

# Logan Longhorns



## Parent/Student Handbook

Revised  
March 2020

# **LOGAN MUNICIPAL SCHOOLS**

## **Parent/Student Handbook**

Logan Municipal School Board policies and regulations for student performance and conduct are contained in this handbook. Logan students are required to be familiar with these policies and to abide by them. Your cooperation is requested.

The Logan community is proud of their school and proud of its students. High standards of conduct and positive attitudes, supported by a caring public, a responsible staff, and dedicated parents, have built our school's reputation.

These policies were developed to provide guidance and support during your school year. We trust that Logan students will carefully read this handbook and adopt these rules for school behavior. As you gain broader knowledge and develop stronger values, your school will support and guide you. However, the decision to become a responsible member of our society belongs to you alone.

Open communication protects our freedom, our democratic ideas, and our way of life. In the Logan Schools, your opportunities for free expression and exchange are carefully protected. Your participation in this communication process provides an excellent opportunity to help make Logan the best educational experience possible. The faculty and Administration request your opinions regarding student policy and solicit your ideas for changes or revisions of this handbook. Learning together, we can build a successful future.

Logan Municipal School Board of Education  
Logan Municipal School Administration  
Logan Municipal School Faculty

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**DISCLAIMER:** Since it is impossible to create a handbook to cover all possible situations, this handbook is a guide for the use of teachers, students, parents, and administrators. Incidents or circumstances not covered in this handbook will be settled at the discretion of administration. Sections of this handbook may be changed at any time by the administration or Board of Education. Addendums to this handbook will be provided to students and will be effective immediately or at a time specified by the addendum.

## **ACADEMIC POLICIES**

### **SCHOOL DAY**

The school day begins at 8:00 a.m. and ends at 4:00 p.m. Students should not arrive before 7:30 a.m. In the event of school cancellation due to weather or other emergency situations, the following broadcasters will be notified:

KOAT in Albuquerque

KVII in Amarillo

KTNM/KQAY in Tucumcari

A group text message will also be sent to those enrolled in the texting service. Parents and students may enroll in the texting service at the Logan Municipal Schools website.

### **ADVISEMENT AND REGISTRATION**

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

### **ADMISSION OF NEW STUDENTS**

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

### **OUT OF DISTRICT STUDENTS**

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

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

### **STUDENT CLASSIFICATION**

The number of senior high school units completed and the number of years enrolled in a high school program determine a student's official classification. At the beginning of each school year, students will be classified according to the following schedule:

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

Reclassification may occur at the end of the first semester.

## **COURSE LOAD**

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

## **CHANGES IN SCHEDULES**

Students may change their program of studies within the first week of the semester if the change is approved by the counselor, principal, parents, and teachers involved. Students may not drop courses during the semester unless severe problems are experienced. Approval to drop a course(s) must be secured from the counselor, principal, parents and the teacher. If a course is dropped before the end of a grading period, no credit will be given for that class.

## **GRADING AND REPORT CARDS**

Course work is formally evaluated every nine weeks. This evaluation is reported to the Administration. Report cards are completed at this time. It is the policy of the Logan Municipal School to give the semester examinations to students in grades 6 through 12 for every class. The Logan Municipal School grading system is as follows:

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

A four (4) point system will be used for calculating GPA for all regular classes.

## **HONORS CLASSES**

Honors Classes shall be so designated at the beginning of the semester. Honors Classes offered may include: Honors English; Honors Math; Honors Science; Designated College Credit Classes; or Other Advanced Classes as designated by the Logan Municipal Schools Counselor and Administration.

If a student passes an Honors Class, an additional point will be added to the final grade point average calculation at the end of the semester. No additional point will be recorded for failing grades. A five (5) point system will be used for calculating GPA for all Honors Classes.

## **DUAL CREDIT CLASSES**

Dual credit classes at Logan High School are offered only during the fall and spring semesters for simultaneous high school and college credit.

- Only juniors and seniors with a cumulative 3.0 GPA who have scored the minimum pre-enrollment score on any required assessments are eligible for enrollment in these classes. Other students may request a waiver from the counselor.
- Enrollments will be governed by rules outlined by the higher education institution.
- Any removal from these classes for disciplinary reasons will result in a loss of credit for the semester.
- A lack of effort on the part of the student resulting in a failing grade or any circumstance that requires withdrawal from class at the Logan site will result in loss of credit for the semester.
- A student who withdraws from or fails a dual credit class will not be eligible for Honor Roll.
- A student who withdraws from Logan School may elect to stay in the ITV class at another location.
- Books for dual credit classes are the property of the school.

## **HONOR ROLL**

A published Honor Roll listing both "A" and "A-B" students will be posted at the end of each nine-week grading period.

## PROGRESS REPORTS

Progress reports will be issued for all students in every class at mid-term of each nine-week grading period. In addition, teachers will also notify parents/guardians as soon as it becomes apparent that a student is not performing at his/her ability level. Progress reports may be provided weekly for those students. Students and parents are encouraged to request additional assistance from teachers before or after school or by appointment.

## RETENTION POLICY

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

## HIGH SCHOOL GRADUATION REQUIREMENTS

At the end of the eighth grade, each student shall prepare an individual program of study for grades nine (9) through twelve (12), with the help of the counselor. A student's parent(s) or guardian(s) shall sign this four-year plan. A minimum of twenty-four and one-half (24 ½) units from the Logan Course Catalog (Appendix A) in grades nine (9) through twelve (12) shall be required for graduation from Logan Schools. At least one (1) of these units must be earned in an advanced placement, honors program, a dual credit course or distance learning course.

These units are as follows:

- 1) **Four (4) units in English**, with major emphasis on Grammar, Non-Fiction writing and Literature;
- 2) **Four (4) units in Mathematics**, with at least one (1) equal to Algebra II or higher;
- 3) **Three (3) units in Science**, two (2) of which shall have a laboratory component;
- 4) **Three and one half (3 ½) units in Social Studies**, which shall include United States History/Geography, Government and Economics, World History/Geography, and one half (½) unit in New Mexico History;
- 5) **One unit (1) in physical fitness**, which shall not include athletics;
- 6) **One Unit (1) in one of the following**: career cluster course, workplace readiness or language;
- 7) **One half (½) unit in Health Education**; and
- 8) **Seven and one-half (7 ½) elective units**. Only the following elective units shall be counted toward the requirements for graduation:

Fine Arts (Drama, Music, Art, etc)	Language Arts
Drivers Education	Social Science
Physical Education	Science
Foreign Languages	Mathematics, including Financial Literacy
Vocational Education (Building Trades, Ag, etc.)	Computer Science
Concurrent Enrollment w/approved college or university	Athletics

**No student shall receive a High School diploma who has not passed a State Competency Examination in the subject areas of Reading, Writing, Math, Science, and Social Science.** If a student exits from the Logan Municipal Schools at the end of grade twelve without having passed one or more State Competency examinations, he/she shall receive an appropriate State Certificate indicating the number of credits earned and the grade completed (NMSA 22-13-1.1M), with an opportunity to return to retest in hopes of earning a diploma during the year after graduation.

## ALTERNATIVE CREDIT

With the approval of the administration, successful completion of some alternative courses may satisfy graduation requirements listed above.

## **STUDENT AIDE REQUIREMENTS**

Eligibility for a teacher aide position or to enroll in a course which grants credit for work experience requires that the student be classified as a **Junior or Senior**, that the student has passed a computer class and that the student has maintained a 3.0 GPA the preceding semester. The Principal must approve any exceptions to these requirements.

## **HIGH SCHOOL CLASS CREDITS**

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

## **SENIOR GRADUATION**

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

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

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

## **HONORS, AWARDS, AND SCHOLARSHIPS**

Each school year will end with academic awards (Honors, Scholarships) presented to students who have maintained high levels of achievement or shown significant improvement. The Logan Municipal School faculty shall recommend commendations and recognition. The Administration and staff will determine the awards given based on guidelines for determination of achievement. Community organizations and individuals may also present student awards that are based on approved guidelines and awarded without discrimination.

## **SCHOOL ACTIVITY POLICIES**

The following organizations of Logan Municipal Schools are designed to help students pursue additional interests, experience new activities, and promote cooperative, creative, and productive pursuits. Students are encouraged to join these organizations to benefit from the experiences available through constructive participation. Activities and organizations sponsored through Logan Municipal Schools have been approved by the Logan Board of Education and have met appropriate requirements of quality and value as determined by the Board of Education.

## **ATHLETICS**

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

## **CHEERLEADERS**

Cheerleaders foster school spirit, encourage good sportsmanship, and provide moral support to the school teams. Tryouts may be scheduled depending upon the level of student interest. One mascot may also be selected.

## **FFA**

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

## **STUDENT COUNCIL**

The Student Council of Logan Municipal School represents the entire student body. As the voice of the student body, the Council represents the ideas and goals of each individual enrolled at Logan Schools. Skills to govern in a responsive, knowledgeable, and articulate manner are taught in this organization. Council success depends on student participation and support, as well as on administrative and faculty guidance and understanding. Student Council President, Vice-President, Secretary, Treasurer, and Reporter are elected in the spring of each school year from those students who have previously held elected office in their class or schoolwide, along with two (2) Representatives from each class (6-12). **Requirements for Student Council/Class officers are as follows:**

- All student council and class officers must maintain a 2.5 GPA for the semester preceding their nomination.
- Students are ineligible for office positions in cases of misconduct, such as insubordination, truancy, stealing, drinking alcoholic beverages on school property, during school hours or at school activities, cheating, or similar behaviors. Misconduct of this nature may also constitute grounds for removal from office.

## **NATIONAL HONOR SOCIETY**

National Honor Society membership is both an award and a responsibility. National Honor society is governed by the official national organization. Elected members are charged with promoting leadership, creating enthusiasm for scholarship, rendering service, and developing character. Membership is a privilege, not a right. To be eligible for induction, a student must have a 3.45 GPA and must have completed at least three (3) semesters of high school (the last of which must be at Logan Municipal Schools). Transfer students may transfer their membership by providing proof of membership at their previous school and by maintaining the criteria for membership in Logan.

## **AFTER SCHOOL ACTIVITIES**

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

## **SOCIAL EVENTS**

With administrative approval, Logan High School will sponsor events of social interest. Social events will abide by school regulations and will be identified on the school calendar by date, time, place, and nature of each event.

Social events will generally be held in or on school property or in the community building. Use of school facilities requires administrative approval. Rules of conduct will be strictly enforced during social events. Students not honoring high standards of conduct may be excluded from participation in school-sponsored social events. Students must remain inside the building during any scheduled event. When students leave the premises, they may not return to the event.

Faculty sponsors and students may participate in school sponsored social events. Other individuals and guests wishing to participate must complete an application form provided by the Principal's office. Approval may be granted by the Administration. Signing the application form affirms responsibility for proper conduct and observance of regulations by the visitor.



## **PROM**

Regulations governing the Junior-Senior prom are as follows:

- 1) Prom location and other arrangements will be left to the majority vote of the Junior class members, subject to the approval of the administration.
- 2) Logan Junior and Senior students, their dates, and approved guests may participate. Participants must meet age requirements of: freshman and/or age fifteen (15) to age twenty (20). Any date or guest who is not a student of Logan High School must be approved by the administration prior to the event.
- 3) Formal or semi-formal attire is required.
- 4) Board members, parents of junior and senior students, and other staff members may be invited to the prom at the discretion of the Junior Class. Guests are expected to follow school regulations and not dominate the dance. Senior class sponsors and administration should be included as guests.

## **SCHOOL SPONSORED TRIPS**

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

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

- 1) Students must secure written parental approval and must be academically eligible prior to departure.
- 2) Students must read and sign all specific rules established for the trip.
- 3) Sponsors and adult participants have complete authority during school-sponsored trips. Students will abide by school guidelines.
- 4) Trip itineraries, including departure and arrival times, will be provided to parents and students participating. Adjustments in the itinerary must have the approval of the sponsor(s).
- 5) Students are required to stay with their group unless they have received specific approval to leave such group and sponsor.
- 6) Established curfews will be observed.
- 7) Possession or use of tobacco, alcohol, and/or drugs is prohibited. Firearms, firecrackers, flammable materials, and similar illegal and hazardous objects are prohibited.
- 8) Personal and public property must be respected. Persons responsible for damaged or stolen property are liable for legal action.
- 9) Excessive noise is prohibited, especially in cars or buses.
- 10) Students are not permitted to drive while on school trips.
- 11) School dress codes will apply during school sponsored trips.
- 12) Visitors on trips must have sponsor and administrative approval.
- 13) Sunday trips will be allowed with administrative approval only.

## **SENIOR SPONSORED TRIPS**

Seniors will be permitted to take one trip during the last six (6) weeks of the senior year, provided that:

- The trip must occur prior to graduation.
- Each trip must be presented to the School Board at least two (2) meetings prior to the trip, and a complete itinerary must be approved by the administration.
- Fundraisers for the trip must comply with the limitations established in Policy JJE of the Board Policy Manual and must be completed by December 31 of the senior year.
- During the trip, faculty sponsors will have ultimate responsibility at all times.

## **PENALTIES FOR MISCONDUCT ON TRIPS**

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

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

### **GUIDELINES FOR FUND RAISING ACTIVITIES**

Please be advised of the following number of money making activities permitted per class and organization. Please have a list of your money making activities approved by the Principal as soon as possible.

Preschool through 8 <sup>th</sup> Grade	Carnival
9 <sup>th</sup> Grade and 10 <sup>th</sup> Grade	Carnival + One
11 <sup>th</sup> Grade	Carnival + Two
Cheerleaders	Carnival + Two
National Honor Society	Carnival + Two
Student Council	Carnival + Two
12 <sup>th</sup> Grade	Administrative Approval
FFA	Administrative Approval

### **ASSESSING PENALTIES FOR NON-PARTICIPATION**

If an activity is strictly a "work" activity, a student who doesn't show up for the activity will be fined according to the following formula:

Fine Assessed = Total moneys made divided by number of students participating, not to exceed \$25.00 per activity. If an activity is a "work and bring food/supplies" activity, a student who doesn't show up for the activity or bring food/supplies, will be fined according to the above formula. If a student works but doesn't bring anything or brings something but doesn't work, the fine assessment will be halved. A student must pay all fines and penalties before participating in any activity in which class/organization funds are spent.

If a student cannot be present at an activity to work, it is up to the student to commission a student from his/her class or a parent of a student of the same class to cover the work duty. The class sponsor prior to the duty period must approve the replacement. Otherwise, the student will be fined.

### **CLASS AND CLUB PURCHASING**

Sponsors for classes and clubs are permitted to make purchases for their organizations. No student purchases are allowed. Principals, sponsors, and students will work together to make purchasing decisions. Purchase requisitions shall be signed by the sponsor. Minutes from the class or organization's meeting must be attached to the requisition to support the issuance of a purchase order.

## **ATTENDANCE POLICIES**

The regular school attendance of a child of school age is required by state law. The Board and Administration have determined that absences, excused or unexcused, have a negative impact on student achievement. Therefore, it is in the best interest of students and the school to provide a policy that limits non-school-related absences of any kind. Although the District prefers students only miss school for illness or emergencies, there are times when absences are necessary. In order to lift the burden from parents and school personnel to determine whether an absence is necessary, absences that are justified with a note from the parent/guardian will be accepted as excused. Absences in which the parent/guardian does not notify the school will be considered unexcused.

The four-day school week was established at Logan Municipal School for many reasons. One reason was to allow families one working day a week to accomplish all necessary doctor's appointments, shopping and miscellaneous duties. This makes it critical that students be in attendance on regular school days. Therefore the following policy and regulations were adopted: (LSB Policy J-1550: JH)

## TYPES OF ABSENCES

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

- 1) **ACTIVITY** - Absence caused by a school-sponsored activity:  
This class of absence does not appear on the attendance register and a class permit is not required for return to the regular schedule. Students absent from class for school sponsored events are not excused from class work missed. Students will have one day for each day of absence to make up their work. Under extenuating circumstances, faculty may allow additional time for work completion.
- 2) **EXCUSED** - Absence verified by parent(s)/guardian(s)  
Excused absences are absences verified by a parent/guardian. When a student returns to school, a class permit from the principal's office is required to return to classes. A written statement or phone call from parent(s) or guardian(s) must be presented at the time of admission. The class permit allows the student to make up missed work. Responsibility for making up work lies entirely with the student. Students will have one day for each day of absence to make up their work. Under extenuating circumstances, faculty may allow additional time for work completion.
- 3) **UNEXCUSED** - Absence where parent/guardian does not send a note or call to verify absence.
  - A. Student not having parent(s) verification for an absence will be considered unexcused.
  - B. Both the office and faculty members will keep a record of unexcused absences.
  - C. Class work missed as a result of an unexcused absence may not be made up without the approval of the administration.
- 4) **TRUANCY** - Absence when parents will not verify the absence, did not know the student was absent, or will not cooperate with the school to regulate attendance. This is an unexcused absence and subject to additional disciplinary action.

## INTERVENTIONS AND PARENTAL INVOLVEMENT

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

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

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

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

- notify the parent in writing by mail or personal service,
- provide the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting, and
- establish the following:
  - a specific intervention plan for the student,
  - weekly progress monitoring, and
  - a contract for attendance.

**Intensive Support** is called for if a student misses twenty percent (20%) or more of the classes or days of school. At this stage, the attendance team shall:

- notify the parent in writing by mail or personal service, and
- provide the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of:
  - establishing non-punitive consequences for the student at the school level,
  - identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
  - apprising the student and the parent of the consequences of further absences.

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

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

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

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

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

### **EXCESSIVE ABSENCES – Secondary Students (Grades 6-12)**

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

### **FRIDAY SCHOOL**

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

### **ABSENCES FOR RELIGIOUS INSTRUCTION**

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

### **STEPS TO FOLLOW WHEN ABSENT**

- 1) Have a parent or guardian phone the school and inform the office of your absence before 10:00 a.m., on the day of your absence if possible.
- 2) Have a parent or guardian write an excuse giving your name, day(s) of absence, reason for absence, and his/her signature. The principal or secretary will call for confirmation.
- 3) Grades 6-12 present your excuse to the principal; grades K-5 present your excuse to your classroom teacher.
- 4) Ask all teachers for make-up assignments. Assignments that are not made up will be reflected on your grade. Each student is responsible for seeing that make-up work is completed.

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

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

# STUDENT DRESS

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

GENERAL GUIDELINES: Clothing must be acceptable in appearance and appropriate in length and fit. Clothing must not be extremely tight or excessively loose.

- Halter tops/tank tops/midriff tops/crop tops/ muscle shirts or any top, when arms are extended, exposes the midriff are not permitted. Sleeveless tops must have shoulder straps a minimum of two (2) inches wide. No tops may contain any openings which are inappropriately revealing.
- Shorts and skirts may be worn as long as they are clean, in good condition, have no holes, and are no shorter than four (4) inches from the top of the knee. Form-fitting pants (including leggings, tights, etc.) may only be worn if covered by another garment that prevents them from being inappropriately revealing.
- Pants should fit in a manner that they do not drag on the floor. Holes in pants must not reveal any skin higher than four (4) inches from the top of the knee.
- Students will not be allowed to wear articles of clothing which advertise tobacco, drugs, sex, violence, or contain images or phrases which contain, advocate or depict violent acts or present violent, vulgar, or obscene themes.
- Age appropriate undergarments will be worn but must remain concealed beneath clothing.
- For special occasions that require a special dress code, such as prom, awards banquets, or graduation, the administration will provide students with appropriate guidelines.

HEADGEAR: No headgear will be allowed indoors during school hours (e.g., bandannas, hairnets, caps, and hats). Caps or hats may be worn on school trips if permission is given by the sponsor and if worn correctly. This rule applies to both boys and girls.

FOOTWEAR: Appropriate footwear must be worn at all times.

## BOYS' GROOMING:

- No facial hair is allowed (e.g., beards, mustaches, goatees).
- Length of hair must not be below the bottom of the collar and must not completely cover the ear. Sideburns may be no longer than the bottom of the ears and not extend to the face.
- No tails of any kind are allowed on the hair.

PROHIBITED GANG DRESS: Gang related attire, fashion symbols, colors, etc., are absolutely prohibited on school grounds at any time. Although no accusation is being made that an individual student is a gang member or supporter, the following has been identified to the administration by the appropriate authorities as being "gang related" and thus is prohibited: oversized clothing, "sagging", revealing underwear, chains, trench coats worn inside the building, bandannas or flags that reveal a specific color, oversized belts, overalls fastened incorrectly, or any other symbols that are identified as being gang related. No chains will be allowed on clothing. This list is not inclusive. Dress deemed inappropriate by the administration will first be communicated to the student and then prohibited.

HAIR: Extraordinary hairstyles, including hair that is not a naturally occurring hair color and hair sculpting that is a drastic style which distracts others, are prohibited.

TATTOOS: No visible tattoos are allowed.

PIERCINGS: No facial piercing will be allowed either at school or at school activities with the exception of a maximum of two (2) standard-size piercings per ear. Any other piercings must be covered or filled with spacers no larger than the standard post size. No tongue rings are allowed.

BELTS: Belts must be tucked into the belt loops; belts may not hang.

EXCEPTIONS: Exceptions for special activities or health considerations may be preapproved by an administrator.

## EVALUATION OF DRESS CODE

Teachers and administrators will use their discretion to determine if the student(s) dress and/or grooming is appropriate. Office referrals for suspected violations should minimize loss of instructional time while maintaining respect for each student. If the student's dress and/or grooming is deemed inappropriate, then the following sanctions will occur:

- On the first (1st) and second (2nd) offense(s) the student(s) will be made to change their clothes and/or correct their physical appearance at school. In the case of inappropriate attire, the student will turn in their attire in the front office and will be able to pick up their clothes at the end of the day. The student(s) will be provided clothes to wear at this time and must wear the clothes provided for them. Student(s) must turn in the clothing at the end of the day. Student(s) will not be allowed to go home to change clothes. In the case of unsatisfactory grooming, boys will be required to correct the violation at school or be picked up by parents to correct the violation at home.
- The third (3rd) violation of the dress code will result in a one (1)-day suspension. Parents will be required to pick their child up from school that day.
- The fourth (4th) and following violations may result in additional suspension days. Logan Municipal Schools believes that when a student is constantly violating the dress code policy they are acting in an insubordinate manner. Continued violations may result in penalties under Board Policy JK-R or may result in either the District Attorney or Children, Youth, and Families being contacted at the discretion of the administration.

Students who participate in extracurricular activities are subject to the standards of dress as defined by the sponsors of such activities.

## **GENERAL POLICIES**

### **ACADEMIC DISHONESTY**

Students who are academically dishonest (cheating on a test/assignment, turning in work that is not their own, assisting others in cheating) will be given the following consequences:

- First offense: No credit for the assignment or test.
- Second Offense: No credit for the assignment or test. Discipline referral.
- Third Offense: No credit for the assignment or test. Discipline referral. Possible loss of credit for the course.

### **BUS SERVICE**

The following guidelines govern the use of bus transportation:

- 1) Students must board the bus at assigned stops and at the prescribed times, unless written parental permission has been provided.
- 2) Bus drivers have the same authority and responsibility that teachers have. Students who do not obey bus regulations may lose the privilege of riding the bus.
- 3) Students will get on and off their bus at the designated stop unless parental permission to change this schedule has been given.
- 4) Students will remain in their seats while the bus is in motion. Students will enter and leave the bus through the front door.
- 5) All parts of a student's body are to remain inside the bus while riding.
- 6) Objects are not to be thrown inside or outside the bus while riding.
- 7) Tobacco, alcohol, drugs, and profanity are not allowed on the bus.
- 8) There are to be no types of glass or breakable containers on the bus.
- 9) Bus drivers must assign seats.
- 10) Students crossing the highway must cross in front of the bus when signaled by the driver that traffic has stopped.

- 11) While waiting for a bus, students will be orderly and quiet, and will respect surrounding property.
- 12) Shoving and pushing are not allowed. Students should stand approximately six (6) feet from the curb or line of the bus stop until the bus completely stops and the bus door has been opened.
- 13) Students not regularly enrolled on a bus route must have parental / bus driver permission to ride the bus.
- 14) School buses will load in the designated loading area only.
- 15) Bus drivers are responsible for student safety. Bus regulations have been developed to provide protection for Logan students.
- 16) Violations of bus rules will be handled according to the Discipline Policy.
- 17) If a child needs to ride a different bus, parent(s) must clear it with the bus driver prior to the bus run and send a signed note. This note must be initialed by the principal and given to the bus driver

### **CELL PHONES & ELECTRONIC DEVICES**

The term “electronic devices” includes, but is not limited to, cell phones, smart watches, MP3 players, IPODS, portable DVD or CD players, radios, laser pointers, electronic games, and other devices as may be identified by the administration. Use of these items is prohibited during school hours.

Unauthorized use of cell phones in the classroom setting may result in confiscation and disciplinary action. Teachers or administrators may establish classroom procedures requiring students to store their phones during class.

Confiscated cell phones (for unauthorized use) will be brought to the principal, with the following consequences:

- **First offense:** The student will be counseled and reminded of the policy. The device will be returned to the student at the end of the day
- **Second offense:** The device will be returned only to a parent or legal guardian at the end of the day.
- **Third offense:** The student will be placed in In-School Suspension for 2 days. The device will be returned only to a parent or legal guardian following completion of the suspension.
- **Fourth offense:** The student will be placed in In-School Suspension for 4 days. The device will be returned only to a parent or legal guardian following completion of the suspension.

Logan Municipals Schools does not intend to serve as a storage facility for electronic devices and as such is not responsible for any stolen electronic devices.

### **COMPUTER USE AND CARE**

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

### **DUES, FEES, AND FINES**

Students may be required to pay an annual activity fee which will cover the cost of admission to all regular season NMAA-sanctioned athletic contests held at Logan Schools. Classes may not assess class dues. Clubs may not charge local dues, but may collect for dues required at the District, State, and/or National level for remittance to these parent organizations. Financial obligations to the school should be met as soon after school starts as possible. Report cards may be held until all fines and fees are paid. (See guidelines for money-making activities).

### **EMERGENCY DRILLS**

The Logan School District maintains an updated Safety Plan with guidelines on what to do in the event of a crisis occurring on or near the school. This plan may be seen in the Administrative Offices. Emergency drills for the following events are conducted according to state law requirements:



- **Fire Drill** - Conducted two times during the first four weeks of the school year and twice more thereafter. Students exit the building quickly and gather in pre-determined areas under teacher supervision.
- **Lockdown Drill** - Conducted once during the first four weeks of the school year and once more thereafter. Students are sheltered in locked classrooms or pre-determined safe areas under teacher supervision. They remain hidden and quiet until the “all clear” announcement is given by an administrator.
- **Evacuation Drill** – Conducted once during the first four weeks of the school year and once more thereafter. Students exit the building quickly and gather in pre-determined areas under teacher supervision.
- **Tornado Drill** – Conducted at least one time during the Spring semester. Students proceed to pre-determined safe sites within the building under teacher supervision. Assume “cover” position until the “all clear” announcement is made by an administrator.

### **FOOD AND DRINK IN THE CLASSROOM**

Food and drink (except water and approved vending machine items) are not allowed in classrooms unless specifically approved by the Principal. Sunflower seeds are never allowed in the school building, in school vehicles, or buses. No soft drinks or candy is allowed in the cafeteria area during breakfast or lunch time.

### **HALL PASSES**

Hall passes must be carried by students leaving a classroom after the class has started. Students must return the pass to the issuing teacher before attending another class. Students are not to go to the student parking lot to retrieve personal items without supervision. Students will not be allowed to leave class during the first ten (10) or last ten (10) minutes of class unless requested by the office or another teacher.

### **LEAVING SCHOOL DURING THE DAY**

If it is necessary to leave school during regular school hours the school must receive written or verbal permission from the parent(s) or guardian(s) prior to the student checking out of school for the day. Before a student leaves the school property, he/she must sign out in the office. If a student does not sign out, he/she will be classified as truant for the hours gone from school. Parent(s) or guardian(s) must sign out elementary students.

No students may leave the school building during school hours without permission, except during lunch period for grades 9-12. Elementary and middle school students are restricted to campus during lunch unless parents pick them up. Students in Grade 9 may only walk off campus unless picked up by a parent/guardian. Students in Grades 10-12 may drive (or ride in another’s vehicle) provided a signed parent authorization is on file with the office. The privilege of leaving campus during lunch may be suspended or revoked for disciplinary reasons by the principal.

### **LIBRARY RULES**

The following rules apply to library use:

- 1) Remain quiet when in the library.
- 2) Use library materials effectively.
- 3) Use time wisely, completing homework, reading, or conducting research.
- 4) Take good care of library books and materials.
- 5) Return borrowed books and materials on schedule.
- 6) Be considerate of others when using the library.
- 7) Use reference materials under teacher supervision and with approval.
- 8) No type of food or drink (candy, gum, sunflower seeds, etc.) may be brought into the library at any time.
- 9) Throw scrap paper in the wastebasket and do not leave it on tables, floor, or shelves.
- 10) No fines will be charged for students K-6, but students with overdue books will not be allowed to check out books until the overdue books are returned.
- 11) A student who is absent on the day the book is due is expected to return the book the first day back at school. Students 7-12 will be charged overdue rates.

A student will be charged the full replacement cost of all lost or destroyed books. If the book is out of print and therefore cannot be replaced, the student will be charged the average cost of the newest books the library has received. Fines for damaged books will be assessed according to damage.

Students should bring pencils and library materials with them to regular library class periods. Books from other libraries or the Bookmobile should not be brought to the library.

## **LOCKERS**

Students are responsible for maintaining the appearance of their lockers and keeping them free of graffiti, stickers or any non-removable items. Any photographs, posters, or other items that students wish to place on the inside of their locker walls must be attached with either magnets or scotch tape.

**Students assume full responsibility for the security of their lockers.** Lockers may be inspected by the administration at any time without student notice or consent.

## **LOST AND FOUND ARTICLES**

A lost and found department is maintained by the Principal. Articles found in or near the school should be turned over to this department. Please check in the office when an article is lost. Proper identification may be requested to claim lost articles. All students' clothing items should be clearly marked with their name, etc.

## **MEALS**

The cafeteria serves breakfast from 7:30 - 8:00 each morning. All students receive free breakfast. Lunch is served at scheduled times. Lunch cost for elementary students is \$2.00. Lunch cost for middle and high school students is \$2.25.

## **NURSING SERVICES**

Nursing services are available for students who need medical attention because of sudden illness or injury while at school. The nurse will check height, weight, vision, hearing, scoliosis, and blood pressure for any student who requests it. The school nurse also provides immunization services for students who need required inoculations.

The following nursing policies will be followed:

- A student with an illness that has required a doctor's care or medication must check with the nurse. If medication is to be taken during school hours, students should report to the nurse's office with his/her prescription medicine and a properly filled out Authorization to Administer Medication Form (These forms are available in the nurse's office). A note from the parent should accompany all over-the-counter medications.
- NO SCHOOL STAFF MEMBER, OTHER THAN THE SCHOOL NURSE, WILL ADMINISTER MEDICATION TO STUDENTS.
- If illness occurs during school hours, students may visit the nurse **only with a written pass from the teacher.**
- A copy of all injuries, accidents, illnesses and doctor diagnosis slips should be brought to the nurse's office
- All immunization records are to be turned in to the nurse. Immunizations must be up-to-date. A copy of immunization records must be given to the nurse when immunizations are received.
- Students and/or parents should make the nurse aware of any health problem that they may have. The nurse will inform teachers on a need-to-know basis.

## **OFFICE PHONE**

Messages from parents will be taken over the office phone and delivered for urgent situations. No calls to students should be transferred to classrooms. Students will be allowed to use the office telephone with approval from the Principal.

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

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

### **PROPER CARE OF BOOKS**

Logan Municipal School provides textbooks to students each year. These books are generally used for six (6) years. Therefore, particular care in handling and protecting books is requested. Students are not to write in their books, except for placing their names on the inside cover. All books should be covered, and pencils and pens should not be carried inside books as this can break the covers. Books are to be returned at the end of the school year in good condition. Students must pay for lost or damaged books; with costs pro-rated based on the remaining life of the book.

### **SCHOOL WITHDRAWAL**

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

### **STUDENT CARS/PARKING**

Student parking is permitted in the south parking lot. Parking spaces may be assigned through the office. Once parked, cars will not be occupied from the time school starts until 4:00 p.m. Students will not be allowed to loiter in the parking lot during school hours. Cars driven to school and parked in the vicinity of the school are under school control and all policies/procedures governing those student vehicles will be enforced, including violations such as reckless driving and other traffic violations. Failure to comply with these regulations may result in driving and/or parking privileges being revoked.

### **STUDENTS IN THE HALLWAY**

Prior to the first bell in the morning and during the lunch period, students will not be allowed in the hallway between the high school restrooms and the counselor's office, in the library, or in classrooms. A student may go to a classroom if they are receiving tutoring from that particular teacher and he or she has a signed note from that teacher that was issued prior to the student entering the hallway. Student may go to the library if they have a note signed by a teacher stating the reason the student needs to go to the library. Such students must remain busy and quiet in the library or they will be removed. Students may wait for the first bell in the gym, cafeteria, or in the outside commons area.

### **STUDENTS IN THE LOUNGE**

No students are to be in the faculty lounge unless accompanied by an adult. No students, for any reason, are to utilize the vending machines contained in the faculty lounge.

### **TARDINESS**

Students are to be in their seats and ready to begin work when the tardy bell rings. All tardies will be documented, and teachers are responsible for consequences for tardies 1-3. A fourth (4<sup>th</sup>) unexcused tardy, and all subsequent tardies, will result in a referral to the principal. Consequences for tardies are as follows:

- **4 tardies:** two days lunch detention
- **5 tardies:** four days lunch detention
- **6 tardies:** two days in-school suspension, mandatory parent meeting, sign behavior contract

### **TOBACCO USE AND/OR POSSESSION**

The use and/or possession of tobacco in any form (smoking, chewing, dipping, etc.) is prohibited on all school grounds, school buses, transportation pick up areas, and off-campus school-sponsored events. Violations of this policy will result in up to three days of In-School Suspension.

## **UNSUPERVISED STUDENTS**

Students are not to remain after school unless supervised by a teacher or club/activity sponsor. Students participating in after-school tutoring or other activities should remain in their assigned classroom or gym. Unsupervised students will be asked to leave the building. Continued loitering may result in disciplinary measures.

## **VISITORS ON CAMPUS**

Students are not to bring friends or relatives to attend classes as their guests.

All visitors to the school are to check in at the office and obtain a pass. Visitors should obtain permission to visit after hours (i.e. athletic practice). After gaining permission to be on the school campus, the visitor may proceed to the appropriate classroom. Please knock and wait for a response rather than entering unannounced. Please confine school visits to school business. Parents waiting to pick up their children after school should wait on the south side of building.

## **WEAPONS-FREE SCHOOLS**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of Logan Municipal School. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons (including pocketknives as a weapon) by unauthorized persons in or around the school property. This policy is enacted to implement the requirements of the Federal Gun-Free Schools Act of 1994 and it is the intention of the Board that it be interpreted to conform to provisions of that law. Students and parents should refer to the Logan Municipal School Board of Education Policy for Gun-Free Schools.

### ***Penalties for Violations:***

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

## **BULLYING/HARASSMENT/CYBERBULLYING**

### **PROHIBITED BEHAVIORS**

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

Definitions:

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

- Is published with the intention that the communication be seen by or disclosed to the targeted student;
- Is in fact seen by or disclosed to the targeted student; and
- Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

## **RESPONSE TO PROHIBITED BEHAVIORS**

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

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

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

## **DISCIPLINE POLICIES**

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

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instruction followed by students. (NMAC 6.11.2)

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

## **STUDENT CODE OF BEHAVIOR**

Logan Municipal School students are expected to be courteous and considerate. Your conduct demonstrates your character, your awareness, and your respect for self and others. You are a model to other students and a tribute to the school when you behave in a mature and responsible manner. Please remember to follow these regulations at all times. In situations where guidelines do not exist, remember to treat others as you would wish to be treated.

### **Behavior Guidelines:**

- 1) Remain quiet when others are studying or need to concentrate.
- 2) Be considerate during school assemblies. Applause is welcome and appreciated, but boisterous outbursts are inappropriate and therefore discouraged.
- 3) Help keep the school clean by not littering on school grounds or on property belonging to others.
- 4) Alcohol, tobacco, and other illegal drugs are not permitted at school or at any school-sponsored activity.
- 5) No profane or abusive language will be tolerated at any time.
- 6) Refrain from displays of affection.
- 7) Throwing of snowballs or water-filled balloons on Logan Schools property is prohibited.
- 8) Skateboards, roller blades or any other devices(s) deemed unsafe or disruptive are not allowed on school premises during school hours and at school activities.
- 9) Students are expected not to gossip or spread rumors.

- 10) Making a threat of any kind, whether in jest or not, will be taken very seriously. Students making threats will be subject to immediate removal from class, parent conference, and possible suspension.

### **RESPONSIBILITY OF STUDENTS**

- 1) Be regular in attendance and account for all absences.
- 2) Make a real effort to learn.
- 3) Be responsible for and expected to assume the consequences of his or her actions.
- 4) Be personally clean, neat, and dress appropriately.
- 5) Have proper respect for those in authority.
- 6) Follow all classroom rules and school regulations.
- 7) Be honest and fair in dealing with others.
- 8) Cooperate with his or her classmates and share with them responsibilities and privileges.
- 9) Each student is expected to contribute positively to his or her education and the education of others by the best use of his or her talents and knowledge of good citizenship.

### **RESPONSIBILITY OF PARENTS**

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

### **DISCIPLINARY AUTHORITY**

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

The school bus is considered an extension of the school building.

### **TYPES OF DISCIPLINE PROCEDURES**

This section prescribes the minimum procedural self-guards which must be followed in the disciplinary actions of students from Logan Municipal Schools.

- A. Lunch Detention:** Lunch detention may be assigned to students as a consequence for minor behavior infractions. Students assigned lunch detention will report to the principal and be promptly seated at the lunch detention table. They will be last in line for lunch, and will be assigned community service (table washing, sweeping, cleaning, etc.) after finishing their meal. If uncooperative in these areas, students may be assigned additional days of lunch detention or in-school suspension.
- B. In-School Suspension (ISS):** In-school suspension is the removal of a student from the normal classroom environment for a specified number of days. In this setting, the student will receive his/her regular classroom assignments for the day which must be completed while completing in-school suspension. No grade deduction will result from In-School Suspension. Should the student fail to complete assignments while serving ISS, the principal may extend the length of ISS. While serving ISS, the student will not be allowed to take breaks with other students, congregate with other students, or eat with other students during the school day.

- C. **Out of School Suspension (OSS):** Out of School Suspension is the removal of a student from school for a specified period less than ten (10) school days. Students are not allowed to participate in extracurricular activities while serving OSS. The student is responsible for seeking make-up work upon his/her return to school. He/she will receive a 50% deduction in credit on assignments and/or tests.
- D. **Long-Term Suspension and Expulsion:** Long-term suspension means the removal of a student from school for a specified time exceeding ten (10) days. Long-term expulsion means the removal of a student from school either permanently or for an indefinite time exceeding ten (10) days. Where prompt action to suspend a student long-term is deemed appropriate, both temporary and long-term suspension may be imposed while the procedures for a long-term suspension or expulsion are activated.

The processes for long-term suspension will be identical to temporary suspension with these additions:

- 1) The suspension letter that is mailed to the parent(s) must include a Due Process Form.
- 2) A copy of the letter sent to the parent(s) must also be sent to the Juvenile Office and to the Superintendent.
- 3) A student facing long-term suspension shall have the right to a decision by the Logan School Board, either initially or upon appeal as the Board in its discretion may provide. The Board shall determine whether to conduct formal hearings itself or authorize a hearing authority to conduct them.
- 4) Expulsion of a student will be done only by the Logan School Board.

**APPEALS PROCESS:** The student shall have the right to appeal the hearing authority's decision to the School Board. Such appeal shall be a review of the procedure and the findings from the hearings, and the decision shall not be set aside unless it is established by a preponderance of the evidence presented on appeal that insufficient cause existed for the hearing authority's decision.

#### **ACTS STRICTLY PROHIBITED - SUSPENSION OFFENSES**

- A. Criminal or delinquent acts
  - 1) Arson
  - 2) Assault and battery
  - 3) Criminal damage to property
  - 4) Criminal libel
  - 5) Criminal trespass
  - 6) Unlawful assembly and/or disturbing lawful assembly
  - 7) Extortion, larceny, robbery, or burglary
  - 8) Illegal sale, possession, transportation or use of alcoholic beverages, explosives, firearms, or other deadly weapons
  - 9) Sale, use possession, or transportation of a drug or other controlled substance
  - 10) Use of a solvent for intoxication purposes
  - 11) Use of a telephone to terrify, intimidate, threaten, harass, annoy, or offend
- B. Disruptive conduct.
- C. Refusal to identify self
- D. Refusal to cooperate with school personnel
- E. Refusal to abide by school attendance laws

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

#### **I. Logan High School Philosophy of Activities/Athletics**

The philosophy of the Logan High School Interscholastic Program is that all students will be provided with a wide range of opportunities for development beyond the academic program. We believe that extracurricular activities are an integral part of the educational process, offering many opportunities for mental, social, and physical growth.

Participation in extracurricular activities is a privilege offered to students; it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do his/her best.

Students, school personnel and community-school assistants are representatives of their school and community. Their conduct is expected to exemplify high standards at all times.

## **II. Goals of the Logan High School Activities/Athletic Regulations**

It shall be the goal of Logan High School to provide and to teach each student-athlete the following:

- A. A feeling of positive self-worth and the attitude of self discipline.
- B. An opportunity to develop the athlete's full physical, mental, social and emotional potential.
- C. An opportunity to compete with and against others in preparation for a competitive society.
- D. A sense of responsibility to the team, school and community.
- E. A standard of values and ethics, which demonstrate sportsmanship, leadership and positive representation of school and community.

## **III. Activities/Athletic Guidelines**

- A. A student is subject to the general laws of the community and regulations of the high school.
- B. A student, by participating in an extracurricular program, agrees to abide by and be subject to the regulations of Logan High School and the articles and regulations of the New Mexico Activities Association.
- C. It is the responsibility of the student-athlete to understand and comply with all high school regulations.
- D. It is impossible to have a regulation for every possible circumstance. Coaches and administrators shall use discretionary judgment in dealing with individual situations not covered by a specific written regulation.
- E. Proper procedure through the administration should be followed for any parental concerns, (coaches should not be contacted before, during, or after games without a scheduled appointment with an administrator).

## **IV. Eligibility and Participation**

### **A. Interscholastic Eligibility: Age**

1. A student becoming 19 years of age after August 31 of the current school year is eligible for the entire school year.
2. Logan Municipal School will follow NMAA guidelines.

### **B. Interscholastic Eligibility: Scholarship**

According to the New Mexico Activities Association, to be eligible for participation, a student shall have passed a minimum of four (4) classes, not failed one (1) or more, and had a grade point average of 2.0 or better for the most immediate previous semester or cumulatively, beginning with the first semester of grade nine (9).

1. Eligibility – Eligibility will be checked for all athletes every Monday at the beginning of the day. Administration will notify the student, coaches and parents of any student who has a grade of “F” in more than one class. Students with an “F” in more than one class may not participate in any extracurricular activity held that week, but must participate in practice and attend games. At the semester grading period, NMAA eligibility requirements supersede all local eligibility requirements. NMAA rules state that if he/she is not eligible, he/she must forfeit participation until the next semester. In order to remain eligible, students must maintain a 2.0 gpa for the semester, and may have no “F”.



2. Students may miss no more than twelve (12) class periods of the same class per semester for participation in their athletic or extracurricular activities. State and National events do not count toward the limit.

**For Athletic Participation:**

- C. Before a student may be issued equipment or begin practice the student must provide the athletic director proof of the following:
  1. Positive physical examination report from a medical doctor.
  2. Permission slip signed by parent(s).
  3. Agreement signed by parent and student certifying the understanding of the athletic regulations and agreement to abide by same.
  4. Proper insurance coverage or release of liability.
- D. Students are expected to report for sports at the beginning of each sports season. A student must have the minimum days of practice as specified in the New Mexico Activities Association Handbook in that sport before his/her first game.

Students wishing to participate in school and non-school sports during the same season must have the principal's approval for participation in school competition. Non-school games or meets will be counted in the number of games or meets that a student may participate in during the sports season as per New Mexico Activities Association ruling.
- E. Eighth grade students may participate on high school teams, as per NMAA regulations with the approval of the parent, coach and athletic director.
- F. A student dropping a sport/activity shall use the proper procedure. First, the student must discuss the departure with the coach/sponsor. Second, there must be a conference with the student, parent, and coach/sponsor in attendance. Third, he/she must return all equipment and clear all financial responsibilities with the athletic department/organization. When a student quits a sport after the first contest, he/she may not go out for another sport until the sport he/she quit is concluded for the season, or he/she received permission from both coaches involved and the athletic director.
- G. An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow. If a student is under a physician's care, he/she must have a signed "Return to Participation" form from the physician before participating after the illness or injury.
- H. Students are expected to attend all scheduled practices and meetings. If circumstances should arise whereby a student cannot attend practice or a meeting, the student shall notify the coach prior to the meeting or practice through personal contact or arrange for notification by his/her parents through a written statement or telephone call.
- I. **In order for students to participate in an athletic contest or daily practice, he/she must attend all classes that day unless prior arrangements have been made with the principal and athletic director.**

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

**V. Travel**

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

## **VI. General Appearance and Conduct**

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

## **VII. Use of Prohibited Substances**

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

If the offense occurs off the school grounds and not on a school trip, the first offense will reflect policy outlined in the Student Drug Use Testing Policy in reference to “first violation” (Policy IOA, Section I).

Use of tobacco - Use of tobacco products is prohibited by both Logan School Board Policy and New Mexico Activities Association Regulations. Violations of any type will be subject to NMAA regulations and school policy KGC contained in Section K of the Board Policy Manual.
- C. For any offense where prohibited substances are involved, counseling will be required.

## **VIII. Responsibilities**

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

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

### **IX. Punishment and Discipline**

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

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

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

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

### **X. Lettering**

Individual sponsors/coaches will set forth requirements for lettering in their respective activities/sports. Requirements will be posted and copies filed with athletic office upon approval of athletic director.

Varsity Letter Guidelines for Logan High School for the Current Year

- A. A player must meet all requirements set forth by the coaching staff. This will include training rules, sportsmanship, attitude, and academic standing.
- B. Game/Meet Requirements
  1. Football, Volleyball, Basketball, Baseball
    - a. A player must participate in a minimum of one-third of the games played in that sport during the season.
    - b. In cases of extreme circumstances, an athlete who contributes through their actions directly to a district or championship may be recommended for a letter.
  2. Track
    - a. A player must compete in at least three-fourths of the varsity meets.
    - b. All participants qualifying for the state track meet may be recommended for a letter.
    - c. A participant needs to have participated in at least 1/3 of the competitions before they can compete in district playoffs.
- C. If a player does not complete the season of a sport the athlete forfeits all rights to a letter in the sport.
- D. In case of injury or sickness during a season, where the player is side lined and is unable to participate, and in the opinion of the coaching staff, the athlete would have lettered, a letter may be recommended by the coach.
- E. Junior Varsity games cannot count towards lettering requirements.
- F. All recommendations for letters in any sport will be made to the Athletic Director and approved before letters are awarded.

## **XI. Equipment and Facilities**

- A. An athlete is responsible for the personal equipment issued at the beginning of the season and must report it at the end of the season. Students must pay for misused, lost, stolen or equipment damaged beyond normal usage.
- B. Athletes are to use facilities only under school supervision. Violation of this will be dealt with by disciplinary measures as set forth in the high school student handbook.

## **XII. Appeals**

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

### **Appendix A**

# **COURSE DESCRIPTIONS**

## **ENGLISH COURSES**

**ENGLISH I (9)** - This course is designed to teach composition, reading and grammar. Rules of punctuation, vocabulary, and proper syntax will be studied in relation to writing skills. Students will improve reading tactics and abilities while gaining proper syntax will be studied in relation to writing skills. Students will improve reading tactics and abilities while gaining enrichment and enjoyment through literature. The short story, drama, poetry, and non-fiction materials will be included. Critical reading and thinking skills will be stressed. (1)

**ENGLISH II (10)** - This course will continue the development of skills related to composition, reading, vocabulary and grammar. Students will focus on preparation for the New Mexico High School Competency Exam. The objectives for studying various literature selections will include developing insight, knowledge of terms, and pleasure reading habits. Critical thinking and reading skills will also be stressed. (1)

**ENGLISH III (11)** - This course will emphasize written composition in the form of short essays and the introduction of the research paper. Writing techniques, organizational skills, sentence structure and patterns, transitions, unity and logic will be of major importance. In addition, grammar, spelling and vocabulary will continue to be included. Literature will be stressed and critical thinking processes will be related to writing and reading skills. (1)

**ENGLISH IV (12)** - This course is designed to emphasize written composition in the form of short essays and the introduction of the research paper. Correct grammatical application is pursued through an extensive review of the principles of grammar. Various themes in literature will be traced through reading both in and out of class. Critical reading and thinking skills will be of major importance through this course. (1)

**ENGLISH 102 (12)** –Dual credit course focusing on English Composition; grammar relative to the sentence and paragraph; literary models and writing narrative, persuasive and expository papers. (1)

**ENGLISH 104 (12)** – Dual credit course focusing on English Composition and Research. A continuation of ENG 102 with emphasis on the research paper. (1)

## **FINE ARTS COURSES**

**ART I (9-12)** - This course is designed so that all students can complete it with positive results. All students will become familiar with basic art materials, tools, techniques used in drawing, painting, and basic crafts. (1)

**ART II (10-12)** - This is a more advanced, in-depth study of skills and techniques with the individual learning through processes of research, experimentation and creation. (1)

**DRAMA (7-12)** – This course introduces students to the basic elements of dramatic presentation, including memorization and delivery of lines of script, stagecraft, and performance. It will include at least one performance per semester. (1)

**BAND (7-12)** – This course develops techniques for playing brass, woodwind and percussion instruments. Covers a variety of non-specified band literature styles. (1)

**CHORUS (7-12)** - These courses include voice development and singing a wide variety of vocal literature. Participation in various competitive events may be required. (1)

## **FOREIGN LANGUAGE COURSES**

**SPANISH I (9-12)** - A beginning course adhering to the basal text with defined emphasis on fundamental listening, speaking, reading comprehension, writing and developing knowledge and an appreciation and deeper sensitivity of Hispanic culture. (1)

**SPANISH II (10-12)** – An intermediate course building on the fundamentals of Spanish I and further developing vocabulary and cultural awareness. (1)

**SPANISH 101** – Dual credit course. Beginning Spanish I. Development of speaking, reading, and writing skills and introduction to linguistic structures. (1)

**SPANISH 102** – Dual credit course. Beginning Spanish II. Continuation of SPAN 101. (1)

## **MATHEMATICS COURSES**

**ALGEBRA I** - This is a comprehensive course in first year algebra. It combines the fundamental skills of algebra with practical applications and problem solving. The content includes algebra concepts through quadratic fractions, topics in probability and statistics, and basic concepts of right triangle trigonometry. Algebra is the basic course for all future courses in mathematics and science. (1)

**GEOMETRY** - This is a course in traditional geometry with emphasis on logic and proof, solid geometry, transformations, right triangle trigonometry and using algebra in problem solving. Heavy emphasis on applications and the use of formulas to calculate perimeter, area, and volume of geometric figures. Recommended for all students planning to attend college and study science, mathematics, or technology. (1)

**ALGEBRA II** – Algebra I is a prerequisite. This course is a continuation of the Saxon math program. Students will continue to work with the principles of algebra, geometry and trigonometry. It will involve the solution of word problems using formulas for motion, chemical mixtures, percent and scientific notation. Advanced topics will include complex numbers, systems of three equations, and fractional exponents. (1)

**FINANCIAL LITERACY** - Emphasizes the practical application of basic mathematical skills and information concerning such topics as personal finance, food, housing, taxes, consumer credit, insurance and banking. (1)

**TRIGONOMETRY** - A rigorous study of advanced principles in geometry, trigonometry, algebra, and finite mathematics. Content includes system of equation in three variables; polynomial functions; cubic and quadratic systems; Trigonometric functions; and the composition of functions. This course, as a solid introduction to calculus, is strongly recommended for students planning careers in science, technology, engineering, or math. (1)

**MATHEMATICS 107** – Dual credit course. Intermediate Algebra. Review of linear equations and inequalities, factoring polynomials, and graphing linear equations. Other concepts covered include systems of equations in three variables, complex numbers, synthetic division, rational expressions and equations, solving and graphing quadratic equations, the laws of exponents including rational exponents and scientific notation, radicals and introduction to functions. Problem solving strategies are emphasized. (1)

**MATHEMATICS 110** – Dual credit course. College Algebra. The study of functions and their graphs including polynomial, rational, inverse, exponential and logarithmic. Solving various types of equations including polynomial, exponential, logarithmic, systems of three equations in three unknowns, variation, and finding and graphing the equation of a circle. Problem solving strategies are emphasized. (1)

**MATHEMATICS 111** – Dual credit course. Plane Trigonometry. Right triangle trigonometry, radian and degree measure, angular and linear velocity, trigonometric functions and their inverses, trigonometric identities, solving trigonometric equations, polar coordinates and vectors. (1)

**MATHEMATICS 123** – Dual credit course. Calculus I. An introduction to the limit concept, derivatives and definite integrals. Topics include limits, differentiation, extrema, curve sketching, differentials, indefinite and definite integrals, and applications. (1)

### **PHYSICAL EDUCATION COURSES**

**HEALTH (9)** - A one semester course designed to expose students to a range of topics which may include healthy eating habits, disease prevention, mental health concepts, drug/alcohol abuse prevention, and human reproduction and sexuality. (1/2)

**WEIGHT TRAINING (9-12)** - This course is designed to provide each student with an opportunity to develop total fitness. Time and effort will be given to enhance the importance of such things as discipline, ethics, and the feelings of reward from hard work. Total body conditioning will be stressed. (1)

**ATHLETICS (9-12)** - Participation in athletics, both as a player and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and to the student personally. In the athlete's play and conduct, all of these groups are represented. Such experiences contribute knowledge, skill and emotional patterns that, if acquired, make the student a better person and citizen. (1)

### **SCIENCE COURSES**

**PHYSICAL SCIENCE (9)** - This well-balanced science course stresses the processes, activities, and basic concepts of physical science. It provides an overview of the structure and changes in matter, the different types of energy, force and motion, and the structure of the universe. (1)

**BIOLOGY (10)** - A sophomore requirement. This course is designed as a study of living things and their classification. Beginning with the basics of life such as atoms, molecules, and elements, we study how these affect life. The functions and importance of plants and animals are stressed, with laboratory investigations being important. (1)

**CHEMISTRY (11-12)** - Completion of Algebra I is recommended, as is enrollment in Algebra II. This course is designed primarily for juniors and seniors who are college-bound. It is the study of the composition of substances and the changes they undergo. Basic chemical reactions of everyday materials are studied to better understand the world around us. (1)

**ANATOMY (11-12)** – Biology is a prerequisite. This course is a comprehensive study of the anatomical systems of the human body, including the skeletal, circulatory, muscular, endocrine, and reproductive systems. This course is highly recommended for students considering careers in health care. (1)

### **SOCIAL SCIENCE COURSES**

**UNITED STATES HISTORY & GEOGRAPHY (9)** - This course is designed as a study of the economic, social, political, and cultural development of the United States from 1865 to the present. The earlier years were studied during the eighth grade year. (1)

**GOVERNMENT/ECONOMICS (10)** - This course is designed as a study of the local, state and national governments with emphasis on the three branches of government, the U.S. Constitution and the role the citizen plays in our government. (1)

**WORLD HISTORY/GEOGRAPHY (11)** - A survey of the rise and decline of early civilizations that contributed to our culture and the other cultures of the world. (1)

**NEW MEXICO HISTORY (12)** – This course is a semester long review of the history of the state of New Mexico, with special attention paid to the state's unique geography, cultural diversity, and contributions to US History. (1/2)

**HISTORY 101** – Dual credit course. Survey of American History to 1865. Development of American principles and ideals from the colonial era through the early national period; issues leading up to the Civil War. (1)

**HISTORY 102** - Dual credit course. Survey of American History since 1865. Changes which brought the urban/industrial society of today into being; World Wars I and II and after. (1)

**HISTORY 203** – Dual credit course. Survey of New Mexico History. Exploration of New Mexico’s history, from native cultures through early settlers, territorial days, statehood, and up to the modern day. (1)

**PSYCHOLOGY 101** - Dual credit course. Introductory Psychology. Psychology as the science of behavior, physiological and theoretical bases of behavior, sensation, perception, learning, emotion, and motivation. (1)

**SOCIOLOGY 101** - Dual credit course. Introductory Sociology. Basic perspectives, concepts, and approaches in social relations. (1)

### **VOCATIONAL COURSES**

**AGRICULTURE I (9)** - Introduction to supervised occupational experience programs, record keeping, animal and plant science, public speaking, parliamentary procedure, arc welding, M.I.G. welding, oxygen-acetylene cutting, and basic shop agriculture mechanics. Students are allowed to compete in different judging contest events. Some shop projects are constructed. Completion of this course will earn 1/2 credit to meet the communications requirement for graduation. (1)

**AGRICULTURE II (10)** - Record books, basic animal nutrition, health, and management. Plant growth and reproduction, land preparation, soil selection and judging, seed and plant selection. Position welding and cutting, small gas engines, surveying, land descriptions and surveys, and metal working. Students are allowed to judge in various contest areas. Shop projects are permitted. Completion of AG II will earn 1/2 credit to meet the communications requirement for graduation. (1)

**AGRICULTURE III (11)** - FFA committees, officer responsibilities, records, award and scholarship application, program of activities, fair and exhibition booths, building projects, public and extemporaneous speaking, and agriculture careers. Students build projects and are allowed to judge in various contest areas. (1)

**AGRICULTURE IV (12)** - Students will continue building on the skills focused on in AG III. (1)

**AGRICULTURE MECHANICS I** – This course provides skills and knowledge applicable to tools and equipment used in the agricultural industry. A broad range of topics may be explored, including the operation, mechanics, and care of farm tools and machines; the construction and repair of structures integral to farm operations; an introduction or review of electricity and power; and safety procedures. (1)

**AGRICULTURE MECHANICS II** - A continuation and advancement of the subject matter presented in Ag Mechanics I. (1)

**BUILDING TRADES I** – This course provides skills and knowledge applicable to tools and equipment used in the carpentry industry. Introductory woodworking lessons will help students understand proper measurement, cutting, and finishing techniques, and students may be required to complete simple woodworking projects. (1)



**BUILDING TRADES II** – This course builds upon foundational skills developed in Building Trades I and affords students the opportunity to apply these skills in a variety of career relevant settings, including but not limited to home repairs and reconstruction, furniture making, and more. (1)

**COMPUTER APPLICATIONS** - This class is designed to acquaint students with various computer programs designed for word processing, database, spreadsheet, and graphics use. Students will exit the class with essential skills needed to enter the world of work or to enhance their personal lives. (1)

**ADVANCED COMPUTERS** – Continuation of computer skills to include such topics as advanced technology application, problem solving, desktop publishing, and troubleshooting skills. However, other skills may be explored and developed as assigned. Pre-requisites include Computer Applications and permission of the instructor. (1)

### **OTHER ELECTIVE COURSES**

**CHILD DEVELOPMENT** - Personality development, family relationships, heredity, marriage customs, prenatal and postnatal care and development of the child from conception to preschool are covered. (1)

**FAMILY & CONSUMER SCIENCE (9-12)** - This course will increase student knowledge in the areas of food (nutrition, meal planning and preparation, and cooking and safety); clothing (choice, use and care of fabrics, color facts and design elements); and independent living. (1)

**DRIVER EDUCATION** - This one semester course is designed to prepare students for the New Mexico State Drivers Test. This is a requirement for obtaining a drivers license. Emphasis will be placed on safety, defensive driving skills, and preventative maintenance of the automobile, as well as current laws governing driving on federal highways. (1/2)

**OFFICE ASSISTANT** - Student must be a junior or a senior, have completed a keyboarding or computer class and have maintained a “B” average the preceding semester. The student will work daily in the main offices of the school. A wide variety of tasks will be performed which will assist in the smooth operation of the school. (1)

**LIBRARY ASSISTANT** - Student must be a junior or a senior, have completed a keyboarding or computer class and have maintained a “B” average the preceding semester. The student will assist daily in the library by learning the filing system, clerical skills, time management skills, and skills in dealing with other students. (1)

**COLLEGE SUCCESS** – A course providing students in grade 12 the training and opportunity to compile a portfolio containing pertinent information for college and career preparation. (1/2)



## **Appendix B**

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

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

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

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

3. I will not use/possess/sell tobacco in any form.
4. I will meet academic eligibility standards.
5. I will keep my hair clean and groomed in such a way that will not create a distraction to my teammates or opponents and I will be cleanly shaven.
6. I will be on time whenever time is involved.
7. I will dress in accordance with the school or program dress code.
8. I will be in bed at a reasonable hour in order to obtain the needed rest. The coach/sponsor may set a curfew.
9. I will be responsible for all equipment entrusted to me. Items I do not return will be paid for at my own expense before participating in the next sport season or activity program.
10. I will be sincere and loyal at all times to my team/organization, my school, and my coach/sponsor.
11. I will put my program's success ahead of individual glory.
12. I will create, maintain, and promote the elements of good sportsmanship and character.
13. I will be worthy of the responsibility of representing my school at home and away.
14. I will set an example in school, in my classes, at home, and in the area of competition so others will respect me, and so that I will add something positive to the athletic/activity program.
15. Consideration and discipline will be given to students with disabilities consistent with the student's IEP or Section 504 Plan.
16. If I choose to quit my sport or program, I will use the proper procedure. First, I will discuss the departure with the coach/sponsor. Second, I will attend a conference with my parent/guardian and coach/sponsor regarding my decision. Third, I will return all equipment and clear all financial responsibilities with the relevant department.

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

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

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

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

We have read Logan Municipal School's Athletic/Activities Code of Conduct and agree that

\_\_\_\_\_ may participate in this athletic/activity program and

will adhere to the CODE OF CONDUCT.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**Athletic/Activities Code of Conduct  
Please sign this form and return to office.**

## **Appendix C**

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

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

#### **Terms and Conditions**

***Acceptable use.*** Each user must:

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

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

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

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

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

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

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

- *Observe the following considerations:*
  - Be brief.
  - Strive to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for articles.
  - Post only to known groups or persons.

***Services.***

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

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

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

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

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

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

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

**Parent or Guardian Cosigner**

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

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

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

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