

2019-2020

# Texico High School & Middle School Handbook

520 N Griffin

Texico Municipal Schools

2018-2019

## **GOVERNANCE BY OTHER RULES AND REGULATIONS**

Students enrolled at Texico Junior/High School are governed by this student handbook (which reflects policies established by the school administration), Texico Municipal School Board policies, and Public Education Department regulations, and duly enacted statutes of the State of New Mexico. Rules and regulations which govern students and student conduct, even those not addressed in this document, are enforced pursuant to the Texico Municipal Schools Board Policy Manual and administrative policy.

### **ENFORCING RULES OF CONDUCT**

Students will be appropriately disciplined by administrative authority for committing any act which endangers the health, safety, or rights of others, regardless of whether a student knows or should have known the conduct was prohibited.

### **GENERAL RULES FOR ALL STUDENTS**

Students are expected to treat others with respect.

Students driving to school are to abide by school rules including not driving in chained, roped or marked off areas during the instructional day. Any student that violates school rules may be prohibited from bringing cars to school.

Students are to assist with the cleanliness of all school facilities. No one is allowed to put their feet on the walls, sit on top of desks, tables or heaters, lean back in chairs or desks, or write on walls, lockers or desks. Students are liable for any damages, real or personal, which may occur as a result of their behavior.

Students should report all accidents to the office as soon as they occur and an accident report is to be completed and returned to the office within 24 hours of the incident.

Students are not to climb onto the school buildings. The building principal is to be notified so the custodial staff may retrieve any needed objects.

Students are not to enter the faculty workrooms or lounge unless they are authorized to do so. Students are not to go into any locker room, gym area or classroom unless a teacher or coach is present.

Students are not to use the telephones to make personal calls. Telephones should be used only in cases of emergency.

Students are expected to come to class prepared. Students needing to leave a classroom for any reason must obtain a hall pass from their assigned teacher.

Students are not allowed to leave early for lunch, or any other period, except with specific permission from the principal.

Students are to attend all assemblies.

Students may not take food or drink into the auditorium of the Educational Complex, the gym or any classroom without permission from the principal.

All visitors are to report first to the office and then to their destination except when the general public is invited to attend a school sponsored activity.

All schedule changes are to be made by the counselor or by the principal. A drop/add form is to be signed by instructors, counselor and principal and returned to the counselor before a class is considered changed.

Students participating in school activities are to ride the bus to and from such activities. Under extenuating circumstances, students may be released to ride with their parents if consent is obtained from a coach/sponsor.

Students may place locks on assigned lockers if keys or combinations are provided to the high school office. Locks not in compliance will be removed.

Students are not allowed to go to vehicles parked in the school parking lot during classes without permission. Vehicles are to remain parked in the school parking lot unless the student has been released through the office or is going to lunch.

All fines and charges must be paid in full before a report card will be issued.

Electronic devices (with or without headphones) are permitted in the Junior High or High School only for educational purposes and only with the explicit permission of the supervising teacher or administrator.

### **RELEASE OF STUDENT RECORDS**

According to the Family Education Rights & Privacy Act, dated June 17, 1976, it is no longer necessary to obtain written consent to release records. However, records will not be released to other schools if fines are owed.

### **Middle School & High School**

#### **BELL SCHEDULE**

|          |             |
|----------|-------------|
| PERIOD 0 | 7:00-7:50   |
| PERIOD 1 | 7:55-8:55   |
| PERIOD 2 | 8:58-9:58   |
| PERIOD 3 | 10:01-11:01 |
| PERIOD 4 | 11:04-12:04 |
| LUNCH    | 12:04-12:41 |
| PERIOD 5 | 12:44-1:44  |
| PERIOD 6 | 1:47-2:47   |
| PERIOD 7 | 2:50-3:50   |

Students are dismissed by the teacher and not by the bell. A four-minute passing period is provided between classes. Students are expected to be in their seats and ready to begin work when the tardy bell rings.

From time to time, school will be conducted on an abbreviated schedule or dismissed early. Periods may be rearranged as needed.

### **BUS REGULATIONS**

Safety is Rule #1.

The bus is an extension of the school... any rules that apply in the classroom apply on the school bus. In addition, the following rules apply specifically to the bus:

- Students must remain seated and keep aisles and exits clear
- Students must obey the verbal directions of the driver
- Students must keep all hands and objects inside the bus
- Students must sit in specific seats (if assigned by the driver)
- Students must NOT bully or pester other students
- Students must NOT use profane language or make obscene gestures

It's important to remember that riding the bus is a privilege, not a right. In addition to consequences outlined by the student handbook, rule violations on the bus may also affect a student's bus privileges as follows:

- 1<sup>st</sup> violation- Suspension of bus privileges for 1 day
- 2<sup>nd</sup> violation- Suspension of bus privileges for 1 week
- 3<sup>rd</sup> violation- Suspension of bus privileges for up to 60 days

*\*Administrators retain the right to modify consequences based on the severity of the offense.*

Students who ride the bus on a temporary basis or who are to be picked up or let off at a location other than their home shall only do so with the prior approval of the principal.

### **LIBRARY USE**

The library is located at the West End of the main hall of the junior high school. It is intended to benefit all students and teachers. Students are expected to respect the rights of others while in the library by being quiet. Disruptive students will be disciplined.

Books may be checked out for a period of two weeks. No more than two (2) books may be checked out at any one time. Students are financially responsible for all lost or damaged books and will be fined ten cents (.10) per day for every day a book is overdue. Students are responsible to replace damaged or lost books.

Encyclopedias and reference books will remain in the library at all times and are not to be taken from the library. Students are not to write on or cut out of magazines or newspapers.

All media equipment must be checked out prior to use. A list of specific library rules is posted in the library.

### **ACADEMIC INTEGRITY**

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in either grade changes and/or disciplinary action. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. The following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and community and are subject to disciplinary action:

***Plagiarism*** which includes, but is not limited to: offering the work of another as one's own; offering the work of another without proper acknowledgement; and/or failing to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, reference works, term papers, reports, internet, or other writings of another individual.

***Cheating behavior*** which includes, but is not limited to: (a) dishonesty of any kind on examinations, quizzes, written assignments and projects; (b) unauthorized possession of examinations, quizzes, or instructor records; (c) use of unauthorized notes or information during an exam, quiz, or exercise; (d) obtaining information during an examination or assignment from another individual and/or assisting others in cheating; (e) alteration of grades on an examination, an assignment, or records of an instructor or the school; (f) illegal entry or unauthorized presence in an office of the school, or unauthorized access to school or instructor's computers, grade records or examination and assignment requirements, and (g) any act of fraud or misrepresentation.

## HIGH SCHOOL GRADUATION REQUIREMENTS

### Credits

Generally, credit is given on the basis of 1/2 credit per course for each semester. In special circumstances, with the permission of the instructor and principal, students may be allowed to take some classes concurrently during the same class period.

### Minimum Course of Study

|  |             |
|--|-------------|
| English  | 4           |
| Mathematics (One Unit = or > than Algebra II)  | 4           |
| Science (At least two units with lab)  | 3           |
| Social Studies (Including New Mexico History,<br>U.S. History/Geography, Government/Economics, and<br>World History/Geography) | 3 ½         |
| Physical Education   | 1           |
| Career Cluster, Workplace Readiness or Non-English Language  | 1           |
| <b>Student must also take an AP/Honors course, a dual-credit<br/>course or an online/distance-education course.</b>            | 1           |
| <b>Total (a total of 25 credits are required for graduation)</b>   | <b>17 ½</b> |
| <br>   |             |
| <b>Elective credits</b>  | <b>7 ½</b>  |

## SUBSTITUTIONS FOR GRADUATION REQUIREMENTS:

Accounting or Financial Literacy may be counted for (1) Mathematics credit

Athletics/Cheerleading may be substituted for required Physical Education class

### Other Graduation Requirements

Students not fulfilling all graduation requirements will not be allowed to participate in graduation exercises.

Special Education students who may not have completed all graduation requirements may be allowed to participate in the exercises and receive a certificate of completion if they have successfully completed their Individual Education Plans and have received permission from the superintendent and school board.

**In addition, ALL students in grades 8-12 must complete a Next-Step Plan each year.**

**Promotion from Middle School to High School requires students to demonstrate competency in core subject areas of Math, English, History, and Science.**

## SPECIAL NEEDS PROGRAMS

Graduation plans must be a part of all IEP's prior to the student entering the ninth grade or age 14 and concurrent with the development of the Next Step Plan. At the exit IEP meeting, the IEP team will review the exit reevaluation. The team will then document that all requirements for graduation under the final IEP have been satisfied. A building administrator who has knowledge about the student must be a member of this team and must sign specifically to verify and accept completed graduation plans, goals, and objectives.

Special Education students who may not have completed all graduation requirements may be allowed to participate in the exercises with a certificate of completion if they have successfully completed their Individual Education Plans and have permission from the superintendent and the school board.

Any modified program of study may depart from a standard program only as far as is necessary to meet an individual student's educational needs as determined by the IEP team (5/99) The receipt of a diploma or certificate terminates the service eligibility of students with special education needs.

In the event a student does not meet the above mentioned graduation requirements for high school. The district will refer to the **Graduation and Demonstration of Competency Framework**.

**Texico Municipal Schools Graduation and Demonstration of Competency Framework 2019-2020**

Demonstration of Competency:

FIRST, STUDENTS **MUST** SUCCESSFULLY COMPLETE A MINIMUM OF TWENTY-FIVE (25) CREDITS ALIGNED TO THE STATE ACADEMIC CONTENT AND PERFORMANCE STANDARDS INCLUDING THE FOLLOWING:

1. Four credits in English, with major emphasis on grammar, nonfiction writing and literature;
2. Four credits in Mathematics, of which one course shall be the equivalent to or higher than the level of Algebra 2, unless the parent submits written, signed permission for the student to complete a lesser mathematics unit;
3. Three credits in science, two of which shall have a laboratory component;
4. Three-and-a-half credits in Social Science, which shall include United States History and Geography, World History and Geography, Government and Economics, and one credit of New Mexico History;
5. One credit in Physical Education and ½ credit in Health;
6. One credit in one of the following: a career cluster course, workplace readiness or a language other than English; and
7. Seven credits that meet department content and performance standards. Student service learning shall be offered as an elective.

\*\*One of the above credits must be earned in one of the following: advanced placement course; honors course, a dual credit course or a distance learning course.

SECOND, STUDENTS MUST DEMONSTRATE COMPETENCY IN THE AREAS OF READING, WRITING, MATH, SCIENCE, AND SOCIAL STUDIES USING **ONE** OF THE METHODS BELOW:

***Via Standards-Based Assessment***

| Reading  | Math  | Writing  | Science  | Social Studies  |
|--|---|--|--|---|
| 10 <sup>th</sup> Grade NM State Exam or 11 <sup>th</sup> Grade NM State Exam   | <b><u>Geometry NM State Exam</u></b> or <b><u>Algebra II NM State Exam</u></b> Level Score of 4 (750) or higher | 11 <sup>th</sup> Grade NM State Exam   | NM Science SBA   | History EOC   |
| <b><u>EOC</u></b> –<br>English III Reading – score of 9 or better<br>English IV Reading – score of 9 or better<br><b><u>NM State Exam</u></b> - Level Score of 4 (750) or higher.<br><i>For Reading</i> - NM State Exam reading sub score has not been set. ** |   | <b><u>EOC</u></b> - English III Writing Score of 17 or more<br>English IV Writing Score of 16 or more<br><b><u>NM State Exam</u></b> - Level Score of 4 (750) or higher. <i>For Writing</i> – NM State Exam writing sub score has not been set. ** | Scale Score of 1138 as an H3 student or state cut point. | <b><u>US History</u></b> - State cut score of 29<br><b><u>NM History</u></b> - State cut score of 14<br><b><u>World History</u></b> - State cut score of 28<br><b><u>US Government</u></b> - State cut score of 17<br><b><u>Economics</u></b> - State cut score of 18 |

*Via Alternate Demonstration of Competency—State-Approved*

| Reading  | Math  | Writing  | Science   | Social Studies |
|--|---|--|---|----------------|
|  | EoC Algebra 1- score of 14 or better (must pass Alg. 2 class)<br>EoC Algebra 2 – score of 13 or better<br>EoC Geometry- score of 15 or better (must pass Alg. 2 class)<br>EoC Pre-Calculus- 15 or better (must pass Alg. 2 class) |  | EoC Chemistry – score of 19 or better<br>EoC Biology- score of 22 or better<br>EoC Environmental Science- Score of 21 or better<br>EOC Physical Science- score of 23 or better<br>EOC Anatomy and Phys. – Score of 23 or better |                |
| AP Literature and Composition Exam – score of 3 or better  | ACT Exam in Math – score of 22 or better  | AP Literature and Composition Exam – score of 3 or better  |   |                |
| AP Language and Composition Exam – score of 3 or better  | SAT/NEW Exam in Mathematics – score of 530 or better  | AP Language and Composition Exam – score of 3 or better    |   |                |
| ACT Exam in Reading – score of 22 or better  | Accuplacer Exam in Quantitative Reasoning, Algebra, & Statistics – score of 256 or better   | ACT Exam in English – score of 18 or better                | ACT Exam in Science- score of 23 or better  |                |
| PSAT/NMSQT Evidence Based Reading/Writing-score of 480   | Accuplacer Exam in Advanced Algebra & Functions – score of 249 or better  | PSAT/NMSQT Evidence Based Reading/Writing-score of 480     |   |                |
| SAT/NEW Exam in Reading/Writing – score of 480 or better<br>SAT SUB Lit – score of 574 or better | PSAT/NMSQT Math- score of 480 or better   | SAT/NEW Exam in Reading/Writing – score of 480 or better   |   |                |
| Accuplacer Exam in Reading – score of 254 or better  | Accuplacer Exam in Math – QAS – 256;<br>AAF - 249   | Accuplacer Exam in WritePlacer – score of 260 or better    |   |                |
|  |   | Accuplacer Exam in Sentence Skills – score of 83 or better |   |                |

*Via Alternate Demonstration of Competency—Portfolio of Standards Based Indicators—District Approved*

A Portfolio Review Committee will be established consisting of:

High School Principal or Designee

Senior Counselor

Teacher Representatives

Director of Special Education as applicable.

The Portfolio Review Committee will review the results of the 9<sup>th</sup>-12<sup>th</sup> grade Standards Based assignments, exams, short cycle assessments, and the state-approved ADC scores of any student who has SUCCESSFULLY COMPLETED THE REQUIRED TWENTY-FIVE (25) CREDITS BUT HAS NOT DEMONSTRATED COMPETENCY BY MEETING ANY OF THE CUT-SCORES OR METHODS FOR DEMONSTRATING COMPETENCY THAT HAVE BEEN PROVIDED BY THE NMPED. If the committee determines the student has demonstrated competency using a rigorous portfolio of standards-based indicators including but not limited to performance-based assignments, exams, short cycle assessments, and state-approved ADC scores, the student will be awarded a Diploma of Excellence. A student with an IEP is entitled to receive any modifications, variations, waivers, or accommodations described in the student's IEP while demonstrating competency.

**Documents to be reviewed as evidence of Demonstration of Competency may include but are not limited to:**

All available Detailed Progress Reports from 9<sup>th</sup>-12<sup>th</sup> grades generated through Principal's Aide  
State-Approved ADC Scores

**Demonstration of competency may include but is not limited to:**

A score of 60% or better on an adequate sampling of rigorous, standards-based assignments, essays, projects, quizzes, and exams identified on the Detailed Progress Reports.

Scores on state-approved ADCs

*Upon review of this comprehensive body of evidence, the committee will determine whether or not the student has demonstrated competency by this portfolio of performance based indicators. A student in disagreement with the committee's determination may appeal to the superintendent or designee.*

## CORRESPONDENCE COURSES

Credits earned through correspondence or extension study may be accepted if such credits are from schools approved or accredited by the National Home Study Council, the state board of education of the state in which is regionally accredited for such purposes. No correspondence courses taken while a student is enrolled at Texico High School will be used to determine class rankings. Approval of all correspondence courses rests with the principal, pursuant to applicable Public Education Department regulations.

## Dual Credit Requirements

Texico School realizes the need for academic challenges and “the high school experience.” Therefore, the Texico School Board agrees to provide opportunity for academic challenges. In accordance with all Public Education Department Dual Credit regulations (5.5.4 NMAC), Texico Schools will allow options for upper level students as long as they are not on academic probation, have not been ineligible, or don’t have excessive absences.

The options will be provided by grade level in a structure to allow for individual student maturity *only*.

**ALL Students** will follow enrollment guidelines as appropriate in meeting HS graduation requirements and meet enrollment standards for the higher education institutions for which they desire to enroll. Not everyone has the right to take dual credit. It is a privilege.

**Seniors** must be enrolled in classes on the Texico campus for four class periods per day, unless approved by principal, counselor, and Dual Credit Committee.

Dual credit courses taught by Texico Staff members will be counted towards the student’s high school GPA. Dual credit courses taught off campus and online courses will not be counted toward high school GPA.

Credit rating will follow state regulations unless the appropriate appeal process to the Public Education Department is made.

Texico Schools does not assume liability for transportation, content, or instructional strategies of the dual credit classes taught on college campuses.

If a Texico High School student withdraws from a dual credit course prior to the end of the semester/completion of the course, the student will be responsible for paying for the entire cost of all textbook costs.

Level III teachers will be asked to mentor students and be liaisons for students enrolled in dual credit courses.

## THE GRADING SYSTEM

Students receive report cards at the end of each six week grading period. For most classes, numerical grades are assigned. Students enrolled in Honors classes and Advanced Placement classes will receive additional numerical points added to the calculation of their semester grade point average. A 100-point grade system is utilized to determine honor rolls, placement in class standings, and National Honor Society. The grading system is as follows:

|                  |               |
|------------------|---------------|
| A = 90-100       | Excellent     |
| B = 80-89        | Above Average |
| C = 70-79        | Average       |
| D = 60-69        | Passing       |
| F = 59 and below | Failing       |

In lieu of a letter grade, students serving as teacher's aides or office aides will receive either an "S" or a "U" for satisfactory or unsatisfactory service.

An "I" or incomplete may be given at the teacher's discretion and with the principal's consent. An incomplete grade must be rectified within a specified time. If the incomplete is not removed by the designated time, a grade of "IC" will result with the student receiving no credit for the class in which the incomplete was received.

### Grade Determination

Six weeks grades are determined utilizing daily work, tests, six weeks tests and any other items required by the individual teacher. A minimum of 12 grades will be taken each six-week grading period.

### Honor Rolls

Students are eligible for two honor rolls; "A" and "AB". Students with all grades above a 90 qualify for the "A" Honor Roll. Students with at least four grades of 90 or above and no grade lower than an 80 qualify for the "AB" Honor Roll.

## Class Standings

Class standing in each class is based on the relative overall numerical average using a 100-point scale. To be eligible for valedictorian, salutatorian, or historian, a senior student must have been concurrently enrolled in Texico Municipal Schools for his or her last 3 semesters and not be a three-year graduate. The student with the highest numerical grade average will be selected as Valedictorian, second highest numerical grade average will be Salutatorian, and third highest numerical grade average will be Historian. In the case that more than one student ties for valedictorian, salutatorian, or historian, they will remain tied and each will be listed as such on the graduation program. The administration has the authority to reassign the valedictorian, salutatorian, or historian if extenuating circumstances occur.

**All grades for SENIORS will be DUE at 8:00 am and WILL BE CALCULATED AS OF MAY 13, 2020.**

While a student is enrolled at Texico High School, grades earned either by correspondence, concurrent enrollment (taught by instructors other than qualified Texico High School teachers), or any other method other than regular enrollment will not be used to determine a student's class ranking. **Texico High School will not count credits transferred from any other school district as Honors Credits. The numerical average as determined at the end of the final grading period of the senior year will be used to determine valedictorian, salutatorian, and historian.**

### HONORS COURSES

#### English Classes

English III AP  
English IV AP  
Sophomore Honors English

#### Science Classes

Chemistry  
Anatomy & Physiology

#### Spanish Classes

Spanish II

#### Math Classes

Pre-Calculus

*\*Dual credit courses taught onsite by Texico faculty members will also earn honors credit*

## **SCHOLASTIC ELIGIBILITY FOR ACTIVITIES AND ATHLETICS**

In order to participate in activities and athletics sanctioned by the New Mexico Activities Association, students are required to meet certain criteria. Eligibility will be calculated every three weeks. Eligible students must be enrolled in at least four (4) classes, maintain at least a 2.0 or "C" average in all classes on the 4.0 grading scale, and be passing all classes in which they are enrolled.

In order to be eligible during their senior year, students must have accumulated eighteen (18) credits acceptable for graduation prior to their seventh and eighth semesters. If students are ineligible (based on three-week grades) at the beginning of a semester, the grades of the most immediately completed semester may be reviewed. Students passing at least four (4) classes, failing no class, and having a 2.0 average or better may be ruled eligible for the next three weeks after proper petitioning through the New Mexico Activities Association through the cumulative average provision.

### **Other Eligibility Considerations**

In addition to scholastic requirements, students must meet other requirements to participate in extracurricular activities and athletics.

Parents/guardians must give written consent stating they have no objections to the student participating in contests and provide proof of insurance.

A form must be on file with the school indicating the student has passed a current physical exam.

The student must be regularly enrolled in grades 9-12, must have attended high school less than eight (8) semesters and must not turn 19 years of age before September 1.

The student must not have participated in more than four (4) seasons, including the current season, in any sport during enrollment in grades 9-12.

The student must be of amateur status, defined as never having received, directly or indirectly, pay or financial benefits for participating in any athletic contest, and/or never having signed a contract or having competed under a false name.

The student must not have participated as an individual or as a member of a team, other than a school team, without the permission of the principal.

The student and his/her parents/guardians must have a bonafide residence in the school district or be NMAA-eligible transfer students. The student must not have transferred to or from a private, parochial or boarding school within one semester. (Students are encouraged to consult with the principal before transferring to determine the effect it may have on eligibility).

The student must not have accepted any cash or merchandise awards.

The student and their parent must sign a Texico Schools Code of Conduct that will be provided to them by their coach or athletic director.

Any student who wishes to quit a sport, once started, must meet with the coach, parents, and athletic director before being released.

A student may be removed from all athletics and extra-curricular activities indefinitely if:

- a. The student is found ineligible 4 or more of the 12 grading periods.
- b. The student faces disciplinary actions for behavior on more than 3 occasions.
- c. The student has more than 10 unexcused absences within a school year.

## CLUBS AND ACTIVITIES

Students at Texico High School have the opportunity to join clubs and participate in various activities.

### \*National Honor Society

The National Honor Society of Secondary Schools was chartered in 1960, by the National Council. The local chapter is known as the Silver Stylus Chapter and its' objectives are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character.

National Honor Society membership requires nomination by a committee composed of faculty members. To be eligible for nomination, students must be sophomores, juniors or seniors. Sophomores, Juniors and Seniors must have a minimum cumulative grade point average of 3.600 and be recommended by the nomination committee. Selections are based on **scholarship, service, leadership and character**. Continued membership is based upon the continued compliance of selection criteria.

### \*Athletics

Football, volleyball, basketball, track & field, baseball, golf (girls only), and cheerleading are available to academically eligible students.

### \*Vocational Clubs

Family, Career, and Community Leaders of America (FCCLA) and Future Farmers of America (FFA) are available to any student who is enrolled in or who has successfully completed at least one semester of related coursework.

### \*Dramatics

From time to time, school plays are produced and students are provided the opportunity to participate in a variety of theatrical venues.

## AWARDS AND RECOGNITION

### Academic Awards

In order to receive an academic award, students will be evaluated based on their attendance (tardies and absences), homework, test average, cumulative class average, attitude and cooperation, leadership and dependability, discipline record, appearance and any other criteria the individual teacher may specify.

### Athletic Awards

In order for students to "letter" or to receive an athletic award, they must participate in sports. Students are advised to check with the coaches to learn more about the awards.

Students should be present at the awards program to receive their awards; however, the principal may waive attendance requirements due to illness or other emergencies.

### Homecoming — King and Queen Candidates

Homecoming festivities are conducted once per school year during Football season.

The election process permits the high school student body to elect five (5) boys and five (5) girls from all scholastically eligible juniors and seniors. These students shall serve as the Homecoming Court. The boy and girl receiving the most votes shall be named King and Queen.

Coronation shall be conducted immediately prior to the start of the football game (preferably on a Friday).

### ACTIVITY TRIP PROCEDURES

Students will travel to school activities on the bus unless prior approval is granted by the coach, sponsor, or athletic director.

Parents are urged to contact the school prior to the activity for permission to take their own child after the activity. Parents must sign activity trip permission slips to release the child to the school's authority. Parents are urged to leave students for the entire activity and sign off at the time students are entering the bus for the return trip home.

Secretaries will provide sponsor with a list of students with permission to leave with parents.

Sponsor will allow parents to sign off at appropriate times. Sponsor will only allow child to be signed off by legal guardian or parent.

Sponsor/Coach will make parents aware of unity and team cohesiveness if abusive leaving begins to occur.

All parties involved shall use good judgment.

### COURSE DESCRIPTIONS

#### AGRICULTURAL EDUCATION AND FFA

The department offers Agricultural Education instruction in the many areas of agriculture such as agribusiness, ranching, farming and farm management, industry education specialized services and public relations as well as membership in Future Farmers of America. It provides students with an opportunity to link school subjects with the real world. Students enrolled in Agricultural Education (Ag. Ed) courses are expected to demonstrate shop skills and to complete projects. Students may have large or small production projects and or work experience on a ranch, farm or in agribusiness. Students may build individual projects in keeping with needs, interests and skills. Projects may range in complexity.

FFA emphasizes development of leadership, citizenship and character. Awards for achievement in all areas of endeavor are presented each year at the FFA ParentMember banquet. Members may enter livestock in county and state fairs and the chapter sends delegates to district, state and national conventions.

**Introduction to the Science of Agriculture** — FFA, parliamentary procedure selections of projects and preparation for work experience, record keeping, general shop skills and basic principles of arc and oxy-acetylene welding are addressed.

**Science of Large Agriculture Animals** — Introduction to the Science of Agriculture is a prerequisite. Addressed are various phases of livestock, production of beef and dairy cattle, agriculture commodities, commercial cattle feeding, maintaining animal health, insect control and judging, etc.

**Agricultural Economics and Business Management** – Provides students with the information and skills necessary for career success in agribusiness and in the operation of entrepreneurial ventures.

**Agricultural Leadership/Communication** – Designed to strengthen students' personal and group leadership skills.

**Horticulture/Botany** – The focus of this course is on the science of plants (botany).

**Agricultural Mechanics**---Course provides for the skill and knowledge development applicable to the tools and equipment used in the agricultural industry. In learning to apply basic industrial knowledge and skills (engines, power, welding, and carpentry), a broad range of topics may be explored. Course includes procedures for safe operations.

**Agricultural Structure and Construction**—Topics include surveying, concrete and masonry, plumbing, drafting, carpentry and electrical wiring; use of bids and billing information; use of measurement and layout tools. Procedures for safe operations are included in this course.

**Animal/Dairy Science**—Course imparts information about the care and management of agricultural animals. Nutrition, health, reproduction, genetics, facilities, and marketing are all possible topics; Study of anatomy and physiology of livestock; Feed ration analysis; Performance factors and recognition of animal behaviors to facilitate working with animals safely.

**AG 101 Animal Science (Dual Credit with ENMU)**

Livestock and meat industry; problems of feeding management; and development of basic skills in cattle, sheep and swine selection.

**AG 203 Crop Science (Dual Credit with ENMU)**

Introduction to the major food, feed fiber and specialty crops grown in New Mexico and the U.S. Emphasis on biology, physiology, genetics, culture and management.

**AG 231 Metal Fabrication (Dual Credit with ENMU)**

Instruction and skill development in various welding techniques, hot and cold metal work and oxy-acetylene cutting and welding.

**DRIVER EDUCATION**

**Driver Education**—Book work for this class is offered during students' ninth grade year. One half (1/2) credit may be earned.

**ENGLISH AND LANGUAGE ARTS**

**English I**—This course is designed to teach composition, grammar, punctuation, and an appreciation of literature. Students may be required to analyze poetry and other literature, to write essays and a research paper, develop skills in Advanced Placement vocabulary, and outside reading for selected novels.

**English II**—This course is designed to teach composition, grammar, punctuation, and a knowledge base of literature. Students may be required to analyze poetry and other literature, to write essays and a research paper, develop skills in Advanced Placement vocabulary, and outside reading for selected novels.

**English III**—(American Literature) This course is a chronological study of significant works and themes in American Literature as well as continued teaching of reading strategies and grammar. Written expression will focus on persuasion, problem-solution, literary analysis, critical review, and comparison of poetry styles, personal response and research. Students will read books and do book reports, and recognize similarities between literature and life.

**English III (AP)** – This course is designed to prepare students to take and pass the Advanced Placement Exam in English Language (administered each spring). The course will expose students to a variety of non-fiction texts, including biography, autobiography, diary, journal, newsprint, social and literary criticism, technical and/or historical documents, and speech transcripts. Analysis of such texts for diction, syntax, tone, voice, and other literary and rhetorical devices will be central to the course, and students will write frequent essays on these and other topics. Also required of students taking this course will be a major research paper and the successful completion of several outside reading assignments. **Students taking this course will be expected to take the AP Language & Composition exam in May. Students will register for exam during 1<sup>st</sup> Semester. Exam comes with a fee to register. Any student who registers for the exam and does not take the exam will also be charged a \$40 unused exam fee.**

**English IV**—(British Literature) This course is an overview of the literature of England from Anglo-Saxon to contemporary times. It is designed to emphasize a formal style of communication in both the oral and written forms through the writing of essays and research papers. Students will read books and do reports and expand knowledge of literary elements and devices. Recognize similarities between literature and life.

**English IV (AP)** – An advanced college level course, which will cover the genres of fiction, poetry, drama, and literary analysis and criticism in both American and British Literature. The object of this course cultivates a mature understanding of the exposition; to foster the capacity for intellectual, and emotional self-expression nurturing the discovery and expansion of resources within each student. **Students taking this course will be expected to take the AP Literature & Composition exam in May. Students will register for exam during 1<sup>st</sup> Semester. Exam comes with a fee to register. Any student who registers for the exam and does not take the exam will also be charged a \$40 unused exam fee.**

**Language Arts Laboratory** - Course provides instruction in basic language skills, integrating reading, writing, speaking and listening while placing great emphasis on individual student progress. Course content depends upon student abilities upon entrance into the course, and may include vocabulary building, spelling and grammar, writing and composition, reading silently or aloud, and improving listening and comprehension abilities. Language Arts Laboratory courses may or may not be taught in a laboratory setting or resource center.

## **ELECTIVES**

**Drama**--A basic course exploring acting techniques and principles through scene study, improvisation, theatre games, and a monologue. This is a performance class. Participation of one theatrical production is required.

**Spanish I**—This course is designed to emphasize writing, reading, listening and speaking. Vocabulary and verb usage is considered to be of extreme importance.

**Spanish II**—Prerequisite is Spanish I. Course is designed to review the Spanish Language structure. Finer points of Spanish grammar reviewed. Audio-lingual practice and directed extensive written and oral work.

**Yearbook**—The WOLVERINE, official yearbook of Texico Schools, strives to serve as a complete memory book of the people and events of the school system for one year.

Students enrolled in this class will be trained in many areas of publication through hands-on experience.

## **FAMILY AND CONSUMER SCIENCE**

**Child Development** – Provides knowledge about conception, birth, and physical, mental, emotional, moral, and social growth and development of children. This class provides guidance about desirable parental involvement, responsibilities one needs to consider before becoming parents, and how to provide appropriate care and a suitable environment for children. Also includes the care of a “Baby Think It Over” doll for 2-3 days & nights.

**Leadership** – Designed to help students learn leadership, employability, and organizational skills through FCCLA programs. Areas of study may include career research, goal setting, job-seeking and job-keeping skills, community service, peer education, and public speaking.

**Culinary Arts I (ProStart I)**- Provides students with an understanding of the role food plays in society, instruction in how to plan and prepare meals, experience in the proper use of equipment and utensils, and a background of the nutritional needs and requirements for healthy living. Includes lab work.

**Culinary Arts II-IV (Pro-Start II)**- Provides students with additional knowledge and practice for commercial food preparation. Successful completion of the program may lead to ProStart Certification.

**FCCLA (Family, Career, and Community Leaders of America) Membership** – FCCLA is an extracurricular program for High School FACS students (both male and female). This program provides opportunities in leadership development through individual and group activities, offers the chance to travel, encourages competition in Star Events, teaches career awareness, and even offers scholarship possibilities.

## **MATHEMATICS**

**Algebra I** – This course is designed to teach students to be successful mathematical problem solvers. Through a variety of teaching methods, students will be exploring and solving expressions, equations, and functions. They will discover rational numbers and proportional reasoning. Students will learn to analyze linear equations and will solve linear inequalities. Students will learn to graph relations and functions, and will explore polynomials, factoring, and solving quadratic equations.

**Algebra II** – During the course of Algebra II students will use integration, application, and connection to other curriculum to learn and understand analyzing equations and inequalities, graphing linear relations and functions, solving systems of linear equations and inequalities, and using matrices. Through hands-on activities and class projects students will explore polynomials and radical expressions, quadratic functions, conic sections, logarithmic functions, and trigonometric functions. Students will learn to become critical thinkers as they apply their knowledge to real-life situations.

**Financial Literacy** – Course reinforces general math skills for students along with applications that include budgeting, taxation, credit, banking services, insurance, buying, selling, investment, home and/or car ownership.

**Geometry** – The study of geometry exposes students to the basic tenets of logic and deductive reasoning, highlighted through the use of formal and informal proofs. In addition, the course introduces the fundamental trigonometric ratios (sine, cosine, and tangent) and requires students to apply them in both theoretical and applied problems involving triangles, circles, and various regular polygons. Students will also gain mastery of solids, calculating such values as lateral area, surface area, and volume of prisms, cylinders, pyramids, cones, and spheres.

**Pre Calculus** – Through a variety of teaching methods, students who complete a course in advanced math will understand linear relations and functions, how to solve systems of equations and inequalities through a variety of methods, will be able to graph and understand the nature of various graphs, and will understand polynomial and rational functions. Students will spend several weeks exploring trigonometric functions, graphs and inverses of trigonometric functions, and trigonometric identities and equations. Students will also spend time understanding polar coordinates and complex numbers, vectors, and parametric equations. Throughout the course, students will also spend time applying their learned concepts to real-life situations and case studies.

**Math 107-- Intermediate Algebra (Dual Credit with Clovis Community College)** Prerequisite: Satisfactory score on the Math Placement Test taken within the last year. Course teaches fundamentals necessary for success in advanced mathematics, including algebraic skills and reasoning, with an emphasis on linear and quadratic equations.

**Math 110 – College Algebra**, Prerequisite: A grade of “C” or better in Math 107 within the last two years, or a satisfactory score on the Math Placement Test taken within the last year. Course covers functions and their

graphs including polynomial, rational, inverse, exponential, and logarithmic, as well as systems of equations in 3 variables and rules of logarithms. Problem solving strategies are emphasized. (NMCCN Math 1113)

**Math Intervention** -Allows Elective Only Credit– Cannot count as one of the four math credits required for High School Graduation. The teacher of this course will be guided by the Standards-based core curriculum of the regular course and will emphasize the skills, concepts and processes needed by the students. An intervention program can be thought of as a cycle consisting of three phases: diagnostic assessment, instructional actions and follow-up assessment.

## **PHYSICAL EDUCATION**

**PE**—A required course, usually taken during the freshman year. It is part of the total education process to develop a more physical body, a stronger mental and emotional state and the use physical activity to develop social adaptation as a citizen.

**Athletics** - Course that provides instruction and skill development in selected team sports.

## **SCIENCE**

**Physical Science**—A freshman requirement. This course emphasizes the quantitative aspects of various physical science areas and provides an overview of the structure and changes in matter, the types of energy, force & motion, and the structure of the universe.

**Biology I**—A sophomore requirement. This course is designed as a study of living things and their classification. The functions and importance of plants and animals are stressed, with laboratory investigations being important.

**Chemistry**—Completion of Algebra I and enrollment in Algebra II are prerequisites. This course, for juniors and seniors, is designed primarily for college-bound students. It is the study of the composition of substances and the changes they undergo.

**Anatomy**—Completion of Biology is a prerequisite. This course, for juniors and seniors, provides a survey of the anatomy and physiology of the human body from the cellular level through that of organ systems. Covered in this course are the skeletal, muscular, digestive, nervous, and reproductive systems.

### **CHEM 115/116 -- (Dual Credit with Mesalands Community College)**

#### **CHEM 113 Chemistry for General Education and Lab**

(Dual Credit with Clovis Community College)

A one semester general survey of chemistry that investigates chemical concepts including matter and its changes, atomic structure, compound formulas, chemical reactions and equations, and stoichiometry.

#### **BIOL 113 Biology for General Education and Lab**

(Dual Credit with Clovis Community College)

Introduction to modern principles of biology including cell biology, living systems, evolution, genetics, and biochemistry through lab, lecture, and activities. Credit not applicable toward biology major or minor

## **SOCIAL SCIENCES**

**NM History**-This course surveys the historical development of the state of New Mexico. It begins with the early cultures and then proceeds to the Spanish Explores, New Mexico under Spanish and Mexican Rule, and historic events to the present time.

**US History/Geography**—This course is designed as a study of the historical backgrounds of and the geographic influences upon our American culture from the discovery of America to the present.

Government/Economics—This course is designed as a study of the local, state and national governments with emphasis on the three branches of government, the U.S. constitution and the role the citizen plays in our government.

**Government/Economics-** Course provides an understanding of the ideals, rights and responsibilities of citizenship and understand the content and history of the founding documents of the United States. Course also provides an understanding of basic economic principles and use of economic reasoning skills to analyze the impact of economic systems (including the market economy) on individuals, families, businesses, communities, and governments..

**World History/Geography**—This course surveys the historical development of man from the ancient civilizations of the Middle East and Greece to the present.

**PSY 101— (Dual Credit with Mesalands Community College)** The study of human behavior. Typically includes an overview to the field of psychology, topics in human growth and development, personality and behavior, and abnormal psychology.

**PSY 202—(Dual Credit with Mesalands Community College)** This course examines a range of psychological disorders and psychological factors in physical illness. This course reflects current thinking that abnormal behavior can be understood from a combination of biological, psychological, and social points of view.

## **SPECIAL EDUCATION**

Special Education courses are available to those students who qualify for the program based on state regulations and federal guidelines. Requirements for graduation will be the same as for all other students except as modified by the student's IEP (Individual Education Plan). Courses will be determined by parents, the student and teachers during the establishment of an IEP, which is prepared for each student.

## **RIGHTS AND RESPONSIBILITIES OF THE PUBLIC SCHOOLS**

Texico Municipal School has the right and responsibility to provide a safe environment for students and nonstudents alike. No person will interfere with the educational process of the school by committing, threatening to commit, or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful functions of the school. No person, while on school property, shall commit any disruptive, criminal or delinquent act without being subject to board policy and/or possible criminal charges.

Unauthorized solicitation by any person will not be allowed on school property at any time.

Students and nonstudents, while on school property, shall be governed by school rules and regulations. Failure to obey the lawful instructions of authorized personnel may result in loss of eligibility to attend school-sponsored events.

## DEFINITIONS AND ISSUES:

**Attendance**—Daily attendance of all students who are enrolled is required in accordance with state law and school board policy. Students will attend regularly scheduled classes for the district's school year unless there is necessary cause for absence. Examples are illness and death in the family.

**Burglary**—The stealing of school or personal property.

Cooperation with School Personnel—**Students will comply with all lawful directions of all school district personnel.**

Criminal or Delinquent Acts **shall include the following:**

Arson;

Assault and/or battery;

Criminal libel;

Criminal trespass;

Unlawful assembly or disturbing lawful assembly;

Extortion, blackmail or coercion;

Larceny, robbery or burglary;

Illegal sale, possession, transportation or use of alcoholic beverages, firearms, or other deadly weapons or explosives;

Sale, possession, transportation or use, without a prescription, of a drug, or a substance defined as a controlled substance;

Possession or use of a tobacco product;

Use of a solvent or other inhalant for intoxication;

Use of the telephone to terrify, intimidate, threaten, harass, annoy or offend;

Use of a vehicle in a way that violates the New Mexico Vehicle Code.

Blocking normal pedestrian or vehicular traffic on school grounds unless authorized to do so, and;

Disruption of a class or preventing the teacher from instructing class.

## DRESS CODE

**Dress Code**—Students at Texico High School are governed by a local dress code. Students are expected to dress responsibly and in good taste. **School authorities retain the right to restrict any type of clothing, hairstyle, or jewelry that they consider potentially disruptive or in bad taste. All administration and staff during the school day will enforce the following dress code:**

\*Any clothing is unacceptable when it is determined that it is inappropriate **due to fit and or length**. If a critical judgment is necessary, shorts and skirts may be no shorter than finger-tip length. (This does not apply to shorts or skirts worn as an approved uniform.)

\*No nylon or spandex shorts shall be worn.

\*Cutoff shorts must be rolled up so the frayed ends will not show and must meet the same requirements as shorts or skirts.

\*Undergarments shall be covered at all times.

\*Clothing or attire that is vulgar or depicts indecent slogans, pictures/graphic, or phrases that may depict a sexual meaning or illegal substance shall not be permitted. This includes but is not limited to bracelets, and t-shirts that depict "gender specific anatomy."

\*No garment or product will be allowed at school if it is determined to be unacceptable.

\*No attire or product that contains slogans or artwork that depict drugs, alcohol, or things of obscene or suggestive nature are allowed.

\*Tank tops that reveal undergarments or armpit hair, midribs or other items deemed inappropriate by instructional staff are not to be worn.

\*The general appearance of the student and his/her clothing shall not interfere with the instructional program.

\*Clothing and general appearance of the student shall not constitute a health or safety hazard.

\*Appropriate footwear will be part of regular attire (no house shoes).

- \*Cleanliness of body and clothing shall be expected of all students.
- \*Leggings will only be permitted if the top is at least finger-tip in length.
- \*Pants with holes in them cannot have holes higher than 4 inches above the knee
- \*Hats, caps, beanies, and hoodies will not be worn on students' heads in the buildings during the instructional day.
- \*Students must be clean-shaven. Sideburns must be neatly trimmed and can be no longer than the bottom of the ear.
- \*No body piercing, nose, or tongue rings are permitted. In addition, gauges will not be permitted. Piercings covered by bandages are not permissible. Only girls may wear ear studs or ear rings.
- \*Students will wear their hair clean and in good taste. Hair must be a naturally-occurring hair color. Male hair length should not be below the top of the collar, and no pony or rat-tails are allowed. Shaved heads will be worn in a fashion that the cut is in a uniform length without symbols or lines shaved into the hair.
- \*No gang items such as bandanas, hairnets, or gang signs shall be worn, carried, or displayed.
- \*Students may not wear chains which are designed to be worn on wallets, pants, or as dog collars, including collars with spikes.
- \*Pants should be appropriately sized at the waistband and should be worn above the hipbones. Sagging pants or shorts worn below the waist will not be permitted.
- \*Belts must be the appropriate length and must be contained in belt loops. The tip of the belt may not hang unless it does not reach the next loop.
- \*Pajamas or sleepwear may not be worn.
- \*Sunglasses will not be permitted in the buildings.

**Drug Policy--** It is illegal for any person to possess, use, sell, or transfer a drug or substance defined as an illegal substance. Any person who violates the law regarding drugs while under the supervision of Texico Municipal Schools will be prosecuted and additionally may be expelled. Alcohol possession, uses, or transfers to another person, or being under the influence of alcohol is prohibited. Students violating the alcohol policy may be expelled.

**Due Process--Students are guaranteed due process of law. Every effort will be made by administrators and staff to resolve problems through effective utilization of district resources in cooperation with students and parents/guardians. If students refuse to comply with district rules or policy, expulsion may result.**

A hearing authority, designated by the school board, may request the student and/or parent/guardian to attempt reconciliation first, but, if this request is declined, the hearing authority will schedule a hearing as soon as possible.

Procedural guidelines governing a hearing are as follows:

Written notice of charges against the student will be supplied to the student and parent/guardian.

The parent/guardian may be present. Students shall be allowed to be present when evidence is offered against the student. He/she will be allowed to present his/her version of the facts and witnesses. The students or their representative shall be allowed to question any witnesses.

The board designated hearing authority shall make a determination solely upon the evidence presented at the hearing.

**Cell Phones/Electronic Devices— CELL PHONE USAGE BY STUDENTS IS PROHIBITED IN CLASSROOMS.** Students found to be possessing or using electronic devices without authorization will be subject to the following consequences:

1<sup>st</sup> offense- Teacher turns in phone into office where it remains to end of day

2<sup>nd</sup> offense- Teacher turns in phone into office and parent picks up phone at end of day

3<sup>rd</sup> offense- Teacher turns in phone into office & student leaves phone in office during entire school day for 1 week

4<sup>th</sup> and subsequent offenses may lead to student suspension or other consequences

**Explosives**—Explosives, including fireworks, are not permitted on school property or at school sponsored events.

**Expulsions**--In accordance with procedures established in the Public Education Departments Regulation 81-3, long term suspension or expulsion is defined as the dismissal of a public school student for a period of 10 days or more for the breach of a rule, regulation or requirement of the school authorities.

**Extortion, Blackmail or coercion**—Obtaining money or property by violence or threat of violence, or forcing someone to do something against his or her will by using force or the threat of force.

**Freedom of Speech--Obscenity, profanity, libel, slander and "fighting" words or symbols whose very utterance tends to provoke an immediate breach of peace are not constitutionally protected when spoken or written by students or nonstudents while under the authority of school personnel. Non-disruptive expression of opinion is not constitutionally protected if it amounts to disruptive conduct or some other prohibited act or if it produces substantial disorder or invades the rights of others. All student meetings in school buildings or on school grounds shall function only as a part of the formal educational process or as authorized by the principal. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and is prohibited.**

**Freedom to Publish--No unauthorized publication will be allowed on school property at any time.**

**Gun 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 the schools. 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 school property. This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C.3351 (a) (1) and Gun Free School Zones Act of 1990, 18 U.S.C.921924, and it is the intention of the board that it be interpreted to conform to provisions of those referenced laws.

Key definitions are as follows:

**Weapon:** For purpose of this policy, a "weapon" is a firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "lookalike" object that resembles an 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.

**Firearm:** For purposes of this policy, and for purposes of compliance with the federal GunFree Schools Act, a "firearm" is defined to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device.

**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 200 feet from the grounds of a school.

**Prohibitions:** It is the policy of the board that no student shall bring a weapon of any kind in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

**Enforcement:** Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the Public Education Department Regulation No. 81-3, as amended, and the policies of the District.

**Penalties for Violations:** Any student found to be in violation of this policy should be subject to discipline, including longterm suspension and expulsion. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to the possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period not less than one year, except that the Superintendent or the Board of Education may modify as appropriate.

**Larceny—Theft.**

**Malicious Mischief—**Intentional property damage.

**Medications Taken At School--It is the policy of Texico Municipal Schools to discourage the taking of any medication at school. However, there are some instances when medication must be taken during school hours. A statement from the physician and the parent/guardian must be provided to the school nurse anytime a student is to take medication at school regardless of whether the medication is selfadministered or administered by the school nurse. Permission slips may be obtained from the office or from the nurse's office. Nonprescription medications, such as aspirin or cold tablets may not be administered to a student unless the parent comes to school and administers the medication him/herself. It is a violation of New Mexico State Statutes 67510 for school personnel to give any drug without a physician's prescription.**

**OffCampus Events—**Students shall be governed by school district rules and regulations, and are subject to the authority of school personnel when attending offcampus events. Failure to comply will result in discipline including the possible loss of the privilege to attend offcampus events and/or other discipline procedures including expulsion.

**Refusal to Identify Self—**All persons must, upon request, show identification to proper School authorities whether in the building, on the grounds or at school sponsored events.

**Sale, Use or Possession—**Texico School is a Drug Free Zone. It is illegal to sell, use or possess alcoholic beverages or illegal drugs on school grounds or at school sponsored events. Students under the influence of alcohol or drugs shall be immediately removed from contact with others. Parents/guardians will be notified.

**Search and Seizure--Students are subject to search of assigned school property and to seizure of contraband found therein, on their persons or in their possession. General searches of school property, including lockers, may be conducted at any time.**

An Administrator shall determine there is reasonable cause before a personal search is conducted. Illegal items or other possessions determined to be a threat to the safety or security of others may be seized by school authorities. Items, which are used to disrupt or interfere with the educational process, may be confiscated.

**Suspensions--**Students enrolled at Texico School may be suspended from attendance of school as one discipline measure, if necessary. No student that is suspended may attend any school-sponsored activity or come on school property without the permission of the administration.

**Tobacco Free Zone—**Texico School is a Tobacco Free Zone. Use of tobacco in any form is prohibited during the school day or at school-sponsored activities.

**Transportation – Only Bicycles and Vehicles with parking permits will be permitted on school grounds.**

**Trespass—**Being in an unauthorized place or refusing to leave when requested to do so.

**Truancy---**Being absent from school without consent of parents.

**Unlawful Interference of School Authorities—**interfering with any school employee or volunteer by threat, intimidation, force, or violence.

No student or nonstudent may refuse to cooperate with school personnel while on school grounds. School personnel are those authorized to represent the school such as volunteers, chaperones, teacher aides and bus drivers. Failure to comply, places students and nonstudents under sanctions of school board policy and of criminal actions. Failure to cooperate with school personnel includes:

Willfully refusing to accurately identify one's self or others upon request;

Willfully refusing a direction to cease a disruptive, delinquent or criminal behavior;

Willfully refusing or failing to leave a school facility or school sponsored activity after being directed to do so by authorized personnel; willfully refusing or failing to abide by restrictions of privileges or other lawful conditions imposed by authorized personnel as a disciplinary measure.

## **Cafeteria**

### **COLLECTION OF MONEY FOOD TICKETS**

#### Meal Charges and Payment

The District authorized each school to collect for meals based on the Board approved meal charges and reduced meal charges for all students who are not eligible for free meals. Such charges, and payments made, shall be received and recorded in a manner to keep the record confidential and treated in accord with the following provisions.

Regardless of whether or not a student has money to pay for a meal or owes money for earlier meals, the school:

- Shall provide a US department of agriculture reimbursable meal to a student requesting one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal, and
- Shall not require that a student throw away a meal after it has been served.

#### Collection for unpaid meal charges

If a student owes money for five (5) or more meals, a school shall:

- Check the state list of students categorically eligible for free meals to determine if the student is eligible.
- Make at least two attempts, and including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
- require a school administrator or counselor to contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

Parents shall ultimately be responsible for any allowed meal charges when students are unable to pay for the meal. Communications about school meal debt shall only be to a parent or guardian. The parent or guardian shall not pay fees or costs to collection agencies for school meal debt.

## DISCIPLINARY PROCEDURES

Everyone makes mistakes once in a while. How students handle these mistakes demonstrates maturity. Nonetheless, there are consequences for every action and students are expected to be responsible enough to accept the consequences of their actions.

The following are types of discipline measures which may be applied to students:

Reprimand and warning

Conference with teacher and/or parents

Detention during or after school hours

After School Remediation (Students will attend 4:00 pm to 5:00 pm. During this time, the students will do homework/make-up work for classes needed. They are not to visit with other students.)

**\*Students who are required to attend After School Remediation and fail to do so will face additional disciplinary measures, as determined by administration.**

Denial of privileges

In-school Suspension

Out-of-school Suspension

Removal from class without credit

Expulsion

Any other legal consequences as may be deemed necessary

**The specific discipline procedure applied to a student who violates school regulations will depend on the student's attitude, age, physical condition, and past discipline record. In addition, school administrators have the authority to determine the appropriate discipline in accordance with the severity of the violation.**

## AHERA PUBLIC NOTICE

The Texico Municipal School District has completed an inspection of all buildings under the school district authority and prepared a Management Plan for all asbestos containing materials and suspected asbestos containing materials identified in the inspection process.

All documentation is available upon five (5) days written notice and a fee of 25 cents per page to cover copying and staff expense.

Contact:

Superintendent

520 Griffin

P.O. Box 237

Texico, NM 88135

Attendance for Credit

Upon enrolling in *Texico High School*, a student shall be given credit only if the student has been in attendance 90 percent of the days the class is offered, whether a semester, a scholastic year, or an alternative time frame. An attendance committee, appointed by the administration, shall grant the student credit if there are extenuating circumstances for the absences.

Upon enrolling in *Texico Middle School*, a student will receive a deduction in the semester average, by one letter grade earned (10 points), if their absences exceed 10 percent of the days the class is offered per semester. In addition, removal from school sponsored activities and/or organizations may occur. An attendance committee, appointed by the administration, shall grant the student credit if there are extenuating circumstances for the absences.

The administrators shall establish guidelines for determining what constitutes extenuating circumstances, and they shall establish alternative ways for students to make up or regain credit lost because of absences.

Classroom teachers, from both the high school and middle school, shall comprise a majority of the attendance committee. The attendance committee shall hear each case in which a student's attendance falls below the threshold. However, an appeal must be filed with the attendance committee by the student and his or her parent or legal guardian for it to be considered. The attendance committee may give class credit to a student because of extenuating circumstances according to policies, adopted by the administration, that establish ways for a student to make up work or regain credit lost because of absences.

The student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below the above mentioned threshold of days the class is offered. When a student's attendance drops below the threshold of the days the class is offered, the student's parent or guardian may request award of credit to the attendance committee. The attendance committee shall review the student's **entire** attendance record, the reasons for absences, and shall determine whether to award credit.

Petitions (appeals) for credit and/or full grade average may be filed at any time the student receives notice, but in any event, no later than 14 days after the last day of classes.

The attendance committee may review the records of all students whose attendance drops below the threshold of the days the class is offered, whether or not a petition (appeal) is filed.

Students who have lost credit and/or full average because of excessive absences may regain credit by fulfilling the requirements established by the committee.

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

**All non-school activity absences and unexcused absences** shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, excused absences (with professional documentation) shall be considered days of attendance for this purpose. (*THS/TMS handbook defines types of absences*)

A transfer or migrant student incurs absences only after his or her enrollment in the district.

In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.

The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

The committee shall consider whether the absences were for reasons out of the student's or parent's control. The committee shall consider whether or not the student has completed assignments and maintained passing grades in the course or subject.

The student or parent shall be given opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

Completing *additional* assignments as specified by the committee or teacher(s).

Satisfying time-on-task requirements before and/or after school.

Attending tutorial sessions as scheduled.

Attending Friday/Saturday Remediation.

In all cases, the student must earn a passing grade in order to receive credit.

## TEXICO ATTENDANCE POLICY

Please make all efforts to schedule doctor and dental appointments after the school day. Most doctors and dentists give priority to school students. Ask them to schedule you after school so that you are not missing your classes! Remember, once missed, there is not any way to totally "make up" for a class missed.

*\*If a student must be absent from school, it is the parent's responsibility to notify the Middle School or High School office.*

| Unexcused Absences   | AFTER<br>3 Days | 5<br>Days | 10<br>Days | 10+<br>Days |
|--|-----------------|-----------|------------|-------------|
| Phone Call to Parent/Guardian from School                  | *               | *         | *          | *           |
| Attendance Letter to Parent/Guardian                       |                 | *         | *          | *           |
| Parent & Student Conference with Principal/Asst. Principal |                 |           | *          | *           |
| Referral to DA Office and/or Juvenile Probation Office     |                 |           | *          | *           |

Upon referral to the authorities, a contract may be developed. In addition, loss of credit may occur with additional absences.

### **NO CREDIT & SEMESTER AVERAGE GRADE REDUCTION**

Based on the upcoming **2018-2019** School Year:

No Credit in **Texico High School:**

| 1 <sup>st</sup> Semester = 7 instructional days   | 2 <sup>nd</sup> Semester = 81 instructional days  |
|---|---|
| < 90% Attendance = no more than 7 (UX) days absent to receive credit for each class; possible removal from school sponsored organizations and/or activities (calculated per class period) | < 90% Attendance = no more than 8 (UX) days absent to receive credit for each class; possible removal from school sponsored organizations and/or activities (calculated per class period) |

Semester Average Reduction in **Texico Middle School:**

| 1 <sup>st</sup> Semester = 74 instructional days   | 2 <sup>nd</sup> Semester = 80 instructional days   |
|--|--|
| 7+ (UX) days absent = 10 points deducted from semester average; possible removal from school sponsored organizations and/or activities (calculated per class period) | 8+ (UX) days absent = 10 points deducted from semester average; possible removal from school sponsored organizations and/or activities (calculated per class period) |

**EXCUSED ABSENCES (EX)** - Absences due to illness, professionally documented by a note from a doctor, are considered excused. Such documentation must be submitted to the building principal/secretary within 3 days of the absence. Parent/Guardian notification to the school that their child will be absent, without professional documentation, will **only be excused four days per semester**. The principal may excuse family emergencies on a case-by-case basis. (Examples include funerals, hospitalized family members, court appearances, or any other excuse determined reasonable by the principal.)

A student is allowed two **Planned Absence (PA)** days per semester, if the parent or guardian contacts the office prior to the student being absent. Excused absences will not count toward no credit status.

**School Activity Absences (SA)** include, but are not limited to: athletic contests, FCCLA, FCA, FFA, county fair, and sanctioned 4-H and rodeo activities. A student must meet the requirements of the NMAA for a School

activity Absence to be granted. Participation in school activity absences are not recorded toward no-credit status.

**UNEXCUSED ABSENCES** – Absences without notification from parent and/or professional documentation defined but not limited to the following: personal illness, appointments, and in-school violations that result in suspension from school. Any absence that is documented by parents but not determined to be excused by the principal will also be unexcused. Students can't learn if they are not in school.

**TRUANCY** – A student who has accumulated the equivalent of ten or more unexcused absences within a school year. Habitual truants are reported to appropriate authorities such as the CYFD, Juvenile Probation & Parole, District Attorney, and the State of New Mexico. Proper disciplinary action will be taken.

**SUSPENSION** – Students that are suspended from school will be marked as suspended and not allowed to attend school activities during the duration of the suspension. Teachers may give students a zero for the day(s) students are suspended from school

**TARDIES** – Students are allowed three tardies per class per semester. Upon the fourth tardy, students will be sent to the office for disciplinary action. Students are considered tardy if they miss up to ten minutes of class. After ten minutes, they are counted as absent. With documentation, tardies resulting from students being detained by teachers or staff members will be considered excused.

*\*Five (5) unexcused tardies during one semester shall count as an unexcused absence. Each tardy (during the semester) thereafter will also count as an unexcused absence.*

**LEAVING SCHOOL EARLY-** If, for any reason, a student must leave school during the school day, with permission from the principal, he or she **must sign out at the office.** (If a student leaves the building without permission, he/she will be considered truant.) Students returning to school after being signed out **MUST** check back in through the office before returning to class.

### **INCENTIVE FOR REGULAR ATTENDANCE**

*Students who maintain consistent and regular attendance, maintain a minimum of a 2.5 cumulative GPA, and not have a failing grade will be rewarded at the end of each semester*

*High School:*

*Zero (0) to three (3) days absent per semester (per class basis) = 95 % on final exam.*

*Middle School:*

*Zero (0) to three (3) days absent per semester (per class basis) = students are exempt from attending school*

*Fall-December 17-19, Spring-May 19-21*

***(School activities are considered excused and will not count against students' count of days absent, all other absences will.)***

*Edgenuity Courses – Students enrolled in an Edgenuity course will not be required to take a separate final exam.*

### **MAKE-UP WORK FOR ABSENCES**

*All assignments during absences will be required to be completed. Student failure to complete all assignments due to **any type of absence** will result in possible disciplinary and/or academic action.*

*Make up work for absences is the responsibility of the student and will be allowed on the basis of one (1) day for every day missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.*

***All make up work must be completed by the end of a grading period (6 weeks) regardless of normal make up allowances.*** A student who misses only one (1) day on the day of a previously announced test will be responsible for making up the work the day he/she returns to school.

*Any previously announced deadline date (i.e. final exams, major projects, long term assignments, etc.) will be due on the announced deadline date regardless if student is absent for any or all class periods. Semester exams/EOCs will not be given after the scheduled date (dates available on the school web page). Prior arrangements must be made by the student with his/her teacher.*

## **STUDENT VEHICLE USE AND PARKING**

**BOARD POLICY: J-6661 Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Cars will park in designated STUDENT areas in the parking lot.

Speed is limited to 10 mph within the parking areas. Vehicles are to be operated responsibly and not recklessly.

**NO STUDENT WILL BE ALLOWED TO PARK IN FACULTY OR VISITOR PARKING AREAS. NO PARKING IN THE BUS LOADING ZONE, FIRE LANES, OR DOORWAYS.** Fines will be given to those who disregard these regulations.

Motorcycles are considered motor vehicles.

All vehicles that are parked on the campus must have a properly displayed (hanging from rear-view mirror) THS Parking Permit (from the listed vehicles above) in the vehicle. At the time of registration, you must provide: current driver's license, proof of insurance & registration, in order to receive a parking permit.

Students are provided with one free parking permit, replacement permits will cost \$20.00 thereafter.

School administrators may legally search student vehicles on school property and seize any illegal or dangerous items, in the presence of a witness.

The school is NOT responsible for any damage to vehicles that are on school property. The school is not responsible for any personal property that is stolen, lost, or damaged while it is in a vehicle that is on school property.

The THS Parking Permit is an "entrance permit." By displaying the parking permit, you are allowed to bring your vehicle on to the campus. **IT DOES NOT GUARANTEE YOU A PARKING PLACE, AND IT DOES NOT GUARANTEE THE SECURITY OF YOUR VEHICLE OR PROPERTY.**

Students without a driver's license will not be permitted to park on school property.

Student vehicles displaying vulgar and/or inappropriate displays will NOT be permitted to park on school property.

*Parking permit applications may be obtained from the school office. Students must provide a current copy of the following: Driver's License, Vehicle Registration, and Insurance Card in order to be provided a permit to park their vehicle on the campus of Texico Municipal School District.*

# Students Concerns, Complaints, and Grievance Policy

## Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

The Board is committed to providing a positive, safe, and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying, or cyberbullying are forms of conduct which are strictly prohibited whether engaged in by students, staff or third parties and shall not be tolerated in the District.

### A. Definitions.

**“Bullying”** means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause physical or emotional distress upon one 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, cyberbullying or menacing acts of a student upon another which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age, sexual orientation, or gender identity.

**“Cyberbullying”** means electronic communication that:

- (a) targets a specific student;
- (b) is published with the intention that the communication be seen by or disclosed to the targeted student;
- (c) is in fact seen by or disclosed to the targeted student; and
- (d) 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.

**“District”** includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

**“Electronic expression”** or “electronic communication” means any electronic written, verbal, or pictorial communication conveyed through any form of electronic device, medium, or cyber-technology, including, but not limited to, desktop, tablet or laptop computers, the internet, email, instant messaging, web sites, web-cameras, chat rooms, social networking sites (e.g., Facebook, MySpace), cell phones or other personal digital devices, text messaging, digital photographs or movies, and other instant messaging devices.

**“False Accusation/False Report”** means an allegation of bullying, cyberbullying, harassment, hazing, intimidation, menacing acts or other prohibited conduct in which the alleged events did not occur, or that were not perpetrated by the person accused.

**“Harassment”** means knowingly pursuing a pattern of conduct, communications or electronic expressions that are intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, degrading, humiliating or abusive behavior of a nonverbal, verbal, written or physical nature, and may, but need not be, based on the student’s age, race, religion, color, national origin, disability, sexual orientation, gender identity or ethnicity. Verbal and nonverbal harassment includes speech or gestures which are lewd, indecent, profane or obscene and libel.

**“Hazing”** includes, but is not limited to, any act that recklessly, or intentionally endangers or is likely to endanger the mental health, physical health or safety of a student, for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity, student club or organization or grade level attainment. Examples include, but are not limited to, consumption of any drink, alcoholic beverage, drug or controlled substance; exposure to the elements; prolonged exclusion from social

contact; sleep deprivation or any other required activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene, degrading or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group; or physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance in or on the body.

“**Intimidation**” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience in accessing school facilities, educational or school sponsored programs or subject another to offensive physical contact or inflict serious physical injury which may, but need not be based on the basis of age, race, color, religion, national origin, disability, sexual orientation, gender identity or ethnicity.

“**Menacing**” includes, but is not limited to, any assault intended to place a school employee, student or third party in reasonable fear of imminent physical injury.

“**Prohibited Conduct**” means that a person 1) is engaging in bullying, cyberbullying, hazing, harassment intimidation, or menacing conduct; 2) solicits, encourages, directs, aids, or attempts to aid another in engaging in any of the forgoing activities or 3) has firsthand knowledge of the planning of a specific incident involving a student in the District, or firsthand knowledge that a specific incident of any of the foregoing activities has occurred, and knowingly fails to report that knowledge in writing to the Principal, Assistant Principal, or Superintendent.

“**Third parties**” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

## **B. Complaint/Reporting Procedures.**

**1. Reporting Prohibited Conduct.** Any student, employee or third party who knows, or in the exercise of reasonable care should know, about prohibited conduct in violation of this policy, or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyberbullying, or menacing conduct in violation of this policy shall report his/her concerns immediately to the building Assistant Principal, Principal or Superintendent. A student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate district official. Students also are encouraged to tell their parents about the problem and ask for the parent’s help in reporting the prohibited conduct to appropriate school officials. Prohibited Conduct which targets a student’s sex or disability shall be reported and investigated pursuant to the Title IX/Section 504 Grievance Procedures promulgated by the Superintendent. **Complaints against the building Principal or Assistant Principal** shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President.

**Confidentiality of complaints.** All complaints of prohibited conduct that may be in violation of this policy, as well as the identity of the complainant, shall remain confidential, except to the extent necessary for communicating in the investigative process with administrators and staff on a “need to know” basis. Complaints may be made anonymously. However, anonymous complaints that do not contain sufficient factual detail to be investigated may be held in suspense pending delivery of additional factual detail.

## **C. Investigations of Complaints.**

**Building Administrator responsible for investigation.** The building principal and/or assistant principal has the overall responsibility for the prompt investigation and equitable resolution of complaints. If however the complaint is against the building Principal the Superintendent shall be responsible for the investigation. If the complaint is against the building Assistant Principal the case will be investigated by the building Principal.

a. **Scope of investigation.** The principal or his/her designee shall appropriately and promptly investigate all reports of conduct, communications, or electronic expression that violate this policy. In determining whether the alleged conduct, communication, or electronic expression constitute violations of this policy, the principal or

designee shall evaluate the totality of circumstances, the nature of the activity complained of, and the context in which such activity occurred.

Both the complainant and persons accused of engaging in conduct, communications or electronic expressions in violation of this policy may identify witnesses for the principal or designee to interview or offer evidence for the principal or designee to evaluate.

**Notice of findings.** Within five (5) school days from the time the principal or designee receives the complaint, the complainant and alleged offending party(ies) shall be notified individually of the findings of the investigation and what equitable resolutions will be taken.

**Continuation of Prohibited Conduct; Grievance.** In the event that the prohibited conduct continues, the complainant may file a grievance form with the Superintendent at 520 S. Griffin St., Texico, NM 87135. The grievance form is available in the administrative office of each school site. The grievance shall include a description of the alleged conduct. The Superintendent shall promptly investigate the grievance. Within five (5) school days from receiving the grievance, the Title IX Coordinators shall determine whether disciplinary action is warranted. A student who is the subject of a grievance following a failed mediation or breach of a behavior contract may be subject to in-school suspension or temporary suspension during such investigation.

**D. Discipline/Sanctions.**

**1. Conduct Subject to Discipline/Sanctions.** A person who engages in prohibited conduct shall be subject to discipline or sanctions if it:

substantially interferes with a student's educational benefits, opportunities or performance;

takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; and

has the effect of

physically harming a student or damaging a student's property,

knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or

creating a hostile educational environment by causing substantial emotional distress.

**2. Disciplinary Decisions.** Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Disciplinary decisions shall comply with state and federal IDEA requirements. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including discharge or termination. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals who engage in prohibited conduct also may be referred to law enforcement officials.

**3. No Retaliation/False Accusations.** Retaliation, reprisal or false accusations against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated, and shall be subject to disciplinary consequences.

**4. False Accusation/False Report.** It is the express policy of the Board to encourage people to report claims of prohibited conduct and there shall be no adverse action taken against a person for reporting a complaint of prohibited conduct when the person has a good faith belief that the accused person committed or is committing the prohibited conduct. Any person who knowingly makes a False Accusation/False Report pursuant to this Policy may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge or termination with regard to employees.

**E. Notice.** The superintendent shall be responsible for ensuring notice of this policy is provided annually to students, staff and third parties and posted at each school site, and the development of administrative regulations, including reporting and investigative procedures. In addition, the promotion of anti-bully behavior and conduct shall be included as part of the health education curriculum as set forth in 6.30.2.19 NMA

**F. Implementation of Other Bullying/Cyberbullying Prevention Programs.** The Superintendent or his/her designee is authorized to implement additional bullying prevention programs consistent with public education department guidelines.

**Texico Municipal Schools**

**Harassment, Intimidation, Bullying, Cyberbullying, or Hazing Complaint Form**

*To be filed with the school principal or with a staff member who will forward it to the school principal. Additional pages may be attached if needed.*

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Best time to call \_\_\_\_\_ Email address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background of the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of the action against which you are complaining \_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name

Address

Telephone Number

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**Projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Principal or professional staff member receiving initial complaint

\_\_\_\_\_  
Date initial complaint received

**Texico Municipal Schools**  
P.O. Box 237  
Texico, New Mexico 88135

