CROWNPOINT HIGH SCHOOL

STUDENT/PARENT HANDBOOK



**C**rownpoint **H**igh **S**chool **EAGLES**

**C**ommunity **H**onor **S**cholarship

Soaring towards

**E**ducation, **A**ccomplishment, **G**ratitude, **L**ife-Long Learning, **E**xcellence and **S**uccess!

This booklet provides basic information regarding Crownpoint High’s policies and procedures. For additional information and further clarification, please contact Ophelia M. Sanchez, Principal.

PO Box 700

1 Eagle Drive

Crownpoint NM 87313

505 – 721 – 1600

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**ADMISSION REQUIREMENTS**

Individuals may enroll in Crownpoint High School on the following basis:

**A.** upon completing the preceding grade level.

**B.** If transferring from another school district, the student must provide an official district transfer form, with approval determined by GMCS district office.

**C.** For transfer students, Crownpoint High School will accept the credits given for courses taken by the transfer student in any school approved by that school’s State Board of Education. The student must provide an official transcript or such documentation that enables Crownpoint High School officials to evaluate and verify grade level placement and eligibility for transfer of credit.

**D.** All students who reside with someone, other than a parent must provide proof of guardianship.

**E.** Gallup Central Alternative School has a separate additional enrollment package. Students must be at least 16 years old and have attempted at least one year of high school to be considered for enrollment. Space is limited, so CHS students receive priority consideration.

**F.** All students attending Gallup-McKinley County Schools must show proof of being currently immunized against certain contagious childhood diseases as prescribed by New Mexico law.

**PROGRESS REPORTS/GRADING SCALE**

Progress reports are issued half way through each grading period. Grades are posted to a student’s transcript at the end of each semester. Students who fail a class will be required to repeat the entire class. The grading system is as follows:

A Excellent D Below Average

B Good F Failing

C Average

Graduation Requirements & Next Step Plan Directions

Graduation requirements are based on credits earned in grades 9, 10, 11, and 12. Usually, one credit is given for each semester of each subject passed. Passing grades are “A, B, C, and D.”

The number of credits earned or accumulated each year determines the student’s grade level. Grade classification for the year is established annually prior to the first day of school and usually is not changed during a school year.

Grade Level Required Credits Grade Level Required Credits

9th (Freshman) 0-5.5 11th (Junior) 12-18.5

10th (Sophomore) 6-11.5 12th (Senior) 19+

MINIMUM GRADUATION REQUIREMENTS

All four year high schools (grade 9-12) shall earn a minimum of 24.5 credits for graduation as required by the State Board of Education. For students to receive a diploma at graduation they must have passed all portions of the appropriate state examinations prior to graduation. A student who has not completed all requirements will receive a certificate of attendance valid for a maximum of five years from the date of graduation to pass all portions of the exam.

Minimum Four-Year Course of Study (Freshman Class of 2009-2010)

A. English 4 Credits

B. Social Studies 4 Credits

C. Mathematics 4 Credits

D. Science \* 3 Credits

E. Physical Education 1 Credits

F. Communication Skills/Freshmen 1 Credit

 Academy (2-4 year same foreign language)

G. Fine Arts(s) 1 Credit

H. Career Tech 1 Credit

I. Electives \*\* 3 Credit

J. AP Class or Dual Credit 1 Credit

 Total 24 Credits

\* Two shall be a laboratory Science

\*\* Classes recognized by the State Board of Education

**COLLEGE BOUND REQUIREMENTS**

(2.75 GPA and an ACT Score of 21 composite)

A. English 4 Credits

B. Mathematics 4 Credits

C. Science\* 3 Credits

D. Social Science 3.5 Credits

E. Physical Education 1 Credit

F. Career/Work Readiness 1 Credit

G. Health .5 Credit

H. Electives\*\* 7.5 Credits

 Total 24.5 Credits

\* Two shall be a laboratory science

\*\* Classes recognized by the State Board of Education

\* Alternative credit(s) may be used to satisfy some of the State of New Mexico’s Graduation Requirements. These classes may not meet college entrance requirements; however, alternative credits must be arranged through the counseling office in advance.

Grades at Crownpoint High School are based upon a 4-point system. In other words an A=4, B=3, C=2 D=0 ad F=0. If a student is dropped for non-attendance or expelled they earn no points and/or credits for that semester. Honors and AP classes are based upon a 5-point system.

**School Start/End Times**

School begins at 7:55 am

Tardy Bell rings at 8:00 am

Lunch at 11:35 – 12:10 pm

School dismisses at 3:20pm

**Tardy Policy**

The tardy bell rings at 8:00am. Students who are tardy must checked-in at the front office to be given a tardy pass for their teacher. A student with 5 or more tardies will be documented for habitual unexcused tardiness, which will lead to referral for misbehavior, referral to SAT team, CYFD, teen court and district hearing authority. The Principal will meet with the parents of students who are frequently tardy.

**ATTENDANCE POLICY: ABSENCES**

 Definition of absenteeism- Absent from school or a class with or without the prior knowledge and consent of parent, guardians, or school personnel. A student not in a class but on a school-approved activity is not considered to be absent.

 Students are to be in attendance starting with the first day of school each semester. Any day a student is not in attendance from the first day on will be counted as an absence. If a student is absent for three or more consecutive days, the school shall contact the student’s parents, legal guardians, or custodian, by telephone or written notice. The attendance policy shall be enforced on a yearly basis. (06:28:11)

**Excused Absences:** A student is absent from school with doctor’s excuse note, hospital note, probation appointments note, and medicine man’s note. Students may have equal to the same number of days absent to make-up all work with full credit.

**Truancy:** A student found to be truant, which is absent from class or school without prior knowledge and consent of the parent or guardian. Students charged with Truancy will not receive credit for class work missed due to the absence and missed assignments will be counted as a zero (0) for grading purposes.

**A**. Without written verification, absences shall be considered as truancy.

**B**. Students tardy to class over 10 minutes will be considered truant.

**C.** When a student has **5 unexcused absences** (do not have to be consecutive days), the attendance clerk will send a school letter to the parents notifying them that their child has 5 unexcused absences. A copy of the letter will be sent to the District Attorney’s office and parents will be required to meet with the school counselor.

**D.** When a student has **7 unexcused absences** (do not have to be consecutive days), the attendance clerk will send a school letter to the parents notifying them that their child has 7 unexcused absences. In addition to the school letter, the official letter to the District Attorney, parents will be required to meet with the school principal and referral to the Student Assistant Team (SAT) is made. Copies of the 5 day and 7 day letter are to be included with the referral through school interventions or refer to Teen Court. If the SAT decides to send the referral to Teen Court, A referral is completed and sent to the Crownpoint Teen Court.

**Habitual Truancy:** When a student has accumulated **10 unexcused absences** (do not have to be consecutive days), the attendance secretary will send the “Truancy” letter to the parents. Excessive absences will be viewed as educational neglect and a letter will be sent to the District Attorney’s Office and/or a referral will be made to the Children Youth and Families Department (CYFD).

1 If the student continues to accumulate unexcused absences, the CSAR (Compulsory School Attendance Referral) can be submitted. The Juvenile Probation Office will conduct an investigation and determine necessary actions against the student or parents, which may include Teen Court (Crownpoint), referral to District Attorney’s office, or other services.

2 If the student violates the Teen Court attendance contract, the student will be referred back to the SAT. At that time, a Compulsory School Attendance Referral (CSAR) is completed and sent to the Juvenile Probation Office with all required documentation.

3 This policy prohibits out of school suspension and expulsion as a punishment for unexcused absences and habitual truancy. **Students with 10 consecutive absences may be withdrawn only after exhausting all intervention efforts to keep students in education settings.**

Students’ absences for the 2016-2017 school year will be coded in PowerSchool as Excused or Unexcused only.

The following are criteria to determine “Excused” absences:

-Illness, -Family Emergencies – Court Hearings, Funerals (day of) for immediate family members, cultural ceremonies, other emergencies as approved by the Principal. On the 11th absence excused/unexcused – Parents/guardians must provide written note/documentation from an official agency in order to excuse any absence beginning on the 11th absence. A phone call/note from home will no longer be enough to “excuse” the absence. School will maintain a copy of the parent letter for documentation purposes.

**PERSONAL APPEARANCE**

We strongly adhere to the district’s dress code which was established to promote discipline, respect, and responsibility among all students and to maintain an appropriate school environment. Students are expected to come to school looking neat, clean, and dressed in a manner, which is acceptable as being good taste. Clothing which is bizarre or designed to call undue attention to the individual is not allowed. Refer to school district dress code policy (Section XIII).

**Shirts**

1. Must be any color, polo-style shirt or better with no more than 4 inches of V-neck, and **without any printed word emblem or symbol.** Dress blouse or better, **no t-shirts may be worn.**

2. School Spirit T-Shirts (**must have principal approval**) may be worn on specified Spirit Days.

Note: No shirts of any other styles except those listed above are allowed. No skin should be shown between the bottom of the shirt and the top of the pants, shorts, or Capri pants when arms are stretched upward. Polo shirts worn out can be no longer than finger-tip length.

**Pants**

1. Must be solid color BLUE jeans or khaki cotton slacks / dress pants.

2. Must be worn at waist, FIT appropriately and be proper length.

3. Must be a style that is not athletic type, not baggy or saggy, or oversized.

4. Must be clean and neat, without rips, tears, or holes.

**Other Attire**

1. Sweatshirts are acceptable as long as they are crewneck style without any printed word or emblem, have no pockets, zippers, or hoods and have an approved polo shirt underneath, tucked in, with collar visible.

2. Shorts are acceptable as long as they are a solid color blue denim or khaki, and have a minimum of a 4 inch inseam, and a maximum of not more than two inches past the knee.

3. Skirts are acceptable in approved khaki or blue denim and length that is not more than four inches above the knee (no miniskirts and can be long.

4. Shoes - High heels (greater than a two-inch wedge) are not permitted. Flip-flops/shower shoes/beach shoes are not permitted.

5. Shoe laces must be securely tied.

6. Belts must fit around the waist, be secured in belt loops, & not extend more than six inches beyond buckle

7. Outerwear such as winter coats, jackets, gloves, and scarves may be worn when weather requires, **but are for outside wear ONLY. No hoods, hat, beanies allowed in the building.**

Note: Jackets must be appropriately sized and may not be worn in any way that conceals contraband. No trench coats, over-coats may be worn.

**Exceptions**

Spirit day, picture day, and other special events (sport teams dressing up for away games) will be allowed at the discretion

of the school principal.

Traditional Native American attire may be worn in addition to approved school dress code.

**Prohibited: Items Not Allowed**

* **No hoods** of any kind worn in the building, all hoodies
* No Undershirts of any kind
* Hats, bandanas and headgear of any type.
* Body piercings, except in the ear.

-Accessories including, but not limited to, studded bracelets, belts, or necklaces; belt loop or chain wallets, chains that connect body piercing and belts that extend more than 6 inches beyond the buckle or that hang down.

-Pins, clothing, tattoos, or accessories that advertise, display, or promote and drug (including tobacco and alcohol) sexual innuendo, violence, weaponry, disruptive symbols, profanity, hate or bigotry towards any group or is offensive, disrespectful to other individuals.

-Safety pins, straight pins, paperclips or similar objects used as decoration or accessories on any type of attire. These objects may be considered weapons.

**Consequences For Non-Compliance: Misbehavior**

* 1st Offense: Principal-student conference and parental notification. Referral for counseling and/or to the Student

Assistance Team for review. If the principal or his/her designee feel the student behavior warrants a parent conference, then the student may be suspended until a conference can be arranged.

* 2nd Offense: Parental notification and parent conference and then either one (1) day in or out of school suspension OR a chosen alternative form of discipline.
* 3rd Offense: Parental notification and mandatory conference, referral for counseling and/or to the Student Assistance Team for review, and then either three (3) day in or out of school suspension OR a chosen alternative form of discipline.
* 4th Offense: Parental notification and mandatory parental conference and referral to the Student Assistance Team (mandatory if not previously referred) for consideration of Intervention options, and then five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.
* 5th Offense: Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of expulsion for the remainder of the semester. The Hearing Authority would have the prerogative of expulsion and/or district behavior contract at this hearing. The student will be suspended until the hearing.

**STUDENTS HAVING BEEN EXPELLED FOR MISBEHAVIORS WILL BEGIN AT STEP FOUR IF THEY RETURN DURING THE SAME SCHOOL YEAR.**

**VIII. 12. 19 ELECTRONIC DEVICES**

**The use of any and all electronic devices by students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited.**

The “school day” shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned “off” and stored in a student’s backpack, clothing, purse, locker, or vehicle.

This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes. This policy does not prohibit the use of electronic devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

Use of electronic devices in violation of this policy shall result in the confiscation of the electronic device. Electronic devices that are not recovered at the end of the school year may be disposed of by the District. The District will not investigate or be liable or responsible for the loss of, or damage to, any electronic device confiscated from a student pursuant to this policy. Each school site: labels and secures the collected electronic devices. Example: name of student, date collected, and item description.

The use of electronic devices during a LOCK DOWN is strictly prohibited for the safety of all students and staff. (Schools who do not have effective intercom systems may use cell phones as a way of communication).

**POLICY**

1st Offense: The Parents/Guardian of the student must come to school and sign for the electronic device in order for it to be returned.

2nd Offense: The parents will be able to pick up the electronic device at the end of the semester.

Continued Offense(s): Student will receive a charge of misbehavior, parent conference and then either suspension OR a chosen alternative form of discipline.

**HEADPHONES, SKATEBOARDS, CELLULAR PHONES**

Headphones, cellular phones, and skateboards are not allowed in school. Items confiscated may be returned to parents the first time confiscated and the item will be kept until the end of the current semester the second time and thereafter**. NO HEADPONES WILL BE ALLOWED ON CAMPUS AT ANY TIME.**

**STUDENT VEHICLES**

Vehicles regulations for students are as follows:

• All vehicles driven by students on school property must be registered in the Principal’s office. You must provide a vehicle registration, proof of insurance and a valid driver’s license.

• Any student driving a motor vehicle to school must park in the student parking area.

• No vehicle is to be entered and/or moved during the school day unless you have permission from the principal.

• Students are reminded that according to New Mexico law, a vehicle cannot pass a loading or unloading school bus. This law applies to buses on the school grounds.

• Students riding in other student’s vehicles must have their parents’ permission.

• Vehicles, which are loud or make offensive noise, will be banned from the school campus.

• The Crownpoint High School campus speed limit is five (5) m.p.h.

• Students and visitors are required to stop and identify themselves upon the request of any staff member.

• **Violation of any vehicle regulation may result in the loss of privileges of driving onto the school grounds.**

**CHECKOUT/WITHDRAWAL AND TRANSFER**

Crownpoint High School is a closed campus for students during the regular school day. Students may not leave the campus at any time unless special permission has been obtained from the administration. Students may not go home or elsewhere for lunch. Any student leaving the campus without permission during the day will be considered as engaging in “Disciplinary Misbehavior” and the procedures for that offense will be initiated.

**Visitors**, except for parents or guardians (or with parent/guardian permission), are **not** permitted to come on campus at any time to visit with students. ONLY PARENTS/GUARDIANS (or the relatives on the checkout list) are allowed to check out a student during the school day. Parent/Guardian must sign a check out sheet in the Attendance Office when checking out a student. Students may not be checked out by telephone. Students leaving class at any time without the permission of the teacher will be considered as engaging in “Disciplinary Misbehavior”. If your child has an appointment, you must be present at the time of check out. If your child has an appointment, you must be present at the time of check out. NO EXCEPTIONS!!

 \*\*\*To ensure student safety, Crownpoint High School will not allow checkouts after 2:30pm\*\*\*

 **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring is as follows:

1. Parent/Guardian must be present to withdraw or transfer a student and obtain appropriate forms from the Counseling Office.

3. Have the forms filled out by the teachers, staff, return all schoolbooks and property, and make sure all fees are paid.

4. Take completed forms back to the Counseling Office for final clearance.

**TRANSCRIPTS**

Transcripts for students transferring to another high school will be without charge. Transcripts for graduates will cost $2.00 per official or unofficial copy. No exceptions.

**PROGRESS REPORTS**

Halfway through the grading period, PROGRESS REPORTS are sent home with all students. “Unsatisfactory” is work which is below the level of work which the student is capable of doing. Parents are urged to call the counselor or the school and arrange for a conference if their child brings home an NSATISFACTORY PROGRESS REPORT. A combination of daily grades, tests and special assignments determine the grade of a student. Grades are issued on progress reports and will be used to determine eligibility for sports and other school activities.

The GMCS Board of Education will release REPORT CARDS according to a published schedule set. Generally it is on a Wednesday, following the end of a semester grading period. It is not necessary to return report cards to the school. Grades earned at Crownpoint High School will go on the student’s permanent record.

**HOW TO CHECK YOUR STUDENT’S GRADES**

You can check your student’s grades at any time during the semester by going to the school website (cph.gmcs.k12.nm.us). Click the POWERSCHOOL tab, click on the PARENT tab, log into the site. Your user name is the student’s 9 digit state id # and the pass word is your student’s birthday (mmddyyyy). The QUICK LOOK-UP should appear on your screen. The quick look-up shows your student’s current grades as well as absences and tardies. You can check each individual grade by clicking on the letter grade/percentage next to the teacher’s class section. This will show you all of the assignments for that class. Teachers are encouraged by administration to input a minimum of two grades each week, so please take advantage of this service.

**POLICY CONCERNING REQUESTS FOR HOMEWORK**

The Office/teachers will accept request for homework by telephone or in writing only for students that will miss school three (3) or more days due to illness.

Students who are absent for one (1) or two (2) days will have the responsibility of making up the work on their own.

Homework must be picked up at the Office within twenty-four (24) hours of the request. Failure to do so will result in the withdrawal of the homework request. Please give the Office twenty-four (24) hours to gather the homework.

**TEXTBOOKS**

State adopted textbooks are furnished to students through the Textbook Division of the New Mexico State Department of Education. Students are responsible for damage (such as writing, marking, torn pages) and for lost books. Regardless of age, lost books are assessed at the replacement cost, which is the cost of a new book. Most of the books used by New Mexico students are State owned and loaned. If the student drops or transfers he/she must return his/her books to clear their records.

**NURSE/HEALTH SERVICES**

A registered school nurse will make regular visits to Crownpoint High School. In addition, a Health Assistant’s room is available to attend to the daily needs of the students. Students who become ill or injured at school should report directly to the Nurse’s Office and the student’s parents will be contacted.

A nurse practitioner is available for student services (student health clinic) on a scheduled basis. This service is provided by an agreement with the Crownpoint Indian Health Services and Crownpoint High School and approved by the Gallup-McKinley County Public Schools Board of Education.

**TELEPHONES**

Student may not receive personal telephone calls during the school day. Messages and deliveries from home should be left in the Main Office or Attendance Office. The office phones are for school business only. Cellular phones are not allowed in school and will be confiscated if students use them during school hours.

**Emergency Information**

In the event of an emergency the school must be able to contact a family member who has the authority to make decisions about your child. Please keep phone numbers updated on your child’s school enrollment forms. Also, be sure to list other persons allowed to check out your child. If there are any special arrangements to be made regarding custody and court orders, the office will need a copy of the legal documents.

**ANNOUNCEMENTS**

Announcements are at the beginning of 1st hour and the end of 7th hour. All students should listen carefully to announcements since important information including college deadlines will be conveyed at that time. Special announcements will be made over the intercom on a limited basis

**CODE OF CONDUCT**

**ACTIVITIES**

All school policies, rules, and codes of conduct are to be followed by students at all school events, athletic trips, field trips, or any activity sponsored by the school.

**ATHLETIC CODE**

The Athletic Code of Conduct will be issued to all students participating in inter-school athletics. All athletes must uphold the Athletic Code of Conduct.

**HONOR POSITION**

Class officers, school officers, and students in other positions of honor, are expected to conduct themselves in an exemplary manner and set a good example for the student body. Any misconduct, which is punishable by suspension, may exclude a student from holding a position of honor.

**EXTRACURRICULAR ACTIVITIES and SPORTS**

It must be recognized that the primary purpose of a school is to provide instruction for students in the areas of those basic and fundamental skills, which will prepare them for a productive and satisfying role in society, and the realization of their own goals and ideals. The curriculum at Crownpoint High School is designed and planned to provide a wide range of classes for meeting these goals and objectives. A student must maintain a 2.0 GPA to be eligible for extracurricular activities and sports, and have no more than 1 failing grade as per New Mexico Activities Association by-laws, and will be ineligible to engage in such activities as athletics, drama, cheerleading or other non-academic related clubs and organizations. When ineligible students improve classroom performance to an acceptable standard, they will become eligible for such participation.

All students are encouraged to engage in extracurricular activities of their choice. However, when non-classroom activities interfere with or detract from classroom performance, they will be restricted or eliminated from individual schedules.

**SCHOOL SPONSORED DANCES**

Parents of these students are welcome to attend. Guests may be admitted at the discretion of the building principal. When non-school personnel are used to assist with a school-sponsored function, they are expected to enforce policies and procedures of the District and will adhere to the policies and procedures that govern school personnel. **Only** Crownpoint High School students are allowed to attend high school dances.

**GUIDANCE SERVICES**

The Counseling and Guidance Department is designed to offer help and assistance to all students. The goal is to assist students for academic achievement, the necessary foundation to be successful in today’s world. All facets of counseling are available at the school or through a referral to an outside agency, depending upon the need. Counseling sessions and referrals to outside agencies are confidential. PERSONAL COUNSELING IS ALWAYS AVAILABLE TO STUDENTS INDIVIDUALLY, EITHER AT THEIR REQUEST OR IF REFERRED;

**PART-TIME STUDENT STATUS**

Seniors wishing to attend school part-time must submit proof of employment, parental permission and have met the state graduation requirements, before being considered. College classes are not considered employment and must be taken after regular school hours. Schedule changes won’t be made to accommodate early dismissal. Part time students are not eligible for academic awards.

**PHYSICAL EDUCATION**

One year of Physical Education is required for all students. Physical Education classes must remain in the respective areas until the bell rings signaling the end of the period.

**SUMMER ENRICHMENT PROGRAMS**

We recommend that students become involved in summer programs. These programs are usually held on a college campus for duration of 4 to 6 weeks during the summer. Students who become involved in these programs often develop a drive to get into college or a post-secondary program.

There are many opportunities for students attending summer programs, including gaining a first-hand experience of college life, meeting people from different regions of the country, experiencing a hands-on type of learning and developing study skills.

 There are many types of programs that are available. One type is called an Upward Bound Program. Students who apply to this type of program are expected to attend every summer throughout their high school career. These programs are intended to help the student gain entrance into a college program after high school. There are Upward Bound programs available in Arizona, New Mexico, Oklahoma, Colorado, and Texas.

 The application process for most programs begins in November and continues through April. Application forms are available from your counselor. Most program applications require an essay, teacher recommendations, parent/guardian information (i.e., tax forms, signatures), and transcripts. Once completed, there is a great chance for the student to be accepted. Attending a summer program is a wonderful experience for students and a lot of fun. Most students wish the programs would last all summer.

**SUMMER SCHOOL**

Summer School is set up currently to allow Crownpoint High School students to make up failing grades in English, Math, Science, and/or Social Studies.

**BUSES**

The Gallup McKinley county School District maintains its own bus service. For information concerning bus routes, rules and consequences, or particular bus problems in the Crownpoint area, contact The Crownpoint Bus Barn at (505)786-7225 or 721-1591.

**CAFETERIA**

Crownpoint High School is a proposition two school within GMCS where ALL students (Free, Paid, and Reduced) eat breakfast and lunch for free. Students wishing to apply for free breakfast and lunch are required to complete and return the applications, which are passed out the first week of school. If 100% of applications are turned in, then 100% of Crownpoint High School’s population will have a free breakfast and lunch throughout the school year. Additional forms are always available in the main office.

Students who wish to bring sack lunches will eat their lunch in the cafeteria area.

**FOOD**

Food is not allowed in the classroom because it is inevitable that food and drink will end up on the carpet, floor and other places in the classrooms, hallways, etc.

**FIRE DRILL---EMERGENCY EVACUATION**

Fire Drill instructions will be posted in each classroom. These are to be followed exactly. At all times the students are to leave the building in absolute quiet, quickly but without running or shoving. All students are to move at least 100 feet away from the buildings.

**LIBRARY**

The school Library is open from 8:00 am to 3:16 pm daily. Students’ use of the library is encouraged at every opportunity. Procedures for use of the library are posted in each classroom and the library.

**LOST AND FOUND**

Lost and found articles should be turned into the Main Office promptly. Lost articles should be claimed immediately. Placing your name in all books and on all personal belongings will help to eliminate lost items.

**LOITERING**

Students are not permitted to loiter about the building after their daily programs are finished. Students staying in school after their classes are over must be engaged in an activity supervised by a

**HARASSMENT**

Every child attending school has the right to do so without fear of harassment, intimidation or threat from others. Any student who is “picked on”, threatened or harassed by others should immediately report such actions to the school authorities for assistance.

**CAMPUS REGULATIONS/SERVICES**

Campus regulations are based on individual responsibilities and respect for the rights of others and they have been established to create the best possible atmosphere for the education of all students

**STUDENT AND PARENT SIGNATURE PAGE**

**(Must be returned to school)**

I have read and discussed the Crownpoint High School Student Handbook, including the Public Education Department graduation requirements and the high school policies with my student.

I understand that I am free to contact the school should I have any questions regarding these policies and procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

I have received the Crownpoint High School Dress Code Policy.

I will follow the Crownpoint High School Dress Code Policy.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

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