



**FLOYD MUNICIPAL
SCHOOLS
STUDENT
HANDBOOK
2018-2019**

FLOYD MUNICIPAL SCHOOLS STUDENT AND PARENT HANDBOOK

The Floyd Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Title IX Coordinator/504 Designee:
Superintendent-Damon Terry
PO Box 65
Floyd, NM 88118
575-478-2211

This handbook is for ALL the Floyd Municipal School students. Please use this handbook according to your school needs. Remember that school board policy prevails over these guidelines.

SCHOOL MASCOT AND COLORS

The Floyd School emblem is a Bronco and the school colors are red and blue.

PLEDGE OF ALLEGIANCE TO THE FLAG AND SALUTE TO THE NEW MEXICO FLAG

The Pledge of Allegiance to the United States and Salute to the New Mexico Flags will be recited in the classrooms each morning and at school activities. If students or their parent(s)/ guardian(s) have a religious or conscientious objection to recitation to the flags, these students will be excused from those reciting. Everyone will remain respectful to each individual.

SCHOOL SONG

Our high school ever marches onward, With honor to its worthy teachers,	Forward, upward through the land Who lead this eager band.
See the blue and crimson flowing, Who serve with faith and love and honor,	O'er the students so sincere And without a doubt or fear.
Dreams of castles, fellow classmates, With Floyd High School's banner ever,	Real ones they'll be bye and bye Casting blue and red across the sky.

RELEASE OF STUDENTS

No student shall be allowed to leave the school grounds at any time during school hours without the principal's or superintendent's permission. The student must have written or verbal parental consent before leaving AND must sign out in the office. Any student leaving school without following the proper procedure will face disciplinary action. Absences of this nature still require a legitimate reason for leaving and a signed note from a parent (or evidence of an official appointment from a doctor, dentist, etc.) upon the student's return.

VISITORS

Parents are urged to visit school at any time. All visitors must sign in at the front office for safety and documentation reasons. If visitors wish to see a particular teacher or pupil, they must ask the office

to locate the room and to ask for the appropriate time to meet with the teacher. Parents are also welcome to attend assemblies, organizational meetings, class meetings, or other activities. Students are not to have visitors attend school unless the principal or superintendent gives prior approval. Proper arrangements for a visitor's pass could prevent the embarrassment of having a guest refused school visitation.

CASHING CHECKS

Due to the regulations by the Public Education Department, the school is not able to cash checks.

DISTRICT GOALS

The Floyd Municipal Schools are dedicated to learning and teaching. The purpose of Floyd Schools is to provide the best possible educational opportunities for all students to learn and succeed in school. The district strives to:

1. Promote positive self-concepts in students as learners and individuals.
2. Aid in academic, social, career, and physical growth.
3. Provide democratic experiences through cooperative learning.
4. Deliver a solid foundation for self-direction, maturity, and life-long learning.
5. Develop problem solving, decision-making, and critical thinking skills.
6. Encourage effective communication skills.
7. Provide varied learning experiences to meet individual needs and learning styles.
8. Encourage student involvement and responsibility.

Floyd Schools believes that learning and education occur both within and outside the regular or special classroom and that curricular as well as interscholastic, co-curricular and extra-curricular activities contribute to student development. Each class, student organization, and athletic team is just as important as any other. An academic/student activities balance will be stressed.

LUNCH POLICY

Floyd Schools has their lunch and breakfast periods scheduled so that all students will be given ample time to eat and not be rushed. Students will eat hot lunches and breakfasts in the cafeteria. Students who bring lunches will eat in the cafeteria.

Breakfast: All students will be provided breakfast at no cost. Extra Milk \$.35.
Lunch: Elementary \$1.70; Middle/High Schools \$2.20;
Reduced Price \$.40; Extra Milk \$.35; Adults: \$4.00.
Adult Breakfast: \$2.50

Meals may be purchased from 7:30 – 7:55 each morning. Free or reduced lunches are available by application. These forms may be obtained in the school office. Lunches must be paid each day or pre-paid.

Students are to remain in the areas designated by the administration and supervised by lunch-duty teachers. No student is to be out of the lunch-duty teacher's range of vision. No student is allowed in the halls, classrooms, ag shop, or in any area other than is specified above without a permission slip

signed by a teacher who is going to supervise the student. Items may be purchased from the vending machines 20 minutes after the assigned lunch bell. These will be consumed in the concession stand area, and will not be taken into the halls or the classrooms.

CHANGES OF ADDRESS

Any change of address, telephone number, or guardianship must be provided to the office within ten days of the change. You may notify the office by telephone or in writing. A change in medications/medical condition must be submitted to the office immediately for the safety of the student.

STUDENT INSURANCE

The school does not carry insurance on any student; however, an optional student insurance plan may be purchased on a voluntary basis. Student insurance will be selected according to what the school administration and local board of education believe to be the best insurance available for the money. Information on the student insurance plan will be distributed early in the school year.

STUDENT GOALS

Students at Floyd Schools are expected to exhibit these positive traits as guides for success:

1. Trustworthiness--
 - Honesty: Tell the truth; be sincere.
 - Integrity: Stand up for your beliefs; be your best self; show commitment, courage, and self-discipline.
 - Promises: Keep your word; honor your commitments.
 - Loyalty: Stand by, support, and protect your family, friends, and country.
2. Respect--
 - Respect: Judge all people on their merits; be courteous and polite, tolerant, appreciative and accepting of individual differences.
3. Responsibility--
 - Accountability: Think before you act; consider the consequences of your choices; set a good example for those who look up to you.
 - Excellence: Do your best and keep trying; be diligent and industrious.
 - Self-Restraint: Exercise self-restraint and be disciplined.
4. Fairness--
 - Fairness: Treat all people fairly; be open-minded; listen to others; try to understand what they are saying and feeling.
5. Caring--
 - Caring: Show you care about others through kindness, caring, sharing, and compassion, live by the Golden Rule and help others.
6. Citizenship--
 - Citizenship: Play by the rules; obey laws; do your share; respect authority stay informed; vote; protect your neighbors; be charitable; help your community by volunteering service; protect the environment; conserve natural resources.

HALL PASSES

During class time, students are to be in their scheduled classes. Any time a student is not in class, he/she must have a hall pass from the proper teacher and must be carrying out the function for which the hall pass is intended. The time the student leaves the issuing teacher must be recorded on the hall pass. The entrance and exit times for the student must be recorded on the hall pass by the receiving teacher/staff member.

Students referred to the office by a teacher for disciplinary reasons are to go directly to the office. When they arrive at the office, they are to inform the secretary that they were sent by a teacher and remain in the office until the principal has the opportunity to speak with them.

STUDENT ATTENDANCE POLICY

The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

The parent/guardian is responsible for providing documentation to the school before any absence will be excused. **All absences are unexcused until approved by the Principal.** Parental contact does not excuse an absence. Each student is allowed less than 10 absences each year before legal intervention.

A student with five (5) unexcused absences within a school year is a student in need of early intervention and one with ten (10) or more unexcused absences within a school year is "habitually truant". Parents of "habitually truant" students are to receive notice of such which shall include a specific date, time and place for the "habitually truant" student's parent to meet with school personnel to develop intervention strategies for keeping the student in an educational setting.

PROCEDURE UPON RETURN AFTER AN ABSENCE

Upon return to school after an absence, the student must present a note signed by the parent or guardian stating the reason for the absence to the principal.

CHANGE OF SCHEDULE

Each high school student will receive a class schedule at the time of registration. Each student is expected to complete the courses for which he/she is registered. Schedule changes made after the fourth week of the first and third nine weeks will result in a loss of credit in that class for the semester. Students are responsible for making up all work missed due to the schedule changes. When a schedule change is requested by the student, the principal may request a conference with the student, student's parents, counselor, and teachers.

HONORS CLASSES

High School honors classes (Pre-Calculus, Honors English, Chemistry/Physics, see counselor for

additional courses, including certain (but not all) on-line and dual enrollment classes) will use a 5 point grading system with A=5, B=4, C=3, D=1, F=0. Students will be selected to participate in honors classes based on ability, ability to offer classes, and upon teacher approval. If the student's grade falls below a "C" he/she will be returned to the regular class.

In addition, courses that traditionally may be considered high school courses, but are completed successfully by a student who has not yet entered high school will be treated as a high school credit on the student's transcript. (For example, an eighth grader successfully completing Algebra I would be awarded a high school math credit that would be applied toward graduation requirements. Students would still be required to take 3 additional credits of math during high school.) Any high school course successfully completed before entrance into high school would not replace the school's required core content credits, but would allow the student to excel and be rewarded.

GRADUATION REQUIREMENTS

Students entering high school will complete a Four-Year Plan in consultation with their parents/guardians. The plan will be reviewed and updated each year. The student and the principal/counselor will determine that all required courses for graduation are on the plan and are completed to fulfill graduation requirements. The counselor will also be available to assist with course selections based on the student's post-secondary goals, identified in the 4-Year/Next Step Plan..

All seniors must complete their high school credits and clear their accounts before receiving a diploma.

Beginning with the Graduation Class of 2013, successful completion of a minimum of 24 credits in grades nine through twelve shall be required for graduation. These credits shall be as follows:

- A. Four (4) credits in English, with major emphasis on grammar and literature. Equivalent alternative credit will be awarded for ESL English I, II, III, & IV.
- B. Four (4) credits in mathematics. One shall be equivalent to or higher level than Algebra II.
- C. Three (3) credits in science, at least two of which shall be laboratory science.
- D. Three & half (3.5) credits in social studies, which shall include:
 - One (1) credit of U.S. History and Geography
 - Half (.5) credit of New Mexico History
 - One (1) credit of World History and Geography
 - One (1) credit of Government and Economics.
- E. One (1) credit in physical education.
- F. One (1) credit in career cluster, workplace readiness, or include a language other than English (ex. Spanish).
- G. One (1) credit of computer science
- H. One (1) credit in advanced placement course, an honors course, a dual credit course, or a distance learning course.
- I. Half (.5) credit Health
- J. Five (5) credits of electives.

These requirements meet, and in some instances exceed, the requirements set forth in the Education Standards of New Mexico.

Awarding of a high school diploma or a certificate of completion to students in a special education program shall be in accordance with the PED Regulations, IDEA Regulations, and State Statutes.

MIDDLE SCHOOL CREDITS (GRADE 7 AND GRADE 8)

Students at Floyd Middle School will be required to obtain passing grades in identified core and elective subjects, with a minimum of a “D” (as identified by the approved grading scale).

1. Two (2) credits of English, with major emphasis on grammar/composition;
2. Two (2) credits of Reading/Literature;
3. Two (2) units of mathematics;
4. Two (2) units of science;
5. Two (2) units of Social Studies (one (1) in “state” history, one(1) in United States History)
6. Four (4) units of Elective or Intervention Credit

The school will focus on providing the following educational opportunities as electives or education intervention to support the districts and state’s educational standards and goals: Computer Skills, Art, Music, Agriculture, Math Intervention, Reading Intervention, Physical Education or other approved electives.

TRANSFERRING AND SCHOOL RECORDS

A student moving out of the Floyd Municipal School District should follow the procedures listed below:

1. Obtain a withdrawal form from the Administrative Office.
2. Have all his/her teachers sign the form giving the student’s most current number average and confirming that the text (or other school-furnished materials) for the course have been turned in and are in good condition.
3. Turn in all books that are the property of the school.
4. Clear all fines or books charged to them with the librarian.
5. Pay any fees and/or fines.
6. Obtain the signature of the principal on the withdrawal form.
7. Parent Signature on the withdrawal form so your transcripts may be released and forwarded to your new school.

TEXTBOOKS

State adopted textbooks are furnished to students through the textbook division of the New Mexico Public Education Department. Students are held accountable for damage, such as writing, marking, torn pages, and lost books. No transcript, diploma, or transfer documents will be released until this and all financial obligations are met. Names of students to whom the books are issued should be written in ink on the appropriate page of the book.

EXTRA HELP

Students are encouraged to seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussion. The student is responsible for contacting the teacher and making specific

arrangements to make up work. Arrangements should be made for conferences and/or make-up to occur before or after school or at a time convenient to both the student and the teacher.

LOST AND FOUND

Lost and found articles should be promptly turned in to the Administrative Office. Notice should be given immediately when an item is lost. Placing the student's name on all books and personal belongings will help eliminate lost items. Unclaimed items will be regularly disposed of or donated to a local agency.

REPORT CARDS AND GRADES

Students entering high school will complete a Four Year Plan in consultation with their parents/guardians and the guidance of the high school counselor. The plan will be reviewed and updated each year. *In some cases alternative courses are offered that meet graduation requirements, but may not meet some college entrance requirements. Report cards will be released according to a published schedule. Usually they will be distributed on the Wednesday following the end of the nine weeks period. It will not be necessary to return the report cards to the school for Middle or High School students. Kindergarten students return their report cards to their teachers. Grades earned at Floyd Schools will go on the student's permanent record.

The following system is used in reporting grades: (Honors courses points in parenthesis)

Grades 5 through 12	
90 – 100	= A and equals 4 (5) points on a 4 point scale
80 – 89	= B and equals 3 (4) points on a 4 point scale
70 – 79	= C and equals 2 (3) points on a 4 point scale
60 – 69	= D and equals 1 (1) point on a 4 point scale
59 & below	= F and equals 0 (0) points on a 4 point scale

Semester grades are based upon 40% for each nine weeks period of the semester and 20% for the semester test grade.

PROGRESS REPORTS

Between the beginning of the quarter and the issuance of report cards, the school employs the use of mid-quarter notices, Progress Reports, and Parent/Teacher conferences. The notices are sent to parents/guardians who are unable to attend conferences and will report the student's grade in class and information regarding progress or needed assistance. Parents/guardians are urged to call the teacher or the school and arrange for a conference upon receiving one of the progress notices if progress or grades are unsatisfactory.

SUBJECT TO CHANGE

Floyd Municipal Schools reserves the right to change any or all parts of the Student Handbook as necessary. All changes occurring within the academic year will be distributed in either a monthly newsletter, parent contact or through the official school website. FMS Board Policy supersedes all handbook policies in the event of a conflict.

DUAL CREDIT POLICY

The Floyd Municipal School Board realizes the need for academic challenges and “the high school experience”. The Board agrees to provide opportunity for academic challenges. In accordance with all Public Education Department Dual Credit Regulations (5.55.4 NMAC), Floyd Schools will allow options for upper level students. The options will be provided by grade level in a structure to allow for individual student maturity. The child’s Student Assistant Team (SAT) will be considered the Dual Credit Committee. Freshman will be allowed to enroll in dual credit only with the Floyd School Board’s permission.

Sophomores will be enrolled in all seven periods at Floyd High School, and will only be allowed to take online dual credit classes for high school credit outside of the Floyd School day/hours. The courses must be approved by the Dual Credit Committee. Students will be allowed high school credit, but it will not count of the Floyd High School grade point average. Sophomores will only be allowed twelve (12) college credits per year.

Juniors will be allowed to take up to twelve (12) college credit hours per year (Fall and Spring Semesters) with approval of the Dual Credit Committee. These twelve (12) hours do not include classes taken on the Floyd Campus, taught by Floyd School Staff.

Seniors must be enrolled in scheduled classes on the Floyd Campus for four consecutive class periods per day, unless approved by the principal, counselor, and SAT. Seniors are allowed to take unlimited dual credit classes. Dual Credit courses are not intended to take the place of courses offered on-campus. The principal and counselor will have the final determination regarding placement of students in dual credit courses. The principal may consider the recommendation of the SAT.

Since it is an enhancement and honor to the student’s education, students who fail or withdraw from any dual credit courses will be suspended from enrollment until the Dual Credit Committee has reinstated the privilege to enhance that student’s education with dual credit courses.

Credit ratings of dual credit courses will follow state regulations unless the appropriate appeal process to the Public Education Department is made. The principal and counselor will determine honors and semester credit ratings of each dual credit course. The principal may consider the recommendation of the SAT.

Junior and Senior students ***may*** receive honors credit on a 5.0 scale (as outlined in board policy) if the Dual Credit Committee deems the course to be at a more difficult level to comparable courses on the school’s 4.0 scale.

Floyd Schools do not assume liability on transportation, content, or instructional strategies of dual credit classes taught off of the Floyd Municipal Schools Campus. Book Fees will be reimbursed on approved classes.

Level III teachers can be asked to mentor students and be a liaison for students enrolled in dual credit classes.

CONCURRENT/DUAL ENROLLMENT

Through agreements with other institutions it is permissible for students to receive high school credit as well as college credit for certain classes. Classes taken by concurrent enrollment students will be at a level of sophistication sufficient for post-secondary credit.

1. The purposes of concurrent/dual enrollment are:
 - A. Increase opportunities for capable high school students in the 11th or 12th grade to receive instruction not available in their secondary school. Individual cases will be considered on their own merit and approved by the superintendent;
 - B. Increase efficient use of instructional staff, facilities, equipment, at both secondary and post-secondary schools;
 - C. Increase articulation between secondary and post-secondary institutions;
 - D. Increase the educational opportunities available to students.
2. It is not the intent of concurrent/dual enrollment to replace secondary courses or programs that are offered by the Floyd Municipal School District. It shall not be the intent of concurrent enrollment to shift the responsibility of providing basic, academic, vocational, or developmental education of any institution of higher learning.
3. Any class offered as part of the regular school day shall be considered as subject to the following stipulations:
 - A. Only students attending Floyd Municipal Schools with at least a 2.5 cumulative GPA and all prerequisites completed, shall be considered as eligible.
 - B. All students who apply must have the certification and unconditional recommendation of the administration prior to each semester of participation in the concurrent enrollment program;
 - C. The Floyd Municipal Schools shall pay one-half of the tuition for Floyd High School students for only concurrent courses under the following condition that the student successfully complete the course and earn an "A" or "B" average from the university. Dual credit tuition is paid for by the state. Students are responsible for purchasing required texts and materials. Upon successful class completion, Floyd School will reimburse the student for the book when the student provides the receipt and surrenders the book to the school.
 - D. The Floyd Municipal Schools shall not pay any portion of the tuition for Floyd High School students for the concurrent courses/dual credit books under the following conditions:
 1. In the event that it become necessary to withdraw from a class for any disciplinary reason, the student and his/her parents/guardians shall be responsible for all costs of the class. The student shall be placed in the most appropriate class in the regular curriculum.
 2. In the event the student must be withdrawn prior to successful completion of the course because of lack of effort or failing grades, or other extenuating circumstances, all costs must be incurred by the parent/guardian. The student shall be placed in the most appropriate class in the regular curriculum.
4. The student and his/her parents shall be responsible for paying for books and any other expenses incurred for the course. A student may choose to take more than one concurrent course per semester. The student will not be allowed to exceed 9 hours (three classes) per

semester.

5. Students enrolled in concurrent enrollment courses are responsible for transportation required by said courses.

SELECTION OF HONOR STUDENTS

1. The student with the highest grade point average, including ALL classes taken in grades 9 - 12, and attending the last two years of high school at Floyd, shall be valedictorian.
2. In the case of a tie, two or more students with the exact same highest grade point average shall be co-valedictorians.
3. The student with the second highest grade point average, including ALL classes taken in grades 9 - 12, shall be salutatorian.
4. In the case of a tie, two or more students with the exact same second highest grade point average shall be co-salutatorians.
5. Grades of students being considered for the above academic honors will be averaged at the end of the first semester of their senior year for scholarship purposes.
6. Any student is eligible for these honors if he/she has attended the last two years at Floyd High School, one of which is the second semester of the 12th grade.
7. Students may take classes over. Both grades must be averaged with the other grades for academic honors and rank.
8. Home school grades will not be considered when averaging grades for selection of honor students and/or rank.

HONORS DIPLOMA

Students who meet the following requirements will be graduated "With Honors":

1. Have an overall grade point average of 3.35 or better.
2. Have a minimum of 3.0 GPA in all English classes.
English credits must include English I, English II, English III, and English IV.
3. Have a minimum of a 3.0 GPA in all Math classes.
Math credits shall include Advanced Math I.
4. Have a minimum of a 3.0 GPA in all Science classes.
Science credits shall include all advanced science classes.
5. Have a minimum of a 3.0 in all Social Studies classes.
6. 2 credits in a foreign language- 3.0 or better
7. Have no grade below "C" in any class

**Classes not offered will be waived

HONOR ROLL AND CLASS RANK

It is the goal of the Floyd Municipal School Board of Education to ensure that academic excellence is recognized and appreciated by the school community. The following will be used for Honor Roll Recognition of student academic performance in grades Pre K – 12. Students are not eligible for Honor Roll recognition if they have five or more tardies to school in the nine weeks.

BLUE HONOR ROLL: Students qualify for the Blue Honor Roll by earning all "A's" in all classes, as identified by the class schedules at each grade level.

WHITE HONOR ROLL: Students qualify for the White Honor Roll by earning “A’s or B’s” in all classes, as identified by the class schedules at each grade level.

To compute honors and class rank, all grades of regular classes will be used. In the case of a tie in class rankings, those students who tie will be assigned the same rank numbers, and the next lower ranking will be the total number of students ranked plus one.

Awards will be presented at the Awards Assembly at the end of the year. The recipient of an award will be selected by the teacher of that discipline. The faculty selects the award recipients for exemplary traits, Boy's State, and Girl's State. Awards are also presented for outstanding attendance and straight A's.

STUDENT VEHICLES

Automobiles are permissible for transportation to and from school. Students who drive to school are responsible for abiding by all state and local laws as well as school regulations. If a student is reported as driving reckless on the way to or from school, he/she will receive a verbal warning. If a second offense is reported, the student will be reported to law enforcement officials. The privileged to drive a vehicle on campus may be revoked as a consequence of repeated or a serious violation of these regulations. Vehicle regulations include:

1. All students are to park in the front parking lot, not in the flow of the school bus entry and exit, or in the fire lane. The front row of parking spaces at the east end of the building is faculty parking only.
2. Students are to park their vehicles immediately upon arriving at school and leave the parking area. The parking lot is off limits at all times during school hours unless permission has been granted by the principal.
3. All students who drive their vehicles to school and park on the school grounds should have a valid driver's license and proof of insurance.
4. Students are not to go to the parking lot to pick up books, clothes, etc. during school hours.
5. Students should carry insurance on their vehicles. The school is not responsible for damage or theft while his/her vehicle is on school property.
6. Any vehicle that enters the Ag shop must have proof of insurance.
See SAFETY PROCEDURES for additional information.

LIBRARY MEDIA CENTER

The Library Media Center is a resource center. The Library Media Center is for students. It should be a quiet place for reading, research, and individual study. Careful handling of material will insure longer use for everyone. Returning materials promptly will make them available to more students and teachers at Floyd School. The librarian is available to assist in the use of the Library Media Center materials.

Once students pay for school library books, textbooks, or equipment valued at less than \$50.00, those items become the property of the student/parent/guardian. The items may be donated back to the school, but refunds will not be given.

LOCKERS

Each student will be assigned an individual locker. Students may get a lock from the secretary. The lock must be returned to the secretary at the end of the school year, or the student will be charged \$5.00 for the lock. Lockers are for the convenience and protection of the student's property. The lockers are not to be shared, defaced, or left open. If the lock or locker does not operate properly, report this to the office immediately. The school is not responsible for lost or stolen articles. The administration reserves the right to inspect lockers at any time. If lockers are damaged, the student will be held responsible.

TELEPHONES

If a student must make a phone call during school hours, he/she must receive teacher or administrative permission to use the phone in the office. Students will not be called out of class to receive or return phone calls. Messages will be given to students to return calls during lunch or after school, except in the case of an emergency. Students are not allowed to use classroom phones. Emergency or minimal use is expected.

STUDENT ACTIVITIES STUDENT ORGANIZATIONS

Student organizations are an important element of student life on the campus of Floyd Municipal Schools. These organizations enhance students' social, personal, career, and academic interests. Floyd Schools recognizes both the right of students to form into organizations and the benefits that result from membership.

Recognized Campus Organizations - The following are the campus organizations that are recognized as having the right to meet on campus and use school facilities for such gatherings to conduct business or otherwise:

All classes - K through 12	Student Council	Yearbook	Sanctioned Sports
National FFA Organization (FFA)	Fellowship Christian Athletes (FCA)		
National Honor Society (NHS)	National Junior Honor Society (NJHS)	FCCLA	

Any group of students interested in forming a new campus organization must have prior approval from the principal or superintendent.

NATIONAL HONOR SOCIETY

Students will be selected for National Honor Society during their Sophomore, Junior, or Senior year. The students selected must have an average GPA of 3.5 on a 4 point scale to be eligible. They must maintain this average to remain eligible.

The students are selected by a selection committee based on scholarship, service, leadership, and character. Students are not eligible if they have five or more tardies to school in a 9-weeks, or if they have ten or more absences in a semester.

NATIONAL JUNIOR HONOR SOCIETY

Students will be selected for National Junior Honor Society during their seventh, eighth, or ninth grade year. The students selected must have an average GPA of 3.5 on a 4 point scale to be eligible.

The students are selected by a selection committee based on scholarship, service, leadership, character, and citizenship. Students are not eligible if they have five or more tardies to school in a 9-weeks, or if they have ten or more absences in a semester.

STUDENT COUNCIL

The Student Council is the sounding board for all general student requests or complaints. A staff member will be the Student Council sponsor and function as its advisor. The Student Council is the most influential student organization and as much authority and responsibility will be granted the student government as is advisable and legally permissible. Students are not eligible to serve on Student Council if they have five or more tardies to school in a 9-weeks, or if they have ten or more absences in a semester.

Prom

Students must be academically eligible to attend Prom. Students must also attend school all day and not be tardy the Thursday(assuming Prom is on a weekend) before Prom.

SCHOLASTIC REQUIREMENTS:

Realizing that academics is the prime reason for public education, the following eligibility requirements are set: To be academically eligible, a student must be passing all classes and have a grade point average of 2.0 or better.

ELEMENTARY LUNCH SCHEDULE

REGULAR SCHEDULE	1 HOUR DELAY (M.S.)	2 HOUR DELAY (M.S.)
11:30-12:10	11:00-11:40	10:50-11:30

HIGH SCHOOL BELL SCHEDULE

REGULAR SCHEDULE	1 HOUR DELAY (H.S.)	2 HOUR DELAY (H.S.)
7:55 - bell	8:55 - bell	9:55 - Bell
1 st 8:00 – 9:00	1 st 9:00 - 9:50	1 st 10:00- 10:40
2 nd 9:05 - 10:05	2 nd 9:55- 10:45	2 nd 10:45 - 11:25
3 rd 10:10 - 11:10	3 rd 10:50 -11:40	3 rd 11:30 - 12:10
4 th 11:15 - 12:15	4 th 11:45 -12:35	Lunch 12:15 - 12:50
Lunch 12:20 - 12:45	Lunch 12:40 - 1:05	4 th 12:55 - 1:35
5 th 12:50 - 1:50	5 th 1:10 - 2:00	5 th 1:40 - 2:20
6 th 1:55 – 2:50	6 th 2:05 - 2:55	6 th 2:25 - 3:05
7 th 2:55 - 3:50	7 th 3:00 - 3:50	7 th 3:10 - 3:50

MIDDLE SCHOOL BELL SCHEDULE

REGULAR SCHEDULE

7:55 - bell
1st 8:00 - 9:00
2nd 9:05 - 10:05
3rd 10:10 - 11:10
Lunch 11:15 - 11:40
4th 11:45 - 12:45
5th 12:50 - 1:50
6th 1:55 - 2:50
7th 2:55 - 3:50

1 HOUR DELAY (M.S.)

8:55 - bell
1st 9:00- 9:50
2nd 9:55- 10:45
3rd 10:50 - 11:40
Lunch 11:45 - 12:10
4th 12:15 - 1:05
5th 1:10 - 2:00
6th 2:05 - 2:55
7th 3:00 - 3:50

2 HOUR DELAY (M.S.)

9:55 - bell
1st 10:00- 10:40
2nd 10:45 - 11:25
Lunch 11:30 – 12:05
3rd 12:10 - 12:50
4th 12:55 - 1:35
5th 1:40 - 2:20
6th 2:25 - 3:05
7th 3:10 - 3:50

ELIGIBILITY

All students must be eligible to participate (attend) Prom, Homecoming, Student Council, FFA, Athletics, NHS, Junior Begging, High School Class Field Trips, etc. Contact the Principal for further details. Academics are a priority at Floyd Schools.

ATHLETICS

The objectives of the Athletic and Cheerleading Program at Floyd Schools emphasize:

1. Sportsmanship - learning to handle winning and losing in an acceptable manner; learning and following the rules and requirements of the New Mexico Activities Association and the New Mexico Public Education Department and the consequences for rule violations to the FMSSD.
2. Cooperation - learning to work with peers and authority figures;
3. Interdependence - learning to depend on oneself and teammates;
4. Competition - learning about rivalry and contests;
5. Affiliation - learning to identify with a group;
6. Fair play - learning to abide by rules and regulations;
7. Healthy development - learning to use sports to contribute to a healthy mind and body.
8. Responsibility – arrive to school on time every day.

Each participant is required to have a current physical form and a parent consent form on file with their coach before participating in any sport. Each student is responsible for all cost of physical release forms, whether obtained from a physical at school or in a private clinic elsewhere.

All students are required to show evidence of adequate hospitalization and medical family insurance or subscribe to the insurance offered through the school. A copy of proof of insurance is to be given to the coaches before an athlete is allowed to participate.

In order for students to participate in athletics/activities contests, he /she must attend all classes that day up to the departure time. In order for students to participate in an “all-day” event, the student must attend classes the school day prior to the event. OSS is included in this policy. Unusual circumstances (i.e. medical or dental emergency) will be handled on an individual basis. Students must arrive to school on time the day of the event to be able to participate in the event.—The Principal must approve any exceptions to this rule. ****tardy exception

If the student is in ISS the day of the activity, the student loses the privilege to participate for that day. Athletes and cheerleaders will be disciplined according to school disciplinary procedures, in addition to any criteria set forth by the Athletic Code of Ethics.

Requirements for participating in competitive, interscholastic athletics as governed by the New Mexico Activities Association are as follow:

Have a recent physical report form from a recognized health care practitioner on file with the coach.

2. Have a parent's consent form signed by a parent or guardian.
3. Be under 19 years of age on September 1 of student's senior year.
4. To be academically eligible, a student must be passing all classes and have a grade point average of 2.0 or better.
5. Must be residing with a parent or guardian in the school district or have a signed waiver when participating or attend one year to establish eligibility.

SCHOOL SPONSORED TRIPS

Sponsors must be in charge of, and in control of all school sponsored trips. Transportation shall be provided by or approved by school authorities.

On such trips, students will at all times and in all places, conduct themselves in such a manner that reflects positively on their home and school. The same rules that apply at school will also apply for all students while on a school sponsored trip.

ALL extra curricular programs and school sponsored trips are an extension of the school day and all school rules apply.

STUDENT BEHAVIOR

Normal standards of behavior dictate that students behave in a proper manner and show respect for the people and facilities comprising the total school. Some areas of concern are listed below and these should be adhered to.

1. Walk, talk quietly, and avoid general "horseplay."
2. Keep the school clean. Food and drinks are not permitted in classrooms unless authorized and supervised by the responsible teacher, and with prior administrative approval. Students who litter will be expected to clean up the litter.
3. Treat teachers, other students, staff, and visitors with respect.
4. Be on time for classes, assemblies, and other activities.
5. Use school equipment properly
6. Public displays of affection (holding hands, kissing, etc.), are not permitted on school grounds or while under direct supervision at a school-sponsored activity.

STUDENT MISCONDUCT

All students are expected to conduct themselves in a manner consistent with the school's function as an educational institution. Students must help provide an atmosphere which will allow learning as

well as teaching to take place. Students who cannot cooperate and who choose to disrupt the process of learning for students who have a desire to learn will be dealt with in a manner equal to their lack of cooperation.

In the classroom, teachers determine what is necessary to create a positive learning atmosphere for all. They will determine what corrective measures should be taken as long as it does not conflict with local school policy. However, if the teacher has tried to correct the problem and the problem still exists, additional measures such as a parent conference, will be required to correct the problem. In the event that these measures are not effective, the student may be subject to a short term or long term suspension or PRIDE, depending on the nature of his/her conduct. It follows, of course, that each student will be guaranteed his/her right of due process.

ACADEMIC DISHONESTY

Cheating on test, copying papers, plagiarism, and forging signatures of teachers or parents will not be tolerated. Any students involved in such action will receive a disciplinary referral which will result in grades being lowered and possible further disciplinary action.

COMPUTER AND NETWORK MISUSE

The use of the computer or network is for educational and academic achievement. The following will be severely disciplined: inappropriate, vulgar or threatening language; using the network to disrupt other users; hate mail, harassment, discriminatory remarks, profanity, obscene comments, sexually explicit material, or expression of bigotry; intentionally seeking information on, obtain copies of or modify files, other data, or other user's passwords, misrepresenting other users; attempting to gain unauthorized access; downloading information onto the hard drive; or vandalism (any malicious attempt to harm, modify, or destroy computer hardware, data, or another user, or Internet, or the uploading or creation of computer viruses). Do not change the computer settings.

All students and their parent/guardian must sign the Computer and Internet Use Agreement, and a copy must be submitted to the office, before accessing the Internet.
(SEE AGREEMENT)

ABUSE OF SCHOOL PERSONNEL

No employee, certified or non-certified, nor any school board member shall have to suffer any form of physical, mental, or verbal abuse as a result of the performance of his/her duties. Any abuse received by one of the above parties should be reported to his/her administrators and the appropriate discipline will be administered.

VANDALISM

Vandalism is the willful destruction of, or damage to, school property which is punishable by legal action and automatic suspension. Referral will be made which may include restitution, continued legal action, and expulsion.

SCHOOL BUS REGULATIONS

In order to carry out a safe transportation program, the following rules and regulations have been outlined to govern students riding the school buses:

1. The driver is in full charge of students when they are on the bus. The students must obey the driver promptly. The driver has the same authority as the classroom teacher. The driver may assign seats.
2. Students who must walk a distance to or from the bus stop should walk on the side of the road to their left, facing the traffic except on divided highways.
3. Students are not to have unnecessary conversation with the driver or distract the driver through misbehavior while the bus is in motion.
4. The use of tobacco is prohibited.
5. Profanity is not allowed.
6. Students will not eat or drink on the bus – Keep the bus clean.
7. DO NOT destroy property.
8. Students must remain seated when the bus is in motion.
9. Students must not extend any part of their bodies through the bus windows.
10. Students who must cross the roadway after exiting the bus shall pass in front of the bus and then not until told to do so by the driver.
11. Students should be at the designated bus stop when the bus arrives.
12. Students who live less than one quarter of a mile off the main traveled bus route can be required to walk that distance.

DRESS CODE

It is the aim of the Floyd Municipal Schools to display to the public at all times a proper standard of morals, conduct, dress, attitude, courtesy, and friendliness on the part of each student which will be above reproach or criticism. In keeping with the above aim, a student's appearance, mode of dress, and/or cleanliness shall not disrupt the educational process, or constitute a threat to safety.

When in the judgment of the principal, the student's appearance, mode of dress, and/or cleanliness is distracting and disruptive to the educational process, or constitutes a threat to safety of acceptable standards of sanitation, or does not meet the following regulations, the student will be required to make requested modifications. If the student must go home to meet the requirements, the absence will be counted as one of their absences for the semester and a parent/administrator conference will be required.

To implement the above policy, the following regulations have been adopted:

1. Shorts, skorts, skirts, and dresses will not be acceptable when it is determined that they are inappropriate due to fit and/or length. Shorts, skirts, skorts, and dresses will be no more than two inches above the top of the kneecap. No nylon or spandex shorts or leotards shall be worn without a garment over them, determined to be acceptable.
2. Sagging of the pants will not be allowed.
3. Excessively Baggy pants will not be allowed. Administration will determine appropriateness of fit.
4. Shoes must be worn at all times.
5. Hats, caps, sunglasses, or similar articles will not be worn in the building.
6. The wearing of any type of upper, outer body garment determined to be in poor taste because

of brevity of neck-line, cut of the arm-hole, or type of material will not be permitted. No midriff garments will be permitted. (Example: No strapless, see-through, or low-cut garments, or spaghetti straps.)

7. Garments will not be worn that are determined to be unacceptable because of slogans or art work, particularly those that depict drugs, alcohol, tobacco, the occult, gang activity, or things of an obscene nature (example, playboy bunny logo).
8. NO student shall wear nose rings or nose studs or any type of body piercing instruments with the exception of ear rings in the ears.

*On certain occasions, a more stringent dress code may be enforced. For example, shorts will not be acceptable at special events such as graduation, awards ceremonies, installations, or other events so determined by the administration and/or activity sponsors. Students who choose to ignore this code may not be allowed to participate in the ceremony.

LEAVING CAMPUS

Students must have permission from their parents or guardians prior to leaving the campus during the regular school hours. Evidence of this permission must be given to the principal and students must sign out at the school office when they leave the campus. Following this procedure does not assure that the absence is excused. See attendance policy for additional information.

SEARCH AND SEIZURE

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her personal possession:

There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation. General searches of school property may be conducted at any time by authorized school officials. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession by school authorities. These items will be returned to the student or, if appropriate, the parent/ guardian unless the items are illegal (alcohol, tobacco, drugs, weapons, etc.).

SMOKING OR USE OF TOBACCO

Students are not permitted to use or possess tobacco in any form in the school buildings or on the school grounds. This rule applies to all school sponsored activities as well as the regular school day. Abuse of this policy will result in disciplinary action.

DRUGS AND ALCOHOL

Students who are under the influence, use, offer to others, or have possession of alcohol, illegal drugs on school property, including school buildings, grounds, on school transportation vehicles, or at any school activity, home or away, will be subject to the following disciplinary action:

Discipline may include, but is not limited to:

Eight day suspension, disciplinary referral, notification of law enforcement officials and

recommendation to School Board for expulsion.

FIREARMS / DEADLY WEAPONS

No student shall carry or possess weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

A student who violates this policy by any means shall be subject to disciplinary action, including but not limited to expulsion.

- Weapon means any of the following, but not limited to:
 - A firearm
 - A knife, other than a folding pocket knife with a blade length of not more than two and one-half inches that cannot be locked in an open position.
 - A destructive device
 - A dangerous instrument

DRUG SALES

A student who sells or possesses what is defined by legal statutes as a “dealer’s quantity” will be expelled from the Floyd Municipal School District for one calendar year.

Any student suspected of drug or alcohol use or abuse may be asked to take a test administered by a doctor specified by the school within the time frame specified by the administration. If the student passes the drug/alcohol test, the school will pay for the test and the student can return to school. If the student fails the drug/alcohol test, the student’s parent/guardian is responsible for paying the drug test and the student is automatically suspended as per policy.

DETENTION (Before school, during lunch, after school)

Anyone serving detention will be expected to perform assigned duties including, but not limited to: janitorial services, cleaning cafeteria, ground work, maintenance, or community service as assigned. Failure to comply with assignment will result in additional discipline. Failure to show up in a timely manner for detention will result in doubling the amount of original detention to be served.

DISCIPLINE POLICY

Prohibited Activities: The following activities are prohibited in ALL New Mexico Public Schools and whenever students are subject to the control of school authorities.

- A. Criminal Acts
 - 1. Arson.
 - 2. Assault; Assault & Battery; Terroristic Threats.
 - 3. Criminal damage to property.
 - 4. Criminal libel.
 - 5. Criminal trespassing.
 - 6. Disruptive lawful assembly and assembling unlawfully.

7. Larceny, robbery, or burglary.
8. Extortion.
9. Sale, possession, transportation or use of alcoholic/illegal drugs/drug paraphernalia beverages, explosives, firearms, or other deadly weapons.
10. Sale, possession, transportation or use without prescription of a drug, substance of immediate processor defined as a "controlled substance" in the Controlled Substance Act.
11. Use of telephone to terrify, intimidate, threaten, harass, annoy or offend.
12. Willful interference with the educational process of a public school.

B. "Disruptive Conduct" - This means willful conduct which:

1. In fact disrupts or interferes with the operation of the public school or the orderly conduct of any public school activity, including individual classes.
2. Leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventative action is taken.

C. Refusal to identify self.

D. Refusal to cooperate with school personnel.

E. Sexual Harassment

Sexual harassment, unwelcome conduct of a sexual nature, of students by other students impairs the proper atmosphere for education and is illegal. Specific definitions are as follows:

Conduct of a sexual nature may include, but is not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity;
- Repeated or persistent requests for dates, meetings, and other social interactions;
- Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
- Showing or giving sexual pictures, photographs, illustrations, messages or notes;
- Writing graffiti of a sexual nature on school property;
- Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- Sexually-oriented kidding, teasing, double-entendres, and jokes; and
- Any harassing conduct to which a student is subjected because of or regarding the student's gender.

*See the "Discipline Matrix" on the school website regarding discipline procedures for misbehavior.

FRIDAY SCHOOL

In response to the removal of corporal punishment (as per NM Statute) as an option for disciplinary consequences within the Floyd Schools Administrative Discipline Matrix, the district has developed an education-based program to enhance student understanding of the consequences of both positive and negative behaviors. The purpose of all consequences is two-fold: 1) The consequence must be designed to stop negative behavior and, 2) The consequence should provide positive behavioral alternatives.

The Program for Responsible Intervention and Disciplinary Education will be conducted on Fridays, when there is no regular school scheduled. Students will report from 7:00am to 10:00am. Parents will be responsible for transporting the child to and from the school on the days students are

assigned to the Friday School program. Students will be expected to arrive on time. Parents must stay with younger students as they serve Friday School.

OUT OF SCHOOL SUSPENSION (OSS)

Student suspensions, rights and responsibilities are governed by state regulation and the Floyd School Board of Education. Students who receive out of school suspension will receive 100% credit for completed academic work assigned in their classes during the suspension. Work must be completed during the suspension period, as assigned, and turned at class time on the day of their return. Students who receive a second suspension during a school year will receive 0% credit for academic work assigned in their classes during that suspension or any subsequent suspension as per board policy 5.24H.

When a student is suspended or expelled from school, he/she is suspended from campus. The student is prohibited from attending all school activities until the suspension ends. Unless a student is immediately removed from school (due to potential danger to self or other students, or refusal to cooperate), out-of-school suspension begins at the end of the school day and is terminated at the beginning of the first school day after the suspension.

*Misbehavior during Discipline Period: Students who choose to misbehave or fail to abide by school policy while being disciplined for an offense will receive more severe punishment than the original discipline issued, but will also be required to complete the original punishment.

BULLYING BEHAVIOR

“Bullying behavior” by any student in the Floyd Municipal Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, on 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 that a reasonable person under the circumstances should know will have the effect of:
Placing a student in reasonable fear of physical harm or damage to the student’s property; or
Physically harming a student or damaging a student’s property; or
Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator(s), up to and including suspension and/or expulsion.”

SAFETY PROCEDURES

All safety and fire regulations shall be observed and enforced at all times in all classrooms, playgrounds, gyms, cafeteria, and in all school vehicles. Safety instruction and emergency procedures will be covered by all teachers and school personnel.

FREEZE ALERT

A freeze alert is put into place when the drug dog is on campus. Freeze means that no student will be allowed to get out of his/her desk, go to the restroom, throw anything away, etc. Students are to remain in their desks facing the front of the class at all times. The students remain in the same class until the office notifies them that the freeze is off.

SHOP SAFETY

In the shop area, when students are using grinders, electric saws, and other similar equipment, they will wear safety goggles at all times.

No gasoline or paint will be stored in the shop area at any time. Gasoline or any other volatile material will not be used for cleaning purposes in the shop area.

TRAFFIC SAFETY

Watch for incoming and outgoing traffic. Fire lanes must be observed. The speed limit in the parking lot is 10 mph and under. Student drop-offs and pick-ups are to take place in the designated areas.

TORNADO ALERT

The tornado alert will be announced over the intercom system. Elementary and secondary students and teachers in the main school buildings will assemble in the hall, on their knees with a book over their heads, facing the wall. Students in other areas will assemble according to the instruction of their teachers. Students are to remain in the tornado alert position until the all clear signal, one bell, is sounded.

EMERGENCY SITUATIONS: How to Respond

A devised signal exists for announcing an emergency situation. The signal differs according to the emergency. Fire drills begin with one long signal and end by an announcement over the intercom. Tornado drills will begin and end with an intercom announcement. Instructions for these situations are provided below.

Emergency Situation Requiring Evacuation:

The fire drill of one long bell will be utilized for any evacuation. Students will remain with their classroom teacher during the evacuation. If the evacuation requires relocating away from the campus, students will be escorted and supervised by staff to the Senior Citizens Building and/or the Community Building. Students will remain off campus until the administration deems it safe for them to return to classes. Examples of such a situation include a bomb threat or other emergency confined to the building.

FIRE DRILLS

Fire drills are held periodically during the school year in accordance with state law. It is important that everyone cooperates during fire drills, obeys directions, and clears the building by prescribed routes as quickly as possible. Fire drill instructions will be posted on the classroom bulletin board. These are to be followed exactly.

Fire drills are practiced once each week for the first month and once a month thereafter, according to state law. The signal is a constant buzz. Upon hearing this signal, all work is suspended, and all students and teachers are to leave the building. All windows are to be shut. As the last one leaves the room, the doors are to be shut. Walk single file, do not talk, avoid contact with anyone, and walk as fast as possible without running. All are required to remain outside until the return signal, one bell, is given. Unless the drills are conducted efficiently and orderly, a serious tragedy could result if an actual emergency occurs.

Setting off a false alarm is a civil offense. Any student caught doing so faces immediate suspension and prosecution.

Emergency Situation Requiring Student to Remain in Building:

The intercom and or phone system will be utilized to move students from the classroom to a safe place within the building, if needed. Students are to remain in their classroom with their teacher until directed otherwise.

All building occupants, workers, students and parents:

The Asbestos Hazard Emergency Response Act (AHERA) requires parents, teachers, and employee organizations be notified of the school's Asbestos Management Plan. This notification provides information detailing the school's strict compliance with AHERA. AHERA requires all schools to be inspected for asbestos containing building materials (ACBM). In addition, an Asbestos Management Plan, which outlines the control and management of ACBM in each facility, has been developed. The Asbestos Management Plan includes an operations and maintenance program, which will control exposure to any asbestos-containing materials through a systematic schedule of monitoring, employee training, recordkeeping, and periodic re-inspections. Maintenance and custodial personnel receive asbestos awareness training to qualify them to conduct their routine activities around asbestos. Abatement of ACBM will continue on an as-needed basis contingent of building remodeling, retrofitting, and maintenance of disturbed ACBM. Removal projects are designed and implemented by a qualified contractor.

Copies of the Asbestos Management Plan are available for review at the administration office during normal business hours.

Pest Management

To insure the safety of students at Floyd Schools the following guidelines set forth by the Public Education Department will be implemented. NMAC 6.30.2.10

Compliance Officer for Grievance's

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board. Please refer to Policy A-0261 for more detailed information.