



R R P S
Rio Rancho Public Schools
Cleveland High School

2017-2018 STUDENT HANDBOOK

Statement of Conduct and Discipline
Student Acknowledgement Form

Cleveland High School
aspires to be a community of learners that support and celebrate a passion for
excellence.

Student rights and responsibilities are part of the life of every high school. In the educational setting, rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are a part of the CHS community must adhere to certain guidelines in the daily activities of this campus.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in a safe and orderly manner.

Please read this document carefully and note particularly the changes in policy from the past school year. Your acknowledgement of school policy during the InfoSnap registration process attests to the fact that you have read the 2017-2018 Discipline Code, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

HIGH SCHOOL 2017-2018 SCHOOL WEAR POLICY – SBP #349

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored field trips. Interpretation of the following dress code is subject to administrative discretion.

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, and for medical necessities. Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Dress Code and Standard of Decency

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent the Rio Rancho Public Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency.

The Dress Code and Standard of Decency includes but is not limited to the following:

A. Allowed:

- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars

B. Not allowed:

- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, **shorter than three (3) inches above the bend of the knee.**
- Sleeveless tops: all tops (male and female) are to have sleeves
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing (use of tape to cover holes is NOT acceptable)
- Bandanas, 'do-rags', shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not "wear . . . any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang"
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward.
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

Other provisions:

- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- If a coat or jacket is worn inside a building, it must remain open
- Hair shall be groomed so that it is clean and safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Spandex or tights are only allowed under approved shirts, shorts, skirts, and dresses
- Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-School and high school students' school-issued ID badges must be available or presented upon request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code/Standard of Decency

First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

1. change into other clothing they may have with them if it conforms to this policy, or
2. change into clothing provided by the school if available, or
3. be sent home with parent/guardian permission

The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the day following the incident.

Second and subsequent offenses: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Waivers

Waivers may be granted by the principal or site administrator subject to the following criteria:

1. Religious Freedom - Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
2. Health or Physical Disability - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time
3. Financial Hardship – families who for a period of time meet one of the following criteria and who can document this situation:
 - a. homelessness
 - b. head of family is unemployed or on disability
 - c. families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

Application process for waivers

Parents of students who qualify for a waiver must fill out a waiver request form at the student's school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period students must meet the district's dress code expectations. Parent's requesting temporary waivers for health reasons must apply for a waiver at the student's school site prior to the student's return to school.

Appeal of denial of waiver

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrators' denial. The Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

IDS

1. High School: School issued ID must be carried at all times.
2. These items are not to be defaced in any way.

CONSEQUENCES FOR NON-COMPLIANCE

See Discipline Matrix revised 3/11/16

NOTE TO PARENTS

Families in need of financial assistance may contact their school office for assistance.

Rio Rancho Public Schools Rules of Appropriate Use Student Form

These guidelines, along with RRPS Board policies, must be followed to prevent loss of network and Internet privileges in the Rio Rancho Public Schools.

1. Do not use a computer to harm other people or their work. (Board Policy, Article 477)
2. Do not damage the computer or the network in any way. (Board Policy, Article 477)
3. Do not download or install your own software, shareware, or freeware. (Board Policy, Articles 477 & 478)
4. Do not violate copyright laws. (Board Policy, Articles 475 & 477)
5. Do not view, send, or display offensive messages or pictures. Example: Offensive messages or pictures are those you would not share with your teachers or parents. (Board Policy, Article 477)
6. Tell an adult in charge immediately if, by accident, you encounter materials which violate the rules of appropriate use. (Board Policy, Article 477)
7. Do not share your password with another person. (Board Policy, Article 477)
8. Do not open someone else's folders, work, or files without permission. (Board Policy, Article 477)
9. Do not waste limited resources such as disk space, printing capacity, network connections (bandwidth), or video streaming.
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action. (Board Policy, Article 477)

PRIVACY: Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students and staff are using the system responsibly.

STORAGE CAPACITY: Users are expected to delete material that takes up excessive storage space.

ILLEGAL COPYING: Students should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks, nor should students copy other people's work or intrude in other people's files.

INAPPROPRIATE MATERIALS OR LANGUAGE: No profane, abusive, impolite, racist, or sexist language should be used to communicate across the school's network or the Internet, nor should materials be accessed or distributed which are not in accordance with the rules and expectations of school behavior. If you encounter material by accident, please notify the adult in charge immediately. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

<i>Contact Numbers at CHS</i>	
Main Number	938-0300
Attendance	All Day Absence Late Arrival/Early Departure
	938-0311 938-0311
Activities	938-0363
Athletics	938-0420

The Public Education Department has set up a new school safety effort, SPEAK UP New Mexico. The program offers students and parents an anonymous tip line to report threats of weapon-related violence and other crimes at school and in the community. The number is 1-866-SPEAK UP

**CHS 2017-2018 Student Handbook
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RRPS Beliefs and Core Values:

Beliefs:

When the district was formed in 1994, the following beliefs guided our efforts and served as the foundational principles for the district. These foundational beliefs were reviewed and minor changes made by the Strategic Planning Committee. These beliefs will remain an important part of our strategic planning document.

- The family is the core of life and the foundation of society.
- Every person has value.
- People have a basic need to belong.
- Everyone's potential is unique and unlimited.
- Dedication and hard work foster personal pride and achievement.
- People are responsible for their own actions.
- Commitment is the energy that drives us to our achievement.
- Ethical behavior is essential for a healthy community.
- Mutual respect builds trust and harmony.
- Communication and teamwork are essential to build a common goal.
- Learning is a life-long process.
- Together with our children, we build the future.
- School, family, and community partnerships are critical to student success.
- All children can learn.

Core Values:

We embrace the eleven Malcolm Baldrige Education Criteria Core Values to guide our daily leadership and continuous improvement efforts throughout the district.

- Visionary leadership
- Learning-Centered Education
- Organizational and Personal
- Agility
- Focus on the Future
- Managing for Innovation
- Management by Fact
- Focus on Result and Creating Value Learning
- Public Responsibility
- Valuing Faculty, Staff, and Partnerships
- System Perspective

Our Vision:

Student Excellence

Our Mission:

RRPS is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

Daily and Special Schedules

REGULAR BELL SCHEDULE Monday, Tuesday, Thursday, Friday			EARLY Dismissal BELL SCHEDULE Wednesday		
Period	Time		Period	Time	
Zero Hour	6:23	7:15	Zero Hour	6:23	7:15
1	7:20	8:12	1	7:20	8:05
2	8:17	9:09	2	8:10	8:55
Announcements	9:14	9:19	Announcements	9:00	9:05
3	9:19	10:11	3	9:05	9:50
4	10:16	11:08	4	9:55	10:40
A Lunch 11:08 – 11:38			A Lunch 10:40 – 11:10		
5 11:43 – 12:35	5 11:13 – 12:05		5 11:15 – 12:00	5 10:45 – 11:30	
	B Lunch 12:05 – 12:35		B Lunch 11:30 – 12:00		
6	12:40	1:32	6	12:05	12:50
7	1:37	2:29	7	12:55	1:40
Detention	2:34	3:55	PLC's	1:45	2:40

Lunches based on location of Period 5 class

A Lunch	Period 5 / All classes WEST of the Clock Tower
B Lunch	Period 5 / All classes EAST of the Clock Tower

Note: Lunch occurs 2 times a day with each lunch period being 30 minutes in length; this includes lunch for staff. Lunch-time is independent of instructional periods and requires the designation of "A" or "B" lunches. The duty day for staff is 7:10 am to 2:40 pm. Instructional periods are 52 minutes long on Monday, Tuesday, Thursday and Friday. Period 3 is 57 minutes in length and has an additional 5 minutes built in at the start of period 3 for announcements and the daily Pledge of Allegiance. On Wednesdays, abbreviated classes are 46 minutes in length.

Students are also assigned to each of the assistant principals according to their original year of graduation. This is also known as the student's *COHORT*. The breakdown is as follows:

- Class of 2020 Ms. Rebecca Bruere
- Class of 2019 Mr. Rudy Galindo
- Class of 2018 Mr. Millan Baca
- Class of 2021 Mr. Shawn Havill

Scheduling Procedures including Changes

In the spring of each school year, students are asked to pre-register for the following school year. Students are encouraged to choose courses carefully, keeping in mind their academic plan. Approved schedule changes for the purposes of class leveling will be made that are least disruptive to the student's schedule and in consideration of class sizes. Parents and students must be aware that schedule change requests will only be addressed prior to the start of a term and only if determined academically necessary by the CHS administration. Several classes listed as full year courses (including AP classes) may not be dropped during the course of the school year.

TO ALL PARENTS OF STUDENTS AND ALL ELIGIBLE STUDENTS ATTENDING THE RIO RANCHO PUBLIC SCHOOLS

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, 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." With certain exceptions, Cleveland Public Schools (RRPS) must obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, RRPS may disclose appropriately- designated "directory information" without written consent, unless you have advised RRPS to the contrary in accordance with District procedures as described in this notice. Examples are:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- Activities, accolades and awards in school and district newsletters and websites
- Requests from outside entities for legitimate educational purposes.

Directory information is information that is generally not considered harmful or an invasion of privacy if released, and may also be disclosed to outside organizations or in response to a request from a member of the public for legitimate educational purposes without a parent's prior written consent. "Legitimate educational purposes" means educational opportunities, services and/or information offered or provided by accredited educational entities, professional educational organizations, the armed forces of the United States or labor organizations defined in the New Mexico Public Employee Bargaining Act conducting lawful organization and collective bargaining activities.

For the 2017-2018 school year, RRPS has designated the following information as directory information:

1. Student's name
2. Grade in school;
3. Name of school;
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

If you object to disclosure of directory information from a student's education records without your prior written consent, you must notify the principal of the school where the records are kept in writing within 15 days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

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.

Complaints about failure of the Rio Rancho Public Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Information Supplied to Military Recruiters: As a recipient of federal assistance under the *Elementary and Secondary Education Act of 1965* (ESEA), RRPS is required to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. Forms are available at all schools serving students in grades 9-12 for notification of objections to such disclosures.

Protection of Pupil Rights ("PPRA") Notice

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The above rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

RRPS administers an annual "Student Safety and Satisfaction Survey" to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.

Teacher, Instructional Support Provider, and Principal Qualifications

The federal No Child Left Behind Act and the New Mexico Public School Code afford parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children’s teachers, instructional support providers including paraprofessionals, and school principals. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 136.

Student Assessment

CHS believes it is important to offer students a variety of assessment opportunities. Assessments are included as a part of every class; however, students are also measured through a variety of alternative methods including: portfolios, demonstrations, presentations, and collaborative projects. This variety of assessments allows students and teachers to identify strengths and problem areas and respond to them promptly. When problem areas are identified, teachers develop strategies to correct the problem.

Students and parents will receive progress reports and grades from their teachers every 4 ½ weeks. In addition, parent/guardian notification will occur at 4 ½ weeks into the fall and spring semesters for any student who has one or more F’s in any subject.

Administration of Final Examinations during non-scheduled times

A Final Exam Contract will be drawn up only when circumstances beyond the student’s control prevent the student from taking the final exam on the regularly scheduled date and time. The Final Exam Contract must be initiated prior to the final exam. It is the student’s responsibility to set up a time to take the final exam and complete the test prior to 30 days after the end of a semester. Teachers should attach copies of exams, project, or assignments (and necessary keys or guidelines) to the copy of the form they turn in to their student’s “class of” assistant principal. At the end of term, a zero will be entered as the final exam grade and the semester grade calculated accordingly. If the student satisfies all requirements of this contract the semester grade will be recalculated including the score from the Make-up Exam. **Due to the utilization of Final Exams as End-of-Course Assessments in selected classes, requests for early exams in these classes may not be granted.**

The RRPS Grading Policy

Performance Level	Description of Student Performance
“A” Level Performance 90-100	The student’s work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
“B” Level Performance 80-89	The student’s work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.

"C" Level Performance 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
"D" Level Performance 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
"F" Level Performance Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
WDF	Students requesting to drop a class after the 3 rd day following distribution of the first official progress report of the current semester must complete a withdrawal form that is signed and approved by a parent/guardian, the academy AP, academy counselor, and the course instructor. The student will receive a WDF on his/her transcript. This can only be removed after the successful completion of the course. A WDF is calculated into a GPA as an F. A student may not request dropping a class after the beginning of the 2 nd 9 weeks of the semester.
Honor Roll	To qualify for the honor roll, a student must earn a 3.5 grade point average (GPA) for the semester.

Programs Available to Help Students

CHS offers a variety of programs to assist students in reaching their personal and educational goals.

Advisory Period

Depending on a student's academic needs, they may be placed in an Advisory class. Tutoring, homework help, note taking skills, study skills, and other services are given to assist in the academic success of students. Only students receiving a GPA of 2.0 or higher and have not failed a core subject the prior semester may opt to take another elective in lieu of the Advisory class.

Library Media Center

The Library Media Center is more than just a collection of books. It provides a wide variety of research materials, as well as fiction and magazines to be read at leisure. As a center for information gathering and processing, the library staff can offer assistance with research and the production of projects.

Hours: Mon-Thurs 7am - 3:30pm; Fri 7am - 3pm

Expectations: The library is for research, reading, studying, or browsing. Voices should be kept low and noise to a minimum. Be respectful to everyone in the library. Be sure to clean up after yourself.

Procedure: To sign out books, you must show your school ID. Books are checked out for 3 weeks, but you may renew them. Overdue fines are assessed at 10 cents a day for every day we are in school. Fines must be paid before you sign out more books. Damaged and lost books are to be paid for in full.

Remember, if any books or fines are owed to the Library, they need to be taken care of before you register for the next year. Diplomas will be held for any seniors who owe money to the Library.

Printing: To print from a computer, the price is 10 cents a page for black and white, 25 cents a page for color. If you wish to print in color, you must go to File, Print, and then choose the media center color printer. If you print, you are expected to pay, so be careful. When in doubt, do a Print Preview to see how many pages there are. Copies are 10 cents a page.

Library Rules: if you are in the Library on a pass from a teacher, or if you are there because of late arrival or early dismissal, you must sign in at the front desk. If there is a fire or some other emergency, the library staff needs to take your attendance. Computer use is available first for classes that are doing research in the Library. If you are not in a class, you may have to give up using a computer when classes arrive. If classes are using all of the computers, you will be sent back to class. Food or drinks are NOT allowed anywhere in the Library. Leave all food or drinks in your back pack or place them in a trash can. Students must show a pass from a teacher to enter. Students may be asked to leave if they are not working on class work or homework.

Student Success Team Personnel

CHS has a team of people who are there to assist students in addressing both personal and academic problems. The SST team consists of teachers, a counselor, an assistant principal, and an instructional leader who can help with many problems or can point students in the right direction. These individuals make it a point to know their assigned students and want to see each and every student succeed. Students are assigned to an assistant principal, and counselor based on their original anticipated date of graduation. This is known as the student's *COHORT* group or "Class of" assignment.

- | | |
|-----------------|--------------------|
| • Class of 2020 | Ms. Rebecca Bruere |
| • Class of 2019 | Mr. Rudy Galindo |
| • Class of 2018 | Mr. Millan Baca |
| • Class of 2021 | Mr. Shawn Havill |

Summer School

Cleveland Public Schools offers a summer school option to all RRPS students for a monetary fee at student/parent expense. Summer courses are offered on an as-needed basis for a fee. Students should ask their counselors for more information about these options. Summer School Courses are not available for student advancement as they are designed for remediation purposes

Advanced Placement Courses

CHS offers Advanced Placement (AP) courses to students in all grade levels interested in doing college-level work while in high school. Grades are weighted in AP courses. Students are highly encouraged to take the AP exam after the course. Many colleges award college credit for courses based on AP examination scores. Exam scores and individual university policies determine whether or not college credit will be awarded.

Dual Enrollment

RRPS has a dual enrollment agreement with CNM. Dual enrollment provides an opportunity for high school students to take college level courses while still attending high school. Dual enrollment courses may only be taken for elective credit. College grades are also reflected on a college transcript. In accordance with our agreements with these institutions, students may not take a dual enrollment course to meet a core graduation requirement or take a course that is already offered at the high school. Three college credits earned at one of these institutions results in 1 high school elective credit being awarded toward graduation. Tuition at these colleges is waived. In addition, a voucher is provided by RRPS for textbooks. Students must return their textbook to Cleveland High School at the end of the semester. Distance learning fees, course/lab fees, and transportation costs are the responsibility of the student. Students are eligible for dual enrollment beginning as sophomores. Eligibility requirements to enroll in dual enrollment courses are established by the post-secondary institution and vary with the institution and the desired course. *Students must see their counselor to obtain approval prior to enrolling in any dual enrollment course.*

Credit Recovery / Distance Learning/Correspondence Courses / Edgenuity

Students must request prior approval from their counselor and complete an "Off Campus Course Agreement" form signed by the student, parent and counselor before enrolling in any off-campus course if the student expects the course to qualify for credit toward graduation at CHS. RRPS requires that the final exam be supervised by certified school personnel and be earned from an accredited school. CHS reserves the right to evaluate a course before credit is given. Students may not take a correspondence or Edgenuity course for PE, or a lab science (Biology, Chemistry or Physics). In addition, a monetary fee is associated with RRPS credit recovery/Edgenuity courses. Courses will be held off-site at the RRPS Secondary Learning Center (SLC). Transportation and all fees are the responsibility of the student/parent to attend the courses. Cleveland High School must receive an official transcript for the course to meet graduation credit requirements. Institutions charge a fee for this service.

Counseling

Sometimes students find themselves in difficult or confusing situations. For these situations, there are professionals on staff as well as support groups that can help. School counselors and other school personnel are available for assistance. Students may be recommended to attend support groups that address drug and alcohol-related issues, suicide prevention, harassment, and

anger management. Students are assigned a counselor according to their current grade level classification or "Class of" assignment and by alpha placement using the first letter of your last name as follows:

- Class of 2020 Letters A to L...Your Counselor is Ms. Karla Torres
- Class of 2020 Letters M to Z...Your Counselor is Mr. Jacob Pertner
- Class of 2019 Letters A to L...Your Counselor is Ms. Jessica Sanchez
- Class of 2019 Letters M to Z...Your Counselor is Mr. Josh Garcia
- Class of 2018 Letters A to L...Your Counselor is Ms. Jaime Ulibarri
- Class of 2018 Letters M to Z...Your Counselor is Ms. Ashley Aragon
- Class of 2021 Letters A to L...Your Counselor is Ms. Guadalupe Gallegos
- Class of 2021 Letters M to Z...Your Counselor is Mr. Ben Lokoski

Normal Class Load

The normal class load for a CHS student is 7 classes per semester and a lunch period. The maximum number of credits a student may earn per school year, without special permission, is 7 credits or 3.5 credits per semester. NOTE: Students involved in athletics and/or other New Mexico Activity Association sanctioned activities must comply with all NMAA policies and procedures.

Rio Rancho Public Schools Diplomas

In an effort to maintain high expectations for all students, to encourage students to take rigorous coursework, and to allow time in the high school schedule for credit recovery, two differentiated diplomas are available to CHS students: a Standard Diploma and a Diploma of Distinction. The Standard Diploma requires that students earn 26 credits, which surpasses the 24 credits required by the State of New Mexico. It is one of the most rigorous in the state. These two options support readiness for post-secondary education and career pathways.

Rio Rancho Public Schools Standard Diploma– requires completion of 26 out of 28 credits.

· 4 English credits – English 9, 10, 11, 12
· 4 Social Studies credits – .5 NM History, .5 World Geography, 1.0 World History, 1.0 US History, .5 Economics, .5 Government
· 4 Science credits – Must include two of the following (from 2 of the 3 different disciplines): Chemistry or Chemistry in the Community, Biology, or Physics, as well as two additional science electives.
· 4 Math credits - including Algebra II (its equivalent or higher)
· 1 World Languages or Career Cluster or Workplace Readiness credit
· 1 Physical Education credit
· 0.5 Health Credit (beginning with the Class of 2017)
· 0.5 Technology credit
· 0.5 Fine Arts credit
· 7 elective credits (6.5 for the Class of 2017)

Students must take one high school credit of a distance learning, OR AP (Advanced Placement), OR dual enrollment college class

The Rio Rancho Public Schools Diploma of Distinction – requires completion of 28 credits with no grade lower than a C.

The Rio Rancho Public Schools Diploma of Distinction is an initiative that encourages students to take 28 credits of challenging course work. This rigorous sequence and course of study gives students the solid foundation needed to succeed at a university, technical school, community college, the military, or industry. In order to obtain a Diploma of Distinction, a student from the Rio Rancho Public Schools must complete the following courses with a C or better, and with a cumulative GPA of 3.0 or higher. **Weighted course letter grades will not be adjusted.**

Students must take the initiative to fill out the application for the Diploma of Distinction in the spring of their graduation year and must meet all deadlines for consideration.

· 4 English credits – English 9, 10, 11, 12
· 4 Social Studies credits – .5 NM History, .5 World Geography, 1.0 World History, 1.0 US History, .5 Economics, .5 Government
· 4 Science credits – Must include: Earth & Space/Conceptual Physics*; two of the following: Chemistry, Biology, or Physics: as well as one additional science elective.
· 4 Math credits – Must include Algebra I, Geometry, Algebra II, and Trigonometry equivalent or higher.
· 2 World Language credits in the same language
· 1 Physical Education credit
· 0.5 Health Credit (beginning with the Class of 2017)
· 0.5 Technology credit
· 0.5 Fine Arts credit
· 8 elective credits (7.5 beginning with the Class of 2017)
· Must include 2 AP (Advanced Placement) credits
· Students must have a 3.0 GPA at the end of semester 7 (the fall semester of the senior year)

AP (Advanced Placement) or Pre AP courses may be substituted for standard level courses (i.e., AP English 12 may be substituted for English 12). *An alternate 9th grade science course may be substituted for incoming transfer students.

RRPS Graduation Requirements

Assessments - New Mexico State Public Education Department requires students to pass applicable portions of the PARCC Assessment as well as the NM Standards Based Assessment. Transfer students from other states must pass these tests, comparable tests required for graduation from another state, or receive a waiver from the PED.

Two world language credits are recommended to satisfy college admission requirements. Two world language credits are not a CHS graduation requirement but are a UNM admission requirement.

Students must earn one **AP (Advanced Placement) course credit, a dual enrollment course credit, or a distance-learning course credit in order to graduate and receive a diploma in the state of New Mexico.**

Health and Wellness

The CHS Health Office is staffed by registered nurses and a clerical health assistant to help maintain and support the well-being of our students.

The health office is open on all school days from 7:00am – 3:00pm.

The CHS health office number is 938-0300.

Students who experience health problems during the school day **must report to the health office, located in the administration building.** To support our students' academic success, if **students** arrive at the health office during passing period and are not having a health crisis, they are required to go to their next block class and get a pass from their teacher so they are not marked absent. Students will be assessed and an attempt to reach the parent will be made, as needed. Attempts to reach a parent will always occur when a health problem exists or a significant injury is sustained during the school day. If the health office staff has assessed the student as able to remain in school and a parent cannot be reached, the student will be returned to class. Students are able to rest in the health office during the school day for 20 minutes when not feeling well. Parents or other designated emergency contacts must pick up the student from school and sign them out in the health office. Parental consent is necessary if the students are to drive themselves home.

Parents are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the health office to support educational success and recovery.

Rio Rancho School District Policies in accordance with the New Mexico State Department of Health, Office of School Health are as follows:

NO medicine, either prescription or over the counter, may be carried by the student on campus. There are two exceptions. A metered dose asthma inhaler and emergency injections for severe allergic reactions may be carried by the student only if we have the appropriate forms completed by the doctor and parent. These forms will be kept on file in the Health Office.

Parents who wish to have over the counter medications available for their student during the school year must obtain an over the counter medication form from the health office and return it to the health office with the medication in the original sealed container. The medication will be provided as needed to the student in the health office.

Students who require prescription medication during the school year must obtain a prescription form from the health office. It must be filled out by the prescribing MD and signed by the parent. It must then be returned to the health office with the medication in the original prescription container and the script must match the MD orders. Prescription medications will be given within one hour of the time due and students will sign for their dose. This is assisted self-administration. When students fail to arrive in the health office for their medication, every attempt to locate them will take place. Parents will be notified if their child misses a dose. When a student has run out of medication, the bottle will be sent home with the student and the parent will be called. Parents **MUST** bring their student's medication to the health office or call the health office to make other arrangements.

Students caught in possession of either prescription or over the counter medications during the school day may be subject to Level III disciplinary measures [1st offense 5 days OSS, 2nd offense 10 days OSS]. Students who either give or sell prescription drugs, over the counter medications or "look-a-likes" to other students on campus will be subject to Level III disciplinary measures under selling, distributing or exchanging an illegal substance, with an automatic RRPD referral. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone for whom it was not intended. Medications will not be kept year to year. Parents must pick up the medications in the health office by the last day of school. Medications will be discarded if left in the health office at the end of the year. **All permission forms expire at the end of the school year.**

CHS follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions about this, please call the Health Office.

Student Parking

Any sophomore, junior, or senior who complies with all CHS rules and vehicle registration policies and procedures is eligible for parking privileges on campus. Grade checks are completed every 9 weeks, and in the event that a student's GPA falls below a 2.0 during the course of the school year, the parking permit and privilege may be revoked with all fees paid non-refundable. All student parking is located on campus and parking spaces have been provided. Parking permits will be available according to a schedule for each class as determined by the school. At the start of the school year, parking permits will be available for a fee of \$40.00 for the initial permit. Replacement permits are \$10.00. Visit the Activities Office for details at CHS. All student vehicles must be registered and insured for authorized parking on campus and must display a current, valid parking permit placed visibly on the rearview mirror. ***Non-registered vehicles or vehicles not parked in an appropriate space are subject to having a boot placed on the car and a fine imposed before the boot will be removed.*** Students/parents are responsible for any damage to the boot. The initial infraction may also result in a loss of parking privileges for 5 days. **Subsequent violations may result in loss of campus parking privileges for the remainder of the term or school**

year and mandatory booting along with the assessment of a fine before removal of the boot. Campus parking is a privilege and all students are reminded that this privilege may be revoked if you fail to operate your vehicle on campus in accordance with state law and school rules. Students run the risk of having their vehicles towed, as well as receiving a disciplinary referral. All cars on campus or school sanctioned parking areas are subject to RRPS search and seizure policies. Student pick up and drop off are to occur only in designated areas. ID's with appropriate late arrival or early release stickers are required to enter and leave campus.

Visitors and Deliveries

Because CHS is a closed campus with a large student body, students will NOT be able to bring visitors to school. Having a visitor, even a well-behaved and respectful one, disrupts the learning atmosphere of the classroom. All other visitors to the campus must check in at the front desk located in the reception area of the Administration Building and receive a Visitor's Pass before entering the campus. Staff at the front desk will contact the appropriate staff member who will meet the visitor in the reception area and escort them to their destination on campus. A minimum of 24 hours' notice is necessary prior to visiting a classroom; this may be done only with administrative approval.

Due to the large size of our student body, parents and students must understand that we do not have adequate staff to be able to accept or permit deliveries of flowers, candy, or balloons (of any type) on campus. These items are distractions to the learning environment and burdensome for students to carry. If these items are received, students will not be permitted to accept them until the end of their last class of the day. In addition, please be aware that latex balloons are never permitted on campus. Some of our students and staff are allergic to latex and any exposure could be life threatening.

Personal messages to students from parents/relatives/friends are not possible except in the cases of an extreme emergency (sudden hospitalization of close relative, family death, etc.). Permission for the delivery of personal messages due to extreme emergencies may only be granted by the grade level assistant principal (not the secretary).

GI Bill Benefits

If you qualify to receive GI / VA Benefits you should know that the CHS policy for eligibility requires that you maintain a 2.0 GPA and that your GPA will be monitored every 9 weeks.

Code of Conduct and Student Consequences

The following high school Code of Conduct (Discipline Matrix) has been adopted to protect and foster respect for the rights of CHS students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. These represent the **recommended guidelines** in the disposition of discipline situations at CHS. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. If an incident is considered exceptionally flagrant, a higher consequence may be assigned. In some Level III infractions, a RRPD (Rio Rancho Police Department) referral may be warranted. In all cases, administrative discretion will be exercised. Interventions and/or counseling referrals may be applied to any level offense. The discipline for any infraction extends portal to portal.

For further clarification of the Rules of Conduct for the Rio Rancho Public Schools, please visit Board Policy #336 on the RRPS web site at <http://rrps-school-board.rrps.net>

* NOTE: A consequence that involves out-of-school suspension may require a mandatory parent/student/administrator meeting for reinstatement of student. Student may not attend school until reinstatement meeting occurs for signing of contracts.

Students/Parents vehemently in opposition to CHS disciplinary actions are respectfully asked to allow for a 24-hour de-escalation period prior to initiating contact at the site or district level. Parent/Student online acknowledgment of the 2017-2018 CHS Student Handbook confirms agreement with the preceding request.

AFTER SCHOOL DETENTION (ASD)
After-School Detention will be held from 1:45 to 2:45 pm on Wednesdays in the cafeteria.
Students assigned detention must be in their seats by the assigned time, bring school assignments, be in dress code and remain until the end of the detention period. Detention will be managed as a quiet study hall or video-based instructional classroom and all classroom rules will apply.
IN-SCHOOL SUSPENSION (ISS)
In-School Suspension will be held on Monday, Tuesday, Thursdays, & Fridays from 7:20 a.m. to 2:29 p.m. and from 7:20 a.m. to 1:40 p.m. on Wednesday. Assignments from every teacher will be available in ISS. Teachers may give specialized assignments on a case-by-case basis. Students may be assigned to ISS during the course of the day. Students who are assigned a full day or more of ISS will report to the ISS room prior to the first bell with all of their basic school supplies and their lunches. Students must be in dress code and will stay until the dismissal time. <i>Students will be provided with a sack lunch while in ISS OR may choose to bring a lunch from home IF they arrive in ISS with their lunch already in their possession. Food/Drinks may not be delivered to students by any person while they are assigned to ISS.</i>

* NOTE: Any consequence that involves out-of-school suspension for any length of time will require a mandatory parent/student/administrator meeting for reinstatement of student. Student may not attend school until reinstatement meeting occurs for signing of contracts.

Level I			
Behavior Level I	1 st Offense	2 nd Offense	3 rd Offense
Behavioral disruption (profanity, rudeness, acting disrespectfully, dishonesty, etc. . on campus or school activity)	1 day ASD and appropriate contract if necessary	1 day ASD	1 days ISS
Bus Disruptions	See Transportation Handbook		
Dress Code Violation	-Written warning on referral & parent contact Options: ·Change into dress code compliant <u>personal</u> clothing ·Change into dress code compliant school owned clothing · Obtain parent permission to be sent home for change of clothing	1 ASD for infractions 2-5 & parent contact Options: ·Change into dress code compliant <u>personal</u> clothing ·Change into dress code compliant school-owned clothing · Obtain parent permission to be sent home for change of clothing	1 Day ISS & parent contact Options: ·Change into dress code compliant <u>personal</u> clothing ·Change into dress code compliant school-owned clothing · Obtain parent permission to be sent home for change of clothing
*Excessive dress code violations could lead to habitually disruptive behavior and 10 Days OSS/Pending Hearing			
Electronic Devices	Item confiscated and <u>student</u> may pick-up at the end of the day. Electronic Device Agreement (EDA)	Item confiscated and <u>parent</u> may pick up in the office. EDA contract to be signed	Item confiscated and held until the <u>end of the school year</u> as per RRPS School Board policy

	contract to be signed		
ID Badge Violation	1 st - 4 th offenses, ASD (Student responsible for replacing ID if lost)	5 th & 6 th offense, 1 day ISS & behavior contract	7 th offense, 1 day OSS
Public Display of Affection (PDA)	Written Warning on Referral	1 day ASD	1 day ISS
Tardy (Tardies are accumulated over the course of the entire semester and not per individual class)	1 st - 4 th offenses will result in classroom warnings & unexcused tardy in PowerSchool Attendance * 5 tardies will result in 1 day of ASD	10 tardies will result in 1 Day of ISS	Habitual Offender (15 or more) 2-3 days of ISS

NOTE: Any student caught in a tardy sweep is subject to consequences ranging from 1 day ASD to 1 day OSS dependent on individual circumstances unless student has legitimate pass from staff or administration.

Level II - RRPD referral may be filed on all Level II infractions			
Behavior Level II	1 st Offense	2 nd Offense	3 rd Offense
Cheating or plagiarism	Loss of assignment credit, Parent contact by teacher, 1 day ISS	Loss of assignment credit, Parent contact by teacher, 2 days ISS	Loss of assignment credit, Parent contact by teacher, 1 day OSS
Ditching- On Campus	1 day ASD	1 day ISS	1-3 day ISS
Ditching – Off Campus	1 day ISS	2 days ISS	3 days ISS
Truancy	1 day ISS for truancies 1-3	2 days ISS for truancies 4-5	2 days ISS for each truancy, parent meeting for signing of attendance contract
Failure to comply with disciplinary consequences	1 day ISS- 1 day OSS	2 days OSS	5 days OSS
Gambling	1 day ISS	2 days OSS	3 days OSS
Hostile/Aggressive Behavior or Rough Housing	2 days OSS	3 days OSS	5 days OSS

Inappropriate use of a motor vehicle at school or at a school-sponsored event	Loss of parking privileges for 10 school days, vehicle may be booted and a fine assessed	Loss of parking privileges for the remainder of the school year, vehicle will be booted and a fine assessed	
Inappropriate possession or use of technology – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video or audio recording via electronic device, posting of inappropriate material on web sites, including video or audio taping of activities violating school policy, such as fights, bullying, hazing, or other misconduct without their knowledge or consent.)	1-3 day OSS and restitution if applicable	3-5 days OSS, loss of Internet privileges for remainder of the school year, and restitution if applicable	7 days OSS and parent contact by Administration
Misuse of or falsifying any official document or communication (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.)	1 day ASD	1 day ISS	2 days OSS
Possession of inappropriate materials (including laser pens, pornography, etc.)	1 day ASD and items confiscated	1 day ISS	2 days OSS
Possession/use of tobacco (including e-cigarettes), rolling papers or incendiary devices at school or school sponsored event	1 day ISS	1-2 day ISS	1-3 day ISS Possibly considered habitually disruptive behavior

Level III - RRPD referral may be filed on all Level III infractions

Behavior Level III	1 st Offense	2 nd Offense	3 rd Offense
Insubordination, Defiance of authority, or disrespect to school authorities	3 days OSS	5 days OSS	10 days OSS pending hearing
Arson	10 days OSS pending hearing		
Assault/Battery with extremely serious injuries	10 days OSS pending hearing		
Assault/Battery (physical) of a staff member (including threats)	10 days OSS pending hearing		
Assault (verbal/written) of a staff member (including profanity, intimidation, written/electronic means)	5 days OSS	10 days OSS pending hearing	
Assault/Battery (physical) of a student or students by one or more students	5 days OSS	10 days OSS pending hearing	
Assault (verbal) of a student (including intimidating or threatening remarks via written or electronic means)	3 days OSS	5 day OSS	10 days OSS pending hearing
Bomb Threats/False Alarms/Explosives	10 days OSS pending hearing		
Bullying/Harassment (Physical, racial, verbal, disability, electronic, intimidation toward another student - bullying)	3 days OSS	5 days OSS	10 days OSS pending hearing
Disrupting a school activity (field trip, PAC event, game, etc.)	1 day OSS, removal from event, and suspension from like events for the remainder of the term	5 days OSS	10 days OSS pending hearing
Fighting (including instigating, pushing, physical contact)	3-5 days OSS, fight contract	10 days OSS pending hearing, RRPD referral	
Gang Related Activity**	5 days OSS	10 days OSS pending hearing	

Habitually Disruptive	10 days OSS pending hearing		
Inappropriate use of <u>Site</u> technology – (using non-academic sites, using bandwidth, tampering, damage to computers or network)	5 days OSS, loss of Internet privileges for the remainder of the year, suspension contract, counseling, restitution	10 days OSS pending hearing	
Interfering and obstructing a school official which leads to severe disruption of the educational environment (refusal to reveal one's identity, insubordination, defying school officials lawful directives, obstructing of an investigation, severe school disruption)	5-10 days OSS, possible hearing		
Making a false 911 call	5-10 days OSS, possible hearing		
Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, or other controlled substances including OTC, prescription, and synthetic drugs or paraphernalia)	5 days OSS and referral to AES program for remainder of suspension <small>* Removal of student from extra-curricular activities/organizations for remainder of school year as per rules of each particular organization such as Associated Students, etc. * Forfeiture of privileges to attend future dances, sporting events, etc. for remainder of current school year. Administrator discretion may be used to extend consequences into the following school year for the next like event as warranted.</small>	7 days OSS and referral to AES program for remainder of suspension	10 days OSS and pending hearing
Selling and/or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC , prescription , and synthetic drugs	10 days OSS pending hearing		
Sexual Harassment	5 days OSS	10 days OSS pending hearing	
Sexual Misconduct	3 days OSS , counseling, behavior contract	5 days OSS, counseling, suspension contract	10 days OSS pending hearing
Indecent Behavior	5 days OSS	10 days OSS pending hearing	

Theft/Extortion	3 days OSS and restitution	10 days OSS pending hearing, restitution	
Using incendiary devices	5 days OSS and restitution	10 days OSS pending hearing, restitution	
Vandalism (involved in altering, defacing or destroying school or private property)	1-5 days OSS, and restitution, RRPD referral, suspension contract	10 days OSS pending hearing, restitution	
Violating a behavior contract	3 days OSS	5 days OSS	10 days OSS pending hearing
Possession of Weapons	5-10 days OSS pending hearing, suspension contract, counseling		

** This includes any clothing, items in personal possession (backpacks, etc.), activity, language, gestures, or combination thereof, which is known by any law enforcement agency, gang task force unit, or RRPS staff to be affiliated with any gang including, but not limited to, gang-related writing/drawings/graffiti in possession of the student. For safety and security reasons, this policy applies to all affiliated and non-affiliated gang members.

DISCIPLINE FOR STUDENT INFRACTIONS ON THE SCHOOL BUS – Handbook can be found online at <http://www.rfps.net/PDF/Transportation/DOSTParentStudentHandbook.pdf>

The following plan is used as a guide for all school sites:

1st Offense – First warning to student regarding loss of future riding privileges with continued offense. Student will be required to sit in front seat for five days. Notification to parent/guardian via RRPS Transportation Dept.

2nd Offense – One (1) to five (5) day suspension of riding privileges, depending on the seriousness of the infraction. Notification to parent/guardian via RRPS Transportation Dept.

3rd Offense - Five (5) day minimum suspension of riding privileges. The actual length of the suspension would depend on the seriousness of the infraction. Meeting with parents/guardians will be held.

Serious behaviors will result in suspension of transportation privileges for the remainder of the current school year. These may include but are not limited to:

- Physical harm to self or any student
- Possession and/or use of drugs
- Possession and/or use of weapons
- Physical harm to the driver
- Physical damage to the bus
- Bullying
- Objects thrown from the bus
- Other behaviors that may interfere with school bus safety

*A meeting will be scheduled with the student's parents in any case in which the student will lose bus privileges for more than 15 days. The right to ride the bus is not absolute. Any student may have these privileges removed at any time. The school bus is an extension of the school when dealing with disciplinary guidelines. *The discipline for any infraction extends portal to portal.*

As per the RRPS Transportation Handbook..." After three (3) referrals the student will lose ridership privileges, will no longer be eligible to ride the bus, and will need to seek alternate transportation for the remainder of the school year."

Student behavior on the bus may be addressed by both the transportation discipline matrix as well as the CHS/CHS discipline matrices with possible combined consequences.

Weapons

For the purposes of school board policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose that has a potential violent use. Additionally, defined as a "weapon" is any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. (SBP #347-1, 2) Weapons of any type are not allowed on campus regardless of intent.

Searches

For the protection and security of individuals and property on the District's campuses, Board policy #339 authorizes the search of individuals, including students, their personal effects, lockers, desks and vehicles on school property or school sanctioned parking areas, as permitted under federal and state law. Such searches may be conducted without prior parental consent or the presence of a parent.

In certain circumstances random searches of personal effects, district property (such as lockers and desks) and vehicles on campus or school sanctioned parking areas may occur, including random searches with the assistance of canines. Any illegal or

unauthorized objects found in any search are subject to seizure and disciplinary action will be taken. Administrators or security may question students during any search.

Security Cameras

Security cameras are used on school property and in school buildings. Records of activities may be used for investigation and enforcement.

Lockers

Lockers are owned by the school. Students are expected to supply their own combination lock (no "key" locks) and provide their combination and assigned locker number to the academy or grade level Secretary. It is expected that lockers will be kept clean. State law allows the searching of student-issued lockers upon reasonable suspicion of illegal or unauthorized materials or for other reasons in the best interest of the school. Students will be responsible for all items left in their lockers including books and other school property and at no time should students keep money or valuable personal items in their lockers. Locks found on unassigned lockers will be cut and removed by the school. In the event that a locker needs to be opened and the student has provided a false or inaccurate combination, that lock may be cut and removed by the school. (SBP #339-1)

Electronic Devices

Students bringing these types of electronic devices to school do so at their own risk. **Cleveland High School makes no assurances regarding investigating lost or stolen devices.** Laptop computers, tablets, or any similar devices or activity are not allowed to be used during instructional time without the expressed permission of an administrator or classroom teacher. The student on the first offense can pick up the item after school. The second offense will result in the item being held until the parent picks it up. The third and subsequent offenses will result in the item being held until the end of the school year as per RRPS School Board Policy. As per Board Policy, **RRPS and CHS are not held be responsible for loss or damage of any personal electronic devices.** Inappropriate use of a camera cell phone or any other recording device will result in disciplinary consequences.

Rio Rancho Public Schools is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term "Electronic Devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices (e.g., Blackberry), radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event, is restricted. The "school day" shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be powered off if directed by school personnel and stored in a student's backpack or purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by administration or teachers, or students under the direct supervision of their teacher (and with prior administrative approval), for educational purposes. Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student may recover the Electronic Device from the school's administrative office at the end of the school day. After the second offense, the student's parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the school's administrative office. After the third offense, the Electronic Device will be confiscated for the remainder of the school year. Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year also may be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct.

The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy. This policy does not prohibit the use of Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

Skateboards/Rollerblades/Scooters/Roller-shoes

Because of concerns for safety and security, skateboards and rollerblades are not to be used at any time on any RRPS campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. RRPS and CHS are not

responsible for any loss or damage to skateboards, rollerblades, bicycles, etc. brought onto campus. Skateboards are not allowed on buses. Bicycle and skateboard use to and from school requires a helmet per state law as of July 1, 2007. Parents can be cited by RRPD for failure to have their students comply with this statute. In addition, use of skateboards, rollerblades, scooters, roller-shoes, bicycle, or any similar type item inside any gymnasium, sport facility, or building will result in the item(s) being confiscated for the remainder of the semester, in addition to any other disciplinary action deemed appropriate.

Habitually Disruptive Behavior

Habitually disruptive behavior is defined as a student who fails to comply with consequences or is a disruption in the classroom, on school grounds, in school vehicles, at school activities or events at least 5 times during the school year for behavior which is initiated, willful and overt and which requires attention of school personnel to deal with the disruption. [SBP #336 IIA1b (4)]

Sexual Harassment

Sexual harassment between students or students and adults means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal, or physical). Any sexual harassment should be reported to a staff member immediately.

- Conduct of a sexual nature may include, but is not limited to: verbal or physical sexual advances, including subtle pressure for sexual activity;
- sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
- showing or giving sexual pictures, photographs, illustrations, messages, or notes; writing graffiti of a sexual nature on school property;
- comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- sexually-oriented "kidding," "teasing," double-entendres, and jokes; and any harassing conduct to which a student is subjected because of or regarding the student's sex. (SBP #337)

For further information on Hazing/Harassment/Intimidation/Bullying/Menacing please refer to RRPS Board Policy #338

Attendance Policies

Students who attend school regularly and attend classes on time afford themselves more learning opportunities than those who are frequently absent or tardy. Regular and prompt attendance helps students experience continuity in lessons, make connections to other work, and develop a strong work ethic. In addition, the State of New Mexico mandates that students attend school regularly and on time – a policy that RRPS fully supports. As a result of House Bill 106, the following sanctions are imposed for truancy by the State of New Mexico for non-compliance. In addition to the process outlined below, school consequences are also imposed for truancy. See the discipline matrix for further details.

<i>Number of Unexcused Absences</i>	<i>School Action</i>
Daily	<ul style="list-style-type: none"> • Automated phone call to the home.
3 days	<ul style="list-style-type: none"> • Automated phone call to the home. • 3-day letter sent home via 1st class mail.
5 days	<ul style="list-style-type: none"> • Automated phone call to the home. • 5-day letter sent home via 1st class mail instructing parents to contact school within 24 hours for attendance meeting. • Possible referral to RRPS Truancy Officer
7 days	<ul style="list-style-type: none"> • Automated phone call to the home. • 7-day letter sent home via certified mail & 1st class mail instructing parents to contact school for attendance meeting/contract signing if not already signed.
10 days	<ul style="list-style-type: none"> • Automated phone call to the home.
	<ul style="list-style-type: none"> • Referral to the RRPS Truancy Officer, New Mexico Public Education Department, and the Juvenile Probation Office of the judicial district where the student resides.

Excusing Absences - To request that an absence be excused, the parent or legal guardian must call their school site the day the student is absent, stating the student's name, grade and reason for the absence. Parents/guardians should contact the Attendance Office to excuse a partial day absence, prior to the absence. Parental notes will not be accepted in lieu of phone calls. **Students who are emancipated (as per IRS code) and have provided a notarized statement signed by the student and parent/legal guardian that parental approval is not required to excuse a student's absence from school are required to obtain approval from the appropriate assistant principal or the principal.** The administrator may require documentation or other verification to confirm the student's reason for the absence. **PARENTS MUST CONTACT CHS IF THERE IS ANY CHANGE IN CONTACT PERSON, PHONE NUMBERS, AND/OR ADDRESS.**

Absences *may be excused* for the following reasons:

- Doctor / counseling appointment
- Illness (A doctor's note may be required after the third absence)
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- School sponsored activity
- Extenuating circumstances, as agreed by the school administration prior to the absence.

Parents requesting extended absences (five days or more) for family needs must have prior principal permission.

If a student has an excessive amount of excused absences, the principal may require documentation from a medical professional.

School-Related Absences – In accordance with state guidelines, students will be granted a maximum of seven "Storm" absences per term for school-related activities provided appropriate documentation is provided. Students are responsible for all work missed during school-related absences. Seniors are allocated two additional days for college visits.

Unexcused Absences – An unexcused absence is defined as an absence for which no contact has been made by the parent to the school that explains the student's absence or in which no appropriate excuse is given by student's parent/legal guardian. A student with excessive unexcused absences will be subject to disciplinary action. Out of School Suspension (OSS) is considered an excused absence. Unexcused absences include, but are not limited to:

- Sleeping in
- Car problems
- No ride
- Missing the bus
- Student employment
- Arriving to class more than 30 minutes late
- Working on homework

Truancy -Truancy is defined by the State of New Mexico and the Cleveland School District as any unexcused absence from school for the entire day. "Habitual truant" means a student has accumulated the equivalent of ten or more unexcused absences within a school year. "Truant" means a student has accumulated four unexcused absences within any twenty-day period. Truancy will result in the consequences listed in the "Number of Unexcused Absence" matrix as well as the discipline matrix and can include a referral to the RRPS truancy officer, PED, and the probation services office of the judicial district where the student resides.

Ditching - Ditching is defined as an unexcused absence from one or more classes. Ditching means that the student has been on campus for part of the day and has chosen to miss one or more classes. Ditching will result in disciplinary consequences as listed in the Level II section of the discipline matrix. Ditching on-campus and ditching off-campus are addressed separately in the discipline matrix.

Appointments –CHS is a closed campus. Students may not leave campus during the school day without parental permission or approval of an authorized administrator. A parent/guardian must call in before the student will be excused to arrive late or leave campus for appointments. If a parent has not called or cannot be reached, we will call to verify the appointment before the student is allowed to leave campus. Therefore, students should know how to reach their parent and/or their doctor in order to confirm the appointment. Students must sign out and back in upon returning.

Students who are emancipated (as per IRS code) and have provided a notarized statement signed by the student and parent/guardian that parental approval is not required to excuse a student from leaving campus or arriving late are required to obtain approval from the appropriate assistant principal or principal. The administrator may require documentation or other verification to confirm the student's reason for the absence.

School Work Make-Up Policy

A student who is absent is required to make up work. The student will have 24 hours to make up work for each absence unless otherwise stipulated by an IEP or an administrator. For **excused absences**, students will be able to make up work for full credit. However, it is the student's responsibility to get the make-up work from the teacher. The student will have a minimum of 24 hours to make up work (unless otherwise stipulated by an IEP or an administrator) for each absence, exclusive of weekends and non-school days (i.e., student will have two days to hand in work if he/she missed two days of school.) Weekends are not counted as makeup days, so a student missing Thursday and Friday has until Wednesday the following week to turn in work (Monday and Tuesday are counted as the days used for make-up). Students who do not make up work within the required time period, will receive 0% for the work missed at the discretion of the teacher.

A student with an **unexcused absence** is still required to make up the work missed. However, a penalty of up to one letter grade will be assessed. The student will have 24 hours to make up work for each unexcused absence. For example, if a student received an unexcused absence on Tuesday, the student would have until Thursday to hand in the missed work. If upon grading the assignment it warranted a letter grade of B, the student would be penalized 1 letter grade and receive a C. For further clarification, please review the RRPS Board Policy #305 at the following web site <http://rrps-school-board.rrps.net>.

Documentation of Absences – A computerized list of absences and tardies is maintained for every student. Parents who would like a copy of their child's attendance should request a copy from the appropriate building secretary.

Tardy Policy

Tardy to School – Parents must call school prior to their student's arrival at school on the day of a tardy. Tardies will be excused or unexcused based on the same criteria as absences. Students who are tardy due to an appointment should follow the process outlined in the section titled "Appointments". Students arriving to school (late) tardy must report directly to class, where the classroom teacher reports the tardy/absence.

Tardy to Class – Late arrival to class is an issue of serious concern. When students are tardy, both students and teachers are impacted. Teachers must stop instruction, repeat material or directions, and adjust attendance records while prompt students must wait while the distraction is addressed. Five minutes are allotted in the school schedule for students to travel between classes. Regular and frequent tardy sweeps will occur through which student tardiness will be documented and consequences assigned – 1 ISS per unexcused tardy in excess of four, regardless of specific class, will be assigned. Student promptness is a critical employability skill and therefore may be reflected in the student's grade. Habitual tardy offenders, 10 or more tardies, may result in referrals for additional administrative action. Please refer to discipline matrix for administrative action.

Administration reserves the right to instruct teachers to lock their classroom doors at the sound of the tardy bell.

<p>Tardy (Tardies are accumulated over the course of the entire semester and not per individual class)</p>	<p><i>1st - 4th offenses will result in classroom warnings & unexcused tardy in PowerSchool Attendance</i></p> <p>* 5 tardies will result in 1 day of ASD</p>	<p>10 tardies will result in 1 Day of ISS</p>	<p>Habitual Offender (15 or more) 2-3 days of ISS</p>
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Hall Passes

Students may only receive permission to leave class from their assigned classroom teacher or a school administrator/counselor. An arrangement to leave class for any reason must take place prior to the student leaving. Teachers are not required to honor a request to leave after the fact and may write up such an action as ditching. All students out of class need to have a signed pass from a teacher/administrator/counselor prior to leaving the classroom. Teachers are requested by administration to refrain from allowing students out of class on a pass for any reason during the first and last 10 minutes of every period.

Student ID --Your Password for Access to the Campus

To ensure that no unauthorized individuals are on our campus at any time during the school day, students at CHS are required to have their student ID available for presentation to any staff member that asks to see it while on the campus or at school sponsored events. Student IDs are also required for students who ride the school bus to and from school as well as for purchasing lunch. Students will be subject to disciplinary consequences if the Student ID is not readily available.

Student ID is required to:

* Check out materials from the Media Center * Attend school events (including dances/proms) * Check out textbooks * Obtain a yearbook * Maintain network account * Ride a school bus * Obtain a student parking permit * Attend summer school and evening school * Obtain school lunch or breakfast (optional)

Students who lose school-owned or school-required items must:

Pay for their replacement. Failure to do so will result in held report cards, books, transcripts or other school documents, and/or loss of Media Center privileges, as well as inability to register for classes the following year.

Student ID Replacement = \$5.00 P a r k i n g Textbook = Replacement cost of book

Computer Use at CHS

With so many different pieces of modern technology available for use at CHS, it is imperative that students respect and properly care for all school equipment. Likewise, it is equally important that students respect the work of others and that they do not access, copy, or alter files that were not created by them, without proper permission. Actions which will be considered grounds for disciplinary and possible legal action include plagiarism, copyright violations, invasion of privacy, unauthorized access, or any action that **could** result in damage to computer files, systems or facilities or which violate CHS rules/policies. Additionally, all students and their parents or guardians are required to sign the district's Rules of Appropriate Use which detail the rules for using our internal computer network as well as the Internet/www.

Your Student Network Account

Students must know the following before using their network account:

* You may only log onto one machine at a time. * You may use only your account. * Don't share your ID number or password with anyone. * **You are responsible for ALL activity while your account is logged in.** * If you walk away from a computer while logged in, you will still be held responsible. * Read the discipline code. * If you use or plan to use technology to do harm, you risk losing your network privileges as well as being suspended or expelled from school. * Activities on our school network may be monitored. CHS computers and equipment may only be used for educational activities. This is a policy of the RRPS School Board.

Interscholastic Athletics and Clubs

Why athletics? Why clubs? These activities are part and parcel of every school curriculum. We realize that they play a large role in helping students enjoy success in and out of the classroom. Therefore, it is the philosophy of Cleveland High School to encourage participation in a variety of sports, clubs, and activities. No matter what you choose to do, it will help to make your high school years more satisfying.

What Classification Are We? In What District? What Other Teams Are in Our District?

For the 2017-2018 school year, CHS will be classified as AAAAAA (6A). During this year, we will be participating in the 1AAAAAA District, which is made up of Rio Rancho, Cleveland, Cibola, Piedra Vista, and Volcano Vista High Schools.

What Does Scholastic Eligibility Mean?

In order to enjoy the privilege of participating in interscholastic athletics, you must meet academic standards established by the New Mexico Activities Association (NMAA) and the Rio Rancho Public School District. This academic eligibility includes not only those students involved in athletics, but also those students participating in band, orchestra, choir, speech, theater, cheerleading, and drill team.

What Are the Academic Eligibility Requirements?

To participate in any high school performance or competitive activity, a student must have passed at least four (4) subjects, have a 2.0 GPA and failed no more than one course the preceding grading period and must be enrolled in four (4) subjects throughout the current grading period. Eligibility for Special Education students is based on NMAA guidelines and student IEP.

What If I'm New?

Eligibility for students who transfer into the Rio Rancho Public Schools from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students' eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions.

What Is Required to Participate in Athletics?

If you wish to participate in athletics at CHS, you must comply with all applicable rules, policies and regulations of CHS, and of the particular team. You must also have the following forms signed and turned in to the athletic office prior to try-outs and practice:

- *Physical Exam (good for 12 months after May 1)
- *Permission to Practice Form
- *Athletic Insurance Form
- *Acknowledgement of Injury Risks
- *Interscholastic Participation Form

What Are the Seasonal Sports Offered at CHS?

The following sports are offered at CHS:

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Boys/Girls Cross Country	Boys/Girls Basketball	Baseball
Football	Boys/Girls Swimming	Boys/Girls Golf
Volleyball	Wrestling	Boys/Girls Tennis
Cheerleading	Cheerleading	Cheerleading
Boys/Girls Soccer		Softball
		Boys/Girls Track

What Clubs and School-Sponsored Activities Are Available to Students at Cleveland High School?

The following activities may be offered during the year at CHS: DECA, Native American Student Union, National Honor Society, FFA, AJROTC Color Guard, Fellowship of Christian Athletes, Mock Trial, Bowling, Literary Society, Stormettes (Drill Team), National Art Honor Society, Associated Students (Student Government), Key Club, Drama Club/Thespians, World Language Clubs, Black Student Union, Gay/Straight Alliance, Science Olympiad, Academic Decathlon. This list is just the beginning. Check in the Activities Office for more information on school-sponsored activities.

Title IX: Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. The RRPS Title IX Coordinator, Tonna Burgos, is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact the RRPS Title IX Coordinator at the Cleveland Public Schools District Office, 500 Laser Rd. NE, Cleveland, NM 87124, (505) 896-0667. You may find additional information by clicking on the following link to the RRPS District website: Rio Rancho Public Schools Title IX information .

Section 504: Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). **This provision applies** to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact the RRPS 504 Coordinator, **Theresa Griffin-Golden**, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Cleveland, NM 87124, and (505) 896-0667. Contact the principal's secretary at CHS to obtain the name and phone number of the Site 504 Coordinator.

High School Athletic Program Drug and Alcohol Testing Policy

The Rio Rancho Public Schools (RRPS) Board of Education recognizes that the use of illegal drugs, alcohol and misuse of prescription drugs among student athletes is increasing and a proactive program of deterrence will be instituted as an approach to encourage student athletes to make healthy and positive choices, to provide support in participation in treatment programs for students found to be using prohibited substances and to foster a safe environment for all students participating in New Mexico Athletics Association (NMAA) programs.

There will be no academic sanction for violation of this Policy unless the student also violates student handbook policies. THIS POLICY IN NO WAY LIMITS THE SANCTIONS WHICH MAY BE APPLICABLE UNDER STUDENT HANDBOOK POLICIES. To read the entire policy, visit the RRPS School Board webpage at www.rrps.net and view policy 311 - *High School Athletic Program Drug and Alcohol Testing Policy*.

Student Handbook

Emergency Procedure Guide

Communication for Students and Parents

Lockout Condition

Lockout is called when there is a threat or hazard outside of the school building.

Examples of Lockout Conditions

The following are some examples of when a school or emergency dispatch might call for a Lockout.

1. Dangerous animal on school grounds
2. Criminal activity in area
3. Civil disobedience

Lockout uses the security of the physical facility to act as protection.

Lockdown Condition

Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat.

Examples of Lockdown Conditions

The following are simply some examples of when a school or emergency dispatch might call for a Lockout.

1. Dangerous animal within school building
2. Intruder
3. Angry or violent parent or student
4. Active shooter

Evacuate Condition

Evacuate is called when there is a need to move students from one location to another.

Examples of Evacuation Conditions

- a. Fire
- b. Gas Leak
- c. Bomb threat
- d. Post incident evacuation

Shelter Condition

Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants.

Examples of Shelter Conditions

1. Extreme lightning, tornados or earthquakes
2. External explosive devices
3. External airborne irritants or Hazmat
4. Flood

Secondary Evacuation Plan

Once it has been determined that entry cannot be made back into the various buildings at CHS, steps will be taken to do a secondary evacuation.

1. Parents will be directed to the appropriate pick up point to check out their student(s).
2. In the event of a secondary evacuation, parents will be notified by phone (Robo-call) as to the situation and the location to pick up students. Only designated pickup points will be utilized.

Releasing Students

Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student.

The coordinator will communicate with radio or runner to the station that have those students to have them meet at the pickup zone.