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**BASIC RULES FOR CCSD
ELEMENTARY SCHOOLS**

BUS PROCEDURES

Bus transportation is a privilege. This privilege can be revoked if the behavior of a student warrants such an action. The transportation department will issue bus rules to all students who are eligible to ride a bus. The bus rules and regulations must be followed at all times to ensure the safety of all students and the driver. If your child needs to ride a different bus, or will be picked up by a parent or parent designee, a note must be sent to the school office or a phone call to the school before 2:15 PM of that day explaining the arrangements and the dates involved.

ALTERNATE ARRANGEMENT FOR STUDENT DEPARTURE

Parent/guardian who request for their child to change their usual bus or pick-up routine must send a note stating the request and it needs to include the parents' signature and a working phone number. Notes and calls to the school may be subjected to questions and a call back by a school staff to ensure that the parent is making the request. Please call the school no later than 2:15 PM on regular attendance days and no later than 12:15 p.m. on early release days to make changes to your child's usual bus or pick-up routine.

CAFETERIA ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none"> • Walk • Eat first, and then talk. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Remember your belongings. • Stay in line. • Clean up after yourself. 	<ul style="list-style-type: none"> • Use good table manners. • Listen and follow directions of duty teacher. • Use quiet voices. • Say thank you to the cooks.

HALLWAY ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none"> • Walk on the right side of the hallway in a line. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Walk directly to where you need to go. • Keep hallways clean. 	<ul style="list-style-type: none"> • Hold door open for person behind you. • Respect property of others and school. • Walk silently at all times.

RESTROOM ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none"> • Walk only. • Keep water in the sink. • Wash and dry your hands. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Keep restroom clean. • Conserve soap, toilet paper, and paper towels. • Take care of school property. 	<ul style="list-style-type: none"> • Use quiet voice. • Return to room promptly. • Respect privacy.

PLAYGROUND ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Report injuries and problems to duty teacher. • Stay within the boundaries. • Follow school safety rules. 	<ul style="list-style-type: none"> • Line up as soon as the bell rings and get ready to go in. • Play fairly. • Make sure you have your belongings. • Keep playground clean. • Take care of school property. 	<ul style="list-style-type: none"> • Listen and follow directions of duty teacher. • Follow rules of the game. • Treat all people with respect and courtesy.

COMPUTER LAB ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none"> • Walk • Stay in your seat • Go to sites only directed to be used by the teacher. 	<ul style="list-style-type: none"> • Take care of lab equipment. • Clean after yourself. 	<ul style="list-style-type: none"> • Listen and follow directions of teacher. • Use quiet voices.

STANDING IN LINE ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Keep your shoes tied. 	<ul style="list-style-type: none"> • Stay in your place. 	<ul style="list-style-type: none"> • Listen and follow directions of teacher. • Respect personal space. • Stand quietly in straight line.

SPECIAL EVENTS AT PAC OR GYM ETIQUETTE

BE Safe	BE Responsible	BE Respectful
<ul style="list-style-type: none">• Walk to your seat.• Leave food and drinks behind.• Keep hands, feet, and objects to yourself.	<ul style="list-style-type: none">• Use audience manners.• Sit on bottoms, and keep feet on the floor.• Use restroom before going to event.• Take proper care of facility equipment.	<ul style="list-style-type: none">• Use audience manners.• Listen and follow directions of teacher.• Use quiet voices.

STUDENT HANBOOK

CENTRAL CONSOLIDATED SCHOOL DISTRICT

ATTENDANCE

The Central Consolidated School District (CCSD) Board of Education provides a full educational program for each student in the District. The Board of Education directs, through the Superintendent and each building Principal, that students shall attend classes daily to:

- Receive the benefit of the entire educational program.
- Minimize classroom routine disturbance by not entering or leaving at non-standard times.
- Avoid needless repetition of subject matter by teachers due to student absenteeism.

STUDENT ATTENDANCE AND PROCEDURES

By law, each parent is charged with the responsibility for a student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Any child of school age is required by state law to attend school regularly. All students' age range of 5 years old prior to 12:01 AM on September 1 of the current school year, to 18 years old are required to attend regularly scheduled classes unless they have been excused. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include, but are not limited, to those reasons approved by the school administration such as, illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent has notified the school in advance of the absence. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

*See Board Policies: J-0500 – Student Attendance Areas
J-1550 JH – Student Absences and Excuses*

TRUANCY

A student with five (5) unexcused absences within any twenty-day period is "truant". A student with ten (10) or more unexcused absences within a school year is "habitually truant". The Superintendent will establish procedures to identify, intervene and discipline truancy, beginning with notification of parents and requesting an opportunity to discuss interventions. Discipline shall not include out-of-school suspension or expulsion but should focus on fostering retention of truant students in the educational setting. An excused absence shall be as determined in Board Policy JH statutes and regulations.

See Board Policy: J-1550 JH – Student Absences and Excuses

ACADEMIC DAYS

Students are expected to attend all academic days of the school year. CCSD teachers report attendance to the school office each day, as required by the New Mexico Public Education Department State, to regulate this process:

- A student must attend class on a regular basis. Students may be excused only up to three (3) absences per class per quarter. Absences due to illness, funeral, death in family, court/legal or ceremony/religious, must be justified within three (3) days of the absence date. The Absence Review Process can be used if necessary.
- A student with three (3) or more unexcused absences or five (5) or more tardies per quarter, will have a letter mailed home to the parent informing them of the number days their child has been absent.
- Students who have not met the attendance requirement will not be allowed to participate in school extracurricular activities. (I.e. off campus bus & walking fieldtrips, field days, etc.)
- A student with five (5) or more unexcused absences or eight (8) or more tardies in a semester, a parent conference with the counselor or Principal will be necessary.
- An attendance contract will be established between the parents of the student when five (5) or more unexcused absences has occurred.
- The New Mexico Attendance Law, enacted February 2004, provides that schools identify students with “Habitual Truancy and Unexcused Absences”. Students will be reported to the Probation Officer for review.
- A student who misses ten (10) days in row and the family has not contacted the school will automatically be withdrawn from enrollment.

WHAT TO DO WHEN STUDENTS ARE ABSENT

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

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

No student will be permitted to leave campus prior to the regular hour of dismissal unless accompanied by a parent; a person designated by the parent, in verifiable written form; or a school official. Phone calls to dismiss students are not acceptable. Relatives, friends and other adults without proper arrangements, appearing at the school to take students will be refused such requests. Student safety is our first priority and students will not be released into uncertain circumstances.

See Board Policy: J-1910 – Release of Students

HALL PASSES

Students will be required to have a pass from their teacher anytime they are out of the classroom. Students will not be allowed to roam the halls, as this causes interference with the learning process.

DELAY & CANCELLATION OF SCHOOL

The decision to delay or cancel school is made by the Superintendent of the District. A decision to alter the schedule due to inclement weather or for other reasons is usually made by 6:00 AM and is broadcast on local radio and television stations.

INCLEMENT WEATHER PROCEDURES

Should inclement weather or emergency situations result in the delay or closing of district schools, or in an adjustment to school start or dismissal times, the information will be conveyed to New Mexico television stations and radio stations:

- Television Stations: KOB, KOAT and KRQE
- Radio Stations: KNDN, KGAK, KTNN, KNMI, KTRA, KISS and KRWN

STUDENT EXPECTATIONS

Be Prepared: Come to school rested and prepared for instruction with needed supplies, such as pencil, paper and textbook.

Homework: Homework is a task to be completed outside the classroom and consists of assignments related to classroom activities. In the event a student is absent, the student is responsible for obtaining and completing the required individual assignments. Parents are encouraged to monitor their child's completion of the homework tasks.

ACADEMICS

Courses of Study: Elementary courses of study are approved and formally adopted by the District. Areas of study are continually reviewed and updated to meet the needs of the kindergarten, primary and elementary students.

Curriculum: CCSD follows the State of New Mexico standards for each subject area.

Identified student learning needs are met through some of the following programs:

- Title I
- Bilingual
- Special Education
- Gifted Education

Specialized personnel and programs are provided to enhance student-learning opportunities; including a library, a resource media center, counselors, social workers, health personnel, speech & hearing therapists, psychologists, occupational & physical therapists and homebound teachers.

TESTING

The District maintains an educational testing program. Tests are used for many reasons:

- To provide a measure of each student's academic progress as a basis for planning instruction.
- To compare, present and past academic progress to determine the rate of each student's progress.
- To provide information which may be used in identifying students for instructional purposes.
- To study student acquired subject and skill strengths and weaknesses for a grade or a school as a whole.
- To determine the quality of instruction relative to realized outcomes and student learning.
- To provide a basis for reporting student's achievement to parents.

COMPUTER AND NETWORK USE

District and school policies apply when using the Districts' computers and network.

- Use of the network and computers are a privilege.
- Be polite and use appropriate language.
- Do not send, or encourage others to send, abusive messages.
- Do not reveal home addresses, personal phone numbers or personally identifiable information.
- Do not use the network in any way that would disrupt use of the system by others.
- Abide by the rules outlined in the iSafe training provided at the beginning of each school year.

See Board Policy: J - 4260 – Acceptable Student Use of Educational Technology

REPORT CARDS

Report cards are distributed four (4) times a year to enable parents and students to review progress. Report cards should be reviewed and if you have questions or concerns, you need to call the teacher to schedule an appointment. The appointment should be scheduled within one week of receipt of the child's report card. If you think your child is having difficulty at any point in the year, please contact your child's teacher or school counselor. The child benefits when parents and teachers work together. Parents can monitor student grades on Power School. Talk to the front office of your child's school for login information.

GRADING SCALE

A = 90 –100	F = Failing
B = 80 – 89	E = Excellent
C = 70 – 79	S = Satisfactory
D = 60 – 69	U= Unsatisfactory
F = 59 and Below	N=Needs Improvement

LACK OF ADEQUATE PROGRESS NOTICE

If a child is having difficulty at any point in the year, parent contact will be made by the teacher. The parent will be informed of which subject(s) the student is experiencing difficulty. A referral process may be established for the student to participate in a Student Assistance

Team (SAT) meeting. This meeting is for the parent, student and teachers to participate in a team meeting to address academic and/or behavior concerns.

See Board Policy: SECTION I – Instructional Program, GRADING / ASSESSMENT SYSTEMS

RETENTION

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

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

CONCERNS OR COMPLAINTS

Parent concerns or complaints should be addressed at the most immediate level between parent and teacher involved. Talk with your child's teacher to ensure open communication. Contact with the teacher should be done during regular school hours. If a parent or citizen makes a complaint to the Principal concerning a teacher, educational assistant or other staff member, the Principal will take appropriate action. If the nature of the complaint calls for a conference, all parties will be notified and the Principal will conduct a mediation meeting where an exchange of information and views can be heard.

See Board Policy: SECTION I – Instructional Program, GRADING / ASSESSMENT SYSTEMS

COUNSELING SERVICES

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

PARENTS AS PARTNERS IN EDUCATION

Involving parents in the classroom and school can only enhance the student's educational and life achievements as well as create a positive parent-school partnership. It is known and surveyed that the single most important determinant of a child's success in school is not family income or family status. Success is often determined when the child's parents are involved in his or her education. CCSD welcomes parents to participate in some, part or all of the school activities and to become part of the school.

EMERGENCY AND OTHER EVACUATION DRILLS

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

Each school has a School-Level Safety Committee comprised of teachers and staff members who are involved in the development of a plan to address a school incident and the Incident Commander is the School Principal.

The Goals for Safe Schools in New Mexico include:

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

Emergency drills are conducted each month. Emergency drills are Fire drills, Lockdowns, Evacuation Drill and one Obstructed Fire drill. The beginning of each school year in August each school is required to conduct 1-Fire drill, 1-Lockdown and 1-Evacuation drill. Each school will complete: 8 Fire drills, 2 Lockdowns, 1 Evacuation and 1 Obstructed Fire Drill for a total of 12 Emergency Practice drills.

Definition of Emergency Practice Drills:

- Fire drill: an exercise/practice to train people of their duties and escape procedures in case of a fire.
- Lockdown: designed to prepare students to clear the halls and report to the nearest classroom where they are to hide and stay silent to protect them from an internal or external threat.
- Evacuation: designed to prepare students, teachers and school staff to leave the building quickly in an organized fashion such as a bomb threat, when conditions outside the building are safer than inside the building.
- Shelter-In-Place: means staying indoors and is a temporary shelter for students and staff.

CHANGES AND TRANSFER

Enrollment information must be maintained and updated as needed. Changes such as home, work or emergency telephone numbers, home location and mailing address, must be maintained and updated throughout the year. Parents are requested to keep the school and teacher informed of any changes in phone numbers or address.

The child's parent must notify the present school when the student is moving to a new location or is requesting a transfer. The "new" school is responsible for requesting the student's educational records from the previous school.

LOST AND FOUND

Articles found in classrooms, halls and on the playground are placed in the "Lost & Found". It is recommended that parent marks all items of clothing and other possessions with the student's name. At the end of the school year, unclaimed items will be donated to local charity organizations.

HEALTH SERVICES

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning. Therefore a positive and safe learning environment includes the involvement of students, parents, teachers, and school staff. A health assistant or school nurse is available throughout the week to see students for health related concerns. If the health staff is absent, then office staff will assist the child.

STUDENT IMMUNIZATION REQUIREMENTS

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

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

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

- a statement or certificate signed by a licensed physician or certified nurse practitioner stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person;
- An exemption granted by the public health division on the basis of:
 - a.) notarized affidavits or written affirmation from an officer of a recognized religious denomination that such child's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
 - b.) notarized affidavits or written affirmation from his parent or legal guardian that his religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.

Exemption from obtaining the required immunizations is valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which the child is currently enrolled. Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. The District will cooperate with health departments in programs of immunization. Parent permission must be secured before a student may participate in such immunization projects. Further information about immunization requirements is available from the school nurse.

District Wellness Policy rule 6.12.6.6NMAC

The Central Consolidated School District recognizes that students, families, schools and communities benefit when schools provide a coordinated school health program linking health and academic success. As such, the CCSD is committed to meeting the needs of the whole child

by fostering health and wellness, through the model of coordinated school health. These components include health education and life skills; nutrition; physical education and activity; family, school and community partnership; social emotional well-being; healthy and safe environment; health services; and staff wellness.

STUDENT HEALTH AND PHYSICAL WELL BEING

Inform the health staff if your child has a specific medical problem that would limit or require avoidance in participation in routine school activities and procedures. Notify the health staff if your child has allergies, ailments or physical handicaps, which need to be considered by staff and teachers. The health staff will then notify teachers or other staff members if necessary.

EMERGENCIES

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

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

According School Health policy,

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

STUDENTS WITH ILLNESS

Students with communicable illness, temperature of 100.0 degrees or higher, head lice, pink eye, ringworm, etc. may be sent home. Parents/guardians should watch for symptoms such as sore throats, colds, fever, diarrhea, vomiting and other signs of illness. For the protection of all students and staff, a child displaying any of the above symptoms should remain at home, under the care of the parent/guardian and/or physician as deemed necessary by the parent/guardian. In the event your child displays symptoms that will not allow him/her to continue attending school, a parent/guardian will be notified and arrangements will be made for the child to go home.

ADMINISTERING MEDICINE TO STUDENTS

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parents to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
- Over the counter medications will only be provided under the following circumstances:
 - a.) to be used as first line measures, b.) If first line measures fail to relieve pain, one dose of over the counter medication will be used for the following conditions (mild fever, mild headache, sore throat/cough, muscle pains/aches, and acute injuries-sprained ankle, knees

or wrists or “jammed fingers”).

- Any student requiring over the counter medications more than three times in one month or on more than three consecutive days will be considered for a medical evaluation. Parents will be notified and a doctor’s note will be needed in order to continue to provide the student with over the counter medications.

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

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

ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose educational records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

Or you may contact us at the following address:

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

STUDENT DISCIPLINE

This school strives to provide the safest environment for students to learning. Students that engage in behaviors that are disruptive to learning or compromise the safety of students, such as, intentionally causing public inconvenience, annoyance, alarm or recklessly creating a risk will result in disciplinary action.

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

The following activities are not allowed on the school campus. Involvement in such activities may result in disciplinary action:

- criminal or delinquent acts
- gang related activity
- sexual harassment
- disruptive conduct
- refusal to identify self
- refusal to cooperate with school personnel
- fighting or engaging in violent behavior
- making unreasonable noise
- using abusive or obscene language or gestures
- obstructing vehicular or pedestrian traffic
- creating a hazardous or physically offensive condition by any act that serves no legitimate purpose
- engages in conduct that is insubordinate (i.e., failing to comply with the lawful directions of a teacher, school administrator or other school employee in charge of the student)
- endangers the safety, morals, health or welfare of others by any act, including but not limited to:
 - selling, distributing, using or possessing alcohol, drugs or other controlled substances or drug paraphernalia
 - selling, distributing, using or possessing weapons, fireworks or other dangerous instruments or contraband
 - selling, using or possessing obscene material
 - using profane, vulgar or abusive language (including ethnic slurs)
 - gambling
 - hazing
 - cyberbullying
 - engaging in lewd behavior
- Engages in any of the following forms of academic misconduct:
 - lateness for, missing or leaving school or class without permission or excuse
 - cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker and other forms of unauthorized collusion)
 - plagiarism
- Engages in conduct in violation of the Board's rules and regulations for the maintenance of public order on school property. Has a record of excessive absenteeism. Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or

use of physical force by a student is not reasonable:

- i. when made in response to verbal provocation alone
- ii. when assistance from a school staff member is a reasonable alternative
- iii. when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

See Board Policies: J-2900 - Secret Societies/Gang Activity

J-3000 - Tobacco Use by Students

J-3050 - Prohibition of Drug and Alcohol Use by Students

J-3100 - Weapons in School

PERMISSIBLE PENALTIES

The range of penalties or disciplinary action that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- verbal warning
- written warning
- written notification to parents
- probation
- detention
- suspension from transportation
- suspension from athletic participation
- suspension from social or extracurricular activities
- suspension of other privileges
- exclusion from a particular class
- in-school suspension
- involuntary transfer
- community service
- suspension
- expulsion

Depending upon the severity of the violation, student discipline may be progressive, for example, generally, a student's first violation may merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

STUDENT DISCIPLINARY PROCEEDINGS

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

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

INVOLVING STAFF MEMBERS

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

BULLYING

The 'education environment' includes all school facilities as well as the bus, bus stops, walking to & from school, school-sponsored activities on & off campus. There is no place in the education environment for harassment or bullying.

Per NMPED 6.12.7.8 (D) NMAC "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

PER Navajo Nation Resolution CJA-09-18 and Legislation No. 0366-17 Criminal Code Cyberbullying: Under the existing offense of **Manslaughter**: "A person commits manslaughter if the person recklessly causes or contributes to the death of another, including via electronic communication device". **Stalking**: "Making unwanted or frightening contact with another through postal mail, internet, or electronic communication, including but not limited to radio, fax, phone, texting, or email". **Harassment**: "A person commits harassment when that person intentionally or knowingly causes emotional distress to another by repeatedly shaming, degrading, humiliating, placing in fear, or otherwise abusing personal dignity, including via electronic communication device." In our School District, we will implement the **Olweus Bullying Prevention** and **NMPEDIA: STOP !T Mobile app** provides a safe, anonymous and comfortable way for students to share information with Real Time Messaging, Reporting and Awareness Program to create a safe learning and working environment for our students, teachers and staff.

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

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

First Offense- *A contract serves as your WARNING signed at registration. Your parents will receive a copy of this signed contract indicating that you know what bullying is, that bullying is not okay, and the consequences. If you are sent to the office and found to be in violation of the bullying contract you will be suspended up to three (3) days.*

Second Offense- *Suspension for up to five (5) days with possible long term suspension.*

Third Offense- *Suspension for up to ten (10) days and notice given of a hearing where long term suspension will be recommended to remove you from CCSD Schools.*

STUDENT DRESS

The school has the right to regulate any student's dress that creates a problem, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard as defined by administration. All students and their parents are responsible for monitoring their child's attire regarding the school dress code.

- Shoes must be worn at all times.
- Skirts/dresses/shorts must be of appropriate length. Such items of clothing will be considered acceptable if they extend no less than one inch (1") below the fingertips of the student when the student stands with back and shoulders flush against a wall, and arms and fingertips fully extend along the sides of the student's leg.
- Muscle shirts, half shirts, tank tops, halter-tops or tops with spaghetti straps should not be worn.
- Hair length or style which obstructs vision or hides a student's face is prohibited. Hair length or style which cause a safety hazard or disrupt the educational process is prohibited.
- Apparel which might cause the question of decency to arise is prohibited. Distasteful patches, decals, buttons or other insulting items will not be displayed. Students' dress must not refer to violence, sex, gang membership, Satanism/occult, tobacco, alcohol or drugs or pictures of skulls and corpses, etc.
- Safety pins, jewelry with spikes, chains or other metal objects considered safety hazards are prohibited.
- Bandanas, "doo rags", beanies or hairnets are prohibited.
- Hats and hoods may only be worn outside of the buildings.
- Trench coats are inappropriate school attire.
- Sagging or baggy pants worn in a manner that allows underwear or bare skin to show, interferes with mobility or could conceal weapons are prohibited.
- Makeup which changes a student's appearance or makes him/her unrecognizable is prohibited.
- Sunglasses are not to be worn in the building unless prescribed by a doctor or worn for other verifiable medical reasons.

All dress code issues are subject to administrative review and discretion. Exceptions for specific situations may be allowed by building administrators. Accommodations for students with disabilities or religious requirements will be made on an individual basis. Students with special needs or requirements shall contact the building administrator for individual consideration.

- First Offense: Student will be sent home to change, or asked to remove inappropriate items. Parents will be notified of the offense.
- Second Offense: Student will be sent home to change and serve a one day In-House Suspension.
- Third Offense: Two-day out of school suspension followed by a mandatory parent conference.
- Fourth Offense: Up to a ten (10) day suspension & expulsion hearing.

See Board Policy: J-2350 – Student Dress

ITEMS NOT ALLOWED AT SCHOOL

Electronic Devices. Cell phones, MP3 players, iPods, video games and other electronic devices are considered a nuisance in the educational environment. If brought to school, these devices will be confiscated, turned in to the principal, and returned only to a parent. The school will not be responsible for lost, stolen or broken items. All electronic devices will be turned off and out of sight during instructional times.

Food Items. Candy, gum, energy drinks, soda, Kool-Aid, chips including Hot Fries/Hot Cheetos, sunflower or pinon seeds, etc. that are brought to school will be confiscated unless they have been pre-approved by the teacher and Principal.

Weapons on Campus. Weapons including guns, knives (pocketknives, switchblades, etc.) or other items used to intimidate, threaten or with the intent to do bodily harm will not be tolerated on school property. In accordance with federal law, any person carrying a deadly weapon on school property will be prosecuted.

See Board Policy: J-3100 – Weapons in School

EMERGENCY CONTACT NUMBERS

FIRE:	911 OR 505-368-1350 (SHIPROCK & NEWCOMB) 911 (KIRTLAND)
AMBULANCE:	911 OR 505-334-6622 (KIRTLAND) 911 OR 505-368-6001 (SHIPROCK & NEWCOMB)
POLICE:	911 OR 505-368-1350 (SHIPROCK & NEWCOMB) 911 OR 505-3347-6622 (KIRTLAND)
AIR CARE ONE:	800-452-9990 (LIFE THREATENING)
NAVAJO NATION POLICE:	505-368-1350
NEW MEXICO STATE POLICE:	505-325-7547
SAN JUAN COUNTY SHERIFF:	505-598-0475 OR 505-334-6107
CHILD HAVEN:	505-325-5358
CHILDREN, YOUTH & FAMILY DEPARTMENT:	505-327-5316
HOSPITALS: San Juan Regional	505-609-2000

STUDENT RECORDS
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 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/daughter's designated directory information.*

CENTRAL CONSOLIDATED SCHOOL DISTRICT
OCTOBER 12, 2017



cut here): Principal

I *do not* want **any or all** the information I have checked 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 and Place of Birth | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Dates of Attendance | <input type="checkbox"/> Grade Level |
| <input type="checkbox"/> Honors and Awards Received | <input type="checkbox"/> Major Field of Study |
| <input type="checkbox"/> Enrollment Status (e.g., part-time or full-time) | |
| <input type="checkbox"/> Participation in officially recognized activities or sports | |
| <input type="checkbox"/> Weight and Height of Members of Athletic Teams | |
| <input type="checkbox"/> Most recent education agency or institution attended | |

Parent/Guardian Signature

Date

Central Consolidated School District

FOOD SERVICE DEPARTMENT

PO Box 1199

Shiprock, New Mexico 87420

505-598-5966/368-4965/Fax 598-0825

July 1, 2018

Dear Parent/Guardian:

Central Consolidated School District is participating in a Universal Lunch and School Breakfast Program for the current school year 2018-19. If your children attend any CCSD school, breakfast and lunch will be available to them at no charge. All students enrolled at school may participate in the breakfast and lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

Meals will be served to all students at no charge regardless of the eligibility status.

If you have any questions about the program please feel free to contact us.

Margene Purcella

Food Service Coordinator

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_suct.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_suct.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

CENTRAL CONSOLIDATED SCHOOL DISTRICT
District Administration Complex
P.O. Box 1199, Shiprock, NM 87420
US Hwy 64 Old High School Rd
Administration • 505-368-4984 • Fax 505-368-5232
A Community of Learners Dedicated to Building Lives

Dear Parent:

Re: Student Injuries & Insurance

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

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

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

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

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

Respectfully yours,

Principal

RIDERSHIP RULES AND REGULATION (Student Code of Conduct) For School Bus Transportation

Dear Parents and Guardians:

Please discuss the following important information with your student(s) to maximize the safety of all students while passengers in school buses. These important procedures and regulations exist to promote and help ensure the safety of each occupant of the school bus.

Riding the School Bus is a Privilege not a Right

Students who persist in violating these rules and regulations risk the loss of their riding privileges. In the event of a bus suspension, it will become the parent or guardian's responsibility to transport their student.

School Bus Driver Authority

Bus drivers have the same authority on the bus as a classroom teacher has in the classroom. Students who ride the bus are under the direct supervision of the driver.

Student Drop-Off Procedures

Pre-school, kindergarten and special need students must be met at the bus stop by a parent/guardian. They will be returned to the school and it will be the responsibility of the parent/guardian to pick up the child. All other elementary students will be given a *permission to drop off form* to be completed by the parent/guardian.

Unauthorized Riders, Stops or Boarders

Any student not getting off at their designated stop will be required to have a note from their parent/guardian, sign and dated by the principal and then given to the driver. The driver cannot accept any notes authorizing them to drop off students at a point other than the student's regular stop. Students will be picked up and dropped off only at their assigned stops. If a student misses the bus, parent/guardian must transport their student to school. Avoid chasing the bus. If a parent/guardian or any un-authorized pupil enters the bus without driver permission, it will be considered a trespass of CCSD property and law enforcement may be pursued.

Zero-Tolerance Policy

CCSD has a zero-tolerance policy on threats, possession or use of illicit drugs or weapons.

Seating Assignments

The school bus driver will assign seats to students. The driver has the authority to reassign seats at will if he or she deems it necessary. It is the responsibility of the student to inform the driver of issues. All students must cooperate with the driver's requests.

Bullying and Harassment

Any method of bullying or other types of harassment will not be tolerated on our school buses. Students are responsible for communicating with the driver, or other school personnel, if this type of behavior is happening on the bus.

Vandalism

Tearing, or cutting seats, breaking windows, dismantling seats, writing on a bus surface, etc., will be reported to the school administrator. There is a damage fee of \$75.00. Students are encouraged to report any damage to seats or to other parts of the bus to the driver. Identified student(s) will be charged for the repairs and face bus suspension.

Inclement weather, delays, or closing

All school delays or closing will be announced on the school district website at www.ccsdnm.org, on local television stations (KOB, KOAT, and KRQE) and radio stations (KNDN, KTNN, KTRA, KWYK).

School Bus Rules

1. Students are to be at their bus stop five (5) minutes prior to the scheduled bus arrival time. The bus will not wait.
2. While at the bus stop, students shall conduct themselves in an orderly manner and stay out of the street. Students shall avoid littering and respect nearby property.
3. Students must wait until the bus comes to a complete stop and the doors are opened before approaching the bus and always use the handrail. Be careful that no belongings get caught.
4. Sit in assigned seats, facing forward, feet on the floor, and speak in a normal tone of voice.
5. Remain seated at all times unless getting on or off the bus. Students must keep the aisle clear at all times. Students must not place any body parts out of bus windows.
6. Students must not use tobacco, drugs, alcohol or any controlled substances. This includes matches and lighters.
7. Food, candy, gum, seeds, soda or juice drinks and litter will not be allowed on the bus. Bottled water is acceptable.
8. Large items will not be allowed on the bus. Items must fit under the seat or in the student's lap.
9. Glass objects, skateboards, or balloons are not allowed on the bus.
10. Students will not be permitted to throw any items on the bus or out of any window.
11. Students must remember that being careless not only endangers their own safety, but also endangers the safety of others.
12. Students exiting the bus shall always cross 10 feet in front of the bus. No student is to cross the roadway to another loading zone.
13. Use of obscene language or gestures will not be allowed on the bus.

When a student is in non-compliance, and the bus driver reports a bus infraction, the following procedures will be followed. Consequences may vary depending on the severity of the infraction.

- 1st Offense: A warning to the student. The driver will explain to the offender the necessity for good behavior.
- 2nd Offense: If after talks and warnings, the driver will report the misconduct to the principal or designee.
- 3rd Offense: Suspension of riding privileges will result and length of time will depend on the seriousness of the infraction. The following infractions could result in 10 days suspension: playing with emergency doors, throwing objects, directing obscene language or gestures, students brought back to school 3 or more times, behaving in ways that disrupt the safe operation of the bus.

Please read and review with your student(s). Please complete the form below, detach and return to your student's bus driver.

Student Name: _____ Grade: _____ Bus Number: _____

Parent/Guardian: _____ Phone: _____

Physical Address: _____

Any allergies/medical condition you want us to be aware of: _____

I understand that failure to comply with bus safety procedures and rules may include loss of transportation privileges. I have discussed the code of conduct. My child will cooperate with the bus driver and school authorities. We understand these rules are necessary to assure safety on the school bus.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

*Please return to the driver within 3-5 days. **Note: Complete one form for each student.***



Please read and review with your student(s). Please complete the form below, detach and return to your student's bus driver.

Student Name: _____ Grade: _____ Bus Number: _____

Parent/Guardian: _____ Phone: _____

Physical Address: _____

Any allergies/medical condition you want us to be aware of: _____

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Student Signature: _____ Date: _____

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