

# FORT SUMNER MUNICIPAL SCHOOLS

2024-2025 School Year



## Parent/Student Handbook

**VISION STATEMENT:** Fort Sumner Schools will work to cultivate a school culture that honors a tradition of excellence where all learners are respected, valued, inspired, and empowered to reach their full potential in an ever-changing world.

**MISSION STATEMENT:** Fort Sumner Schools will provide challenging, inspiring, and engaging educational experiences to equip all students with critical skills that promote the intellectual, social, and emotional growth needed to be highly successful in college and careers as well as productive citizens.

### **Goals:**

- A learning-oriented and collaborative school culture in which all members of the school community collaborate to engage in creating successful students.
- Leadership that is focused on, and holds teachers accountable for, moving all students toward mastery of the standards.
- A data-driven assessment framework that tracks student learning and creates opportunities to modify instruction to meet the students' needs.
- High-quality instruction that is differentiated and based on the required knowledge and skills.
- Coaching provides teachers with support to plan, teach, and assess students so that they will graduate college and be career ready.

## Fort Sumner Municipal Schools Parent/Student Handbook

### **USE OF THE HANDBOOK**

Fort Sumner Municipal School policies, rights, and regulations for student performance and conduct are contained in this handbook. Rights and responsibilities are a part of every student's life. In the educational setting, rights provide

individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are part of the FSMS community must adhere to certain guidelines in the daily activities of this campus.

The Fort Sumner community is proud of their school and proud of their students. The high standards of conduct and positive attitudes, supported by a caring community, a responsible staff, and dedicated parents/guardians, have built an outstanding school system.

The handbook expectations were developed to provide guidance and support. Students and parents will be able to use this handbook as a guideline for procedures and expectations. The staff and administration trust that Fort Sumner students will seize the opportunity to accept these expectations as their model for conduct. Students will participate in Fort Sumner School’s conduct expectations creation through classroom social contracts and the Capturing Kids’ Hearts program. The school will guide and support students as they gain knowledge, mature, and develop stronger values. The ultimate responsibility for students to become a positive and productive member of the school and community, however, lies solely with each student.

Please carefully read this document and pay close attention to any changes in policy each year. This handbook is not policy, but rather a reflection of policy and at the discretion of the administration. Your acknowledgement of school policy and this handbook attests to the fact that you have read the Discipline Codes and understand your responsibilities as a student and agree to follow all the guidelines listed within this handbook.

Students and parents are also encouraged to review the Fort Sumner Athletics Handbook, Fort Sumner Transportation & Bus Handbook, and the Fort Sumner Municipal Schools Policy Manual. All documents are on our website, and they are live documents that change periodically.

*Handbooks are available through the school and district offices and through the school website [www.ftsumnerk12.com](http://www.ftsumnerk12.com). The District Policy Manual is available through request at the district office; there is also a link to the District Policy Manual at [www.ftsumnerk12.com](http://www.ftsumnerk12.com). This handbook is subject to revision at any time, as necessary.*

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## SCHOOL DAY

The school day begins at \_\_\_\_ a.m. and ends at \_\_\_\_ p.m. Students should not arrive before 7:30 a.m.

## INCLEMENT WEATHER/SCHOOL CLOSING

Local radio, television stations, School social media and Remind or Parent Square will announce school closure or a delayed start. The local radio station and KOB 4 will be contacted for school closure or delayed start. If there is a delay, classes will generally begin at 10:00 a.m., however, please check with the posting for each individual closure to be certain. In the event of a necessary early release, every effort will be made to contact parents before releasing students. Remind text system, and/or parent square will send out a message regarding appropriate schedules or information.

## ACADEMIC

### REGISTRATION

Elementary-Students will be registered and placed in appropriate classes according to grade level and needs by administration.

High School & Mid School- Pre-registration is held prior to the school year. Parents should update all enrollment data including current phone numbers, address, and student health needs.

The Next Step Plan will be created for incoming freshman and updated for sophomores, juniors, and seniors. All students will pick up their completed schedules in August. Parents are encouraged to be involved in the registration process. They will be informed of registration meeting dates and times. A parent signature is required for the Next Step Plan each year until the student is 18.

### **NEW & TRANSFER STUDENT ENROLLMENT**

New students entering Fort Sumner Schools for the first time must provide a current health record, birth certificate, or other reliable proof of the student's identity and age; which may include, the student's baptismal certificate, an application for a Social Security number, an original school registration record, an affidavit explaining the inability to provide a copy of the birth certificate, or a letter from an authorized representative of an agency having custody of the student certifying that the student has been placed in the custody of the agency as prescribed by law. The parent, guardian, or surrogate will be given thirty (30) days to provide the documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified. A parent or guardian must complete an enrollment packet and will also need to sign a Release of Records form to obtain official transcripts from the student's previous school. Students are admitted if they are a transfer in good standing from another school and have established residency in the Fort Sumner Municipal Schools district boundary.

### **CREDIT TRANSFER**

Credits from schools that are accredited by a Public Education Department in the United States its territories, or the Department of Defense shall be transferable with no loss of value. When transfer credit is denied for a course, the student may request and take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is licensed to teach the subject matter of the course for which the credit was requested, and who is selected by the Superintendent. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded to fulfill the requirements for graduation. All other earned credits will be evaluated, and equivalent credit will be awarded at the discretion of the school administration.

### **OUT OF DISTRICT STUDENTS**

If space permits, students living out of the district will be accepted under the following conditions:

- \*The student must be in good academic and behavior standing with the school(s) previously attended. This includes no failing grades on the most current grade report, a minimum 2.0 GPA, and a good behavior report.
- \*Students expelled from another school district will not be permitted to enroll.
- \*Students are expected to participate in at least 1 extra-curricular activity (sports or club) while attending Fort Sumner High School.
- \*If a student earns ineligible status after being enrolled, he/she will no longer be entitled to attend Fort Sumner Municipal Schools.

### **WITHDRAWAL FROM SCHOOL**

The withdrawal of a student from school will be handled through the office. Parents are requested to contact the school office one week prior to withdrawal. School records will be provided after students return all books and school property, pay fines and fees, and obtain grades from all teachers.

### **MCKINNEY-VENTO HOMELESS ACT**

The Superintendent is the district liaison for students and families who may be experiencing homelessness. Any staff, parent or student who believes a family or student may be experiencing homelessness can make a referral to the liaison for assistance. Please call the central office at 575-355-7734.

### **SCHEDULE ADJUSTMENTS**

Course choices at spring registration are intended to be final choices. Students have a maximum of 5 days at the beginning of any semester to adjust schedules resulting from registration issues. After the 6th day of any new semester, no schedules will be changed without approval from the principal. Dual Credit classes will not be changed, dropped, or adjusted after the 5th day of any semester. Approved schedule changes after the 6th day of the semester may result in a grade of "F" for any dropped class. Students and parents wishing to change a class to be taught by a different instructor are required to attend a parent/teacher conference to establish the reason(s) for the requested change. This conference will be scheduled through the principal.

### **GRADING & RECORDS POLICY**

There are four, 9-week grading periods throughout the school year. A grade of incomplete (I) may be given under extenuating circumstances with the approval of the school administration. Students will be required to make-up incomplete grades within two weeks of the end of the grading period. Nine-weeks report cards will be mailed home or provided during parent/teacher conferences. A student's report card may be held if he/she owes a fine. The following table shows the correlation between percentage points earned, letter grades, and the grade point average (GPA) value. *(Unless the class is an Honors Class-see below)*

Percentage Range	Letter Grade	Grade Point Posted
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

## ACADEMIC LETTER AWARDS/HONOR GRADUATES/RANK

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation.

Class rank shall be determined as follows:

- Class ranking will be determined each semester beginning with the first transcribed allowable credit
- Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
- Weighted grades will be instituted at Fort Sumner High School in Advanced Placement (AP) classes, Dual Credit Classes, Honors Classes (as approved by administration) Remedial Dual Credit Classes will not be weighted.
- The grading structure for weighted grades will be as follows:

- 5 points = A
- 4 points = B
- 3 points = C
- 1 point = D
- 0 point = F

Class rank shall be determined as follows:

- Class ranking will be determined each semester beginning with the first transcribed allowable credit.
- Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
- Total grade points begin accumulating with the first transcribed allowable credit. These are divided by total units attempted to produce the accumulative grade point average. Students are then ranked according to grade point average, with 4.00 as an A, except for Advanced Placement, Dual Credit, or Honors which will be on a 5.0 as an A on a grade equivalent scale.
- Grades to be considered for Valedictorian/Salutatorian and class rank shall be cumulative from the first transcribed allowable credit through the end of the twelfth (12) grade. The final cumulative grade point average will be used to determine Valedictorian/Salutatorian. In the event of a tie, a Co-Valedictorian or Salutatorian will be honored. Students must be enrolled at Fort Sumner High School on the first day of their Junior Year and enrolled their entire Junior and Senior year to be considered for Valedictorian/Salutatorian. Co-Valedictorian and Co-Salutatorian will be considered by the principal on a case-by-case basis.
- All GPA's will be rounded to three (3) decimal places, except when necessary to break a tie. Example: 3.1234=3.123, 3.1235=3.124.

### Honor Graduates-

In addition to meeting all other requirements, a student must meet the following criteria to be recognized as an Honor Graduate from Fort Sumner High School.

- Have earned at least three (3) credits in Advanced Placement, Honors, or Dual Credit classes.
- Have an overall grade point average (GPA) of four point zero (4.00) or higher.
- Have been enrolled in 7 instructional courses during their entire junior and senior years.

The class Valedictorian will be the Honor Graduate with the highest GPA in the graduating class. The Salutatorian will be the Honor Graduate with the second highest GPA.

Mid and High School Athletics Grades-Students must earn eligibility status according to the New Mexico Activity Association guidelines and the policies of Fort Sumner Municipal Schools to participate in any extra-curricular activities/athletics. 6-12<sup>th</sup> grades-Having an Incomplete grade may affect eligibility for athletes; please refer to the DISTRICT Athletic Handbook and NMAA policy which is on our website at [www.nmact.org](http://www.nmact.org). Note that the district can have MORE stringent policies than the NMAA, but not less. Currently students must not fail a class posted for the 3rd quarter. If they do, they can participate once the grade is brought up.

## PROGRESS REPORTS

Elementary- Progress Reports will go out mid nine weeks of each nine weeks.

Mid and High School-Progress reports may be seen on the Skyward APP or may be sent home. Parents are encouraged to review the progress report and call the school if there are any questions or to schedule a parent/teacher conference. College class grades may or may not be available. Parents are cautioned to remember that with college classes only the final semester grade counts on the transcript and any progress report grade are not necessarily reflective of student performance. Each college class is graded differently and the school district only transcripts final grades as issued by the college or university for concurrent credit courses.

## SEMESTER GRADE CALCULATION

High School semester, not nine-week grades, are recorded on the permanent school transcript. The semester grade is determined through the following average of nine weeks grades and final semester exams:

1 <sup>st</sup> 9 weeks grade average	2/5	40%
2 <sup>nd</sup> 9 weeks grade average	2/5	40%
Semester Exam Grade	1/5	20%
Semester Total: provides one complete grade for the semester	Sum of all (5/5)	100%

## HOMEWORK

Homework is a valuable tool to enhance a student's academic progress. The purpose of homework is to practice acquired skills and apply knowledge. See absence policy above for further information.

### **HONOR ROLL**

To be eligible for the Honor Roll a student must have all A's and B's.

- A student who has all A's will be on the *Honor Roll*.
- A student with all A's and B's will be on the *A/B Honor Roll*.

### **REQUEST FOR RECORDS/PARENT COMMUNICATION**

Parents have a right to review their child's cumulative folder and transcript through request of the school administration. If a student is 18, a parent must have his/her written permission to view records.

Progress reports can be one form of parent communication. If parents have concerns, they are encouraged to first contact the teacher of record for that class. We now have the Skyward parent and student portal where grades can be seen at any time. Please contact your school to get set up on the parent Skyward App. Teachers and parents can meet through a phone message, e-mail, or by setting up an appointment through the school office. Teachers and parents are encouraged to contact each other before issues become irreparable. You can access teacher e-mails through the school website: [www.ftsumnerk12.com](http://www.ftsumnerk12.com) under the teacher pages.

### **GRADUATION & TESTING REQUIREMENTS**

High school credit requirements for graduation are determined by the New Mexico Public Education Department and the Fort Sumner Board of Education. Students must meet the course requirements described below to receive a Certificate of Educational Achievement granted by Fort Sumner High School. To receive a New Mexico Diploma of Excellence, students must complete the graduation requirements and pass all parts of state required testing (see Testing Requirements below).

#### **Graduation Course Requirements**

For updates or new requirements and further information go to the NMPED site: <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/> (Also see *Graduation requirements*)

Fort Sumner Schools will adhere to all state required testing. Please visit the state website or contact the District Test Coordinator for more information on required testing.

Fort Sumner Schools will adhere to all state-required testing and may include additional testing as needed such as the ACT, and/or SAT, NMMSA, (common college entrance exams) will be offered on campus in the Fall and Spring for High School students. Students should contact the principal, counselor, district test coordinator to get additional information about alternative testing sites. Students may register to take the ACT online at: <http://www.actstudent.org/index.html> and the SAT online at: <https://satsuite.collegeboard.org/sat/registration>

### **EARNED CREDITS REQUIRED FOR CLASSIFICATION**

SOPHOMORE-5 credits, JUNIOR -11 credits, SENIOR-17 credits

Students will remain in the current grade level classification until credits are recovered. Activities may or may not be affected and will be assessed on a case-by-case basis. This policy applies to students being reclassified down a grade level and will not be used to reclassify students up a grade level. This does not change a student's cohort for graduation.

### **PARTICIPATION IN GRADUATION EVENTS**

Only seniors who have earned the required number of credits and passed all assessment requirements for their diploma type can participate in the baccalaureate, graduation ceremony, senior trip, or any other planned graduation event. If the event occurs before final grades are entered, students must be passing required graduation courses. Students in alternative educational settings must also meet all graduation requirements.

### **STUDENT CREDITS UNDER SUSPENSION**

Students suspended from school are suspended from the entire school campus and all school events for the duration of the suspension.

Students suspended long-term (more than 9 days) have no rights to daily work or credit for daily work, although staff and administration reserve the right to provide it. Students under short-term suspension (9 days or less) will be at the discretion of the principal if suspended work will be allowed to be turned in for a grade. (June 2012)

### **CREDIT RECOVERY/ALTERNATIVE EDUCATION**

Students needing to recover failed course credits may be able to participate in the high school credit recovery program. The program is implemented when students fail a required course or are short credits toward graduation. Edgenuity or other classes and assessments may provide credit recovery and alternative education when needed. Individualized education plans will be created and approved by the High School Principal. Students may or may not be provided with a class period in which to work on credit recovery.

### **HIGH SCHOOL WORK RELEASE/WORK STUDY**

Only juniors but preferably seniors in good academic standing and ahead in credits are allowed to have "work release" (early daily release from school to go to work). Work release is not offered to underclassmen. Work "study" is an actual, credited course offered to juniors and seniors for up to 2 elective credits. The work-study student is monitored by the principal or designee. Both work release and work-study must be approved by the principal. Special education work-study or release is governed by the student's Individual Education Plan.

Students can receive a Pass/Fail for the work-study grade. The parent/guardian, student, and principal must sign a form signifying approval for the release of a student. By signing, the parent/guardian assumes all liability for the student once the student is released from school.

## HONORS and AP CLASSES

Honors Classes shall be designated at the beginning of the semester. Honors Classes offered may include Honors English, Honors Math, Honors Science, Designated College Credit Classes, AP, or Other Advanced Classes as designated by the Fort Sumner Municipal Schools Counselor and Administration.

AP (on-site or on-line) may be considered “Honors Classes” with prior approval by the Principal and Superintendent.

The GPA value of all Honors classes is calculated using a 5-point scale beginning the 2018-2019 school year per semester or for an AP/Honors course for which credit is earned. Under this system, the more Honors courses taken, the higher the adjusted “overall” GPA can be, particularly if the student gets A’s in all classes. This weighting provides a greater direct impact on student cumulative GPA as students take more rigorous and challenging course work. (December 14, 2015) Starting the 2020-2021 school year, all classes will be counted towards a student’s GPA including the GPA used for valedictorian and salutatorian.



## DUAL CREDIT ENROLLMENT COURSES

In accordance with all Public Education Department Dual Credit Regulations (5.55.4 NMAC), the Fort Sumner Municipal Schools will allow dual and concurrent credit options for upper-level students. Through a partnership with a secondary learning institution, Fort Sumner students can take dual credit courses. The purposes of dual credit are twofold:

1. To explore career technical training opportunities, enhance academics with a head start in full-time college programs, and provide courses we are unable to offer at the high school. This can enhance and challenge students who need a more rigorous curriculum or are ready to begin content towards college and career goals, including IEP goals.
2. Alternate Demonstration of Competency for Graduation: Starting the 2018-2019 school year some freshman may take Dual Credit in alignment with the New Mexico High School Graduation Manual for the Class of 2022. These classes would be to complete three graduation requirements: 1. An Industry-Recognized Credential or Certificate, 2. A Program of Study, and
3. Dual Credit: that successfully completes demonstration of competency for graduation in place of other assessments.

Dual credit programs allow high school students to enroll in college courses prior to graduation and receive high school and college credit simultaneously for elective courses approved by the school or core courses verified as meeting Public Education Department standards and benchmarks when these courses are aligned to meet postsecondary requirements also. To offer dual credit in academic and career technical courses the district must execute a dual credit agreement with a qualified postsecondary institution. Such an agreement must address the components found in [6.30.7.8](#) NMAC and be signed by both entities. The high school principal must approve all dual credit courses. Because the school has an intergovernmental agreement (MOU) with the college(s), not just any course can be taken due to the requirement that it is on the MOU and in the school course list. Staff, students, and parents must communicate with the principal to ensure the course is approved.

Types of courses include Zoom Room, online, and on-site courses in various subject areas. The courses are not necessarily meant to take the place of required high school courses but can fulfill the graduation requirements in some cases. The courses count as electives unless an alternative, individualized education plan is created with the approval of the principal and superintendent, and/or the student has prior approval for the courses. The following general guidelines will be utilized in course planning by the principal in schedule creation:

- \*Colleges will set out the criteria and testing cut scores required for students to take a course. Students must meet this requirement.
- \*Sophomores with prior approval from the Dual Credit Committee will be allowed to take dual credit classes at Fort Sumner Schools.
- \*Juniors are encouraged to take a maximum of 2 dual credit courses per semester but should start with one to ensure success.
- \*Seniors and all students enrolled in the high school are required to enroll in four (4) classes unless excused by the school administrator.

Fort Sumner Municipal Schools does not assume liability for the content or instructional strategies of the dual credit classes taught off the school campus.

The Dual Credit Committee will consist of the following members:

- High School Principal
- Superintendent
- Secondary Core Teacher or Counselor

## ATTENDANCE

**Attendance Secretary: Adelaida Marquez: 575-355-1104 ([amarquez@ftsumnerk12.com](mailto:amarquez@ftsumnerk12.com))**

If you have called and verified your child’s absence in time, you should not receive a call from our office. Please try to make phone calls to the school between 7:30 & 8:30 am. You may also send an email to the attendance secretary. This will help all of us work together with the parent/guardian to create a positive attendance setting.

*Attendance during Remote Learning*

The Attendance for Success Act requires that school attendance data be reported to the New Mexico Public Education Department (NMPED). Students are expected to attend in-person or remote instructional programs, as provided by their school, each day. Hybrid Learning Models. The Attendance for Success Act requires that accurate class attendance be taken for every instructional class or school program (Section 6.A.5.), and as such, schools must take attendance when students are participating in in-person educational activities at school and during periods of remote-only instruction. For hybrid learning models in which students attend in-person classes on some days of the week and participate in remote learning on other days of the week, accurate attendance data for both must be documented. These district instructional programs or charter schools will develop attendance policies such that attendance is regularly taken and reported for program participants, and students are supported with appropriate interventions in accordance with the Attendance for Success Act. Remote Learning Models For schools that enter remote-only instructional models because of an emergency such as the COVID-19 pandemic, the school's attendance policies, along with the Attendance for Success Act, shall provide the basis for how attendance is taken. Attendance during periods of remote-only instruction must continue to be taken and reported to the NMPED. <https://webnew.ped.state.nm.us/>

A student's ability to participate in remote learning opportunities is inherently inequitable. While some students will have time, space, equipment, and support to participate in instructional activities remotely, others will not.

During COVID: School policies on attendance account for those inequities when providing for how student attendance in remote learning is determined. For instance, if attendance is taken during a synchronous online learning activity, students should have the opportunity to call in, participate in an asynchronous learning activity, or otherwise provide evidence of their engagement with the curriculum. Attendance policies should be updated to include how attendance will be taken during periods of remote learning and the revised policies should be adopted by school boards or governing councils by September 30, 2020. Pursuant to the Attendance for Success Act (Section 6.D) schools will provide a copy of the attendance policy to all parents of students enrolled in the school, and the schools will publish the policy on the schools' website.

### ATTENDANCE FOR SUCCESS

ACROSS THE COUNTRY, MORE THAN 8 MILLION STUDENTS ARE MISSING SO MANY DAYS OF SCHOOL THAT THEY ARE ACADEMICALLY AT RISK. CHRONIC ABSENCE — MISSING 10 PERCENT OR MORE SCHOOL DAYS DUE TO ABSENCE FOR ANY REASON—EXCUSED, UNEXCUSED ABSENCES AND SUSPENSIONS, CAN TRANSLATE INTO THIRD-GRADERS UNABLE TO MASTER READING, SIXTH GRADERS FAILING SUBJECTS, AND NINTH GRADERS DROPPING OUT OF HIGH SCHOOL.

**GUIDANCE:** The Fort Sumner Municipal Schools will follow the Attendance for Success Act which passed legislation in 2019. Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated or received a general educational development certificate.

Daily school attendance is the responsibility of students and parents. In the event of a necessary absence, a parent needs to make a courtesy call to notify the office of the absence before 8:30 am on the corresponding day. Parents/guardians can also provide a note or a doctor's note following for the appropriate excused absence. Early contact is important for the students' safety so that we can verify where the students are daily.

#### Attendance for Success Act does the following:

New Mexico Legislature replaces the School Compulsory Law with the **ATTENDANCE FOR SUCCESS ACT—2019**.

#### HERE ARE THE FACTS:

- ✓ New Mexico Legislature has mandated that NM school districts **must report** to the local Probation Office (part of CYFD-Children, Youth and Family Department) at two points in particular: When a student reaches **15** absences and at **34** absences, **"without exception"**.
- ✓ Important researched facts: Absences exceeding **nine (9)** school days begin to move a student into the **"At Risk"** zone.
- ✓ Children who miss **17+** days are considered **"chronically absent"** and **"At Risk"** for struggling to succeed and overtime are more **At Risk** for **"failing"** or **"dropping out"**.
- ✓ At twenty percent (20%) absence rate (**34+** absences) the student is considered **"Excessively Absent"** and in need of **"intensive"** interventions. (**CYFD-Juvenile Probation services**).



Students may not attend an extracurricular function unexcused. School absence may be due to extenuating unexcused if proper notification is not received. Students are encouraged to make up work according to the decided attendance intervention plan if the student is habitually truant or in need of intervention and has extenuating absence circumstances as decided by the LEA (Local Education Agency). Otherwise, the student is allowed generally one day for each day that they are absent. Attendance will be taken and maintained by class period for every instructional day for each student in school.

High school students may lose credit for any course where the student has 10 unexcused absences in one semester.

## **EXCESSIVE ABSENCES/TRUANCY**

Attendance For Success Act HB-236

The Attendance for Success Act HB 236, approved by Governor Michelle Lujan Grisham April 3rd, 2019, is calculated by percent of days absent for any reason. Students are given four attendance tiers. See below for a description of the four tiers.

Students who have missed **less than five percent** of the school year can remain in **Tier I-which is the “Whole School Prevention Tier.”** These are universal strategies to support positive attendance. **Strong communication along with keeping your student’s absences below five percent of the days we have been in school will create better outcomes and stronger learning for the student.**

Since the attendance act was passed in 2019, and then COVID hit most communities, many parents are unfamiliar with the percentage ranges of absences counting instead of older plans that counted “excused,” or unexcused” absences. **The Attendance for Success Act is based on the percentage of absences for the number of days students have been in attendance, for ANY reason. (Excused or unexcused.)**

Each student and family can calculate their personal attendance rate by taking the number of days they have been absent and dividing that by the number of days we have been in school. For example, if you have missed 5 days and we are on day 43, divide 5 by 43 and you will get 0.116 which rounds to a 12% absenteeism rate.

*Although we know that the new policy focuses more on absences for any reason, we still want to know what is going on with your student, and where they are. We strongly encourage you to communicate specific doctor’s visit for medical absences by bringing us a doctor’s note, as well as communicating when students are absent by calling your attendance secretary: Middle & High School: Mrs. Marquez directly at 575-355-1104; or contacting the high school office and Mrs. Dansby at 575-355-2231.*

**Below we have added explanations of the four Intervention Tiers in more detail.**

### **Tier 1-Whole School Prevention Tier-**

This is for students who have missed less than five percent of classes of school days for any reason and is the goal for all students.

**Tier 2-The Individualized Prevention Tier-**Is for students who have missed five percent or more, but less than ten percent of school days for any reason. At this level you will be informed and discuss:

- This level of absence can affect student academic outcomes.
- Set intervention services for the family or student
- Consequences of further absences

**Tier 3-The Early Intervention Tier-**Is for students who have missed ten percent or more, but less than twenty percent of classes or school days for any reason.

- At this level, the attendance team shall notify the parent/family in writing of the student’s absenteeism.
- Notify the parent/family in writing of a date, time, and place for the parent/family to meet with school officials to develop intervention strategies that focus on keeping the student in an educational setting.
- Weekly progress monitoring by the Attendance Intervention Team and write a contract for the student and parent/family for positive attendance. (For upper grade students, the student will be actively involved in the formulation of the attendance contract. Consider focusing on provisions which include both academic and extracurricular activities appropriate for interests to the student.)

### **Final Step if absenteeism continues after Tier 3-**

#### **Student Referral to CYFD and Juvenile Probation**

- Students who continue to have unexcused absences beyond the written notification of excessive absenteeism on Tier 4, shall be reported to the judicial district in which the student resides (See Attendance for Success Act, Section 12B.) and report for each reporting date and at the end of the year for students who were referred to CYFD because of excessive absenteeism (Section 13. A.2)

Effective learning can only occur when a student is engaged in all aspects of the education process. Therefore, all absences must be kept to a minimum. The following procedures will be followed for those students/parents who promote excessive absences (10 or more unexcused from any class during the school year):

1. When the 5<sup>th</sup> non-school related absence occurs, any absences may be considered truant or in need of intervention. Parents/guardians will be notified by letter requiring a parent conference where an intervention plan will be devised to keep the student in school. This plan will identify what actions can be taken that might prevent the student’s unexcused absences, identify school and/or community resources that could be used to address the causes for the student’s unexcused absences, and will establish a corrective action plan to address the student’s unexcused absences. The plan will include follow-up procedures, including additional referrals to additional agencies for habitual truancy.
2. On the 10<sup>th</sup> non-school related absence, students are considered habitually truant or in need of intervention. The appropriate government agencies (such as CYFD, JPO, and DA’s Office) will be notified within seven (7) days of the 10<sup>th</sup> unexcused absence, The communication with the probation office will include attempts by the school to notify the parent that the student had unexcused absences, the attempts and/or meetings held with parents and students, and the intervention plan developed and implemented to support keeping the student in school. A

letter will also be sent home or delivered personally to the parents. A parent conference will be set up to review the intervention plan. Students may lose credit for the classes missed, be removed from the class to a permanent alternative setting, or receive other consequences as determined by the administration.

3. After 10 unexcused absences, the student will become ineligible to participate in any extracurricular activities sponsored or sanctioned by the school for the current school year.

### **TARDY POLICY**

Students must be in the classroom and ready for class (with the required materials) when the bell rings. Tardiness may result in a discipline referral. Chronic tardiness is considered truancy, resulting in before/after school detention or suspension from extra-curricular activities, or other appropriate consequences determined by the administration.

### **LEAVING THE BUILDING OR CAMPUS**

Students are not to leave campus during the school day without prior approval from the student's parent/guardian unless they are 18. The student's parent/guardian may sign the student out in the office, or the student can utilize a verifiable note/phone call from the parent/guardian to the office and then sign the check-out list on the counter. If a student returns to campus during the day, he/she will check-in at the office before proceeding to class. Any student leaving during the day without following this procedure will be considered unexcused. Unexcused absences will disallow students to participate in and attend extra-curricular activities.

Whenever a student becomes ill during the school day, he/she should report to the classroom teacher, if during class time, or to the office during passing periods or lunch. If arrangements cannot be made for a parent/guardian/emergency designee to pick up the student, the student will remain in the office or with the nurse until one can be contacted. High school students will be allowed to drive home, only at the parents' request.

High school students can leave campus during lunch. They are required to return on time for the next period or risk losing this privilege. Middle school students are expected to remain on campus during the school day. Middle school students are only allowed to leave campus during the school day with administrative permission or due to a medical excuse.

\*In all drill or alarm situations, students are to follow staff directions and remain in their assigned location or as trained.

### **OFF CAMPUS PRIVILEGES/GRADES**

Students failing a class will lose off campus privileges.

## **ACTIVITIES**

### **SOCIAL FUNCTIONS**

All school-sponsored social functions will be set up through a club meeting with the involvement and approval of the club sponsors, coaches, and the principal. Once the event is approved, all plans must also be approved by the sponsor and principal.

All dances will be attended by the appropriate age, class, and grade depending on the function and guests of that age group. The Junior/Senior Prom and Banquet will be for the juniors and seniors of Fort Sumner High School and their guests:

\*10th and 9th graders may be guests.

\*The servers at the Banquet may attend the Prom but cannot invite guests.

\*Students bringing guests from out-of-town need to sign up in the office listing the name, school, and grade of the guest. Students also must fill out a permission and verification of good standing form available in the office. The administration will decide as to the approval of the guest. The deadline for turning this information in will be set by the principal. Only students who are enrolled and in good standing in grades 9-12 may be considered as guests.

### **DRESS CODE FOR SPECIAL EVENTS**

#### **PROM FORMAL:**

- Boys will wear tuxedos or a suit coat and tie with dress slacks.
- Girls will wear formal or after five dresses making sure to adhere to the school dress code.

#### **HOMECOMING/WINTER BALL PRESENTATION SEMI-FORMAL**

\*Boys will wear either a sports coat and tie or a dress shirt and tie with dress slacks. **No blue denim pants will be allowed.** Shirts will be tucked in regardless of style and belts will be worn. Appropriate shoes will be worn, not tennis shoes or open topped sandals. Students are to make sure to adhere to the school dress code, i.e., all tattoos must be covered; **no body piercings will be visible.**

\*Girls will wear dresses or two-piece skirt outfits or dressy pantsuits making sure to adhere to the school dress code i.e., all tattoos must be covered, **no body piercings will be visible.** Exceptions will be made for the covering off the shoulders. No cleavage will be visible, and no back will show below the shoulder blades. Slits in the skirt may not be higher than mid-thigh. Appropriate dress shoes or sandals may be worn, not flip-flops.

### **GRADUATION CEREMONY**

\*Adornment must be preapproved.

\*Students should be dressed for a special occasion and looking clean, respectable, and appropriate for the event.

\* In general, dressy clothing such as slacks, dresses, and nice evening wear should be worn.

## **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in multiple extra-curricular activities, keeping in mind that academics come first. Fort Sumner Municipal Schools may offer a variety of programs in which students can be involved. Students are heavily encouraged to participate.

**Student Council:** This organization is a voice for all students. Members work with the principal in sponsoring various activities during the year. Members participate in school government, promote school interest, and develop responsibility, initiative, and leadership. Representatives are elected by classes and become members of the Student Council. All students are invited to meet with the Student Council concerning any matter. All students are invited to become honorary members and attend meetings on a regular basis if desired. Officers and representatives are elected by popular vote each school year.

**FFA:** This organization is for students enrolled in agriculture classes. The goals of Fort Sumner FFA include developing agricultural leadership through competition, enhancing knowledge of agricultural subjects through hands-on experience, encouraging participation in local, state, and national competitions, and participating in community service projects.

**BPA:** Business Professionals of America is an organization open to any 9-12 grade students. Each year members may compete at Regional, State, and National Competitions. BPA teaches students appropriate ethics, self-control, self-esteem, to set goals, and to prepare for productive lives. Through studying and competition students develop ethical decision-making skills to meet the challenges of life.

**Science Club:** Science Club members are involved in science activities that may include Science Fair, Science Olympiad, Science Bowl, Supercomputing Challenge, and Critical Issues Forum. Each activity is designed to enhance student knowledge in some area of science. Through participation in these activities, some students have qualified for "science" scholarships at area colleges and universities. Students that participate in science activities beyond the local level and participate in the Science Club and its fundraisers are eligible for a Science Letter. Eighth-grade students that participate at the high school level in contests beyond the local level may also letter.

**National Honor Society:** Students who have a 3.2 G.P.A. and meet National Honor Society standards of scholarship, character, leadership, and citizenship from the sophomore, junior, and senior classes are eligible for selection by the faculty of Fort Sumner High School.

**Fellowship of Christian Athletes:** FCA is open to any student in grades 6-12 whether or not the student is participating in any athletics or activities program. This student run organization will also have a school sponsor assigned to supervise student activities.

### **Athletics:**

All sports and activities are open to all students in grades 6-12. The Fort Sumner Municipal Schools maintains a "no-cut" philosophy regarding athletic participation. The following are considered "sports" as available: \*Football 7-12, \*Volleyball 6-12, \*Basketball 6-12, \*Track 6-12, \*Rodeo 9-12, and \*Cheer 8-12.

**New NMAA Eligibility Requirements:** 6.2.1 Extracurricular Activities – Student Participation A. Academic Eligibility 1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes. a. All class work counted for eligibility must be credit earning and acceptable for graduation. b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points. c. Cumulative provision 1. A student who is ineligible at the end of a semester may utilize the cumulative provision. 2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (The cumulative provision cannot be used for 9th grade or middle school/junior high Students.) Q4: If a Student pre-enrolls in a school prior to officially withdrawing from his/her present school, can a coach begin the process of communicating with that student and/or allowing him/her to attend out of season work outs, etc.? A4: No. Members of a coaching staff are to have NO contact with a student athlete presently in attendance at another school. The communication process may only begin once the Student has finalized the withdrawal process from his/her present school. Section VI- Page 5 3. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation. 4. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option. d. Stricter guidelines may be imposed by the school/district. 2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.



ARE YOU ON  
**TRACK?**

## NMAA Student Scholastic Eligibility Quick Facts

### 1. Coursework

- Students must be enrolled in and pass over 50% of a full course load for current as well as preceding semester grading period.
- All courses included on the transcript are counted towards scholastic eligibility.
- All courses must be credit-earning.
- Concurrent enrollment college courses are considered the equivalent of two (2) semester half-credit high school courses.

### 2. Grade Point Average (GPA)

- Students must have a 2.0 GPA, with no F's, during the preceding semester grading period.
- Students in grades 10-12 who fail to meet this standard may also use the cumulative provision for eligibility if their cumulative GPA is 2.0 or above and they did not fail more than one (1) course during the preceding semester.
- Students must pass over 50% of a full semester course load to be eligible to use the cumulative provision.
- Students who fail a concurrent enrollment college course may still utilize the cumulative provision if that is the only course failed and the student passed over 50% of a full course load.
- A fall-semester clean slate is afforded to the following students – 6th graders, 7th graders who have not yet participated in middle school sports, and 9th graders who did not participate in high school sports as an 8th grader.

### 3. Regaining Eligibility

- Ineligible students may regain their eligibility at the next regular marking period with a 2.0 GPA and NO F's.
- Schools have a 7-school day grace period from the end of the marking period in which to declare eligibility.

### 4. Summer School

- Summer school is an extension of the spring semester.
- Students who fail spring semester courses may replace those failed courses in the summer if they earn a passing grade in that exact class from an accredited program.
- Summer school courses must be placed on the transcript prior to the first day of the school year.

### 5. Scholarship Requirements Established by Member Schools

- Member schools may establish and administer scholarship requirements, which exceed the minimum NMAA requirements.
- Students transferring to a school must meet the scholarship requirements established by the new school.

**Please review Section 6.2 of the NMAA Handbook for additional information:**

[https://www.nmact.org/file/Section\\_6.pdf](https://www.nmact.org/file/Section_6.pdf)

**Fort Sumner School Eligibility Requirements:** Fort Sumner Municipal Schools will be checking grades at the 1<sup>st</sup> and 3<sup>rd</sup> 9 weeks grading periods in addition to the NMAA rules. Students with one F will be considered ineligible at that time. They will remain ineligible until the grade is brought up. (Member schools may have requirements more stringent than NMAA but not less stringent.)

#### **NMAA Eligibility**

Students must have a 2.0 GPA, with no F's, during the preceding semester grading period. Students in grades 10-12 who fail to meet this standard may also use the cumulative provision for eligibility if their cumulative GPA is 2.0 or above and they did not fail more than one (1) course during the preceding semester. Students must pass over 50% of a full semester course load to be eligible to use the cumulative provision. Students who fail a concurrent enrollment college course may still utilize the cumulative provision if that is the only course failed and the student passed over 50% of a full course load. A fall-semester clean slate is afforded to the following students – 6th graders, 7th graders who have not yet participated in middle school sports, and 9th graders who did not participate in high school sports as an 8th grader. TRACK?

2. Grade Point Average (GPA)

3. Regaining Eligibility

4. Summer School

5. Scholarship Requirements Established by Member Schools Students must be enrolled in and pass over 50% of a full course load for current as well as preceding semester grading period. All courses included on the transcript are counted towards scholastic eligibility. All courses must be credit-earning. Concurrent enrollment college courses are considered the equivalent of two (2) semester half-credit high school courses. Ineligible students may regain their eligibility at the next regular marking period with a 2.0 GPA and NO F's. Schools have a 7-school day grace period from the end of the marking period in which to declare eligibility. Summer school is an extension of the spring semester. Students who fail spring semester courses may replace those failed courses in the summer if they earn a passing grade in that exact class from an accredited program. Summer school courses must be placed on the transcript prior to the first day of the school year.

Member schools may establish and administer scholarship requirements, which exceed the minimum NMAA requirements. Students transferring to a school must meet the scholarship requirements established by the new school.

### **The Philosophy of the Athletic Program:**

The purpose of the Fort Sumner Municipal Schools interscholastic program is to provide all students with as wide a range of opportunities for development beyond the academic program as possible. We believe that athletics/activities are an integral part of the education process, offering many opportunities for mental, social, moral, and physical growth.

**Participation is a privilege offered to students:** It is not an inherent right to participate in any of these programs. These programs demand a major commitment, not just during practice or competition, but at all times. It is important to be prepared mentally and physically to do one's best.

### **GOALS of the Athletics & Activities Programs:**

It is the goal of Fort Sumner Municipal Schools to provide each student with a chance to accomplish or learn the following:

1. A feeling of positive self-worth and an attitude of self-discipline.
2. An opportunity to develop the athlete's full physical, mental, and emotional potential.
3. An opportunity to compete with and against others in preparation for a competitive society.
4. A sense of responsibility to the team, school, and community.
5. A standard of values and ethics, which demonstrate sportsmanship and give a positive representation of school and community.

### **PARTICIPATION IN SENIOR TRIP:**

Only seniors graduating in good behavioral standing are eligible for participation in the Senior Trip. The student senior trip is dependent on fundraising goals being met.

### **ACTIVITY TICKET PURCHASES**

**ADMISSION/ACTIVITY TICKET PURCHASES** Regular admission prices are \$5/adults and \$4/students high school games and \$4/adults and \$3/students at middle school games. If both high school and middle school are playing, the cost is \$8/adults and \$6/students/senior citizen. Student activity tickets may be purchased in the high school office daily before or after school. The price of student activity tickets is \$20.00.

Family prices shall be as follows and must be purchased at the same time to qualify for this discount:

Individual Adult- \$100	Family of
3- \$150	
Family of 4-5 \$ 180	
Family of 6-8 \$ 210	
Individual Senior \$ 75	

Admission into the EPAC tournaments, district, regional, and state games is set by NMAA. No passes or activity tickets will be accepted at these contests.

### **PURCHASING PROCEDURES**

All purchases made by classes or clubs from class or club funds must follow the following procedures:

1. The sponsor fills out a requisition form that is given to the principal.
  2. The principal approves/disapproves the request and notes the fund balance on the request.
  3. The requisition is presented to the superintendent for final approval.
  4. A purchase order is issued for approved requisitions.
  5. The purchase takes place by direction of the sponsor. When a purchase is charged, the charge should be made to the Fort Sumner High School Activity Fund with a notation of the organization making the charge.
  6. A receipt is turned into the school secretary with proper paperwork attached.
- If a purchase is made without following the procedures and obtaining prior approval, the violator will be personally responsible for paying the amount obligated by the purchase. This includes charges to local vendors.

### **GENERAL POLICIES**

#### **TEXTBOOKS**

Textbooks are issued by title and barcode from the school classroom teacher and checked out through the library. All students are responsible for the care of their books. Textbook covers are strongly suggested. If a student's book shows damage when checked in, the student will be charged accordingly. Lost/destroyed textbooks will be charged to the student at full replacement price before further textbooks are distributed. Textbook adoption occurs on a six-year cycle for each subject. Parents will be invited to view and give input on textbook adoption.

## **LIBRARY USE**

The library is always a "quiet" place. Fort Sumner takes pride in its library facilities. The library is open at 7:45 AM each morning and closes at 4:00 PM in the afternoon. Additional time can be arranged with the librarian.

Students may access online library resources through the state library. Users must have an internet connection and should navigate to [http://infotrac.galegroup.com/itweb/nm\\_s\\_fort](http://infotrac.galegroup.com/itweb/nm_s_fort) . The password for this site is cactus, all lower case.

This site provides full-text access to a variety of reference, research materials and magazines.

All students must sign and submit a *Technology Acceptable Use Policy* annually prior to using computers on or off campus. Students violating this agreement or the instructor's rules will lose computer privileges. Overdue library books/materials will be assessed a fine of five cents per day for each overdue item.

## **SCHOOL TELEPHONE USE**

Students may use the office phones in the case of an emergency or as requested by a teacher. School staff will determine emergencies, (i.e., a call home to ask if a student can go to a friend's house does not constitute an emergency.)

## **MESSAGES**

Parents and others are asked to limit calls to students at school. Please make every effort to attend to family business and other instructions for children before school. If a change has been made to how a student should go home, please make sure the message is given several hours before the buses run. Only in extreme emergencies will office personnel interrupt a class or call a student to the telephone.

## **VISITORS**

Parents/Guardians are welcome and encouraged to visit the school. All visitors will check in at the office and receive a visitor's badge. Parents and guardians that wish to observe a classroom are requested to give 24 hours' notice as to not interrupt the educational process.

## **EMERGENCY DRILLS AND PROCEDURES**

The Safe School Plan will be followed in case of an emergency. The following is included in the plan:

\*Fire Drill/Alarm—Fire drills will be practiced regularly. Students, staff, and visitors will file out of the building quietly as directed by the teacher. They will return when directed by the principal or designee.

\*Shelter-In-Place & Active Shooter drills will be practiced regularly throughout the school year with students and staff.

\*Other drills for hazardous situations such as a tornado or bomb threat will occur. Evacuation routes are posted in each room.

## **TITLE I**

Our school district receives Title I funds from the Federal Government to assist in the education of our students. It is the district's responsibility to notify you, as parents and legal guardians, that you may request information regarding the professional qualifications of teachers and any paraprofessionals working with students. If you have any questions or comments, contact the Superintendent. Parents are encouraged to participate in both formal and informal input on the Title I program by contacting any school administrator.

## **HIGHLY QUALIFIED STATUS**

It is the district's responsibility to notify you of the qualification status of our teachers. All teachers at Fort Sumner Middle and High School are deemed "Highly Qualified" by the state. If this changes, parents will be notified in writing.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Educational records of current and past students will only be released as governed by the Family Education Rights and Privacy Act (FERPA). Parents of students under age 18 and students 18 or older have the right to inspect and review education records. Parents of students 18 or older must provide the school with written permission from the student in order to review records. The complete FERPA policy can be found in the Fort Sumner Municipal Schools Policy Manual.

## **TITLE IX**

Fort Sumner Municipal Schools does not discriminate. No person shall be denied employment, excluded from participation in, be denied the benefits of, or subject to discrimination in any program, activity, or employment based on race, color, disability, sex, religion, belief, national origin, or age. The Fort Sumner Municipal Schools complies with non-discrimination regulations under Title IX Education Amendments of 1972, which prohibits discrimination based on sex; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; Title IX, Section 106.8, which prohibits sexual harassment; Title VI, which prohibits discrimination based on race, color, or national origin of the Americans with Disabilities Act of 1990. Any person who believes himself or herself to be subjected to discrimination prohibited by the Titles or Acts or Regulations as identified above, may contact the Title IX Coordinator, Matt Moyer at [mmoyer@ftsumnerk12.com](mailto:mmoyer@ftsumnerk12.com) or by phone at 575.355.7734.

## **DAILY ANNOUNCEMENTS**

Announcements will be read during "Homeroom". It is important that students are attentive to these announcements for their own benefit. Students should make notations each morning concerning any announcements that are relevant to them. All efforts will be made to ensure that faculty and students are kept informed about activities and necessary information. All announcements for the next school day must be turned in to the office by 3:30 PM on the previous day. Announcements turned in later than the stated time may not be announced until the next day.

## **FREE AND REDUCED LUNCH FORMS**

Forms must be completed yearly by all students regardless of status. It is requested that all students complete and turn in a Free and Reduced Lunch Form. Some of our funding depends on the data collected from these forms, even if your family does not qualify and will not be accepting the lunch. The forms are available in the office and will be provided to all students during registration. The form can also be filled out again if income status changes at any time during the school year. Staff will not discuss this status with students or identify students in any manner.

### ADMINISTRATION OF MEDICATION

Fort Sumner Municipal Schools is NOT legally obligated to administer medication to any student. Medication will be administered in the school only when it is necessary for a student to remain in school.

1. The school Nurse must be notified in writing of each student taking medications at school.
2. A physician must submit, in writing, his/her recommendations. This statement must include the following information: name of student, name of drug, dosage of drug to be administered with the precise schedule of administration, side effects of the drug, and periods of time during which administration of drug is indicated. A medication form can be obtained from the school Nurse.
3. Parents must provide written consent for administration of the drug by school personnel. In addition, parents must provide a telephone number through which either parent may be reached in the event of an adverse reaction to the drug.
4. Medication MUST be brought in the original pharmacy bottle.
5. Medications must be brought immediately to the school Nurse to be kept in a central location within a locked closet or cabinet.
6. Paperwork must be completed annually.

### CELL PHONES & ELECTRONIC DEVICES

The term “electronic devices” includes, but is not limited to, cell phones, IPODS, 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:

1. **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.
2. **Second offense:** The device will be returned only to a parent or legal guardian at the end of the day.
3. **Third offense:** The student will be placed on In-School Suspension for 2 days. The device will be returned only to a parent or legal guardian following completion of the suspension.
4. **Fourth offense:** The student will be placed on In-School Suspension for 4 days. The device will be returned only to a parent or legal guardian following completion of the suspension.

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



### DRESS CODE

The public perception of our school is based on what the public sees on display in classrooms, hallways, and at extra-curricular activities. Fort Sumner students should conduct themselves at all times in a manner that models the highest standard of morals, attitude, courtesy, and friendliness. In keeping with these ideals, the student's appearance, mode of dress, and/or cleanliness shall not disrupt the educational process, constitute a threat to safety, or be a cause for concern to the faculty, other students, or visitors to the Fort Sumner Municipal School campus.

Fort Sumner Municipal Schools recognizes the need for students to be able to dress in a manner that allows them the freedom of expression that they are entitled to as individuals. The School Board, administration, and staff also recognize that the purpose of this institution is to educate the students to their maximum potential while preparing them for the world of work. Keeping both goals in mind, we, the School Board, and school staff, respectfully request that both parents and students try to understand that the best interest of all our students is paramount and that as parents and students make the daily decision of what the student will wear to school that day that the following will apply:

1. Students will follow the school dress code. Students' bodies must be covered from the shoulders to mid-thigh at the minimum. No visible cleavage, midriff or back skin may show, nor may underwear be visible. This includes undergarments that are visible under a garment because they are a different color than the outer garment. Tight-fitting clothing must be covered with an outer-garment and the outer-garment must be worn throughout the day.
2. Students are all different, in both personality and body shapes and sizes. With this in mind, certain clothing styles or fits may be inappropriate for one student while another student can successfully wear the same garment without offending anyone. When in the judgment of the principal, the students' appearance or mode of dress does not meet those guidelines, the student will be required to make the requested modifications to align themselves with this policy.
3. Students dressed inappropriately will be required to immediately change to appropriate clothing provided either by themselves or on loan from the school. Students will be detained in the office and will not attend class until the appropriate changes are implemented.
4. Parents will be notified by phone or in writing that the student is dressed inappropriately and of the nature of the infraction.
5. Students that persist in dressing inappropriately will be subject to a parent conference to discuss the matter.
6. Shoes must be always worn. Closed toed shoes or boots may be required in the shop classes and science labs.
7. Hats, caps, sunglasses, ski caps, bandanas, or similar articles will not be worn in the building.
8. Shirts or blouses that extend below the crotch must be tucked in.
9. Pajamas and/or slippers will not be worn.

10. Garments with slogans or artwork that depict unacceptable behavior, alcohol, tobacco, the occult, drugs, unacceptable attitude, use of illegal substances, or suggestive idioms are not to be worn. In addition, if the placement of the slogan is suggestive in nature the garment will not be allowed at school.

11. Blankets will not be acceptable as a coat or outerwear and should not be brought to school.

12. Except for earrings, no body piercings will be visible. Students must recognize that they may be asked to remove any jewelry that may pose a health or safety problem for the activity they are presently engaged in.

13. All students' hair will be clean, neat, and trimmed out of the face, especially the eyes. Hairstyles will be approved or disapproved by the building principal. Hair that is dyed must be a natural color.

14. All tattoos must be appropriate or will need to be covered.

15. Any attire or dress according to the New Mexico State Police, Ft. Sumner Police or De Baca County Sheriff which is associated with gang behavior or membership will not be allowed, examples may include: sagging, bagging, hairnets, bandannas, pocket chains, gang logos or signs on clothing.

16. Students should note that this dress code applies to school hours and school sponsored activities such as ball games, meetings, and social functions conducted on school property or as an extension of the Fort Sumner School system. (Example: state tournaments, state fair, district, or regional meetings etc.)

There will be special "dress-up" days for school specific activities such as "hat day" or "PJ day" during Homecoming week. Students are encouraged to participate in these days and are reminded that all such clothing must be in good taste and inoffensive.

## High School/Mid Only

### PARKING PRIVILEGES

Students must register in the office to prove they are a licensed driver with insurance and registration before driving on campus. Students will always park in the East parking lot. Parking north of the gym or around the triangle island is not permitted. Students may not move vehicles during school hours, except for lunch. Once back on campus, vehicles are to be parked and students are to get out of their vehicles and remain on campus.

Careless driving will result in the loss of parking privileges. Students who use their cars to skip school or transport other students who are skipping will also lose parking privileges.

Cars driven by students and parked on school property are subject to inspection by school administration or law officers at any time.

### LOCKERS

Hall lockers are provided as a courtesy to students. Students have the responsibility to keep lockers secure for their use only. Students are responsible for the contents of their lockers. Lost or stolen items will not be replaced by the school. The school administration reserves the right to remove locker privileges for organizational reasons or if there is damage or misuse, unauthorized items being stored, and/or if the locker is used by an unassigned student.

All students will be issued a lock for their academic use and a locker. Students will use lockers in the morning, before/after lunch, and at the end of the day. The student and parent/guardian will fill out a locker contract to be eligible for a locker. Lockers belong to the school and there is no expectation of privacy in the locker itself. Lockers can be searched at any time.

### STUDENT BEHAVIOR Guidelines

Ft. Sumner Municipal Schools strives to uphold high levels of positive behavior. Our goal is to have all students and staff exhibit respect for each other in all aspects of the education process including behavior, dress, and communication.

Each teacher has a set of classroom rules and expectations posted in the room and filed in the office. Each teacher will review the rules and expectations at the beginning of each semester with their students. When a student fails to follow the rules set forth by their teacher, it becomes a distraction to the teacher and to the class as a whole and disrupts the education process. Failure to follow classroom rules and regulations will be treated as insubordination and will result in disciplinary action by the school.

#### Behavior Expectations

- Be honest.
- Have pride and care for our campus & its cleanliness.
- Appropriate relationships-No public displays of affection
- Expected compliance of electronic & cell phone policies
- Appropriate dress & pride in appearance
- Use of appropriate language- No profane or abusive language will be tolerated at any time.
- Respect adults and peers
- Respect self, peers, & instructors time by following attendance & tardy expectations
- Respect the property of others.
- Be safe on campus, including obeying the traffic laws, no excessive horseplay, no harassment or bullying, and no fighting.
- Remain quiet when others are studying or need to concentrate.
- Be considerate during school assemblies. Applause is welcomed and appreciated, but boisterous outbursts are inappropriate and therefore discouraged.
- Alcohol, tobacco, vaping, paraphernalia, or any other illegal drugs are not permitted at school or at any school-sponsored activity- *If you see something, say something!*
- Throwing snowballs or water-balloons is prohibited.
- 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.
- Students are expected not to gossip or spread rumors in person or on social media.

- 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 suspension.
- FS campus is a gang-free environment with no gang dress, signs, or gang-like behavior.
- Playground Rules-See *Elementary Addendum*

A police report will be filed with local law enforcement if a student displays any of the following **potentially criminal** offenses: arson, assault, battery, threats, theft, vandalism, trespass, exploitation, interfering with the educational process, and possession, use, under the influence, sale and/or distribution of controlled/illegal substances including drugs and alcohol.

### **STUDENT CODE OF BEHAVIOR**

Fort Sumner 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 for other students and a tribute to the school when you behave in a mature and responsible manner. Please remember to always follow these regulations. In situations where guidelines do not exist, remember to treat others as you would wish to be treated.

### **RESPONSIBILITY OF STUDENTS**

- Be in regular attendance and account for all absences.
- Make a real effort to learn.
- Be responsible for and expect to assume the consequences of your actions.
- Be personally clean, neat, and dress appropriately.
- Have proper respect for those in authority.
- Follow all classroom rules and school regulations.
- Be honest and fair in dealing with others.
- Cooperate with his or her classmates and share in responsibilities and privileges.
- 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 conference 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. Seek to understand first.
- 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 regarding 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. See *Fort Sumner Transportation Handbook*

### **ANTI-BULLYING POLICY/CYBER BULLYING POLICY (SAFE SCHOOLS NEW MEXICO)**

Bullying behavior by any student in the Fort Sumner 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, 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 toward 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

\*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, up to and including suspension and/or expulsion.

### PROHIBITED ITEMS

Personal items such as iPods, and other electronic devices are not to be brought to school. It is recommended that these devices be left at home. The school is not responsible for lost or stolen private property including phones which should never be in use on campus.

### SEARCH AND SEIZURE POLICY

A student's person or property while under the authority of the public schools, and school property assigned to a student, are subject to search, and items found are subject to seizure in accordance with the requirements below.

- **Notice of Search Policy** -Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.
- **Who? May Search** -Certified school personnel, school security personnel, and school bus drivers are authorized persons to conduct searches when a search is permissible as defined below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.
- **When? Searches are Permissible** An authorized person may conduct a search when he/she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions or when he/she has reasonable cause to believe that a search is necessary to help maintain school discipline. Random, unannounced searches may be conducted on the campus, in classrooms, and vehicles on school grounds, lockers, and backpacks using drug/weapon dogs.
- **Conduct of Searches: Witnesses:** The following requirements govern the conduct of permissible searches by authorized persons:
- School property, including lockers and school buses, may be searched with or without students present. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Students are to assume full responsibility for the content and the security of lockers assigned to them.
- Student vehicles when on campus or otherwise under school control and students' personal belongings which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches. Only approved vehicles are to be on campus.
- Physical searches of student's person may be conducted only by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another person of the same sex. Upon physical searches an attempt will be made to contact those parents whose child was searched.
- **Seizure of Items** Illegal or legal, which threaten the safety or security of others or items which are used to disrupt or interfere with the educational process, may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when the administrative authority deems appropriate.
- **Notification of Law Enforcement Authorities** When a search discloses illegally possessed contraband or evidence of some other crime, the administrative authority shall have the discretion to notify the local Children's Court attorney, district attorney or law enforcement officer.

### CHEMICAL SUBSTANCE ABUSE

In accordance with State Board of Education Regulation 81-3, "Rights and Responsibilities of the Public School and Public School Students", and Section 22-5-4.3 NMSA 1978, the School District prohibits students from using, misusing, abusing, possessing, selling, dealing, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or at a school-sponsored activities.

School property assigned to students and students' person or property while under the authority of the Fort Sumner Municipal Schools are subject to search, and items found are subject to seizure, when such a search is conducted in accordance with applicable legal procedure.

Fort Sumner Municipal Schools will follow the "Chemical Substance Abuse Policy and Procedures" as stated in the *Fort Sumner Municipal Schools Policy Manual*.

Consequences for violating the Chemical Substance Abuse Policy may include, but are not limited to:

1. Notification of parents/guardians.
2. Notification of law enforcement agencies.
3. Notification of Children Youth and Families Division.
4. Notification of Juvenile Probation Office.
6. Notification of the District Attorney's Office.
7. The student may be suspended. The length of such suspension will depend upon the severity of the incident and will be at the discretion of the building administrator.
8. Before a student is permitted to re-enter school, it may be necessary for him/her to provide proof of involvement in a rehabilitation program at their own expense.
9. Repeated violations will result in more lengthy suspensions or consideration for expulsion.

The School Administrator or his/her designee has the authority to suspend and recommend expulsion of students who, after notice and a hearing, have been found to be in violation of school rules and/or state law on alcohol and/or drugs.

Each student and parent/guardian shall have access to a written copy of the complete policy and procedures.

### DISCIPLINE

"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.

## COMPUTER USE POLICIES

(See appendices A at the end) Ft. Sumner Schools has actively pursued making advanced technology and increased access to learning opportunities available to our students, faculty, staff, and community. The following rules and procedures apply when using these educational tools:

- The internet is to be used for scholarly research and as a means of obtaining needed information on all school provided computers. Students are further prohibited from using the Internet for shopping purposes. Students may not abuse copyrighted material, access threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited.
- It is prohibited for students to gain access to “Face book”, “Twitter”, and or any other type of social networking unless specifically for class contact such as the school or classroom social media. *During COVID-19 Students and teachers utilized social media appropriately.*
- Ft. Sumner Schools has a filter program in place at all schools. Ft. Sumner Schools reserves the right to monitor the internet usage of all students through specialized software reporting as well as any other means available to teachers and administration.
- Students may not use any chat or collaboration program to communicate with others through the computer network during class unless a teacher or administrator expressly authorizes them to do so. The use of email during class, without teacher approval, is strictly prohibited. Likewise, the playing of games during class time, without teacher approval, is also strictly prohibited.
- No computer programs (executables) MP3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through email as well as setting up "servers" on a student's laptop or by any other physical or electronic means. Students should not download copyrighted MP3's or non-shareware programs, games, and/or any programs not supported by Ft. Sumner Schools. Any use of peer-to-peer software is strictly prohibited.
- The use of the Internet and email is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Ft. Sumner Schools reserves the right to review any material on user accounts and to monitor file-server space to make determinations on whether specific uses of the network are inappropriate. Decisions of the Ft. Sumner Schools administration regarding unacceptable computer use are final. A student's use of the Internet and/or email may be revoked, denied, or suspended at the request of faculty and staff of Ft. Sumner Schools.

The students at Fort Sumner Municipal Schools are expected to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult, or attack others.
- Do not send out bulk email. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. The principal must approve beforehand all emails that are being sent to the entire school or an entire class.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academic activities. Students may not download large files over the Internet during school hours.
- Do not damage computers, computer systems, or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences by the principal.
- Do not intentionally waste limited resources such as paper, or printer cartridges that are provided by Ft. Sumner Schools. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.

## COMPUTER SECURITY

To protect the integrity of a computer system involving many users, Fort Sumner Municipal School's students are not permitted to:

- Reveal your password to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass onto or into another user's files.
- Use another student's laptop.
- Do not deface laptops, chrome-books or backpacks with names or graffiti.



## My Schedule 1<sup>st</sup> Semester

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**My Schedule 2<sup>nd</sup> Semester**


**Reflections**

**Passwords**