

# Student & Parent/Guardian Handbook



Coral Community Charter School

**2023 - 2024**

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## Coral Community Charter School Student & Parent/Guardian Handbook

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## **I. GENERAL INFORMATION**

### **1.1. MISSION AND VISION**

The mission of Coral Community Charter School is: Coral Community Charter School will serve Albuquerque students, Pre-Kindergarten –fifth grade, who choose to attend. We are dedicated to providing single-gender classes, quality instruction, individualization, and family/community involvement to ensure students' proficiency.

### **1.2. WELCOME AND STAFF INTRODUCTION**

#### ***CORAL COMMUNITY CHARTER SCHOOL STAFF WELCOMES YOU!***

Dear Families,  
Welcome to Coral Community Charter School! We look forward to an exciting and successful school year. Thank you for choosing CCCS!

Sincerely,  
Lori Bachman, Executive Director  
Reid Nunn, Boys Academy Director  
Heather Sickenger, Girls Academy Director

#### **School Song**

Whenever we go out, the seahorses always shout (jump): "Coral Community Seahorses are the best!" La, La, La, La, La, La (finger wiggles top to bottom)

(whisper voice) Whenever we go out, the seahorses always shout (jump): "Coral Community Seahorses are the best!" La, La, La, La, La, La (finger wiggles top to bottom)

We are the seahorses (move arms like a seahorse), the mighty mighty seahorses, we are the seahorses, watch us swim around (seahorse face - pursed lips).

Written and Choreographed by Colbie Boyd (CCCS Alumni)

### **1.3 CAMPUS MAP**

Please see the Campus Map in the back of this handbook. The Campus Map will show classrooms and cohort assignments and the CCCS campus.

### **1.4 CCCS GOVERNING COUNCIL**

CCCS Governing Council makes policy decisions concerning CCCS and hires the Executive Director for his/her position. The members of the governing council operate according to its bylaws. The council members are volunteers who oversee the operation of the CCCS and ensure that CCCS's charter's goals and missions are carried out. Regular meetings are held once a month at CCCS, 4401 Silver Ave. SE, Albuquerque, NM 87108. Often, other meetings are convened to discuss Coral Community Charter School Business. Checking the website is recommended for the most current meeting date and agenda. Notices of CCCS Governing Council meetings will be posted on the website at CCCS and at the school.

Parent/Guardian and other community members who are interested in serving on the CCCS Governing Council should contact a Governing Council Member. All parent/guardian are encouraged to attend CCCS Governing Council meetings as a way to keep informed about our CCCS. Often committees are formed to carry out specific functions and parent/guardian and community participation is encouraged.

## 1.5 CCCS PARENT TEACHER ASSOCIATION (PTA)

CCCS's PTA works hard to support the education our students are receiving in many ways. Contact information and planned events including meetings will be listed on the website, posted at the school, and announced through email.

## 1.6 CALENDAR AND HOURS

The following is the 2021 – 2022 CCCS calendar. Students are to arrive no earlier than 7:45 AM and no later than 8:00 AM. The opening of CCCS day is very important and we expect all students to be on time. Students entering after 8:00 AM must report to the office for admittance into class and must be signed in by a parent or adult.

### CALENDAR:

Dates listed on website are subject to change.

### HOURS:

School Begins at 8:00 AM and ends at 3:00 PM.

## II. ADMISSIONS AND ATTENDANCE

### 2.1 ADMISSION

For information concerning enrollment or the lottery process, please refer to the Admission Section of our CCCS website [www.coralcharter.com](http://www.coralcharter.com). CCCS does not discriminate against any student based on race, gender, religious affiliation, national origin, ethnicity, physical or mental disability, or sexual orientation. The CCCS is a nonreligious, nonsectarian free public school.

### 2.2 REGISTRATION/ENROLLMENT

Registration is completed or updated online each year to ensure that all information is current on each student in ParentVUE. All the following information is to be completed as part of the enrollment process. Failure to provide the required information may delay or result in a student not being officially enrolled at CCCS, jeopardizing his/her place at our charter school where space is limited. Consequently, at the time of enrollment please provide the following completed forms:

- Enrollment forms
- Emergency information forms
- Health/medical consent forms
- Immunization records
- Free and reduced lunch forms
- Copy of birth certificate
- Custody orders (if applicable)
- Home Language Survey

Please note that according to state law, all students must comply with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before starting CCCS. Exemptions from these requirements are permitted under state law are as follows:

Any minor child through the child's parent or guardian may file with the New Mexico Department of Health:

- (1) a certificate of a licensed physician, a physician assistant or a certified nurse practitioner stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child; or
- (2) an affidavit or written affirmation from an officer of a recognized religious denomination that the child's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
- (3) an affidavit or written affirmation from the child's parent or legal guardian that the parent's or legal guardian's religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.

Upon filing and approval of such certificate, affidavit or affirmation, the child is exempt from the legal requirement of immunization for a period not to exceed nine months on the basis of any one certificate, affidavit or affirmation.

Once all applicable forms are completed online in ParentVUE, your student's registration will be deemed complete and you will be notified if he/she is officially enrolled. Please contact the office as soon as possible with any change of address, contact information, emergency information, custody modification orders, or phone numbers.

Under the Family Educational Rights and Privacy Act a public school may share information about a student with another governmental entity without written consent of the parent or legal guardian. This would apply to your student in situations such as CCCS needing to acquire educational records from the student's prior school or supplying educational records to the student's school he or she or they attend after attending CCCS.

### **2.3 HOME LANGUAGE SURVEY**

Each student entering CCCS for the first time must complete a Home Language Survey. The survey form is part of the enrollment process. If a student answers "yes" to any one of the three questions on the survey, then CCCS will assess the student's English proficiency to determine eligibility for services. Please contact CCCS's Executive Director for more information on the English Language Learner program at CCCS.

### **2.4 WALKING PERMISSION**

Community learning is included in the school's charter terms. Opportunities for community learning are provided for all students enrolled in the school. Teachers and staff utilize nearby parks, playgrounds, etc. to provide these opportunities. Annual acknowledgement of having read this handbook serves as permission for my student(s) to walk to nearby parks, playgrounds, and other neighborhood spaces.

### **2.5 PARENT CUSTODY**

When parent/guardian are separated or divorced, it is recommended that the CCCS have a signed and certified court order defining custody and visitation rights. When parent/guardian share custody, i.e. have "joint custody," each parent has the right to access and to receive copies of CCCS records and information, to attend conferences, and to be informed about the student's welfare, educational progress, and status.

The custodial parent(s) are responsible for:

- Providing a copy of the signed and certified court order to CCCS; and
- Providing CCCS with any revisions/updates to the court order that affect custody, visitation, or student record-access rights.

CCCS is responsible for:

- Maintaining a copy of any court order that has been provided to the School;

- Informing appropriate CCCS personnel of the provisions or restrictions in the court order; and
- Abiding by the provisions and/or restrictions ordered, and the non-custodial parent/guardian requests that are consistent with the order and with applicable law.

CCCS is not required to hold a separate conference for each parent unless in compliance with a Court Order or other order bearing legal authority. Please be sure that the CCCS has appropriate contact information for both parent(s)/guardian(s) to ensure consistent communications. Unless prohibited by a certified court order, **and upon request**, CCCS will:

- Send duplicate correspondence to the non-custodial parent **or both custodial parent(s)/guardian(s)**;
- Arrange for review of CCCS records by the non-custodial parent(s)/guardian(s);
- Keep non-custodial parent(s)/guardian(s) apprised of major CCCS events.

## 2.6 CHANGE OF CONTACT INFORMATION

It is most important that parent/guardian update ParentVUE online immediately of any change in their contact information including their physical address, telephone number(s) and email address. Unlisted numbers will be held in confidence when requested.

## 2.7 ATTENDANCE

CCCS students are expected to arrive on time 8:00 AM and adequately prepared for their day. If your student is absent or late, please contact CCCS at (505) 292-6725. If your student is late (all arrivals after 8:00 AM) he/she will need to be escorted into the front office and signed in. While regular attendance is required, sick students should remain at home. Please see the School's Attendance Policy for more information about attendance requirements including Family Out of School Instruction.

## 2.8 ATTENDANCE POLICY

CCCS is committed (and legally obligated) to enforce the New Mexico Compulsory CCCS Attendance Law. The following attendance requirements are consistent with a student's obligation to attend and a parent/guardian's obligation to ensure that their student attends School. CCCS hopes that every parent will consider regular and timely attendance to be imperative to their student's educational success. Class attendance will be taken and maintained by class period for every instructional day for each student. Out-of-school suspension and expulsion shall not be used as a punishment for unexcused absences and habitual truancy. Withdrawal (disenrollment) shall be effected only after exhausting intervention efforts to keep students in educational settings.

### 2.8.01 EXCUSED ABSENCES

A parent/guardian must provide notice of an excused absence by phone or a signed written note describing one of the reasons listed below. The Executive Director shall in his/her sole discretion determine whether there is a sufficient basis to excuse the absence. Whenever possible, notification of a student's absence should be given prior to missing school. However, when the circumstances dictate, the information concerning a student's absence should be provided as soon after the missed day as possible. Failure to advise the school's attendance clerk in writing or by a telephone within two days of a student's absence will result in an "unexcused absence."

Absences will only be excused for the following reasons:

1. Doctors' appointment
2. Illness
3. Religious commitment
4. Death in the family
5. Family emergency
6. Diagnostic testing
7. Extenuating circumstances



Absences due to extenuating circumstances may be excused at the discretion of the Executive Director. The Executive Director may request additional documentation to substantiate an excuse for an absence at his/her discretion.

**PLEASE CONTACT CCCS OFFICE AT (505) 292-6725 TO NOTIFY US OF YOUR STUDENT'S ABSENCE.**

### **Pregnant and Parenting Students.**

Under New Mexico law Excused absences for pregnant and parenting students. Each school district and charter school must maintain an attendance policy that allows for the below. The pregnant or parenting student is responsible for communicating the student's pregnancy and parenting status to the appropriate school personnel if the student chooses to disclose the information. CCCS complies fully with this law and all other applicable law on pregnant and parenting students.

(1) CCCS allows for at least ten days of excused absences for a student who provides documentation of the birth of the student's child and provides excused absences for any additional days missed by a pregnant or parenting student for which a longer period of absence is deemed medically necessary by the student's physician; provided that the student shall be allowed a time period to make up the work that the student missed that equals the number of days the student was absent for the birth of a child; and

(2) CCCS allows four days per semester of excused absences, in addition to the number of allowed absences for all students, for a student who provides appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care; and allows the student a time period to make up the work that the student missed that equals the number of days the student was absent.

### **2.8.02 MAKEUP ASSIGNMENT**

Assignments missed due to excused absences must be made up by the student. The student is responsible for obtaining his/her assignments from his/her teacher and completing it within the time frame determined by the teacher.

### **2.8.03 UNEXCUSED ABSENCES**

An "unexcused absence" means an absence from CCCS or classes for which the student does not have an allowable excuse as determined by the applicable law and by the rules of the CCCS Governing Council. Unexcused absences of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence.

CCCS rules provide that a student's absence will be recorded as unexcused for the following reasons:

- Tardy for CCCS more than 15 minutes;
- If pre-registered, not showing up for first day of CCCS;
- Non-CCCS sponsored trips;
- Absences related to custodial parent changes;
- Lack of transportation to or from CCCS;
- Vacations outside of scheduled CCCS breaks
- Any other absence for which the Executive Director deems the reason insufficient

**2.8.04 ATTENDANCE MONITORING**

The attendance clerk will run report a report daily that identifies each student who has missed 5% or more school days since the beginning of the School year. The attendance clerk will notify the head administrator daily of any students who are experiencing absenteeism under this Policy. After three or more days of absence the head administrator or designee will communicate with parent/guardian of student to remind them of the Policy and to discuss action steps that may be taken to prevent future absences.

**2.8.05 PREVENTION STRATEGIES THAT WILL BE IMPLEMENTED TO ENSURE THAT STUDENTS ATTEND CLASSES MAY INCLUDE:**

1. Recognition for students with perfect attendance;
2. Communication to students by the head administrator on the importance of attendance; and
3. Regular communication with parents/guardians of students who have three (3) or more absences.

**2.8.06 FAILING TO ADHERE TO THE ATTENDANCE POLICY CARRIES CONSEQUENCES SUCH AS:**

1. Family meetings with school leadership to address absenteeism;
2. Development of a Personal Attendance Improvement Plan;
3. Referrals to appropriate governmental agencies and community organizations;
4. Continued and increasing intervention.
  1. Progressive Interventions and Notifications for Absent, Chronically Absent, and Excessively Absent Students.
  2. The School shall provide interventions for students who are missing school, depending on the number of absences.
  3. The process for notification and interventions is:
    1. For a student who has been identified as in need of individualized prevention, the attendance team shall:
      1. For an elementary student, talk to the parent and inform the parent of the student's attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family and the consequences of further absences, which may include referral to the children, youth and families department for excessive absenteeism; and
      2. For a student who has been identified as in need of early intervention, the attendance team shall notify the parent in writing by mail or personal service on the parent of the student's absenteeism. The notice shall include a date, time and place for the parent to meet with the School to develop intervention strategies that focus on keeping the student in an educational setting. The attendance team shall be convened to establish a specific intervention plan for the student that includes establishing weekly

- progress monitoring and a contract for attendance; and
- 2. For a student who has been identified as in need of intensive support, the attendance team shall:
  - 1. Give written notice to the parent, including a date, time and place for the parent to meet with the school principal and the attendance team;
  - 2. Establish nonpunitive consequences at the school level;
  - 3. Identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism; and
  - 4. Apprise the student and the parent of the consequences of further absences.
- 3. If unexcused absences continue after written notice of excessive absenteeism as provided in this Policy, the School shall report the excessively absent student to the probation services office of the judicial district in which the School sits. The School shall provide the documentation to the juvenile probation services office within ten business days of the student being identified as excessively absent.

**2.9 ATTENDANCE AT PERSONAL EDUCATION PLAN CONFERENCES MANDATORY**

Because Personal Education Plans (PEPs) for each student are central to the CCCS mission student participation in the development and implementation of these Plans is required. Therefore, any student who does not attend Parent Teacher Conferences regarding that student’s PEP will be marked absent.

**2.8.01 PLEDGE OF COMMITMENT**

At Coral Community Charter School, staff, students and families collaborate to develop PEPs for all enrolled students. PEPs contain both academic and social emotional goals for the school year. The purpose is to identify and record support provided by the school; determine when more intensive interventions or extension activities are necessary; and include families in their child’s learning process. Specific interventions and extension activities are determined by looking at assessment results and information from teachers and staff and identifying learning gaps and strengths.

Annual acknowledgement of having read this handbook serves as acknowledgement that family and student attendance at PEP conferences as well as participation in the development of a PEP is a required term of the school’s charter. Student(s) will be marked absent if they are not in attendance.

**2.10 LEAVING CCCS BEFORE DAY’S END**

A student is not permitted to leave CCCS grounds before regular dismissal, without a parent/guardian checking them out, in person, through the office. Parent/Guardian is to come directly to the office, sign their student out, and the student will be called from the classroom. Unless authorized by administrative staff, parent/guardian should wait for their student in the office. No one may check your student out of CCCS unless they are listed on the registration card or you have notified us, in writing, prior to the dismissal. Parent/guardian are strongly encouraged to schedule doctor and dentist appointments outside of school/class hours.

**Early pick up will not be allowed 15 minutes prior to dismissal.**

**2.11 DROP OFF AND PICK UP  
BEFORE SCHOOL STUDENT DROP OFF - 7:45 AM - 8:00 AM**

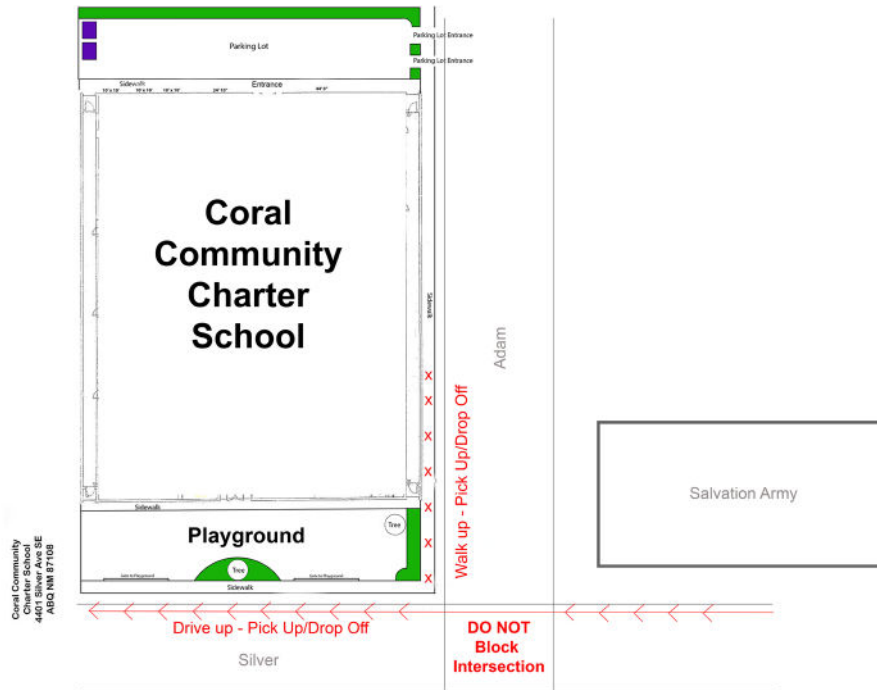
Students may arrive between 7:45 AM – 8:00 AM. Students will enter at outside South Playground entrance. Students arriving late (after 8:00 AM) must be brought to the office and signed in by a parent/guardian.

**AFTER SCHOOL PICK UP - 3:00 PM**

Students need to be picked up at 3:00 PM at the outside South Playground entrance. Parents/guardians may go to drive up line on Silver, or walk up line on Adams.

**Early pick up will not be allowed 15 minutes prior to dismissal.**

**Continual late pick up may result in consequences, such as CYFD notification.**



**2.12 ABBREVIATED (DUE TO WEATHER) DAY**

**2.12.01 NOTICE**

On days where weather prevents CCCS from beginning on time or where cancellation or early release is necessary CCCS will notify families via Bloomz.

## 2.12.02 EARLY DISMISSAL

The following emergency procedures will be followed at CCCS in the event of early dismissal due to inclement weather or other unforeseen event which necessitates closing the CCCS early:

- Parent/Guardian will be personally notified and local media will be informed that students will be dismissed early.
- CCCS will keep students at CCCS site until parent/guardian or their listed designee arrives for them.
- If the parent/guardian cannot be reached, the designee will be contacted.
- Teachers will request identification of any person they do not recognize as the parent or designee before releasing the student.

It is important to realize that under some emergency situations, it may not be possible to notify everyone by telephone, but we will do our very best with your cooperation. Your assistance is necessary in order to have a safe and orderly dismissal.

## III. CCCS HEALTH

### 3.1 ILLNESSES/CONTAGIOUS DISEASES

For the protection of all students, your student should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, or discharge from the eyes or ears. Parent/Guardian should exercise every caution and keep their student home should other unusual symptoms occur. If a student becomes ill while at CCCS, a parent or guardian will be called to pick up the student immediately.

If your student has been exposed to a contagious disease, he/she should be kept at home and the occurrence of his/her condition should be reported to school immediately. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

In order to return to school students, need to be free of the following (without medication) for 24 hours:

- Fever
- Vomiting
- Diarrhea

If your student is experiencing any of the symptoms of COVID-19/Coronavirus please also refer to the School's Return to School Policy on its website or contact us for additional information.

### 3.2 MEDICATIONS POLICY

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a CCCS and should not be practiced by any CCCS personnel. CCCS personnel will administer only medications that have been prescribed by a physician. When possible, medication doses should be given at home to avoid interruptions in the school day.

If medication is needed during the school day, the policy is as follows:

- **INFORM:**

- Parent/Guardian must inform the nurse or administrator when a pupil requires medications during the school day. Students observed by CCCS personnel self-administering unauthorized medications shall be reported to their parent/guardian.

➤ **WRITTEN PERMISSION:**

- A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing CCCS personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available from the office.

➤ **LABELED CONTAINERS:**

- Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The dispensing pharmacy must split medication into duplicate bottles if it is necessary to give medication during CCCS hours. One bottle will be kept at home and the other at CCCS under the care of CCCS authorities.

➤ **ADMINISTRATION:**

- A nurse will administer prescribed medication. In the absence of the nurse, the medication will be administered by an administrator or the licensed Health Assistant.
  - Students will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency (See additional requirements below).

➤ **DOCTOR'S ORDERS:**

- Tylenol or other over-the-counter medicines will be administered to students only with a physician's written order in addition to the parent authorization as required above. Such over-the-counter medication must be in the original container. Again, parent/guardian are urged to administer such medication at home when possible.

➤ **DISPOSAL:**

- When the medication is no longer used it will be returned to the parent or guardian. If within 30 days of notification to the parent or guardian the medication is still left with the school, the school will destroy it in compliance with law. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator.

**PLEASE DO NOT SEND COUGH DROPS IN YOUR STUDENT'S POCKETS, BACKPACK, OR LUNCH BOX. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.**

### **3.3 SELF-ADMINISTRATION OF CERTAIN DRUGS**

Students will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self-administration of diabetes treatment medications, if it has been legally prescribed to the student by a health care provider under the following circumstances:

- A. The health care provider has instructed the student in the correct and responsible use of the medication;
- B. The student has demonstrated to the health care provider and the CCCS nurse or other CCCS officials the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
- C. The CCCS nurse or health care provider, with input from the parent/guardian and based on the student's health care practitioner's medical orders, has formulated a written treatment plan for managing the student's care and for medication use by the student during CCCS hours or CCCS sponsored activities, including transit to or from CCCS or CCCS sponsored activities; and
- D. The student's parent has completed and submitted to CCCS any written documentation required CCCS, including the treatment plan required in paragraph (3) above and a statement relieving CCCS and its employees and agents from liability arising from the performance the student's self-administration, carrying or storage of medication, supplies and medication-administration equipment.

The parent/guardian of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide CCCS with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

**CCCS SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE STUDENT CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEED TO ADMINISTER MEDICATIONS.**

### **3.4 DIABETES**

- 1. The primary caregiver of each student with diabetes who seeks diabetes care while at school shall submit to the school a diabetes medical management plan.
- 2. Each school that receives a diabetes medical management plan shall review and implement the diabetes medical management plan.
- 3. The School shall ensure that all students with diabetes receive appropriate and needed diabetes care as specified in students' diabetes medical management plans.

In accordance with the request of a primary caregiver of a student with diabetes and the student's diabetes medical management plan, a school nurse or, in the absence of a school nurse, diabetes care personnel shall perform diabetes care functions that shall include, at a minimum:

- 1. Checking and recording the student's blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
  - 2. Responding to blood glucose levels that are outside of the student's target range;
  - 3. Administering glucagon and other emergency treatments as prescribed;
  - 4. Administering insulin or assisting a student in administering insulin through the insulin delivery system that the student uses;
  - 5. Providing oral diabetes medications; and
  - 6. Following instructions regarding meals, snacks and physical activity.
- 7. A school nurse or at least one diabetes care personnel shall be at each school where a student with diabetes is attending and shall be available to provide care to each student with diabetes as provided by this Policy during regular school hours and during all school-sponsored activities, trips, extended offsite excursions and extracurricular activities in which a student with diabetes is a participant and on buses where the bus driver has not been trained in diabetes care and a student with diabetes is a passenger.

8. Each year by October 15<sup>th</sup> the School shall submit a report to the Public Education Department. The report shall:
  1. State how many students with diabetes are attending the School; and
  2. Provide documentation regarding the compliance of the School with the provisions of the Student Diabetes Management Act.
3. Each governing body shall ensure annual diabetes training programs are provided to all school nurses and diabetes care personnel. Training content for the annual diabetes training program, at a minimum, shall include:
  1. identification and treatment of hyperglycemia and hypoglycemia;
  2. appropriate actions to take when blood glucose levels are outside the target ranges indicated by a student's diabetes medical management plan;
  3. understanding interpretation of health care practitioner instructions regarding diabetes medication drug dosage, frequency, and manner of administration;
  4. performance of finger stick blood glucose testing and ketone testing and recording of results;
  5. administration of glucagon and insulin and recording of results;
  6. administration of glucagon and insulin through the insulin delivery system;
  7. recognizing diabetes-related complications that require emergency assistance; and
  8. recommended schedules for food intake, the effect of physical activity upon blood glucose levels, and appropriate actions to be implemented in the case of a schedule disruption.
4. Each governing body shall ensure a minimum of two school employees, at each school attended by a student with diabetes, receive the training outlined in this rule.
5. Each governing body shall not require that diabetes care personnel be health care practitioners.
6. If at any time fewer than two school employees are available to be trained at a school, the principal or other school administrator shall distribute to all staff a written notice stating that the school is seeking volunteers to serve as diabetes care personnel. This notice shall inform staff of the following:
  1. the school is required to provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;
  2. the tasks to be performed by diabetes care personnel;
  3. participation is voluntary and no school, school district or governing body will take action against any staff member who does not volunteer to be designated;
  4. training will be provided to employees who volunteer to provide care; and
  5. the contact information of the person whom staff should contact in order to volunteer to be diabetes care personnel.
7. Annual diabetes training programs shall be provided by the school nurse if the school has a licensed school nurse or by a licensed health care practitioner with expertise in diabetes.
8. Each governing body shall also ensure annual training is provided to all school personnel with a primary responsibility for supervising a student with diabetes during some portion of the school day that includes bus drivers responsible for transporting a student with diabetes. Training for these individuals must include:
  1. recognition of hyperglycemia;
  2. recognition of hypoglycemia; and
  3. actions to take in response to diabetes-related emergency situations.

### **3.5 MEDICAL CANNABIS**

1. Possession, storage and administration of medical cannabis by Primary Caregivers or by designated school personnel, to qualified students for use in school settings shall not be unlawful provided that a student shall not possess, store or self-administer medical cannabis in a school setting.



2. Medical Cannabis must be in the form of a non-refrigerated capsule, extract, or concentrate that is ingested orally and that is not inhaled in particulate form as a vapor or by burning.
3. For the purposes of this Section “School Setting” means any of the following locations during a school day:
  1. A school building;
  2. A school bus used within the state during, in transit to, or in transit from a school-sponsored activity;
  3. A public vehicle used within the state during, in transit to, or in transit from a school-sponsored activity in the state; or
  4. A public site in the state where a school-sponsored activity takes place.
4. Duties of the Primary Caregiver and Designated School Personnel.
  1. A parent, legal guardian or designated school personnel shall not administer medical cannabis in a manner that creates disruption to the educational environment or causes other students to be exposed to medical cannabis.
  2. A written treatment plan for the administration of the medical cannabis must be agreed to and signed by the Head Administrator or her designee of the qualified student's school and the qualified student's parent or legal guardian.
  3. Before the first administration of medical cannabis in a school setting, the qualified student's parent or legal guardian completes and submits documentation as required by School rules that includes a:
    - A copy of the qualified student's written certification for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act; and
    - A written statement from the qualified student's parent or legal guardian releasing the school, school volunteers, the governing council of the School, and school personnel from liability, except in cases of willful or wanton misconduct or disregard of the qualified student's treatment plan. This release will also include release of liability for and reimbursement of claims for costs associated with accidental spillage or waste of the medical cannabis, as well as that the qualified student is not entitled to use medical cannabis outside the state of New Mexico.
    - A copy of the patient's New Mexico Department of Health's (NMDOH) issued ID card, which includes the name of the primary caregiver.
    - A written treatment plan that includes:
      1. Affirmation of qualifying debilitating medical condition;
      2. Recommended dosage allotment;
      3. Recommended frequency of administration; and,
      4. Signature of the primary caregiver and the certifying practitioner; and
      5. A signed Health Insurance Portability and Accountability Act (HIPAA) authorization, using the HIPAA authorization form posted on the NMDOH's website that permits the school to obtain current information from the NMDOH regarding the enrollment status of the qualified student in the NMDOH's Medical Cannabis Program. The HIPAA authorization form shall be retained as a medical record.

This treatment plan and written certification shall be valid for no more than one year from the date of issuance and shall be presented to the School at, or prior to, the beginning of the school year for which they shall apply.

    - The primary caregiver of the qualified student shall provide a new package or container with clearly labeled identifiers including the qualified student's name, date of birth, and dosage allotment.
5. Storage and Administration.
  - The School shall store medical cannabis in a locked cabinet to which only the designated school personnel has access.
  - Medical cannabis shall be administered only by a Primary Caregiver or designated school personnel.

6. The School shall not:
  - Discipline a student who is a qualified student on the basis that the student requires medical cannabis as a reasonable accommodation necessary for the student to attend school;
  - Deny eligibility to attend school to a qualified student on the basis that the qualified student requires medical cannabis as a reasonable accommodation necessary for the student to attend school or a school-sponsored activity; or
  - There shall be no reprisal or repercussion for any school employee who declines the assignment of Designated School Personnel.
  
7. Disposal, Spillage, or Waste
  1. The eligible student's primary caregiver must pick up from the Designated School Personnel any unused medical cannabis at the end of each school year or upon disenrollment, withdrawal, transfer, or graduation of the student.
  2. In cases of spillage or waste a documented witness is required to witness the clean-up or destruction. The primary caregiver must be notified the same day the spillage or waste occurs.
  
8. Training.
  - The School shall provide at least annual training on the School's Medical Cannabis Policy and procedures in alignment with all applicable law.

○ **INVENTORY**

1. From time to time inventory of all prescription medications stored by the school shall be done by properly authorized and trained school personnel.

**3.7 MEDICAL SITUATIONS AND EMERGENCIES**

➤ **EMERGENCIES:**

- In the event of a medical emergency or an accident, we will first attempt to contact the parent/guardian or the doctor of the student, unless CCCS determines that the circumstances merit contacting 911 for emergency response. After 911 is called, CCCS will make every effort to reach the student's parent/guardian, or other emergency contact prior to treatment, however, this may not always be possible. For this reason, it is absolutely necessary that all contact information on the "Permission for Medical Attention" be completed and kept current.

➤ **STAFF AID:**

- Should first aid be needed, a first aid-certified staff member or other person assigned to take care of a particular situation will administer first aid or give instructions for proper care. All staff members will follow these instructions carefully.

➤ **ACCIDENTAL POISONING:**

- In the case of poisoning, the staff member will call Poison Control immediately and follow their instructions carefully. Parent/Guardian will be notified and an "Accident Report" written. A first aid kit is readily available and all emergency numbers are posted.

**3.8 EXCUSE FROM PHYSICAL EDUCATION**

Please send a request to the teacher if your student needs to be excused from physical education. Written instructions are required from the student's physician if the student is to be excused for more than two days, and must include a re-entry date if applicable.

## **IV. CCCS RULES AND CONSEQUENCES**

### **4.1 CCCS POLICY ON DISCIPLINE**

CCCS is a community and the rules and regulations of our school are the laws of our community. All members of our community are subject to CCCS rules, which carry corresponding obligations. The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes. Teachers, administrators and other CCCS employees also have rights and duties. The administration is responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment at CCCS. In discharging their duties, all CCCS employees have the right to be free from intimidation or abuse by all community members, including students, parent/guardian and visitors and to have their lawful requests and instructions followed.

Pursuant to New Mexico statute no student shall be disciplined or shall experience discrimination or disparate treatment based on the student's race, religion, or culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

As used in this section:

- (1) "cultural or religious headdresses" includes hijabs, head wraps or other headdresses used as part of an individual's personal cultural or religious beliefs;
- (2) "protective hairstyles" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps; and
- (3) "race" includes traits historically associated with race, including hair texture, length of hair, protective hairstyles or cultural or religious headdresses.

### **4.2 AUTHORITY OF CCCS**

CCCS has both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established for CCCS.

#### **4.2.01 HAVE RESPECT**

At CCCS everyone works to make sure that you are safe and well. You must do your part by:

- Following directions.
- Respecting others' personal space.
- Respecting other people's and CCCS's property.
- Exhibiting respectful behavior and language.
- Practicing safety at all times.
- Using CCCS equipment and materials appropriately.
- Staying on CCCS school grounds in assigned areas.
- Putting forth your best effort.
- Being thoughtful and attentive when listening.

#### **4.2.02 FREE SPEECH**

All students have the right to express themselves as long as it does not hurt others.

#### **4.2.03 KNOWING THE RULES**

CCCS has rules for all students, which you must know and follow. If you break a rule, you will be treated fairly. You will be allowed to tell your side of the story to your teacher or someone in the office. Punishment may include talking with you, talking with your parent/guardian, or staying after school or more severe consequences depending on your behavior.

#### **4.2.04 GETTING TOGETHER**

During their free time, students may get together on CCCS grounds or buildings if permission has been given and if it will not disturb others.

#### **4.2.05 LEARNING IN CCCS**

To do this, you must take part in all of your classes and other activities to the best of your ability. All CCCS workers are there to help you do your best. If you have any questions or problems, ask for help.

Students who bother others and make it hard for them to learn may be removed from the classroom.

#### **4.2.06 PEOPLE WHO ARE DIFFERENT**

Everyone is different in his or her own way. We should treat all people fairly, as we would like to be treated.

#### **4.2.07 COMING TO CCCS**

You must attend CCCS each day and be on time. When you are sick or have a family emergency, you may be excused. When you return school, be sure to have a note from your parent or guardian, explaining why you were absent and to ask your teachers about missed assignments.

### **4.3 DRESS CODE**

The purpose of the CCCS Dress Code is to provide a safe, peaceful, and equitable learning environment for all students. This Code applies to all students regardless of their gender.

The CCCS Dress Code consists of the following allowable clothing:

- Solid color collared shirts, sweaters, or any CCCS t-shirt
- Solid color pants, skirts, shorts, skorts, dress, or overalls
- Shoes
  - Flip flops will not be allowed as they pose a safety hazard in the event of an emergency situation.
  - Sneakers or gym shoes are required to be worn in Physical Education class to ensure student safety.

Students may be allowed to wear clothing other than that required by the Dress Code on special occasions. Families will be told of these special occasions in advance via Bloomz.

The CCCS Dress Code forbids the following clothing:

- Attire or accessories which advertise, display, or promote any drug, alcohol, tobacco, sexual activity, violence, disrespect or bigotry towards any group or individual is not acceptable.
- Clothing that is so oversized that it impedes the child's ability to move quickly in the event of an emergency or such that it does not adequately cover the child in a weather or age-appropriate way will not be allowed. This includes; pants that are too large, flip flops, and shoe with wheels (aka "heelies").
- Clothing that is so undersized such that it does not adequately cover the child in a weather or age-appropriate way is not acceptable. This includes tops that show the child's midriff and bottoms that are too short to provide adequate coverage for the child.

The determination of if a garment adequately covers the child will be made by the Executive Director.

Families may contact the School Health Assistant confidentially if help is needed acquiring the items necessary to meet the Dress Code. If an exception from the Dress Code is needed families may contact the Executive Director.

#### **4.4 SPECIFIC PROHIBITED CONDUCT**

The following conduct is prohibited at CCCS and will result in disciplinary actions. CCCS gives notice that not all inappropriate student behavior can be identified and consequently there may other circumstances that result in a student being disciplined for his or her conduct.

##### **4.4.01 CHEATING OR PLAGIARISM**

Means, for example, to take a test in a dishonest way, copying somebody's homework, or by improper access to answers on classroom assignments, tests or homework, copying work done by somebody else and claiming it to be your own.

##### **4.4.02 MISCONDUCT**

Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the educational process.

##### **4.4.03 VIOLATION OF DRESS CODE**

Instances in which students deliberately defy the CCCS dress guidelines.

##### **4.4.04 PUBLIC DISPLAY OF AFFECTION**

Mutually consensual sexual contact including, but not limited to kissing, holding hands, intentional touching of the other person's genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas.

##### **4.4.05 VERBAL ABUSE OR PROFANITY**

Verbal abuse shall be interpreted to include any profane, obscene, vulgar, racial slur or slang or unnecessarily crude utterance, gesture, or display reflecting on an individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference, or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. It shall not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly.

##### **4.4.06 THEFT**

Taking someone else's belongings without his/her permission, no matter how small. A student involved in the act of stealing or in possession of stolen property may face criminal charges along with other disciplinary actions by CCCS.

##### **4.4.07 STUDENT POSSESSION OF TOBACCO ON CCCS GROUNDS**

While at CCCS or a CCCS sponsored event, students shall be prohibited at all times from smoking or having tobacco in any form in their possession. Punishment shall include definite corrective action.

##### **4.4.08 VANDALISM AND TAMPERING**

Any abuse of CCCS or private property shall be considered vandalism. The parent or guardian shall be requested to meet with the CCCS officials to make arrangements to pay for the damage caused by the student. Criminal charges may be filed along with other disciplinary actions by CCCS.

##### **4.4.09 VIOLENT BEHAVIOR**

Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the Executive Director or his/her

designee. Criminal charges may also be filed along with other disciplinary actions by CCCS.

#### **4.4.10 GANG RELATED ACTIVITIES**

Means for example; wearing clothing, displaying paraphernalia, and altering one's appearance, the display of gang signs, symbols, monikers or signals, that signifies or exhibits an individual's affiliation with, or representation of, a gang. Also included is recruitment, harassment, intimidation, posturing, bullying, tagging or marking, assault, battery, theft, trespassing, or extortion, or criminal activity performed by an individual affiliated with, or on behalf of a gang. Gang affiliation and/or intent can be implied from the character of the individual's acts as well as the circumstances surrounding the misconduct.

#### **4.4.11 THREATS**

Threats made by a student against the life of another student, teacher or other CCCS personnel shall immediately be reported to the Executive Director or his/her designee. The Executive Director may at his/her discretion under the circumstances inform the person to whom the threat was directed of the situation. Appropriate authorities may be called.

#### **4.4.12 FALSE ACCUSATIONS**

Accusations or charges made by a student against a teacher, administrator or other CCCS personnel shall be reported to the Executive Director or designee, who shall conduct a complete investigation of the accusations or charges made by the student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other CCCS district personnel, shall be subject to disciplinary action for a serious breach of conduct.

#### **4.4.13 FAILURE TO REPORT SERIOUS OFFENSES**

Students who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a teacher or Executive Director at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.

#### **4.4.14 BULLYING, CYBERBULLYING AND/OR HARASSMENT**

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

"Cyberbullying" means electronic communication that:

- (1) targets a specific student;
- (2) is published with the intention that the communication be seen by or disclosed to the targeted student;
- (3) is in fact seen by or disclosed to the targeted student; and
- (4) creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

"Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

CCCS is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. CCCS encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties using social networking technologies is strictly prohibited and will not be tolerated. CCCS will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation using these social networking technologies. This policy applies to all activities at CCCS, including activities on CCCS property or while in route to or from CCCS sponsored activities and during any CCCS sponsored, CCCS approved or CCCS related activity or function, such as field trips or athletic events where students are under CCCS's control, where an employee is engaged in CCCS business, or if occurring off CCCS property if the activity disrupts the CCCS environment or another student's access to a safe and healthy CCCS environment.

If, upon investigation, a student has been found to have committed an act(s) of bullying, cyberbullying, and/or harassment, the student may be suspended or recommended for expulsion. Criminal charges may also be filed if warranted.

#### **4.4.15 POSSESSION OF DANGEROUS OR DISRUPTIVE ITEMS**

Any item in the possession of or being used by a student which disrupts the class, distracts his/her attention from the class, defaces CCCS property, or in any way endangers the safety of himself/herself or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. Students who refuse to cooperate shall be reported to the Executive Director for further action. Possession or use of a dangerous or disruptive item while on CCCS property or in attendance at a CCCS function may be grounds for suspension and/or expulsion and referral to proper law enforcement agencies.

#### **4.4.16 WEAPONS**

CCCS prohibits students from possessing, storing, making, carrying, concealing in a backpack or on their persons, or using a weapon or other devices designed to inflict serious bodily harm in any setting that is under the control and supervision of CCCS. This includes CCCS activities, property leased, owned, or contracted for by CCCS, a CCCS sponsored event, and/or while in CCCS sponsored transportation. The term "weapon" includes a firearm, destructive device, knife/cutting instrument and other weapon as defined herein.

1. *A firearm* is any device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. Weapon includes firearms of any kind (operable or inoperable, loaded or unloaded, commercial or homemade); including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun, or tear gas gun.
2. *A destructive device* is any bomb, grenade, mine rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.
3. *Knife/Cutting Instrument* includes, but is not limited to dagger, dirk, stiletto, shank, knife, razor, box cutter, or Exact-o knife.



4. *Other weapons* means the possession or intention of using any instrument or object to inflict harm on another person, or to intimidate any person, including, but not limited to chains (even if not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length or metal not being used for the purpose it was normally intended), pointed instruments (including pencils, pens), nunchakus, brass knuckles, Chinese stars, billy-clubs, bludgeons, slingshots, portable devices or weapons directing electrical current (stun guns), impulse, wave, beam or chemicals, BB pellets, CO2 firing devices, or dart guns, bows, explosives, or propellants. Any other dangerous or deadly weapon.

Students must immediately report knowledge of weapons and threats of violence by students and staff to the Executive Director. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion CCCS. The Executive Director shall immediately report to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a CCCS employee or a visitor.

Pursuant to federal and state law any student who is determined to have knowingly brought a weapon to School may be subject to expulsion from CCCS, for a period of not less than one year. Also pursuant to both federal and state law this expulsion requirement may be modified on a case-by-case basis.

This Policy shall be implemented and construed in a manner consistent with the Individuals with Disabilities Education Act. Placement in an alternative educational setting, for not more than forty-five days, must be provided to any student with a disability who is determined to have knowingly brought a weapon to School. If a parent or guardian of the student requests a due process hearing, then the student shall remain in the alternative educational setting during the pendency of any proceeding, unless the parent or guardian and the School agree otherwise.

1.6.01 **POSSESSION, SALE AND/OR USE OF ALCOHOLIC BEVERAGES, NARCOTICS, ILLEGAL DRUGS, AND/OR PROHIBITED SUBSTANCES**

CCCS prohibits students from using, possessing, distributing or trafficking tobacco, alcohol and/or illegal drugs on CCCS property, at CCCS, or at CCCS sponsored activities. Students, while on CCCS property or attending a CCCS sponsored activity, who use, possess, distribute, or sell tobacco, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives.

1.6.02 **EXTORTION**

Is the act of a person who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration.

1.6.03 **BOMB THREATS OR TERRORISTIC THREATS AND THROWING EXPLOSIVES OR NOXIOUS SUBSTANCES**

Means making threats, placing, discharging, or throwing a destructive explosive item or noxious substance, or makes a terroristic threat while in or on CCCS property, or on CCCS sponsored transportation, or during CCCS sponsored activities.

1.6.04 **ARSON**

Means deliberately setting fire to CCCS property or while involved in a CCCS activity to do damage to the property.



The act of encouraging or helping a student to cause a riot, disrupt CCCS activities, or to be absent or otherwise violate CCCS rules, or who disrupts or interferes with the lawful administration or functions of CCCS activities.

**4.5 ELECTRONIC DEVICES**

Students are not permitted to bring Portable Digital Device: any portable device that can send or receive digital information to CCCS during the school day. Teachers and administrators will take appropriate actions if a student is observed using an electronic device during the school day, or if such devices disrupt the educational process. Disciplinary actions may include: immediate confiscation, a parent conference, in-school suspension or suspension, and loss of privileges.

**4.6 CELL PHONES**

If a family deems it necessary for a student to bring a cell phone to CCCS, the following rule applies. Administration must be notified, and the phone must be in the "off" position and not be displayed for use during the entire CCCS day. A student may only use his/her phone during the school day while in the administration office with permission to call his/her parent, guardian or designated person for an emergency or other appropriate reason or after or before CCCS hours. Misuse of the cell phone rules may result in confiscation and the Executive Director will call the parent/guardian to meet with the Executive Director for purpose of discussing this policy and in order to retrieve the cell phone. CCCS is not responsible for the loss and/or theft of any of cell phones.

**4.7 SEARCH AND SEIZURE****4.7.01 School Property**

School property, including desks, cubbies, lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

**4.7.02 Vehicle Searches**

Search of a student's vehicle while parked on School property may be conducted only if a school employee, school security officer, or campus security aide has reasonable suspicion that a crime or breach of the disciplinary code is being committed by the student. Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.

**4.7.03 Physical Searches**

Search of a student's person or property may be conducted only where there is individualized reasonable suspicion that the student being searched has committed a crime or a breach of the disciplinary code. Searches may be conducted by a certified school employee, school security officer, or campus security aide. Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

1. Minimally Intrusive Searches - Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by any certified school employee, school security officer or campus security aide.
2. More Intrusive Searches - Searches such as pat downs and frisks may only be conducted by an authorized person of the same sex as the student being searched.
3. Most Intrusive Searches - A strip search shall be conducted only upon individualized reasonable suspicion of a safety concern and shall be conducted by a school administrator of the same sex as the student and in the presence of another authorized person of the same sex.
4. Strip searches of students shall be conducted only in life-threatening situations or in situations that pose a possible danger to the school population. Administrators may only conduct more intrusive or most intrusive searches when they have reason to believe that a student may be in possession of a firearm, a weapon, or a dangerous drug.

#### **4.7.04 SEIZURE OF ITEMS**

Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

#### **4.7.05 NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES**

The Executive Director shall have discretion to notify the district attorney or other law enforcement officers when search for possession of an illegal substance or item is suspected to conduct the search. If school conducts the search and it reveals illegally possessed contraband material or evidence of some other crime or delinquent act, local law enforcement may be called.

#### **4.7.06 RECORD KEEPING**

The Executive Director shall promptly make a record of each search of a student's property or person and include the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Executive Director shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **4.8 AGGRESSIVE BEHAVIOR**

#### **4.8.01 DEFINED**

Violent or aggressive behavior is defined as inappropriate conduct that is negatively impacts a student's educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

#### **4.8.02 DUTY TO REPORT**

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report his/her concerns to a teacher or counselor who will be responsible for notifying the Executive Director. Complaints against the Executive Director should be filed with the Governing Council President. Every student is

encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

#### **4.9 CLASSROOM RULES**

Individual classrooms have additional rules and consequences that will be reviewed with your student by the classroom teacher.

#### **4.10 CONSEQUENCES**

Students have certain rights, but also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. Disciplinary consequences may be imposed by the Executive Director, in addition to consequences developed by the classroom teacher, for violations of CCCS rules. The Executive Director has the right to impose discipline in his/her reasonable discretion, in accordance with the circumstances presented. Some of the potential consequences include:

- Executive Director referral. Students who choose to disobey rules will be sent to meet with the Executive Director to discuss the behavior. An Incident Report will be sent to the parent/guardian. The parent/guardian is to sign and return the copy of the slip with the student on the day after it was received. Depending upon the infraction, an additional consequence may be applied at the Executive Director's discretion.
- Parent/Guardian meeting. When deemed necessary by the Executive Director, or when a student receives his/her 3rd referral, parent/guardian will be contacted by the Executive Director so that arrangements may be made for the student to meet with the Executive Director, Classroom Teacher, his/her Parent/Guardian and any other appropriate staff to discuss the referrals and develop a plan/contract.
- Student Assistance Team. Additional referrals will result in a referral to the Student Assistance Team to discuss other possible interventions such as a behavior management program, additional participation in the "Social Skills" program, a mentorship, screenings or evaluations, or other disciplinary action deemed appropriate by administration.

A progressive discipline continuum provides consequences that range from a warning to suspension or expulsion.

#### **4.11 DETENTIONS, SUSPENSION, AND EXPULSION**

CCCS, along with the cooperation of the student and his/her parent/guardian, seeks to avoid having to impose any stronger measures of discipline than contemplated in Section 4.12 above. However, when prior efforts to correct behavior or if the situation warrants, CCCS may choose to impose detentions, suspension and/or pursue expulsion.

#### **4.12 DUE PROCESS/REFERRALS**

##### **4.12.01 DUE PROCESS**

In disciplinary cases, each student is entitled to due process. This means students:

8. Will be informed of accusations against them.
9. Will have the opportunity to accept or deny the accusations.
10. Will have explained to them the factual basis for the accusations.
11. Will have a chance to respond to the facts presented against them.

12. The extent of the due process required will depend upon the severity of the infraction and the related consequence.

#### **4.12.02 REFERRALS**

All discipline referrals submitted to the Executive Director /designee will begin with a conference with the student. In the case of suspensions/expulsions, parent/guardian will be notified of consequences by a personal phone call accompanied by a written referral form. If attempts to notify parent/guardian by telephone are unsuccessful, parent/guardian will be notified by written referral form only. Parent/Guardian involvement is an important part of the discipline at all levels.

#### **4.13 SHORT TERM SUSPENSIONS**

A short-term suspension is a mandatory absence from CCCS for a period of 10 days or less. If the Executive Director decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the Executive Director shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the Executive Director/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the Executive Director designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 days. If a suspension is imposed, the Executive Director imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request an administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. There is no level of appeal higher than the Executive Director for a suspension of 10 days or less.

#### **4.14 LONG TERM SUSPENSION**

A long-term suspension is a mandatory absence from CCCS for a period exceeding 10 days and up to the balance of the CCCS year. If the Executive Director/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the Executive Director/designee with misconduct which may result in long-term suspension or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

#### **4.15 PROCEDURES FOR LONG TERM SUSPENSION/EXPULSION**

The long-term suspension shall be in accord with 6.11.2 of the New Mexico Administrative Code. The ability to make up work for credit during long - term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances. The information below is a summary only. For full procedures, rights, and obligations please see the CCCS Student Discipline Policy.

##### **4.15.01 NOTICE**

If the Executive Director believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the Executive Director will notify the parent/guardian in writing of the grounds for the proposed suspension and the date, time and location of the suspension hearing. Notice will be given by certified mail return receipt or by personal delivery addressed to the student and his/her parent/guardian.

#### **4.16 LONG-TERM SUSPENSION/EXPULSION APPEAL**

A student aggrieved by the hearing officer's decision has the right to have the decision reviewed if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-CCCS suspension exceeding one CCCS semester or a denial or restriction of student privileges for one semester or longer. The appeal shall be to the Governing Council or its designee. The Governing Council may grant a right of review for less severe penalties. A student request for review must be submitted to the Governing Council President within ten (10) CCCS days after the student is informed of the hearing officer's decision.

**4.16.01 NEW MEXICO PUBLIC EDUCATION DEPARTMENT COMPLIANCE**

The process followed by CCCS shall conform to 6.11.2 NMAC and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern.

**4.17 CLASSROOM CONTROL/CORPORAL PUNISHMENT**

A teacher or other member of the certificated staff shall assume such authority for the control of students who are assigned to him/her by the Executive Director or designee and shall keep good order in the classroom. To that end, each classroom teacher may establish classroom rules that each student must follow. The use of corporal punishment is *prohibited*. Alternative disciplinary procedures, which may include peer review or other forms of positive reinforcement should be used to bring about appropriate student classroom behavior.

**4.18 DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are subject to CCCS disciplinary processes. They are also not entitled to remain in a particular educational program when their behavior substantially impairs the education of other students in the program. However, CCCS is required by state law and regulations (6.11.2 NMAC) to meet the individual educational needs of students with disabilities as described by their IEP.

**4.18.01 LONG-TERM SUSPENSIONS OR EXPULSIONS**

Discipline of students with disabilities shall be governed by the procedures set forth in Section 6.11.2.11 NMAC.

**4.18.02 TEMPORARY SUSPENSION**

Temporary suspension of students with disabilities may be imposed in accordance with the normal procedures prescribed in Subsection D of Section 6.11.2.12 NMAC, provided that the student is returned to the same educational placement after the temporary suspension and unless a temporary suspension is prohibited under the provisions of Subsection G, Paragraph (3) of 6.11.2.10 NMAC.

**4.18.03 PROGRAM PRESCRIPTIONS**

A student with a disability's individualized education program (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with the regulation. However, the IEP Committee may prescribe or prohibit specified disciplinary measures for an individual student with a disability by including appropriate provisions in the student's IEP. Administrative authorities shall adhere to any such provisions contained in a student with a disability's IEP, except that an IEP Committee may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this regulation.

**4.18.04 IMMEDIATE REMOVAL**

Immediate removal of a student with disabilities may be done when a student brings a weapon to CCCS or a CCCS function; or knowingly possesses or uses illegal

drugs or has sold or solicited the sale of a controlled substance while at CCCS or a CCCS function.

#### **4.19 BULLYING PROHIBITION POLICY**

CCCS believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total educational process that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. The safety and well-being of all students is of primary importance. CCCS does not permit and it is the school's goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

##### **4.19.01 EXAMPLES**

Actions that will be viewed as “bullying” include but are not limited to:

- Repeated teasing or malicious jokes.
- Name-calling, belittling comments.
- Nonverbal behavior such as gestures, or graphic written statements.
- Conduct that is physically threatening, harmful, intimidating or humiliating.
- Unwanted physical restraint.
- Cyberstalking meaning to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

##### **4.19.02 REPORTING AND COMPLAINTS**

Students and parent/guardian may file verbal or written complaints concerning suspected bullying behavior to CCCS personnel and administrators. See, “Bullying Complaint Form” attached at the end of the Student & Parent/Guardian Handbook. Students, parent/guardian and/or staff should use the following guidelines when reporting bullying.

- Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or CCCS personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
- The report may be made to any staff member including a teacher or the Executive Director. If the complaint is made by a student, to a staff member he or she will assist the student in reporting to the Executive Director.
- Teachers and other CCCS staff who witness acts of bullying or receives student reports of bullying are required to promptly notify the Executive Director. Reports should be made in writing using

the Bullying Complaint Form. A copy of this form will be submitted to the Executive Director.

- If a student makes a verbal report to a teacher, the teacher should complete the form or take the student to the Executive Director where a form will be completed on the student's behalf.

#### **4.19.03 INVESTIGATION**

The CCCS Executive Director or designee will accept and promptly investigate all reports of intimidation, harassment or bullying. The administrator will make every effort to inform the parent/guardian of the victim and the accused of any report of harassment, intimidation, bullying, or hazing prior to the investigation taking place. CCCS administration may take reasonable steps to protect the complainant, students, teachers, administrators, or other CCCS personnel pending the completion of an investigation.

#### **4.19.04 PROCESS**

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

#### **4.19.05 CONFIDENTIALITY**

The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, CCCS cannot guaranty absolute confidentiality, because it may be necessary to discuss the complaint with others who are witnesses or who may have information about the complaint.

#### **4.19.06 OUTCOME**

The investigation shall be completed as soon as possible. The Executive Director (or investigator) shall make a written report concerning the bullying. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred may be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the Executive Director. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), to protect the privacy of the student alleged to have committed the bullying, the Executive Director will notify the parent or guardian making the complaint of the outcome of the investigation. The Executive Director or designee shall notify the parent or guardian about a determination that their student has committed a verified act of bullying and the consequences for the student's actions.

#### **4.19.07 CONSEQUENCES**

Acts of bullying found to be substantiated shall result in intervention by the Executive Director or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced. Whether and to what extent to impose disciplinary action is a matter for the discretion of the Executive Director.

#### **4.19.08 CONSEQUENCES FOR KNOWINGLY MAKING FALSE REPORTS**



False charges shall also be regarded as a serious offense and may result in disciplinary action or other appropriate sanctions.

**4.19.09 RETALIATION**

Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

**4.19.10 ANTI-BULLYING INCLUDED IN HEALTH EDUCATION CURRICULUM**

“Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior throughout their CCCS years. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills. Our curriculum does recognize the importance of bully prevention skills in all grade levels.

**4.20 ANTI-DISCRIMINATION AND HARASSMENT POLICY**

CCCS recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or that disrupts the educational process and impedes the legitimate pedagogical concerns of the school community. Sexual and other forms of harassment will not be tolerated.

**4.20.01 SEXUAL HARASSMENT**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment.

**4.20.02 OTHER FORMS OF HARASSMENT**

Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment; substantially or unreasonably interfering with an individual’s academic performance; or otherwise adversely affects an individual’s academic opportunities on the basis of race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, sexual orientation, gender identity and/or any other legally protected characteristic. Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

**4.20.03 STRICTLY PROHIBITED**

The harassment by a student of a staff member, fellow student of CCCS or third party (e.g. visitor, volunteer, parent, etc.) is strictly forbidden. In all cases, CCCS personnel will take immediate action to protect the victim of alleged abuse. Any student who is found to have harassed a staff member, third party, or student will be subject to discipline in accordance with law and the Student & Parent/Guardian Handbook.



**4.20.04 REPORTING VIOLATIONS OF HARASSMENT OR DISCRIMINATION POLICY**

A student who believes he/she has been a victim of discrimination and/or harassment and any adult with knowledge of such conduct shall report the alleged act immediately to the Executive Director. CCCS will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

**4.20.05 INVESTIGATION AND CCCS ACTION**

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge against a student, employee, visitor, vendor or other individual on CCCS premises for harassment shall subject that individual to disciplinary action or other consequences. Disciplinary action may include, but may not be limited to the following: written warning, detention, written reprimand, suspension, and/or expulsion. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.

**4.20.06 RETALIATION**

CCCS will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to complaints of harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**4.20.07 NOTIFICATION**

It shall be the responsibility of the Executive Director to ensure that all employees and students receive appropriate training related to the implementation of this policy. In addition, students, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of designated person to contact to file a complaint and/or receive information related to this policy.

**4.21 DAMAGE BY STUDENTS**

Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any CCCS building, grounds material, equipment, or other CCCS property by a student enrolled at CCCS shall cause parent, guardian, or person standing in loco parentis of the offending student to restore or replace such damaged property to the satisfaction of the Executive Director or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Executive Director.

**4.22 VIOLATION OF STUDENT RIGHTS**

Students believing their rights have been violated should report their concerns to their parent/guardian or the Executive Director. If the concern is not resolved by the Executive Director, a report should be made to the Governing Council using the Parent Concern Policy About Student in Section 5.7 below.

**V. GENERAL CCCS INFORMATION**

## 5.1 GRADING

Report cards are standards-based.

### **CCCS Grade Change Policy:**

The policy permits a course grade change upon receipt of a signed written request from a student's parent(s) or legal guardian or student of legal age that states the reasons for the requested grade change;

the policy requires a written response to the grade change request by a set deadline that states, among other things, whether the request is denied or allowed and the grade entered if allowed;

a grade change is based on articulated reasons that are stated in the response such as extenuating circumstances, additional graded work submitted by the student, additional or make-up testing, or any other meaningful criteria that can be verified;

a grade change is equally available to all students who are similarly situated; 6.30.10 NMAC 2

the policy requires strict adherence to FERPA;

the policy requires a good faith attempt to obtain the written input of the student's classroom teacher who issued the grade in dispute, who shall state reasons to support or oppose the requested grade change and shall not be pressured into or retaliated against for making a certain recommendation;

the policy requires the final written response to be made and signed in each case by a clearly designated person or group of persons who approve(s) a final course grade change and shall bear responsibility for ensuring that the local school board or governing authority's policy was followed;

the policy requires, unless a student is still enrolled in the school district or charter at the time of the grade change request, the request to be within a reasonable period of time after the student has exited the school unless extenuating circumstances permit consideration of a longer time;

determines if course grade change documents are to be maintained in a student's permanent record or maintained in a separate file that is destroyed after the student graduates, transfers from, or otherwise leaves the school; and

in no way limits or eliminates the rights afforded to parent/guardian under federal regulations 34 CFR Sections 300.618 through 300.621 under the Individuals with Disabilities Education Act, and 34 CFR Sections 99.20 through 99.22 under FERPA, both as they relate to amendment of a student's educational records.

## 5.2 REPORT CARDS

Report cards are given out at the end of each grading period.

## 5.3 OUT OF SCHOOL INSTRUCTION

Out of School Instruction (OSI) is considered an important part of our educational program and will be taken periodically to nearby places. CCCS must have on file an individual permission form for off-campus trips. Parent/Guardian will be notified in advance of the location of upcoming OSI's and travel arrangements.

While on CCCS trips students must follow CCCS rules and guidelines. Students shall at all times, follow instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. Misbehavior may result in disciplinary action.

## 5.4 FOOD

CCCS has lunch available for purchase and participates in the United States Department of Agriculture Free and Reduced Lunch Program. CCCS also provides breakfast to its students. Students may bring a lunch or order from the cafeteria. The school will not accept food from delivery services. Additionally, the school follows the Wellness Policy found on the school's website.

## 5.5 LOST AND FOUND

All lost items are to be turned into the Lost and Found located at the front of the school. Students are encouraged to check for all lost items there. Due to the lack of storage space, clothing items in the Lost and Found may be donated to local charities as often as monthly.

## 5.6 PERSONAL PROPERTY

If your student does bring an item of personal property to CCCS and loses it, he/she may check in the Lost and Found. CCCS is not responsible for lost or stolen items. Please remind your student that many personal items are not permitted at CCCS and to otherwise leave personal items at home. They can disrupt the educational process and create safety problems. Also, there is a risk of items being broken, lost or stolen. Students should not bring electronic games, see reference 7.1. They will be taken from the student and kept in the office until the student's parent/guardian come to the school to retrieve them. It will be up to the parent/guardian to contact the school about the confiscated property.

## 5.7 PARENTAL CONCERN POLICY ABOUT STUDENTS

CCCS encourages parent/guardian to attempt to resolve unsatisfactory situations concerning their student at the lowest possible level. However, it is recognized that sometimes an intermediary is helpful for both sides to move beyond an impasse. Therefore, the following policy is provided for resolving situations that are **not otherwise covered by formal dispute resolutions process** (e.g. student suspensions, special education matters or discrimination/harassment complaints).

- Step 1.** Speak and/or meet with the person (teacher, staff, or administrator) with whom there is a concern.
- Step 2.** If a resolution cannot be reached at this level, then the parent or guardian may contact the person's supervisor (likely the Executive Director) and request a meeting with the Executive Director and the other CCCS employee with whom there is a disagreement. (If it is the Executive Director with whom there is a disagreement, then move to Step 3.)
- Step 3.** If a resolution cannot be reached at Level 2, or the issue is with the Executive Director, then the parent/guardian should submit a written complaint to the Governing Council President.

The Governing Council or designated committee may schedule a meeting with the parent/guardian and all CCCS employees concerned as soon as practical after the complaint is received by the President. The Governing Council may designate a committee to hear and issue a decision regarding the concern. The Governing Council or its designated committee will be the final step in process to address the concern. Consideration of student matters shall be conducted in closed session. When reaching its decision, the Governing Council or its designated committee will take into consideration the best interest of the student and the mission, goals and policies of CCCS.

## 5.8 GRIEVANCE POLICY

### **Students, Parents, and Legal Guardians.**

Any student, parent, or legal guardian of a student may file a complaint of any nature with the Head Administrator. Complaints must be in writing. The Head Administrator or designee will conduct an investigation into the complaint. This investigation may consist of interviews of the complainant and any witnesses who may have knowledge of the wrong doing. Additionally, other methods or documentation

may be used. Complaints must be filed within 30 calendar days of any alleged wrong doing.

An investigation will generally be completed within 30 calendar days. In some cases, the investigation may take longer. However, the School will make every reasonable effort to complete investigations within 30 calendar days.

At the conclusion of the investigation, the complainant and respondent will receive written notification of the outcome.

The complainant or respondent will have 10 working days from the date of the written notification to submit an appeal in writing to the Governing Council. The Governing Council will have 15 working days from the date of the receipt of the appeal to inform the complainant or respondent of its decision in writing.

If the Head Administrator is the subject of or reason for the complaint the student, parent, or legal guardian may bring the complaint directly to the Governing Council via any of its members. That member shall immediately relay the complaint to the Chair of the Governing Council and the School's legal counsel.

No member of the Governing Council and no member of the administration shall retaliate against any student, parent, or legal guardian because the student, parent, or legal guardian instituted a complaint proceeding. In addition, the complainant shall have the full protection of all applicable whistleblower laws.

## **5.9 EMERGENCY DRILLS**

Emergency drills are held at CCCS as required by law. Drills may occur at any time of the day. Students are requested to move quickly and safely, as directed by the teacher, to the designated exit-area. Upon completion of the drill, administration will notify all staff that it is all-clear, at which time all persons will return to their classrooms.

## **5.10 BOOKS AND OTHER CCCS INSTRUCTIONAL MATERIALS**

Students shall take proper care of electronic, books or materials. Lost or damaged electronic, books or materials are the financial responsibility of the parent/guardian and students.

## **5.11 ACCESSIBILITY FOR PARENT/GUARDIAN**

To ensure equal access in accordance with the Americans with Disabilities Act (ADA) CCCS will provide appropriate auxiliary aids and services. These auxiliary aids and services for a parent/guardian may include but are not limited to the following:

- Interpreter
- Braille
- Mobility Access
- Assistive Listening System
- Large Print

These accommodations are available upon request for Parent Teacher Association meetings, Governing Council meetings, CCCS plays, Personal Education Plan conferences, etc. Please notify Executive Director if you require any of these services.

## **VI. STUDENT SUPPORT INFORMATION**

### **6.1 STUDENT SUPPORT**

When students are struggling with learning or behaviors that interfere with learning at CCCS, we use the Response to Intervention (RTI) process that finds and uses strategies that will work with the student. We look at how students are making progress with the current instruction in the classroom to find more effective ways to help students make academic and functional progress at CCCS. We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that students can be successful and maintain their placement in the general education setting.

Struggling students are identified through classroom, school-wide and state-wide screening/testing processes as well as other means, such as teacher observation or parent concern. Struggling students meet with the Student Assistance Team (SAT) that will address problems, design and recommend interventions that will help to alleviate or resolve the situation prior to referral for a multidisciplinary evaluation. In many cases, the SAT is able to assist students who need interventions in order to succeed, but who are not necessarily disabled and therefore do not qualify for special education services or Section 504 accommodations. In other words, the SAT is a “support group” for the regular education teachers and students in need. If you have concerns about your student’s progress, please let the classroom teacher know. If the classroom teachers have concerns, they will bring them to your attention and determine if a SAT meeting is warranted.

### **6.2 SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by organizations receiving federal assistance. Included in the regulation is the requirement that handicapped students be provided with a "free appropriate public education" (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public CCCS. Individuals who have been determined to be with disabilities under Section 504 may or may not be disabled under special education (IDEA). Section 504 services could apply to any CCCS age student who, (1) has had a physical or mental impairment which substantially limits a major life activity, or (2) is regarded as having a disability by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks.

Parent/Guardian who has concerns or questions regarding 504 services should contact the student’s teacher or the Executive Director.

### **6.3 STUDENT FIND**

CCCS has an affirmative, ongoing, obligation to identify and evaluate all students with disabilities within the CCCS community who either have or are suspected of having disabilities and need special education as a result of those disabilities. CCCS personnel, a private or public agency or institution, or a parent may initiate a referral for a replacement evaluation by contacting the Executive Director or by contacting one of the CCCS special education teachers

### **6.4 EDUCATIONAL SERVICES FOR GIFTED STUDENTS CCCS**

CCCS offers services to students who qualify as gifted through the Special Education program. For information on referral/screening procedures, eligibility requirements and program options, contact the Executive Director or special education teacher. Teachers and parent/guardian can refer students to the RTI Team for consideration and evaluation. For additional information, see the Executive Director.

### **6.5 ABUSE AND NEGLECT**

If any member of the CCCS staff suspects student abuse or neglect, appropriate authorities will be notified. The call and report will be made as soon as any sign of abuse is noticed. Any member of the staff can make the call and does not have to wait for approval. Calls may remain anonymous. Signs of suspected abuse or neglect will be documented and sent to the Executive Director and appropriate state authority.

## 6.6 STATEMENT OF RIGHTS PARENT/GUARDIAN UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parent/guardian and those with custodial rights certain rights with respect to the student's education records:

CCCS provides the following notice regarding those rights:

### 6.6.01 INSPECTION

You may inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parent/Guardian of students should submit to the Executive Director or designee a written request that identifies the record(s) they wish to Executive Director. The Executive Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

### 6.6.02 AMENDMENT

You may request the amendment of your student's education records if you believe they are inaccurate or misleading. To amend the record, the parent should write to the Executive Director and clearly identify the part of the record the parent/guardian want changed, and specify why it is inaccurate or misleading. If CCCS decides not to amend the record as requested by the parent or eligible student, CCCS will notify the parent of the decision and advise of the parent's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

### 6.6.03 DISCLOSURE/CONSENT

A parent has the right to consent to disclosures of personally identifiable information contained in the student's education records. Note that FERPA authorizes disclosure without the parent's consent to CCCS officials with legitimate educational interests. A "CCCS official" is a person employed by CCCS (or in some instances Albuquerque Public CCCS) as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Council; a person or company with who CCCS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another CCCS official in performing his or her tasks. A CCCS official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### 6.6.04 DIRECTORY INFORMATION

***Right to Opt Out.*** CCCS classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, and student's photograph. CCCS officials may release this information to any person without the consent of the parent/guardian or the student. **Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Executive Director of the school where the records are kept by no later than September 15 each year.** The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 15 of each year, information designated above will be classified

as Directory Information until the beginning of the next CCCS year. ***By signing that you received this policy in connection with the Student/Family Information Book, you acknowledge that you have received your annual notice of FERPA rights as required by federal law.*** If you chose to opt out for permitting your student's directory information from being released, please sign the attached "Exclude the Release of Directory Information" form attached to this handbook.

#### **6.6.05 COMPLAINT**

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CCCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **6.7 TRANSFER OF STUDENT RECORDS**

When a student withdraws to enroll in another school and records are officially requested by the new school, the following records (if applicable) are forwarded: continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools (if applicable); listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions. CCCS may withhold release of a student's records if the parent has an outstanding balance for unpaid fees provided the family is not classified as indigent.

## **VII. TECHNOLOGY USE POLICY**

### **7.1 CCCS TECHNOLOGY USE POLICY**

At CCCS our students have access to many valuable instructional technology tools, as well as Internet access. Our goal is to teach students to utilize these electronic resources to enhance CCCS's instructional goals. CCCS has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times.

### **7.2 GENERAL RULES FOR STUDENT USE**

- Student use of instructional media must be in support of grade appropriate CCCS instruction.
- Students will use respect and show proper care and handling of all equipment. Any student found to be damaging any software or hardware will be cited for school property abuse and the student's parent or guardian will be financially responsible for any damages.
- Students are expected to respect and not attempt to by-pass security in place on computers and all other devices with access to the internet. Changing or attempting to change a device's settings is a violation of acceptable use of our equipment.
- Students will observe software copyright laws. No students will bring software from home to copy on CCCS workstations, nor will students copy CCCS software for personal use.
- When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
- Students are expected to respect the work and ownership rights of students, staff, and people outside the building.



Attached to this Student & Parent/Guardian Handbook is the TECHNOLOGY ACCEPTABLE USE AGREEMENT FORM that you and your student will be required to sign before your student will be permitted to use CCCS technology and related equipment.

Violation of the computer use policy may result in a student losing his/her privileges.

### **CHILDREN'S INTERNET SAFETY POLICY**

It is the policy of Coral Community Charter School (School) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with



this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head Administrator or designee.

The Head Administrator or designated representatives will provide age appropriate training for students who use the Internet facilities. The training provided will be designed to promote the commitment to:

- a. The standards and acceptable use of Internet services as set forth in the School’s Technology Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

### **7.3 NO EXPECTATION OF PRIVACY**

CCCS network spaces are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with CCCS policy and applicable laws and regulations.

**VIII. APPENDIX**

**8.1 PARENT/GUARDIAN CORAL COMMUNITY CHARTER SCHOOL COOPERATIVE AGREEMENT FORM**

As the parent(s)/guardian(s) of \_\_\_\_\_ attending CCCS, I/we want and expect to be active participants in our student's/students' education.

I/We support the high academic and performance standards of CCCS.

I/We agree to regularly check SchoolMessenger to stay informed on any updates from the school staff regarding my child and/or the School.

I/We understand that the cost of a Chromebook is \$335 and that we are responsible for any damages to any school equipment or materials sustained while the equipment or materials are in our care.

I/We understand that attendance of our student(s) at Personal Education Plan Conferences regarding our student(s) Personal Education Plan is required and that our student(s) will be marked absent if they are not in attendance.

I/We understand that we need to facilitate our students on time arrival and preparedness for all classes.

I/We understand that exceptional attendance is crucial to the educational process, and the students should miss no more than 10 days during the school year with written excuses from parent/guardian or authorization by the CCCS administration.

I/We understand that it is critical that we participate in the parent/student/teacher advisory meetings and attend any scheduled conferences.

I/We have received and reviewed the CCCS Student & Parent/Guardian Handbook.

I/We understand the policies set forth in the handbook and agree to abide by CCCS's policies and procedures and to ensure that our student follows the rules of CCCS.

|                         |                             |       |
|-------------------------|-----------------------------|-------|
| _____                   | _____                       | _____ |
| Parent/Guardian (Print) | Parent/Guardian (Signature) | Date  |
| _____                   | _____                       | _____ |
| Student (Print)         | Student (Signature)         | Date  |

## 8.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FORM

### ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that CCCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, CCCS may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow CCCS to include this type of information from your student's education records in certain CCCS publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want CCCS to disclose directory information from your student's education records without your prior written consent, you must notify the school in writing. CCCS has designated the following information as directory information: [Note: CCCS can, but does not have to, include all the information listed below.]

- |  |                               |
|--|-------------------------------|
| ➤ Student's name &<br>Parent/Guardian name             | ➤ Electronic mail address     |
| ➤ Participation in officially<br>recognized activities | ➤ Photographs of Student      |
| ➤ Address  | ➤ Honors, and awards received |
| ➤ Telephone listing                                    | ➤ Date and place of birth     |
|  | ➤ Grade level                 |

By signing this document, I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, a student at Coral CCCS, acknowledge that I have read and understand the FERPA policy stated above. I am requesting that CCCS does NOT disclose directory information about my student such as name, address, telephone number, email address, date, place of birth, honors and awards, and dates of attendance.

I understand that this directive shall remain in effect until I withdraw or modify it in writing.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 8.3 BULLYING COMPLAINT FORM

|  |   |              |
|--|---|--------------|
| <b>STUDENT INFORMATION</b>                               |   |              |
| Name   | ID#                                     |              |
| Grade  | Phone Number                            | Home Address |
| <b>COMPLAINT FILED AGAINST</b>                           |   |              |
| Name   | Grade<br>(or position if not a student) |              |
| Name   | Grade<br>(or position if not a student) |              |
| <b>INCIDENT</b>  |   |              |
| Date   | Time                                    |              |
| Location   |   |              |
| Is this the first time this has happened?    YES    NO   |   |              |
| Is this the first time you are reporting this? YES    NO |   |              |
| <b>DESCRIPTION- PROVIDE AS MUCH DETAIL AS POSSIBLE</b>   |   |              |
|  |   |              |
| <b>WITNESSES (IF APPLICABLE)</b>                         |   |              |
| Name   | Grade/position                          | Phone number |
| Name   | Grade/position                          | Phone number |
| Name   | Grade/position                          | Phone number |
| <b>REPORT INFORMATION</b>                                |   |              |
| Today's Date   |   |              |
| Did anyone help you fill out this form? YES    NO        |   |              |
| If yes, who?   |   |              |
| <b>OFFICE INFORMATION</b>                                |   |              |
| Who received this complaint form?                        |   |              |
| Position   |   |              |
| Date Received  |   |              |

## 8.4 TECHNOLOGY ACCEPTABLE USE AGREEMENT FORM

Computers and technology are used to support learning and enhance educational Instruction. It is a general policy that all computers and other technology equipment used at CCCS are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A student’s use of a computer at CCCS is not subject to privacy protections.

It is the intent of CCCS to provide access to the internet to further the educational goals and objectives of CCCS and is in full compliance with the Student’s Internet Protection Act. However, parent/guardian should be aware that students using the internet have the potential to access unacceptable sources if they disobey or disregard CCCS rules and guidelines. Even through the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of CCCS is for technology resources to be used as a valuable educational tool.

**USER RESPONSIBILITIES:** As the user of technology resources provided by CCCS, each student must review, understand, and accept the following rules. Failure to obey the following statements may result in loss of computer privileges and/or disciplinary actions.

|  |   |
|--|---|
| <p>A. I understand that all computer use must be for educational purposes as directed by my teacher.</p> <p>B. I will not download or play any non-educational games on a CCCS computer.</p> <p>C. I will not use any instant messaging or chat programs.</p> <p>D. I will not download or play music or videos from the Internet, unless directed by my teacher.</p> <p>E. I will not use any non- CCCS email address while at CCCS.</p> <p>F. I will respect personal privacy for myself and others.</p> <p>G. I will not give out any personal information about anyone else (home address, telephone number, etc.)</p> <p>H. I will get permission from my teacher before giving out any personal information about myself.</p> <p>I. I will not give my password(s) to any other users.</p> <p>J. I will only use my computer account and won’t use anyone else’s login id and/or password.</p> <p>K. I will not copy, change or use files that belong to another user. I will not read files that belong to another user without that user’s and my teacher’s permission.</p> <p>L. I understand that software and ideas are protected by laws.</p> <p>M. I will not copy information received from any source and say that it is my work.</p> <p>N. I will list all sources of information that I use in my projects and work.</p> <p>O. I will not make copies of any software found on CCCS’s equipment or on the Internet.</p> | <p>P. I will not copy any personal software onto any computer at CCCS.</p> <p>Q. I understand that educational technology is available for the use of all students.</p> <p>A. I will not deface, damage or destroy the equipment.</p> <p>B. I will not waste or steal supplies such as paper, printer supplies or diskettes provided by CCCS.</p> <p>C. I will follow CCCS’s computer use rules.</p> <p>D. I will follow the rules of network etiquette, which include use of appropriate language and polite responses.</p> <p>E. I understand that abusive language (including name calling and swearing) and cyberbullying is prohibited.</p> <p>F. I understand that I must follow state and federal rules when using technology.</p> <p>G. I will not try to bypass the security measures of any computer equipment.</p> <p>H. I will not knowingly create or introduce any virus to CCCS’s equipment.</p> <p>I. I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.</p> <p>J. I will follow the rules listed above or lose my computer privileges and face other consequences.</p> <p>K. I understand that I have not expectation of privacy in connection with my use of CCCS computers.</p> |
|--|---|

### **USE OF TECHNOLOGY RESOURCES AT CCCS IS A PRIVILEGE, NOT A RIGHT**

**STUDENT ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have reviewed the information in the Coral Community Charter School Technology Acceptable Use Agreement Form with my parent(s) or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules can result in the loss of my computer access and technology privileges at CCCS.

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

**PARENT/ GUARDIAN**

As the parent or guardian of \_\_\_\_\_ (Student), I have reviewed the CCCS Technology Acceptable Use Agreement Form with my student and understand the terms, rules and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by CCCS. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give CCCS permission to grant technology access to my student. I understand that my student may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my student's computer access and/or disciplinary action. I understand that the cost of a Chromebook is \$335 and that my child is responsible for any school equipment and materials they are given permission to use.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ CCCS Year \_\_\_\_\_

**8.5 CORAL COMMUNITY CHARTER SCHOOL RECEIPT OF STUDENT & PARENT/GUARDIAN HANDBOOK FORM**

We, the parent(s) or guardian(s) of \_\_\_\_\_ (Student), understand that the Coral Community Charter School Student & Parent/Guardian Handbook contains important information. We acknowledge that we have received a copy of the Coral Community Charter School Student & Parent/Guardian Handbook and that this handbook contains information and policies that we should be familiar with while our student attends CCCS.

We have reviewed the information and policies contained in this handbook with our student and both our student and we understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for all student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Coral Community Charter School Student & Parent/Guardian Handbook or CCCS policies, rules and guidelines. We are aware that CCCS reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. We are also aware that any changes or updates to this handbook will be posted on the CCCS's website.

***Directions for return of this form:***

1. Student and Parent/Guardian review the handbook together.
2. Student and Parent/Guardian sign handbook acknowledgement below.
3. Tear out this page from handbook.
4. Student returns this page to homeroom teacher by \_\_\_\_\_

New and transfer students registering after the start of the school year must return this acknowledgement within one week after receipt.

Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature Name: \_\_\_\_\_

### Google Workspace for Education Notice to Parents and Guardians

To parents and guardians,

At Coral Community Charter School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Coral Community Charter School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

I give permission for Coral Community Charter School, to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,  
Coral Community Charter School

\_\_\_\_\_  
Full name of student

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Gmail
- Currents
- Calendar
- Chrome Sync
- Classroom



- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, Coral Community Charter School, may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

Coral Community Charter School may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With Coral Community Charter School, Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Coral Community Charter School. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Coral Community Charter School. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>)].

8.7 CORAL COMMUNITY CHARTER SCHOOL CAMPUS MAP

