

Board of Education

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CAPITAN MUNICIPAL SCHOOLS BOARD OF EDUCATION

AGENDA ITEM EXECUTIVE SUMMARY

1. Board Meeting Date: November 17, 2025
2. Item Title: V.A.2 CMS Board Policy J-1850/JHCA Closed/Open Campus Revisions – Second Reading
3. Name of Presenter: V. Lee
4. This item is for: XX Action ___ Consent Agenda ___ Discussion ___ Report/Information
5. Proposed Motion (Action Items Only): I move that we approve CMS Board Policy J-1850/JHCA Closed/Open Campus Revisions, as presented.
6. Executive Summary: Please see attached.

J-1850 JHCA
CLOSED/OPEN CAMPUS

All schools of the Capitan Municipal Schools will operate as closed campuses. Students will not be allowed to leave campus or return to their vehicles during the school day. The exceptions outlined below will be permitted **for students who are properly checked out by their parents:**

- ~~Students who are properly checked out by their parents.~~
- Students who attend school on a reduced schedule (must still check in and out at the school office).
- Students who have critical appointments (legal, medical, etc.) that cannot be rearranged. Students must provide prior parent written notification and receive administrative approval.
- Students having permission from the school administrator ~~or office~~ **and with staff escort** to return to their vehicle to retrieve items or place items in the vehicle during the school day.

Students shall not be allowed to be checked out of school solely for the purpose of leaving campus and returning during lunch unless checked out and physically accompanied by a parent.

Adopted: date of manual adoption

Revised: November 17, 2025

CLOSED/OPEN CAMPUS

Checking in/out of School

Students should try to schedule appointments and other activities for such a time that classes will not be missed. When a student must arrive after the school day has begun or leave before the end of the day, the procedures below need to be followed. These procedures will also apply to high school students who have a reduced schedule.

- Students who are properly checked out by their parents.
- Students arriving on campus after the school day has begun must report to the office in their school building and sign in so that a record of the student's arrival is in place in the school.
- Any student leaving school during the school day ~~will~~ **shall be sign signed out by a parent either in person or prior by email** through the office. The student's parent/guardian must provide notification that the student is to be released. Parents are requested to check their student out in person. The District will not allow anyone to check out a student unless a school official has had contact with the parent or guardian. The school has the right to ask for identification of anyone wishing to check out a student. The school has the right to deny a student from checking out.
- Failure to check out through the office will result in the student being truant. Truant students may be subject to discipline.
- **Students shall not be allowed to be checked out of school solely for the purpose of leaving campus and returning during lunch unless checked out and physically accompanied by a parent.**