

**MOSQUERO MUNICIPAL SCHOOLS  
2015/2016  
STUDENT/PARENT HANDBOOK**

**``Our Students Are Our Number One Priority``**

We welcome each of our students and our staff to the Mosquero Schools, and we strongly encourage parents to visit the schools **often** and **keep informed** about their students' educational activities. We are very proud of Mosquero Schools and shall **endeavor to do our best** as a faculty and staff to provide all students with **the best education possible**.

The following requirements of Senate Bill 106 (School Reform Act), ``No Child Left Behind`` and HB212 are set forth in this Handbook.

Student Handbook  
Special Education Policy  
Maintenance of Records Policy  
Eligibility Regulations for Extra-Curricular Activities  
``No Child Left Behind`` and New Mexico HB-212  
Educational Plan for Student Success (EPSS)

**Mission Statement**

**To educate the students of the Mosquero Municipal School District to be the best person they can be.**

**Vision Statement**

**Our goal is to give the students of the Mosquero Municipal School District the best possible education through a team effort involving the community and school. We will provide a safe, healthy and pleasant environment in which to educate our children as well as the community. We will continue to improve the curriculum overall and provide new programs to further our children's education. We will place a high value on individual development across the curriculum. We will strive to find qualified administration and staff who exhibit high values, integrity and commitment. We are committed to staff development.**

## **Welcome to ``YOUR'' Mosquero Municipal Schools**

### **``Our Students Are Our Number One Priority''**

To All MMS Students:

It is with great joy and pleasure that we, the faculty, staff and Board of Education, welcome you to the Mosquero Municipal Schools. It is our intent and hope that you will apply yourself and use your time wisely in order to obtain the very best education possible.

The staff is here to guide and assist you in your efforts to be successful while obtaining your education in the Mosquero Municipal Schools. Your teachers and other staff members will provide you with numerous opportunities to be successful. By doing your best, you will discover the future is bright and filled with unlimited opportunities to pursue a career that will be both pleasing and fulfilling.

We encourage you and your parents/guardians to be actively involved in all school functions, events and activities. Parent/Teacher Conferences have been added to the school calendar and they are an excellent opportunity for important communications to continue regarding your educational progress.

Also, confidential weekly individual student Progress Reports will be available via the district website [mms.k12.nm.us](http://mms.k12.nm.us). The Progress Reports and Parent/Teacher Conferences will provide your parents with important media whereby they can assist you in closely monitoring your educational success.

Remember, education is the **``key''** that unlocks the door to opportunity and success! Every day, you, as a student of Mosquero Municipal Schools, make many choices about your present and future. The choices you make have consequences, be they good or bad. Wise, prudent and good choices will result in favorable results with long lasting implications and results!

**Pursue excellence in all you do!**

Have a great school year!

## THE EDUCATIONAL PHILOSOPHY OF MOSQUERO SCHOOLS

We believe that the primary purpose of Mosquero Schools is to help all it's youth develop those abilities and attitudes that will enable them to be effective and constructive citizens and will help them to accept their responsibilities in our democratic society.

We believe that in order to achieve this purpose, Mosquero Schools shall provide experiences that encourage maximum development of knowledge, skills and interests of all youth, regardless of individual abilities or differences.

We believe that the home, the church, and the school share the responsibility for the development of our youth.

We believe that the school is concerned with, and must consider, all phases of the students' growth - mental, moral, physical and emotional in helping them to develop both as individuals and as social beings.

We believe that the teachers of Mosquero Schools should encourage students individually by giving them confidence, inspiration, guidance, and helpful directions for their studies.

We believe that work should be expected from students commensurate with their abilities. For those who do not do standard work but do put forth maximum effort, we recommend that teachers exert every effort before, during and after school, to provide extra help through individualized instruction in order to enable them to receive passing credit for their work. An attempt should be made to develop skills at levels where they can succeed.

We believe that our educational programs should be attuned to the needs of the times, and they should provide conditions for creativity, experimentation, independent study and growth. This pertains to all areas academic, non-academic, and social.

We believe that our teachers and the administration are accountable to the school and to the community for effective implementation of the philosophy and all objectives of the Mosquero Schools.

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**STUDENT HANDBOOK**

**1.0 JURISDICTION OVER STUDENTS**

All official employees, and authorized agents of the public schools whose responsibilities include supervision of students shall stand in loco parentis with regard to any students whom they are required to supervise at any time that responsibility of supervision exists. This authority applies whenever students are lawfully subject to the school control, regardless of place. During such periods, public school authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the schools' authority.

**A. OBJECTIVES:**

To provide a comprehensive framework within which the District can carry out their educational mission and exercise their authority and responsibility to provide a safe environment for student learning, and further to provide students and parents with an understanding of the basic rights and requirements necessary to effectively function in the educational community.

**B. DEFINITIONS:**

1. "Administrative authority" means the local school district superintendent, a principal, or a person authorized by either to act officially in a matter involving school discipline or the maintenance of order. The term may include school security officers, but only to the extent of their authority as established under written local school board policies.
2. "Criminal acts" are acts defined as criminal under federal and state law, and any applicable municipal or county criminal ordinances.
3. "Delinquent acts" are acts so defined in Section 32A-1-3A, NMSA 1978 of the Delinquency Act.
4. "Detention" means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free for recess or to leave school.
5. "Disciplinarian" means a person or group authorized to impose punishment after the facts have been determined. Under these rules, the Hearing Authority shall also be the Disciplinarian unless otherwise provided for good cause by the Superintendent.
6. "Disruptive conduct" means willful conduct which:

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- a) Materially and in fact disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes; or
  - b) Leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.
7. "Expulsion" means the removal of a student from attendance at all schools of the District, either permanently or for an indefinite time exceeding 10 school days.
  8. "Gang related activity" means conduct prohibited by the District's policy on Gang Related Activity, No. 6.14A.10.
  9. "Hearing Authority" means the person who presides at the formal hearing, hears the evidence, decides culpability, and determines punishment. The Superintendent, Associate Superintendent for Instruction, Personnel Director shall serve as Hearing Authority on a rotating or alternating basis in all formal hearings, except in instances in which the administrator who would otherwise serve as Hearing Authority was directly involved in, or witnessed, the incident(s) in question, has prejudged disputed facts, or is actually biased for or against any person who will actively participate in the hearing. In such cases, one of the other administrators eligible to serve as Hearing Authority shall do so.
  10. "Immediate removal" means the removal of a student from school for one school day or less under emergency conditions and without a prior hearing.
  11. "In-school suspension" means suspending a student from one or more regular classes while requiring the student to spend the time in a designated area at the same school or elsewhere.
  12. "Legal limits" include the requirements of the federal and state constitutions and governing statutes, standards, and regulations, and also include the fundamental common-law requirement that rules of student conduct be reasonable exercises of the schools' authority in pursuance of legitimate educational and related functions. There are special limitations arising from constitutional guarantees of protected free speech and expression which must be balanced against the school's need to foster an educational atmosphere free from undue disruptions to appropriate discipline.

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13. "Long-term suspension" means the removal of a student from attendance at all schools of the district for a specified or indefinite period of time exceeding 10 school days.
14. "Parent" means the natural parent, a guardian, or other person or entity having custody and control of a student who is subject to the Compulsory School Attendance Law, Section 22-12-1, et seq., NMSA 1978, or the student if he/she is not subject to compulsory attendance.
15. "Public school" means the campus; of and any building, facility, vehicle, or other item of property owned, operated, controlled by, or in the possession of a local school district. For purposes of student discipline, the term also includes any non-school premises being used for school-sponsored activities.
16. "Refusal to cooperate with school personnel" means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.
17. "Refusal to identify self" means a person's willful refusal, upon request from school personnel known or identified as such to the person, to identify him/herself accurately.
18. "Review authority" is a person or group authorized by the Board to review a disciplinarian's final decision to impose a long-term suspension or expulsion. Under these rules, the Board of Education shall be the Review Authority unless the Board determines otherwise in specific t\cases.
19. "Sexual harassment". Regarding students, means conduct prohibited by the District's Student Sexual Harassment Policy.
20. "School personnel" means all members of the staff, faculty, and administration employed by the local school board. The term includes school security officers, school bus drivers and their aides, and also authorized agents of the schools, such as volunteers or chaperones whose responsibilities include supervision of students.
21. "Student" means a person who is enrolled in one or more classes at a public school or a person who was a student during the previous school year and is participating in a school-sponsored activity connected with his or her prior status as a student.
22. "Temporary suspension" means the removal of a student from school for a specified period of 10 school days or less after a rudimentary hearing.



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A complete set of "Student's Rights and Responsibilities" are maintained in the Superintendent's Office.

**2.0 RIGHTS AND RESPONSIBILITIES**

**A. STATEMENT OF POLICY**

A primary responsibility of the Mosquero Municipal Schools and their professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community, and the legal processes whereby necessary changes are brought about.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The Mosquero Board of Education has both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

**3.0 Student Code of Conduct**

**OBJECTIVES**

The objectives of the school district are to: develop an educational program which will motivate and support students in identifying and achieving their highest potential; in a way that: increases accountability and achievement; fosters positive community, parent, teacher, and student

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communications and relationships; provides increased opportunities for staff development; enhances professionalism; utilizes structured interaction within the District; provides appropriate curriculum; employs research-based, innovative restructuring and practices; and enables students to succeed in a technological society; so that: students will be equipped to meet ``real world'' expectations with the involvement of parents, community, business, and higher education.

These objectives may be met only when there is a school climate free from disruptions that interfere with the learning process. The purpose of this code is to communicate the expectations for responsible student behavior, and the consequences of irresponsible and disruptive behavior. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations of the Code of Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or maintain a positive learning environment.

Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

To reiterate the District has jurisdiction over it's students during the regular school day and while going to and from school on District transportation. The District's jurisdiction includes any activity during the school day on school grounds, or adjacent to school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, including retaliation against an employee, regardless of time or location.

**Abiding by the Law**

Every student is expected to abide by federal laws and State, and local laws. Violation of certain federal and state laws shall constitute a violation of the Code of

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Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

**A. Standards and Expectations for Student Behavior**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law and the Constitution for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Exhibiting respect toward others.
5. Paying required fees and fines.
6. Obeying all school rules, including safety rules.
7. Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to and violations of the law and Student Code of Conduct.

**Students at School or School-Related Activities are Prohibited From the following infractions:**

1. Throwing objects, outside supervised school activities that can cause bodily injury or damage to property.
2. Leaving school-sponsored events in which they are participating without permission.

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3. Directing profanity, vulgar language, or obscene gestures toward other students.
4. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
6. Playing with matches or fire, or committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the District, other students, school employees or others.
9. Disobeying school rules about conduct on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion coercion, or blackmail; that is obtaining money or their objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
12. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
14. Engaging in any other conduct that disrupts the school environment or educational process.
15. Committing indecent exposure.
16. Being tardy or leaving school grounds when not permitted to do so.
17. Engaging in any conduct constituting felony criminal mischief as defined by law.

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18. Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with teacher's communications, with students, with students' ability to learn, or with the educational process.
19. Violating the Mosquero Municipal Schools policy for acceptable use of computers and networks.
20. Violating the school code of academic honesty.

**ACADEMIC HONESTY POLICY**

Academic Honesty means that a student will display personal integrity in all academic endeavors. Academic Dishonesty includes, but is not limited to the following: Copying from another student or knowingly allowing another student to copy one's work, unless the assignment has been defined as a collaborative task.

Plagiarizing work, which means the theft of any other person's work without proper citation. (Examples are copying a paper or paraphrasing from a source text without proper documentation.)

Buying a paper from a research service or term paper mill.

Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting, in whole or part, the contents of an examination.

Intentionally causing a disadvantage to other students (tampering with another person's work, etc.)

When a student has been found to violate the academic honesty policy, the following will occur:

**First Offense**

The student will receive a zero for the assignment/test/paper, etc.

The teacher will call the parents.

The teacher will enter an incident report into the student's file as a first offense of academic dishonesty and provide the superintendent with a copy of the report.

**Second Offense**

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If the offense is in the same class, it is possible that the student will receive an incomplete or "0" for the course for that semester.

The student may also be suspended from school for two days.

A parent conference is required.

**DRESS CODE**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Guidelines for student dress and grooming shall be as follows.

Students who violate this code are subject to having his/her parents contacted with a request they bring suitable dress attire to the school for their child.

**1. For Secondary Students (Grades 7<sup>th</sup> through 12<sup>th</sup>)**

- A. Hair must be styled out of eyes and must be clean. It must also comply with school health standards so as not to be detrimental to the health and safety of the individual or to others. No Numbers or Designs are allowed to be cut into hair.
- B. Standard footwear is acceptable and must be worn during school hours. Flip Flops and Bedroom Slippers are not permitted.
- C. No hats or caps may be worn in the school building. Bandanas, hair nets, belt loop chains, wallet chains, spiked jewelry & extended belts are prohibited on campus.
- D. Skirts must be as long as the tips of the wearer's fingers when the arm is at the side. SLITS in skirts, Dresses, Walking Shorts or Jumpers can be NO higher than the point where longest extended finger ends when student is standing up straight.
- E. No athletic shorts or bicycle shorts will be allowed. Walking shorts will be allowed but must be as long as the tips of the wearer's fingers when the arm is at the side.
- F. Studs are the only acceptable earrings that may be worn by male students.

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- G. Sunglasses may not be worn in the school building during school hours unless prescribed by a doctor.
- H. The entire midriff must be covered.
- I. Shirts and blouses must be buttoned appropriately.
- J. Low-cut clothing is not acceptable attire.
- K. Clothing with inappropriate or suggestive symbols, patches, or lettering cannot be worn. This includes:
  - a) Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco.
  - b) Clothing or accessories that are considered by school officials or law enforcement to be sexually suggestive, promote violence, denote gang or cult affiliation, or any profane or racially offensive item or conceals contraband.
- L. No pajamas or sleep wear unless there is a designated day for such apparel.
- M. Pants must be worn at waist level. Undergarments must not be exposed at any time. Baggy/sagging pants will not be allowed.
- N. Tank tops, muscle shirts and spaghetti straps are not allowed.
- O. Straps on garments must be worn appropriately (for example: bib overalls).

**Inappropriate dress attire that is extreme or disrupts the educational process will be determined by the superintendent.**

**Consequences for non-compliance to Dress Code**

- 1<sup>st</sup> Infraction** Warning and notice sent home. Change of clothing may be requested.
- 2<sup>nd</sup> Infraction** Contact parent/guardian by phone and student will receive one full day of in-school

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suspension.

**3<sup>rd</sup> Infraction** Contact parent/guardian by phone and student will receive two full days of in-school suspension.

**4<sup>th</sup> Infraction** Contact parent/guardian by phone and student will receive one full day of out-of-school suspension.

**5<sup>th</sup> Infraction** Suspension pending hearing.

**2. For Elementary Students (Grades Pre-Kindergarten through 6<sup>th</sup>)**

Same Code as grades 7-12 except #5 is not applicable.

**Consequences for non-compliance to Dress Code**

**1<sup>st</sup> Infraction** Warning and notice sent home. Change of clothing may be requested.

**2<sup>nd</sup> Infraction** Contact parent/guardian by phone and student will receive one full day with no recess.

**3<sup>rd</sup> Infraction** Contact parent/guardian by phone and student will receive two full days with no recess.

**4<sup>th</sup> Infraction** Contact parent/guardian by phone and student will receive one half day of in school suspension.

**5<sup>th</sup> Infraction** Parents will be contacted and student will receive 1-3 days of in school suspension.

**B. TOBACCO, ALCOHOL, DRUGS**

Tobacco, alcohol, or drugs are not to be brought to or used at school or school sponsored activities. This includes chewing tobacco and snuff (smokeless tobacco products).

**C. LOCKERS**

Students are responsible for maintaining clean lockers in the buildings. Uncovered or open containers of food and drinks are not permitted in the lockers.

**D. LITTER**

Students have the responsibility of properly discarding their own litter.



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**E. UNSANITARY ACTS**

Spitting is considered an unsanitary act and is not permitted on school premises.

**F. GYM LOCKER ROOMS**

Locker room areas are for use by physical education classes or athletic teams during their meeting times. They are not to be used by students as lounge areas before and after school or at noon. Students should help keep the locker rooms neat. They should pick up their clothes/shoes and store them in the lockers.

**G. HEADPHONES/SETS**

Students may wear headphones/sets before school, at lunch and after school. They may not be worn between classes nor during class unless set forth in his/her IEP or 504 Plan or per a teacher's directions for a particular class. Violations will result in confiscation of the headphones/sets and possible disciplinary action. The Superintendent/Designee shall have the option of returning or holding the headphones/set until the end of the 9 week grading period.

**L. CELL PHONES**

Cell phones must be turned off and are not to be used during the school day. Inappropriate use of cell phones will result in the phone being taken up and returned at Superintendent's discretion.

**4.0 ATTENDANCE PLAN**

The Mosquero Municipal Schools recognizes that children/youth are sometimes too ill to attend school. Parents should notify the school when his/her student will be absent by calling the main office at 673-2271. The school encourages parents to ensure their student attends school to maximize his/her learning and to increase his/her chances of having a successful school career. Student attendance in New Mexico is compulsory and failure to attend is regarded as educational neglect as stated in Section 32-1.L(2), the educational neglect section of the New Mexico Children's Code, N.M.S.A., 1978. Educational Neglect is interpreted to be chronic absences and or excessive tardiness.

High School students may not pass if absences exceed 20 absences per subject per year, or 10 absences per subject per semester. Exceptions to these requirements are excused absences for student

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activities. The superintendent may grant exceptions because of student illness, unusual family circumstances or any other just cause.

**4.1 COMPULSORY SCHOOL ATTENDANCE**

All qualified students in the school district, except those exempted by laws, regulations, or rules, must enroll in school and are required to attend school full time. A qualified student is a public school student who:

1. Has not graduated from high school, and
2. Is regularly enrolled in one-half ( $\frac{1}{2}$ ) or more of the minimum course requirements approved by the state board for the public school students.
3. Is at least five years old prior to 12:01 a.m. on September 1 of the school year" (22-8-2M, NMSA 1978).

The school board may admit school age persons who do not live within the school district when there are sufficient school accommodations to provide for them. The school board may charge only students who are nonresidents of the state a nonresident tuition for the right to attend public schools within the school district. The nonresident tuition fee shall not exceed the amount generated by the school system for a school age person similarly situated within the school district for the current school year.

**REFER TO BOARD OF EDUCATION OPEN ENROLLMENT POLICY FOR MORE  
DETAIL.**

**4.2 ENFORCEMENT OF ATTENDANCE**

The board of education shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled in the schools of the district. To initiate enforcement of the provisions of the Compulsory School Attendance Law, the Board of Education or its authorized representative shall give regulated written notice by certified mail or by personal service to the parent, guardian, or one having custody of the person subject to the provisions of the Compulsory School Attendance Law. Any person continuing to violate the provisions of the Compulsory School Attendance Law after receiving written notice as provided by State Law shall be reported to the children's court division of the district court and the New Mexico Child Protective Services and shall be considered to be a neglected child or a child in need of supervision and thus subject to the provisions of the children's code.

**4.3 EXEMPTIONS**

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Any qualified student and any person who because of his age is eligible to become a qualified student shall be excused from remaining in school until attaining the age of majority if:

1. The person is specifically exempted by laws;
2. The person has graduated from high school;
3. The person is at least sixteen years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian, or other person having custody and control consents.
4. With consent of the parent, guardian, or person having custody and control of the person to be excused the person is excused from the provisions of the Compulsory School Attendance Law by the superintendent of schools and such a person is under eighteen years of age, or
5. The person is judged, based on standards and procedures adopted by the state board of education, to be unable to benefit from instruction because of learning disabilities or mental, physical, or emotional conditions.

Legal Basis: Compulsory School Attendance Section 22-12-2; 22-12-4, 22-12-5, 22-12-7, 22-12-3. NM Statutes, 1978.

**5.0 TRAVEL**

Alternate educationally rewarding experiences such as travel, when requested by the parent(s), may be designated as an excused absence if approved by the superintendent and the assigned school work is made up.

**6.0 ABSENCES**

The following will be considered as an absence with excuse:

- A. Personal illness.
- B. Death in family.
- C. Professional appointments that cannot be scheduled outside of regular school hours.
- D. Serious personal or family problems.

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- E. Military tests or those enabling a student to qualify for a scholarship.
- F. Students who are EMT or First Responders will be allowed to respond to emergencies provided they have written permission from their parents. Students will be allowed to complete make-up work within a time period set by their teachers
- G. All students must have permission by a note from their parents to leave school grounds during the lunch hour. Parents and students are asked to check the school menus and make previous arrangements. Students must sign out in the office before leaving campus and sign in upon their return.
- H. Superintendent shall have the discretion to excuse students for reasons not listed herein.

No student shall leave the school grounds at anytime during school hours without the administration's approval. The student must have written or verbal parental consent before leaving and must sign out in the office and sign back in when they return.

If any student leaves school without permission from the administration, the student will be subject to disciplinary action. Parents are urged to keep track of their students' attendance in the event the records are needed later.

All work must be made up for the above absences. The student is allowed a reasonable amount of time to be determined by the teacher.

Letters on absences will be sent to parents/guardians at regular intervals per N.M. statutes. This provides the student and parent time to verify absences before they become a detriment to the student's education.

**6.1 TARDINESS**

All students are expected to be in their classroom BY THE TIME the tardy bell sounds. Repeated tardiness will result in disciplinary action.

Tardies are recorded on a nine-week basis. If for disciplinary reasons a student is asked to leave the room, the student will be considered absent.

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Three unexcused tardies equals one (1) unexcused absence per class. Excused or Unexcused will be determined by the Superintendent.

**Teachers will report patterns of tardiness to the student, parents & Superintendent on a timely basis.**

**6.1.1 TRUANCY**

During the 2004 Legislative session, LAWS 2004, CH. 28 SECTIONS 1,2,3,4 were passed and signed into law. This legislation amended the Compulsory School Attendance Act to include definitions for truant and habitual truant and outlined requirements for schools, parents, and students around truancy.

**DEFINITIONS**

**Habitual Truant** - A student who has accumulated the equivalent of ten or more unexcused absences within a school year.

**Truant** - A student who has accumulated five unexcused absences within a twenty-day period.

**Unexcused Absence** - An absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a private school.

**Early Intervention** - The potential to address and overcome truancy issues with a well-designed model that focuses on the early stages of truancy.

**6.2 MAKE-UP WORK**

The student must be the responsible party in making up missed work. The student must ask each teacher for this work. Failure to make up work in a reasonable time frame will result in loss of credit for the work missed.

**6.3 INCOMPLETES**

Incompletes for unfinished course requirements must be made up before a grade is assigned for that grading period. Exceptions will be made only in cases of prolonged or valid circumstances. Incompletes for unfinished course requirements must be made up before a grade is assigned for that grading period. Any student that is given a grade of "I" will also be given a list of requirements and a time limit that must be met in order that the "I" will be replaced with a grade. If the student fails to

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meet the course requirements, a grade within the ``F'' range will be recorded.

**7.0 VISITORS**

Occasionally students may wish to have a friend attend classes with them for a day. Arrangements for visitors must be made with the Superintendent or his/her designee. It is recommended that parents call ahead to let the school know if visitors want to attend.

Visitors will abide by the school rules.

**8.0 CAFETERIA**

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners and courtesy, which one should find in the home. Some simple rules of good manners which one could use to make the lunch period pleasant and relaxed are: 1) observing good dining room standards at the table; 2) leaving the table and surrounding area clean and orderly; 3) putting trash and uneaten food in proper containers; and 4) not leaving the cafeteria while eating or carrying food 5) not throwing food or drink.

Students requesting seconds in the lunch line must have their plates or trays with them. Cooks **will not** give students food without plates or trays.

**9.0 ATHLETICS**

Participation in athletics is a privilege and not a right.

- 1) To participate in school athletics a student must comply with the standards established by 1) the school eligibility policy;
- 2) guidelines from the New Mexico Activities Association; and
- 3) all training rules, dress and appearance standards prescribed by the coach and/or sponsor. All school work missed while on athletic trips must be made up in a reasonable time. Students missing classes while participating in school-sponsored athletics are not reported or counted as absent.

**9.1 TRAVEL**

Students are expected to travel to and from extra-curricular events as a team. Students will be allowed to return from a trip other than by assigned school transportation when they are

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released to their parents or legal guardians, with written permission from parents or legal guardians.

**9.2 GYMNASIUM**

Students are expected to take care of the gymnasium at all times. Only clean shoes of a tennis type are to be worn in the gym. Students not following this rule will be subject to suspension from the gymnasium.

**9.3 LETTER AWARDS**

Students who complete a season of participation in a varsity sport (including 8<sup>th</sup> graders) will be eligible for a "letter" certificate at the end of the corresponding school year.

**10.0 LIBRARY**

1. No one will be allowed in the Library without proper supervision.
2. No books will be taken out of the Library without being properly checked out.
3. Dictionaries and Encyclopedias cannot be taken from the Library.
4. A fine will be assessed for all overdue books.
5. Students will be required to pay for or replace the books they lose (library, text or workbooks).
6. Phones - Students will restrict their personal calls on school phones and they must have staff permission. Cell phones are not to be used during class periods.

**11.0 SCHOOL BUS REGULATIONS**

1. All students shall be ready in the morning at the usual time for the bus to arrive at their stop. The bus will not wait for those who are tardy.
2. The driver is in full charge of the bus and the students. Students will obey the driver promptly.
3. Do not stand in roadway while waiting for bus.
4. If the driver so desires he/she may assign seats in the bus and students will take those seats assigned.

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5. While the bus is in motion, do not stand, extend your arms out of the windows, move about, leave or enter the bus.
6. Damage done to seats or other bus equipment must be paid for by the student causing the damage.
7. Conversation should be clean, and never loud or boisterous.
8. Always treat your fellow students with kindness and courtesy.
9. In leaving the bus, remain seated until it stops. If you cross the road, do so in front of the bus after making sure the highway is clear and the driver gives you the signal to proceed.
10. No student will leave the bus except at school, their regular bus stop, or at home. The bus driver must have reasonable assurance you have permission to leave the bus at any other point.
11. Throwing, snatching or taking of hats, caps, books, etc., will not be permitted on the bus.
12. Students shall help in keeping the bus clean. Do not throw paper or other refuse on the floor. Do not spit on the floor. Eating and drinking on the bus is left to the option of the driver.
13. By law, the maximum time a bus can wait on a student following the close of school is five (5) minutes. When the dismissal bell rings, students should organize themselves to obtain the necessary books, clothing, etc., and board the bus at once.
14. The bus driver should be addressed courteously. It is well to speak to him/her in the morning and bid him/her good evening when returning home in the evening.
15. The Student Code of Conduct applies to all bus students.

**11.1 Bus Disruptions - ``To and From Bus Route``**

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any



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property on or near the bus itself, at bus stops, or at pick-up areas will result in a progressive discipline procedure as stated below.

**Progressive Discipline Procedure for Bus Disruption**

The Discipline Procedure is administered by the bus driver in cooperation with the superintendent.

**First Warning** The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Depending on the incident, a call to parents and/or a letter from the administrator is sent to the parents with the report attached. The letter informs the parents that bus privileges may be revoked should a student receive a second bus incident report.

**Second Warning** The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. A second letter and telephone call from the superintendent along with the Report is sent to the parents. The letter informs the parents that bus privileges are revoked until a conference can be arranged with the parents, bus driver, and the superintendent. At that meeting bus privileges are reinstated on a probationary basis. The student may ride the bus until which time there is a third incident. A third incident may result in bus privileges being revoked for the remainder of the school year.

**Third Warning** The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Bus privileges may be revoked for the remainder of the school year.

The superintendent following consultation with the Bus Contractor may immediately revoke bus privileges for behavior, which results in injury or potential injury to another person.

**12.0 STUDENT VEHICLES ON CAMPUS**

Students wishing to drive vehicles to school must fill out a permission slip and have it signed by their parents/guardians. Student(s) must present the slip, proof of insurance and their driver's license to the Superintendent or his/her designee before being allowed to bring a vehicle on school property. Drivers will be especially cautious while driving in the school zone. They

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will also exhibit courtesy by not playing sound devices excessively loud.

**13.0 PLEDGE OF ALLEGIANCE**

All students in Mosquero Schools will have the opportunity to recite the Pledge of Allegiance to the flag of the United States each morning before the day's classes begin.

**14.0 GRADUATION REQUIREMENTS**

The following requirements will apply for graduation from Mosquero High School.

It is also the prerogative of the Board of Education to adjust Local Board course requirements at any time they deem necessary. (See below)

The Public Education Department, supported by Public School Code 22-13-1.1 Graduation Requirements, requires New Mexico students to attain 23 units in order to graduate from a New Mexico high school. Of the twenty-three, fourteen are specified, leaving nine elective credits for students entering ninth grade prior to 2005-06, and fifteen and one-half are specified and seven and one-half are elective for those students entering ninth grade in 2005-06. Local Boards of Education may increase the number of units beyond the state required units but the state requirements must be included in all district requirements. Specifics of the state graduation requirements include:

- A. At the end of grades eight through eleven, each student shall prepare an interim Next-Step Plan that sets forth the coursework for grades remaining until high school graduation. Each year's plan shall explain any differences from previous interim Next-Step Plans, shall be filed with the principal of the student's high school and shall be signed by the student, the student's parent or guardian and the student's guidance counselor or other school official charged with coursework planning for the student.
- B. Each student must complete a final Next-Step Plan during the senior year and prior to graduation. The Plan shall be filed with the principal of the student's high school and shall be signed by the student, the student's parent or guardian and the student's guidance counselor or other school official charged with coursework planning for the student.
- C. An individualized education program that meets the requirements of Subsections A and B meets all applicable

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- transition and procedural requirements of the federal individuals with Disabilities Education Act for a student with a disability shall satisfy the Next-Step Plan requirements of this section for that student.
- D. A local school board shall ensure that each high school student has the opportunity to develop a Next-Step Plan and is reasonably informed about:
- i. Curricular and course options
  - ii. Opportunities available that lead to different post-high-school options, and
  - iii. Alternative opportunities available if the student does not finish a planned curriculum.
- E. The Secretary of Education, N.M. Public Education Department shall:
- i. Establish specific accountability standards for administrators, counselors, teachers, and school district staff to ensure that every student has the opportunity to develop a Next-Step Plan;
  - ii. Promulgate rules for accredited private schools in order to ensure substantial compliance with the provisions of this section;
  - iii. Monitor compliance with the requirements of this section; and
  - iv. Compile such information as is necessary to evaluate the success of Next-Step Plans and report annually, by December 15, to the legislative education study committee and the governor.
- F. Successful completion of a minimum of twenty-three units aligned to the state academic content and performance standards shall be required for graduation. These units shall be as follows:
- a. For students entering prior to 2005-06 (14 specified, 9 elective)**
    - i. Four units of English, with major emphasis on grammar and literature;
    - ii. Three units in mathematics, at least one of which is equivalent to the algebra 1 level or higher.
    - iii. Two units in science, one of which shall have a laboratory component;
    - iv. Three units of social science, which shall include United States history and geography; world history and geography and government and economics;
    - v. One unit in physical education or other physical activity;
    - vi. One unit in communication skills or business education, with a major emphasis on writing and speaking and that may include a language other than English;

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- vii. Nine elective units that meet the state board content and performance standards. Student service learning shall be offered as an elective.
- b. For students entering ninth grade in 2005-2006 (Fifteen and one-half specified and seven and one-half elective)**
  - i. Four units of English, with major emphasis on grammar and literature;
  - ii. Three units in mathematics, at least one of which is equivalent to the algebra 1 level or higher;
  - iii. Three units in science, one of which shall have a laboratory component;
  - iv. Three units in social science, which shall include United States history and geography, world history and geography and government and economics;
  - v. One unit in physical education;
  - vi. One unit in communication skills or business education, with a major emphasis on writing and speaking and that may include a language other than English;
  - vii. One-half unit in New Mexico history for students entering the ninth grade beginning in the 2005-06 school year; and
  - viii. Seven and one-half elective units for students entering the ninth grade in the 2005-2006 school year that meet state board content and performance standards. Student service learning shall be offered as an elective.
- G. The department shall establish a procedure for students being awarded credit through completion of specified career technical education courses for certain graduation requirements.
- H. Final examinations shall be administered to all students in all classes offered for credit.
- I. A student shall not receive a high school diploma who has not passed a state examination in the subject areas of reading, English, math, writing, science and social science. The state graduation examination on social science shall include a section on the constitution of the United States and the constitution of New Mexico. If a student exits from the school system at the end of grade twelve without having passed a state graduation examination, the student shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. If

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within five years after the student exits from the school system the student takes and passes the state graduation examination, the student may receive a high school diploma.

Legal Reference: Title 6, Chapter 30, Part 2  
Also see ``Students for Excellence'', 6.30.2.10 Procedural Requirements ``J'' entitled ``Graduation Requirements''.

**14.1 CLASS VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutatorian for each graduating class will be determined strictly according to grade point average cumulative per semester and will be based on a 4.0 averaging scale where A=4, B=3, C=2, D=1 and F=0 for all regular education courses. The Valedictorian and Salutatorian will be selected at the end of the 1<sup>st</sup> Semester of the senior year.

For the purpose of determining Valedictorian and Salutatorian, only the grades (percentages) in the core (solid) subjects taken will be used. Class ranking will be based on the over-all grade point average (GPA) of classes taken.

``Core classes include the following: All state requirements for graduation including any classes taken to satisfy the communication skills class requirement, excluding physical education.''

1. English I, II, III, IV.
2. Algebra I, Geometry, and one higher-level math course (the highest grade in higher level math will count).
3. Physical Science or Earth Science, Biology, and one upper level science course. (the highest grade in higher level science will count).
4. United States History, World History, Government, **.5 credits for New Mexico History** and Economics.
5. Any of the above core subjects taken and successfully passed, for dual credit.

To be eligible to compete for Valedictorian and Salutatorian, the student must be enrolled in Mosquero Schools the semester prior to his/her senior year.

In case of an absolute tie (to .001), for the highest ranking student co-valedictorians will be named. If a tie for students ranking 2/3, co-Salutatorians will be named.

A student will receive honor credit for Honor and college classes towards selection of Valedictorian and Salutatorian honors. The

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honor credit will be based on a five-point grading system **where A=5, B=4.0, C=3.0, D=1.0, F=0 for all Honor, on-line, and dual enrollment classes.**

“Classes that are weighed, i.e., ITV and on-line, and taken for dual credit and successfully passed, will reflect the proper weighing, e.g., ITV Math where a 75% grade is obtained, would have a normal grade point of 2.0 however, when weighed, it would be reflected on the student’s transcript as a 3.0 grade point. Courses taken only for high school credit and not dual credit, are not weighed. Advanced Placement (AP) classes are also weighed.”

To be eligible to compete for Valedictorian the student must:

1. have a cumulative GPA of 3.70 or higher;
2. must be enrolled in a minimum of 5 classes his/her senior year and be involved in a school-approved, work-study program if there are remaining periods; and,
3. be enrolled in Mosquero High School the semester prior to his/her Senior year;

The student who is selected to be Valedictorian must meet all of the above criteria. In the event that none of the students meet all three points of the above criteria, then a student who has registered at the beginning of his/her senior year and meets criteria #1 and #2, but was not enrolled the semester prior to his/her senior year may be selected to be Valedictorian.

In the event that a student was not enrolled the semester prior to his senior year, but has a higher GPA than a student satisfying all three of the above criteria, he/she may not be selected to be Valedictorian.

To be eligible to compete for Salutatorian a student must:

1. have a cumulative GPA of 3.50 or higher;
2. must be enrolled in a minimum of 5 classes his/her senior year and be involved in a school-approved, work-study program if there are remaining periods; and,
3. be enrolled in Mosquero High School the semester prior to his/her Senior year;

The student who is selected to be Salutatorian must meet all of the above criteria. In the event that none of the students meet all three points of the criteria, then a student who has

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registered at the beginning of his/her senior year that meets criteria #1 and #2, but was not enrolled the semester prior to his/her senior year may be selected to be Salutatorian.

In the event that a student was not enrolled the semester prior to his senior year, but has a higher GPA than a student satisfying all three of the above criteria, he/she may not be selected to be Salutatorian.

In case of an absolute tie (to .001), for the highest ranking student a co-Valedictorian will be named. If a tie for students ranking second/third, a co-Salutatorian will be named.

**14.2 COLLEGE CLASSES - HONORS POINT PROGRAM**

Students enrolled in the Distance learning college courses may receive dual credit through the college and Mosquero High School. A student must earn at least a C grade in order to take advantage of the honors point program. Enrollment for dual credit will be subject to the discretion of the Administration.

A student will automatically receive "honor credit" for such classes towards selection of Valedictorian and Salutatorian honors. The system used will be a five grading point system. For example, A=5, B=4.0, C=3.0, D=1.0, F=0. The grade received in the class will be the actual grade earned on the transcript with an asterisk (\*) next to it to indicate an honors weighted value.

**15.0 NEW MEXICO HIGH SCHOOL COMPETENCY EXAMINATION**

Students will be administered the New Mexico High School Competency Examination during the 10<sup>th</sup> or 11<sup>th</sup> Grade year, and can be retaken according to state guidelines. Students must pass the test to be awarded the High School Diploma. A written appraisal as well as an objective test must be passed. The test is designed and administered by the State Department of Education.

**16.0 GUIDANCE AND COUNSELING**

Guidance services are organized to assist the student in fully developing student achievement and opportunities offered by the school and its staff. As such, the emphasis of the program will be on the needs or problems of the individual student as it pertains to his or her situation. Hopefully the student will utilize the facilities and services available through the guidance office.

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The counselor will be ready and willing to help the student in many ways. Perhaps the most important way is through the counseling interview where the student may confer with the counselor on any problems, plans, or questions, which may be of concern. These conversations are fully confidential and may help the student make choices and deal with questions and/or problems in an appropriate manner.

The other important way to use the guidance office is in the area of obtaining both vocational and educational information and the pursuit of scholarships. Students are encouraged to use the on-line resources and guidance library in investigating the training requirements, the need for and the best geographical locations of the career in which they might be interested. In addition, the counselor can provide necessary information for acquiring financial assistance for higher education and with all phases of testing i.e., ACT, NMHSCE, SAT, CRT's, etc.

**16.1 NEXT-STEP PROGRAM:**

The purpose of the "Next-Step Plan" is to provide a structure for high school students to think ahead through conscientious planning about their future. The "Plan" is to be revisited and updated each year and should therefore be flexible. There are many stakeholders involved in the process namely, the students, parents, counselor and teachers/administrators.

The "Next-Step Plan" consists of the following components:

1. Improves transition from elementary to middle to high school by planning down instead of up, include postsecondary planning
2. Includes *Career Guidance Program* document as a useful resource, imbedded in/based on state standards
3. Documents long-range post-school future planning for students in grades 8-11
4. All 12<sup>th</sup> graders exit with a final next step plan
5. The student has an academic review and revision on an annual basis
6. Includes a minimum of coursework for the next year
7. Indicates collaborative planning and implementation involving stakeholders
8. Provide staff development for the implementation or enhancement as needed
  - Transcripts
  - Credits
  - GPA
9. Provide staff development to assist teachers in integrating core coursework with career/technical



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education and work-based learning into standard curriculum

10. Need to combine resources in shared regions to maximize partnerships with employers and other resources and not reinvent tasks.

Legal reference: Section 22.12.1.1, NMSA 1978

**17.0 GRADING**

As set by the administration, students are tested each 9 weeks and grade cards issued immediately following the end of the grading period. During 9 weeks or semester examinations, cheating will mean an automatic zero for the examination.

Teachers will compile their own grading systems for use in their classrooms via a system that is easily understood by their students, parents, school administration, or other interested personnel.

Progress reports will be sent to parents of students every mid 9 weeks and via a secure website which will contain assignments and grades which are current. The purpose of the progress reporting systems is to communicate with parents regarding the progress of their child. Parent conferences may be requested at this time and parents are encouraged to make an appointment with the teacher to discuss grades and other items of concern.

The Mosquero School system shall report grades and student progress to parents on a timely and regular basis.

**17.1 HONOR ROLLS**

The Honor Roll policy (Grades 3 to 12) is as follows:

1. Must have a grade point average for that 9 week grading period of 3.0 or above.
2. Cannot have completed the grading period with an incomplete record in any class.

Academic Honors: (Grade 3 to 12)

For students to be named to the Honor Roll, the following requirements must be met.

1. Qualifications for Gold Honor Roll: The student must obtain a numerical grade point average of 4.0 or higher in all classes with no grade below an A, P, or S in any class.
2. Qualifications for Silver Honor Roll: The student must obtain a numerical grade point average of 3.5 or higher

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in all classes with no grade below A, B, P, or S in any class.

3. Bronze Honor Roll: The student must obtain a numerical grade point average of 3.0 or higher in all classes. Student must have A's or B's. One C is allowed but must be offset by an A in another class in order for the GPA requirement to be met.

**17.2 GRADING SCALE**

The following grading scale is in effect at the Mosquero Schools beginning with the 1989-90 school. Each Teacher will use their own grading scale to determine progress. (see 17.0)

|        |    |       |    |            |     |
|--------|----|-------|----|------------|-----|
| 97-100 | A+ | 80-82 | B- | 63-66      | D   |
| 93-96  | A  | 77-79 | C+ | 60-62      | D-  |
| 90-92  | A- | 73-76 | C  | 59 & below | = F |
| 87-89  | B+ | 70-72 | C- |            |     |
| 83-86  | B  | 67-69 | D+ |            |     |

A grade of "I" is incomplete and means that required class work has not been completed. Any student that is given a grade of "I" will also be given a list of requirements that must be met in order that the "I" will be replaced with a grade. If the student fails to meet the requirements an "F" will be recorded.

**17.3 CORRESPONDENCE COURSES**

Correspondence courses may be accepted toward graduation upon a request to the Superintendent. The Superintendent will consider each request on its individual merits.

**17.4 DUAL CREDIT ENROLLMENT CLASSES**

**Dual credit enrollment classes at Mosquero High School are offered for both high school and college credit.**

Beginning with the 2007-2008 school year, all students enrolling in ITV classes will provide Mosquero Schools with a completed check for the total tuition cost at least five (5) days prior to the beginning of each semester. The check will be returned to the student if they successfully complete the course(s); however, if a student is removed from a class (or classes) due to inappropriate conduct or failing grades, the check will be cashed.

1. Only Junior and Senior students with a cumulative 3.0 GPA are eligible for enrollment in these classes. Other students may request a waiver from the Superintendent.

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2. Students may enroll for six semester hours of credit per semester. Additional hours may be taken by seniors during the school day with approval from the superintendent. The student is responsible for the cost of the additional hours.
3. All rules outlined by the sending institution in the ITV contract will continue to be in effect.
4. Any removal from these classes for disciplinary or conduct reasons will require repayment of all costs incurred to the school (including books).
5. A lack of effort on the part of the student resulting in a failing grade or any circumstance that requires withdrawal from class at the Mosquero site will require repayment of all expenses incurred by the school.
6. A student who withdraws from Mosquero School may elect to stay in the ITV class at another location but will reimburse Mosquero School for all expenses incurred by the school.
7. Books for ITV classes are the property of the school, not the student.

**17.5 TRANSFER INTO MOSQUERO MUNICIPAL SCHOOLS FROM HOME SCHOOL**

A committee of faculty/counselor/Administration members shall review all records of Home School Student desiring enrollment in the district regarding credit accepted toward graduation/grade level. A determination regarding credit acceptance will be made by the committee following review.

**18.0 WORK RELEASE PROGRAM**

Senior students who have met all prior graduation requirements and are meeting Senior graduation requirements, are eligible for work-study or work-release programs under the direction of the Superintendent, as long as that student maintains an overall average in all classes of a "C".

**18.1 EMPLOYMENT CERTIFICATES: STUDENT**

See the Superintendent for details.

**19.0 SCHEDULING OF CLASSES**

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The "Next-Step Plan" for all students grades 8-12, is required to ensure that all graduation requirements will be met. "NEXT STEP Plan" data is set forth in section 16.1 of this handbook.

It is the responsibility of the student to discuss with the Superintendent and the counselor any failures to insure that the student is enrolled in a manner that would insure obtaining the required credits to graduate.

**20.0 DISCIPLINE PLAN**

The Mosquero Schools has adopted a Discipline Policy for use. Discipline will be fair, consistent, and immediate. Discipline will be administered with due process and with observance of the student's rights as well as the teacher's rights. Such punishment and/or penalty may include: out-of-school suspension, in-school suspension, after school detention, referral to juvenile authorities, probation and expulsion.

A Student Disciplinary Referral form is provided to all teachers.

**21.0 WEAPONS AND EXPLOSIVES: Section 40A-7-2 (in part) Unlawful Carrying of a Deadly Weapon.**

Unlawful carrying of a deadly weapon consists of carrying a concealed loaded firearm or any other type of deadly weapon anywhere, except in the following cases:

- in the person's residence or any real property belonging to him/her as owner, lessee, tenant or licensee of; and
- by a peace officer in the lawful discharge of his duties.

**A. (Section 40A-1-13, Definitions - As used in the Criminal Code)**

1. "Great bodily harm" means an injury to the person which creates a high probability of death; or which causes serious disfigurement; or which results in permanent or protracted loss or impairment of the function of any member or organ of the body.
2. "Deadly weapon" means any firearm, whether loaded or unloaded; or any weapon which is capable of producing death or great bodily harm, including but not restricted to, any types of daggers, knives, dirk knives, and all such weapons with which dangerous cuts

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can be inflicted, including sword canes, and any kind of sharp-pointed canes, also slingshots, bludgeons; or any other weapons with which dangerous wounds can be inflicted.

3. "Peace Officer" means any public official or public officer vested by law with a duty to maintain public order or to make arrests for crime, whether that duty extends to all crimes or is limited to specific crimes.

4. "Another" or "other" means any other human being or legal entity, whether incorporated or unincorporated, including the United States, the State of New Mexico or any subdivision thereof.

The Board of Education recognized that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized person in or around school property.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1990, 18 U.S.C. \*\*921-924, and it is the intention of the Board that it be interpreted to conform to provisions of those referenced laws.

**B. DEFINITIONS:**

- **Weapon:** For the purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. (per the New Mexico Penal Code.)
- **Firearm:** For the purpose of this policy, and for purposes of compliance with the federal Gun-Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or forearm silencer, or any destructive device. (per the New Mexico Penal Code.)
- **School zone:** For purposes of this policy, and for purposes of conformity with the Gun Free School Zones Act of 1990, a "school zone" is any area in or on the grounds of a school or within a distance of 1,000 feet for PROHIBITIONS: It is the policy of the Board that

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no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

**C. ENFORCEMENT:**

A. This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No. 81-3, as amended, and the policies of the District.

B. Any student who brings a firearm or weapon to a school or with a school zone shall, in addition to penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution.

**D. PENALTIES FOR VIOLATIONS:**

A. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period of not less than one year, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.

C. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

1. In accordance with the provisions of 20 U.S.C. \* 1415e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team.

2. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

**22.0 ALCOHOL AND DRUG ABUSE**

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In accordance with the State Board of Education Regulation 81-3, the Mosquero Municipal School Board of Education prohibits students from use, possession, sale, or transportation of alcohol and/or illegal drugs on school property, at school, at school-sponsored activities, or in school-provided vehicles. For this rule, illegal drugs includes controlled substances, prescription drugs used or possessed without a prescription, solvents or inhalants used for intoxication and those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances, illegal substances, or counterfeit in any respect illegal or controlled substances. The Board also prohibits students from being under the influence of any of the above while on school campus, school property, at school, at school-sponsored activities or in school-provided vehicles.

The Board recognizes that alcohol and other drug abuse is a health problem. Health problems of youth are primarily the responsibility of the home and community, but the schools share that responsibility because dependency problems often interfere with school behavior, student learning, and the maximum possible development of each student. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and other controlled substances. The school shall endeavor to educate and counsel students concerning alcohol and other substance abuse.

**A. Education**

The District will develop and implement an age-appropriate, developmentally based K-12 drug and alcohol education and prevention program to fulfill State requirements and which addresses the legal, social and health consequences of drug and alcohol use and which provided information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. Every educational effort will be made to convey to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Assistance from other agencies such as DWI Prevention, DARE, and other agency programs will be implemented.

**B. REGULATION ON TOBACCO FREE SCHOOL**

I. Authority: This regulation is promulgated pursuant to Section 22-2-1 and 22-2-2, NMSA 1978, and SBE Regulation No. 94-2 Adopted by the State Board of Education June 24, 1994.

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II. Purpose: The purpose of this regulation is to prohibit the use of tobacco products in school buildings, on school property, and by students at school functions away from school property.

III. Policies: The Mosquero Municipal School District shall:

A. Prohibit tobacco use by students, school staff, parents, and school visitors in school buildings, on school property, and for students at school functions away from school property.

B. The school administration shall have the responsibility to develop a procedure for the communication of this policy to students, school staff, parents, school visitors, and the community.

C. Enforcement will be the responsibility of the school administration which shall use administrative and supervisory methods to insure enforcement, but if such efforts fail to accomplish compliance, the administration may seek assistance from Law authorities.

**C. SEARCH AND SEIZURE**

Any licensed school personnel or school bus driver may conduct a search of a student's person or school property assigned to that student, if he/she has reasonable cause. This includes all lockers and automobiles on campus.

**D. REPORTING OF KNOWN FOR SUSPECTED USE OR ABUSE OF ALCOHOL OR DRUGS BY STUDENTS**

Statutory Basis: Section 22-5-4.4, NMSA 1978, requires that school employees who know or in good faith suspect any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by their local boards. So long as such report is made in good faith, the reporting school employee shall be immune from any civil damages for his or her action. This policy is enacted to provide a procedure to be followed by all school district employees in reporting known or suspected use or abuse of alcohol or drugs by students.

**E. DUTY TO REPORT**

All school employees have a mandatory, non-discretionary duty to report known or suspected alcohol or drug use or abuse by any student of the district.



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**F. ADMINISTRATOR TO WHOM REPORTS SHOULD BE MADE:**

All reports made hereunder shall be on a uniform reporting form available from the District Superintendent and shall be given to the District Superintendent. The District Superintendent shall investigate and report to the Board.

**G. TIMELY REPORTING:**

Reports required hereunder shall be made within a reasonable time after the employee first learns or suspects the use or abuse of drugs or alcohol by a student.

**H. DUTY TO INVESTIGATE:**

It is not the duty of the school employee making the required report to conduct an investigation to determine whether or not the student identified has in fact used or abused drugs or alcohol. The duty to investigate shall be upon the responsible school official to whom the report is made; providing, however, that the reporting employee shall cooperate with the responsible school official during the course of any investigation.

**I. FAILURE TO REPORT**

The failure of any school employee to report knowledge or suspicion of student alcohol or drug use or abuse in a timely manner, may be cause for discipline of the employee.

Legal Reference: Public School Code. Section 22-5-4.4 NMSA, 1978.

**J. DISCIPLINARY STEPS AND ACTION**

**1. FIRST OFFENSE**

- a. The staff member will inform the Superintendent of the details immediately.
- b. The Superintendent/designee will meet with the student to discuss the situation and hear the student's explanation.
- c. The Superintendent/designee will make a determination regarding the suspected use.
- d. The Superintendent/designee will notify the parent/guardian and/or police, and the

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- student will be released to the parent/guardian and/or police.
- e. The student may be suspended from 1 to 10 full school days.
  - f. The student may be reinstated after a meeting is held with the Superintendent, parent/guardian, student, and others as deemed necessary by the Superintendent.
  - g. The parent/guardian will be given available information on available resources.
  - h. Steps 1-7 do not exclude more serious consequences (including long-term suspension or expulsion) if, in the Superintendent's judgment, the student's behavior necessitates such action.

**2. SECOND OFFENSE**

- a. The staff member will inform the Superintendent or designee of details immediately.
- b. The Superintendent will meet with the student to discuss the situation and hear the student's explanation.
- c. The Superintendent will make a determination regarding the suspected use.
- d. The Superintendent will notify the parent/guardian and police, and the student will be released to the parent/guardian in the presence of the police. If parent/guardian is unable or unwilling to pick up student, then the student will be released to the police.
- e. The student will be suspended, and long-term suspension will be recommended.
- f. The student may be reinstated at the conclusion of the long-term suspension after a meeting is held with the parent/guardian, Superintendent, student, and others as deemed necessary by the Superintendent. The parent/guardian will present a plan of action that is acceptable to the Administration. Part of the plan must include a behavioral contract signed by the student and parent/guardian.
- g. Steps 1-6 do not exclude more serious consequences (including expulsion) if, in the Superintendent's judgment, the student's behavior necessitates such action.

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**3. THIRD OFFENSE**

- a. The staff member will inform the Superintendent of the details immediately.
- b. The Superintendent will meet with the student to discuss the situation and hear the students explanation.
- c. The Superintendent will make a determination regarding the suspected use.
- d. The Superintendent will notify the parent/guardian and police, and the student will be released to the parent/guardian in the presence of the police. If the parent/guardian is unwilling or unable to pick up the student, then the student may be released to police custody.
- e. The student will be suspended, and Expulsion may be recommended.
- f. Referral will be made to an appropriate agency for follow-up.

**K. DUTY OF MMS STAFF TO REPORT AND SUBSEQUENT ACTION:**

A school representative who witnesses or suspects a student of selling, dealing, or giving away alcohol and/or other illegal drugs or drug paraphernalia while on school property, at school, at a school-sponsored activity or in school-provided transportation are as follows:

1. The staff member will inform the Superintendent of the details immediately.
2. The Superintendent will meet with the student to discuss the situation and hear the student's explanation.
3. The Superintendent will make a determination regarding the possessing, selling, dealing or giving away alcohol and/or other illegal drugs or paraphernalia.
4. The Superintendent will notify the parent/guardian and police, and the student will be released to the parent/guardian in the presence of the police. If the parent/guardian is unable or unwilling to pickup the student, then the student will be released to the police.

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5. The student may be suspended, and long-term suspension may be recommended.
6. The student may be reinstated at the conclusion of the long-term suspension after a meeting is held with the parent / guardian, Superintendent, student, and others as deemed necessary by the Superintendent.
  - a. At the meeting, the parent / guardian and student will present satisfactory evidence of a professional drug abuse assessment; and
  - b. The parent / guardian and student will provide satisfactory evidence of following the recommendations of the assessment.
7. Steps 1-6 do not exclude more serious consequences (including expulsion) if, in the Superintendent's judgment, the student's behavior necessitates such action.

**23.0 IMMUNIZATION**

No student will be enrolled in any school in the district unless he/she has been immunized, as required under the rules and regulations of the State of New Mexico and can provide satisfactory evidence of such immunization. If the student produces satisfactory evidence of having begun the process of immunization, he/she may enroll and attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his child immunized unless the child is properly exempted. Out-of-state students shall have a six weeks period after enrollment to become immunized or to provide proof of immunization.

**A. EXEMPTIONS**

Any minor child, through his/her parent or guardian, may file with the superintendent of the school, the certificate of a duly licensed physician, stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child.

Any minor child through his/her parent or legal guardian may file affidavits or written affirmation from an officer of a recognized religious denomination with the State Health Agency, Health and Social Services Department, stating that such child's parents or guardian are bonafide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing.

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Any minor child, through his/her parent or legal guardian, may file affidavits or written affirmation with the State Health Agency, Health and Social Services Department, stating that such child's parents or legal guardians religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent. Upon filing and approval of such certificate, affidavit, or affirmation, the child is exempt from the legal requirement of immunization for a period not to exceed nine months on the basis of any one certificate, affidavit, or affirmation.

Legal Reference: Health Production: Public School Code, 1976.  
Section 12-3-4.2, 24-5-3: Exemption from immunization.

**24.0            MEDICATIONS**

Students taking a prescribed medication by an authorized physician must notify the office. No other medicines or aspirin will be dispensed at any time.

**25.0            EMERGENCY MEDICAL AUTHORIZATION FORM.**

Parents will be contacted if their student becomes ill at school and it appears advisable to send him/her home. The office will maintain current telephone numbers and emergency numbers of parents. An Emergency Medical Authorization Form will be sent home and the purpose of this form is to enable parents or guardians to authorize emergency treatment for their children who become ill or injured while under school authority, when parents cannot be reached. This form will be placed in the students file.

**26.0            DISASTER AND EMERGENCY OPERATIONS PLAN (DEOP)**

1. Organization Flow Chart
2. Staff Responsibilities
3. Emergency Plan Procedures
4. Plan Response Color Code Chart

The above plan shall be implemented in it's entirety; shall be reintroduced to all staff annually; shall include required disaster drills annually; and shall be updated annually.

**27.0            FIRE DRILLS AND MOCK DISASTER DRILLS**

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When the fire alarm sounds or a Disaster and Emergency Operations Plan (DEOP) Code is broadcast, staff and students follow steps set forth in the DEOP.

**28.0 POLICY ON DANCES SPONSORED BY SCHOOL ORGANIZATIONS**

All dances sponsored by school organizations will be held on school property or a location approved in advance.

1. No one will be admitted who has been determined to be consuming alcoholic beverages or under the influence of drugs.
2. The use of tobacco products will not be permitted on school property.
3. No one will be allowed re-entry once they leave the building.
4. At least two (2) sponsors are required, preferably a man and a woman. Parents are welcome.
5. Dances must end at 12:00 A.M. (midnight) Superintendent may revise time.
6. All exit doors must be monitored by a sponsor/chaperone.

**29.0 LOSS OF PERSONAL PROPERTY**

The school cannot be responsible for the loss of personal property. Students should not carry large amounts of money to school. If it is necessary to do so, please check the money at the office. Please do not leave clothing, books or other property in the halls, buses, restrooms or classrooms. THE SCHOOL CANNOT BE RESPONSIBLE FOR LOST ITEMS. Items left behind and not claimed are subject to disposal

**30.0 STUDENT GRIEVANCE PROCEDURE**

Copies of the Procedures may be obtained in the office.

**31.0 SPECIAL EDUCATION POLICY**

(See policy in Mosquero Municipal Schools Board Policy Handbook for details)

**32.0 TITLE I**

Title I Requirement, Federal Register, Title I Part A.

In order to ensure that the parents of the children being served have adequate opportunity to participate in the design and implementation of the Title I project, Mosquero Municipal Schools have adopted a Title I policy with regulations. (See the Superintendent for details)

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**33.0 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In compliance with the Family Educational Rights and Privacy Act of 1974, parents have the privilege to review the records of their student, they have the right to request that certain information be changed or deleted from the student's records, they have the right to refuse the disclosure or transfer of student information and have the right to obtain copies of information kept in educational records.

**A. PROCEDURE**

1. Student records are maintained in the main office at Mosquero Schools for the purpose of meeting the needs of the students. Information in records include basic identifying information and verified information on functioning and performance.
2. On written request only, the following identifiable information may be released to other educational agencies: identifying information, names, dates, location of schools attended, current health information, academic information.
3. School officials authorized to release student information according to policy guidelines shall include: (1) Superintendent, and (2) Guidance Counselor. These school officials are responsible for maintenance of school records.
4. When a new student enrolls in school, an authorized school official shall initiate a request for information to the parents of the student. When records are not available from the parents, the school official shall send a written request for the student's records to his/her previous school of attendance.
5. When all formal written procedures for requesting student records have been followed and no student information has been received, the Superintendent shall initiate contact with the student's previous school of attendance.

**34.0 ELIGIBILITY REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES**

The Mosquero Schools strives to have an activity program that is attractive to all students. The school attempts to provide a diversified and balanced program of extra-classroom activities

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including special interest clubs, physical activities, student government, class organizations, class activities and social activities, etc. Efforts shall be made to encourage participation by students in as many activities as they can afford without jeopardizing the academic aspect of their school academic program. Students participating in any activity that is under the jurisdiction of the New Mexico Activities Association (NMAA) must meet the following eligibility criteria:

1. A student must have a 2.0 grade point average based on a 4.0 scale, or its equivalent, either cumulatively or for the semester immediately preceding participation, in order to be eligible to participate in any extra-curricular activity. The provisions of this subsection shall not apply to special education students placed in C or D level Programs.
2. A student must be currently passing in all subjects. "Currently passing" is defined as a cumulative passing grade within the 9-week period.
3. Be a full-time student at Mosquero High School (7 classes per day).
4. Comply with all rules and regulations established by the New Mexico Activities Association.
5. Comply with all rules as established by the coach, sponsor, and/or school administration.
6. Shall be in school on the day of a contest and/or the last school day in the week preceding an activity. Exceptions, i.e., absence for valid reasons will be considered by the Superintendent/designee.
7. Shall be in school on the day immediately following an extra-curricular activity, except by permission of the Superintendent/designee.

Athletes at Mosquero Schools will complete an eligibility form each week. In case of a failing grade or bad conduct mark the athlete may be ineligible for all activities until the next week.

If an athlete is declared ineligible to participate in an activity because of a "no-pass" situation or a "below-average" conduct rating the coach or sponsor may appeal to the administration for special consideration if they have evidence that extenuating circumstances exist that may warrant special consideration. The 2.0 criteria may be appealed.



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**ATHLETIC CODE OF CONDUCT:**

The following code of conduct is expected of any student participating in athletics:

1. Class attendance -- Student will attend all classes unless properly excused. Any student absent on the day of an extracurricular activity, or who is absent on the last day prior to a weekend event/activity, shall be ineligible for the activity, EXCEPT upon the written request from the parent/guardian documenting death, serious illness, doctor/dental, or emergency situations.
2. Conduct/behavior -- Student's reprimanded by the principal's office for disciplinary reasons are not eligible to participate in activities during that week or weekend. A conduct rating of 2 NI(needs improvement), or one UA(unacceptable) conduct rating on the weekly student eligibility form shall make the athlete ineligible for that week.
3. Practice Attendance and Award of Athletic Letter -- to receive recognition and obtain a letter for the Junior Varsity or Varsity sport; the athlete must complete the season (no quit) and attend 95% of the practices as scheduled (no exceptions). May be appealed to the Superintendent if exigent circumstances exist.
4. . Students must be currently passing all subjects with at least a D average grade. The exception to this rule is - Students taking ITV courses for dual college credit. These courses are not counted toward eligibility. Students will fill out an eligibility form on a weekly basis.
5. Student shall not use alcohol or any other drug of any kind at any time regardless of celebration or occasion.
6. Student shall never be disrespectful to any staff member or coach of the Mosquero Municipal Schools.
7. Student shall respect the rights and properties of adults, fellow students, and others.
8. Athlete's curfew is 10:00 p.m. on weekdays (and any night before a game) and 10:00 p.m. on weekends; exceptions are school sponsored activities, when accompanied by parents, or by special permission of the coach in conjunction with parents.
9. Student should be willing to make sacrifices for the school and team he/she supports.

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10. Student shall never do anything to discredit him/herself, the team, the coach, or the school.
11. Student shall provide leadership for fellow students in areas of behavior, courtesy, discipline, and conduct both in and out of school (in buses, restaurants, school events, etc.).
12. Student shall not appear in public in any form of dress or hairstyle that might embarrass his/her team or school and shall closely adhere to the student "Dress Code".
13. Student will have the right and opportunity to discuss problems at any time with the coaches and Athletic Director. Chain-of-command should be followed.
14. Student shall discuss with the coach the pros and cons of leaving any sport he/she has started before making a decision to quit.
15. Student shall be responsible for informing parents that any time a problem should arise, parent(s) should make an appointment with the athletic director in which a meeting will be held with the parent, student athlete, coach, and athletic director (if he/she is able to attend).  
(At no time shall a parent approach the coach with a complaint during or immediately after a game. An appointment can be arranged for a more convenient time. )
16. As determined by the school board any situation/condition of student conduct not mentioned in this "Athletic Code of Conduct" is expected of the student/athlete.

Any student participating in a sport should check with his or her coach before participating in any other school or non-school sponsored physical activity; roller skating, town team basketball, skiing, etc.

When a student athlete is found to be violating the "Athletic Code of Conduct", he/she is subject to disciplinary action. The action taken is dependent upon the nature of the violation and the individual himself. The athlete must recognize that violation of this code will not be tolerated and that it is the athlete's responsibility to conduct himself/herself properly.

Legal Reference: Educational Standards for New Mexico School, July 1986.

**35.0 "No Child Left Behind" and HB 212:**

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House Bill 212 aligns New Mexico educational law with the federally enacted "No Child Left Behind" legislation which was signed into law during President George W. Bush's administration. The law sets forth the following requirements for all New Mexico Public Schools:

Standards and Instructional Requirements are **Intensified;**  
Accountability and School Improvement are **Required;**  
Educator Quality and Licensure Requirements have been **Increased;**  
State-Level and Local District Governance is **Addressed;**  
Funding has **Increased;**

Students and parents should contact the school for more information regarding this important legislation that will have a dramatic impact on all of New Mexico's public school youth, educators and parents.

**36.0 Pre-School Program**

Pre-School Program - Our pre-school program is provided for resident children ages 3-5. Children must be potty trained before they can be enrolled in the program. The program is operated two full days per week during the school year. All students must be enrolled in MMS and the pre-school program in order to attend classes.

Revised 1/21/09