

# **ANIMAS PUBLIC SCHOOLS**

**PK-6**

## **FAMILY/STUDENT HANDBOOK**

**2016-2017**

## **PK-6 STUDENT HANDBOOK**

### **ANIMAS PUBLIC SCHOOLS MISSION**

Together we will create a safe and active learning environment which promotes growth in knowledge, abilities, and citizenship.

### **ARRIVAL AND DISMISSAL**

School begins at 7:55 a.m. **Students should not arrive at school before 7:45 a.m.**

Buses will drop off students K-6 at the cafeteria each morning. PK students will go directly to their classroom for breakfast.

Parents should drop off students at the cafeteria in the morning by entering through the high school entrance and going around the back of the high school gym to the cafeteria. Private vehicles should not be driven through the campus between 7:30 – 8:10 AM or 2:45-4:00 PM. Students are not to be in the classrooms before 7:55 AM unless scheduled by classroom teacher.

Students are dismissed at 3:43. Students are expected to leave the classrooms immediately after school unless other arrangements have been made with the teacher. Students are not allowed to remain on campus without adult supervision. Please remember that you must check out your child in the office if you arrive to pick up your child early.

### **ATTENDANCE**

Students and parents/guardians are reminded that Animas has a four-day school week and, therefore, whenever possible appointments should be made on non-school days.

A student with five (5) unexcused absences within a school year is a student in need of early intervention and one with ten (10) or more unexcused absences within a school year is considered "habitually truant". Chronic absences will only be excused with a note from a medical professional. Parents of "habitually truant" students are to receive notice of such which shall include a specific date, time and place for the "habitually truant" student's parent to meet with school personnel to develop intervention strategies for keeping the student in an educational setting. Only after exhaustion of intervention strategies may the district consider withdrawal of the student from membership in the school.

Upon a student's fifth (5th) unexcused absence within a school year parent(s)/guardian(s) shall be contacted to inform them of the absences.

Upon a student's tenth (10th) unexcused absence within a school year, written notice of the habitual truancy shall be given by regular mail to the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law. The notice shall include the date, time and place for the parent to meet with a district representative to develop intervention strategies and create an Attendance Contract focused on keeping the student in school.

Noncompliance with the Attendance Contract will result in a referral to the Juvenile Probation and Parole Officer (JPPO). In turn the JPPO will refer the matter to the District Attorney's Office.

In cases where excused absences have become habitual, after the fifth (5th) excused absence in a semester, a student and parent meeting with the superintendent will be scheduled.

## **CAFETERIA**

The cafeteria posts the monthly menu on the school website. Parents may request a copy of the menu from the school office. Due to the fact that the school meal program is self-supported, it is imperative that the cafeteria experiences a smooth cash flow. Please keep your child's account current. School lunches for full paid students are \$1.85 each. Reduced price student meals are \$.40 each or 20 for \$8.00. Students in the same family/households can share money for meals put into a family account. Payment reminders will be mailed home periodically. There are no fees associated with the breakfast/nutrition break. This is not meant to be a full breakfast, but a nutritional boost for the day.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation.

Emergency information will be available for school closures or delays on the following media outlets:

KRQE TV  
KOAT TV  
KOB TV  
KNFT FM

In the unusual circumstance where school must be canceled during the school day, we will reasonably determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

## **CELLULAR PHONES/ELECTRONIC DEVICES**

Cellular phones and all other electronic devices (including listening devices, i.e. ear buds), will not be seen or used at school between the hours of 8:00 a.m. and 3:45 p.m. (on school days) with the exception of the lunch break. Laptop computers, I-Pads, Kindles, etc. when used for educational purposes, will be allowed. If a cell phone is seen or heard in class or during passing periods, unless specific permission has been granted for educational purposes, the device will be taken from the student. Upon the 1<sup>st</sup> offense the student may retrieve the device from the school office at the end of the school day. On second (and following) offense(s) the parent/guardian will be contacted and arrangements will be made with the administration for retrieval.

## **CLOSED CAMPUS**

Animas Elementary/Middle School is a closed campus. Students are not to leave campus at any time during the day without a parent and or guardian.

## **DAILY BUS CHANGE REQUESTS**

Permission to ride another bus or get off at another bus stop will be permitted when the following conditions are met:

1. Parent calls Animas Public Schools no later than 2:00 PM requesting a bus change.
2. Signed bus change slip is presented to the bus driver.

When calling our office to request bus changes, parents must supply the bus number and bus stop they want their child/children to use. This stop must be on the designated route and be a designated bus stop. Some buses are filled to capacity and extra riders will not be allowed on those buses. Do not assume all bus change requests will be granted.

## DISCIPLINE

Teachers set and post classroom standards. Parents who desire to have copy of the classroom and/or playground rules should request such from their child's teachers. When a student is having a problem in the classroom the teacher will have a conference with the student, a conference with the parent, and use regular classroom disciplinary procedures. Severe infractions will be immediately referred to the building administrator. Discipline of a student is necessary if the student is disrupting the learning or the others in class. The discipline will be swift, consistent and fair. Behavior logs will be sent home daily and parents are expected to initial and return the logs the next day.

## DRESS CODE

The school acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting. Students are expected to dress in a manner that is neat and appropriate for school or work.

Appropriateness of dress and all concerns dealing with the dress code will be left to the discretion of the building administrator. Shoes and covered midriffs are required. Flip flops are strongly discouraged. Students are not to wear mesh shirts, spaghetti strap tops, halter tops, tube tops, exposed underwear, headbands, PE clothes (except in PE), or other distractive clothing. Shirts need to be long enough so that the student can raise his/her hand without exposing skin at the midriff or lower back. Students will be allowed to wear shorts to school if they conform to the following conditions: The bottoms of the shorts must not hang above the fingertips when the arms are extended at the side. Shorts must not be tight or revealing such as "Spandex." Sleeveless shirts are acceptable. Wearing of hats in the building is forbidden as are vulgar or inappropriate pictures and/or print on clothing. Other than normal earrings for girls, earrings for boys and other jewelry including earrings, loops, studs, etc., worn in or on body parts (noses, tongues, eyebrows, and other exposed surfaces) will not be permitted to be worn by either boys or girls. Extreme hairstyle/color (unnatural colors) deemed by the school to be dangerous or a distraction to the learning environment are not permitted. Pants must be worn at normal waist height. Pants will not be allowed to sag causing the crotch to be excessively low or sag below the fingertips when the arms are extended at the side. Students who violate the dress code can be sent home and charged with an absence. **Be neat and attractive!**

## HONOR ROLL

The Honor Roll is a special recognition for academic achievement. The Honor Roll will be divided into two categories:

- a. "A" Honor Roll will consist of students having "A's" in all classes.
- b. "A-B" Honor Roll will consist of students having a "B" or above in all classes.

The Honor Roll will be compiled at the end of each grading period and proper recognition given those students earning the honor. The Honor Roll is often published in the local newspaper. **Should a parent not want his/her child's name in the media, the parent/guardian should contact the building secretary.**

## IMMUNIZATIONS

It is a violation of New Mexico's compulsory school immunization law (section 24-5-2, NMSA, 1978 Comp.) for a student to enroll who is not: 1) appropriately immunized; or 2) in the process of receiving needed immunizations; or 3) properly exempted to school immunizations.

Medical exemptions to school immunizations are only acceptable from licensed medical doctors or licensed doctors of osteopathy. The written statement from the duly licensed physician must state that the physical condition of the child is such that immunization would seriously endanger the life or health of the child. Medical exemptions must be kept in the child's school/health file.

Religious exemptions to school immunizations are only acceptable if the parent/guardian completes a **CERTIFICATE OF RELIGIOUS/CONSCIENTIOUS OBJECTION TO IMMUNIZATION** and submits the notarized certificate to the Immunization Program for approval. The Immunization Program keeps original certificates and a copy with approval or disapproval is sent to the appropriate school.

### **KINSHIP/GUARDIANSHIP ACT**

Students enrolling in Animas Public Schools must meet all requirements of the Kinship/Guardianship Act as passed by the 45<sup>th</sup> Legislature. Students not residing with a parent(s) must have a copy of their guardianship or caregiver's documents on file in their respective building. Note: A Caregiver's Authorization Affidavit may be picked up at the building principal's office.

### **LIBRARY**

The library is open on a regularly scheduled basis and is supervised by staff. Our Accelerated Reading program provides incentives to read, but the main focus is to teach our children the joy of reading. Please read with your child every day. Students will be responsible for replacement costs of library books if they are damaged or not returned.

### **MAKE-UP WORK**

Students are responsible for requesting make-up work immediately upon their return to school and will have the number of days absent to make up their work. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. If assignments are provided in advance, students will still be given the number of school days absent to make-up work.

### **MEDICATION**

Upon specific written parental request, medication may be dispensed upon receipt of **written authorization** (form available from the building secretary) by the parent subject to the following stipulations.

- 1. All medication must be deposited at the elementary office by the parent and be in the original container.*
- 3. Only medication that the physician determines a student must receive during school hours will be administered at school.*
- 4. A written statement from the physician ordering the medication to be given shall be presented to the school secretary.*
- 5. Medication to be dispensed during school hours shall be labeled by the pharmacist including the name of medication, dosage, and the frequency of administration.*
- 6. A medical referral form and a medication permit shall have been completed by the parent and returned to the school:*
  - a. Authorizing Animas Schools to obtain medical service.*
  - b. Indemnifying Animas Schools from liability for actions made in behalf of the student.*
- 7. The parent is invited to school to dispense medication to their child(ren), if they so desire, subject to prior arrangements.*

Please note that over the counter medications are treated just like the prescribed medications, and need a written statement from the physician.

### **PARENT NOTIFICATION**

#### **Parents' Right to Know**

The federal law and the state, Public School Code permits you as a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal(s) who may work with your child.

If you are interested in requesting this information, please contact: Mel O'Byrne at 575 548-2296.

## **PARENT VOLUNTEERS**

Our school considers its parent volunteers to be a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please contact your child's teacher if you have time that you can share with our school. All volunteers will sign a confidentiality agreement and be familiarized with school procedures.

## **SCHOOL BUS STOPS**

A request to change bus stop locations may be submitted in writing to the Bus Contractor. Parents are responsible for their children at bus stops until they board the bus, and after they disembark from the bus. Animas Schools, the transportation contractors and school bus drivers are not responsible for incidents that may occur at bus stops.

All school buses must operate on a specific time schedule. These time schedules will be established by the end of the second week of school. Drivers are not expected to wait for students unless students are observed making a timely effort to reach the bus. Drivers will act as the judge in such cases. Students are to report to their buses immediately after school is dismissed.

## **Student Responsibilities:**

Students will become familiar with, will abide by, and be held accountable for the regulations listed in the Animas Public Schools Transportation Handbook.

1. Student transportation is a privilege extended to students who qualify. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
2. Students must be at their assigned stop and ready prior to the scheduled pick up time.
3. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay".
4. The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly.
5. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
6. Rough or boisterous conduct will not be permitted in the bus; however students are permitted to converse in a normal tone of voice while on the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
7. Students shall not use profane language or obscene gestures and shall not eat, drink any beverage or chew gum on the bus. No exceptions unless specified in an IEP or note from physician.
8. Student(s) will stay out of the driver's seat and not tamper with any equipment.
9. Student(s) shall be courteous and obedient to the driver.
10. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of other students on the bus.
11. Sexual misconduct, harassment, bullying or threats to student(s), driver or staff by student(s) will not be tolerated.
12. Student(s) must cooperate with the driver in keeping the bus clean.
13. Students must not extend their hands, arms, heads or objects through bus windows.
14. Students must not open or close the bus windows without permission from the bus driver.
15. Students shall not throw any item inside or outside the bus while boarding, riding or leaving the bus.
16. Students shall secure all sharp objects such as pencils, pens, rulers, etc. away from any person and keep in their possession at all times.
17. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
18. Students will not ride on the outside of the bus at any time or attach any item to the bus.

19. Parents or guardians shall be responsible for malicious destruction to the bus. Parent(s) shall pay restitution for any damage created by student(s).
20. Any damage to the bus from any cause shall be reported by the passengers to the driver, and the driver will, in turn report it the proper school official.
21. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately 8-10 feet) so the driver can see them. Students will cross the road only after the driver signals all is clear.
22. Students shall look both ways before crossing to the opposite side of the road.
23. PK students are expected to wear a seatbelt that is provided on the school bus.

### **Parent Responsibilities**

1. Ensure that their child arrives at the designated bus stop prior to the scheduled arrival of the bus. Provide supervision at the bus stop.
2. Provide protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.
3. Actively cooperate with school officials or school bus operators regarding appropriate conduct of their child at the bus stops and while walking to and from the bus stops.
4. Assist with implementation and enforcement of school bus rider safety.
5. The Animas Public Schools may hold parents/guardians of students responsible for any vandalism of private property on the bus or at the bus stop location caused by their children. Restitution may be pursued by law enforcement agencies.
6. Parents are responsible for students at the bus stop.

### **Discipline Procedures**

Students not following rules & procedures will be subject to the following discipline procedures:

- 1) First Violation-Conference with bus driver/student.
  - i) Bus Conduct Form Report Filed with the building administrator. Phone call to parent by the School Bus Driver. Student will be warned of potential loss of future riding privileges. Student seating assignment may be changed by the school bus driver.
- 2) Second Violation-Conference with Principal/Bus Driver/Parent.
  - i) Riding privileges may be suspended, depending on seriousness of infraction.
- 3) Third Violation-Principal/Driver/Parent/Student Conference.
  - i) Suspension of bus riding privileges
- 4) Fourth Violation-Suspension of bus riding privileges for the remainder of the semester. Violations at the end of one semester will go forward to the next semester.
- 5) Severe Disruption/Violation –Immediate suspension of riding privileges.

When a Bus Conduct Form has been given to the student, he/she must take a copy to his/her parent(s) or guardian(s). The parent(s) or guardian(s) must sign the bus conduct form and return it to the bus driver. One copy will be given to the principal and the driver will keep one copy of the form.

Parent(s) or guardian(s) may not stop a school bus to discuss discipline matters with the driver on the route. A conference must be scheduled through the Transportation Director or Building Secretary.

### **Transportation of Medication**

Medication(s) shall not be transported on the school bus.

### **Transportation of Large Articles**

For the safety of all bus passengers, the following shall apply in the transporting of large articles:

- No item shall block the aisle, emergency door, or service door of the bus;
- No item shall be placed in the driver's compartment;

- Items allowed on the bus shall be under the control of the student at all times, be carried on the student's lap or on the floor of the bus and shall not extend beyond or above the height of the seat in front of the student.
- Parents are encouraged to transport large articles in private vehicles.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Forms for submitting complaints/grievances are available to students and staff in the school offices. A complaint or grievance may be filed regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety. The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form. A professional staff member or support staff member shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

Students should file complaints on their own behalf; however, a parent or guardian may initiate the complaint process on behalf of an elementary school student.

The complaint/grievance will be investigated by the school administrator or a supervising staff member.

## **STUDENTS WHO BECOME ILL WHILE AT SCHOOL**

If a student becomes ill at school, care will be provided until the parents or another authorized person can provide transportation home. It is important for parents to arrange for prompt pick up of a child who is ill.

In the case of serious illness or injury, a student will be cared for temporarily by the school nurse/building secretary or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the nearest medical facility. An emergency telephone number and the name and telephone number of the student's family doctor must be on file at the school.



## **TRANSPORTATION**

Student transportation is a privilege and may be revoked and/or suspended as deemed necessary to ensure the safety of all passengers and the driver.

## **TITLE I PARENT INVOLVEMENT**

The Title I coordinator shall build the schools' and parents' capacity for strong parent involvement and support a partnership among the school, parents, and the community to improve student achievement by providing to participating parents assistance, materials, training, and information, and shall coordinate activities and conduct meetings so as to meet the requirements of said section.

Title I Policies and Procedures are available upon request from Mel O'Byrne at 575 548-2296.

## **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District.

### **Content Filtering**

A content filtering program or similar technology shall be used on the networked electronic information system (EIS) as well as on standalone computers capable of District authorized access to the Internet.

### **Monitoring**

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information systems (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

## **VIDEO NOTICE**

Animas Public School District will continue to participate in the use of video cameras on buses and in classrooms.

## **VISITORS**

Visitors must sign in at the office and get a guest pass prior to visiting the classroom or elsewhere on the school facilities. Student visitors are not allowed without prior administrative approval.

Please note: Administration may modify any consequences and/or regulations set forth in the Student Handbook when deemed appropriate.

# **ANIMAS PUBLIC SCHOOLS**

## **ANIMAS PUBLIC SCHOOLS ACKNOWLEDGMENT FORMS GRADES PK-6**

**PLEASE READ AND SIGN ALL FORMS  
RETURN TO ANIMAS SCHOOLS**

THE PK-6 FAMILY/STUDENT HANDBOOK IS AVAILABLE ON THE  
ANIMAS PUBLIC SCHOOL WEBSITE ([www.animask12.net](http://www.animask12.net)).

*HARD COPY AVAILABLE UPON REQUEST*

# **2016-2017**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

## **SCHOOL STUDENT HANDBOOK**

The Animas Public Schools Grade PK-6 Family/Student Handbook is posted on the Animas Public School Website: [www.animask12.net](http://www.animask12.net). A hard copy is available upon request. Call Animas Elementary & Middle School at 575-548-2296 Ext 236

I hereby acknowledge that I have read and understand the Animas Public School Family/Student PK-6 Handbook.

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

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

Date\_\_\_\_\_

=====

## **PESTICIDE STATEMENT**

Animas Public Schools apply pesticides to areas with insect infestation, as the situation requires. Parents may desire to be notified of this procedure prior to application. If you would like to have prior notification, please call the appropriate school building secretary by the last Thursday in August.

## **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

### **Terms and Conditions**

**Acceptable use.** Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

**Network etiquette.** I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Student Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

### **Parent or Guardian Cosigner**

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

ANIMAS PUBLIC SCHOOLS  
DIRECTORY and WEBSITE INFORMATION MEDIA RELEASE FORM

The items listed below are designated as “directory and website information” of Animas Public Schools.

*(Directory can include: school programs, newspapers, college/universities, and recruiters.*

*Website can include APS website, NMAA, FFA or others affiliated with school sponsored organizations.)*

**Examples:**

1. Name on the Honor Roll list
2. Picture, name, height and weight in the athletic program
3. Printed material with child’s name and/or photograph(s) in any part of website.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the release of any or all of the information listed below:

(Please consider your decision very carefully about **withholding any of the items** from the directory or website.)

**Please put an X next to the information below that you do not want printed in Directory or Website.**

- |  |  |
|--|--|
| <input type="checkbox"/> Name of student             | <input type="checkbox"/> Date and place of birth                                       |
| <input type="checkbox"/> Address of student          | <input type="checkbox"/> Dates of attendance   |
| <input type="checkbox"/> Telephone number of student | <input type="checkbox"/> Grade level of student  |
| <input type="checkbox"/> Electronic mail address     | <input type="checkbox"/> Participation in officially recognized activities and sports  |
| <input type="checkbox"/> Photograph                  | <input type="checkbox"/> Weight/height of members of athletic team                     |
| <input type="checkbox"/> Honors and awards received  | <input type="checkbox"/> Videoing for educational purposes (will not be posted online) |

If you have decided not to let your student’s school release any or all of the items listed above, any future requests for such information from individuals or entities not affiliated with your student’s school will be refused.

Please return this form to the student’s school indicating your decision to withhold or approval for the remainder of the current school year.

**If the School District does not receive this signed notification from you, it will be assumed that your permission is granted to print all information.**

I have read this document and am fully aware of the content and implications, legal and otherwise.

Parent’s Name (print): \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Student’s Name (print): \_\_\_\_\_

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

**MEDICAL RELEASE FORM**

P.O. Box 85  
Animas, NM 88020  
575-548-2296

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

We give permission to have the sponsor in charge arrange for medical treatment for our son/daughter if injury or illness occurs while on a school-sponsored trip. We give our permission to have our son/daughter treated as necessary at the nearest medical facility. We also release Animas High School and sponsors from personal obligation concerning the illness or injury.

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

My child is allergic to the following medication:

\_\_\_\_\_  
\_\_\_\_\_

My child is taking the following medication:

\_\_\_\_\_  
\_\_\_\_\_

Please list any additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent or Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **BUS REGISTRATION FORM**

(A copy of this form will be given to the bus driver.)

BUS # \_\_\_\_\_

In order to ride the School Bus a Bus Registration Form must be completed for your child/children by the end of the first week of school.

I, \_\_\_\_\_, being the parent or guardian of \_\_\_\_\_ have read and understand the regulations set forth in the Student Handbook for Students and Parents. Handbook available at [www.animask12.net](http://www.animask12.net) or hard copy upon request at school office.

I further understand the following:

- Student transportation is a privilege extended to my child/children and not a right. Should my son/daughter have his/her bus riding privileges suspended, it is my responsibility to provide transportation to-and-from school.
- I understand that I am responsible for my child/children at the bus stop.
- I understand that the School Bus Driver is not expected to wait for my child/children unless a timely effort to reach the bus stop is observed by the Bus Driver.

Parent or Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Failure to return this form could result in suspension of bus privileges.**

Family/Student Information:

Address \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Emergency Contact/Phone: \_\_\_\_\_

Allergies/Medical Conditions \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**INFORMATION REQUESTED WILL BE KEPT CONFIDENTIAL & WILL ONLY BE USED TO HELP  
PROVIDE SAFE TRANSPORTATION FOR YOUR CHILD.**

## **Animas School's Parent/Teacher Partnership**

At Animas Schools we value our partnership with our parents. By working together we can achieve more.

- Have a nightly time that is “homework only” with no television. Please write a note if your son/daughter had difficulty with homework.
- Listen to your child read or have him/her read to younger siblings for at least 15 minutes each night. Ask your child to tell you what the story was about and what may happen next. This makes a great wind down activity before bed.
- Thank you for understanding that education is important. Please make time to ask your child to share the best thing about his/her school day, along with one thing he/she learned.
- Get to bed early. Elementary aged children need a minimum of 10 – 11 hours of sleep each night. Keeping a regular bedtime, even on the weekends, can be helpful.
- Please review and sign the folder daily. If your child has a smiley face, ask him/her how he/she earned it. If your child has a mark in his/her folder, ask him/her what he/she could do differently next time. Rewards for good behavior at school are generally more effective than punishment. Every day is a new day with a clean slate.
- Parents are a valuable member of our team. Please let your child's teacher know immediately if you have a concern so that it can be addressed. By working together we can always achieve more.

Thank you for joining our partnership.



## Animas Public Schools Enrollment Update

### Student Information

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>		
<b>Mail Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Physical Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Student Home Phone</b>	<b>Student Cell Number</b>	<b>Alternate Phone/Type</b>		

### Parent/Guardian & Emergency Contacts

<b>1</b>	<b>Contact Name</b>	<b>Relationship to Student</b>	<b>Address</b>	<b>Phone/Type</b>	<b>Alternate Phone/Type</b>
<b>2</b>	<b>Contact Name</b>	<b>Relationship to Student</b>	<b>Address</b>	<b>Phone/Type</b>	<b>Alternate Phone/Type</b>
<b>3</b>	<b>Contact Name</b>	<b>Relationship to Student</b>	<b>Address</b>	<b>Phone/Type</b>	<b>Alternate Phone/Type</b>
<b>4</b>	<b>Contact Name</b>	<b>Relationship to Student</b>	<b>Address</b>	<b>Phone/Type</b>	<b>Alternate Phone/Type</b>

**New Mexico Student Residency Questionnaire Form**New Mexico School District: Animas 030 School: \_\_\_\_\_

Your child may be eligible for additional educational services through Title 1, Part A, Title 1 Part C - Migrant, and/or Title X, Part C,  
Federal McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire.

**1. Where are you and your family currently staying? Check one box.****Section A**☐ Rent/own my own home***STOP: If you rent/own your own home, sign under item 5 and submit form to school personnel.*****Section B**☐ Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason☐ Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations☐ Living in emergency or transitional shelters☐ Living in a public or private place not ordinarily used as a regular sleeping accommodation for human beings such as living in a car, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings☐ Unaccompanied youth living in the above circumstances☐ Other***CONTINUE: If you checked a box in Section B, complete the remainder of this form.*****2. Have you moved in the past 3 years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus or other) or fishing? (Check one) Yes\_\_ No\_\_****3. If you checked a box in Section B, your child may be eligible for additional educational services through Title 1, Part A, Title 1 Part C- Migrant , or Title X, Part C- Federal McKinney-Vento Assistance Act. Please print the name of all of your children below. Include children that are not in school.**

Student:	First Name	Last Name	M/F	DOB	Grade	School

**4. Would you like to be contacted by the Education for Homeless Children/Youth program staff for your child's school? Yes\_\_ No\_\_****5. The undersigned certifies that the information provided above is accurate**

Print Name of Parent/Guardian/Adult Caring for Student Signature Date

(Area Code) Phone Number Street Address City Zip

**SCHOOL USE ONLY*****All homeless and migrant students are automatically and immediately eligible for FREE or REDUCED price meals the day they enroll***

<input type="checkbox"/>	Referral Form to Homeless Liaison Completed/Submitted	Date /Initial: _____
<input type="checkbox"/>	Referral Form to Food Director Completed/Submitted	Date /Initial: _____
<input type="checkbox"/>	Referral Form to State Migrant Office Completed/Submitted	Date /Initial: _____

Notes: