5 GPA and maintain a 2.5 GPA while enrolled,
4. Must not be enrolling as a result of disciplinary action in another district, or must not be eluding law enforcement.
5. Must prove reasonable attendance at previous schools,
6. Enrollment will be contingent on existing class size and subject to final administrative approval,
7. Out of District students are enrolled on a probationary status for nine (9) weeks and are subject to review at least twice yearly.

PROGRESS REPORTS

Progress reports will be issued for all students in every class at the third (3rd) and sixth (6th) week of each nine-week grading period. In addition, teachers will also notify parents/guardians as soon as it becomes apparent that a student is not performing at his/her ability level. Progress reports may be provided weekly for those students. Students and parents are encouraged to request additional assistance from teachers before or after school or by appointment.

PROMOTION/RETENTION POLICY

School cannot be effective without support from the home. For this reason, the parent or guardian may make the final decision concerning promotion/retention in grades K-7. The Student Assistant Team (SAT) does make a recommendation by the end of the 2nd grading period based on standardized test results, classroom performance, social and physical maturity, and various other factors. A plan will be developed to outline the steps to avoid retention for the student (**RTI**). If the teacher's recommendation is to retain, but the parent

disagrees, the parent or guardian may sign a waiver *one time*, which will be placed in the child's permanent file. The waiver releases the teacher and Clayton Municipal School from any liability concerning the promotion/retention. All struggling students in danger of retention will be referred to SAT and an Academic Improvement Plan will be implemented.

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

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.

STUDENT AIDE REQUIREMENTS

Eligibility for a teacher aide position requires that the student be classified as a Senior (non-negotiable) and that the student has maintained a "B" average the preceding semester. The Principal must approve any exceptions to the grade requirement.

STUDENT CLASSIFICATION

The number of senior high school units completed and the number of years enrolled in a high school program determine a student's official classification. At the beginning of each school year, students will be classified according to the following schedule:

Freshman	0-6 Units of Credit	Sophomore	7-12 Units of Credit
Junior	13-18 Units of Credit	Senior	19 or more Units of Credit

Reclassification may occur at the end of the first semester.

SCHOOL ACTIVITY POLICIES

The following organizations of Clayton Municipal Schools are designed to help students pursue additional interests, experience new activities, and promote cooperative, creative, and productive pursuits. Students are encouraged to join these organizations, to benefit from the experiences available through constructive participation. Activities and organizations sponsored through Clayton Municipal Schools have been approved by the Clayton Board of Education, and have met appropriate requirements of quality and value as determined by the Board of Education.

AFTER SCHOOL ACTIVITIES

A faculty member or sponsor must supervise students remaining in the building after school hours. Evening activities will also be supervised, including dances, athletic events, concerts, etc. Additionally, elementary students are not allowed to attend extra-curricular school activities unless accompanied by a parent(s), guardian(s), or designated adult.

ATHLETICS

The Clayton High School sponsors a variety of team sports. Currently football, volleyball, basketball, track, softball and baseball are offered. The development of fair sportsmanship, strong character, good health, and positive attitudes are supported in these activities. Students athletes are required to sign the Athletic Code of Conduct before being allowed to participate.

CHEERLEADERS - CJHS

Cheerleaders foster school spirit, encourage good sportsmanship, and provide moral support to the school teams. Junior High tryouts will be held in the spring and a junior high squad will be selected.

CHEER CLUB – CHS

Cheer is a club at CHS designed to promote school spirit.

CLASS AND CLUB PURCHASING

Sponsors for classes and clubs are permitted to make purchases for their organizations. No student purchases are allowed. Principals, sponsors, and students will work together in purchasing decisions. Purchase requisitions shall be signed by the sponsor. Minutes from the class or organizations meeting must be attached to the requisition to support the issuance of a purchase order.

FFA

FFA develops agricultural leadership, cooperation, and citizenship. The motto of the organization is “learning to do, doing to learn, learning to live, living to serve”. The Clayton Chapter is governed by the official national organization, which has more than one-third of a million members nationwide. Membership requirements include: enrollment in vocational agriculture, majority approval of other members, and completion of the first degree, the Green Hand Degree. Other degrees include the Chapter Farmer, the State Farmer, and the American Farmer.

NATIONAL HONOR SOCIETY

Honor Society membership is both an award and a responsibility. Honor society is governed by the official national organization. Elected members are charged with promoting leadership, creating enthusiasm for scholarship, rendering service, and developing character. Junior and Senior students are eligible for NHS and must have an overall cumulative average of 85 and a cumulative average of 90 in the four core courses (Math, Science, English & History). Membership is a privilege, not a right.

PENALTIES FOR MISCONDUCT ON TRIPS

Students who are engaged in activities under the sponsorship of the school away from the school are responsible for their conduct the same as if they were at school. The appropriate disciplinary action will be followed as if the “misconduct” occurred at the school.

Sponsors are responsible for disciplinary decisions while on trips. Students who misbehave may be excluded from further participation while on the trip. Student misconduct may also become a parent/guardian’s expense if laws are broken, property destroyed, or rules and regulations are not followed. Lack of cooperation can also result in being sent home. The Clayton School Administration may impose additional penalties. Misconduct on one trip may disqualify a student from participation in future trips during the school year.

SCHOOL SPONSORED TRIPS

Travel is a valuable part of the educational experience at Clayton School. Trips, whether curriculum based or extracurricular, must be approved by the administration and sponsored by at least one (1) school employee.

High standards of conduct are required on all school-sponsored trips, whether curriculum based or extracurricular. The following regulations provide guidelines for student conduct:

1. Students must secure written parental approval and must be academically eligible prior to departure.
2. Students must read and sign all specific rules established for the trip.
3. Sponsors and adult participants have complete authority during school-sponsored trips. Students will abide by school guidelines.
4. Trip itineraries, including departure and arrival times, will be provided to parents and students participating. Adjustments in the itinerary must have the approval of the sponsor(s).
5. Students are required to stay with their group, unless they have received specific approval to leave such group and sponsor.
6. Established curfews will be observed.
7. Possession or use of tobacco, alcohol, and/or drugs is prohibited. Firearms, firecrackers, flammable materials, and similar illegal and hazardous objects are prohibited.
8. Personal and public property must be respected. Persons responsible for damaged or stolen property are liable for legal action.
9. Excessive noise is prohibited, especially in cars or buses.
10. Students are not permitted to drive while on school trips.
11. School dress codes will apply during school sponsored trips.
12. Visitors on trips must have sponsor and administrative approval.
13. Sunday trips will be allowed with administrative approval only.

GRADUATING SENIOR SPONSORED TRIPS

Seniors will be permitted to take one trip during the last week of the senior year, provided that:

1. The trip must occur prior to graduation.
2. The trip must be presented to the School Board at least two (2) months prior to the trip, and a complete itinerary must be approved by the administration.
3. Fundraisers for the trip must comply with Board Policy JJE and the Fund Raising Manual Procedures.
4. All fundraising for the senior class must end by the last week in April of the corresponding school year.
5. Faculty sponsors will have ultimate responsibility at all times.
6. The trip ticket for the senior trip, along with all requisitions expending senior class funds for the senior trip and all senior week activities must be submitted to central office by the first Monday in May of the corresponding school year.
7. All monies not expended from the current senior class fund may be donated to the following year’s senior class.

SOCIAL PROGRAMS

1. Clayton Jr. High and/or Clayton High School will sponsor programs of social interest. Regulations are provided for arranging and conducting these events. Social events will be regularly scheduled on the school activity calendar located in the Principal's office. The time, place, and nature of each event will be stated. Social programs and events must be administratively approved.
2. Social events will generally be held in or on school property. Social events must be approved by school site administration 10 days in advance of the event. Rules of conduct will be strictly enforced during social events. Students not honoring high standards of conduct may be excluded from future participation in school sponsored social events. Students must remain inside the building during any scheduled event. When students leave the premises, they may not return to the event.
3. Faculty sponsors and students may participate in school sponsored social events. Other individuals and guest wishing to participate must complete an application form provided by the Principal's office. Approval may be granted by the Administration. Signing the application form affirms responsibility for proper conduct and observance of regulations by the visitor.

STUDENT COUNCIL

The Student Council of Clayton Municipal School represents the entire student body. As the voice of the student body, the Council represents the ideas and goals of each individual enrolled at Clayton Schools. Skills to govern in a responsive, knowledgeable, and articulate manner are taught in this organization. Council success depends on the student participation and support, as well as on administrative and faculty guidance and understanding. Student Council President, Vice-President, Secretary, Treasurer, and Reporter are elected each school year, along with two (2) Representatives from each class (grades 7-12).

Requirements for Student Council/Class Officers are as follows:

- All student council and class officers must maintain a 2.5 GPA for the semester preceding their nomination.
- Students are ineligible for office positions in case of misconduct, such as insubordination; truancy; stealing; drinking alcoholic beverages on school property, during school hours or at school activities; cheating on school work; or similar behaviors. Misconduct of this nature may also constitute grounds for removal from office.

GENERAL POLICIES

ACADEMIC DISHONESTY

Students who are academically dishonest (cheating on a test/assignment, turning in work that is not their own, assisting others in cheating) will be given the following consequences:

1. First offense: No credit for the assignment or test
2. Second offense: No credit for the assignment or test and discipline referral
3. Third offense: No credit for the assignment or test, discipline referral and possible loss of credit for the course

AFTER or BEFORE SCHOOL DETENTION (AD)

All campuses may utilize After/Before-School Detention (AD) in an effort to promote student self-responsibility and compliance with district and campus policies and procedures.

WHEN: Immediately after/before school for up to an hour (or an hour and fifteen minutes if tardy).

WHERE: School site designated room with staff supervision.

The following guidelines apply:

- Students will bring sufficient materials to remain engaged in learning throughout the detention period and will not be warned more than once to remain engaged in learning.
- Students will be dismissed for failure to remain engaged or not bringing materials on which to work.
- Students may be assigned into A/BD for any disciplinary violation at the discretion of the campus administration according to district and campus Code of Conduct.
- Site administration will inform parents/guardians of assignment to A/BD.
- In case of severe weather, an administrative decision will be made prior to the end of the school day regarding A/BD.
- Transportation is the responsibility of the student/parent/guardian.
- Food and drink will not be allowed during A/BD.

Non-attendance or removal may result in further disciplinary action, which may include but is not limited to:

- Reassignment with added days
- Community Service

- Suspension
- Other discipline as assigned

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 (including tobacco) 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, Clayton Municipal Schools 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 : 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

When a student is absent from school, the parent shall call their child's school on or before the day of the absence by 9:00 a.m., in order to advise the school as to the reason for the absence if a telephone is available. If no parent call is made to excuse the absence, upon the student's return the school should be notified by a signed parent note, in time for the student to obtain an admission approval prior to class time. All absences not excused by parental or administrative authorization will be considered unexcused. If a student has been absent for 3 or more consecutive days due to illness, the principal will require a written note from the student's doctor.

Excused Absence

- Illness
- Bereavement
- Other family emergencies
- Observance of major religious holidays of the family's faith
- An absence that has been pre-approved by school authorities

School administration is authorized to excuse students from school for necessary and justifiable reasons. School personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the scheduling of medical and dental appointments and family vacations outside of school hours, during school vacation and recess periods.

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 students with make-up work for excused absences. It is the **student's** responsibility to ask for make-up work and to arrange for a time to make up tests upon their return. 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. *When absences are pre-planned and make-up work is provided prior to the absence, students should be prepared to make-up tests on the day of their return unless other arrangements have been made with the classroom teacher.*

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. 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 a consequence for an unexcused absence.

Absenteeism and Attendance

Success in school is based on regular attendance. We also recognize the close relationship between attendance and achievement. The school cannot teach students who are absent. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for other students as well. School policy and state law requires students to be in school daily, through the compulsory attendance age of 18. The school has established specific rules and regulations in this crucial area.

Penalty for Unnecessary and Excessive Absenteeism

Maximum Absences per Semester: Excessive absenteeism can result in loss of academic credit/grade.

1. Students cannot have more than eight (8) unexcused and excused absences combined per semester; this includes any individual class and/or part of day.
2. Secondary students are allowed up to fifteen (15) absences per semester per class for formal school activities, as per New Mexico State Statute 22-12-2.1 and NMAA guidelines 6.2.1 Item C.
3. Tardiness greater than ten (10) minutes at the beginning or end of a class count as an absence at the secondary level. Three (3) unexcused tardies (less than 10 minutes) equal one (1) unexcused absence. Elementary students dropped off late or picked up early will be counted tardy and three tardies will result in a ½ day absence within a semester. Elementary students dropped off after 9:00 a.m. and/or picked prior to 2:00 will count as a ½ day absence.
4. Prior to exceeding the eight (8) day limit, the student/parent is notified by the school office that credit/grades may be jeopardized and may be denied.

Procedures of Notification

1. Parent notification via School Messenger for each unexcused absence. Fifth (5th) absence – Notification and potential Attendance Committee Meeting as determined by site administration.
2. Eighth (8th) absence – Immediate notification of potential loss of credit/grade through Attendance Committee Meeting and follow up letter.

Absence/Return Procedures

1. The parent or guardian may notify the school on the day of absence by phone.
2. If the parent is unable to call the school on the day of the absence, they must call or send a written note the day the student returns to school. The phone call or note must include the following information:
 - i. Date of the absence(s)
 - ii. Reason for the absence(s)
 - iii. Signature of parent or guardian

Overdue notes or calls will not be accepted after 2 school days.
3. A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by school policy will earn a grade of zero for the assignment.

Absences & Tardies will be categorized as:

1. Excused-- Parents have notified the school office secretary by telephone or **by written notification.**
2. Unexcused Absences - School office secretary has not been notified by parent or legal guardian by telephone **or written notification.**

Appeal Process

Any student exceeding eight (8) absences per semester may appeal for credit/grade. The building administrator or designee will schedule a SAT (Student Advisory Team) meeting with student, parents/guardians, and appropriate school staff to determine whether the student should receive credit for the class appealed for. Students appealing will be required to attend the SAT meeting. Failure to appeal will result in loss of credit/grade in the class(es). Students may appeal for as many classes as needed.

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. If ever you are concerned about the safety of travel conditions please keep your child home. Your child will not be penalized for your decision regarding safe travel. Please make your child's sponsor/teacher/administrator aware of your decision ahead of time if possible.

BICYCLE SAFETY

Students riding a bicycle to school must park the bicycle in the bike rack until the end of the school day. Bicycles must follow the flow of traffic and may not be ridden on district sidewalks. A bicycle is not a toy. It is a vehicle! Head injuries are the most serious injury type and the most common cause of death among bicyclists. More than half of all bicyclist deaths occur among school age youth (ages 5-17). *(extracted from: Prevent Bicycle Accidents flyer produced by the U.S. Department of Transportation, National Highway Traffic Safety Administration):*

- ✓ All students riding bicycles should wear an approved bike helmet. An approved helmet has a sticker inside, certifying that the helmet meets standards of the Snell Memorial Foundation and/or the American National Standards Institute.
- ✓ To help ensure that the helmet is worn every time the student rides, let the student help pick out the helmet. If the parent is a rider, s/he should also wear a helmet to set a good example. Parents should also encourage their child's friends to wear helmets.
- ✓ Make certain that the bike is the right size for the student, is safely maintained, and has reflectors.
- ✓ Students under age nine should not ride their bikes in the street. They are not able to identify and adjust to the many dangerous traffic situations. When available, ride in designated bicycle lanes.
- ✓ Teach students always to stop and look left, right, and left again, before entering the road. This is a good pedestrian safety practice, too, for crossing the street.
- ✓ If a bicyclist rides in the road, the cyclist must obey traffic laws that apply to motor vehicle operators. Instruct students on the bicycle rules of the road. Bicyclists should ride single file on the right side and signal their intentions to other road users.
- ✓ Never allow students to ride at night or with audio headphones. Stress the need to ride alert since many drivers do not see or acknowledge riders.

BULLYING/STUDENT HARASSMENT/ CYBERBULLYING PREVENTION

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

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

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Bullying" by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- "Cyberbullying" means electronic communication that:
 - ✓ targets a specific student;
 - ✓ is published with the intention that the communication be seen by or disclosed to the targeted student;
 - ✓ is in fact seen by or disclosed to the targeted student; and
 - ✓ creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal.

Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include;

*counseling,

*mediation,

*discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

A complaint form for harassment, cyberbullying and bullying are available in each school site's office and must be completed and filed with the Principal or Superintendent. See Concerns, Complaints, and Grievances.

BUS SERVICE

The following guidelines govern the use of bus transportation:

- 1) Students must board the bus at assigned stops and at the prescribed times, unless written parental permission has been provided.
- 2) Bus drivers have the same authority and responsibility that teachers have. Students who do not obey bus regulations may lose the privilege of riding the bus.
- 3) Students will get on and off their bus at the designated stop unless parental permission to change this schedule has been given.
- 4) Students will remain in their seats while the bus is in motion. Students will enter and leave the bus through the front door.
- 5) All parts of a student's body are to remain inside the bus while riding.
- 6) Objects are not to be thrown inside or outside the bus while riding.
- 7) Tobacco, alcohol, drugs, and profanity are not allowed on the bus.
- 8) There are to be no types of glass or breakable containers on the bus.
- 9) Bus drivers must assign seats.
- 10) Students crossing the highway must cross in front of the bus when signaled by the driver that traffic has stopped.
- 11) While waiting for a bus, students will be orderly and quiet, and will respect surrounding property.
- 12) Shoving and pushing are not allowed. Students should stand approximately six (6) feet from the curb or line of the bus stop until the bus completely stops and the bus door has been opened.
- 13) Students not regularly enrolled on a bus route must secure parental and/or bus driver permission to ride the bus.
- 14) School buses will load in the designated loading area only.
- 15) Bus drivers are responsible for student safety. Bus regulations have been developed to provide protection for Clayton Schools students.
- 16) Violations of rules will be handled according to the Discipline Policy.
- 17) If your child needs to ride a different bus, parent(s) must clear it with the bus driver prior to the bus run and send a signed note. This note must be initialed by the elementary Head Teacher and given to the bus driver when the student boards the bus. This practice needs to be kept to a minimum because of overloaded conditions on some routes.

CAFETERIA

- ***Breakfast and lunch are served each day for students.***
- Students must observe rules of conduct such that the cafeteria remains reasonably clean and pleasant with a noise level at a minimum.
- 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.

The following procedure conforms to the United States Department of Agriculture and New Mexico state regulations governing cafeteria operation.

A. All students will be provided with Free and Reduced lunch Application. All families are encouraged to complete this form regardless of financial standing. School sites will have applications available throughout the school year.

B. Parents/legal guardians shall be responsible for the purchase of meals until meal applications are received and processed by the Food and Nutrition Services Office. Food and nutrition services shall have ten (10) business days to process applications from the time they are received by district staff.

C. The sale of full-pay and reduced rate meals may take place at any non-meal service time during normal school hours. Parents/legal guardians shall be notified of pre-payment options and charging procedures at the beginning of each year through a memo released to the media and sent to individual schools for distribution. **Prepayment of all meals is highly encouraged to avoid a balance on student account.**

- D. Daily cash sale of full-pay and reduced rate meals is acceptable but not accepted during meal service as this will slow the line and may create delays in educational times.
- E. Clayton Municipal Schools shall allow charges up to \$50.00 at the elementary, middle school, and high school level per student. Once the student has reached the charge limit, the parent/guardian will be contacted to collect payment twice a month until the balance is paid.
- F. Once the student has reached the charge limit and regardless of the student's inability to pay, they shall be provided with a reimbursable meal that is available at the school on the day of meal service.
- G. After the reimbursable meals exceed the \$50.00 limit the school shall:
- Check the state's direct certification list to determine if the student is categorically eligible for free school meals;
 - Make at least two attempts to reach the student's parent or guardian to have the parent or guardian complete a school meal's application. (Note: including the school meal application or instructions in the school enrollment application does not constitute a parent or guardian contact); and
 - Require a principal to contact the parent or guardian to offer assistance with a meal application.
- H. Twice a year - November 30th and April 15th - all debts that exceed the allotted charges, shall be sent a letter that legal action may occur if debt is not paid within thirty (30) days. After the thirty (30) days legal action to collect debt may occur.
- I. Returned checks and insufficient funds will be sought out for payment by the school district.

CELL PHONES AND ELECTRONIC DEVICES

Students need a safe, positive and productive learning environment free from disruptions, distractions and threats. Personal Electronic Devices are personally owned cellular telephones, personal digital assistants, personal media devices, electronic games, digital cameras, or any other electronic device with communications functions and/or the capability to capture, record, transmit and/or play back voice or image information. Personal electronic devices can create disruptions to the learning environment and distract students from the primary purpose of education. Accordingly it is CMS policy to request all personal electronic devices including cell phones be stored, powered off, and unused. There is no use of any electronic device in the bathroom, locker room or other dressing room at any time. While being transported in authorized district vehicles during the school day, the same rules apply unless explicitly permitted by the transportation provider, driver of the vehicle, and/or supervising coaches/chaperones. **Failure to give the phone or other electronic device to a teacher or school administrator when asked will result in an automatic three (3) day out-of-school suspension for defiance of authority. Loss of and/or 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.**

When Personal Electronic Devices May Be Used: (per board policy)

1. Emergencies – students may turn on and use cellular phones to place an emergency call to 911 if there is a situation that jeopardizes the safety of students or staff members. In addition, there may be emergency situations where school staff members direct students to use available cellular phones for other types of specific communication. In these situations students must follow the direction of staff members, understanding there are certain circumstances when they will be directed to keep cellular devices powered off for safety reasons.
2. Special Situations – A student or parent/guardian may request in writing permission in advance from the principal or his/her designee for a student to possess and use a specified personal electronic device for a medical, educational, or other legitimate purpose that the principal or designee determines is necessary for the student's education.
3. Educational Purpose – After obtaining permission and direction of a teacher, a student may turn on and use personal electronic devices while under the immediate supervision of the teacher for legitimate educational purposes. Such permission shall not extend to any area out of the immediate supervision of the teacher who grants such permission.
4. Personal Media Players – During lunch periods (non-instructional time), students have permission to use personal media players as long as they do not become disruptive, interfere with their learning, or the learning environment of others
5. Bullying, Cyberbullying, Hazing – any use of a personal electronic device is subject to the policies prohibiting sexual harassment.
6. Quite often student/athletes need to contact parents or guardians after bus trips are concluded to communicate for many reasons. Personal devices are allowed to be used under this consideration at all times in order for that student/athlete to be picked up upon arrival from their trip.
7. Any student who possesses or uses a personal electronic device and/or associated equipment in a manner that violates this policy or any other policy or school rule shall be subject to consequences including disciplinary action, required surrender of the personal electronic device, and have his/her right to possess a personal electronic device at school further restricted by school personnel.

CLOSED CAMPUS

Alvis Elementary, Kiser Elementary, Clayton Jr. High School and Clayton High School are closed campuses. If a student must leave campus during the day, a parent or guardian **must** sign them out in the office. **(This does not apply to lunch time at CHS)**

- 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 office **4 hours 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.

Clayton High School is an open campus during lunch. Students are required to have on file, a signed parent permission form in order to leave campus for lunch. Transporting a student who does not have permission to leave campus is a violation of school rules. Truancy incurred by leaving campus without permission **may not** be cleared after the fact. **Reckless driving around campus will be reported to law enforcement.**

COMPUTER USE AND CARE

Major resources have gone into providing computer and internet access to students at Clayton Schools. It is essential for students to be responsible users of this equipment. Students who use computers for activities or courses must limit their use to the course objectives and the directions of the instructor. Students and parents are required to sign the Technology User Agreement before the student is allowed to use Clayton Municipal School technology.

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. Students are expected to be safe, responsible and respectful members of the school community.

Discipline Rubric	Consequence	Additional Consequences
Minor Offenses <ul style="list-style-type: none"> ✓ Dishonesty ✓ Disruptive Behavior (Electronic Device) ✓ Dress Code Violations ✓ Horseplay- <i>pushing and shoving without anger</i> ✓ Missing Assignments (3 or more) ✓ Personal Displays of Affection ✓ Profanity ✓ Running in the Building ✓ Tardies (3) ✓ Vandalism (minor) 	Minor Offenses <p>1st Offense – Parent contacted; conference with principal; verbal/written warning</p> <p>2nd Offense - Parent contacted; conference with principal; 1- 3 day/s detention</p> <p>3rd Offense - Parent contacted; conference with principal; 3-5 days detention</p> <p>4th Offense – Parent contacted; conference with principal; 5-9 days detention or 1-3 day/s OSS readmission conference with parent and principal</p>	<ul style="list-style-type: none"> ✓ Behavior contract ✓ Community service ✓ Detention ✓ Hearing w/possible long-term suspension or expulsion ✓ In School Suspension ✓ Loss of privileges ✓ Mediation ✓ Out-of-school suspension ✓ Parent conference required ✓ Parent Shadow ✓ Readmit after parent/guardian conference ✓ Referral to legal authorities ✓ Referral to SAT for BIP ✓ Restitution needed
Major Offenses <ul style="list-style-type: none"> ✓ Academic Dishonesty – See Handbook p. 9 ✓ Blatant Disrespect ✓ Breaking/Entering ✓ Creating or Contributing to Unsafe Situation ✓ Chronic Minor becomes Major ✓ Defiance of school personnel/rules ✓ Fighting-<i>angry aggressive behavior, punching, hitting, throwing rocks</i> ✓ Gambling ✓ Gang Related Activity ✓ Misuse of Materials, Books, Furniture or Computers ✓ Obscene/Offensive Materials ✓ Profanity Aimed at Staff/Student ✓ Rumors/Gossip Leading to Potential Violence ✓ Theft ✓ Truancy/Skipping Class ✓ Vandalism/Graffiti 	Major Offenses <p>1st Offense – Parent conference with principal; 1-3 days OSS; readmission conference with parent and principal</p> <p>2nd Offense – Parent conference with principal; 3-5 days OSS; readmission conference with parent and principal</p> <p>3rd Offense – Parent conference with principal; 5-9 days OSS; student SAT implemented in place of readmission conference</p>	<p>Additional Consequences may be added to all minor and major discipline offenses at any level according to administrative discretion.</p>
Prohibited Behaviors (PB) <ul style="list-style-type: none"> ✓ Weapons Real or Fake (Arson) ✓ Assault (Verbal/Physical)/Threats/Bullying ✓ Sexual Harassment/Misconduct ✓ Controlled Substances (<i>including Tobacco Products</i>) 	PB Consequences <p>Parent Contact; OSS for up to 10 Days; Readmission conference</p>	PB Additional Consequences <ul style="list-style-type: none"> ✓ Referred to SAT ✓ Refer to outside agency ✓ Expulsion

DETENTION - student time utilized **OSS** - Out of School Suspension **SAT** - Student Assistant Team **BIP** – Behavior Intervention Plan

Note: Extra-curricular activities are privileges and may be removed due to poor choices. All students with OSS/ISS may not be on school grounds until after the suspension is served.

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

Note: Administration reserves the right to determine appropriate consequences for student choices in the event specific behaviors or situations do not fit into the above criteria.

DISTRIBUTION OF THIS POLICY & 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

PURPOSE

The Board of Education believes that enforcement of a strict dress code can be a factor in improving student attitudes toward school and that positive change in attitude can lead to improvements in school attendance, dropout rates, and academic performance.

In the appearance of the student body, as perhaps in no other factor, the true nature of the school is exhibited. Nothing speaks more effectively for a student body than a group of appropriately dressed, well-groomed students. Standards of student dress and appearance, which are consistent with current styles and acceptable under the following guidelines, will be maintained at all school sponsored activities.

GOALS OF THIS CODE

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene and attire.
2. To foster an attitude of respect for authority and to prepare students to enter the work place, where rules regarding dress, conduct and appearance are frequently encountered.
3. To insure that the conduct and grooming of students who represent the district in school-sponsored, extra-curricular and community activities create a favorable impression of the district and the community.
4. To counter the disruptive effect and potential for interference with the educational mission of the school district which may result when aspects of student appearance or articles of dress represent gang membership or activity, promote use of abuse of alcohol, tobacco or drugs, contain sexually explicit messages deemed to be obscene or vulgar according to local community standards, or depict or advocate violence or seek to incite violent reactions.

STUDENT DRESS STANDARDS

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 Municipal Schools. ***Administration has the authority to use discretion for any instance that Dress Code may be questionable or when violations are not specifically mentioned below. Chronic offenses may include severe consequences.***

1. **HEAD:** Hats, caps, visors, sunglasses, and any other type of headgear may not be worn in the classroom or buildings and must be worn facing forward when on school grounds.
2. **UPPER GARMENTS:** Mesh shirts, tank shirts, and crop shirts shorter than waist level are not permitted. No straps less than 2" wide allowed. Cleavage, the midsection of the body/midriff and/or undergarments shall not be exposed.
3. **LOWER GARMENTS:** Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline. These items, when worn as the outer garment, shall extend to four inches (4") above the knee.
4. Spandex shorts/pants (leggings) may only be worn as an undergarment and must be covered by an outer garment.
5. No holes or fraying above the knee. Hemmed frays on shorts meeting the length requirement are acceptable.
6. No pajama pants are allowed.
7. Body piercing and jewelry/ornamentation must be worn in good taste, small in size and not disrupt the educational process.
8. Hair length, colors, and styles that are such extreme deviations from the norm that they attract attention to an individual are considered inappropriate.
9. Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
10. Clothing/body markings which contains symbols, pictures, and/or printing referring to drugs, alcohol, obscenities, and other clothing which is deemed offensive are not allowed.
11. Shoes, sneakers or appropriate footwear must be worn at all times unless specified by an adult authority. No slippers are allowed.

Additional requirements with regard to dress code may be imposed by sponsors of all activities. Administrators will use their discretion to determine if the student(s) dress is appropriate. If the student's dress is deemed inappropriate, the student will be referred to the office. (per *discipline rubric*)

EMERGENCY DRILLS

As per state law, Clayton Municipal Schools will have a minimum of one emergency drill per week during the first four weeks of the school year and one every month thereafter. Of these 9 must be fire drills; 2 must be shelter-in-place drills; and one must be an evacuation drill. A shelter-in-place drill, for the purpose of active shooter training will include parent/guardian notification. In addition, Clayton Schools will have one tornado drill and a lockdown drill during the course of the year.

FOOD AND DRINK IN THE BUILDING

Food and drink (except water) are not allowed in classrooms or lockers unless specifically approved by the Principal. Sunflower seeds or any other type of seeds are not allowed in the school building, in school vehicles, or buses.

HALL PASSES

Hall passes must be carried by students leaving a classroom after the class has started. Students must return the pass to the issuing teacher before attending another class. Students are not to go to student parking areas to retrieve personal items without supervision. Students will not be allowed to leave class during the first or last ten minutes of class unless requested by the office or another teacher.

INTERNET SAFETY TIPS FOR PARENTS – ELEMENTARY

The internet offers a world of resources with the click of a mouse, but there is a dark side to the Internet that poses a variety of dangers for our youth. Viruses that could harm your computer; pedophiles that are trying to meet your child; and disclosure of personal information that could lead to identity theft are all risks inherent in using the internet. Every parent must recognize these dangers in order to help their children learn to protect themselves online. The following are some safety tips for parents of elementary students who use the internet.

- Place the computer in a common area. We strongly suggest that your child not have a computer in his or her room, or at least no internet access on the computer in his or her room.
- Learn to use the internet. Experience cyberspace with your child and learn how to check the computer's "History" to see what websites your child is visiting.

TEACH YOUR CHILDREN THE FOLLOWING RULES

1. Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them.
2. Choose an email address/ screen name that DOES NOT contain any part of your name, age, gender, interests or favorite activities.
3. Do not fill out a profile without parental review and approval.
4. Never give out real name, telephone or cell phone number(s), mailing address, or passwords.
5. Do not enter chat rooms.
6. Do not post photographs in publicly accessible sites.
7. The settings for ANY social networking profiles* should be PRIVATE, and new friends are accepted only if they are known to the child AND parent.

*Social networking sites include: MySpace, FaceBook, Bebo, etc.

- ✓ **Talk to your child about dangers online.** Your child should know that:
- ✓ Accepting files or downloads from unknown sources can include a virus that could harm the computer. Giving away personal information can lead to identity theft or worse.
- ✓ People may not be who they say they are online -- predators roam cyberspace.
- ✓ Open communication with your child is vital. Your child needs to feel s/he can come to you if s/he encounters frightening communications or images without fear of losing Internet privileges.
- ✓ **If you have a webcam, your child should use it ONLY if you are present.** Posting pictures online or sending images can have dangerous consequences. Parents *must* control such activity.
- ✓ **Note to Parents:** There are many organizations and activities in which your child may be involved that post information online in public locations. It is extremely important for you to pre-approve any information about your child that will be posted for the world to see. Remember, cyber predators are looking, too.

INTERNET SAFETY TIPS FOR PARENTS - MIDDLE SCHOOL

1. **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.
- 2. 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/her web cam.
 - The stranger asks if you are alone.
 - The stranger talks about sexual matters.
 - The stranger wants to meet you in person.
- 3. 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 provide 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).

INTERNET SAFETY TIPS FOR PARENTS – SECONDARY

- 1. Tempted to meet someone face-to-face that you know only from online chats?**
- Remember anyone can pretend to be someone else online. A skilled predator will pretend to be exactly the type of person you are looking for; otherwise you wouldn't be interested in getting together, would you? If you think you cannot come into contact with a predator, think again. Predators go anywhere you go on the Internet. MySpace found 30,000 sex offenders with profiles, and these are just the ones who used their real names to register.
- 2. Sharing too much information about yourself?**
- Giving out personal information could lead a predator to your door. Set all online profiles of yourself to PRIVATE or FRIENDS ONLY. You, your friends, and your athletic teams are putting information about you onto the web. If the world can see that information, so can a predator or a stalker. Guard your personal information and ask others to be careful with it as well.
 - There is another potential problem that you might not consider – identity theft. This is a crime in which someone establishes credit in your name. Unfortunately for you, the credit history that is established will not be a good one, and it will take a lot of time and effort to clean up the mess. Giving out personal information should be your decision. Just because an interesting website asks for your personal information doesn't mean you should give it out.
 - Be careful about posting photos of yourself on the web. Photos placed on public sites can be manipulated and placed back onto public sites. Such photos of you might prove to be embarrassing or worse – not the kind of photo you would want a college admissions committee or potential employer to see.
- 3. What do you know about intellectual properties?**
- Do you know that intellectual properties are protected by copyright law? And using another person's intellectual properties without permission is illegal.
 - Many owners of intellectual properties view piracy and plagiarism as stealing. Illegal downloading of movies and music can have serious legal and monetary consequences. The music industry has taken legal action against some offenders, typically costing the person thousands of dollars to resolve.

Plagiarizing can seriously damage your academic record, which could adversely affect your college admission or ability to get a job.

INSTRUCTIONAL MATERIALS

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

LEAVING SCHOOL

If it is necessary to leave school during regular school hours, a student must have written permission from the parent(s) or guardian(s). Before a student leaves the school property he/she must sign out in the office. If a student does not sign out, he/she will be classified as truant for the hours gone from school. Parent(s) or guardian(s) must sign out students.

No students may leave the school building during school hours without permission, except during lunch period for grades 9-12. **Grades 6th, 7th and 8th students are restricted to campus** during lunch unless parents pick them up. Elementary students must be picked up or have a signed note. To leave school during regular hours requires Principal approval. Ill or injured students are to report to the Principal's office before leaving the school building.

LIBRARY RULES

The following rules apply to library use:

1. Remain quiet when in the library.
2. Use library materials effectively.
3. Use time wisely, completing homework, reading, or conducting research.
4. Take good care of library books and materials.
5. Return borrowed books and materials on schedule.
6. Be considerate of others when using the library.
7. Use reference materials under teacher supervision and with approval.
8. Be polite.
9. No type of food or drink (candy, gum, sunflower seeds, etc.) should be brought into the library at any time. Throw scrap paper in the wastebasket and do not leave it on tables, floor, or shelves.
10. No fines will be charged for students K-6 but students with overdue books will not be allowed to check out books until the overdue books are returned.
11. A student who is absent on the day the book is due is expected to return the book the first day back at school. Students grades 7-12 will be charged overdue rates.

A student will be charged the full replacement cost of all lost or destroyed books. If the book is out of print and therefore cannot be replaced, the student will be charged the average cost of the newest books the library has received. Fines for damaged books will be assessed according to damage.

Students should bring pencils and library materials with them to regular library class periods. Books from other libraries or the Bookmobile should not be brought to the library.

LOCKS/LOCKERS

- ✓ Locks are only allowed on CHS and CJHS hallway student lockers. Hallway locker locks may be issued at registration. 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 to assume full responsibility for the content of their assigned locker.
- ✓ Lockers are the property of the District and therefore, remain under the control of the District.
- ✓ The school is NOT responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- ✓ **The District retains the right to inspect student lockers for any reason at any time without notice, without student/parent consent, and without a search warrant.**

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 superintendent or her designee 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 superintendent's discretion.

LUNCH DETENTION (LD)

Clayton High School may utilize Lunch Detention in an effort to promote student self-responsibility and compliance with district and campus policies and procedures.

WHEN: Entire Lunch Period

WHERE: Room assigned

The following guidelines apply:

- Students must bring something to work on and stay engaged for the entire time.
- Follow the directives of the facilitator.
- Nonattendance or removal may result in further disciplinary action, which may include but is not limited to:
 - Reassignment with added days
 - After School Detention
 - Community Service
 - Suspension
 - Other discipline as assigned

Students assigned to lunch detention will be required to eat what is served from the school cafeteria, exceptions will only be made with administrative approval.

MEDICINE (A form is included in this packet and more are available in the office.)

Prescription Medication

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:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, the time it is to be given and in the case of asthma or anaphylaxis episodes, a written treatment plan for managing asthma or anaphylaxis episodes of the student to or from school or school-sponsored activities.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The child must demonstrate the ability to self-administer to the medication provider and school nurse or other school personnel.
- The medication must come in the prescription container as put up by the pharmacist.

Over the Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student (See OTC Form on p. 33):

Administration by school personnel:

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- Students are not allowed to self-administer over the counter medications.

Protection of Students

- Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.
- The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

NOTICE OF NON-DISCRIMINATION

Clayton Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies, Title IX or Section 504:

Stacy Diller
323 South 5th St.
Clayton, NM 88415
Phone: (575)374-9611
FAX: (575)374-9611
Email: stacy.diller@claytonschools.us

For further information on notice of non-discrimination, visit
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>
for the address and phone number of the office that serves your area, or call 1-800-421-3481.

PHONE USE BY STUDENTS

Social calls during school hours are not permitted. Messages from parents will be taken and delivered for urgent situations. No calls to students should be transferred to classrooms. Only students in grades 7-12 will be allowed to use the telephone with approval from the Principal. Elementary age students may use the phone only in case of an emergency and then with the direct supervision of a classroom teacher.

PROPER CARE OF BOOKS

Clayton Municipal School provides textbooks to students each year. These books are generally used for six (6) years. Therefore, particular care in handling and protecting books is requested. Students are not to write in their books, except for placing their names on the inside cover. Pencils and pens are not to be carried inside books as this can break the covers. Books are to be returned at the end of the school year in good condition. All books must have covers. The student must pay for lost or damaged books; cost will be pro-rated, based on the number of years the book has been used.

PUBLIC CONCERNS OR COMPLAINTS

Please follow the chain of command if you have a school related concern. Please contact your child's teacher/coach first. If this does not alleviate the problem, the next link would be the school principal, superintendent, and finally, the Board of Education per the procedures below.

- **Regarding Personnel** (forms are available in the superintendent's office) K-1481
 - ✓ Should a school community member be aggrieved by personnel, they must complete the appropriate form. The written complaint shall be presented to the employee toward whom it is directed, with a suggested solution, by the person(s) filing the complaint.
 - ✓ The employee will have a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.
 - ✓ If the complaint is not resolved between the originator of the complaint and the employee, the complaint shall be reviewed by the employee's supervisor. The Superintendent shall be the final level of review.
- **Regarding Facilities and Services** (forms are available in the superintendent's office) (K-1581)
 - Level 1.** The complaint shall be presented in writing, on the appropriate form, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.
 - Level 2.** If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.
 - Level 3.** If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

*If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator.
- **Regarding Instructional Resources** (forms are available in the office superintendent's office) K-1531

School community members having a complaint regarding instructional materials will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material." Upon receipt of a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request will be sent to the citizen. If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board. The Board may refer the matter back to the Superintendent for further review, or the Board by review the materials in question.

 1. Definite decisions should not be made on disciplinary problems until the full story is known or reviewed.
 2. Problems at school can be solved through mutual understanding of student, parent, and authorities.
 3. Demand that your children conform to the rules and regulations as set forth by the Board of Education and school administration for the welfare of all.

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 Municipal 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 Municipal 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 Municipal 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 superintendent.
- If you feel any employee or official of the Clayton Schools is sexually harassing you, please report the matter to the site administrator.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the superintendent.

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.

STUDENT CODE OF BEHAVIOR

Clayton Municipal School students are expected to be courteous and considerate. Your conduct demonstrates your character, your awareness, and your respect for self and others. You are a model to other students and a tribute to the school when you behave in a mature and responsible manner. Please remember to follow these regulations at all times. In situations where guidelines do not exist, remember to treat others as you would wish to be treated.

Behavior guidelines:

1. Remain quiet when others are studying or need to concentrate.
2. Be considerate during school assemblies. Applause is welcome and appreciated, but boisterous outbursts are inappropriate and therefore discouraged.
3. Enter and leave the auditorium in an orderly manner.
4. Help keep your school clean by not littering on school grounds or on property belonging to others.
5. Alcohol, tobacco, and other illegal drugs are not permitted at school or at any school-sponsored activity.
6. No profane or abusive language will be tolerated at any time.
7. Refrain from displays of affection.
8. Throwing of snowballs or water-filled balloons on Clayton Schools property is prohibited.
9. Radios and stereos are not allowed in classrooms unless approved by the classroom teacher. Beepers, skateboards and roller blades or any other devices(s) deemed unsafe or disruptive are not allowed on school premises during school hours and at school activities.
10. Making a threat of any kind, whether in jest or not, will be taken very seriously. Students making threats will be subject to immediate removal from class, parent conference, and possible suspension.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(forms are available in each school site's office)

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

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

Provided that:

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

The guidelines to be followed are:

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

STUDENT IN THE FACULTY LOUNGE

No students are to be in the faculty lounge unless accompanied by an adult.

STUDENT PARKING

Students are permitted to park on school premises as a matter of privilege, not of right. CMS retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student automobiles may be inspected whenever administration or their designee has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections may be conducted without prior notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.

Vehicles must be parked and may not be moved or occupied until the close of school each day other than at lunch. Speed limits on the school campus will be enforced. Students are required to park and lock their cars upon arrival on campus and are prohibited from going to their cars or loitering in the parking lots at any time during the school day unless they have checked out of the front office and have permission to leave. Unlicensed drivers and reckless driving will be reported to law enforcement.

VISITORS

ALL VISITORS ARE TO CHECK IN AT THE SCHOOL SITE PRINCIPAL'S OFFICE. Visitors remaining on campus must obtain a pass at the front office and the pass must be worn while on campus. Clayton students may not bring relatives or friends to visit.

VOLUNTEERS

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

*adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to,

adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;

*a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

WEAPONS IN SCHOOL

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.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education setting for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Superintendent may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy:

Weapon means any of the following:

- A firearm.
- Any knife, excepting a knife with a blade length of 2 inches or less that will not lock in open position.
- A destructive device.
- A dangerous instrument.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

WITHDRAWAL

A parent or guardian must accompany a student to withdraw from Clayton Municipal Schools. 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/materials 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.

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 superintendent for an appointment or submit to the superintendent 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 superintendent, 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, D.C. 20202-4605**

Sincerely,

Stacy Diller
Superintendent

Clayton Municipal Schools

323 S. Fifth Street

Clayton, New Mexico 88415

<http://www.claytonschools.us>

Phone: 575-374-9611 • Fax: 575-374-9881

Working Together for Student Success

August 16, 2018

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Clayton Municipal Schools have made preparations to respond effectively to such situations. In fact, public schools in New Mexico are built to meet stringent construction standards and may be safer than your own home in the event of a disaster. Should we have a major disaster during school hours, your child/children will be cared for at school. Our School District has a detailed emergency crisis plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency.

1. **Do not telephone the school.** Telephone lines may be needed for emergency communication. **Do not call your child's cell phone, nor should they call you as lines can become congested and stop adults for accessing needed help.**
2. In the event of a serious emergency, students will be kept at school until they are picked up by a responsible adult, who has been identified as such on a School District Emergency form, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school.
 - He/she is 18 years of age or older.
 - He/she has a valid picture ID.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
3. Turn your radio to **KLMX 1450 AM** in Clayton, NM for emergency announcements. If students are to be kept at school KLMX Radio, Clayton Police Department and the Union County Sheriff's Office will be notified. If electrical service is not affected, information will be relayed via the School District school messenger notification system. In addition, information regarding day-to-day school operations will be available by calling the District Office and CMS Facebook page.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Please instruct your child/children to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, the radio station will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their homes or to school in the morning, the students will be delivered to the Clayton Schools campus, and the school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Stacy Diller
Superintendent

**Clayton Municipal School
2018-2019 Student/Parent Handbook
Acknowledgement Form**

We, _____ and _____ have received a written copy of the Clayton
Student's Name *Parent/Guardian Name*
Municipal School 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 Signature)

(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.

(Student's Name)

(Parent/Guardian Signature)

(Date)

Parental Trip Permission

I _____ give permission
for _____ to be transported by Clayton Municipal School
District to various activities during the 2018-2019 school year. I fully understand that the Clayton Municipal School
District is not liable for bodily injury, property damage, or personal injury sustained by students on these trips.

Signature of Parent or Guardian

Date

**Clayton Municipal School Registration Form
2018-2019**

Student's Full Name: _____ Grade: _____ DOB: _____
Last *First* *MI*

Male: _____ Female: _____ Birth Place: _____ Home Phone #: _____

Mailing Address: _____ Student Cell Phone #: _____

Physical Address: _____ Student SS#: _____

Father's Name: _____ Cell Phone: _____

Father's Employer: _____ Work Phone: _____

Father's E-mail Address: _____ Student lives with Yes No

Mother's Name: _____ Cell Phone: _____

Mother's Employer: _____ Work Phone: _____

Mother's E-mail Address: _____ Student lives with Yes No

Emergency Contact: *(Please list two contacts.)*

Name: _____ Phone: _____

Address: _____ Cell: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____ Cell: _____

Relationship: _____

Ethnicity: *(Check One)*

Caucasian/White Black or African American Hispanic or Latino

Asian American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander

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

If so, whose bus? _____

School Last Attended: _____

Address: _____

In District: _____ Out of District: _____

***NEW STUDENTS TO THE DISTRICT NEED TO PRESENT A COPY OF THEIR BIRTH CERTIFICATE AND A COPY OF THEIR IMMUNIZATIONS.**

***ALL ENROLLENT FORMS MUST BE IN PLACE WITHIN 10 DAYS OF ENROLLMENT.**

Parent Signature

Date

**Clayton Municipal School
Medical Release Form
2018-2019**

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 to various activities during the 2018-2019 school year. I fully understand that Clayton Municipal School District 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.

___ ASTHMA	___ MENINGITIS
___ DIABETES	___ MIGRANE HEADACHES
___ EAR/HEARING PROBLEMS: (type)	___ MUSCULAR WEAKNESS OR PARALYSIS
___ EMOTIONAL PROBLEMS: (type)	___ BLEEDING DISORDERS: (type) _____
___ SEIZURES	___ HIGH BLOOD PRESSURE
___ HEART PROBLEMS: (type) _____	___ INFECTIOUS DISEASES: (type) _____
___ OTHER _____	___ TETANUS SHOT: (date) _____

___ ALLERGIES: (type) _____

___ REACTION TO MEDICINE OR INJECTIONS _____

___ HOSPITALIZED FOR SERIOUS ILLNESS, SURGERY, OR ACCIDENT _____

___ USE OF CONTACT LENSES: _____ USE OF GLASSES _____

___ 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

**Clayton Municipal Schools
Over the Counter Medication
Policy and Procedure**

Over the Counter Medication Policy and Procedure Over the counter (OTC) medications such as ibuprofen, acetaminophen, diphenhydramine and others can be provided to the school by a parent/guardian for individual student use during the school day. The nursing function of assessment cannot be delegated to an unlicensed trained designee. The determination of the need for an OTC must be made by the licensed school nurse. If it is likely that an OTC will alleviate the student's discomfort and allow him/her to return to school participation then the school nurse may choose to administer or delegate the administration of the medication. Unlicensed trained designees may collect data and report to the school nurse to assist him/her with the determination of the need for OTC medication. It is best if medications, including OTCs, are administered at home. If the licensed school nurse and the parent determine that it is necessary that an OTC medication be administered during the school day the following procedures must be adhered to.

1. OTC medication for student use is provided by the student's parent/guardian. Medication should be provided in the original unopened manufacturer container. It is recommended that the smallest container available be provided to the school. Medication must be stored securely.
2. A Parent Authorization for OTC Medication form must be signed and completed by the parent/guardian.
3. The licensed school nurse will verify that the parent has completed the form and that the dose is appropriate for the child based on height and weight and in accordance with manufacturer's recommendations.
4. The licensed school nurse will transcribe the information onto the OTC Individual Log.
5. The authorization form will be maintained in a medication notebook in the OTC Medication section.
6. The school nurse will assess the student and/or data provided by the unlicensed trained designee and make the determination of need for medication.
7. Parent/guardian will be contacted to determine when the last dose was administered. If the parent/guardian cannot be reached the OTC will NOT be administered.
8. The school nurse may administer the medication or delegate administration to the trained designee following his/her assessment.
9. All medication administered will be recorded on an OTC Individual Log AND in the student school health record.

Over The Counter Medications In The School

(Please complete every item on this form)

Name _____ Grade _____

Date of Birth _____ School _____

Name of medication _____ Dosage _____

Time of administration _____

This student is expected to be receiving this medication for _____
(How long?)

Special instructions regarding this medication _____

I/We understand that our child _____ will be assisted to self- administer the over-the-counter medication by designated school personnel and the parent will be notified before each time the dose is taken by the child and of the circumstances regarding the dose being taken.

I/We understand that if our child _____ needs to take a nonprescription over-the counter medication for **more than 5** consecutive school days we will be asked to get a written physician/provider authorization before any more of the medication will be given.

Parent/Guardian Signature

Date

Phone # _____

Medication brought by student for storage in the Health Room _____

Date _____ Amount of Medication _____

Parent Signature

Receiving Staff Signature

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: 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 School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, 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 to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Student Username: _____ Student Password: _____

DESIGNATION OF DIRECTORY INFORMATION

During the school year, District staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not to release the student's information without your prior signed and dated written consent. *If you do not object to the release of any and all of the below-designated information in writing, then the District must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone listings.*

If you *do not* want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given to release your son's/daughter's designated directory information.*

To: Principal

I do not want any or all the information I have marked below concerning (student's name) _____ designated as directory information and released to any person or organization without my prior signed and dated written consent:

- | | | |
|---|---|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Address | <input type="checkbox"/> Telephone listing |
| <input type="checkbox"/> Electronic mail address | <input type="checkbox"/> Date & place of birth | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Grade level | <input type="checkbox"/> Honors & awards received |
| <input type="checkbox"/> Major field of study | <input type="checkbox"/> Enrollment status | <input type="checkbox"/> Participation in officially recognized activities and sports |
| <input type="checkbox"/> Weight & height of members of athletic teams | <input type="checkbox"/> Most recent educational agency or institution attended | |

Parent/Guardian Signature

Date

Copyright

I give Clayton Municipal Schools the right to copyright and/or publish, reproduce, or otherwise use my child's name, voice, and likeness and/or written material, photographs, motion pictures, and audiovisual recordings about or by my child for instructions, advertising, website use, Facebook page, YouTube, publications or brochures, or any other lawful purpose whatsoever. This includes the use of my child's name and photo in the 2018-2019 Clayton School Yearbook.

I hereby agree to relinquish all rights, title and interest I may have in the finished product and waive all rights to any compensation thereof.

Parent or Legal Guardian (printed name)

Parent or Legal Guardian (signature) and Date

PARENT/GUARDIAN PERMISSION TO USE PRESCRIPTION MEDICATION AT SCHOOL

Name of student: _____ Date of Birth: _____

Parent/Guardian Name: _____

Home phone: _____ Work/Cell Phone: _____

Name of Medication: _____ Reason for Medication Diagnosis): _____

Dosage: _____ Time to be given: _____

Amount of Medication (counted by parent/guardian and school staff/nurse): _____

How long is this medication to be given?

1. Short-term course, until completed in _____ days.
2. Daily throughout the _____ school year.
3. Until further notice.

Name of prescribing physician: _____ Phone #: _____

My child has a medical condition diagnosed by a physician that will require taking medication at school. I understand that I must bring the medication to the school office and that the medication must be kept in the school office unless medication is a rescue medication (i.e. inhaler, Epi-pen...). I will ask my pharmacist to make a separate prescription bottle for the school which correctly states the name of the student, the name of the medication, the name of the prescriber, and the directions for taking the medication.

I understand that this form must be signed by the prescribing physician. I understand that a new permission form must be signed by the parent and physician, and that a new prescription bottle must be presented at the beginning of each school year and anytime during the year that the medication, dose, or time is changed.

I, the parent/guardian, authorize the school to supervise my child in taking the medication and agree that I will not hold liable any member of the school staff who is directed by a school administrator to supervise my child in taking said medication. I further agree that the school personnel may contact the prescriber as needed and that medication information may be shared with school personnel on a need-to-know basis.

Parent/Guardian Signature /Date

School Nurse Signature /Date

Physician Signature*/ Date

Physician signature is required if a prescription medication is to be used at the school, or if an over the counter medication is required for use more than 5 consecutive days.

**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

Telephone Number

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: _____

Name

Signature

Date

Bus Transportation Request Procedure

This procedure is only if you do not know your child/children's bus stop or bus number.

1. Call Molly Crisp (575-374-9611) at the Superintendent's office to request bus service.
2. Please have the following information:
 - Child/Children's name(s)
 - Address (Where student will be picked up/dropped off at)
 - Phone Number
 - School Attending/Grade
 - If you are needing AM and/or PM services