



Student/Family Informational Handbook

The following serves to clarify specific policies that pertain to CWFS Magnet School and are meant to function in conjunction with the policies outlined in the APS Student Handbook. All families should review and follow the policies and procedures outlined in the following pages. This document will be updated on an as-needed basis.

Note: This handbook does not outline Family School curriculum or school-based pedagogy. For information regarding curriculum, and for resources for parents, please see the [FTO Curriculum Resources Website](#) & [Family Curriculum Toolkit](#); attend your class parent meetings, and engage with Family School Parent Academy Classes.





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I. How To Change Classrooms

1. Please meet with a teacher in an attempt to resolve the reason for your desired change before requesting a move to a new class.
2. Parent(s), if a resolution is not reached or you would like to change programs (from 50 to 80 or from 80 to 50):
 - a. Call our secretary, Kathy at 253-0050
 - b. You will be placed on a waitlist and called according to your position
 - c. When a place becomes available in a classroom, you will be called and offered that place
 - d. You may accept or decline the switch at that time

Parents may not request a specific teacher or type of teacher (i.e. an experienced teacher)

Note: class placements are at ultimately at the principal's discretion

II. Parent Meeting Policy

1. Parent meeting expectations are per family.
 - o Families in both the 50% and 80% will attend at least 10 hours of parent meetings over the course of the year, scheduled by the classroom teacher.
 - o Only infant children should attend the parent meetings as necessary.

Parent Meetings:

- Parent meetings are fully in-person on campus
 - The instructing person(s) will attend a minimum of **10 hours of parent meetings, per year, per classroom. If a family has more than 2 teachers, they will make arrangements to attend a rotating two of those three meetings every month, and facilitate communication with the third teacher.**
 - The instructing person(s) will have a maximum absence of no more than **1** contact session per year in addition to **1** made-up contact session absence.
2. Parents who have two teachers should expect to attend all meetings for both of those teachers. If you have students in more than two classrooms, you may coordinate meetings by...
 - a. alternating the different teachers' meetings each month. If you choose this option, please notify your teachers of whose meeting you'll attend so they can maintain records and keep you up to date with important information.
 - b. attending the first half of one and the second half of another
 - c. attending both meetings, if they are on different nights.
 - d. having one parent attend one teacher's meeting and the other parent attend the other meeting.

Parent Academy Classes:

1. Parent Academy Classes are offered yearly but are not mandatory. Parents may attend math classes for algorithmic math groups, reading support for K-2, and a curriculum night event yearly to review various teaching topics



III.. Parent Report Cards and Conferences

1. As a parent at CWFS, you will have two conferences to attend during the year-- the Goal Project conference and the student-led Self-Assessment conference. These conferences are mandatory for our families.
2. Additionally, a third report card is issued at the end of each year: the Project Portfolio Report Card. *Adults/ Homeschool Teachers are required to complete components of this report card, as it reflects work done in homeschooling on science, social studies, and other projects (writing, inquiry, etc). Parents should plan to complete required projects and assist in the completion of this report card in collaboration with their teacher.*

IV. Dismissal and Parking

Monday is a homeschooling day-- 6.5 hours logged at home
Friday afternoon homeschooling-- 2.5 hours

50%:

Drop off: Tuesday-Friday 7:45-8am

Pick up: Tuesday-Friday 12:30-40pm

80%:

Drop off: Tuesday-Friday 7:45-8am

Pick up: Tuesday-Thursday 2:50-3 (K-2) 3-3:10pm (3-8); Friday 12:30-40 (all)

1. Dismissal practices:

- Siblings who dismiss in an early window may wait with the classroom of a later-window sibling.
- Only students with direct parent permission may walk home. Students under 4th grade should have an accompanying parent or older sibling.
- **Students who walk/bike/scooter/skateboard to and from campus should cross Irving only at the crosswalk on Rainbow.**
- Any students that bike/scooter/skateboard onto or from school **must wear a helmet**

2. The Pick-Up Line:

- When in the pick-up line, please stay in your car until you load your kids.
- If you must leave your car, please park in designated spots
- While waiting in the pick-up line, please move forward as space becomes available.
- Please do not dismiss students or allow students into your car from the driver's side in the pickup/drop-off line
- Please obey the 5mph speed limit of our school's parking lot
- The pick-up line is not an appropriate place for students to socialize. Please depart to the park or home for socializing time.
- The pick-up line is not an appropriate place to talk with your teacher. Please make arrangements with the teacher to chat at a different time.



3. Parking:

- Older children may cross the parking lot at the crosswalk, with visual supervision
- Please do not park in the accessibility spots unless you have visible accessibility plates/tags/placards
- Please only cross the drive-thru lanes at the one designated crosswalk, located directly across from the front office

V. Attendance/ Tardies/ Untimely Departures

If your student arrives before or after a classroom's published 10 minute window, that is called an "untimely arrival or departure." Families are given 6 untimely arrivals or departures per trimester. These 6 are intended to account for delays caused by road construction, road accidents, emergencies, and other occasional incidents.

1. Drop-Off

- If you arrive before 7:45, please wait with your student(s) in the car or in front of the school.
- Students may not be dropped off before 7:45 or left alone out front or in the school courtyard
- If you arrive late, see Kathy in the office to obtain a tardy slip. If she is not there, have your student go directly to the classroom, where the teacher will record your tardy.

2. Pick-up

- If you arrive early, please wait in your car for dismissal.
- If you must pick up your student early, notify your teacher(s) and sign your student out in the office with Kathy. Early dismissals without a doctor's note will be recorded to the district as an absence, per district policy.
- **Late pick up:** If you arrive after the 10 minute window closes, your teacher will return with your student to their classroom, and record your late arrival time. You will need to park and come to the classroom to pick up your student, or communicate your arrival via phone.

3. Attendance is required by APS. [Please refer to the district's policies regarding attendance.](#)

- a. Report absences to the front office
- b. 3 sick-days in a row require a doctor's note to be marked "unexcused"
- c. Chronic absenteeism letters will be sent home if students are chronically absent, regardless of illness (not including quarantine)
- d. Report excused absences (such as religious holidays [see APS handbook on absences]) to front office

If you accumulate more than 6 tardies per trimester, you will need to meet with your teacher(s), the administration, and/or the counselor to discuss strategies for helping with this situation. Chronic absenteeism also results in conferences regarding attendance with administration

Vi. Dress Code Policies

CWFS believes that student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school. In addition to the APS standard for unacceptable clothing, at CWFS, we furthermore ask that you adhere to the following policies to promote safety and a strong learning environment:

1. "Heelys" shoes (or any kind of skates or roller blades) are not permitted under any circumstances.
2. Flip flops are not recommended
- Open-toed shoes are not recommended for students who will be playing on the field or playground, where there are wood chips. Additionally, in the event of an evacuation, our students may have to walk across portions of the mesa behind CWFS, or a half-mile distance to an evacuation zone. For this reason, we ask that you consider the



safety of your student when you select their shoes. Open-toed sandals, for example, may lead to injury on the field or in the case of an evacuation.

3. No pajamas, slippers, or onesies unless prior approval from the administration is granted

4. Unacceptable Clothing

Unacceptable clothing and accessories include, but are not limited to:

- Gang-related attire
- Clothing which reveals undergarments
- Bathing suits
- Spiked or otherwise dangerous jewelry
- Clothing or accessories promoting:
 - o Drugs (including alcohol and tobacco)
 - o Sexual activity
 - o Violence
 - o Disrespect or bigotry toward any group

VII. Student Cell Phone and Electronic Device Policies

Parents who provide their child with cell phones or electronic devices should be aware of the following: Cell phones or any other electronic devices may not be used during instructional time, including lunch. All cell phones/electronics are to be turned off (not on vibrate) during the school day. We encourage you to secure your electronics in a backpack. If an electronic device is out or on during the school day, it will be confiscated and turned in to the office. Students who possess a personal electronic device are solely responsible for its care.

“Personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication, media or data. These include, but are not limited to cell phones, multimedia devices, pagers, smart phones, MP3 players, music and media players, headphones, earbuds, speakers, gaming devices, tablets, laptop computers, and personal digital assistants.

Parents/guardians are advised NOT to contact students on their cell phones during the instructional day.

UNAUTHORIZED USE OF PERSONAL ELECTRONIC DEVICES INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. If an electronic device is out during the school day it will be confiscated and turned in to the office.
2. Possessing, viewing, sending or sharing video, images, or audio information having sexual, violent, illegal, or threatening content on school grounds, school buses, or during school events shall be prohibited and may result in disciplinary action and /or confiscation of the personal electronic device.
3. Transmitting school materials for unethical purposes such as cheating.



4. Any activity that may be in violation of the Albuquerque Public Schools Bullying Prevention policy and procedural directive.

VIII. Classroom Technology

1. Assigned technology in the classroom is intended for school and academic use only
2. If students are found to be utilizing technology for non-school related browsing, or if they generate or access inappropriate content, they may lose access to the technology for a predetermined amount of time
3. Students are expected to treat school technology with care, and may be held liable to damages caused by direct or avoidable negligence
4. Students are not to alter technology, apply stickers or personalization items to the hardware, or download/alter the programming of the device without administrative approval
5. The Albuquerque Public School District provides technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence. Proper behavior, as it relates to the use of computers, is no different from the proper behavior in all other aspects of APS activities. All users are expected to use computers and computer networks in a responsible, ethical, and polite manner. Violation of this policy may result to school disciplinary action. Students are expected to comply with the Student Internet Acceptable Use Policy, as set out above and in the J18 Acceptable Student Use of Educational Technology.

IX. Discipline Policies

1. CWFS closely follows the disciplinary practices outlined in the APS Student Handbook. CWFS uses progressive discipline practices for student misbehavior, which includes more restrictive or more serious consequences for repeated misbehavior or behaviors displaying more serious risk to others. **This includes the use of restorative justice practices as part of the continuum of consequences, including student mediation, school community service, verbal/written apologies, and ongoing collaboration training with the counselor/administration/leadership.**
2. Student contracts may be used to encourage students to commit to more positive behavior in a written contract, with the terms of the contract determined by the principal. Not honoring the conditions of the contract will result in continuing progressive discipline.
3. In order to promote integrated health and mental health supports for students and families, our school has a designated Health and Wellness Team to help reduce student barriers to learning and encourage family growth and communication for the improvement of a student's academic and social behaviors in and out of school.
4. Please refer to the APS Student Handbook for a full matrix of student disciplinary action and the progressive disciplinary protocols outlined by APS.

X. Non-Discrimination for Students: Gender Identity and Expression

For complete policies and provisions regarding the APS procedural directive for non-discrimination for students, please see the following: [APS Policies and Procedures Non-Discrimination: Gender Identity and Expression](#)



This procedural directive is meant to advise school site staff and administration regarding transgender and gender non-conforming student concerns in order to create a safe learning environment for all students and to ensure that every student has equal access to all components of their education programs and activities.

The student shall be treated the same as all other students in the group of his or her affirmed gender in all respects of the education programs and activities offered by the Albuquerque Public Schools.

Names and Pronouns:

Students shall have the right to be addressed by a name and pronoun corresponding to their gender identity that is asserted at school. Students shall not be required to obtain a court ordered name, a gender change or to change their official records before they may be addressed by the name and pronoun that corresponds to their gender identity. This procedural directive may not prohibit inadvertent slips or honest mistakes, but it shall apply to an intentional and persistent refusal to respect a student's gender identity.

The requested name and gender identity shall be included in the student information system, in addition to the student's legal name and sex assigned at birth, in order to inform teachers of the name and pronoun to use when addressing the student.

Transgender and gender non-conforming students shall have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to disclose his or her transgender status to staff or other students shall not authorize school staff to disclose other medical information about the student. When contacting the parent/legal guardian of a transgender student, school staff shall use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student or parent/ legal guardian has specified otherwise.

Restroom Accessibility:

Students shall have access to the restroom that corresponds to their gender identity at school. Where available, a single stall bathroom may be used by any student who desires increased privacy, regardless of the underlying reason. The use of such a single stall bathroom shall be a matter of choice for a student, and no student shall be compelled to use such bathroom.

Celebrations: Birthdays and Holidays

We will follow the district policy on Religious Issues and Holiday Practices. In accordance to District policy on the celebration of holidays, please see the Instructional Guidelines regarding Religious Issues and Holiday Practices in the APS Staff Handbook and board approved procedural directives.

We do not celebrate religious holidays; however, holidays can be appropriately studied relative to State Standards. One celebration per trimester is acceptable if tied to accomplishments/academic goals. Classroom parties should not exceed 30 minutes of instructional time. Birthday parties are not permitted. If parents bring in cupcakes or treats, please try to incorporate the treats into the lunchtime, at recess or in the final minutes of the day. Birthday party invitations should NOT be disbursed at school unless the entire class receives an invitation.



XI. Breakfast/ Lunch/ Snack

1. Students needing breakfast should be dropped off as close to 7:45 as possible and will be advised to eat breakfast in the commons before heading to their classroom.
 - Breakfast picked up after 8:00 will be saved for snack time.
2. For students in the 80% program, please provide both a snack and a lunch for Tuesday-Thursday, and a snack for Fridays.
 - Lunches can be provided by sending in a packed lunch or signing up for a school lunch.
3. For students in the 50% program, please provide a snack for students Tuesday-Friday.
 - 50% students are not eligible to receive a school lunch, but are eligible for breakfast.

Because most classes will eat lunch in their carpeted classrooms, or outside, we ask that you please consider the nature of the classroom environment when you pack a lunch/snack for your student:

4. We recommend only packing water.
5. Please no foods that require microwaving
6. Please no food items/ containers that are difficult for students to open or serve themselves during class

Please check with your classroom teacher regarding any allergies in the classroom that may require you to avoid packing certain foods. We ask that you respect any food allergy policies enacted by the teacher for the classroom during the school year

XII. Volunteerism & Safety Protocols

Volunteerism Policies

- 1. Volunteers must have current background checks on their person and be on file with APS/front office.**
- 2. Volunteers must fill out our Volunteerism Agreement (see below).**
3. Parent volunteers must sign in at the office and wear a nametag at all times.
4. Parents may only observe presentations or volunteer in a capacity that doesn't include working with children if they do not have a volunteer permit via APS.
5. Volunteers are never permitted to be left alone with the students, regardless of being background checked on file.
6. No unenrolled CWFS siblings are permitted in the classrooms when a parent is serving as a volunteer. If a child attends a conference or presentation, they must remain with their parent the entire time.

Coyote Willow Family School

Parent Volunteer and Confidentiality Agreement

Required for all regular volunteers

As a volunteer, I agree to:

- € Maintain necessary APS Mandated Volunteer Clearance.
- € Abide by **all** APS safety regulations and requirements.



- € Be bound by the same standard of confidentiality that teachers adhere to. *What happens in the classroom, stays in the classroom.* This is not only a legal issue but an ethical one.
- € Work with students in the classroom respectfully, kindly, and equitably.
- € Notify the teacher promptly when there is a need for discipline or conflict resolution.
- € Bring concerns about the classroom **directly** to the classroom teacher, and **not** to other members of the CWFS Community.

Safety Protocols

Signing-In/ Drop-Off

- Our program has one access point at the front door. You may not enter the program through any other entrance (all other points of entry are to remain locked at all times).
- Students and parents may enter the school during the drop-off window (7:45-8:00).
- If you are entering the building WITH your student and intend to stay for any amount of time, you must please sign in at the front office.
- All visitors are required to sign in and to wear a designated Coyote Willow Visitor badge. Visitors must present valid ID to enter the school building.
- Tardy students must be signed in at the front office by a parent/ guardian. Children may not be sent into the building unattended if they are tardy.
- No early arrivals (prior to 7:45) are permitted.

Signing Out/ Pick-Up

- A student that is being picked up at any time during school hours must please be signed out in the front office.
- When picking up a student during school hours, the individual picking up the student must present a valid ID.
- Students will only be released to individuals that are listed on the student's pick-up list or emergency contact list in our system. No changes to this list can be made over the phone. Parents/guardians may edit this list in person.

Visitors

- Visitors to the campus must sign-in at the front office, present valid ID, and wear a badge.
- You may visit your child's classroom and observe at any time if you have signed in.

Parents that wish to observe their student in the classroom during the school day should adhere to the following expectations



- Communicate with school administration to schedule the day of the observation. Requests should be made 5 days in advance of the class period observation to ensure adequate time to communicate to the classroom teacher and make necessary preparations
- The purpose of the observation is to observe the parents' own child.
- Observations should last no more than 20 minutes in length.
- Each scheduled observation will be of a single class period. Requests to observe multiple classes will require separate appointments.
- Only one adult will participate in the observation at a time. The adult observing must have educational rights documented in Synergy, the APS School district's information management system.
- An administrator will escort/monitor the parent during the observation.

-Volunteers are individuals that will be working with students other than their own in the classroom. Volunteers must be background-checked through APS. Individuals without a background check are not permitted to work with children in the classroom. All volunteers must sign-in and present valid ID.

-All volunteers must have their background checks on them at ALL times. A copy will be kept in the office for reference, but will not substitute for your on-person copy.

Facilities

-No outside doors are to be propped at any time (including exterior gates or the Multi-Purpose room exits).

-All classroom doors will be locked during instructional hours and windows will be covered during instruction (where applicable).

-Staff will monitor their own doors during drop-off times to ensure students may enter the building. Classrooms will monitor for children to reenter classrooms during the day when the doors are locked.

Teacher Responsibilities

-Teachers are to wear visible identification at all times when on campus.

-Teachers will monitor their bathroom breaks/logs according to an agreed-upon protocol, depending on classroom grade-level.

-Teachers are responsible for communicating to their pod partners if they are leaving the building to go to the field or courtyard for any reason.

Bathrooms

-Students in grades 3-8 may sign out to use the bathroom on a log in their classroom. These logs will be used to monitor where students are in the event of a drill/emergency on campus.

-In order to ensure the safety of our youngest students, K-2 teachers may assign bathroom buddies or monitor bathroom breaks for their youngest students, including where appropriate the use of a bathroom log.

-No adults are permitted in the school's courtyard bathroom facilities—these are for student use only. Adult guests may use the office bathroom or the bathrooms located in the Multi-Purpose Room.



Field Procedures

-All classes going to the field for recess or any activities must get a radio from the front office. Teachers must alert their pod partners if they are leaving their classrooms.

-Teachers that go to the field must bring their emergency materials/paperwork with them in addition to the radio.

Preparedness

-Classes will participate in fire drills, evacuation drills, ALICE drills, and shelter in place drills throughout the year.

-Drills will be facilitated at different times of the day and without any notification (with exceptions of essential personnel).

Surveillance

-Our facility is equipped with fully-digital exterior and interior courtyard security cameras, which are monitored by the administrative team at all times in the front office.

-There is always an adult presence in the front office, either in the principal's room, the nursing office, or the administrative front desk.

-The principal, secretary, and custodian communicate via radio, and radios are now to accompany teachers when they go to the outside field during recess, ensuring constant communication between the field and the office.

-APD and BCSO are increasing their presence by making regular visits to our site and surrounding areas on a daily basis.

XIII. Unauthorized Items on Campus (toys, etc)

Students should only bring items to school that come directly from their school supply list.

- i. Items such as toys, games, Rubix Cubes, Pokemon Cards, and other game cards (Magic, etc), should remain at home.
- ii. Outdoor equipment should be cleared with the teacher for recess use only.
- iii. Items that can become a classroom distraction should remain at home. (Is it a tool, or a toy?)
- iv. Accommodations for “fidget” items will be permitted in collaboration between the teacher and family.
- v. Don't bring things you wouldn't want to lose! CWFS cannot use school resources to investigate lost and stolen items that should not have been on campus.
- vi. Items brought to campus may be confiscated by the teacher and returned directly to parents.

Regarding Fidgets:

Studies have shown that using fidgets and stress balls can increase focus and attention and also work as a stress management tool. (1,2,3,) Generally speaking a fidget is a small item you can manipulate with your hands. Good classroom fidgets are quiet, discreet, have an interesting texture, and allow for lots of finger and hand movement.

Resources to support the use of Fidgets in classrooms:



<https://nationalautismresources.com/fidgets-in-the-classroom/>

XIV: Commitment Letters and Support Meetings

As of Fall 2025, CWFS will log excessive missing homework, missing homeschooling logs, missed parent meetings, and missed project expectations using a Commitment Letter and documentation. On the first occurrence, families will receive a letter documenting the missing commitment. On subsequent occurrences, we will set up a meeting with staff support to ensure that students are receiving ample assistance to be successful in the partial homeschooling model.

XV: AI Commitment (Student)

As of Fall 2025, CWFS students will be held accountable to appropriate engagement with AI technology under the following policy.

CWFS Student AI Use Agreement 2025–2026

At CWFS, we believe in learning through creativity, curiosity, and doing your own thinking. AI tools (like ChatGPT or Google Gemini) are powerful, but must be used responsibly.

By signing this, I agree to:

- Not use AI tools for classwork, projects, or writing unless a teacher gives me specific permission and guidance
- Be honest and do my own thinking in all of my schoolwork
- Ask for help from a teacher or parent when I'm stuck—not from AI
- Respect the earth and understand that using AI has an environmental cost
- Take part in projects that help reduce electronic waste or support our planet, when offered
- Understand the significant environmental impact of the use of AI tools, including significant water usage and pollution



I understand that if I use AI when I'm not supposed to, it's the same as cheating—and I may have to redo the work or lose credit.