

INTRODUCTION

This handbook is intended to help the students of Quemado High School understand policies and procedures with which their school is operated. It should help you plan a sound and well-rounded program.

PRIDE

Quemado High School students are proud of their school. Because of this intense pride, we work hard to maintain our school property. We have great respect for ourselves and our schools and encourage proper respect from others. We're proud to be "Eagles"!

ACADEMIC PROGRAM

QHS includes grades 7-12, although grades 7-8 are sometimes considered the "junior high." The school is operated on a four-day week, with seven periods per day. The school year is 148 days long. Credits toward promotion and graduation are earned by passing semester courses. Each semester is divided into two grading periods.

The four-day week is a special privilege allowed by the New Mexico Department of Education and it can only be continued if student achievement remains high. Consequently, all students have a responsibility to take academic matters seriously.

ADMISSION

A student may enter QHS by promotion from elementary school or by transfer from an appropriate program. Students entering for the first time should report to the Principal's Office. Paperwork required for admission includes birth certificate and immunization record. Immunization requirements of the State Health Department must be met before a student can be admitted to school. (See policy on Open Enrollment, Appendix A.)

ATTENDANCE

Regular attendance at school is required of all students. Parents will be notified when a student has missed three days and again at five days. Students missing more than seven days in a semester must meet with parents and the administration to determine extenuating circumstances and/or consequences of chronic absenteeism. If the student misses the meeting or the administration does not find reasonable justification for these absences, the student will be placed on academic probation and will not be allowed to participate in extra-curricular activities. Graduating seniors may have to forfeit the right to participate in graduation ceremonies.

An absence may be considered excused when written documentation from parents has been received and approved by the administration.

Make Up Work

Students will be allowed the number of days they missed plus one to make up work. It is understood that students who do not make up work on time will receive a zero for any work not turned in by the due date. This does not extend the due date of any previously assigned work. If a student is absent the day a previously assigned lesson is due, the assignment/s is due the day of the student's return to school. If a student gets homework taken to him/her

while he/she is absent, it is expected that the work will be finished and turned in on the day the student returns to school. If a weekend falls during the extra days given to make up work, these days do count toward extra time to make up assignments.

Effort should be made to obtain make-up work from the teacher before the absence. Any student who misses for disciplinary reasons will receive zeros for any assignments graded during the time missed and those days will count toward the total absences.

Classes missed by students for school-sponsored extra-curricular activities when combined with other absences (i.e., sick days, doctor's appointments, family emergencies, etc.) may not exceed 15 total days per semester. Absences in excess of 15 days may prevent a student from participating in extra-curricular activities which may include but are not limited to away games, traveling FFA evens, spirit buses, etc.

Complete attendance policy and acknowledgement form are distributed to parent/guardian upon enrollment. Signed acknowledgement form must be returned to the school.

TRUANCY

A student will be considered truant if they have accumulated five unexcused absences within a twenty-day period.

TARDIES

Tardies – 2nd tardy, verbal warning. 3rd tardy, Friday School. If student does not show for Friday School, one week of lunch detention plus must do Friday School. Cycle begins again after the third tardy. An excess of 5 tardies in a semester will require a parent/student conference with administration.

CHECK-IN AND CHECK-OUT

Students who arrive late must first report to the school office to sign in. Students who leave early must go to the school office to sign out.

HIGH SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE

7:50	First bell
7:55 - 9:05	First period
9:08 - 10:08	Second period
10:11 - 11:11	Third period
11:14 - 12:14	Fourth period
12:14 - 12:44	LUNCH
12:49- 1:49	Fifth period
1:52 - 2:52	Sixth period
2:55 - 3:55	Seventh period

LATE START SCHEDULE

9:50	First bell
9:55 - 10:40	First period
10:43 - 11:27	Second period
11:30 - 12:14	Third period
12:14 - 12:44	LUNCH
12:49- 1:33	Fourth period
1:36 - 2:20	Fifth period
2:23 - 3:07	Sixth period
3:10 - 3:55	Seventh period

2:00 DISMISSAL SCHEDULE

7:50	First bell
7:55 - 8:49	First period
8:52- 9:36	Second period
9:39 – 10:22	Third Period
10:25- 11: 08	Fourth period
11:11 - 11:54	Fifth period
11:54 - 12:24	LUNCH
12:29 – 1:13	Sixth period
1:16 - 2:00	Seventh period

NOTIFICATION OF DELAYED SCHEDULE

On days of inclement weather students will be contacted by teachers or staff as to school status. There is a “phone tree” system and each student should watch KOB Channel 4 TV.

JUNIOR HIGH PROGRAM

The Junior High program (grades 7-8) consists of the following courses:

	<u>Credits</u>
Language Arts	2
Mathematics	2
Science	2
Social Studies	2
Physical Education	1
Electives	<u>5</u>

14 Total credits possible

A seventh or eighth grade student must pass all required subjects to gain promotion to the next grade. The required subjects are English, math, science, social studies and physical education. A passing grade will be an average of the two semester grades. Any 8th grade student not demonstrating 70% mastery of any core subject may be placed on probation their 9th grade year.

If the student has not mastered 70% of the essential competencies or failed any required subjects in spite of remediation opportunities, teacher-parent conferences will be held in a timely manner and/or a referral to the SAT team will be made.

HIGH SCHOOL PROGRAM

Requirements for graduation from Quemado High School are 24 credits in grades nine through twelve. The 24 credits must be earned as follows:

	<u>Credits</u>	
English	4	
Mathematics	4	(at least one must be Algebra II or higher level)
Science	3	(including one lab science)
Social Science	3 ½	(including New Mexico History, US History/Geog., World History/Geog., Govt./Economics)
Health	½	
Physical Education	1	
Distance/Correspondence	1	
Electives	7	(Music, Art, Speech, Drama,
TOTAL	24	Foreign Language, Voc. Ed., Athletics, Computer Science, etc.)

CREDITS EARNED

Credit for all work is earned on a semester basis. One-half unit is awarded for each semester course passed. One full credit is awarded for passing any course meeting daily for the entire year. If one semester is failed, you may earn half credit for passing the other semester. Under certain circumstances, one-quarter credit(s) may be granted with administrative approval. Correspondence and online credits will be determined by administrative committee.

CLASS STATUS

Students are classified according to the following plan:

<u>Class</u>	<u>Credits Earned (by September 1)</u>
Freshman	less than 6
Sophomore	6 through 10
Junior	11 through 16
Senior	17 or more

SPECIAL CREDITS

Credits earned in any way other than the regular school program must meet with state regulations. This applies to any correspondence or home study courses. All such courses and credits must be approved by the administration.

DUAL CREDIT

Dual credit courses are available for students who have passed a COMPASS test. Elective credit will be given for high school credits unless the course is taught by a highly qualified high school teacher, then a core credit may be awarded. The report card grade will be the grade issued by the college teacher.

EARLY GRADUATION

Early graduation by means of excessive term loads, summer session credits, correspondence courses, and the like will not be allowed unless planned with the counselor and approved in advance by the administration. Early graduation of students may be accomplished only if it is the result of an approved program.

ALTERNATIVE PROGRAMS

Senior options, including independent study, study in another institution, and work or volunteer service on a regular basis will be permitted with administrative approval. Eligible students must be seniors who are in the process of earning the credits needed for graduation and who have additional school periods not needed to accumulate credits.

A written description of the proposed activity must be prepared by the counselor and presented to the administration. Verification of continued participation in the approved activity will be required at least quarterly. Lack of verification or misuse of this privilege will result in reinstatement in the regular program. Students must meet NMAA standards to maintain eligibility for activities.

E2020

The E2020 program offers students elective courses, remedial courses, and accelerated courses for credit acquisition. Students must be approved and sign a program contract, which must also be signed by parents, before being allowed in the program. Students who fail E2020 courses may not retake the course through E2020. E2020 can also be used as an alternative program to full time, on campus, school for some students.

MANDATORY STANDARDIZED ASSESSMENTS

All students are expected to score in the proficiency range. Those who score below proficiency, grades 7-12, may be required to attend a test preparation class in place of an elective class. Students who score significantly below proficiency for two consecutive years may be recommended for retention.

GRADING SCALE

Grades are reported to students and parents by the following system:

A	4.0	100-90	Excellent
B	3.0	89-80	Above Average
C.	2.0	79-70	Average
D	1.0	69-60	Below Average
F	0.0	59-00	Failing
W			Withdrew
I			Incomplete
P			Passing

Students who receive grades of 60%-69% averaged at the end of the school year must have a mandatory meeting with the administration and parents before the next school year to develop an academic improvement plan for the following school year.

Students who do not turn assignments in on the due date will be given a zero. Due dates for assignments are firm and students are expected to turn work in when it is due.

Students who receive grades below 60% will not receive credit for the course and will have to retake the course if it is a required class.

FRIDAY SCHOOL

Friday school will be offered to students who are falling behind in classes and need a little extra support. Friday school may be mandated for some students for discipline reasons as well.

ONLINE AND HONORS CLASSES

Online courses will be offered to students. Students who enroll in online or WebCT courses will be required to sign a contract that details the student responsibilities for these courses.

Honors classes are graded using the Honors grading scale of 5.0 for A, 4.0 for B, etc. Honors credit will only be given to those students taking AP classes,

VALEDICTORIAN AND SALUTATORIAN

Each senior class will have identified a valedictorian (highest grade point average for the first seven and one-half semesters of high school) and salutatorian (second highest grade point average for the first seven and one-half semesters of high school). In the case of a tie for highest G.P.A., there will be co-valedictorians and no salutatorian; in the case of a tie for salutatorian, there will be co-salutatorians. To be eligible for these honors, a student must have been enrolled in QHS for at least two semesters of his/her first seven semesters of high school and have a minimum G.P.A. of 3.0. Classes which award only Pass/Fail credits do not count toward these honors. Valedictorian and salutatorian will not be notified until the report cards for the third nine weeks period have been printed.

REPORT CARDS

Report cards are issued four times a year. Parents should expect reports on the following dates: October 19, 2010, January 4, 2012, March 14, 2012 and May 30, 2012. Parents are not required to sign or return report cards, but they are encouraged to contact the school anytime they have questions regarding grades. Parent-teacher conferences will be scheduled for any student who has less than a 70% in a class.

Because the time between reports is lengthy, progress/deficiency reports are issued every 4 ½ weeks, or more often if the teacher deems necessary.

HONOR ROLL

A student must be enrolled in at least six classes to be named to the Honor Roll. A student qualifies for the Superior Honor Roll when he/she earns a 3.75 GPA or higher and scores proficient in all subject areas of the MAPS short cycle assessment. A student qualifies for the Regular Honor Roll if he/she earns between a 3.25 to a 3.74 GPA. Students and parents may submit, in writing, a request to retake a MAPS test within four days of the test contested.

ACADEMIC LETTERS

Students may earn academic letters by maintaining the following cumulative G.P.A.s:

Freshman	4.00
Sophomore	3.80
Junior	3.80
Senior	3.80

Academic letters are not awarded to freshmen until after final grades are recorded for the freshman year.

GUIDANCE PROGRAM

The school provides a guidance program with a qualified counselor to assist students with academic or other problems. The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers, friends, and setting;
2. Individual conferences whenever a student, teacher, or the counselor deems it necessary;
3. A testing program designed to help the student learn as much as possible about his capabilities;
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

Information on grades, course credits, and graduation requirements is available from the counselor. The counselor also helps students make realistic career plans for their lives after high school. It is recommended that you make an appointment to see the counselor unless an emergency exists. All students are encouraged to confer with the counselor.

CHOOSING AND DROPPING CLASSES

At the start of each semester, a student is given a choice of classes to be taken. If a change of schedule is necessary, contact the counselor for consideration. The counselor will complete a drop/add slip and have it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add. No changes will be made after four days of school in a given semester. All class changes must be approved by the administration.

MARRIED OR PREGNANT STUDENTS

Married students and/or pregnant girls, married or unmarried, who elect to remain in the regular school program shall not be involuntarily excluded from any part of the regular school program if reasonable safeguards are provided both for the school and student's best interest. Marriage or pregnancy does not automatically entitle students to special arrangements. All cases will be handled confidentially and on an individual basis. Consideration is to be shown so the best possible arrangements can be made regarding credits and graduation. No special or unusual arrangements may be made unless determined necessary by the staff and administration. Pregnant students are required to have written permission from their parent(s)/guardian(s) to participate in contact sports. There will be no exceptions to this requirement.

STUDENT RECORDS

Accurate cumulative records are maintained for every student enrolled in the school. Only authorized school personnel, parents, students, or legal guardians may view these records without a subpoena or the written permission of the student or his or her parents, per the Buckley Amendment.

Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request by the parents.

School officials will forward transcripts from the cumulative records upon the request of parents, legal guardians, students, ex-students and accredited educational institutions. Before this can be done, however, the student must have officially checked out of school, paid all money due, turned in all books, and have his or her parents complete a "record release" form.

DAILY BULLETIN

The daily bulletin is distributed to each teacher at approximately 10:00 a.m. The office will also post copies on the bulletin boards in the hallway. Students are encouraged to read the bulletin or refer to the posted copies and ask if they have questions.

ACTIVITIES

Students benefit in many ways from their experiences in activities outside the regular classroom. Consequently, we hope you take an active part in the clubs, organizations and sports that contribute so much to the life of the school and to your overall development as a person.

We cannot have students after hours if they are unsupervised because of liability and theft issues. If a student is planning to stay after school, he/she must be supervised by a staff

member at all times. The only reasons a student should be on the campus after school has let out are the following:

- He or she is on a sports team that is practicing after school.
- He or she is participating in a planned extra-curricular activity such as FFA, Driver's Ed, a school play, etc.
- He or she is staying with a teacher for tutoring.
- He or she is going home with a staff member after work.

However, if a student is going to stay after school for any reason other than sports, tutoring, or a planned school activity, the following steps must be followed:

- The student must have a note signed by both the parent and the teacher who will be responsible for him or her, giving permission to be here.
- The student must be with the above named staff member at all times while on campus.
- Please plan ahead as a student will not be allowed to leave class to call home to make arrangements. If there is a family emergency, the parent may call the school and make arrangements.

Students who are on campus after hours without the above mentioned permission will have the following consequences:

1. First offense – Mandatory Friday School – if the student does not attend the Friday School, the punishment will be automatically deferred to number two.
2. Second offense – Two Mandatory Friday Schools with the possibility of losing the privilege to attend two after-school events, such as a game, dance, or performance. Students who do not comply with the consequences will be referred to the school-wide discipline plan, Category II, second offense.
3. Third offense – Mandatory parent/student conference with the principal, 4 Friday schools and the possibility of losing the privilege of attending after-school events for the semester.

ELIGIBILITY

You must establish and maintain “eligibility” in order to represent QHS in vocational organizations, sports, as an elected member of student government, as a nominee for special honors, i.e., Homecoming Queen, or as a holder of a class office.

New Mexico Activities Association eligibility: A student shall have passed a minimum of four classes, not failed more than one, and had a grade point average (GPA) of 2.0 or better for the immediate previous grading period, or cumulatively, beginning with and including the second semester of grade eight. The cumulative provision may only be applied at the beginning of a semester and only semester grades are to be used.

During the current semester, the student must pass a minimum of four classes, not fail more than one class, and maintain a GPA of 2.0 or better per grading period during the semester. (GPA is based upon a 4.0 scale.)

Seniors participating in an alternative program are required to attend a minimum of four classes per day and must have a passing average in all their classes.

QHS conducts a weekly eligibility check each Tuesday during any or all sports seasons.

STUDENT GOVERNMENT

QHS has an elected and representative student government (Student Council) which shares in the formation of general school policies and deals with other matters of student concern.

CLASS OFFICERS

Each class may elect four officers—President, Vice President, Secretary and Treasurer. President of each class also serves as Student Council Representative for that class. Elections will take place at the beginning of the school year. All candidates must be academically eligible at the time of election. Votes may be taken by a show of hands or by a secret ballot as determined by the sponsor. The candidate with the most votes is the winner.

All officers serve until the next election unless they withdraw from school. Officers may be removed from office only by the following procedures: A) a recall petition stating specific grievances and signed by 2/3rds of the class to the sponsor; the sponsor will call a meeting of the entire class to discuss the situation. If the situation cannot be satisfactorily resolved at that meeting, the administration will be notified, and he or she will decide whether or not to declare the office vacant and to sanction a new election. B) The administration may, for good cause, remove a student from office and sanction a new election. Recall or removal from office are considered serious, and such steps will be taken only when necessary.

STUDENT COUNCIL

This organization is designed to represent the entire student body through its membership. The Council aids in the administration of the school, promotes general activities, and organized special events during the school year.

Your Student Council provides for student activities, serves as a training experience to both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

The officers and their duties are as follows:

President	presides at the meetings of the Council;
Vice President	aids the President in his or her duties and Substitutes in the President's absence;
Treasurer	collects and accounts for funds or property of the Council;
Secretary	keeps the minutes of Council meetings.

Officers are chosen in a school-wide election by students in grades 7-12 during the first week of the school year. All candidates must be eligible at the time of election. Candidates for President and Vice President must be a Junior or Senior. Secretary and Treasurer can be 9-12 grades. The candidate receiving the highest number of votes will be declared the winner.

CLASS AND CLUB MEETINGS

Class and club meetings will normally be held during the lunch period. The administration must approve any meeting scheduled outside the lunch period.

VOCATIONAL CLUBS

Students who take vocational classes are encouraged to become active members of the student organization, the Future Farmers of America (FFA).

PARTICIPATION IN PHYSICAL EDUCATION CLASSES

Quemado School is committed to developing students who are strong in both mind and body. Physical Education is a required class at both the 7th and 8th grade and high school levels. If a student is enrolled in a PE course, it is expected that the student will dress out and participate in the class. A student will only be excused from participating if he/she has a note from a doctor explaining why he/she is unable to participate and a date of release from the excuse.

ATHLETICS

The purpose of high school athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried out with the students' interest as first consideration.

A well-organized and well-run sports program is a potent factor in school morale and important for good school-community relations. However, either too great an emphasis on winning games or too consistent a record of losing them is harmful to the development of healthy attitudes.

SPORTS

QHS competes as a Class B or A school in the following sports, all of which are sanctioned by the NMAA:

Boys	Girls
Cross Country	Volleyball
Basketball	Basketball
Track	Track
Cheerleading	Cheerleading
Dance	Dance

Participation is limited to eligible students in grades 8-12. Junior high students may also compete in sports at the junior high level.

ATHLETIC POLICIES

1. The athletic program is an integral part of the curriculum and comes under the authority of the administration to the same degree as do all other phases of the curriculum.

2. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parents.
3. Insurance against injury or accidents is available to all students engaging in interscholastic activities. Mandatory participation in the school insurance program is not required. However, proof of insurance which will cover the cost of treatment resulting from any injury incurred while taking part in interscholastic sports will be required.
4. An attempt will be made to have trained personnel available to treat any athletic injury incurred during participation in an interscholastic sport.
5. Terms and conditions for participating on athletic teams will be established by the coaches, athletic director, and the principal.
6. Proper behavior and conduct are required of all students while on school-sponsored trips.
7. Pregnant students are required to have written permission from their parents/guardians to participate in contact sports. There will be no exceptions to this requirement.
8. Entrance requirement for enrollment in athletics class:
 - a. Signed athletic agreement by fourth day of class.
 - b. Intentions of participating in athletic program.
 - c. Signed consent to treatment and insurance documentation.
 - d. Current physical examination form prior to practicing.

ATHLETIC LETTERS

Students can earn athletic letters by fulfilling the requirements set by the coaches. After earning a letter, students may earn pins or service bars for additional participation.

ACTIVITY SPONSORS

All student activities take place under the direction of an adult sponsor appointed by the administration. Class sponsors usually join a class in the 7th grade and continue with it until graduation.

Sponsors are to provide guidance, not do the students' work for them. They supervise activities and monitor all financial affairs of the group. Students must: a) keep their sponsor informed at all times; b) never act without sponsor's approval; and c) accept the sponsor as the final authority in all group matters.

FINANCIAL RESPONSIBILITY

Each club, class or organization is required to adhere to the following procedures:

1. All monies collected for any function must be deposited at least weekly in the office.
2. A receipt must always be issued for any money collected by a student or a sponsor for a group activity.
3. No purchases can be made from activity funds without a signed purchase order. All expenditures must be documented by signed invoices.

SALES AND FUNDRAISERS

No group may sell anything or conduct fundraising activities without the approval of the Student Council and of their sponsor and the principal. Please see the class or club sponsor for additional information.

SPECIAL EVENTS

QHS HOMECOMING is celebrated annually. Activities include home sports contests and a dance at which a Homecoming Queen is crowned. Each class in grades 9-12 selects a candidate from its ranks; the Seniors may select two candidates if they wish. The date for Homecoming and the method of electing the Queen are chosen annually by the Student Council. Homecoming attire must follow dress code guidelines.

PROM is held annually in the spring. The junior class are responsible for arranging this event. Prom committee must present prom plans at the school board meeting in January before any school funds will be approved.

COMMENCEMENT, or graduation, takes place at the end of the school year. Diplomas and awards are presented to graduating seniors.

SPECIAL AWARDS

The **Mike Baca Memorial Award** is presently annually in memory of Mike Baca, Class of 1978. The outstanding male and female athletes are chosen by the coaching staff on the basis of effort, character and leadership. The awards will be given to Seniors who qualify.

QHS Hall of Fame

The school honors students who have excelled in athletic, club and other competitions and have thus brought recognition and acclaim to QHS. There are two categories for inclusion in the Hall of Fame.

1. A. Teams which win state trophies in any varsity sport;
 B. Individuals who place in the State track meet;
 C. Individuals who are selected for first or second team all-state honors in any varsity sport;
 D. Individuals who score 1,000 points in varsity basketball competition.
2. Other Activities: Groups or individuals who have excelled in competition as a representative of QHS. Some examples include: FFA students who earn plaques at state competition; county spelling bee winners; students who qualify for National High School Rodeo competition, etc.

Students are nominated for inclusion in the Hall of Fame by the faculty. Final determination is made by the administration.

The school district also honors its varsity teams achieving excellence in athletic endeavors by noting that achievement on a banner in the Eagle Gymnasium. Teams placing first or second

in regional play, and/or competing at the state semi-final or final levels, will be so recognized, as will district champions in basketball, track or volleyball.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Parents should remember that when you bring your child to an extra-curricular activity as a spectator, you are in charge of his or her behavior. We expect all school rules to apply during activities.

DISCIPLINE POLICY

(Also see Discipline Plan in Appendix for list of consequences and infractions.)

Immediate Removal

Regardless of whatever disciplinary measures may also be considered appropriate or whatever actions are implemented, persons whose presence poses a danger to others or to property or who poses a threat of disrupting the educational process may be immediately removed from school or from any school-sponsored activity.

Disciplinary Options

Teachers and administrators will judge the severity of student infractions and impose appropriate disciplinary measures.

Short-Term Suspension

A short-term suspension means a suspension of eight days or less. When it is anticipated that a student will be subject to short-term suspension, the student will be given oral or written notice of the charges against him or her, and if the student denies the charges, an explanation of the evidence the administration has available will be presented to the student. The student will have the opportunity to give his or her side of the story, subject to the following guidelines:

1. There need be no delay between the time "notice" is given and the time of the informal hearing with the administration.
2. The student must first be told what he or she is accused of doing and what the basis of accusation is.
3. Parents or guardians shall be given oral or written notice of the charges against the student and their possible consequences as soon as practical, but in no event later than the beginning of the first full day of suspension.
4. Any student under the age of 18 years will not be sent home during the school day unless the parent or guardian has been notified of the suspension.

Long-Term Suspension or Expulsion

The administration may temporarily suspend while the procedures for a long-term suspension are being put into effect. Long-term suspension is defined as one of more than nine days and may last until the end of the school year. Any suspension keeps a student from attending any school function or being on school-owned property.

In the event that such action is contemplated, the following procedures will be adhered to:

1. Not less than five days prior to the date of the contemplated action, the superintendent shall cause written notice of such proposed action to be delivered to the student and his or her parent or guardian. Such delivery may be by mail or by personal delivery. If mail, delivery is deemed completed at such time as the notice is deposited in the mail addressed to the last known address of the student or his parent or guardian.
2. In the event of a determination that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or his parent have actual notice of the hearing prior to the time it is held.
3. The notice shall contain: a) a statement of the basic reasons alleged for the contemplated action; b) a statement that a hearing on the contemplated action will be held if requested by the student or his parent or guardian within five days after the date of the notice; c) a statement of the date, time and place of the hearing in the event one is requested; d) a statement that the student may be present at the hearing and hear all information against him or her; that he or she will have an opportunity to present such information as is relevant; and that he or she may be accompanied and represented by a parent or guardian and an attorney; e) a statement that failure to participate in such a hearing constitutes a waiver of further rights in the matter.
4. The hearing shall be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable but including in all cases the student, his or her parents or guardians or attorney. Such individuals who may have pertinent information shall be admitted to a closed hearing to the extent necessary to provide such information. Testimony and information shall be presented under oath; however, technical rules of evidence shall not be applicable, and the hearing officer may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student or his or her representative may question individuals presenting information. A sufficient record of the proceeds shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the requesting party.
5. A written decision will be made within five days of the hearing.
6. The student may, within ten days after the decision of the superintendent, appeal the decision to the Board. Such hearing will occur in a Board meeting, at which a closed session may be used. The final decision will be made in public session.

Search and Seizure

Any certified school employee or school bus driver may conduct a search of a student's person or school-assigned property if he or she has reasonable cause to suspect that a crime is being or has been committed or if he or she has reasonable cause to believe that a search is necessary in the aid of maintaining school discipline.

1. General searches of school property, including lockers or school buses, may be conducted at any time.
2. Searches of a student's person or vehicle on school property will be conducted only if a certified employee or school bus driver personally notices or is suspicious of arrangement of a student's clothing, possessions, or actions which give reasonable

cause to believe that a crime or breach of the disciplinary code is being committed by the student.

3. Searches of a student's person may be conducted by a certified school employee only in the presence of another certified school employee; searches of a student's person may be conducted only by a certified school employee of the student's same sex.

USE OF DOGS IN SEARCH PROCEDURES

Dogs will be involved in searches only upon authorization by the Superintendent.

RIGHTS AND RESPONSIBILITIES

Students at QHS have certain rights that are guaranteed to all citizens. However, these rights are not absolute. One primary limitation is that the exercise of individual rights terminates when it infringes upon the rights of another.

The Board has adopted the following policies regarding student rights:

1. No student shall be subjected to any prejudicial treatment nor denied any access to a public education because of race, ethnicity, sex, religion, political belief or handicap.
2. Students have the right to free speech and expression so long as it does not infringe upon the rights of others.
3. School officials have the responsibility for providing an atmosphere free from disruptions that will interfere with or infringe upon the operation of the school or the work of the students.

REGULATED BEHAVIOR

Weapons or Dangerous Chemicals

Any student who brings to school or to a school-sponsored activity or possesses any type of deadly weapon, dangerous chemicals, or any item considered to be detrimental to the welfare and safety of any individual will be immediately suspended. A parent conference shall be required before the student may return to school. In addition, a report may be filed with the local police and formal charges filed with the courts.

Alcoholic Beverages and Narcotics

In accordance with State Board of Education Regulation, ISD#2 prohibits students from the use, possession, sale or transportation of alcohol and/or illegal drugs on school property, in school buildings, or at school-sponsored and/or school related activities and athletics. For this policy, illegal drugs are defined as controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold, and/or used that are represented to be controlled or illegal substances as defined by Controlled Substance Act, P.L. 91-513, Schedules 1-5. Additionally, Quemado-Datil Schools prohibit students from selling or giving away alcohol and/or illegal drugs and from possessing, selling, giving away and/or using drug paraphernalia on school property, within school buildings, or at school-sponsored activities and/or school-related activities and athletics.

The Superintendent or his designee has the authority to suspend or expel on a long-term basis students who, after a notice and a hearing, have been found by a preponderance of the

evidence to be in violation of this policy or state laws. (Refer to Quemado Board Policy Manual, and State Board of Education Regulation.)

Due process rights for students and parents are guaranteed under Quemado ISD#2 Policy and State Board of Education Regulation. Students will be afforded the opportunity to participate in the district-wide student counseling program at their local school. This option will be exercised before proceeding to long-term suspension and expulsion. School officials shall follow procedures in Quemado ISD#2 Policy Manual, on long-term suspension and expulsion, as defined by State Board of Education Regulation. These policies state that long-term suspension and expulsion decisions may be appealed to the Superintendent. Expulsion is viewed as a punishment of last resort and will require formal Board action.

The legal responsibility of a school employee is: “A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the Quemado ISD#2 Board.”

All students shall receive a copy of this policy and procedures at the beginning of each school year. New students upon enrolling in the school will be given a copy of this policy and procedure.

Tobacco

For safety as well as health reasons, the possession or use of tobacco in any form by students is prohibited on school grounds and inside any building or vehicle owned by the school district. Any items related to the use of tobacco shall be confiscated. Any damage caused by the use of tobacco shall be repaired or paid for by the student. Offenses will lead to disciplinary action according to the Assertive Discipline policy and administrative decision. Any person who violates this policy commits an unlawful act under the provisions of the Clean Air Act, Section 24-26, NMSA 1978.

Disruptions and Demonstrations

A few disruptive students can make it difficult for the majority to carry on their normal educational functions. Therefore, appropriate consequences for school or classroom disruptions, walkouts, or other negative forms of demonstrations will be given according to the school wide Assertive Discipline Policy.

Fights

Students who start or are involved in a fight on school grounds or at any school activity are subject to procedures of the District discipline policy. The type and severity of the disciplinary action taken shall be determined by the circumstances and the student’s past record.

Assault, Menace, or Intimidation

Students who attack, assault, or intimidate any school employee will be reported to the administration. The same is true for any student who attacks or assaults any other student or individual while on campus or at any school activity. Any student involved in such behavior may be suspended, and a parent conference required before the student can return to school.

Release of Students from School

Only the administration has the authority to release students from school. The administrator shall always make certain that the identity of the custodial parent or guardian is known before any student is released. If the identity of a person requesting the release of a student is not known, then the administrator must require proof of identity and obtain permission from the parent or guardian before that student is released. A student shall never be released to a stranger during school time.

Police Questioning and Arrest of Students

1. A student of ISD#2 while on school property may be questioned by a police officer only in the presence of an administrator or in the presence of the student's parent(s) or legal guardian.
2. A student will be released in the custody of a police officer to be questioned at the police station only when the school has received permission from the student's parent or legal guardian.
3. Where a law enforcement agency deems it necessary to question and/or arrest a student during school hours and if the principal or other administrators do not recognize the identity of the law enforcement officer, then the following procedure must be followed. The principal should first require that the officer come to the principal's office. The principal shall document the time, date, and name of the student(s), the name of the officer, including rank and badge number, and agency of the law enforcement officer. The principal should then contact the nearest office of this agency and verify the officer's identity, warrant, if applicable, and the necessity for questioning and/or arrest at school. The principal shall obtain a copy of the arrest warrant, if applicable, and document the contact with the supervisory officer, and the justification for the questioning and/or arrest. Then the principal should document the date and time of attempts made to contact parents or guardians to report all details and invite them to come to school,

Disrespect Toward Employees

Disrespect toward any school employees, including substitute teachers, will not be tolerated. The District discipline policy will be followed.

Profanity

Students who speak, write, distribute, or possess profane, indecent or obscene language, literature, writing or pictures shall be subject to discipline according to the District discipline policy.

Loitering

Persons not in school due to disciplinary reasons or not enrolled in school will be considered to be trespassing if found on school property without a valid visitor's pass issued by the office. If necessary, such persons will be referred to the police.

Care of Campus Buildings and Grounds

Students must take responsibility for the school grounds and buildings. Any student vandalizing any school property in **any way** will be punished and subject to disciplinary action according to the District discipline policy. Students may not sit on furniture improperly. Parents will be notified and violators must pay for the damaged or destroyed items.

Vandalism and Destruction of Property

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, you should report it to a teacher or the office immediately. If students willfully destroy school property, the District discipline policy will be enforced.

DRESS CODE

The Board has the right at all times to regulate any student's dress that creates a problem or is a distraction to learning. Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the bounds of propriety, decency, and social acceptability is a part of each student's education.

Clothes worn to school should be clean, in good taste, and appropriate for classroom attire.

Any student not following the dress code will be subject to discipline in accordance with the district discipline policy.

The following guidelines are for further clarification of the dress code for students attending Quemado Independent School District #2 schools.

1. Under shorts must not be exposed.
2. Oversized trousers must fit so that a student is able to walk with a normal gait and the length of the pants will not fall below the bottom of the shoe.
3. The bottom of the shirt should sit at or below the waistband of your pants, skirt, etc., so that it will not ride up to expose midriff and/or underwear when standing or sitting.
4. The neckline of your garment should not be lower than three inches below your collarbone.
5. Clothing will not recognize gang emblems or advocate or make reference to sex, tobacco, alcohol, violence or drugs.
6. Skirts/dresses must measure no shorter than four inches above the knee.
7. Shorts must measure a four-inch inseam..
8. Prohibited manner of wearing clothing:
 - Bare or exposed midriffs
 - Spaghetti strap blouses, shirts or dresses
 - Caps or hats worn inside in the school buildings
 - Sunglasses without a doctor's prescription
 - See-through blouses (without camisole)
 - Shirts that expose chest or torso

9. For safety, footwear must be worn at all times and must be appropriate. No slippers or house shoes are allowed.
10. Any student wearing inappropriate clothing will receive one of the following consequences:
 - ◆ Wear appropriate clothing provided by the office, if available. The inappropriate clothing will only be returned when a parent/guardian comes to the school and returns the replacement clothing.
 - ◆ Have appropriate clothing brought to school.
 - ◆ Be sent home with parental permission or remain isolated for the remainder of the day or be suspended.

*The above applies to all students, at all times during school hours and at school-sponsored events, if participating.

Prom and Homecoming and any other formal affair will allow spaghetti straps and strapless gowns that the neckline will not be lower than three inches from the top of the collarbone. Backline may be cut down to the normal waistline. Slits may not extend higher than 4 inches above the knee.

Policy on Body Jewelry and Tattoos

The Quemado Independent School District #2 Board of Education believes that adoption and enforcement of a strict policy on student appearance and dress can be a factor in improving student attitudes toward school and that positive changes in attitude can lead to improvements in school attendance, drop-out rates, and academic performance and avoid student conflict and confrontation. The Board further discourages wearing of certain items of dress or jewelry for the following reasons:

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene and attire.
2. To foster an attitude of respect for authority and to prepare students to enter the work place, where rules regarding dress, conduct and appearance are frequently encountered.
3. To insure that the conduct and grooming of students who represent the district in school-sponsored, extra curricular and community activities create a favorable impression on the district and community.
4. To counter the disruptive effect and potential for interference with the educational mission of the school district which may result when aspects of student appearance or articles of dress represent gang membership, present violence sexually explicit or obscene messages are inappropriate to wear at school under the local community standards or may incite confrontation or violent reactions.

In consideration of the above concerns, and, as a result of the safety, health and hygiene concerns created by body piercing and obtaining of tattoos and the adverse and sometimes violent reactions which body piercing or obtaining tattoos may cause within the school community, it is the policy of the Board of Education to discourage students from engaging in body piercing or obtaining tattoos. In furtherance of this policy, the Board of Education hereby:

- A. Prohibits students attending school or school-sponsored activities from wearing rings or jewelry in pierced locations on a student's body other than the ears. Any other piercings are subject to administrative review.
- B. Students shall not attend school or school-sponsored activities with tattoos that are offensive in nature.

Enforcement of this policy shall be in accordance with the student conduct code and subject to administrative review.

Theft or Larceny

Any students apprehended in the act of stealing or having stolen property in his or her possession may be reported to the police for legal action. Other action by the school will be determined by the student's prior disciplinary record and by the seriousness of the offense.

LUNCH PROGRAM

Students may purchase lunch in the school cafeteria for \$2.00. Breakfast is provided to all students at no charge. Forms for free and reduced price lunches are available in the school office and parents are urged to participate in this program. Students with special dietary needs and/or food allergies must notify the nurse, administration, and cafeteria personnel in writing.

According to Section 204 of Public Law 108-265 of the Child Nutrition and WIC Reauthorization Act of 2004, foods of minimal nutritional value are to be omitted during the school day. This includes, but is not limited to, carbonated beverages, certain fruit drinks and ades, certain candies and chewing gum.

Students who are not eating or who have finished eating may use the commons area. If a student desires to eat at home, he/she must have prior written permission to do so from his/her parents/guardians and must sign out/in at the office. They must also meet criteria as outlined under "Closed Campus".

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to find it. Students are to remain in the cafeteria until they have finished eating.

No one will be dismissed from class early to go to lunch unless previous arrangements have been made with the Principal.

FIRE DRILLS

Fire and emergency drills are held at irregular intervals throughout the school year. Fire drills must be held once a week during the first month of school and once a month thereafter. A series of three short bells will be given when students should return to class. Remember these basic rules: 1) Check the instructions in each classroom (they are posted) indicating how to leave the building from that classroom in case of fire. 2) Walk. No talking. Move quickly and quietly to the designated area. Remain there until dismissed.

TEXTBOOKS

All basic texts are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are encouraged to provide book covers. Please be sure your name and grade are written on the book label in case the book is misplaced. If a student loses or damages a book, he/she will be responsible for the cost of replacing the book. Semester or final report cards will not be issued until the debt is paid.

STUDENT VEHICLES

Students may bring vehicles to school, but must have a parent permission form signed and on file in the office. Once on school premises, vehicles must remain parked. Vehicles may be taken during lunch period. Vehicle registration, insurance, driver's license, and parent permission must be on file. Failure to comply will result in loss of privilege for the remainder of the school year.

LOST AND FOUND

Lost and found items should be immediately taken to the school secretary for safe keeping. If unclaimed by the rightful owner, lost and found items can be claimed by the person(s) finding the article at the end of the school year. If articles are unclaimed, they will be disposed of.

CLOSED CAMPUS

Students are not allowed to leave campus during the day without the permission of the administration. Students must sign in and out at the office. Seniors, as well as sophomores and juniors who have earned the Honor Roll, may leave campus at lunch, provided a document is on file signed by the student, parent and principal. Students may not eat lunch at school and then leave campus. There will be no exceptions. Students may only ride in vehicles with other students if signed permission is given by parents.

DANCES

Those attending dances at QHS **MAY NOT** leave the dance and return later. All school rules must be followed during dances. All dances must have appropriate adult sponsorship and supervision.

BUS REGULATIONS

The district provides bus transportation to and from school; this is a privilege and must be treated as such. Remember that you are technically and legally still "on campus" while on the school bus; regular school rules apply. The driver is responsible for your safety at all times and he/she must be obeyed.

Students who come to school on the bus should return home on the bus unless they have a note from the parents signed by the superintendent or principal. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

The district discipline policy will be followed on the buses.

VISITORS

Citizens of the district are invited and welcome to visit at previously arranged times. Any citizen desiring to visit should check in at the office. Under no circumstances will permission be granted for wandering around campus. Parent observations will be limited during regular class time so disruption of the learning environment is limited. Permission must be obtained by both the teachers and administration before observation may occur.

In the absence of specific permission from parents, students will not be allowed to see anyone other than parents or duly authorized persons such as employers.

Unruly or discourteous conduct by any visitor will cause immediate cancellation of any pass, and the visitor will be asked to leave campus. Dress code and personal hygiene must meet district standards. Anyone who does not comply will be subject to removal by the local police.

TELEPHONES

School phones are to be used for school business only. Students will NOT be called to the phone except in emergencies. Students may make calls during lunch, and before and after school only. Students may not make phone calls during class time or between classes unless permission is given by school/office staff. Students MAY NOT use school telephones except in cases of extreme emergency and then only with school/office staff permission.

CELL PHONES

Cell phones or other electronic communication devices are not allowed in any class during the instructional day at Quemado Schools. If a student brings a cell phone, it must remain in the locker during the school day with the exception of lunch time. If a student is caught with a cell phone in class, it will be confiscated and held in the principal's office until a parent or legal guardian comes to retrieve it. If the phone is confiscated a second time, the phone will be kept in the principal's office until the final day of school for that year. If a student engages in any inappropriate conduct with cell phones (example: cyber bullying, sexting, etc.), law enforcement will be called in.

MUSIC IN THE CLASSROOM

There will be no personal music devices allowed in any classroom or in the hallways. This rule includes but is not limited to MP3 players, iPods, and listening to music on laptop computers. First offense: If a student is caught listening to a personal music device in the classroom, the device will be confiscated and given to the principal. It will not be returned until parent retrieves the device. Second offense: The device will not be returned to the student until the last day of school in May or at the administrators' discretion for laptop computers. Students may listen to personal music devices on the bus or in the commons area during lunch.

LOCKERS AND LOCKS

Lockers will be assigned to all 7-12th grade students. Combination locks will be issued to all 7-12th grade students for academic and athletic/P.E. lockers. All students are responsible for their issued lock(s). If locks are lost or damaged, a \$10 fee per lock will be assessed.

Students will not be allowed access to lockers during class unless given written permission by a teacher. Personal locks are not allowed and will be removed by the administration. The administration may search lockers to aid in maintaining an orderly and safe school.

ACADEMIC DISHONESTY POLICY

It is academically dishonest, and often illegal, to present someone else's ideas or writing as your own. You cannot use even short phrases or parts of sentences obtained from other sources unless you properly document those sources.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments (cheating); claiming credit for work not done or done by others (claiming you completed an assignment when you did not; turning in work that belongs to another student); hindering the academic work of other students (deleting or altering another student's work in any way); and plagiarism.

Plagiarism is defined as representing someone else's work as your own. This includes, but is not necessarily limited to, submitting examinations, papers, or reports that have been prepared by someone else, copied from someone else (including books, encyclopedias, and websites), or downloaded from the internet, in part or in whole. It also includes the use of quotations that are not explicitly documented and placed in quotation marks.

Plagiarism does not exist when adequate reference is made to the work of another when that work is included in your paper. Adequate reference requires that the included material be quoted and explicitly referenced (either by a footnote or reference to a specific item in the bibliography or works cited page). Although you may avoid plagiarism by adequate reference, a paper that contains large amounts of quoted or reference material will generally be graded poorly because it will not adequately demonstrate your own mastery of the material.

Academic dishonesty situations will be handled according to the district Assertive Discipline Plan.

HALLS

Students should be in the halls only at the beginning and the close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times. Running and shouting in the halls is never permitted.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program. Textbooks and other materials are to be left in the classrooms or lockers. Purses and billfolds are to be taken into the gym. Discipline will follow the district discipline policy.

SERVICES

Library

The library will be opened at 8:00 a.m. and remain open throughout the day. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from their teacher and then, upon entering the library, inform the librarian about his/her particular need.

Computer Lab and Classroom Technology

Computer lab will be available to classes and individual students throughout the school year. Availability is based on a) regularly scheduled classes; b) availability of supervision; c) student behavior.

All technology use at QHS is a privilege and requires:

1. Student use technology fee (\$10 per year or \$5 per semester)
2. Acceptable Use Policy initialed and signed by student, signed by parents/ guardians, and on file
3. Following all school rules and all technology related rules.

Nurse

A room is available for students who are ill and wish to lie down rather than sign out and go home. A pass from a teacher is necessary and students will be marked absent from class and subject to all of the rules governing absences. Students must see the nurse before they can leave campus to go home due to an illness.

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the office or the nurse.

If your child has a fever, do not send him/her to school until he/she has not experienced a fever for 24 hours. If your child is sent to the nurse during the school day and he/she has a fever, we will call the parent and have the child sent home. Remember that the Student Health Center is open on Tuesdays for Quemado Schools' students and staff only, so you can schedule an appointment for your child by calling 773-4610. The Health Center is also open to all community members on Wednesdays, we you have an opportunity to see the doctor on these days. You should call 1-800-499-0767 to schedule an appointment.

Our school nurse is equipped to handle minor injuries and health issues. It is expected that when a student is sent to the nurse, he/she should only be in the nurse's office for a few minutes. If the child has no fever and the nurse feels he/she is well enough to go back to class, he/she will be sent back to class. In short, if the student is well and at school, he or she should be in the classroom learning. We do not have the space or facilities for students to go to the nurse's office to take a nap or to sleep off an illness. If the student needs to sleep, we will call the parent to come and get him/her and take them home.

School Insurance

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this insurance is optional. Students involved in athletics must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

GRIEVANCE PROCEDURE

Please see Board Policies or an administrator for Grievance Procedure.

QUEMADO HIGH SCHOOL FUNDRAISING PROCEDURE

PROCEDURE

Student Council will govern fund-raising activities by student organizations and other school associated groups. Groups will petition Student Council for fund-raising activities under the following guidelines: 1) Established traditions will have priority. 2) Groups will be limited to five fund-raising activities per year unless Student Council and administration overrule. 3) After Student Council approves fund-raising activity, it must also be approved by administration.

AFFECTED AREAS

Prom: The prom is the direct responsibility of the Junior Class. Funds for prom will be provided as follows: Up to \$1,000 per year allocated by the school board, with other fund raisers as necessary. Prom committee must give presentation on prom plans to the school board at the January board meeting before funds will be approved.

All prom decorations, DJs or Bands, and other prom details must be approved by administration prior to prom set-up. Junior class will pick themes and play a major role in organizing and decorating the prom.

Publications: The annual should be able to pay for itself.

CONCESSION USE

The Booster Club will coordinate all concessions. Organizations wanting to sponsor a concession should coordinate with the Booster Club president.