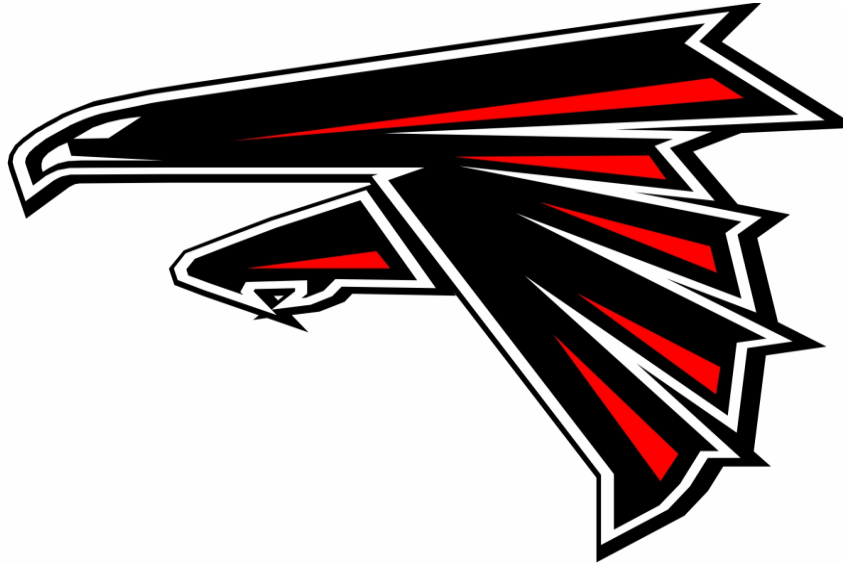


Loving High School



Student

Handbook



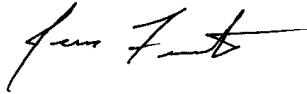
Dear Student and Parent(s),

The administration and staff of Loving High School welcomes you to another exciting year. We are very thankful for the opportunity to serve our students, parents and community.

This handbook is designed to provide information that will guide you through our day-to-day operations at Loving High School. The handbook/document will be revised to accommodate the implementation of new procedures that will assist Loving High School staff in meeting student needs. You are encouraged to become familiar with your handbook.

I am looking forward to meeting students, parents, and community members as we work in partnership to create and reach the goal of student success.

Sincerely,



Jesse Fuentes
Principal

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Administrative Procedures

A clear and relevant Code of Student Conduct is essential to maintaining a safe and humane environment at Loving High School. It also provides a framework for thorough guidelines for correction and discipline that is fair and consistent.

An effective Code of Student Conduct must create and explain expectations, procedures and strategies so that all stakeholders fully understand and abide by them.

Application of the Student Code

All aspects of the Student Code of Conduct are in effect during school hours and other times when students are participating in curricular and co-curricular activities.

Students Rights and Responsibilities

Students enrolled at Loving High School are afforded the rights to be treated respectfully and fairly guarding against discrimination based on race, creed, sex, religion, disability or national origin. All students enrolled at Loving High School have a right to the following:

A. Student Rights

- A free public education subject to the provisions of state law (Public Education Department) and rules and regulation of the Board of Education of Loving Municipal Schools.
- Discipline of students receiving special education services will follow the guidelines set aside by federal, state, and local laws in an effort to meet the Individuals with Disability Education Act.
- Opportunity to participate in an

environment that is safe and humane and that also is conducive to learning.

- Right to due process.
- Right to inspect and review educational records pertinent to them.
- Access to educational intervention programs subject to budget availability

B. Student Responsibilities

- Students have a responsibility of following and respecting the Student Code of Conduct guidelines.
- Students have a duty to know and obey school rules and regulation both inside and outside of the school building.
- Students are expected to attend school on time
- Students are expected to obey the compulsory attendance law
- Students are expected to come to school each day ready to learn
- Students are expected to accept responsibilities for their own actions
- Students are expected to utilize institutional resources for help such as: counseling, social worker, tutoring and extra help.
- Students are expected to turn in all class assignments when they are due.
- Students should seek clarification for any assignment if they do not understand classroom requirements for completion.

Parents/Guardian Rights

A. Parent Rights

- Right to seek clarification of school procedures as they pertain to their child.
- Be treated with respect by all staff members at Loving High School.
- Visit classes after a request has been made and approved by the principal.
- Receive academic and discipline information in a timely manner.
- Be informed of changes mandated by law in a timely manner
- Participate in organizations for parents.

B. Parent/Guardian Responsibilities

- Provide Loving High School with proof of residency.
- Provide the school at time of child registration up to date proof of the following: immunization record, grades, birth certificate, social security and discipline records.
- Inform the school whenever your child is absent.
- Comply with the compulsory attendance law
- Support the educational process of your child.
- Support the Code of Conduct Policy at Loving Municipal Schools

II. Administrative Responsibility

A. School administrative responsibility

- Support the educational environment at Loving High School.
- Promote increased communication for all stakeholders.
- Evaluate all instructional programs.
- Evaluate and implement a school improvement plan
- Support curricular and co-curricular programs.
- Enforce the Student Code of Conduct in a consistent manner.
- Keep the Superintendent of School informed about opportunities and situations at Loving High School.

B. Responsibility of Teaching Staff

- Remain knowledgeable about school policies while applying them with fairness and consistency.
- Inform students and parents of school policies and academic expectations in a timely manner.
- Communicate all information regarding student progress or concerns on a regular basis to students, parents and administrative staff at Loving High School.
- Provide make-up work consistent with district policies.
- Maintain a positive environment

III. Vision Statement

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

IV. Mission Statement

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

V. Loving High School Attendance Policy

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least 18 years of age unless the person has graduated or received a general educational development certificate.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district or charter school in which the child is a resident or enrolled and the school district or charter school shall not excuse a student from attending school except as provided in the Compulsory School Attendance Law or for parent-authorized medical reasons.

Procedures for Notification

- If a student accumulates three (3) unexcused absences, the school will notify the parent(s) using **FORM LETTER I**.
- If a student accumulates five (5) unexcused absences, the school will notify the parent(s) using **FORM LETTER II**. The parent and student will be requested to appear before the Building Principal to develop an attendance contract. A student with five (5) unexcused absences is a

student in need of early intervention.

- If a student accumulates seven (7) unexcused absences, the school will notify the parent(s) using **FORM LETTER III**. The parent and student will be requested to appear before the Truancy Court Judge of the Loving Municipal Schools.
- If the student accumulates ten (10) unexcused absences, the parent(s) will be notified by certified mail or a hand-delivered letter by school personnel using **FORM LETTER IV**. In addition, the case will be referred to the Juvenile Probation and Parole Office for investigation and potential criminal prosecution.
- If unexcused absences continue after written notice of habitual truancy has been served on the parent, the principal or his/her designee shall report the student to the proper agencies for investigation as to whether the student shall be considered a neglected child or a child in a family in need of service because of habitual truancy and thus subject to the provisions of the Children's Code. The school will complete the "Probable Cause" form which must be attached to the notification to the court.

Parent's Failure to Meet

- If a parent fails to arrange or attend a meeting within 48 hours following written notice that the student has been determined to be a habitual truant, the principal shall provide the Juvenile Probation Office (JPO) with written notification of such failure and shall cooperate with any subsequent determination by the JPO as to whether the parent has knowingly allowed the student to continue to violate the Compulsory Attendance Law of the State of New Mexico.
- If the parent has not complied with correcting the violation of the Compulsory Attendance Law of the State of New Mexico, the principal will contact the Home/School Liaison Officer to file this violation with the Magistrate Court.

Distribution of Policy/Acknowledgement of Receipt

- Each school shall distribute this policy to each student with an “Acknowledgement of Receipt” form to be signed by the parent. The signed form will be returned to the school office within five (5) days.
- If a returned signed acknowledgement is not received by the school, the school shall make a reasonable attempt to contact the parent to determine if the parent received the form.

School Related Absences

- The only absence not included in the absence count as excused or unexcused is “Field Trip” or “School Sponsored Activity” which has been cleared and approved through administration prior to the event.

Medical Absences

- Parents are requested to provide documentation of all medical absences.

Excessive Excused Absences

- If the principal determines that a parent is calling excessively to excuse his/her student’s absences as a non-medical excused absence (**5 or more per semester**), the principal will require that a conference be held and that a contract be signed which states that further student absences could be determined to be unexcused. Excessive student absences shall be monitored for patterns, i.e., every Monday or Friday.

Summer School Attendance

- Summer school is an intervention program to remediate or to recover credit. Therefore, summer school attendance is critical and absences will be limited to three (3) days. Parents and students will sign a contract affirming that they understand that to earn credit for a summer school session, they cannot be absent more than three days.

VI. Dress Code

The dress code for all Loving schools has been developed for two primary reasons. First, we believe it’s important to project a positive image to our community and the visitors to our school. Second, we are trying to prepare our students to enter the work force with an understanding of the standards of dress required in society. Students are expected to dress in an appropriate manner at all times. Student dress may not present a health or a safety hazard, violate municipal, county or state law, or present a potential disruption of the educational process.

A. Students are not to wear the following to school and/or sponsored activity:

- Spandex, stretch cotton shorts or shorts/skirts/dresses that measure more than three (3) inches above the top of the kneecap in a kneeling position.*
- Torn or frayed clothing of any kind.
- See-through/mesh clothing, even if worn over appropriate clothing.
- Spaghetti-strap shirts or dresses and shirts with less than 3 inches of a sleeve.
- Clothing that bares any part of the wearer's midsection, even if covered with or by appropriate clothing.
- Clothing with any logo, writing, symbols, or numbers that reflect violence, malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco, or anything otherwise considered being disruptive or

- gang-related.
- Excessively baggy/large coats i.e., "gang-related and/or trench/Goth style".
 - Excessively baggy/sagging pants. Pants must fit properly at the waist, inseam, and hem. Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. Chains, leather straps, or "wallet chains" cannot hang from the waist. "Excessively baggy" shall be defined as pants being bunched at the waist under a belt, pants with a low-hanging crotch, or pants with the cuff that covers the feet of the wearer or drag on the floor.
 - Non-prescription dark glasses of any kind may not be worn indoors anywhere on the face or head.
 - Clothing that meets the dress code but is excessively revealing and/or excessively tight is also considered disruptive to the learning environment in the classroom and is prohibited on the Loving schools' campuses.
 - Shoes must be worn at all times.
 - Hats or Caps/Head Gear are not to be worn during school hours while on campus except for protection from the sun at administrator designated times, and designated school day field trips and extra-curricular activities, and by staff members who work outdoors. If students must wear protective headgear in the shop area, it must be within the shop area only. Hats and caps should be kept in lockers during school hours with the exception of lunch time.
 - Body tattoos may not be exposed to public view.
 - Body piercings (except for two earrings per ear) may not be worn. (Ref. Loving Municipal School Board Policy #349)

No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, bandana, emblem, badge, and symbol, sign, other items that are perceived as evidence of membership in or affiliation with a gang.

*excludes school athletic uniforms

VII. Progressive Discipline Policy

It is the responsibility of the students and their parent/guardian to inform themselves of current board policies and of administrative and classroom/school rules regarding conduct that is subject to disciplinary action.

At the beginning of each semester, every student will be given a "first day handout". The information contained within the guideline will include, but is not limited to, classroom make-up policies, discipline policies, grading policy, classroom behaviors and expectations. The outline will include parent/guardian, student and teacher signatures. Teacher will retain a signed copy.

The disciplinary actions that may be taken by the principal or designee (*with administrative approval*) include, but are not limited to:

1. Student conference
2. Student/parent conference
3. Detention
4. Restitution
5. Mediation
6. Saturday School
7. In School Suspension
8. Work Detail
9. Probationary enrollment
10. Out of school suspension
11. Corporal punishment (with parental permission)
12. Recommendation for expulsion

*Refer to discipline matrix on page 20.

VIII. Student Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right however is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Students, their personal effects and their vehicles, may be searched when it is determined reasonable to do so. Drug dogs and other detention devices may be used in these searches. If illegal substances, stolen property, or weapons are found, they will be confiscated and proper legal action taken.

IX. Illegal Drugs and Use of Tobacco Products

The Loving Municipal Schools prohibits students from using, misusing, abusing, possessing, selling, dealing, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or while at school-sponsored activities (SDE Regulation 6, NMAC 1.4. Regulation 9.1.1). Smoking or in possession of tobacco products or smokeless tobacco is prohibited on or in school property during or after the regular school day, and at all school-sponsored activities outside the school district. Beginning in school year 2005-2006, random drug testing will be administered for any student athlete or participant in a NMAA governed activity or Loving Municipal School activity.

X. Weapons in School

The Board of Education recognizes the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools.

Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons on school property, during school-sponsored activities, including transportation to or from such activity. This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 USC 8921 and NMSA 1978, 22-5-4.7, and it is the intention of the Board that it be interpreted to conform to provisions of law. A weapon is: any firearm, including a starter gun, which is designed to, may be converted to, or will expel a projectile by the action of an explosion. A firearm is also the frame, receiver of such weapon, any firearm muffler, silencer, or any destructive

device that is an explosive or incendiary device, bomb, grenade, rocket, missile, similar device or mine

Although not included within the definitions of a weapon under the Gun Free Schools Act of 1994 and NMSA 1979, 22.5.4.7, the School Board possesses the authority to and will impose disciplinary penalties when a student brings to school devices that may be used as weapons. This includes, but is not limited to knives of any length, including pocket knives, or other objects even if manufactured for non-violent purpose to have a potentially violent use, or any look a like object that resemble objects that have a potentially violent use if under the surrounding circumstances the purpose of keeping or carrying the object is for use of or threat of use as a weapon.

Any student found to be in violation of this policy shall be subject to discipline up to long-term suspension and expulsion. Any student found to be in possession of a weapon as defined in the Federal Gun Free Schools Act shall at a minimum be expelled from school for a period of not less than one year.

This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Act. 20 USC 401.et.seq. In accordance with the provisions of 20 USC 1415e (K)(B) of IDEA.

XI. Interrogation and Arrest

Law enforcement officers may not remove a student from school premises for questioning while the child is properly in attendance without permission of the student's parent or guardian unless the student has attained age of majority (18). Where an enforcement officer has a warrant or citation for the student's arrest or an order signed by a district judge, removal of the student by the officials under such order is mandatory when presented to the principal. The parent or guardian must be notified. If the law enforcement officers request the right to question a minor student on school premises, the request shall be honored only if:

1. The parent and/or guardian has been contacted and has given their approval.
2. The parent or guardian has been given an opportunity to be present, and
3. The student has been advised of his/her legal rights.

None of the above shall be construed to prevent school authorities from seeking law enforcement under extreme circumstances.

XII. Student Suspension Procedures

School personnel shall make a conscientious effort to keep a student in school; however, a student may be suspended under the following conditions and procedures.

1. The principal may suspend students after a violation of the student discipline policy.
2. An attempt will be made by the principal to notify the parents of the suspension.
3. The principal may require a conference with the parent/guardian at the time of the suspension.
4. A parent/guardian may request a conference with the principal to discuss the disciplinary action.
5. When it becomes necessary for a

student to be sent home, the parents/guardian of the student will be contacted. If neither parent nor guardian can be contacted, the student will be required to remain at school under supervision for the remainder of the school day.

6. Should a student become hostile, physical and/or verbally abusive to school personnel, the police will be called and that student will be removed immediately from school premises.
7. Immediate removal (remanding to the police) may be required in cases of weapons, illegal substances, and alcohol.
8. Students who are suspended are suspended from all activities held on any school campus during their suspension time.

A. Complaints/Grievance Procedures

Every effort shall be made by administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and parent/guardian.

In the event that a problem is not resolved, students and parent/guardians will follow the following complaint procedure:

1. Teacher
2. Athletic Director (if needed)
3. Principal
4. Superintendent
5. Board of Education

XIII. General Policies

A. Sign In/Out Policies

All students must sign in and out of the building through the front office. Any student leaving campus without authorization will be counted truant. A student that is requesting to leave

campus must have an authorized individual* come into the building to sign him/her out. The only exception to the rule is a 24 hour prior approval on file for dismissal from campus with written approval by parent.

****Only those individuals authorized on the emergency forms filled out during enrollment period are allowed to sign students in/out. If a change occurs in living arrangements or guardianship, it is the student's responsibility to report changes to the front office.***

B. Tardy Policy

Students are expected to be in class on time each day. Students receiving their 4th tardy will be subject to the following discipline actions:

- 4th Tardy: Call parent & assign detention for 3 days
- 5th Tardy: Call parent & assign detention for 5 days
- 6th Tardy: Call parent & assign 3 days out of school suspension
- 7th tardy: Call parent & assign 5 days out of school suspension
- 8th Tardy: Call parent & suspend to Superintendent for Long Term Suspension

C. Detention

Students who receive detention will report to the Library by 3:30 p.m. The time for detention is 3:30-4:10 p.m. Monday– Thursday. It is assigned by the building administrator only.

Detention Guidelines

- Detention will meet 3:30p.m.- 4:10 p.m. Monday- Thursday. Students who are late should not be allowed to stay and will be counted as a **No Show to**

detention, this is an **automatic 2 day In-School Suspension**

- Detention will be held in the Library unless otherwise notified.
- Students will bring an assignment to work on.
- Students who talk will be given one verbal warning. If the talking continues then the student will be required to leave and will receive an **automatic 2 day In-School Suspension**.

D. Saturday School

Students who receive Saturday School will report to the Lecture Hall by 8:00 a.m. The time for detention is 8:00 a.m. until 12:00 p.m. It is assigned by the building administrator only.

Saturday School Guidelines

- Students who are more than 10 minutes late will not be allowed to stay and will be counted as a **No Show to Saturday School**. This is an **automatic 3 day IN-School Suspension**.
- Students will be given an assignment to complete during Saturday School.
- Students who talk will be given one verbal warning. If the talking continues then the student will be required to leave and will receive an **automatic 3 day In-School Suspension**.

E. In School Suspension

In School Suspension (ISS) Guidelines

- Students will check into ISS by 8:00 a.m. and will check out at 3:30 p.m. If student is not on time he/she will be counted as a **No Show to ISS**. This is an

automatic 2 day of Out of School Suspension

- Students will be given class related assignments to complete during ISS. If a student finishes early or brings no materials to ISS, he/she will be given assignments to complete.
- Students who talk will be given one verbal warning. If the talking continues then the student will be required to leave and will receive an **automatic 2 day Out of School Suspension**.
- Students are suspended from all activities (including practice, games, events and activities) held on any school campus on the day In-School Suspension is served.
- Student will be served a brown bag lunch during the time spent in ISS.

F. Make-Up Work Policy

Students are allowed a day for each day missed for each excused absence. The student must assume the responsibility to meet with the teacher(s) about work missed on the first day back in school. Make up work is to be done outside the regular class period. Students who are truant are **not allowed** to make up missed work. Suspended students will automatically lose 30% of the credit on any work assigned/due during suspension time.

G. Vehicle Information

Students will park in **student parking lot only** at all times while on campus. Any vehicle on school grounds may be subject to search. Students parking in the faculty parking lot may lose their driving privileges. Unsafe or hazardous driving in the parking

lot could result in a loss of on-campus driving privileges.

H. Hall Passes

A student should never be in the halls during class time without a proper hall pass. You must have a completed HALL PASS at all times you are not in your assigned room or in the company of a staff member.

XIV. Guidance of Students

The Counselor, principal, and mentor teachers in collaboration with parents and students are responsible for developing student schedules. The Counselor is responsible for resolving any scheduling conflict that may arise. In addition, the Counselor provides personal counseling and assists students in locating information about scholarships, financial aid and career counseling. The guidance office in conjunction with the principal's office provides information regarding graduation status. The registrar will provide transcripts upon request.

A. Enrollment

All new students are enrolled in the main Office. After meeting with the principal the student will then meet with the Counselor for the development of a class schedule. The student will be issued a state ID number. Any student may enroll in Loving High School at the evaluated appropriate level on the following basis:

1. Covered by this policy, students are enrolled following appropriate intake procedures.
2. Late enrollees will be assigned to classes on a provisional basis, and the principal retains the option not to assign a grade and/or award credit. Students

who have not been enrolled in any school, but request enrollment after the beginning of the 20th day of each semester must have administrative approval for enrollment and may be enrolled for audit credit only.

A student who is over eighteen years of age, with the principal's approval, may enroll in school. The student must demonstrate a positive attitude and exhibit satisfactory behavior, dress, attendance and citizenship. Special education students will adhere to an IEP following appropriate intake procedures.

B. Compliance with Immunization

Only those students who can provide proof of immunization may lawfully enroll in public schools in New Mexico. All students new to the district must provide proof of immunization at the time of enrollment. Students transferring to the Loving Municipal Schools system are no longer allowed a conditional enrollment period. Proof of the following immunizations is required:

1. DPT (Diphtheria, Tetanus, Pertussis) series of 3 and boosters, as required;
2. Polio: series of 3 and boosters, as required;
3. Measles: (10 day and 3 day) 1 vaccination.

Medical or Religious Exemption: Students must bring verification of exemption at the time of registration. This exemption must be renewed each year, prior to enrollment.

B. Schedules/Changes

Students selected their classes based on a Career Pathway choice as well as teacher recommendation. **At the high school, all**

changes must be made within the first seven days of each semester. These seven days allow time for vocational program schedule changes, changes related to the co-curricular programs, balancing class loads, and other necessary changes. **A parent conference with the Counselor and teacher is required for any schedule change other than those listed above.** The principal in addition to a parent-teacher conference must approve schedule changes requested after the first seven days of each semester. The principal and Counselor are responsible for developing and approving changes in the master schedule.

*Last day to drop or add a class Fall Semester
August 15, 2011

* Last day to drop or add a class Spring Semester
January 11, 2012

XV. Grades

Actual student numerical grades are recorded in the grade book. Nine weeks averages are determined by averaging the grades in the grade book. The actual numerical score earned on the semester exam is recorded on the report card.

Starting in the ninth grade, each high school student begins earning a cumulative grade point average. Grade Point Average (GPA) is based on the local grading scale. In high school, the GPA becomes an important criterion for extra-curricular eligibility, awards and scholarships, car insurance discounts, as well as college bound and other post-secondary school admittance. A student's cumulative GPA is printed at the bottom of each semester on the transcripts. GPA information and class rank are available in the Guidance Office. GPA and class rank information are often requested as part of the official transcript.

ADMINISTRATIVE PROCEDURES	SECTION	CODE OF STUDENT CONDUCT
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*8th grade students taking Algebra I, will have the course included on high school transcript

1. Eligibility GPA—In order to participate in ANY extra-curricular activity, a student must not have more than one **“F”** and must have an overall **GPA of 2.0**. This GPA is calculated by averaging all seven class grades within a grading period.
2. **AP Courses** will have a weighted grading system: A=5.0, B=4.0, C=3.0, D=1.0, F=0.0
3. GPA—Class rank, Valedictorian and Salutatorian are calculated using GPA from the 7th semester transcript. Effective in the 2004-2005 school, year **all courses** will count into a single GPA system. Concurrent enrollment classes taken at NMSU-C will also be figured into the GPA.

Regular Grading System

- A =90 –100 % (4.0 GPA)
- B =80 - 89 % (3.0 GPA)
- C =70 - 79 % (2.0 GPA)
- D =60 - 69 % (1.0 GPA)
- F =50 - 59 % (0.0 GPA)

A. 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

B. Transcripts

The transcript is an official record of your high school performance. In order to be considered official, transcripts of credits must be received or sent by mail through the Guidance Office. All transcripts requested by schools and colleges will be sent free of charge. Transcript requests may be withheld if any monies are owed. Only semester grades are recorded on the transcript. Seniors who wish to have a final, eighth semester transcript sent to a college must file a written request for this transcript with the Guidance Office in May of their graduation year.

XVI. Graduation Requirements (for class 2012)

English	4 credits
Mathematics	3 credits
Science	3 credits*
*4.0 credits dependent upon pathway	
Social Studies	4 credits
Foreign Language	1 credits
Physical Education	1 credit
Computer Course	1 credit
Communication Skills	1 credit
Mentoring	P/F
grading no credit awarded	
Concentration Credits	4 credits
Electives	7 credits
TOTAL	29 credits
****credits to graduate	

A. Senior Notification Procedure

Parents/guardians and seniors will be notified as soon as the information is available to the school officials if the senior will not meet graduation requirements established by the Loving School Board of Education. In some cases, depending on the final examination schedules, this notification may not be possible until the day before graduation. Parents/guardians and seniors are cautioned about spending money toward graduation announcements, cap and gown, etc., if their senior is in danger of not meeting graduation requirements. Please check with the Dean of Students about credits needed. Parents/guardians are encouraged to keep in touch with their student's teachers in order to monitor school performance.

Note: There will be approximately two scheduled senior and parent meeting. The second meeting will cover graduation procedures and a exit (Final Next Step Plan) will be conducted.

XVII. Withdrawal / Disenrollment

When students withdraw from Loving Municipal Schools, they will notify the Guidance Office and/or building Principal- preferably a few days prior to their final day of attendance.

Students who are withdrawing from Loving Municipal Schools must have a written statement from their parents/guardians containing the following information:

1. Reason for withdrawal
2. Transfer destination
3. Date of withdrawal
4. Parent's/guardian's signature

5. If Special Education is a factor, request for records release filled out by school secretary or in Special Education Office

The parent or guardian will need to come to the Guidance Office and sign the withdrawal form. A withdrawal form will be given to the student on the last day of his/her attendance. The student will check out with the Dean of Students, attendance secretary, librarian, nurse, and all his/her teachers. Teachers are required to put down an average grade and sign the form. When the students have completed check-out procedures, they will return the form to the secretary/Dean of Students, where a copy of the form and an unofficial copy of their transcript will be given to them for enrollment at their next school. Students should also obtain a copy of their health record from the nurse.

A. Other Conditions

Other conditions under which a student may be disenrolled are:

1. Expulsion for disciplinary reasons,
2. Parent/guardian withdrawal of a student, and
3. Violation of Compulsory Attendance Law

B. Early Withdrawal

All early withdrawals must have prior approval by building administrator. Only those early withdrawals that are absolutely essential, for example a move, will be approved during the last two weeks (10 days) of a semester.

In cases of withdrawal during the last ten days of a semester, teachers will issue a grade for the semester's work based upon student performance including completion of the semester exams. Withdrawal prior to the last ten days of each semester will result in the student earning transfer grades only. The following is the early withdrawal procedure:

1. The parent/guardian should write a letter
2. or petition to the principal outlining reasons for request.

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3. The student must confer with the principal.
4. The principal notifies the student and parent/guardian of the disposition of the request.
5. If the request is approved, the parent/guardian must come to the Guidance Office to sign a withdrawal form on the student's last day of class.

C. GED Testing

Loving Municipal Schools does not administer the GED test. NMSU-C administers these tests. Eighteen-year-old students may contact NMSU-C directly for information concerning the GED. The GED office may be reached at 234-9200.

XVIII. Administration of Medicine

Parents are not encouraged to send medication(s) to school with their children. However, the school district does recognize the fact that there are some instances in which the child must take medication during school hours. The following set of guidelines should help clarify this situation for school personnel and parents. Any student who must take any prescribed medication during school hours must:

1. Have the Medication Consent Form completed by parent/guardian and physician prescribing medications. When completed, the form is to be submitted to the school office.
2. Be instructed, by parent/guardian, on how to take his/her own medication. Handicapped or mentally challenged children can be taught according to their capabilities
3. Know from parent/guardian why he/she takes medication. Medication(s) need to be kept in a safe place.

XVIV. Important Phone Numbers

Main Office	745-2020
Principal	745-2025
Counselor	745-2030
Athletic Director	745-2032
Fax	745-2040

XX 2011-2012 Class Sponsors

- Freshman:** Ms. Blanchard, Mr. Lopez, Mr. Cordova, Ms. Layton
Sophomores: Ms. Roybal, Mr. Carrasco, Mr. Beasley, Ms. Barnhart
Juniors: Ms. Crenshaw, Ms. Kerby, Mr. Walls
Senior: Ms. Romero, Mr. Santo, Mrs. Gut-Omen

XXI Exam Schedule

Fall 2011:
Fall semester Final Exams will be given. Exam schedules will be December 14, 15 and 16

Spring 2012:
Spring semester Final Exams will be given. Exam schedules will be May 22, 23 and 24

XXII. Bell Schedule

Teacher's Report	7:30
1 st Bell	7:55
1 st Period	8:00-8:52
Breakfast	8:52-9:02
2 nd Period (Mentoring)	9:05-9:25
3 rd Period	9:28-10:20
4 th Period	10:23-11:15
5 th Period	11:18-12:10
6 th Period	12:13-1:05
Lunch	1:05-1:35
7 th Period	1:39-2:31
8 th Period	2:34-3:26
Teacher's Leave	3:30

*The teacher's workday is 7:30 a.m. –3:30 p.m. Any deviation from this schedule requires administrative approval. Faculty meetings may be called at any time deemed necessary by the administration.

XXIII. Electronic Devices

Electronic devices absolutely will not be used in the classrooms. The devices are inclusive to but not limited to: Cell phones, music players, cameras, and video games/system. Cell phone use is permitted before and after school, and outside during lunch. The building is not held liable for lost or stolen item. If students are found using electronic devices during the school day they will be subject to disciplinary action as listed in the discipline matrix.

XXIV. Athletic Activities

We encourage all of our students to get involved in all the activities possible. This widens their educational experience and makes school more enjoyable. However, there are eligibility requirements for these activities. The New Mexico Activities Association (NMAA) has established eligibility requirements; prom and homecoming courts are included. To be eligible to participate in extra-curricular activities as per NMAA standards, students must retain the criteria set in Student Athletic/Activity Handbook.

A. Conflicts in School Activities

In the event of scheduling conflicts among school activities (i.e., athletics, music events, FFA, prom or homecoming events) the sponsors of the activities involved will resolve the problem by consultation with the parents of the minor students or directly with the student who is 18 years of age.

The following priorities shall be observed in the event of scheduling conflicts:

1. National level competition
2. State level competition
3. District/regional level competition
4. Academic events
5. Prom and homecoming events
6. Non-district competition
7. Field trips
8. Practices

When a scheduling conflict occurs it will be the responsibility of the activity sponsor to reach a satisfactory solution involving no student penalty. In the event activity sponsors cannot reach an equitable conclusion, a parent-administration decision will be final and binding.

XXV. Food and Drinks

Students are not permitted to have food or drink, excluding water, in the classroom during class time, or in the hallways. All water bottles need to be clear. Administrative permission is required for food/drink use on special occasions.

XXVI. Prom/School Dances

Prom and other school dance rules and guidelines for students and guests.

1. Participation in the Junior-Senior Prom is to be limited to the regularly enrolled juniors and seniors and their dates. Middle school students in grades 6-8 are not eligible to attend the prom. Guests over the age of 19 years old will not be permitted. Admission is by invitation only.
2. Guests who ARE NOT LHS students must be preapproved and must come to the dance with his/her date. Approval forms can be found in the main office.

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- Photo identification will be required of all guests.
4. NO GUEST OR STUDENT may re-enter once they leave.
3. All school policies will be strictly enforced for both students and their guests.
- Prom 2011-2012
April 14, 2012

The guidelines listed above apply to all school dances.

2011-2012 Student Grade Reporting Schedule					
Grading Periods	Progress Report Grades Due in Office	Progress Reports Distributed	End of 9 Weeks Grading Periods	9 weeks Grades Due in Office	Report Cards Sent Home
1	Monday, August 29	Tuesday, August 30	Friday, October 7	Wednesday, October 12	Thursday, October 13
2	Tuesday, November 8	Wednesday, November 9	Friday, December 16	Wednesday, January 4	Thursday, January 5
3	Tuesday, January 31	Wednesday, February 1	Friday, March 9	Tuesday, March 13	Wednesday, March 14
4	Tuesday, April 17	Wednesday, April 18	Thursday, May 24	Friday, May 25	Tuesday, May 29

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Loving Municipal Schools

PBS Matrix

	Location	P Pro-active	O On time On task	W Work to potential	E Excellence	R Respectful/ responsible
F	Classroom	Be there Be ready w/materials Follow all safety rules	Be in seat Bell work Active listening Use of Planners	Complete/turn in all assignments Participate	Do your personal best Get absentee work Clean up after yourself	Raise hand Dress appropriately Follow procedures and expectations
A	Cafeteria	Have I.D. card	Stay in designated area	Use quiet voices Use appropriate language	Use appropriate table manners	Keep hands and feet to self Respect cafeteria staff and others Accept your place in line Clean up after self
L	Gym/Locker Room	Bring/wear appropriate clothing/footwear Practice skills Use locker w/locks	Always dress out Listen carefully to instructions	Participate 100% Use equipment in manner intended Keep belongings in locker with a lock Use appropriate language	Cooperate Participate	Responsible for your own actions
C	Restroom	Not a place to socialize Use planner for hall pass Use restroom between classes	Return to class quickly	Clean up after yourself	Report any problems	Flush Wash Throw away
O	Hallway	Use time wisely Get all supplies Walk on right side Move promptly class to class	Keep moving Follow traffic flow pattern	Walk Use time wisely	Hold door open for those behind you Wipe feet before entering Greet others	Use appropriate voice/language Respect displays Keep hands/feet to self Limit PDA to school policy Respect school property and property of others
N	Bus	Be at bus stop on time Follow bus rules	Remain in seat	Remind others of rules	Clean up trash even if it isn't yours	Respect and obey driver Use appropriate voice/language
	Activities/Travel	Bring appropriate materials/equipment to school	Actively listening to the speaker Remain in the designated are for the function	Follow code of ethics	Demonstrate Falcon Power in all that you do Demonstrate appropriate public dance etiquette	Show appreciation for host/guests Use appropriate voice and language Dress appropriately Turn cell phones off until time to call parents