

LOVING HIGH SCHOOL



Curriculum Handbook 2011 - 2012

Vision:

To create an environment that challenges and develops students to succeed in life's endeavors and compete in a global economy.

Mission:

Loving High School will educate and serve the community and its students by inspiring them through discovery and high academic standards.

HighShoolsThatWorkKeyPractices

- High Expectations
- Career/Technical Studies
- Academic Studies
- Program of Study
- Work-Based Learning
- Teachers Working Together
- Students actively engaged
- Extra Help
- Guidance
- Keeping Score

A LETTER TO PARENTS

This is an important message to parents whose sons and daughters are approaching, or attending high school.

Like other parents, you are concerned about the future of your child. One of the primary goals of a parent is to rear a loving, caring, responsible adult who is able to provide for himself/herself in a changing society. Changes in technology and the future job market will require advanced training and education. Thus, it's more important now than ever before to plan beyond high school. Here are some critical points that parents and students need to know:

- **Parents are responsible for their children's education.** Involvement and high expectations are very important for your child's success. Get involved in your school and encourage high academic standards from your child.
- **Planning for college. NOW is important.** Your child should be taking challenging, college prep courses and studying hard. Talk often with your child about the importance of education beyond high school.
- **Financial Aid is available.** There are grants and loans available to pay for college. Help your child begin saving. Saving a small amount consistently adds up over time.

The school and its staff are ready to help you and your child make important plans for college or vocational education. We can work together to help your child prepare for an increasingly complex and changing society, as well as gain personal satisfaction and growth through education.

Dr. Martha Carpenter
High School Counselor

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GENERAL INFORMATION

1. **PLANNING YOUR FUTURE**

Here are some suggestions to help you prepare for the future and, particularly for college or vocational training. **DISCUSS YOUR PLANS AND PROBLEMS WITH YOUR PARENTS, TEACHERS AND COUSELORS.**

Know Yourself.

Achievement, abilities, interest and ambitions are important factors to be evaluated in setting your goals. Initiative, responsibility and personality will determine your degree of success. Discuss this with your Dean of Students.

The World of Work

Explore the many occupational fields prior to entering high school. Evaluate this information as it relates to your self-evaluation. Don't select an occupational field or goal just because "Uncle Jose" or "Aunt Jane" is successful or thinks it is for you.

Plan for your vocation as early as possible.

Start planning your future upon entering high school. Get some experience in the various occupations which interest you. Find out all you can about these occupations. Talk to people actually doing work in which you are interested. For instance, talk to your teachers about contacting people in careers that appeal to you. (Do not secure vocational information from outdated sources.)

Select your college or vocational school.

Investigate the schools which offer training in the field of your choice. Talk to people who have attended these institutions if possible. Find out the cost of your proposed program and what scholarships are offered to pay for the program of study. Learn about projected employment demands in the field you select.

Plan your high school program.

Certain courses are required for entrance to college. The Catalogue of your chosen school will tell you what courses you should take. Your Dean of Students will help you.

Learn to study.

Your teachers can help you learn good study habits for various subjects. Work hard to constantly improve your study habits. You'll be glad you did.

Strive for good grades.

Grades of "B" or better are called "recommended" grades. You must have recommended grades to be eligible for most scholarships. If you are not getting recommended grades, talk to you teacher about your difficulty. Make frequent visits to your public library.

Become a well-rounded individual.

Develop hobbies and participate in school, community and church activities.
Broaden your field of interest through reading and contacts with people.

Planning Finances.

Parents and students should consider the combination of savings, scholarships, loans, and part-time student jobs when planning the financing of higher education. (Do not secure your information from old publications).

Learn about college acceptance.

A few degree-granting institutions require applicants to take admission examinations of some kind. Secure information on these tests from the Admissions office of the university/college you plan to attend or your high school Dean of Students.

Prepare for scholarship and application early.

Get references, transcripts and other material in order long before the deadline. Obtain scholarship application blanks by December 1 of the year before you expect to start college.

Adapted from "A Guide For Parents & Students" by the American Legion National Committee on Education.

2. **NEXT-STEP PLAN.** The State of New Mexico requires each high school student to have a Next-Step Plan on file. This plan starts in the 8th grade listing coursework during high school years, as well as tentative choices of careers and post-secondary schools. Each student will prepare a Next-Step Plan with parent approval and signature. The student's program will be reviewed and updated on an annual basis. Next-Step Plan must be completed and current before the student will receive a schedule and/or be allowed to complete any schedule changes.
3. **SCHEDULING & SCHEDULE CHANGES.** Students will have two weeks to change schedules at the beginning of each semester. **The principal or his designee must approve ALL schedule changes.**
4. **MINIMUM REGISTRATION.** All classes as listed in this curriculum/course catalog are subject to a minimum registration and enrollment. If a course is not offered, the school will address individual student needs to the degree possible.
5. **CREDITS ISSUED.** Credits for all courses, grades 9-12, shall be issued on a semester basis. Credit is granted through enrollment, attendance, and mastering New Mexico Standards and Benchmarks for each course and/or subject. **Credit will not be issued via semester exam challenges.**
6. **UNIT OF CREDIT DEFINITION.** In high school, one unit of credit is allowed for a subject requiring one period per day for 174 days. Class periods must meet or exceed the minimum standards set by the New Mexico Public Education

Department and the North Central Association Commission on Accreditation and School Improvement (NCA CASI).

7. **CREDIT-RECOVERY COURSES.** If a student receives a failing grade in any core subject, the student may retake one class per year during the day in regular class offering. If a student is unable to take a course during the regular day, they may be required to retake the course in a zero (0) hour class, an after-school class, or a summer school class, when available. The course fee for all credit recovery courses will be \$100 per one-half credit or semester course.
8. **ATTENDANCE AND GRADES.** To receive a grade in a course, the student must have been enrolled for at least 50% of the grading period. The student's grade will reflect only those assignments and assessments given since the student's enrollment. A grade can be determined for less than 50% attendance in a grading period if the student's transfer grades have been received and proportioned appropriately into the student's grade. Grades from schedule changes will transfer into new classes of similar discipline.
9. **TRUANCIES AND GRADES.** Work missed because of truancies and/or suspensions will be made up at a time determined by the teacher, but not later than the end of the grading period. Students will be allowed one day to make up work for each day missed until the end of the grading period. All semester exams must be made up within 10 days from the end of the semester. Work made up will be graded and averaged with the others to arrive at the final grade for that period.
10. **ELIGIBILITY REQUIREMENTS FOR ATHLETICS & ACTIVITIES.** Athletic and Activity participants must have a 2.0 Grade Point Average (GPA) or better, and no more than one "F" to be eligible. Grades used for eligibility must be the most recent grading period. At semester, nine-weeks grades will be used. For 10th, 11th and 12th grade students, the last nine-weeks grades from the previous semester will be used to determine eligibility for the fall season. If a student has been promoted to the 9th grade, but is below the 2.0 eligibility requirement, the student will be eligible for athletics/activities but will be put on a monitoring system in their individual fall sport/activity.

A student with academic deficiencies may become eligible if the deficiencies have been made up and the grade granted prior to report cards being printed. Report cards will be printed three week days following the end of the grading period.
11. **TRANSCRIPTS.** Transcripts needed for school transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the Registrar. A senior who is accepted at one or more colleges should request that his/her supplementary transcript of final grades be sent to the college where he/she plans to enroll. Unpaid fines/fees will result in a hold on transcripts until cleared (see page 13 Textbooks/Fees).

12. **SCHOLARSHIPS.** Scholarship policy will follow the same basic guidelines as those addressed in the Valedictorian/Salutatorian section. Students will not be eligible for certain local scholarships unless they have attended Loving High School for the previous four semesters or two years, starting no later than the beginning of their junior year. In many situations, the language in each individual scholarship will determine who is eligible to apply.

Scholarships are usually divided into two categories: academics and activity. The purpose of academic scholarships is to recognize academic achievement and excellence. Funds for these programs usually come from the individual or private donors. Activity scholarships are awarded in an effort to give recognition to the special abilities of students. Most New Mexico colleges and universities award scholarships to student who have maintained a grade point average of a “B” or better and who need financial assistance.

These institutions or private donors also award activity scholarships. The individual students should write to the college of his/her choice for specific information regarding academic or activity scholarships.

Several scholarships are given locally to seniors who plan to continue to study beyond high school. The value of these awards varies. Generally speaking, only those students with a “B” or better grade average are eligible; however, a few are for students of average ability. Further information regarding these scholarships may be obtained in the guidance office.

Financial aid, scholarship forms and assistance may be found in the Guidance Office or the high school guidance office’s web page at www.lovingschools.com. All scholarships are announced as they are made available to the Guidance Office.

13. **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)
INITIAL ELIGIBILITY/CLEARINGHOUSE.**

To register for NCAA Clearinghouse, log on to www.eligibilitycenter.org; From the home page, click on “Prospective Student-Athletes,” which will link the student-athlete to the necessary information. Contact the school registrar to request a copy of your official transcript/test scores to be sent to the NCAA Clearinghouse. This should be initiated during the junior year.

- In Division I only, student-athletes entering a collegiate institution must complete a minimum of 16 core-course units. One of the additional units must be in the area of mathematics, bringing the total number of required mathematics units to three. This will require students to complete three years of mathematics at the level of Algebra I or higher. The other course may be in any core area, as described previously.
- In Division II there is no sliding scale. The minimum core GPA is 2.0.
- The minimum SAT and ACT score must be met.

DIVISION I

In addition to meeting the Division I Core-Course Rule, the student must meet all Loving High School graduation requirements as defined on pages 22-25 of this catalog.

16 Core-Course Rule (in grades 9-12)

- 4 years of English
- 3 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science (1 year of lab if offered by high school)
- 1 year of additional English, Mathematics, or Natural/Physical Science
- 2 years of Social Science
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy)

DIVISION II

In addition to meeting the Division II Core-Course Rule, the student must meet all Loving High School graduation requirements as defined on pages 22-25 of this catalog.

14 Core-Course Rule (in grades 9-12)

- 3 years of English
- 2 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science (1 year of lab if offered by high school)
- 2 year of additional English, Mathematics, or Natural/Physical Science
- 2 years of Social Science
- 3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy)

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14. **GUIDANCE SERVICES.** The Guidance Office offers specific services pertaining to graduation, college education, financial aid and career choices.
- Course Scheduling.
 - Development/Revision of the Next-Step Plan.
 - College Day: Annual visit of college, vocational school and military representatives to Loving High School campus, with on-going visits throughout the year.
 - SAT, ACT, and Advanced Placement encouragement and advice.
 - Financial Aid workshops to assist students and parents in understanding and applying for financial aid.
 - Assistance with applications for student loans.
 - Assistance with application to any college or vocational school.
 - Regularly scheduled classroom visits from experts in career planning, resume writing and determining costs after high school
15. **ADVANCED PLACEMENT (AP).** These are rigorous courses designed for the college bound. They are generally equivalent to grade 13 and 14 in content and expectations. Upon completion of these courses, a student may opt to take AP examinations by which the student can earn varying amounts of college credit (dependent upon the accepting college or university policies). **A \$15.00 fee per exam is required to take these exams.** AP course work counts for credit, GPA and rank in class as defined under Grading Information. To be offered, all AP courses must have College Board approval via the AP Course Audit. Students may elect to take an AP exam for a subject they are not enrolled in by registering and paying the full cost of the exam prior to the ordering deadline. However, students electing to do so are not eligible for the add-on credit value.
16. **CORRESPONDENCE CREDIT.** Students who need to earn credit for graduation will be permitted to earn credits by correspondence. Students will not be allowed to take more than two credits per school year. These courses must be completed early enough for the final grade to be received by the Counselor no later than the first week in May. If this stipulation is not met, then the student will not participate in graduation ceremonies.
17. **DUAL CREDIT PROGRAM.** The primary purposes of the dual credit program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through high schools. These programs allow students to earn credit at the high school level and at the college level simultaneously while being provided a glimpse of college life.
18. **EARLY ADMISSION – NEW MEXICO STATE UNIVERSITY-CARLSBAD (NMSU-C).** This program is a NMSU-C program only and is not a part of the Loving High School. Early Admission is generally considered an enrichment program available to students who may benefit from exploration in higher level or specialized courses not available at the high school. College credit is available. Course work does not count toward high school graduation,

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GPA or rank in class. This program is available for students in grades 9-12. Early Admission students will not be released during regular school hours.

19. **TEST INFORMATION.** The Measure for Academic Progress (MAP) will be administered to all freshman, sophomores and juniors three times (fall, winter, spring) each school year. The New Mexico Standards Based Assessment (SBA) will be administered to all juniors during the month of April. The results of the SBA will be posted on the student's transcript and will become part of the student's permanent record. Please refer to the graduation section for information regarding passing the SBA to graduate.

20. **COLLEGE ENTRANCE TESTS**

PSAT/NMSQT. The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be given to all students interested. It is a standardized test that provides firsthand practice for the SAT Reasoning Test. It also gives the student a chance to compete for National Merit Scholarships, Corporate-Sponsored Merit Scholarships and College-Sponsored Merit Scholarships. The PSAT/NMSQT measures critical reading skills, math problem-solving skills and writing skills leading to success in college studies. Over 200 colleges offer merit scholarships based on the PSAT and SAT test scores. See www.collegeboard.com for common reasons for taking the PSAT and other information to help parents and students decide if they may benefit from taking this test.

ACT/CEEB. There are two college entrance tests: the American College Test (ACT) and the College Entrance Examination Board (CEEB). To gain admission to a college, a student will need to take one of these tests during his/her junior and senior years. Information about the tests may be obtained in the Guidance Office or www.act.org.

ACT. Most New Mexico colleges require the American College Test. Many other colleges in the United States require the ACT for entrance. The ACT battery includes five tests: English, Mathematics, Sciences, Reading and Writing. The ACT will be given locally on all five national dates. The test dates for the 2011-2012 school year are:

<u>Test Dates</u>	<u>Registration Deadlines</u>	<u>Late Registration Deadlines (fee required)</u>
- September 10, 2011	August 12, 2011	August 13-26, 2011
- October 22, 2011	September 16, 2011	September 17-30, 2011
- December 10, 2011	November 4, 2011	November 5-18, 2011
- February 11, 2012	January 13, 2012	January 14-20, 2012
- April 14, 2012	March 9, 2012	March 10-23, 2012
- June 9, 2012	May 4, 2012	May 5-18, 2012

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CEEB. Various colleges throughout the United States require the College Entrance Examination Board (CEEB), which consists of the Scholastic Aptitude Test (SAT) and the Subject Tests. The SAT measures the verbal and mathematical reasoning abilities. The Subject Tests are required by some schools and are offered in 22 subjects areas. There are seven national test dates, but Loving students must test in Carlsbad during the two administration dates for

2011-2012. A student may take either SAT on those dates. Contact the Guidance Office for specific Carlsbad testing dates or www.collegeboard.com.

Note: Students may be DENIED ADMISSION to the University of their Choice if they have not taken the appropriate college prep courses in high school.

21. **TEXTBOOKS/FEES.** Textbooks are furnished by the state via Loving High School. Students who lose or damage a book while it is checked out to them will be expected to pay for the loss/damage. All textbook fees are to be paid through the main office.

Some elective courses require fees that cover consumable materials, supplies and membership fees. These fees are payable at the first of each semester. Students with demonstrated financial need can make arrangements for payment with each instructor.

Failure to return issued textbooks and/or failure to pay fees will result in grades and transcripts being withheld until cleared.

22. **504 / ADA ACCESSIBILITY.** The Loving Municipal School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Loving Municipal School District also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to building principals.
23. **CHEATING POLICY.** Loving High School wants to foster a spirit of honesty and integrity. Honesty and integrity is required of all students in the presentation of any and all phases of course work. The attempt of any student to present as their work that which they have not performed is regarded as a serious offense. Instances of cheating are; dishonesty of any kind on exams and quizzes, or on written assignments. This also includes illegal possession of an exam, the use of unauthorized notes during an examination, copying from the paper of another student, and assisting others to cheat. All of the above will result in disciplinary action and a failing grade. The offender is subject to disciplinary action up to and including suspension.

24. **PLAGIARISM.** The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work.

Specific examples of plagiarism will not be tolerated include:

- Copying or rephrasing another student's work
- Having someone else rewrite an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example Cliff Notes), critical sources, reference materials, or other materials in part or in whole without acknowledgement
- Indirect reproduction of student aids, such as Cliff Notes, Cole Notes, critical sources, or reference materials by
- rephrasing ideas borrowed from them without acknowledgement.

25. **FINANCIAL AID.** If students desire to pursue additional education and training and need financial assistance, there are many programs to help them with finances. We would like to emphasize that it is the student's responsibility to make the initial step in securing financial aid. The Counselor will be glad to tell the student how to go about obtaining aid and will help them in other ways (i.e., letters of recommendation, college selection).

GRADING INFORMATION

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1. **GRADING POLICY.**

- A. Two grades per week should be recorded for each grading period.
- B. At least one major test will be given each nine-week period.
- C. Uniform, district-approved semester examinations will be given in all classes. A student not taking the nine-week test or the semester examination will receive an “Incomplete” in the course until the examination is taken. An “Incomplete” on the test will become an “F” after two weeks.
- D. Semester tests will count as 20% of the semester grade.
- E. Grading procedures shall be posted in each classroom.
- F. Exceptions may be granted by the high school principal or designee upon request.

2. **GRADE POINT AVERAGE (GPA).** All courses have been grouped into accelerated or regular classes for instructional purposes. Grade averages for scholarships and ranking purposes will be computed in the following manner:

A counts	4 points
B counts	3 points
C counts	2 points
D counts	1 point

F is failure in all classes and counts zero points

All courses as listed in the Loving High School Curriculum Handbook will count toward the student’s GPA and toward the 29 credits required for graduation. The student will have one grade point average in determining status for scholarships, class ranking, honors, and athletic and activity eligibility.

3. **PRE-AP AND AP COURSES.** The prefix letters “Pre-AP” or “AP” in this curriculum guide will designate all accelerated course work.

- A. Enrollment
 - I. All prerequisites for a course must be met prior to enrollment. Exceptions can only be granted by the instructor.
 - II. A student may only take three (3) Advanced Placement courses per semester without written parental permission.
- B. Performance
 - I. Students who receive a “D” or “F” for the first grading period of either semester will be placed on probationary status for the next grading period.
 - II. A “D” semester grade requires an appeal to continue with the course the following semester or to enroll in another Pre-AP or AP course. The student may appeal by submitting a written request signed by the student and their parent(s) to the instructor within one week of the start of the semester. If the instructor grants the appeal, a written academic improvement plan will be developed in collaboration with the instructor, student and parent(s). The plan must address the conditions agreed to by the instructor, student and parent(s) and must list the consequences of failing to pass the course.

III. An “F” semester grade will remove the student from the course.

4. **DUAL CREDIT CLASS GRADES.** All principal-approved, post-secondary dual credit class grades will count toward the 29 credits required for graduation and will be calculated, at face value, in the student’s GPA. The dual credit grade from the post secondary institution will be entered on both the student’s high school transcript and the student’s college/university transcript. (*Note: 3.0 college credit hours = 1.0 high school semester credit*)
5. **REPORT CARDS.** Report cards are issued at the end of each nine-week session. Letter grades are used to designate a pupil’s progress.
6. **GRADE CHANGES.** Once a student’s grades are reported on the report card they are considered final and official. All requested changes to a final grade, including a request made due to a clear mistake or clerical error in grade submission, must be made in the following manner:

A. Clerical Errors

A written request from the teacher which includes a brief explanation for the grade change requested, signed and dated, will be submitted to the building principal. The principal will review the request, approve or disapprove, sign and date and forward as follows:

1. Approved requests will be forwarded to the building registrar. The registrar will make the requested change and maintain a permanent file of all requests made.
2. Disapproved requests will be forwarded to the building registrar. The registrar will forward a copy of the disapproved request to the originator and maintain a copy in a permanent file of all requests made.

B. Requests from a Student’s Parent or Legal Guardian or Student of Legal Age to Change a Grade

A written request from a student’s parent or legal guardian or student of legal age stating the reason for such a request will be submitted to the building principal. Within ten (10) working days the principal will respond in writing to the student, parent or legal guardian that states whether the request is denied or allowed, and the grade entered if allowed, ensuring that the local school board or governing authority’s policy was followed. All such requests must meet the following criteria in accordance with NMAC 6.30.10.8:

1. Permits a course grade change upon receipt of a signed written request from student’s parent(s) or legal guardian or student of legal age that states the reasons for the requested grade change;
2. Is based on articulated reasons that are stated in the response such as extenuating circumstances, additional graded work submitted by the student,

additional or make-up testing, or any other meaningful criteria that can be verified;

3. Is equally available to all students who are similarly situated;
4. Is within strict adherence to FERPA;
5. Requires written input from the student's classroom teacher who issued the grade in dispute, who shall state reasons to support or oppose the requested grade change and shall not be pressured into or retaliated against for making a certain recommendation; if the teacher is unavailable, the principal will document their attempts to gain input from teacher and reasons for grade change if approved;
6. Requires, unless a student is still enrolled in the school district at the time of the grade change request, the request to be within a reasonable period of time after the student has exited the school unless extenuating circumstances permit consideration of a longer time; and
7. Determines if course grade change documents are to be maintained in a student's permanent record or maintained in a separate file that is destroyed after the student graduates, transfers from, or otherwise leaves the school;
8. In no way limits or attempts to limit the rights afforded to parents under federal regulations 34 CFR Sections 300.618 through 300.621 under the Individuals with Disabilities Education Act, and 34 CFR Sections 99.20 through 99.22 under FERPA, both as they relate to amendment of a student's educational records.

7. **TRANSFER GRADES AND CREDITS FROM ACCREDITED**

INSTITUTIONS. All course grades and credits from accredited institutions including charter schools will be transferred at face value for the purpose of determining a student's GPA.

8. **TRANSFER GRADES AND CREDITS FROM NON-ACCREDITED**

INSTITUTIONS. Credits: For transfer from a school/program (home school, private, correspondence, etc.) not accredited by state departments of education or by nationally accrediting agencies, Loving High School will determine grade placement, credits and grade points from the information as listed below. Transferring students and/or their parents/guardians are responsible for providing and arranging for this information.

- A. Written documentation of the curriculum, including, but not limited to course description, goals, objectives and materials used for each course requested for credit.
- B. Written documentation of evaluation procedures used for each course requested for credit.

At the District's option, the student may be required to take and pass basic skills tests and/or final departmental exams for each course for which credit is requested. Credit is granted on a semester basis; therefore, a student must pass both semester exams for a full year course. The cost of providing the tests and/or exams will be borne by the student requesting placement. If additional assessment is warranted, the student will be referred for additional evaluation.

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Courses: Any credits accepted will be on a pass/fail basis with no grade points given. Elective credit will be awarded only to those courses set forth in State of New Mexico Statute 22-2-8.4-b (7): "Only the following elective units shall be counted toward meeting the requirements for graduation: fine arts, i.e., music, band, chorus and art; practical arts; health education; physical education; languages other than English; speech, drama, vocational education, mathematics; science; English; ROTC; social science, computer science; and other electives by the New Mexico Public Education Department." Electives approved by local boards of education pursuant to the following criteria may be counted toward meeting the requirements for graduation:

- A. The program of classes must include a written curriculum.
- B. The course must be taught by an appropriately licensed instructor.
- C. The course must be in compliance with applicable State and Federal regulations, statutes, standards and guidelines.

Graduation: To be eligible for a Loving High School diploma, a student transferring from a non-accredited institution must have attended the full school year immediately prior to graduation. The student is not eligible for class rank or special graduation recognitions (honor graduate, distinguished graduate, valedictorian, etc.). In order for a student to qualify for either Valedictorian or Salutatorian, that student must attend four complete semesters by the time he/she graduates. A student must enroll at Loving High School no later than the beginning of his/her junior year to qualify for either of these honors.

Scholarships: Scholarship policy will follow the same basic guidelines as those addressed in the Valedictorian/Salutatorian section. Students will not be eligible for certain local scholarships unless they have attended Loving High School for the previous four semesters or two years, starting no later than the beginning of their junior year. In many situations, the language in each individual scholarship will determine who is eligible to apply. Refer to page 9 for more scholarship information.

GRADUATION INFORMATION

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1. **NEXT-STEP PLAN**

✓ **What is the Next-Step Plan?**

The Next-Step Plan provides a framework for your academic decisions as you go through each of the high school years in preparation for college, the world of work, the armed services, or other endeavors.

The Next-Step Plan is a requirement in New Mexico law, (NM Public Statute, Article 13, Section 22-13-1.1).

✓ **Who does the planning?**

Planning takes place through a meeting with you, your parent(s), and your counselor, or other school official. After agreement is reached for your courses for the coming year, the Next-Step Plan is signed by you, your parent(s) and your counselor (or other school official in charge of planning coursework). A copy is kept at the school under the supervision of the principal.

✓ **What is planned?**

Your courses for the coming school year are discussed in the meeting. Information from previous years, such as test scores, your interests and career goals help guide the decisions.

Your final Next-Step Plan as a senior will show what you plan to do after graduating, such as attending a two or four year college or a university, entering a trade or vocational program, becoming an apprentice or intern, entering military or other service, full time employment, or a combination of training and employment.

✓ **When does Next-Step Planning take place?**

Planning begins at the end of the eighth grade as you prepare for high school. It then takes place toward the end of each year until you graduate from high school. The final twelfth grade Next-Step Plan includes projected pursuits immediately following graduation.

2. **STUDENT CLASSIFICATION.** Students will be classified according to the number of credits they have completed at the high school. 9th grade students or freshman are those students who are attending high school for the first time. 10th grade students or sophomores must have earned 6 credits, 11th grade students or juniors must have earned 13 credits, and 12th grade students or seniors must have earned at least 20 credits.
3. **NEW MEXICO DIPLOMA OF EXCELLENCE.** Beginning with the class of 2012, a student shall not receive a New Mexico Diploma of Excellence if the student has not demonstrated competencies in subject areas of Mathematics, Reading and Language Arts, Writing, Social Studies and Science, including a section on the

Constitution of the United States and Constitution of New Mexico, based on a standards-based assessment or assessments or a portfolio of standards-based indicators as established by the New Mexico Public Education Department. If a student exits from the school system at the end of grade twelve without having satisfied these requirements, the student shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. **If within five years after a student exits from the school system, the student satisfies these requirements, the student may receive a diploma of excellence.**

4. **VALEDICTORIAN/SALUTATORIAN STATUS** In order for a student to qualify for either Valedictorian or Salutatorian, that student must attend four complete semesters by the time he/she graduates. A student must enroll at Loving High School no later than the beginning of his/her junior year to qualify for either of these honors. Valedictorian and Salutatorian will be selected at the end of the 1st semester of their senior year. A 5.0 scale will be used to determine class ranking. All transfer students will have their grades recalculated to the 5.0 scale. All subjects, or those that are determined by policy, will be figured into GPA. The senior with the highest GPA will be recognized as Valedictorian, and the student with the second-highest GPA will be identified as Salutatorian.

5. **GRADUATION – EARLY / MID-YEAR.** Students desiring early graduation must submit a written request to the high school principal during the first half of the semester preceding the semester of desired completion. The principal may accept request after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student’s parents or guardian. All graduation requirements must be met by the early completion date.

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6. GRADUATION REQUIREMENTS.

A student who meets their graduation requirements after August 1 will graduate and receive their diploma with the next graduating class.

CLASS OF 2012

COURSE	CLASS OF 2012
English	4 credits (English I, II, III and IV are required. Four credits in grades 9-12 may be required by some colleges and/or scholarships)
Communication Skills	1 credit
Mathematics	3 credits (Algebra I and Geometry required)
Science	3 credits (1-General Science – Grade 9 and Biology or Pre-AP Biology – Grades 10-12 required)
Social Studies	4 credits (Civics/World Geography/New Mexico History, U.S. History, World History, ½ Government and ½ Economics required)
Physical Education	1 credit (grades 9-12)
Electives	13 credits
TOTAL CREDITS	29

CLASS OF 2013

COURSE	BEGINNING WITH THE CLASS OF 2013 (at least one of the 29 credits required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course)
Career Cluster, Workplace Readiness or Language other than English	1 credit
English	4 credits (English I, II, III and IV are required. Four credits in grades 9-12 may be required by some colleges and/or scholarships)
Mathematics	4 credits (4 while enrolled in grades 9-12) (Algebra I, Geometry, and Algebra II or equivalent* required) * Algebra II or an equivalent mathematics course may be waived for a lesser math course with a written, signed permission from the student's parent(s)
Science	3 credits (General Science 9 th , Biology or Pre-AP Biology required) (2 must be laboratory courses)

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Social Studies	4 credits (Civics/World Geography/New Mexico History, U.S. History, World History, ½ Government and ½ Economics required)
Physical Education	1 credit (grades 9-12)
Electives	12 credits
TOTAL CREDITS	29

CLASS OF 2014

COURSE	CLASS OF 2014 (at least one of the 28 credits required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course)
Career Cluster, Workplace Readiness or Language other than English	1 credit
English	4 credits (English I, II, III and IV are required. Four credits in grades 9-12 may be required by some colleges and/or scholarships)
Mathematics	4 credits (4 while enrolled in grades 9-12) (Algebra I, Geometry, and Algebra II or equivalent* required) * Algebra II or an equivalent mathematics course may be waived for a lesser math course with a written, signed permission from the student's parent(s)
Science	3 credits (General Science 9 th , Biology or Pre-AP Biology required) (2 must be laboratory courses)
Social Studies	4 credits (Civics/World Geography/New Mexico History, U.S. History, World History, ½ Government and ½ Economics required)
Physical Education	1 credit (grades 9-12)
Electives	11 credits
TOTAL CREDITS	28

CLASS OF 2015

COURSE	CLASS OF 2015 (at least one of the 27 credits required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course)
Career Cluster, Workplace Readiness or Language other than English	1 credit

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English	4 credits (English I, II, III and IV are required. Four credits in grades 9-12 may be required by some colleges and/or scholarships)
Mathematics	4 credits (4 while enrolled in grades 9-12) (Algebra I, Geometry, and Algebra II or equivalent* required) * Algebra II or an equivalent mathematics course may be waived for a lesser math course with a written, signed permission from the student's parent(s)
Science	3 credits (General Science 9 th , Biology or Pre-AP Biology required) (2 must be laboratory courses)
Social Studies	4 credits (Civics/World Geography/New Mexico History, U.S. History, World History, ½ Government and ½ Economics required)
Physical Education	1 credit (grades 9-12)
Electives	10 credits
TOTAL CREDITS	27

- a. **CAREER CLUSTER, WORKPLACE READINESS OR LANGUAGE OTHER THAN ENGLISH.** Beginning with the class of 2013, one credit of Career Cluster, Workplace Readiness or a Language Other Than English is required for graduation. This requirement includes classes in the Career Technical or the Foreign Language Departments.
- b. **COMMUNICATION SKILLS.** One credit is required for graduation for the class of 2012. Classes designated as meeting the communication competencies (writing and speaking) required by the New Mexico Public Education Department (PED) are as follows: One full year course: Agriculture Leadership, Yearbook Publications, Spanish II. Two semester courses: (one semester of writing) Creative Writing plus (one semester of speaking) Speech and Communications. Unless designated as “Communication” credit, transferred credits may not qualify for the Communication graduation requirement.
- c. **ENGLISH.** Four credits are required for graduation and must be taken each year in grades 9-12. Students should be aware that some colleges and/or scholarships might require four credits in Grades 9-12. Student athletes, who desire to attend a Division I or Division II school, must take four years of English in grades 9-12.

Students who have completed English IV or AP English IV in their junior year have one option during their senior year: 1) enroll in two semesters of English at New Mexico State University at Carlsbad (dual credit enrollment) or another university which partners with Loving High School.

- d. **MATH.** Three credits are required during grades 9-12 for graduation for the class 2012. One credit in mathematics must be taken while enrolled in the 9th grade and the additional two credits must be earned while enrolled in grades 10-12. **Algebra I and Geometry are required for graduation.** The Algebra I requirement may be obtained by taking Algebra I (full year) at the middle school or at the high school. Business Math or Accounting do not meet the Algebra I or

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Geometry requirement, but may be substituted for one credit of the math requirements. No more than one math credit may be earned in the Business Department. **Beginning with the class of 2013**, 4 credits of high school mathematics in grades 9-12 are required. **Algebra I, Geometry and Algebra II or an equivalent course are required for graduation.** Pre-Algebra will count toward the four units if taken in the 9th grade prior to Algebra I being taken. Algebra II or an equivalent mathematics course may be waived for an approved lesser math course with a written, signed permission from the student's parent(s). Business Math and Accounting are not approved lesser math courses.

- e. **PHYSICAL EDUCATION.** All students in Grades 9-12 must meet the Physical Education requirement. A waiver of this requirement for chronic and/or permanent conditions may be granted by the New Mexico Public Education Department through the high school principal. The Physical Education requirement may be met as follows: 1) complete one credit of Physical Education during school hours; or 2) complete one credit of Athletics during school hours.
- f. **SCIENCE.** Three credits are required during Grades 9-12 for graduation. One credit in Physical Science must be taken in the 9th grade. Transfer students may bypass the requirement for Physical Science, with the approval of the science department chair and principal, if they have completed a comparable or more advanced course at their previous school. Two additional credits must be earned in grades 10 through 12. One of these additional credits must be Biology or Pre-AP Biology. **Beginning with the class of 2013**, two credits in science must be earned in a lab science.
- g. **SOCIAL STUDIES.** Four credits are required during grades 9-12 for graduation. All freshmen take a year-long required Civics/World Geography/New Mexico History course, sophomores take a year-long required U. S. History course, juniors take a year-long required World History course, and all seniors take one semester of Government and one semester of Economics, both required.

7. **CRITERIA FOR GRADUATION FOR STUDENTS WITH DISABILITIES.**

A student receiving special education services may be awarded a diploma using any of the following programs of study as per IEP (Individual Education Plan) team decisions.

- a. **Standard:** A student must pass all sections of the current state graduation examination(s) administered under standard administration or with state-approved accommodations as determined by the student's IEP team and meet all other standard graduation requirements.
- b. **Career Readiness:** A student must take the current state graduation examination(s) and achieve a level of competency to be determined by the student's IEP team; earn the number of credits required for graduation through standard or alternative courses as determined by the IEP team; and achieve competency in all areas of the Career Readiness Standards with Benchmarks as determined by the IEP team.

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- c. Ability: A student must take either the current state graduation examination(s) or the state-approved alternate assessment, achieving a level of competency to be determined by the student's IEP team, and meet all other graduation requirements established by the IEP team.

The receipt of a diploma terminates the service eligibility of students with special education needs.

COURSE DESCRIPTIONS

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PROGRAMS OF STUDY

WHAT ARE POS's

The primary purpose of Programs of Study (POS) is to provide successful student transitions between secondary and postsecondary education. Programs of Study create secondary-to-postsecondary sequences of academic and career education coursework that lead students to attain a postsecondary degree or industry-recognized certificate or credential. Programs of Study:

- incorporate and align secondary and postsecondary education elements;
- include academic and CTE content in a coordinated, non-duplicative progression of courses; offer the opportunity, where appropriate, for secondary students to acquire postsecondary credits; and
- lead to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

WHY

- Smoother transitions for students as they move from secondary to postsecondary education and into the workforce. This helps students avoid pitfalls that tend to derail their career plans, waste tuition money and frustrate their parents.
- Opportunities for teachers at all levels and subjects to collaborate on curriculum, methods and desired outcomes of instruction. The process empowers teachers by allowing them to design effective and efficient instruction that helps their students achieve their goals.
- Students who have goals and a plan to achieve them are more invested and motivated in their studies.

HOW

The development of Programs of Study is a collaborative effort among schools and colleges to seamlessly coordinate classroom instruction and support experiences and activities for a particular career cluster or pathway, which includes career and technical student organizations, career development and guidance, and community participation. It is built upon a curriculum that addresses cluster/pathway knowledge and skills, as well as national and state academic standards.

How Course Credits May be Earned

English: Must have 4 credits to graduate

English 9, 10, 11, 12

Honors English

Pre-AP English

AP English

Math: Must have 3 credits to graduate

Algebra I

Algebra II

Geometry

Trigonometry

Pre-Calculus

Calculus

Probability/Statistics

Accounting (POS Business or Information Technology only 12th only)

Building Trades Math (POS Architecture/Construction only 12th only)

Social Studies: Must have 4 credits to graduate

NM History/Civics

U.S. History and Geography

World History and Geography

Government/Economics

Science: Must have 3 credits (two includes a lab) to graduate

General Science

Physical Science (includes a lab)

Biology (includes a lab)

Chemistry (includes a lab)

Introduction to Engineering

Principals of Engineering

Anatomy & Physiology (includes a lab)

Environmental Science

Physical Education: Must have 1 credit to graduate

Co-Ed PE

Electives: Must have 13.0 credits to graduate

Industrial Technology Department

Art Department

Business Department

Family Consumer Science Department

Music Department

Agriculture Department

English Department Credits/Courses

English I (Grade 9)

Prerequisite: None -- one credit

Course builds upon the students' prior knowledge of grammar, vocabulary, word usage, and mechanics of writing, and usually includes the four aspects of language use: reading, writing, speaking, and listening. Usually, the various genres of literature are introduced and defined, with writing exercises often linked to reading selections. Course works to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage as students write essays and begin

to learn the techniques of writing research papers. Course is designed for freshmen and typically introduces two or more genres of literature (novel, short story, poetry and so on). Exploration of each genre's literacy elements; determination of theme and intent; and vocabulary and semantics are often included as part of the course content. A required research paper and vocabulary studies will be included.

English II (Grade 10)

Prerequisite: English I -- one credit

Course offers a balanced focus on composition and literature. Students will learn about alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph thematic essays and compositions. The study of literature encompasses various genres as students improve their reading rate and comprehension skills to determine authors' intent and theme and to recognize the

techniques employed by the author to achieve a goal. Course is designed for sophomores and typically introduces two or more genres of literature (novel, short story, poetry and so on). Exploration of each genre's literacy elements; determination of theme and intent; and vocabulary and semantics are often included as part of the course content. Preparation for the PSAT may be included. A required research paper and vocabulary studies will be included.

English III (Grade 11)

Prerequisite: English II --one credit

Course continues to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage as students write essays and learn more advanced techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses. Course is designed for juniors and emphasizes comprehension discernment, and critical thinking skills in the reading of texts and literature. More advanced literary techniques (irony, satire, humor, connotation, tone, rhythm, symbolism, and so on) are introduced and explored through two or more literary genres, with the aim of creating sophisticated readers. Emphasis on the SAT/ACT will be included. A required research paper and weekly vocabulary studies will be included.

English IV (Grade 12)

Prerequisite: English III -- one credit

Class offers opportunities for the students to exhibit mastery of Language Arts Skills in all segments of reading and writing. There will be heavy emphasis on preparation for college. Course is designed for seniors and emphasizes comprehension discernment, and critical thinking skills in the reading of texts and literature. More advanced literary techniques (irony, satire, humor, connotation, tone, rhythm, symbolism, and so on) are introduced and explored through two or more literary genres, with the aim of creating sophisticated readers and writers. Emphasis on the SAT/ACT will be included. A required research paper and weekly vocabulary studies will be included.

Pre-AP English I

Prerequisite: Placement is determined by **teacher's recommendation**, previous academic record, and an evaluation of the applicant's writing skills.--one credit

First in a sequence of courses leading to Advanced Placement 12, this is a rigorous course designed for the student with exceptional ability in English. Placement in this course is determined by a screening process. The composition skills will focus on the essay form and the writing process, including revision, editing and usage.

The literature will include a study of literary genre and introduce literary analysis. In addition, vocabulary development will be stressed.

Pre-AP English 1I

Prerequisite: Honors English I or approval of Honors English II Instructor--one credit

This is a rigorous course designed for students who are dedicated to the scholarly pursuit of study in American literature. Students must meet the high expectations of the instructor by responding to the literature using advanced composition and discussion techniques. The course is second in the sequence of courses leading to Advanced Placement 12.

AP English Literature and Composition

Prerequisite: Pre-AP English I & II--one credit

Offered alternating years

Course is designed to follow Pre-AP English courses. Students enrolled in this course will focus intensively on reading, writing, and discussing the works of major authors. They will analyze and critique fiction, nonfiction, and poetry through formal multi-purpose essays and informal writing assignments that reflect on the human condition. Vocabulary development, sentence fluency, clarity of ideas, and independent reading will be an integral part of class requirements. The text will be college-level material, and the coursework will be commensurate with a college-level English class. Guided practice using sample AP exams will be used to get the student ready for the AP exam. This course is intended to prepare students for the optional AP exam in this subject.

AP English Language and Composition

Prerequisite: Pre-AP English I & II--one credit

Offered alternating years

Course is designed to follow Pre-AP English courses. Students enrolled in this course will focus intensively on reading, writing, and discussing the works of major authors. They will analyze and critique fiction, nonfiction, and poetry through formal multi-purpose essays and informal writing assignments that reflect on the human condition. Vocabulary development, sentence fluency, clarity of ideas, and independent reading will be an integral part of class requirements. The text will be college-level material, and the coursework will be commensurate with a college-level English class. Guided practice using sample AP exams will be used to get the student ready for the AP exam. This course is intended to prepare students for the optional AP exam in this subject.

Language Arts Laboratory (Grade 9 – 12)

Prerequisite: None –one credit

Language Arts Laboratory is a required course for those students that score below proficiency on the New Mexico Standards Based Assessment. This 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 skills base upon entering the course. Additionally, this course may include vocabulary building, spelling grammar, writing and composition, silent reading, improving listening and comprehension skills.

(Language Arts Laboratory courses may or may not be taught in a laboratory or resource setting).

Math Department Credits/Courses

Algebra I

Prerequisite: Pre-Algebra -- one credit

Algebra is requirement for all students. Topics in the course include reflections, surface area, volumes, three-dimensional graphing, linear equations and models, exponential equations and growth rate, direct and inverse proportions, introductory probability, similarity, sequences and series, the fundamental counting principle and inequalities.

Geometry

Prerequisite: Algebra I -- one credit

Geometry examines topics such as congruent triangles, inequalities, quadrilaterals, parallel line and planes. Various forms of proof are studied. Emphasis is placed upon reasoning and problem solving skills gained through study of similarity, areas, volumes, circles, and coordinate geometry.

Algebra II

Prerequisite: Algebra I and Geometry -- one credit

Topics in this course include matrix operations, right triangle trigonometry, measures of central tendency, apportionment, geometric probability, volume and surface area, linear programming, transformational geometry, exponential laws and models, sampling, function transformations, limits of sequences, and algorithms.

Trigonometry

Prerequisite: Algebra II -- one credit

Trigonometry introduces statistics, probability and discrete mathematics Sequences, series and a review of algebraic concepts are included. Trigonometric junctions, identities, and equations are studied extensively. Solutions for real world problems are developed through methods of mathematical modeling.

Statistics / Probability

Prerequisite: Algebra I and Geometry credits and/or Teacher Recommendation --one credit

Statistics introduces probability sampling of data. Data analysis and Probability. Students will formulate questions that can be addressed with data. Students will also collect, organize, interpret and display relevant data to answer questions. Additionally, students will select and use appropriate statistical methods to analyze

data solutions for real world problems developed through methods of mathematical modeling.

Honors Algebra I

Prerequisite: “B” or better in Advanced 8th grade math, teacher recommendation and high score on placement tests -- one credit.

Students will study integers, graphing, equations and inequalities, polynomials, radicals and prepare the student for Honors Algebra 2. First Semester Algebra I consists of the language of algebra and the order of operations used evaluate and simplify algebraic expressions. Solving equations and inequalities and an introduction to factoring are also included. Second Semester Algebra I will consist of continuation factoring and its applications, the operations and uses of fractions, introduction of function relations, graphs, open sentences with two variables, rational and irrational numbers.

Honors Algebra II

Prerequisite: Honors Algebra I and teacher recommendation--one credit

This class is open to students who have successfully completed Honors Algebra 1 or Honors Geometry and who have a teacher’s recommendation. Students who have had a high degree of success in Algebra 1 or Geometry may also enroll in this class as long as they have a teacher’s recommendation. This course is a rigorous study of topics in Algebra 2 with students being required to fulfill additional expectations over and beyond that of the regular Algebra 2 class. Students must maintain an A or B average to remain in this course. This course prepares the student for Honors Geometry.

Honors Geometry

Prerequisite: Successful completion of Honors Algebra 2 or high degree of success in Algebra 2 with Algebra 2 teacher recommendation.--one credit

The purpose of this course is to present the student with basic elements of Euclidean geometry: point, line, plane and space. The student explores a system of mathematics which uses deductive logic. Geometry promotes good thinking habits in developing the formal proof. The course includes the following topics: parallel lines and planes, congruent and similar polygons, circles, areas and volumes of solids, and coordinate geometry. A strong background in Algebra 2 is essential for Honors Geometry. Students must maintain an A or B average to remain in this course. This course prepares the student for Honors Introduction to Calculus.

Pre Calculus

Prerequisite: Geometry, Algebra II and Trigonometry and/or Teacher Recommendation -- one credit.

Pre-Calculus introduces exponential and logarithmic functions, trigonometric functions of real numbers, triangle vector, analytic geometry, roots of polynomial equations and complex numbers.

Calculus

Prerequisites: Algebra I, Geometry, Algebra II, Trigonometry- one credit

Course intended for students who have attained pre-calculus objectives. They include the study of derivatives, anti-derivatives, differentiation, integration, the definite and indefinite integral, and applications of calculus.

Math Laboratory (Grade 9 – 12)

Prerequisite: None – One credit elective credit

Math Lab is a required class for students that score below proficient on the New Mexico Standards Assessment. This course is a review of basic operation with whole numbers, decimals, percents, and fractions. It will also place emphasis on solving linear equations, inequalities and the use of critical thinking skills.

Social Studies Department Credits/Courses

Civics/NM History (9th grade)

Prerequisite: None -- one credit

Course is designed to study the functioning of society (including political, economic, and legal systems). The emphasis will be on the history of New Mexico including the geography of the state. This course will also emphasize the duties of citizenship and the functions of both state and federal government.

U. S. History/Geography (10th grade)

Prerequisite: Civics / NM History -- one credit

Course is designed to study the functioning of society (including social, political, economic and the legal system). The emphasis will be on the history of New Mexico including the geography of the state. This course will also emphasize the duties of citizenship and the functions of both state and federal government.

World History/Geography (11th grade)

Prerequisite: U.S. History/Geography -- one credit

A study of World History, which will include, but not be limited to: political thought and movements; progress and decline of civilizations, history and cultures of the world, economics, geography, great leaders of nations, empires, and the wars that were fought to obtain power. Major emphasis will be placed on how the decisions made then affected the world at that time and helped to shape modern history. The course is designed to meet the competencies set by the New Mexico Department of Education.

Government/Economics (12th grade only)

Prerequisite: Civics/NM History, U.S. History, World History--one credit

A study of the history and development of the free enterprise economic system is the focus. Its applications and effects on the individual within that system and the relationship with comparative world economics. A study of the history and structure of American constitutional government with emphasis placed upon its operation at national, state and local levels, its effect on individuals and organizations, and their role in the governing process. The course is designed to meet the competencies set by the New Mexico Department of Education.

Science Department Credits/Courses

General Science (9th grade)

Prerequisite: None -- one credit

Course introduces students to topics including but not limited to earth science, space science, physical science and life science.

Physical Science (includes lab) (9th grade)

Prerequisite: None -- one credit

Course involves the study of the structures of states of matter. Typically (but not always) an introductory survey course, topics covered may include forms of energy, wave phenomenon, electromagnetism, and physical and chemical interactions.

Biology (includes a lab) (Grade 10 – 12)

Prerequisite: General or Physical Science -- one credit

This class is intended to acquaint the student with the significant scientific facts which affect daily life and which make up the major themes of biology. Course will focus on the

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aspects of living organisms ranging from: Cell structure and function, genetics, classification of plants and animals, animal anatomy/physiology, vertebrates/invertebrates, and Human Biology.

Environmental Science (Grade 11 – 12)

Prerequisite: Biology and Physical Science/General Science –one credit

Course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them.

Chemistry (includes a lab) (Grade 11 – 12)

Prerequisite: Physical Science, Biology, Algebra I and Geometry with a “C” or better and/or Teacher Recommendation -- one credit

This class is an introduction to chemistry concepts. The course will focus on the composition, properties, and reactions to substances. Discover behaviors of solids, liquids, and gases with emphasis to characteristics of elements indicated on the periodic table. Higher order thinking skills and implementation of good study habits is a must.

Physics

Prerequisite - Biology (A or B Student), Algebra I and Geometry with a “C” or better and/or Teacher Recommendation -- one credit

Course involves the study of the forces and laws of nature affecting matter: equilibrium, motion, momentum, and the relationships between matter and energy. The study of physics includes examination of sound, light, magnetic, and electric phenomenon.

Anatomy/Physiology I (includes a lab) (Grade 11 – 12)

Prerequisite - Biology (A or B Student), and/or Teacher Recommendation--one credit

Anatomy and Physiology will present the human body and biological systems in more detail. In order to understand the structure of the human body and its functions, students will learn anatomical terminology, study cells and tissues, explore functional systems (skeletal, muscular, circulatory, respiratory, digestive, reproductive, nervous, and so on). This class will require higher critical thinking skills and the pursuit/implementation of good study habits to succeed in the anatomy/physiology curriculum.

Physical Education Department Credits/Courses

Co-ed Physical Education I, II, III, IV

Prerequisite: none -- one credit

Co-ed physical education course is activity blocks that include selected team sports, individual and dual sports, and basic fitness. P. E. is designed to stress the care and use of equipment, court markings, dimension, history, skill acquisition and technique, rationale in view of health and leisure time pursuits, strategies, terminology and officiating.

Agriculture Department Credits/Courses

Introduction to Agriculture

Prerequisite: none -- one credit.

Fees: \$15.00 * membership to FFA

The local, national, and global definitions, history, and scope of agriculture in society are covered in this course. It also covers plant and animal science, production and processing; soil characteristics, formation and properties; and development of leadership and communication skills. Course will also introduce the different CDE areas that will be studied each spring.

Horticulture Agriculture

Prerequisite: Intro. to Agriculture - one credit.

Fees: \$15.00 * membership to FFA

The focus of this course is on the science of plants (Botany). Specific topics include photosynthesis and respiration, analysis of the difference of plants and animal cell structure, genetics, taxonomy, and classification. Also included are topics covering Entomology, soil chemistry, and plant diseases; virus and bacteria life cycles and effects on plant growth. Focus is on horticulture crops including greenhouse, landscape design, and marketing and sales techniques related to these industries.

Animal Science

Prerequisite: Intro. to Agriculture -- one credit.

Fees: \$15.00 * membership to FFA

Course imparts information about the care and managements of domesticated animals. Animal nutrition, health, reproduction, genetics, facilities, and marketing are all possible topics. Study of anatomy and physiology of livestock and other domesticated animals. Examination of developmental stages and analysis of feed ration for different parts of the animal's life cycle. Identification of environmental factors that affect an animal's performance. Recognition of animal behaviors to facilitate working with animal safety. Also covered will be wildlife science and business techniques related to these industries.

Agriculture Leadership/Communications

Prerequisite: Introduction to Agriculture - one credit

Fees: \$15.00 *membership into FFA

This course is designed to strengthen students' personal and group leadership skills. Topics such as public speaking, effective communication, human relations, parliamentary law, and

group dynamics are covered. Also covered is the development of Programs of Work and Service Learning, including student development, chapter development, and community development. There will also be some greenhouse work done.

Fine Arts Department Credits/Courses

Falcon Band I, II, III, IV (Grades 9-12)

Prerequisite: Student must be eligible to participate in activities according to the NMMA and Loving Municipal School rules and regulations. Performances are required and are counted as part of the band grade.—one credit

Fees: \$40 for students using school owned equipment/instruments

Falcon band is a performance class, and it will count as an elective credit. Falcon Band students will perform at football games, parades and other events. As such, some after school rehearsals are required by the Band Director. All students are required to wear uniforms at all events when performing.

The band members will raise money for the various activities and trips that the band is involved in throughout the school year. No one will be penalized for missing a performance because of participation in sports.

Drill Team

Prerequisite: Student must be eligible to participate in activities according to the NMMA and Loving Municipal School rules and regulations. Performances are required and are counted as part of the band grade.—one credit

The Drill Team is a performance class, and it will count as an elective credit. This class is only offered during the Fall semester and public performances are required. Additionally, Drill Team members will perform flag and dance routines 8 to 15 times during the semester to patriotic, rock and various styles of music.

Guitar I, II, III, IV (Grades 9-12)

Prerequisite: Student must have his/her own guitar and keep it in good playing condition. Teacher recommendation -- one credit

Fees: \$10 for a guitar book with a CD

Several performances are required and graded during the school year. Course presents fundamentals of music and guitar playing techniques, such as strumming and chords, the courses may include more advanced guitar playing techniques.

Choir/Vocal Ensemble I, II, III, IV (Grades 9-12)

Prerequisite: none -- one credit

This co-curricular class is open to all high school students interested in vocal training. The chorus endeavors to explore music through learning basic music theory, reading musical notation, listening, rehearsing, and performing various vocal styles. Performance(s), including solo and ensemble signing in two and three part harmony, is required as part of

the grade. Chorus will perform Veterans' Day, Christmas Concert, and other public performances throughout the school year.

Business Department Credits/Courses

Internet/HTML (10th -12th grade only)

Prerequisite: **IC3 or Office 2007**--one credit

This class will teach students the basics of Internet "surfing". It will introduce them to URL's, Boolean searches, and basic HTML. They will learn to use the Internet for academic as well as personal research and they will also learn basic HTML to create simple web pages.

Accounting I (Grades 10 -12)

Prerequisite: Math grades of "C" or better—one credit

*Course can be used as a math credit

This course will teach financial bookkeeping for business and personal use. Accounting I introduces concepts and principles based on a double-entry system of maintaining the financial records of a sole proprietorship, partnership and corporation. It includes analyzing business transactions, journalizing, posting and preparing worksheets and financial statements.

Business and Personal Law (Grades 10 – 12)

Prerequisite: None -- one credit

This course provides students with an understanding of the legal framework in which American business functions. The students will be introduced to law as it pertains to everyday living and business situations, use of legal terminology, application of law to legal problems, law of contracts, court structures, and legal situations involving minors.

IC3—Internet and Computing Core Certification (Grades 9 -12)

Prerequisite: None -- one credit

This course provides complete coverage of IC3 topics for certification. It includes computer applications: word processing, databases, spreadsheets, presentation graphics, and desktop publishing; computer fundamentals: hardware, software, keyboarding, technology ethics; online basics: networks, the Internet, research, creating web pages.

Introductory Office 2007 (Grades 9 -12)

Prerequisite: None --one credit

This course will introduce the Microsoft suite of products for MOS certification. It will include word processing, spreadsheet, database, presentation, and e-mail/calendar tools. Upon completion of this course, students can test for MOS Core certification.

Advanced Office 2007 (Grades 10 – 12)

Prerequisite – Introductory Office 2007-- one credit

This course will continue with advanced concepts used in Microsoft suite of products for MOS certification. It will enhance word processing, spreadsheet, database, presentation, and e-mail/calendar skills. Upon completion of this course, students can test for **MOS Expert** certification.

Office Procedures (Grades 10 – 12)

Prerequisite: Introductory Office 2007 or IC3—one credit

This course will introduce the various skills required to obtain an entry-level office position. The topics covered in the course are filing, note hand, telephone techniques, composing business documents, office machines, use of Internet and e-mail in business, job application and resume creation.

Website Design (Grades 10 – 12)

Prerequisite – successful completion of Internet (or instructor approval)--one credit

This class will continue the basics of Internet class. Students will use the Internet for advanced research projects and intermediate HTML and scripting, as well as Studio MX software for web page creation. Students will help create additions to and maintain the current district web site.

Smart Lab I (Grades 9 – 12)

Prerequisite: Keyboarding—one credit

Lab Fee: \$10.00

The creative learning smart lab is a state of the art learning environment. There are over 30 projects within the technology lab that encompass the following core system: Physical Simulations, Circuitry, Publishing, Multimedia, Science and Data Acquisition, Computer Simulations, Graphic Design, and Control Technology. This course allows learners to gain knowledge and skills based on their own experience in the research and development environment of the lab. The technology lab provides an environment conducive to divergent thinking and creative endeavors. It is through this environment that learners will create projects that are personally, relevant. In the process, learners will develop a sense of self-worth and independence that more closely aligns with the real world.

Introduction to Business/ Entrepreneurship (Grades 9 – 12)

Prerequisite: None -- one credit

This class will cover the study of American and foreign business and economies. Studies will include business ownership, leadership, management, marketing, business ethics, consumer rights & responsibilities, and financial management.

This course is designed to equip students with introductory skills which help prepare them to organize and run a business. Business terminology, basic entrepreneurship concepts, and fundamental operating principles are emphasized. Students are involved with activities such as developing business, marketing plans and insuring a business

Electronic Publishing/Yearbook (Grades 10 – 12)

Prerequisite – Introductory Office 2007 or IC3--one credit

- Instructor Approval
- Application/Interview required
- English grade of “C” or better (English teacher recommendation)

This course is based on the activities associated with creating and editing the annual high school yearbook and school newspaper and video journalism.

Emphasis will be on the use of current computer software and photographic equipment to complete various forms of published materials.

NMSU-C Creative Media Technology

Prerequisite: IC3 -- one credit

*Courses are for juniors and seniors only

This program offers instruction and hands-on learning opportunities in four areas:

- Digital Graphics—creation, publication, and management of documents and images for the Internet.
- Digital Video—video production techniques for digital media including industry-standard hardware and software
- Digital Animation ---three dimensional computer graphic animation for commercial applications.
- Digital Video Game Animation---(requires 6 semesters) Video game design and development

*All of these programs require passing admission standards and/or testing at NMSU-C. Students must be eligible for concurrent enrollment through LHS and NMSU-C. Students must be all eligibility requirements.

Family Consumer Science Department Credits/Courses

Child Care Experience (Grade 10 – 12)

Prerequisite: Child Development--one credit

Fees: \$5

Course designed for students interested in the childcare field. They provide basic knowledge about growth and development of children from conception to school age. Main topics include the fundamentals of working with infants, toddlers, and older children. Students learn how to provide healthy environments, evaluate childcare settings, and study the practices, regulations and opportunities in the child care industry. It may include practical experience in a child-care center.

Child Development (Grade 9 – 12)

Prerequisite: None -- One credit

Fees: None

Course provides knowledge about the physical, mental, emotional, oral and social growth and development of children from conception to pre-school age. These classes provide guidance about desirable parental involvement in each stage, responsibilities one needs to consider before becoming parents, and how to provide appropriate care and a suitable environment for children. Additional practical experience may be provided through a day-care operation. Specialized courses offering parenting education laboratory setting in the school may be included here.

Advanced Child Care (Grade 10 - 12)

Prerequisite: Child Care Experience--One credit

Course is designed for the student interested in the childcare field. They provide basic knowledge about growth and development of children from conception to school age. Main topics include the fundamentals of working with infants, toddlers, and older children. Students learn how to provide healthy environments, evaluate childcare settings, and study the practices, regulations and opportunities in the child care industry. It may include practical experience in a child-care center. In advanced course, topics such as learning theories, development of appropriate activities, operation of childcare center, recognition of childhood diseases, abuse and neglect and first-aid/emergency training may be covered. **Student must be 18 years of age in order to earn the La Ristra certificate.** This certificate greatly increases the opportunities an individual have entering the field of Child Day Care.

Health and Nutrition (Grade 9 - 12)

Prerequisite: None -- one credit

This course offers opportunities to study the composition, structure, and properties of foods and the chemical changes that occur during processing, storage, preparation, and consumption. Designed as a laboratory course. Nutrition explores the effects of various materials, microorganisms, and processes on food products. Components of this class may be incorporated into laboratory exercises of food and nutrition courses. This class may be part of a series of sequential courses designed around healthy lifestyles/wellness, i.e., physical education, health and chemistry.

Foods I

Prerequisite: None (Grade 9 – 12)

Fee required \$5.00 --one credit

Course will provide students with an understanding of the role food plays in society while providing guided instruction on how to plan and prepare a balanced meal (nutrition management). It will also give students experience in the proper use of equipment, utensils and a background of the nutritional needs and requirements for health living.

Advanced Foods or Foods II (Grade 9 – 12)

Prerequisite: Foods I

Fee required \$5.00 --one credit

Course will provide opportunities for students to study the composition, structure and properties of foods and chemical changes that occur during processing, storage, preparation and consumption. Additionally, this course is designed as a laboratory course that explores the effects of various materials, microorganisms and processes of food products.

Foreign Language Department Credits/Courses

Spanish I (Grade 9 – 12)

Prerequisite: None -- one credit

Beginning course in Spanish designed to develop proficiency in comprehension and to converse in Spanish with acceptable pronunciation and intonation. Development of all four language skills; listening, speaking, reading, and writing in Spanish will be emphasized. Cultural activities will be included to enrich the student's knowledge of his/her cultural background and the values of other cultures.

Spanish II (9 – 12)

Prerequisite: Spanish I -- one credit

Spanish II is a continuation of Spanish I but with more emphasis on communication skills. It is designed to improve proficiency in comprehension and to converse in Spanish with acceptable pronunciation and intonation. Development of all four language skills; listening, speaking, reading, and writing in Spanish will be emphasized. An appreciation of the culture of Spanish speaking countries is enhanced.

Spanish III (9 – 12)

Prerequisite: Spanish II -- one credit

Spanish III is a continuation of Spanish II but with more emphasis on communication skills. It is designed to improve proficiency in comprehension and to converse in Spanish with acceptable pronunciation and intonation. Development of all four language skills; listening, speaking, reading, and writing in Spanish will be emphasized. An appreciation of the culture of Spanish speaking countries is enhanced.

English Language Learner – ELL

Prerequisite: None

This course will assist students in improving their reading skills and vocabulary knowledge. Students will develop the skills needed to read and understand a variety of texts. Students will also learn techniques and strategies to build their vocabulary. The overall intended outcome for this course is to improve reading and writing proficiency levels.

Industrial Technology Department Credits/Courses

Woodworking Skills I (Grade 9 – 12)

Prerequisite: None -- one credit

Fees: Will need material for individual projects only.

This course provides the student with information regarding use and care of hand tools and elementary power tools, safety procedures, and supervised project construction.

Woodworking Skills II (10 – 12)

Prerequisite: Woodworking Skills I -- one credit

Fees: Will need material for individual exercises.

This course is designed to provide the student with skills to include the use of advanced power tools, power tool safety, and supervised construction.

Building Trades I (9-12)

Prerequisite: Basic Construction -- one credit

Fees: Will need material for individual exercises

This course provides knowledge for equipment and general safety, human relations, building construction surveying, footing, foundation form work, framing, sheathing, insulation. This course also provides students with basic electrical wiring and plumbing. Classroom instruction, on-the-job training, and problem solving skills will be assessed.

Building Trades II (10-12)

Prerequisite: Building Trades I -- one credit

This course provides a continuation of Building Trades I. Roofing, exterior and interior finish, masonry, door, window, and cabinet insulation.

Finish & Trim (10 – 12)

Prerequisite: Basic Construction & Masonry & Concrete--one credit

Fees: Will need material for individual exercises.

An advanced construction course to provide the student the skills and knowledge to start and complete finish work on a structure. These techniques include various sidings, drywall, texturing, wood trim, and laying shingles. Includes emphasizes in basic electrical and plumbing framed structures. Students will also use shop organizational skills as well as shop safety techniques and procedures.

Basic Mechanical Drafting (Grade 9 – 12)

Prerequisite: None -- one credit

Fees: None

*Students will need to provide drawing pencils.

A basic drafting course structured for beginners. The course will explore basic fundamentals of drafting instruments, techniques, lettering, and rules of drafting.

The course will also emphasize various drawing techniques like auxiliary, sectional, multi view, and pictorial creations.

Architectural Drafting (Grade 10 – 12)

Prerequisite: Basic Mechanical Drafting--one half credit

Fees: None

*Will need to purchase drawing pencils.

A beginning course in architectural drafting and design. Each student will learn needed symbols, codes, skills, and techniques for designing and drawing a floor plan. The students will also study and draw the plans that make up a complete set of architectural drawings (plot, elevations, foundations, and detail drawings).

Welding I (Grade 9 – 12)

Prerequisite: None--one credit

Fees: None.

*Supplies: Students must provide ten pounds of welding rods and various types of metals to practice on. Students will also need to provide metal for individual projects.

This course is designed to introduce students to both the basic fundamental of electric arc welding, gas cutting, forging, bending, and stamping. Includes and emphasizes hand tool and machine identification and use. Also includes shop safety, organization, and procedures.

Welding II (Grades 10 – 12)

Prerequisite: Basic Metals & Welding Procedures--one credit

Fees: None

*Supplies: Students must provide ten pounds of welding rods and various types of metals to practice on. Students will also need to provide metal for individual projects.

An advanced course of metals with an in depth study of electric welding which includes Mig welding (gas metal welding). The course will also emphasize plasma cutting and shaping. The course continues with shop safety and shop procedures & techniques.

Blueprint Reading for Building Trades (Grades 10 – 12)

Prerequisite – Drafting I, Carpentry I, and Welding I--one credit

Fees: None

Course provides students with an introduction to construction materials, methods, and basic cost estimating and blueprint reading applicable in today's residential, commercial, and public works industry. This course will also provide instruction by blueprint reading and interpretations, field trips, and actual job-site visits and progress evaluation.

Non-Department Credits/Courses

Office Aide/Teacher's Aide (Grade 11 – 12)

Prerequisite: Instructor and principal approval, *maximum of one credit allowed--one credit

Students work in principal's office, the guidance office, or teacher's classroom doing various tasks: answering the telephone, filing, showing visitors around the school, showing new students classrooms, word processing, and running errands in school as needed.

Driver's Education

Prerequisite: 15 years of age before class begins

One half credit is awarded upon completion of coursework and driving portion

Successful completion of this approved Driver Education course is required for anyone under the age of 18 before receiving a driver's license per New Mexico law.

Online Courses (Grade 9 – 12)

Prerequisite: Principal approval

Credit value will be determined base upon the course.

This class will allow students to enroll in online courses for enrichment or for deficiencies. Completion of AP courses will grant student both high school and college credits. Course selection will be based on student ability or background in subject area. This will be an independent study class with local teacher as a facilitator. Students must meet online deadlines in order to receive course credit.

Mentoring (Grade 9 – 12)

Prerequisite – None

S/U Grading

This course will offer students the opportunity to prepare for success in high school or for post-secondary education. It may include topics such as reading and writing improvement, study skills, general problem solving, basic reasoning, and test-taking skills. It will help prepare students for particular state and national standardized tests required for graduation or for post-secondary education.

Work-Based Learning

Prerequisite – Approval of Instructor/Principal--one credit

**(Students enrolling in this class must provide their own transportation)*

Course will give students an opportunity to learn both basic knowledge and particular skills in career areas. Students will use their work experiences to lead to further understanding about the needs of employers, the requirements of different industries, and the skills required to be a competent employee. The course will explore job search techniques, attitudes and job success, working as a member of a team, the impact of technology and other aspects of jobs and industries.

School Board Approved But Not Currently Being Offered:

- **Drama I, II, III, IV**
- **Art Department Courses**
- **Hospitality, Tourism and Recreation**
- **Multimedia Concepts**
- **Computer Graphic Design**
- **Future Educators of America**
- **Hospitality, Tourism and Recreation**

PARENT NOTIFICATION

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PARENT NOTIFICATION

1. **TEACHER LICENSURE.** In accordance with the No Child Left Behind Act (NCLB), Title I, Part A, Section 1111, “Parents Right to Know”, the parent has the right to request information about the licensure and other qualifications, teaching assignment, and training of their child’s teacher and any paraprofessionals (instructional assistants) who may work with their child. The parent may contact the building principal for this information.
2. **SUBSTITUTE TEACHERS.** If a substitute is in a classroom for four consecutive weeks with a sub-standard license, parents must be notified of the certification of the substitute. The parent may contact the building principal for this information. *(NMSA 1978, 22-10-16)*
3. **ADEQUATE YEARLY PROGRESS (AYP).** After the second grading period, parents will be notified regarding students who will not make adequate yearly progress. Parent conferences will be held in October and March regarding student progress and possible retention. *(NMSA 1978, 22-2A-6)*
4. **TUTORIAL SERVICES.** If a school does not make AYP and is qualified for Title I services, based on its reduced and free lunch, participants are also eligible for Title I Supplemental Educational Services (SES). These services provide free tutoring to help students do well on the required New Mexico achievement test and to succeed in school. Tutoring is provided on a priority basis with those students having the greatest academic need serviced first.
5. **PUBLIC SCHOOL CHOICE.** Under NMSA, Chapter 22 and Title I of the NCLB, the option of school choice must be made available for all New Mexico students attending a school with a NCLB designation. Public School Choice is the option for a student to attend another public school that is outside the student’s school attendance area. All students enrolled in any Title I school identified under NCLB as in School Improvement, Corrective Action or Restructuring qualify for a transfer under Public School Choice. A school district must provide all students in the school the option to transfer to another public school, including charter schools, that is not in school improvement.

There may be situations in which choice is not practicable. The distance to another school with the appropriate grade span, for example, may be excessive. School districts must, however, make good faith efforts to determine whether such choice is practicable. Factors considered should include travel distance, existing transportation boundary agreements, available grade spans and other appropriate factors. Refer to School Board Policy J-1050.

6. **ACCESS TO SCHOOL RECORDS/INFORMATION.** Access to educational records is governed by the requirements of the Amended Family Educational Rights and Privacy Act (FERPA) of 1974 and district policy. Under this act and policy, non-custodial parents have the right only to academic and attendance records. Parents must inform the school principal in writing, on a form provided in the

principal's office, if they wish to limit media access to their student's pictures, honors or other recognition as outlined in Policy.

7. **MILITARY RECRUITER ACCESS TO INFORMATION/SCHOOL RECORDS.** Both the NCLB Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107), entitle military recruiters to receive the name, address and telephone listing of juniors and seniors in high school. Parents may make a written request to the building principal to opt out of having the school provide directory information to military recruiters. The Loving High School will allow military recruiters (i.e., Army, Navy, Air Force, Marines, Coast Guard, National Guard) to be available on the high school campus for job fairs, as well as to visit with interested students, at the student's request during his/her lunch periods.
8. **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT/PROTECTION OF PUPIL RIGHTS ACT (FERPA/PPRA).** In compliance with the NCLB Act, the parent has the right to:
- (a) Inspect surveys created by third parties before such surveys are administered or distributed to students.
 - (b) Inspect and the right of students to refuse to participate in any surveys designed to collect private information about, among other things, students' or their families' political affiliations, sexual behaviors and attitudes, mental problems, illegal behavior, income and religious practices or beliefs.
 - (c) Inspect, upon request, any instructional material used in the educational curriculum for the student.
 - (d) Be informed of the administration of physical examinations or screenings that the school may administer to students.
 - (e) Know of the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling such information.
 - (f) Inspect, upon request, any instrument used in the collection of personal student information to be used for marketing purposes.

The PPRA now obligates schools to provide parents reasonable notice, at least once annually at the beginning of the school year, of the adoption and implementation of the policies required by the Act. This notice must offer an opportunity to parents to opt the student out of participation of any instructional material used as part of the educational curriculum. The PPRA now requires schools to provide notice to parents of:

- (a) Activities involving the collection or disclosure of personal student information for marketing purposes.
- (b) The administration of any survey designed to gather private student information in the various categories listed under the PPRA.
- (c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and

scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students.

9. **PESTICIDE SPRAYING NOTIFICATION.** As per the New Mexico Public Education Department Regulation 9.13.4, a written request for advance notice of pesticide spraying prior to application may be made by a parent or guardian. This written request for notification should be turned in to the building principal.
10. **CORPORAL PUNISHMENT/NOTIFICATION.** All school personnel are encouraged to practice a high standard of professional ethics in regard to discipline. The administration of corporal punishment in now illegal and will not be administered by staff of Loving Municipal Schools. Additionally, Loving Municipal Schools will not permit nor be a witness to the use of Corporal Punishment by parents/guardians on school premises.
11. **STUDENT SUPERVISION – ON CAMPUS (*In Loco-Parentis*).** Parents must send their children to school under New Mexico’s compulsory attendance laws. Schools stand in *loco parentis* as regards to discipline, supervision and custody issues. This means that schools are responsible for students “in place of the parents” while students are in school. School personnel should exercise due care in guarding the health, safety and welfare of students enrolled in their schools. All school officials, employees and authorized agents of the public schools whose responsibilities include supervision of students shall stand in *loco parentis* with regard to students they are required to supervise at any time the responsibility of supervision exists.

Whenever students are lawfully subjected to the school’s control, public authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the school’s authority. Principals must assume responsibility and leadership with regard to the discipline of students. The right to attend public school is not absolute. It is conditioned on each student’s acceptance of the obligation to abide by the lawful rules of the school and community until and unless the rules are changed through lawful processes.

12. **STUDENT SUPERVISION – OFF CAMPUS (*In Loco-Parentis*).** The school reserves the right to discipline students for out-of-school conduct having a direct and immediate effect on school discipline or the general safety and welfare of the school. This will apply to all students traveling to, attending, and returning from school, and while visiting another school, or a school-sanctioned activity.
13. **ANTI-BULLYING:** Bullying behavior by any student in the Loving Municipal School District is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause

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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 or menacing acts of a student which may or may not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property.
- Physically harming a student or damaging a student's property.
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion. *(NMAC-N, 6.12.7.7, 11-30-06)*