

# MOSQUERO MUNICIPAL SCHOOLS

## 2025-2026



# STUDENT/PARENT HANDBOOK

“Our Students Are Our Number One Priority”

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### **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!

## **ACADEMIC POLICIES**

### **SCHOOL DAY**

The school day begins at 7:45 a.m. and ends at 4:00 p.m. Students should not arrive before 7:30 a.m. In the event of school cancellation due to weather or other emergency situations, legal guardians will receive a call or text from the main office.

### **ADVISEMENT AND REGISTRATION**

A student advisement and pre-registration period is scheduled before the beginning of each academic year. High School students are: (1) Classified as freshman, sophomore, junior, or senior, (2) advised on graduation status, including credits completed and credits remaining for graduation, (3) presented with a list of courses offered, (4) advised as needed, and (5) registered for the school year.

### **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.

1. 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.)
2. Buying a paper from a research service or term paper mill.
3. Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting, in whole or part, the contents of an examination.
4. Intentionally causing a disadvantage to other students (tampering with another person's work, etc.)
5. 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 If the offense is in the same class, it is possible that the student will receive an incomplete or "O" for the course for that semester. The student may also be suspended from school for two days. A parent conference is required.

## **ADMISSION OF NEW STUDENTS**

Students enrolling in the Mosquero Schools for the first time must provide a current health record and birth certificate and complete an enrollment form. A parent or guardian may need to sign a Release of Records form to obtain official transcripts from the student's previous school.

## **OUT OF DISTRICT STUDENTS**

Admission of non-district students is a privilege, not a right, and shall not be construed as a right for continued attendance. Students enrolling in Mosquero Municipal Schools who reside in another district must conform to the following conditions:

1. Must be accompanied by one or both parents or guardians when enrolling.
2. Must provide necessary transcripts, health records, and testing information when enrolling.
3. Must have a 2.5 GPA at the end of each semester and maintain a 2.5 GPA while enrolled.
4. Must not be enrolling as a result of disciplinary action in another district, or must not be enrolling in order to elude law enforcement.
5. Must prove reasonable attendance at previous schools.
6. Enrollment will be contingent upon existing class size and subject to final administrative approval.
7. Out of District students are enrolled on a probationary status for nine (9) weeks and are subject to review at least twice yearly.

## **COURSE LOAD**

Students are expected to enroll for a full course load each semester. Exceptions to this policy require written permission from a parent/guardian and administrative approval.

## **RETENTION POLICY**

School cannot be effective without support from the home. For this reason, parents will be notified by the end of the 2nd grading period of the possibility of retention based on standardized test results, classroom performance, social and physical maturity, and various other factors. A plan will be developed to outline the steps to avoid retention for the student (MLSS). If the teacher's ultimate recommendation is to retain a student in grades K-8, but the parent disagrees, the parent or guardian must sign a waiver, which will be placed in the child's permanent file allowing the child to be promoted despite the educator's recommendation. The waiver option may only be used once between Kindergarten and Grade 8, and the waiver releases the teacher and Mosquero Municipal Schools from any liability concerning the promotion/retention.

## GRADUATION REQUIREMENTS

At the end of the eighth grade, each student shall prepare an individual program of study for grades nine (9) through twelve (12), with the help of the counselor. A student's parent(s) or guardian(s) shall sign this four-year plan. A minimum of twenty-four (24) in grades nine (9) through twelve (12) shall be required for graduation from Mosquero Schools. At least one (1) of these units must be earned in an advanced placement, honors program, a dual credit course or distance learning course. These units are as follows:

- 1) **Four (4) units in English**, with major emphasis on Grammar, Non-Fiction writing and Literature;
- 2) **Four (4) units in Mathematics**, with at least one (1) equal to Algebra II or higher;
- 3) **Three (3) units in Science**, two (2) of which shall have a laboratory component;
- 4) **Three and one half (3 ½) units in Social Studies**, which shall include United States History/Geography, Government and Economics, World History/Geography, and one half (½) unit in New Mexico History;
- 5) **One unit (1) in physical fitness**, which shall not include athletics;
- 6) **One Unit (1) in one of the following**: career cluster course, workplace readiness or language;
- 7) **Seven and one-half (7 ½) elective units**. Only the following elective units shall be counted toward the requirements for graduation:
  - Fine Arts (Drama, Music, Art, etc)
  - Language Arts
  - Drivers Education
  - Social Science
  - Physical Education
  - Science
  - Foreign Languages
  - Mathematics, including Financial Literacy
  - Career/Technical Education (Building Trades, Ag, etc.)
  - Computer Science
  - Concurrent Enrollment w/approved college or university
  - Athletics
  - Teacher/Library Aide
  - Work Study

## HIGH SCHOOL CLASS CREDITS

Full credit classes meet for one period per day for the entire school year. Students may receive one-half (1/2) credit per semester in full credit classes. Classes meeting on a semester basis count for 1/2 credit per semester. Credit for correspondence work may be approved by the

Administration. Students taking Dual Credit courses may receive one high school credit and three college credit hours for a one semester class.

## **STUDENT CLASSIFICATION**

The number of senior high school units completed and the number of years enrolled in a high school program determine a student's official classification. At the beginning of each school year, students will be classified according to the following schedule: Reclassification may occur at the end of the first semester but rules for the same cohort apply.

- Freshman 0-6 Units of Credit
- Sophomore 7-12 Units of Credit
- Junior 13-18 Units of Credit
- Senior 19 or more Units of Credit

## **SENIOR GRADUATION**

Determination of commencement and/or baccalaureate speakers is the responsibility of the senior class. Approval of the speakers by the Administration is required. Students participating in commencement exercises must meet all graduation requirements and be currently graduating.

Under normal circumstances, students must complete four years of high school before graduation. Any deviation from this policy must be approved by the Mosquero Municipal School Board of Education. The salutatorian and valedictorian will be selected by averaging core (solid) academic classes for four (4) years of high school. Students with the two (2) highest grade point averages will be awarded these honors. To be eligible, the last year and a half prior to graduation must have been completed at Mosquero Municipal Schools. The valedictory and salutatory speeches will be approved by the administration/sponsors.

To determine the cumulative GPA for these students the accumulation of grades will be cut off at the end of the third nine (9) week grading period of the senior year. Semester grades plus the third nine (9) week grading period of the senior year will be used in determining the GPA. For any college dual credit courses in which a senior student is enrolled, the spring mid-term grades shall be used in the calculation of ranking. All GPAs will be rounded to three (3) decimal places, except when necessary to break a tie. Example: 3.1234=3.123, 3.1235=3.124.

## **DISCIPLINE POLICIES**

“The right to attend public school is not absolute. It is conditioned 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 lawful 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 instruction followed by students. (NMAC 6.11.2) The Board of Education has the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established within the school district.

## **DISCIPLINE PLAN**

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.

## **STUDENT CODE OF CONDUCT**

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

### **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.

### **RESPONSIBILITY OF PARENTS**

- 1) Send your child to school with a good wholesome attitude toward school.
- 2) Be willing to uphold the school in its disciplinary action.

- 3) Refrain from discussing your own misconduct in school in the presence of your child.
- 4) Refrain from speaking about school personnel in a derogatory manner in the presence of your child.
- 5) Be interested in your child's grades and quality of work and achievement.
- 6) Realize that the sole desire of teachers is to assist each student to achieve the highest goal possible.
- 7) Take time to confer with teachers and administrators when the welfare of your child is involved.
- 8) Definite decisions should not be made on disciplinary problems until the full story is known or reviewed.
- 9) Problems at school can be solved through mutual cooperation of the student, parent, teachers, and administration.
- 10) Demand that your children conform to the rules and regulations as set forth by the Board of Education and school administration for the welfare of all.

## **BULLYING/HARASSMENT/CYBERBULLING**

### **PROHIBITED BEHAVIORS**

Bullying and harassment are prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Cyberbullying, as defined below, is prohibited when such bullying is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Definitions:

- "Bullying" by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Cyberbullying" means electronic communication that:
  - Targets a specific student;
  - Is published with the intention that the communication be seen by or disclosed to the targeted student;
  - Is in fact seen by or disclosed to the targeted student; and

- Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

## **RESPONSE TO PROHIBITED BEHAVIORS**

Should a student feel bullied or harassed in any way, they should immediately report the incident to an administrator or any licensed school employee. Following an investigation and confirmation of the occurrence, disciplinary action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from the confirmed harassment, bullying or cyberbullying that include;

- Counseling
- Mediation
- Discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

When disciplinary action is necessary, school officials will follow district policies and regulations pertaining to permissible penalties and procedures.

## **GENERAL POLICIES**

### **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 wait for one minute 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 the roadway while waiting for the bus.
4. If the driver so desires he/she may assign seats in the bus and students will take those seats assigned.
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.
15. The Student Code of Conduct applies to all bus students.

### **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 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 Driver may immediately revoke bus privileges for behavior, which results in injury or potential injury to another person.

### **CELL PHONES AND ELECTRONIC DEVICES**

The Board prohibits the use of wireless communication devices by students during

instructional hours and class time. As used in this policy, "wireless communication device" means a portable electronic device capable of transmitting voice, text or data, including but not limited to a: 1) cellular phone, smartphone or smartwatch; 2) tablet computer; 3) laptop computer; or 4) gaming device. Notwithstanding the foregoing, a school principal may grant approval for possession and use of a wireless communication device by a student during class time or instructional hours for the following reasons:

- Health, safety, or emergency reasons.
- An individualized education program (IEP) or Section 504 Service Agreement.
- Classroom or instructional-related activities, under the supervision of the classroom Teacher.
- Other reasons determined appropriate by the building principal.

## **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.

For Secondary Students (Grades 7th through 12th)

- A. Hair must be styled out of the 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.
- B. Standard footwear is acceptable and must be worn during school hours.
- 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, shorts, or jumpers can be NO higher than the point where the longest extended finger ends when the student is standing up straight.
- E. No bicycle shorts will be allowed. Appropriate athletic wear and 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. Coaches and advisors may use their own discretion regarding the above mentioned apparel.
- F. Studs are the only acceptable earrings that may be worn by male students.
- G. Body piercings will be allowed. Studs will be the only acceptable piercing. Students shall have no more than one body piercing visible at any one time. Body piercings must be taken out when representing the school off campus. No gauges will be allowed.
- H. Sunglasses may not be worn in the school building during school hours unless prescribed by a doctor.

- I. The entire midriff must be covered.
- J. Shirts and blouses must be buttoned appropriately.
- K. Low-cut clothing is not acceptable attire.
- L. 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.
- M. No pajamas or sleep wear unless there is a designated day for such apparel.
- N. Undergarments must not be exposed at any time.
- O. Tank tops, muscle shirts and spaghetti straps are not allowed. No large armhole openings on shirts. All straps/shirt sleeves must be 4 fingers wide.
- P. Straps on garments must be worn appropriately (for example: bib overalls).
- Q. Tattoos must be covered at all times.
- R. Spurs must be removed before entering any building.

Inappropriate dress attire will be determined by the superintendent.

## **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).

## **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.

## **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.

## **LITTER**

Students have the responsibility of properly discarding their own litter.

## **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.

## **GYMNASIUM 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.

## **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.

## **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.

## **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.

## **WEAPONS-FREE SCHOOLS**

The Board of Education recognizes 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 Mosquero Municipal School. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around the school property. This policy is enacted to implement the requirements of the Federal Gun-Free Schools Act of 1994 and it is the intention of the Board that it be interpreted to conform to provisions of that law. Students and parents should refer to the Mosquero Municipal School Board of Education Policy for Gun-Free Schools.

Penalties for Violations:

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



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

## **COMPUTER USE AND CARE**

Significant resources have gone into providing computer and internet access to students at Mosquero Schools. It is essential for students to be responsible users of this equipment. Students who use computers for activities or courses must limit their use to the course objectives and the directions of the instructor. Students and parents are required to sign the Electronic Information Services User Agreement (Appendix C) before the student is allowed to join the district's network or use district computers.

## **SMART WATCHES**

Students are not permitted to wear smart watches during school hours. A smart watch is considered a wearable device that can call, text, take pictures, or videos. FitBits or other devices that do not have communication capabilities are allowable.

## **FIRE DRILLS AND MOCK DISASTER DRILLS**

When the fire alarm sounds, staff and students follow steps set forth in the Safe Schools Plan.

The Mosquero School District maintains an updated Safe Schools Plan with guidelines on what to do in the event of a crisis occurring on or near the school. Emergency drills for the following events are conducted according to state law requirements:

- **Fire Drill** - Conducted two times during the first four weeks of the school year and twice more thereafter. Students exit the building quickly and gather in pre-determined areas under teacher supervision.
- **Lockdown Drill** - Conducted once during the first four weeks of the school year and once more thereafter. Students are sheltered in locked classrooms or pre-determined safe areas under teacher supervision. They remain hidden and quiet until the "all clear" announcement is given by an administrator.
- **Evacuation Drill** – Conducted once during the first four weeks of the school year and once more thereafter. Students exit the building quickly and gather in pre-determined areas under teacher supervision.

· **Shelter in Place Drill** – Conducted at least one time during the Spring semester. Students proceed to pre-determined safe sites within the building under teacher supervision. Assume “cover” position until the “all clear” announcement is made by an administrator.

## **LEAVING SCHOOL DURING THE DAY**

If it is necessary to leave school during regular school hours the school must receive written or verbal permission from the parent(s) or guardian(s) prior to the student checking out of school for the day. Before a student leaves the school property, he/she must sign out in the office. If a student does not sign out, he/she will be classified as truant for the hours gone from school. Parent(s) or guardian(s) must sign out elementary students. No students may leave the school building during school hours without permission.

## **MEALS**

The cafeteria serves breakfast from 7:30AM - 8:00AM each morning. All students receive free breakfast. Lunch is served at scheduled times.

## **PARENTAL CONCERNS – CHAIN OF COMMAND**

Parents with school related concerns are asked to follow the appropriate chain of command. If there is a classroom issue, parents should first contact their child’s teacher. If this does not alleviate the problem, the next link would be the school principal, followed by the superintendent, and finally, the Board of Education.

## **LETTER AWARDS**

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

## **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. Students will be required to pay for or replace the books they lose (library, text or workbooks).

## **ATTENDANCE POLICIES**

### **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 575-338-4653. 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 activities. The superintendent may grant exceptions because of student illness, unusual family circumstances or any other just cause.

### **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 (½) 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.

## **ATTENDANCE POLICIES**

The regular school attendance of a child of school age is required by state law. The Board and Administration have determined that absences, excused or unexcused, have a negative impact on student achievement. Therefore, it is in the best interest of students and the school to provide a policy that limits non-school-related absences of any kind. Although the District prefers students only miss school for illness or emergencies, there are times when absences are necessary. In order to lift the burden from parents and school personnel to determine whether an absence is necessary, absences that are justified with a note from the parent/guardian will be accepted as excused. Absences in which the parent/guardian does not notify the school will be considered unexcused. The four-day school week was established at Mosquero Municipal School for many reasons. One reason was to allow families one working day a week to accomplish all necessary doctor's appointments, shopping and miscellaneous duties. This makes it critical that students be in attendance on regular school days. Therefore, the following policy and regulations were adopted: (MSB Policy J-0500: JE)

### **TYPES OF ABSENCES**

The four (4) main types of absences are listed and explained as follows:

- 1) **ACTIVITY** - Absence caused by a school-sponsored activity: This class of absence does not appear on the attendance register and a class permit is not required for return to the regular schedule. Students absent from class for school sponsored events are not excused from class work missed. Students will have one day for each day of absence to make up their work. Under extenuating circumstances, faculty may allow additional time for work completion.
- 2) **EXCUSED** - Absence verified by parent(s)/guardian(s) Excused absences are absences verified by a parent/guardian. A written statement or phone call from parent(s) or guardian(s) must be presented at the time of admission. The class permit allows the student to make up missed work. Responsibility for making up work lies entirely with the student. Students will have one day for each day of absence to make up their work. Under extenuating circumstances, faculty may allow additional time for work completion.
- 3) **UNEXCUSED** - Absence where parent/guardian does not send a note or call to verify absence.
  - A. Student not having parent(s) verification for an absence will be considered unexcused.
  - B. Both the office and faculty members will keep a record of unexcused absences.

C. Class work missed as a result of an unexcused absence may not be made up without the approval of the administration.

4) TRUANCY - Absence when parents will not verify the absence, did not know the student was absent, or will not cooperate with the school to regulate attendance. This is an unexcused absence and subject to additional disciplinary action.

## **INTERVENTIONS AND PARENTAL INVOLVEMENT**

The District shall provide varying degrees of intervention for students who miss school, depending on the number of absences per semester

**Individual prevention** is called for if a student misses five percent (5%) (1.8 or 2 days per quarter) or more but less than ten percent (10%) (3.6 or 4 days per quarter) of classes or days of school. For elementary school absences, the parent is to be contacted by the attendance team for discussion. Middle school and high school absence discussions by the attendance team are to be with the parent and student. The discussions shall inform the parties of:

- the student's attendance history,
- interventions or services available to the student or family, and
- consequences of further absences which may include referral to the Children, Youth and Families Department for excessive absenteeism,

**Early Intervention** is called for if a student misses ten percent (10%) (3.6 or 4 days per quarter) or more but less than twenty percent (20%) (7.2 or 8 days per quarter) of classes or days of school. At this stage, the attendance team shall:

- notify the parent in writing by mail or personal service,
- provide the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting, and
- establish the following: a specific intervention plan for the student, weekly progress monitoring, and a contract for attendance. Intensive Support is called for if a student misses twenty percent (20%) (7.2 or 8 days per quarter) or more of the classes or days of school. At this stage, the attendance team shall:
  - notify the parent in writing by mail or personal service, and
  - provide the date, time and place for a meeting to be held with the parent, principal or superintendent of the school and the attendance team for the purpose of:

o establishing non-punitive consequences for the student at the school level,

- o identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
- o apprising the student and the parent of the consequences of further absences.

Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal or superintendent with the student, parent and teacher.

If a student does not respond to intensive support as implemented above by continued absence (excessive absenteeism), the School Board shall consult with the Superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.

The records supporting such action shall be provided to the juvenile probation services office by the Superintendent within ten (10) days of the identification of the student excessively absent.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.

Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

## **EXCESSIVE ABSENCES**

### **Secondary Students (Grades 7-12)**

For those students identified as in need of Individual Prevention, Early Intervention, or Intensive Support, Friday school serves as an opportunity to make up all work that was missed for the excessive absence. Attendance at the Friday school will allow students to reduce their absence percentages. Students will be allowed to use Friday makeup days only four (4) times per semester in any one (1) class. Failure to show up for Friday make-up day may result in loss of credit for each affected high school course (or promotion points for each affected middle school course) in which excessive absences have occurred. The decision regarding the loss of credit (or points) will be made by an administrator after the holding of a “credit hearing” at which the student and his/her parents/guardians will be permitted to present any information they believe should be considered (including grades, medical documentation, unavoidable family emergencies, etc.). Students that have lost credit (or points) in a class due to absence will remain in that class and continue to attend the class until the end of the semester.

## **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.

## **FRIDAY SCHOOL**

Unless other arrangements are made, the hours for Friday School are 8:00-12:00. Students serving Friday School are to report on-time and with enough work to keep busy for the entire morning. Students arriving late or without supplies/schoolwork will not be allowed to attend. They should be prepared to do quiet seatwork, without interaction with other students, until class has been completed. Students in Friday School are responsible for transportation to and from the school.

## **ABSENCES FOR RELIGIOUS INSTRUCTION**

Any student may, subject to the approval of the administration, be excused from Mosquero Schools to participate in religious instruction for not more than one hour each day with the written consent of his or her parent(s) or guardian(s) at a time period not to conflict with the academic program of the school. The local School Board and its employees shall not assume responsibility for the religious instructions or permit them to be conducted on school property during school hours. (Board Policy J-1900: JHCB; NMSA 22-12A-9)

## **STEPS TO FOLLOW WHEN ABSENT**

- 1) Have a parent or guardian phone the school and inform the office of your absence before 10:00 a.m., on the day of your absence if possible.
- 2) Have a parent or guardian write an excuse giving your name, day(s) of absence, reason for absence, and his/her signature. The principal or superintendent or secretary will call for confirmation.
- 3) Grades 7-12 present your excuse to the principal or superintendent or secretary; grades K-6 present your excuse to your classroom teacher.
- 4) Ask all teachers for make-up assignments. Assignments that are not made up will be reflected on your grade. Each student is responsible for seeing that make-up work is completed.

## **CHECKING OUT STUDENTS**

If parents wish to check their child out of school for an extended personal family related reason, please complete the following:

- 1) The parent(s) or guardian(s) should notify the front office that the student will be absent.
- 2) The student will be encouraged to complete assignments prior to the absence, with the remainder to be completed upon return.

## **TARDINESS**

Students are to be in their seats and ready to begin work by the designated time. All tardies will be documented, and teachers are responsible for consequences for tardies 1-3. A fourth (4th) unexcused tardy, and all subsequent tardies, will result in a referral to the principal or superintendent. Consequences for tardies are as follows:

- 4 tardies: 7AM/4PM detention: 1-hour. Designated time is at the discretion of the administrator.
- 5 tardies: 7AM/4PM detention 2 days: 1-hour each. Designated time is at the discretion of the administrator.
- 6 tardies: Friday School (half day), mandatory parent meeting.

## **PANDEMIC ADDENDUM**

During such time as a pandemic, which has been declared by authorized governmental entities, student absences relating to compliancy with Mosquero Schools Health Screening Form may be declared exempt. In such a circumstance, absences may not accrue. However, the student shall be responsible for completing work as assigned by teachers or the student will be counted absent. Administration shall have the discretion to consider the student temporarily home bound where attendance will be determined based on participation in remote learning and completeness of assigned work.

## **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.



## **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 meet the course requirements, a grade within the “F” range will be recorded.

## **VISITORS**

Arrangements for visitors must be made with the Superintendent or his/her designee. Parents must call ahead to let the school know if visitors want to attend. Visitors will abide by the school rules.

## **CAFETERIA**

The cafeteria provides breakfast every morning from 7:45-8:00AM and lunch daily at the scheduled times. The cafeteria is 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; 4) not leaving the cafeteria while eating or carrying food;

## **WITHDRAWAL**

Students must present to the Principal a statement from their parent(s) or guardian(s) authorizing withdrawal from school. The student must complete a withdrawal slip and return this form to the office after it is completed.

## **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.

## **CLASS VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutarian 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 Salutarian will be selected at the end of the 1st Semester of the senior year.

For the purpose of determining Valedictorian and Salutarian, 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 Salutarian, 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-Salutarions will be named.

A student will receive honor credit for Honor and college classes towards selection of Valedictorian and Salutarian honors. The 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, online, 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 4 classes his/her senior year and be involved in a school-approved, workstudy 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.

### **COLLEGE CLASSES - HONORS POINT PROGRAM**

Students enrolled in the Distance learning college courses may receive dual credit through the college and Mosquero High School. Students receiving dual credit must maintain a grade of C in the dual credit courses in order to receive the weighted credit. 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 weighted system. For example, A=5.0, 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.

### **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 12th 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 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

### **GRADING**

As set by the administration, students are given grades 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.

### **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 2 to 12)

## **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.

## **DUAL CREDIT ENROLLMENT CLASSES**

Dual credit enrollment classes at Mosquero High School are offered for both high school and college credit. All students enrolling in ITV classes that are removed from a class (or classes) due to inappropriate conduct or failing grades, will be subject to pay the cost of the class.

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.
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.
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. Books for ITV classes are the property of the school, not the student.

## **ACTIVITIES**

### **AFTER SCHOOL ACTIVITIES**

A faculty member or sponsor must supervise students remaining in the building after school hours. Evening activities will also be supervised, including dances, athletic events, concerts, etc. Additionally, elementary students are not allowed to attend extra-curricular school activities unless accompanied by a parent(s), guardian(s), or designated adult.

### **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
  - a. the school eligibility policy;
  - b. guidelines from the New Mexico Activities Association; and
  - c. all training rules, dress and appearance standards prescribed by the coach and/or sponsor.

Mosquero High School and the Harding County Coop sponsor a variety of team sports. Currently rodeo, football, volleyball, basketball, and track are offered. The development of fair sportsmanship, strong character, good health, and positive attitudes are supported in these activities. Student athletes are required to sign the Athletic Code of Conduct (Appendix B) before being allowed to participate.

### **FFA**

FFA develops agricultural leadership, cooperation, and citizenship. The motto of the organization is, “learning to do, doing to learn, learning to live, living to serve.” The Harding County Chapter is governed by the official national organization. Membership requirements include: enrollment in vocational agriculture classes, majority approval of other members, and completion of the first degree, the Green Hand Degree. Other degrees include the Chapter Farmer, the State Farmer, and the American Farmer.

### **SCHOOL SPONSORED TRIPS**

Travel is a valuable part of the educational experience at Mosquero Schools. Trips, whether co-curricular or extracurricular, must be approved by the administration and sponsored by at least one (1) school employee.

High standards of conduct are required on all school-sponsored trips, whether curriculum based or extracurricular. The following regulations provide guidelines for student conduct:

- 1) Students must secure written parental approval.
- 2) Trips earned by students for academic achievement, will have minimum requirements in order to participate.
- 5) Students are required to stay with their group unless they have received specific approval to leave such group and sponsor.
- 7) Possession or use of tobacco, alcohol, and/or drugs is prohibited. Firearms, firecrackers, flammable materials, and similar illegal and hazardous objects are prohibited.
- 8) Personal and public property must be respected. Persons responsible for damaged or stolen property are liable for legal action.
- 10) Students are not permitted to drive while on school trips.
- 11) School dress codes will apply during school sponsored trips.
- 12) Volunteers on trips must have sponsor and administrative approval.

### **PENALTIES FOR MISCONDUCT ON TRIPS**

Students who are engaged in activities under the sponsorship of the school away from the school, are responsible for their conduct the same as if they were at school. The appropriate disciplinary action will be followed as if the “misconduct” occurred at the school.

Sponsors are responsible for disciplinary decisions while on trips in accordance with the school policy. Students who misbehave may be excluded from activities deemed appropriate by the school sponsor while on the trip. Students may also be sent home at parent’s expense if laws are broken, property is destroyed, or rules and regulations are not followed. Lack of cooperation can also result in being sent home. The Mosquero School Administration and/or the Mosquero School Board may impose additional penalties. Misconduct on one trip may disqualify a student from participation in future school-sponsored trips.

### **TRAVEL**

Students are expected to travel to and from extra-curricular events as a team. Students will be not be allowed to return from a trip other than by assigned school transportation unless they are released to their parents or legal guardians, with written permission from parents or legal guardians.

## **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-week 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 bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing.

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.

## **GUIDELINES GOVERNING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**



## **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 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.
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.

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.

### **For Athletic Participation:**

A. Before a student may be issued equipment or begin practice the student must provide the athletic director proof of the following:

1. Positive physical examination report from a medical doctor.
2. Permission slip signed by parent(s).
3. Agreement signed by parent and student certifying the understanding of the athletic regulations and agreement to abide by same.
4. Proper insurance coverage or release of liability.

B. Students are expected to report for sports at the beginning of each sports season. A student must have the minimum days of practice as specified in the New Mexico Activities Association Handbook in that sport before his/her first game.

Students wishing to participate in school and non-school sports during the same season must have the principal's approval for participation in school competition. Non-school games or meets will be counted in the number of games or meets that a student may participate in during the sports season as per New Mexico Activities Association ruling.

C. Eighth grade students may participate on high school teams, as per NMAA regulations with the approval of the parent, coach and athletic director.

D. A student dropping a sport/activity shall use the proper procedure. First, the student must discuss the departure with the coach/sponsor. Second, there must be a conference with the student, parent, and coach/sponsor in attendance. Third, he/she must return all equipment and clear all financial responsibilities with the athletic department/organization. When a student quits a sport after the first contest, he/she may not go out for another sport until the sport he/she quit is concluded for the season, or he/she received permission from both coaches involved and the athletic director.

E. An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow. If a student is under a physician's care, he/she must have a signed "Return to Participation" form from the physician before participating after the illness or injury.

F. Students are expected to attend all scheduled practices and meetings. If circumstances arise whereby a student cannot attend practice or a meeting, the student shall notify the coach prior to the meeting or practice through personal contact or arrange for notification by his/her parents through a written statement or telephone call.

**G. In order for students to participate in an athletic contest or daily practice, he/she must attend all classes that day unless prior arrangements have been made with the principal and athletic director.**

Unusual circumstances (i.e. medical or dental emergency) will be handled on an individual basis with administrative approval.

## **Travel**

- A. Students will travel with their team in school sponsored transportation to and from out-of-town contests. Students are never to drive themselves to an out-of-town contest. Other special travel arrangements must be made through the administration.
- B. Students may continue on to another destination with their parents or legal guardians, or a person that the parent designates, with the following provisions:
  - 1. The coach or athletic director has been presented with a written request from a parent or legal guardian.
  - 2. The parent, legal guardian, or designated person must make personal contact with the coach when he/she picks up the student.
- C. On athletic trips the students shall maintain the school vehicles in a state of cleanliness (no trash left on the vehicle). Students shall behave in a manner that does not distract the driver or bring discredit to themselves or the school.
- D. On school trips, school rules apply. Infractions will be dealt with as prescribed in the student handbook, (i.e. use of alcohol, tobacco, etc.)
- E. Students must be on time for scheduled departure for athletic contests or suffer the consequence of being left behind.

### **General Appearance and Conduct**

- A. Student athletes shall adhere to the dress code at all times.
- B. Good sportsmanship is a major objective during practice and an athletic contest.
  - 1. Athletes shall not use profane language.
  - 2. Athletes will treat opponents with respect.
  - 3. Athletes will not argue or make unsportsmanlike gestures toward officials, opponents, spectators, or toward each other.

### **Use of Prohibited Substances**

- A. The Mosquero Municipal School Board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drugs-alcohol and/or performance-enhancing drug use and abuse, thereby setting an example for all other students adopts Policy IOA (see Policy IOA, Section I) for drug-alcohol testing of students involved in extra-curricular activities.
- B. Use or possession of alcoholic beverages, (including the smell thereof) and/or illegal drugs is prohibited. Any athlete using or having in his/her possession alcohol (including the smell thereof) or illegal drugs on school grounds or school trips will be subject to school suspension pursuant to the school discipline policy. In the event that a student is suspended for possession of a controlled substance at school or at a school activity, upon return to school the student will be subject to further suspension from extra-curricular activities in accordance with the Student Drug Use Testing Policy. If applicable, the suspensions will be served consecutively. If the offense occurs off the school grounds and

not on a school trip, the first offense will reflect policy outlined in the Student Drug Use Testing Policy in reference to “first violation” (Policy IOA, Section I). Use of tobacco - Use of tobacco products is prohibited by both Mosquero School Board Policy and New Mexico Activities Association Regulations. Violations of any type will be subject to NMAA regulations and school policy KGC contained in Section K of the Board Policy Manual. 27

C. For any offense where prohibited substances are involved, counseling will be required.

### **Responsibilities**

It is the responsibility of the athletes and their parents to assure that the athlete abides by all the regulations and procedures and to enforce them. It is the responsibility of the athletic director to administer the overall program and supervise the coaches in the performance of their duties.

High school administrators will issue disciplinary action concerned with the long term removal from a team or any suspension from school. It is the responsibility of the coach to distribute and explain these regulations and answer questions concerning this document. In addition, the coach is the first line of enforcement for the regulations and will receive further information through the coaches’ handbook.

### **Punishment and Discipline**

For violation of team rules not outlined in the Student Drug Use Testing Policy and as set by the coaching staff and approved by the administration, students may be subject to other discipline, and/or forced to carry out extra physical duties (i.e. extra sprints, laps, etc.) at the discretion of the coach.

In addition, a student may be suspended from the team for continued violation of team rules following a meeting with the student, coach, parents, and administration.

Any vandalism of vehicles or property may result in dismissal from the sport.

Any suspension will be effective from the date of discovery of the violation.

### **Equipment and Facilities**

A. An athlete is responsible for the personal equipment issued at the beginning of the season and must report it at the end of the season. Students must pay for misused, lost, stolen or equipment damaged beyond normal usage.

B. Athletes are to use facilities only under school supervision. Violation of this will be dealt with by disciplinary measures as set forth in the high school student handbook.

### **Appeals**

Appeals for the decisions of the coaches and/or the athletic director must follow school board policy

## **Appendix A**

Dear MMS Families,

In accordance with state law, schools are now required to provide families with written information about student safety in and around bodies of water and water infrastructure. This includes guidance on age-appropriate swim lessons and water safety courses. This information must be shared at the time of enrollment or no later than the tenth day of the school year.

To support our families in promoting water safety, we are sharing the following helpful resources:

- Water Safety Course for Parents and Caregivers

The American Red Cross offers a free, online course to help parents and caregivers understand the basics of water safety. The course is available at:

<https://www.redcross.org/take-a-class/classes/water-safety-for-parents-and-caregivers/a6R3o0000012oT8.html>

- Water Safety Resources for Families

The Red Cross also provides a webpage filled with videos, activities, and lessons that families can explore together to learn more about staying safe around water. Visit:

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/water-safety/water-safety-for-kids.html>

- Local Swim Lesson Opportunities

Age-appropriate swim lessons are available for a fee at the following locations:

- City of Las Vegas Abe Montoya Recreation Center –This facility includes a pool and offers swim instruction for children and families.
- Raton Regional Aquatic Center – Offers swim classes for all ages in Raton, NM.
- City of Trinidad Pool – Provides swimming lessons in Trinidad, CO.

We encourage you to take advantage of these resources to help your child build essential water safety skills and stay safe in and around water.

Sincerely,

MMS Administration

## **Appendix B**

### **Mosquero Municipal Schools Athletic/Activities Code of Conduct**

If I am selected to represent the Mosquero Municipal Schools in its athletic/activities programs, I will contribute my best to the success of our program during the coming year. I therefore agree to conduct myself according to the following Code of Conduct. I also realize that in case I do not live up to this agreement I am willing to be removed from the particular activity which I am involved in.

1. I will not use/possess/sell alcoholic beverages of any kind.
2. I will not use/possess/sell any other illegal drug or substance.

The above offenses will not be tolerated. For the first offense the student will be suspended from participating in any athletic/activity program for ten consecutive days beginning from the date and time of verification of involvement in the 1st offense. For the second offense the student will be suspended from participating in any athletic/activity program for sixty consecutive days beginning from the date and time of administration verification of involvement in the second offense. For the third and subsequent violations the student will be suspended from participating in any all activities for one year, beginning with the date and time of administration verification of involvement in third and subsequent offenses.

3. I will not use/possess/sell tobacco in any form.
4. I will meet academic eligibility standards.
5. I will keep my hair clean and groomed in such a way that will not create a distraction to my teammates or opponents and I will be cleanly shaven.
6. I will be on time whenever time is involved.
7. I will dress in accordance with the school or program dress code.
8. I will be in bed at a reasonable hour in order to obtain the needed rest. The coach/sponsor may set a curfew.
9. I will be responsible for all equipment entrusted to me. Items I do not return will be paid for at my own expense before participating in the next sport season or activity program.
10. I will be sincere and loyal at all times to my team/organization, my school, and my coach/sponsor.
11. I will put my program's success ahead of individual glory.
12. I will create, maintain, and promote the elements of good sportsmanship and character.
13. I will be worthy of the responsibility of representing my school at home and away.

14. I will set an example in school, in my classes, at home, and in the area of competition so others will respect me, and so that I will add something positive to the athletic/activity program.

15. Consideration and discipline will be given to students with disabilities consistent with the student's IEP or Section 504 Plan.

16. If I choose to quit my sport or program, I will use the proper procedure. First, I will discuss the departure with the coach/sponsor. Second, I will attend a conference with my parent/guardian and coach/sponsor regarding my decision. Third, I will return all equipment and clear all financial responsibilities with the relevant department.

Any student who works out for a sport/activity and quits, or is dropped from the team/organization for disciplinary reasons will report to the off-season class (if one is available) or to a class selected by administration for the remainder of the semester. The coach/sponsor, at their discretion, may reschedule the student for another sport if they feel it is to the advantage of the student.

If the student fails to meet these standards, a proper course of action will first be taken by the coach/sponsor in counseling the student and/or by dismissing the student from the team/organization for the remainder of the season or a length of time which would be fair and just. The student will be removed from the program when he/she persists in doing things in or out of school that will bring discredit to himself/herself, his/her school, or his/her team/organization.

This CODE OF CONDUCT has been set forth with the purpose to allow me the privilege and honor of being a part of a successful organization, to give me the full opportunity of becoming a competitor, and to instill the desirable traits of good citizenship.

**Mosquero Municipal Schools**  
**Athletic/Activities Conduct Contract**

We have read Mosquero Municipal School's Athletic/Activities Code of Conduct and agree that \_\_\_\_\_ may participate in this athletic/activity program and will adhere to the CODE OF CONDUCT.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**Please sign this form and return to the office.**



## **Appendix C**

### **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

#### **Terms and Conditions**

**Acceptable use.** Each user must:

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

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.

- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

**Personal responsibility.** I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District Authorization.

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

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

#### **Services.**

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

By signing this agreement I acknowledge receiving training in appropriate on line behavior and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

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

Signature Date \_\_\_\_\_ (Student or employee)

*Note that this agreement applies to both students and employees.*

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

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

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

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