



QISD Student Handbook 2025-2026

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Welcome to Quemado Schools for the 2025-2026 school year. We are so excited to have you and can't wait to see the many things you will accomplish this year and the growth you will make!

At Quemado ISD, we believe that each student has the right to an education that considers one's uniqueness, and enhances one's personal dignity, self-image, and sense of personal worth. We strive to provide opportunities for each student to become a partner in the total educational process, a process in which the school strives to provide, and the student strives to achieve excellence in academics and extracurricular activities.

In order to assist you in your pursuit of a quality education, we must establish some rules. These rules are designed to create a pleasant environment in our schools for all students. It is impossible to design a rule to fit every situation. In the final analysis, only you can determine what your behavior will be.

Your attitude toward school will play a large role in determining how well you do in school. If your primary purpose for coming to school is to learn and to participate in extracurricular activities, then you will probably never encounter a serious problem. If your attitude is positive and you are serious about learning and participation, then you will probably avoid problems.

You must remember that you are responsible for your own actions. If your actions break the school rules, then you must accept the consequences. You should also understand that New Mexico law allows the school district to hold you accountable for your behavior on the way to and from school.

The following pages describe the guidelines for student behavior. This handbook has been prepared to inform you, and to better acquaint you with the purpose and ideals of your school. Please read it carefully, and keep it as a valuable reference guide.

We are proud of our students. We sincerely hope you will be one of those students who take advantage of the programs the school and community has provided for you.

David Lackey, Superintendent
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I. ATTENDANCE POLICY AND PROCEDURES

You cannot learn the presented curriculum if you are not in school, and make-up work is a poor substitute for the verbal information, explanation, and valuable learning from class discussions that you miss when you are not in class. There is a direct relationship between regular attendance and good grades, plan to attend school regularly each day unless prevented from doing so by illness or other emergencies.

Personal business and medical/dental appointments should be scheduled on non-school days. You are at school only 153 days during the year, so it is important to schedule all other activities on non-school days.

Attendance is based on 153 scheduled days in the school year. Teachers and the attendance office record tardiness and absences, and a record of school attendance is kept in the student's permanent file.

A. Absences

i. Excused Absences are absences allowed by NM state statute, in NM Compulsory Attendance Law, include:

1. Illness of student, doctor's appointment (must be verified with a note from the doctor), or family emergency, court orders, cultural experiences (up to 3 days) and religious activities
2. Personal business, as pre-approved by administration.
3. Extended illness (three (3) days or more) - must be verified with a note from the doctor.
4. Any school-sponsored activity is excused for those participating and will not count as part of the eight (8) absences.

*Parents are expected to telephone the school office on the day of the absence. (575-773-4700)

*Any Absences above eight (8) per semester will require a mandatory Parent Conference. Failure to schedule a meeting could result in loss of credits.

ii. Unexcused Absences

1. Any reason not listed as an excused absence will be considered unexcused. Vacations are not considered excused
2. Three (3) tardies will result in an (1) unexcused absence.
3. Students will be considered absent if late more than (15) minutes after the class begins.

*Students who miss three (8) or more days, unexcused, from any given class without administration authorization in any semester **may not receive credit**. Parents wishing to appeal the loss of credit can refer to the policy below.

iii. Credit Hearing/Appeals

1. Request for an appeal must be made within 5 days of the notification of loss of credit.
2. Students must make up time prior to the appeal meeting
3. Parent and student must appeal to the Attendance Review Committee composed of the principal and two certified employees.
4. Decision of the committee is FINAL.

B. Returning to school after an absence

- i. You must bring a written note to the school office before first period of the day following the absence. It must be signed and dated by your parent/guardian, and must explain the reason for the absence.
- ii. Your absence will be considered unexcused if parent or doctor verification is not obtained by the third day following the absence(s).

C. Closed Campus

- i. Quemado School operates under a closed campus policy with the exception of 10th-12th graders that meet the open campus requirements. Upon arrival to school, students are to remain on campus, including lunchtime, until 4:00pm. Students needing to leave school for any reason must follow checkout procedures. Students leaving campus without permission will be considered truant and will be subject to disciplinary action. (Students will not be allowed to be checked out for lunch unless

- parents/guardians come to the school and physically check them out.) Students will not be allowed to check out during instructional time without parent request and principal permission.
- ii. Closed campus also means that visitors are not allowed on campus unless there is a legitimate, educational reason, such as a parent, community member, and/or guest speaker, as approved by principal.
 - iii. Students who have completed their credit requirements may, with approval from parents and principal, leave school early if going to an internship, work experience, or other authorized purposeful activity.

D. Check Out Policy

- i. Quemado ISD strongly discourages parents from checking their children out during the school day, including during the lunch hour. However, if it is absolutely necessary, **parents need to sign the school register in the office at the time of checkout.** Students who leave campus without permission will be considered truant and will be subject to disciplinary action.

E. Make-up Work

- i. It is **YOUR RESPONSIBILITY** to get from your teachers all class work missed because of an absence. It is **YOUR RESPONSIBILITY** to properly complete all work and give it to your teacher on time. You will be allowed time to turn in the make-up work equal to the time you were absent, with the exception of days attributed to suspension.
- ii. It is **YOUR RESPONSIBILITY** to get from your teachers all class work missed because of a suspension. Work must be turned in the day students return to school from suspension. Staying after school or missing athletic practice may be required until the student is able to demonstrate proficiency in missed competencies. Students must make arrangements with teachers to make up exams and/or labs missed due to suspension.
- iii. **Failure to turn in make-up work will result in a lower grade for the class.**

F. Tardies

- i. A student is considered tardy to class if he/she enters the classroom after the tardy bell. Tardy students will be reported to the Student Office, and the classroom teachers will handle the consequences. A student tardy for more than 5 minutes will be considered truant. All tardies are considered unexcused unless excused by a member of the staff. Students with three tardies will be referred to the principal for disciplinary action, which could result in assigned detention, in-school suspension, or out of school suspension. Three tardies to the same class will result in one unexcused absence in that class.

G. Attendance and 18-Year-Old Students

The student upon reaching 18 years of age may have the opportunity to obtain permission to account for his/her own absences. To obtain this privilege, the student shall demonstrate that the following criteria be met:

1. Has demonstrated and maintains at least a 60 grade point average.
2. Historically presents a regular and successful attendance record.
3. Confer with the building administrator.
4. Does not reside with his/her parents.

II. ACADEMICS

A. High School Requirements

i. Minimum requirement: 24 units

- a. Four (4) units of English
- b. Four (4) units of Math
- c. Three (3) units of science, two must be a lab science.
- d. Four (4) units of social studies: New Mexico History (.5), Civics (.5), U.S. History and Geography (1), World History and Geography (1), and Government/Economics (1).
- e. One (1) unit of Physical Education or Athletics (4 seasons)
- f. One (1) unit of Career Cluster or Workplace Readiness course or one language other than English**
- g. One half (.5) unit of Health Education.
- h. Eight (8) elective units.

*Students who take and pass courses offered in the middle school that meet high school curriculum requirements (such as Algebra I) and PASS the corresponding state testing. Students meeting these requirements will receive the corresponding high school credit.

**Many universities require two years of a language other than English.

B. Elective Classes

- i. The following classes may or may not be offered during a particular year, depending on the master schedule.
(Courses with an asterisk* are unacceptable for college admission except as an elective. Students should consult the counselor if they have questions regarding their course of study.)

MATH

Geometry
Financial Literacy
Calculus

Algebra I
Intermediate Algebra

Algebra II
College Algebra

SCIENCE

Physical Science
Environmental Science

Biology
Chemistry

Physics

Earth Science

SOCIAL STUDIES

NM History
U.S. History/Geography

World History/Geography
Government/Economics

AP US History
Civics

LANGUAGE ARTS

English 9,10,11,12
Language & Composition

FINE ARTS

Art Drama

CAREER TECHNICAL EDUCATION

Agricultural Mechanics
Intro to Construction
Welding

Intro to Agriculture
Wood Working

Publications(Yearbook/News)
Agricultural Leadership

PHYSICAL EDUCATION

Physical Education

ELECTIVE

Driver Education
Health/Fitness

Study Skills
Keyboarding

Spanish I & II
Forensic Science

ALTERNATIVE CREDIT

Credit equivalencies for the above courses include:

Work/internship/volunteer programs or other similar programs may count toward high school credits and enrollment. These programs must be approved by the principal. The amount and type of credit will be determined based upon current NM PED regulation and evaluation by the principal and school counselor.

C. Policies Governing Virtual/Digital Access and Coursework

i. Reasons for virtual coursework:

- a. Needed to meet graduation requirements/ credit recovery
- b. Legitimate schedule conflict for required coursework for graduation track
- c. Acceleration/Remediation
- d. Dual credit
- e. Administrative referral/suggestion
- f. As an educational tool to support and enhance learning

****Edmentum** is an online educational program that is a tool for learning, just like a textbook, but on a much more advanced scale. It is not intended to be the teacher, but to be a resource for both the teacher and the student, to support, enhance, extend, and/or remediate learning. In some independent study cases, the student will independently take virtual coursework and have an adult facilitator for support.

ii. Virtual Coursework – Application

- a. Virtual coursework, done through Edmentum or other school based educational programs, is done as part of the Quemado High School curriculum.
- b. Quemado High School proudly offers dual credit college courses through accredited universities. Students requesting these courses must fill out course application and registration paperwork with the school counselor and be accepted into the course.
- c. Any other virtual coursework that a student is requesting as part of their educational course of study and to be counted toward their high school course credits must be approved by the principal.

iii. Virtual Coursework – Student/School Financial Responsibilities

There are costs for virtual coursework. Items below explain who is responsible for those costs.

- a. Required/referred coursework – District Pays**
** Students will be financially responsible for all failed virtual coursework.
- b. Acceleration coursework – Purchased up front by the student.
- c. Credit Recovery - Student may be financially responsible for credit recovery.
- d. College coursework - If dual credit, the district pays. If straight hours of college credit, student pays.

iv. Disciplinary Actions regarding Virtual Coursework

- a. Discipline for inappropriate actions while using digital/electronic equipment will be referred just as any other action that follows the district discipline policy. Students found to abuse computer related privileges could find those privileges to be lost from a class or from the school as a whole. Privileges can range from loss of access to the loss of all district computer use.. Repeat offenders will receive escalated consequences. Duration and punishment will be determined by and dealt with according to the following:

- 1. Electronic Cheating
Class and/or Principal related, possible computer restriction

2. Inappropriate Activity
(Consisting of, but not limited to inappropriate site activity, external email, external unauthorized password use, identity theft, insubordination...)
Class and/or Principal related, possible computer restriction, possible law enforcement referral (if criminal)
3. Vandalism/Theft
Principal related, possible law enforcement referral, possible computer restriction
4. Network Abuse
Principal related, network restriction, possible computer restriction, possible law enforcement referral (if criminal)

D. Schedule Changes and Dropping Classes

- i. During the first week of the school year you may ask the counselor for a schedule change.
- ii. Students are responsible for obtaining the appropriate signatures and will not be allowed to change classes until the Student Schedule Change form has been completed and submitted.
- iii. Your request will be considered if it is for a legitimate reason.
- iv. No schedule changes will be considered after the second week of each semester, unless there are extenuating circumstances, AND changes are approved by the principal.
- v. The principal reserves the right to transfer or place students in particular classes if the change is of benefit to the student or is necessary to balance class size. You will be placed in classes that will challenge you to the best of your ability.
- vi. Elective courses are a privilege. If student behavior within an elective is blatantly or repeatedly inappropriate, the student may be removed from the elective class, under the direction of the principal.

E. Grades and Report Cards

- i. Grading periods are nine (9) weeks in length; grades are reported four (4) times a year. Report cards will be issued following the end of each nine-week grading period. All grades are available through both the student and parent portal. If you have concerns about grades, contact your child's teacher to set up an appointment.
- ii. Semester or half credit units compute successfully completed course work. Quarter credits may be accepted for students at the discretion of the building principal.

F. Grading System

- i.

Grade Range.....	Points
60-69.....	1.0
70-79.....	2.0
80-89.....	3.0
90-100.....	4.0
- ii.

Grade Range.....	Pass/Fail
100 – 60 percent.....	Passing
Below 60 percent.....	Failing/No Credit
I.....	Incomplete

Advanced Placement and approved dual credit courses are weighted on a 5.0 scale.

Incompletes are permitted only with the principal's prior permission and will be allowed only in cases of extreme emergency. An "Incomplete" grade must be made up no later than five (5) school days following each grading period.

- iii. Final Semester Grades
 - a. 4/5 of the final semester grade will consist of the grades earned in each of the two nine week grading periods.
 - b. 1/5 of the final semester grade will consist of the grade earned on the semester test (final exam). Final exams will be administered to all students in all classes offered for credit.
 - c. No semester exams will be administered prior to the adopted exam schedule.

G. Graduation

- i. Students who graduate from Quemado ISD will graduate in the school colors: Red and White.
- ii. The New Mexico Public Education Department requires every student to demonstrate proficiency in the following areas to obtain a High School Diploma:
 - Reading
 - Writing
 - Math
 - Science
 - Social Studies
 - Elective requirements
- iii. Students must meet set graduation requirements set forth by the New Mexico Public Education Department. These requirements allow for Alternative Demonstration of Competency. It is the policy of Quemado High School to ensure success for all students via all pathways available from the beginning of their high school careers.

H. Promotion/Retention

- i. Below are the number of credits required for grade classification in the high school, as of the beginning of each school year:
 - Freshman.....0 credits
 - Sophomore.....5 credits
 - Junior.....11 credits
 - Senior.....17 credits
- ii. Students who do not accumulate these numbers of credits will not move to the next higher classification.

I. Tips to Achieve Better Grades

- i. Make sure you know and understand the grading system for each class you take.
- ii. Be actively involved in classroom activities, attend classes regularly, study for tests, and complete your class assignments and homework properly, neatly, and on time.
- iii. Set aside sufficient time each night (at least one hour is suggested) to complete your homework assignments. If you have no homework, review your notes from classes that day.
- iv. Remember that your responsibility is to learn as much as you can from your teachers. Don't be afraid to seek extra help from your teachers by making an appointment to see them before or after school. Often, one of your friends may also be able to help you gain a better understanding of a subject with which you are having difficulty. Help is available, but you have to ask for it.

J. Quemado ISD Homework Policy

Homework is an effective way to help students become more successful. By developing good study habits, the student accepts the responsibility for completing assignments promptly, for using time wisely, and for becoming better learners. Research reveals that homework has a positive effect on achievement. Also, professional studies indicate that homework improves critical thinking, knowledge retention, attitude toward school, and independent problem solving. Homework is designed to be

purposeful and meaningful. Since student success is a shared concern of both home and school, parents are asked to encourage their children to maintain good study habits and ensure an environment conducive for independent study.

i. Guidelines:

- a. Homework will be assigned at all grade levels at the discretion of the classroom teacher.
- b. Studying should be a priority with each student.
- c. Homework is intended to be completed during after-school hours.
- d. Homework will include mandatory assignments, which will contribute to the student's overall grade.
- e. Students should set aside a special time and use this time consistently. If there is no homework, the time should be spent leisurely reading or reviewing class material.
- f. Parent's primary responsibility will be to create a home environment that facilitates student self-study.
- g. Ultimately, the purpose of homework is to create an independent learner.
- h. Homework will be to practice and reinforce learned concepts and/or complete projects.

ii. Responsibilities:

- a. STUDENT:
 1. Know what homework has been assigned.
 2. Set a special time and place to study at home.
 3. Return completed work to school when due
 4. Know that incomplete homework receives no credit.
 5. Be an independent learner and do your own work.
- b. PARENT:
 1. Provide a quiet study place, consistent time, and materials for completion.
 2. Look for homework daily-it would be realistic to expect your child to average 1-2 hours of work per night.
 3. If your child has no homework, studying time can be used for pleasure reading or reviewing class notes.
 4. Communicate any problems of completion to the teacher.
 5. Be positive and encouraging when discussing the topic of homework.
 6. Praise their efforts and good study habits- this may be the key to success.
 7. Support self-study and refrain from doing your child's work.
- c. TEACHER:
 1. Provide clear and concise homework assignments.
 2. State the purpose of the assignment and how the assignments might best be carried out.
 3. Collect and check all completed homework and provide intermittent instructional feedback.
 4. Use homework as a way of practicing and reinforcing learned concepts, completing projects, measuring student progress, assigning appropriate credit, and monitoring of the instructional program.
 5. Communicate concerns or positive progress with parents.

K. Academic Honors

- i. Qualifications for Superintendent's Honor Roll:
 - a. Maintain a numerical grade average of 95 in all classes with no grade below a 90. Honor rolls are issued separately for each quarter and semester.

- ii. Qualifications for Principal's Honor Roll:
 - a. Maintain a numerical grade average of 90 in all classes with no grade below an 85. Honor rolls are issued separately for each quarter and semester.
- iii. National Honor Society:
 - a. Quemado ISD sponsors the National Honor Society for honor students. Membership is both an honor and a responsibility.
 - b. Students who are sophomores or juniors, must demonstrate a cumulative Scholastic grade point average of at least 90 after three consecutive semesters in high school.
 - c. Students meeting the requirements of the National Honor Society and the local by-laws will be inducted each spring semester.

L. Academic Ranking

- i. Academic ranking is used for college and scholarship applications. Class ranking and grade point averages for college or scholarship applications will be figured at full value at the end of each semester.
- ii. Students are ranked according to their *Solid GPAs (grade points earned in core classes only)*, unless Cumulative GPA is otherwise specified or requested by the college or scholarship application.

M. Academic Letter

- i. The purpose of the Academic Letter award is to recognize academic excellence in Quemado High School. All students enrolled in grades 9-12 are eligible to receive an Academic Letter upon completion of the following criteria:
 - a. The student must have a grade average of 95 or better for each of the first three quarters as well as the first semester and for midterm of the fourth quarter of the current year. All grades must be at least 90 or higher.
 - b. The student must have full-time enrollment status for the school year.
- ii. Students who meet the requirements for this award will receive the following recognition:
 - a. First Year Letter
 - b. Second Year Honors Bar
 - c. Third Year Honors Bar
 - d. Fourth Year Honors Bar
- iii. Letter awards will be calculated only after the middle of the fourth quarter of the current year. The guidance counselor must verify all requirements.

N. Correspondence Courses

- i. All students are eligible to take correspondence courses and earn credit toward graduation. However, students must receive approval by the counselor or principal before enrollment.
- ii. Seniors who are enrolled in correspondence to earn credit toward graduation must pass the course and submit the grade to the counselor by May 8 of the graduating year.
- iii. No more than four (4) credits earned by correspondence may count toward the diploma award. The Board, at the request of the principal, will consider exceptional circumstances.

O. Early Graduation Requests – Graduation Review Board

- i. The duty of the Graduation Review Board is to consider requests from junior and senior students for early graduation. The Review Board shall include the high school principal, counselor, and two teachers appointed by the principal.
- ii. Procedure for Early Graduation Requests:
 - a. The student and parent/guardian must file a written request for early graduation with the high school principal at least two semesters before the planned graduation.
 - b. The student must arrange with the counselor to take summer school, night school, online, interactive television, or correspondence courses that meet school and state requirements for graduation, and must provide evidence of completion of it to the Review Board for their approval. Course work is at the cost of the student/family.
 - c. Upon completion of requirements and approval by the Review Board, the student will be permitted to participate in graduation ceremonies.

P. Academic Cheating

- i. Students guilty of cheating on an assignment or exam will receive a “0” grade for that particular assignment or exam as well as be subject to disciplinary action.
- ii. Internet Cheating - Using the internet to print and copy work or to cheat in any other manner will result in the suspension of computer privileges, in addition to the consequences listed above.

Q. Plagiarism

- i. Definition: Students commit plagiarism when they use someone else’s words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in whole or part by anyone other than the student who claims credit. Copying homework, computer work, test answers, or creative productions of any kind is plagiarism. Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism. Claiming credit for a draft that contains rewording or handwriting by anyone other than the student is plagiarism. Although teachers often encourage students to seek help from friends or family in completing assignments, that help must be limited to suggesting ways students could correct or edit their own work. Plagiarism can occur from printed material, the internet, as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source.
- ii. Students must submit their own work for credit. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer. On the first offense, the student will lose credit for the assignment and the parents may be called in for a conference with a teacher and principal. A subsequent offense could result in the loss of credit for the class.

R. Full-Time Enrollment

- i. A student must have 3.5 credits per semester to qualify for full-time enrollment status. In order to be eligible for athletic participation, the NMAA requirement is 2 credits per semester. Online courses provided through Quemado High School or through a dual credit program, done either on or off campus, qualify for credits toward enrollment status.
 - a. Work/internship/volunteer programs or other similar programs will count toward high school credits and enrollment. These programs must be approved by the principal. The amount and type of credit will be determined based upon current NM PED regulation and evaluation by the principal and school counselor.

- b. Senior students who have obtained or exceeded the required number of credits to graduate on time within their 4 year graduation cohort (those that are on-track) will be allowed to apply to do online/dual credit courses at home. Students wishing to use this option MUST fill out a request and have it approved by the school principal. The following rules will apply in consideration for approval to use and continue using this option:
 - i. Students CANNOT use this option if they are in need of any form of credit recovery.
 - ii. Students wishing to use this option MUST have obtained or exceeded the required number of credits to graduate on time within their 4-year graduation cohort (cannot be behind on credits).
 - iii. Parents must sign off on the application and the acceptance contract.
 - iv. Students approved for this option must sign an acceptance contract, agreeing to the following:
 - 1. The student must attend senior meetings at QHS.
 - 2. The student must check in every other week (to be scheduled around senior meetings) to allow school staff to monitor progress and pacing, to provide academic support, to answer any questions, etc.
 - 3. If the student is not passing (grade falls below a 70) at mid-quarter or quarter, the student will be required to return to “in-building” attendance until grade is above a 70. If the student’s grade falls below a 70 twice during the semester, then the student must remain “in-building” through the remainder of the semester..
- V. Attendance for these students will be based on pacing and progress within the online/dual credit course.

S. Next Step Plan

- i. All incoming freshmen are required by the NM State Board of Education to prepare and submit an individualized Next Step Plan.
- ii. The student, as well as the parent/guardian, must sign the Next Step Plan annually.
- iii. The school district will provide assistance in completing these plans annually.

MODELS OF COURTESY

“Nothing is ever lost by courtesy. It is the cheapest of pleasures, costs nothing and conveys much.” Erastus Wyman

III. STUDENT CONDUCT (Policies and Guidelines)

Our goal at Quemado ISD is to maintain a pleasant yet well-disciplined learning environment based on a mutual respect between staff and students. We expect students to be fully aware of and to carry out their duties and responsibilities as partners in the educational process.

Quemado ISD is a Capturing Kids’ Hearts institution. As a district we are committed to the following: Experiential training and expert coaching for all staff with the expectation of full implementation of Capturing Kids’ Hearts. *Capturing Kids’ Hearts®* will equip all professionals in our organization to implement transformational processes focused on social-emotional wellbeing, relationship-driven campus culture, and student connectedness.

Annual meetings will be held with our governing body to ensure equity of discipline procedures and consequences that are aligned with the goals of Capturing Kids’ Hearts.

A. General Guidelines for Student Conduct

- i. Quemado ISD is, in itself, a small community engaged in the serious and important business of education and learning. Standards for student conduct are based on the premise that all students are entitled to a safe learning environment free from harassment, racial aggression, or unsafe practices by those who choose not to take their responsibilities seriously.
- ii. Students should be aware that they are under the district's jurisdiction from the time they leave for school until the time they return home. This jurisdiction also includes any school-sponsored activity, regardless of time or location.
- iii. Students are expected to conform to school policies and to all classroom rules. Failure to comply with the regulations, which are set forth by the teachers and administration, will result in disciplinary action.

B. Disciplinary Procedures

- i. All staff members are charged with the responsibility of working to eliminate student behavior problems described herein, and to use appropriate methods for governing student conduct.
- ii. Consequences for infractions related to classroom conduct shall be enforced by individual teachers.
- iii. Student referrals to the principal shall be made only when teacher efforts repeatedly prove ineffective, if continued violations occur, or if the offense is listed under the next section titled "Unacceptable Behavior."

C. Unacceptable Behavior to be Referred to the Principal

- i. Principal's Role: The principal will maintain an overall consistency in governing student conduct but reserves the right to treat each student individually, according to the particulars of the incident and the individual circumstances. Discipline for special education students will follow the same procedure as the rest of the student body, unless exceptions have been prescribed by the IEP committee and have been noted in the student's IEP.
- ii. Disciplinary actions may include but not be limited to the following: lunch/after school detention, Friday school attendance, community service, in-school suspension, short/long term out-of-school suspension, loss of elective privileges, loss of extracurricular activity privileges, financial obligations, loss of transportation/motor vehicle privileges, drug/alcohol evaluations, law enforcement referral, and expulsion. Students suspended or expelled are not allowed on campus and are prohibited from participating in any school-related activity or event, including attending athletic "home" games.
- iii. Definitions: (These definitions are taken from the NM Board of Education Regulations)
 - a. "Detention" means restricting a student's liberty during the regular school day or when other students are free to leave the school.
 - b. "In-school suspension" means suspension from classes but remaining at school in a designated area.
 - c. "Short-term suspension" means removing a student from school for a period up to ten days.
 - d. "Long-term suspension" means removing a student from school permanently or for an indefinite period of time.
 - e. "Expulsion" means removing a student from the school district for a time that is greater than one (1) semester in length. It may be longer or even permanent.
 - e. Administrative recommendations for "long-term suspension" or "expulsion" will require a formal hearing with the Superintendent, who shall serve as the hearing authority.
- iv. **The following unacceptable behaviors will be referred to the principal (or designee):**
 - a. Possession or Use of Tobacco, Alcohol, or Drugs
The principal will refer to the district discipline policy when a student is referred for possession or use of tobacco, alcohol, drugs, or drug paraphernalia. This includes e-cigarettes, vapes, or any substance that is smoked or contains tobacco, alcohol, or drugs. Possessing, having under one's control, or using any controlled substances or alcoholic beverages is subject to suspension or expulsion (Board policy, Section J, 2300). Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol

includes any transfer of a prescription drug or any substance alleged to be a drug regardless of the actual content and is subject to suspension or expulsion. Students distributing alcohol/illegal drugs are subject to long-term suspension or expulsion on the first offense. The aforementioned applies to school property, school buses, any school-sponsored activity on or off campus, and in students' personal belongings or personal vehicle. All illegal activities can be reported to the police for prosecution. Students involved with alcohol/illegal drug activities may be required to complete drug/alcohol evaluations within 30 days and receive appropriate treatment, if recommended.

b. Alcohol/Illegal Drug Intoxication

Students suspected of alcohol/illegal drug intoxication will be referred to the administrator and/or school nurse for screening. Students who may be impaired by alcohol/drugs on school campus will be referred for appropriate testing with parent permission. Students who test "positive" will be disciplined the same as those students who are found guilty for possession/use of alcohol or illegal drugs. Also, these students may be required to complete drug/alcohol evaluations within 30 days and receive appropriate treatment, if recommended.

c. Theft of Property

Students taking the property of others, regardless of intent to return, are subject to restitution, legal action, and short or long-term suspension from school. Continuing offenses may result in expulsion from school.

d. Truancy

Students, individually or collectively, cutting class or failing to follow proper procedures for absences (see Attendance Policy) are subject to detention, in-school suspension, community service, make-up time, out-of-school suspension, notification of juvenile authorities, and possible expulsion. "Ditch Days" of any kind are strictly prohibited.

e. Insubordination or Willful Disobedience

Students refusing to obey a school rule, regulation, or order given by a staff member or school official are subject to detention, in-school suspension, or short or long-term suspension from school. Continuing offenses may result in expulsion from school.

f. Fighting

Students involved in fighting on school property, school buses, or at any school activity on or away from the campus are subject to detention, in-school suspension, short-term or long-term suspension from school, probation for the remainder of the school year, and legal action by law enforcement authorities. Continuing offenses will result in long-term suspension from school. Expulsion can also occur as soon as after the first offense, depending on the seriousness of the physical assault. Students found guilty of fighting during extracurricular activities, including away events, may lose their privilege of attending extracurricular events for the remainder of the year, in addition to the consequences listed above.

g. Verbal/Physical Abuse/Bullying/Cyber-bullying

Profanity in general, or directed toward others, is unacceptable and may result in detention, short-term suspension, or in-school suspension. Extreme profanity will result in immediate suspension. This also includes cyber-bullying (doing the act via electronic means such as social media, texts, emails, etc.) and written abuse (using written words to abuse, harass, or intimidate others). Abuse includes harassment and intimidation (bullying), whether physical or verbal and will be subject to detention, in-school suspension, short or long term suspension, and/or possible expulsion, dependent upon the severity of the abuse. If applicable, law enforcement may be notified.

h. Abuse Toward Staff

Profanity, obscene gestures, threats, harassment, intimidation, or abusive or aggressive acts

toward any staff member, including substitutes, will result in immediate short-term suspension and possible long-term suspension or expulsion from school. Referrals to law enforcement may be exercised depending upon the severity of the infraction. This includes face-to-face interactions, cyber (electronic) interactions, or written communications.

i. Vandalism

Students defacing or destroying school property or the property of others at school are subject to detention, in-school suspension, short or long-term suspension from school, restitution for damages, replacement of property, and possible legal action

j. Weapons

1. No weapons of any type are allowed on school property, on school buses, in any student vehicle while operated or parked on school property, or at any school activity on or away from campus. This regulation includes guns, knives, chains, caps, explosives, and any other object that could be used as a weapon or is a “look-alike” of a weapon. Offenders are subject to short or long-term suspension and possible expulsion from school.
2. In compliance with the Federal Gun Free School Act, any student who possesses a firearm on a school transportation vehicle, on campus, or at a school-sponsored event on or off campus shall be suspended from school for a period of not less than one year. Possession includes areas where a firearm may be stored such as lockers, personal bags, or motor vehicles. Suspension exceeding one year or expulsion may result if circumstances merit such action at the discretion of the Superintendent.
3. A “look-alike” object that resembles an object that has a potentially violent use or threat of use as a weapon is also prohibited. Exceptions for “look-alike” objects for reasons such as Drama Club or educational instruction may be granted with prior approval by the building principal.

k. Inappropriate Physical Contact

Every student has the right to participate in a school environment, which is free from sexual harassment. Sexual language, teasing, gestures, or other physical or verbal actions, which constitute sexual harassment of either sex, toward students or staff, is strictly prohibited. Affectionate behavior between students will be limited to holding hands. Building principals are to institute curricular elements and disciplinary mechanisms to insure that students and staff are free from the sexual harassment of other students. Offenses will range from conference to expulsion for repeat occurrences.

l. Flammable Items

Butane lighters, matches, and other fire producing items are prohibited in all buildings. Students violating this policy may be subject to detention, ejection from extracurricular events, and suspension depending on severity of the incident.

Severe Infractions: Violations, including but not limited to the following, may result in a minimum of a 10-day suspension, a mandatory hearing and the potential for a long-term suspension/expulsion: possession of weapons, dangerous instruments or substances on school property, possession, use or distribution of a controlled substance, rape, sexual offense/assault, threats/battery, and any other serious conduct that puts students or staff in danger.

- Incidents cited will be dealt with according to federal, state and local policies and laws.
- Note: this handbook is not all-inclusive.

IV. GENERAL POLICIES AND GUIDELINES

A. Student School Dress Code

- i. Students at Quemado ISD are expected to maintain standards of good taste in the way they dress for school. The dress code is as follows:
 - Shorts, skirts, and dresses must be of adequate length (typically fingertip length or longer).
 - Tops must have straps and cover the chest, midriff, and back. No spaghetti straps.
 - Headgear (e.g. hairnets, hats, hoods) is not allowed. Sunglasses should not be covering eyes or worn on the head while inside buildings.
 - Extremely tight clothing (i.e. spandex by itself) is not allowed unless worn appropriately. Any leggings must be worn with a covering that is mid-thigh length.
 - No clothing is allowed with reference to gangs, drugs, alcohol, sex, violence, or foul language.
 - No skin will be exposed in the midriff/back area.
 - No sagging will be allowed.
 - No wearing pajamas, morning shoes, and/or slippers.
 - Jeans with holes above mid-thigh will not be allowed.
 - Shirts are required at all times.
- ii. The “two, three, four inch” rule will apply.
 - a. Clothing (shirts) must be no more than three inches below the collarbone;
 - b. Shoulder straps must be at least two inches wide.
 - c. Skirts must be no more than four inches above middle of the knee (or even/below the fingertips when arms and hands are held straight down at your sides).
 - d. Shorts must have at least a 3” inseam.
- iii. The school dress code will apply at all activities, including school dances, games, and practices unless otherwise exempt. School spirit days may allow exceptions, such as “hat day,” when specifically stated.
- iv. The teachers may refer students for clothing they find disruptive to the educational process.
- v. Violations in dress code will result in student changing (with clothes they have or clothes that are given to them at school) or being sent home to change.

B. Student Activities

- i. Fundraisers/Activity Purchases
 - a. Any school class or club wishing to hold an activity/fundraiser must initially obtain a “Student Activity Request” form from the school office.
 - b. The form must be completed and signed by the class/club president and sponsor, and approved by the Student Council and the school principal at least TWO WEEKS before the date of the planned activity.
 - c. Purchases by classes or clubs must be written on a requisition, signed by the class/club president and sponsor, and approved by the administration BEFORE an order is placed. The class/club MUST have funds for the purchase in their account BEFORE the items are ordered.
 - d. Activities conducted by booster clubs must follow school and district policies.
 - e. Fundraisers, i.e. food/drink sales, must not take place during class hours.

C. School Dances

As with other student activities, dances must be approved in advance by the Student Council and the school principal. School dances are for only Quemado ISD students, except for Homecoming and Prom, which approved guests are allowed to attend.

- i. Students entering the dance must remain at the dance. If students leave the dance, they cannot re-enter and must immediately leave the area.

- ii. All school rules regarding student conduct apply at school-sponsored dances.
- iii. Student must be within compliance with attendance requirements and no failing grades in order to attend school dances. Names of unregistered students as guests for Homecoming and Prom must be placed on the front office list with final approval of "Dance Guest Pass" form NO LATER THAN TWO DAYS prior to the date of the dance. Juniors and Seniors are allowed two guests each for homecoming. Any QHS student may invite one guest or date for prom. Guests must currently attend high school with verified approval by their school administration or with proof of enrollment in an online program showing good academic standing. Guests under 21 must meet with school administration before approval is granted and guests over the age of 21 will not be allowed. If you invite an unregistered student, it is YOUR responsibility to inform the guest of the rules and expectations set forth by the district for school sponsored events.

D. Conduct at Student Sport Activities

- i. Students and others attending school sporting events are expected to display good sportsmanship. This means no "booing" or derogatory comments directed toward the teams.
- ii. All school rules regarding student conduct apply at school sporting events, whether at home or away.
- iii. Sportsmanship
 - a. Basic Philosophy—Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching skill and competition.
 - b. Expectations of Parents and Other Fans—Realize that a ticket is a privilege to observe contest and support high schools activities, not a license to verbally assault others or to be generally obnoxious.
 - 1. Respect decisions made by contest officials.
 - 2. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
 - 3. Respect fans, coaches, and participants.
 - 4. Be a FAN...not a FANATIC.
 - c. The faculty and staff reserve the right to eject anyone from a game if his or her behavior is not in accordance with the above expectations.

E. Textbooks for Students

- i. Textbooks are furnished for your educational program by the school. You are responsible for their care, and books must be returned at the end of the school year, or when you withdraw, in the same condition as when you received them, except for normal wear.
- ii. Teachers will keep records of books issued to students.
- iii. You must pay for any lost or damaged textbooks.

F. Computer/Internet Use for Students

- i. All students are issued individual computers for school use. Students are responsible for the care of the computer and following the district computer policies (separate document).
- ii. Students have access to the school district's internet. Students are responsible for following the district Internet Use policies (separate document).

G. Procedures for Withdrawing from School during the Year

- i. You cannot officially withdraw from school without a statement from your parent/guardian. Contact the secretary in the office for information on procedures for withdrawing from school.

H. Fees

- i. Students may be charged a materials fee depending upon the requirements of individual courses. Every attempt will be made to hold special charges to a minimum.

I. Student Records

- i. Records of transferring students are released to receiving schools upon written request from the parent or student of legal age, or from appropriate authorities at the receiving school.
- ii. All fines/fees must be paid before records will be released.

J. Lockers

- i. Each student is assigned a locker. Students are encouraged to put locks on lockers. Copies of combination or keys must be provided to student office personnel.
- ii. Students should keep their lockers as neat as possible. Never keep money or other valuable articles in lockers, and never give your combination to another person.
- iii. Students should remember that lockers belong to the school and are made available to students only for their convenience. The school may search student lockers on a periodic basis (unannounced) to protect the health, safety, and welfare of all students.

K. Emergency Drills

- i. Students and staff will periodically participate in fire and “lock down” drills.
 - a. Fire drills are signaled by a distinct high-pitched alarm. Students will exit the building in an orderly fashion to assigned outside areas and re-enter after a bell signal.
 - b. Students and staff participating in a “lockdown” drill will be notified via the intercom. Teachers will insure students practice remaining in the classroom and lock all doors and windows, fleeing the building to a designated location, and/or other emergency options. Termination of the “lock down” drill will also be announced over the intercom.

L. Use of the Telephone

- i. Quemado ISD is an academic environment, and we encourage face to face communication among students and teachers. Students will be called from class for a telephone message that is an emergency. If students have an emergency, they must ask to use the phone in the Student Office.
- ii. Cell phones: To maintain a focused learning environment, free from distractions and disruptions. Student use of cell phones (including smartwatches used as communication devices) is prohibited from the time students enter the school building until they leave at the end of the day. Cell phones must be powered off and stored in the school’s lock box during school hours.
Exceptions: Medical or emergency situations pre-approved by administration.
Consequences for violations:
1st offense: Students will be directed to check the device into the school lockers with a warning.
2nd offense: The phone is sent to a school administrator and a parent/guardian must pick it up.
3rd offense: Device is sent to the office, a parent/guardian is required to pick it up, and the student may be assigned additional disciplinary measures, including but not limited to - detention, in/out of school suspension and/or loss of privileges.

M. Lost and Found

- i. Articles, which are found on school property, should be turned in to the office so that rightful owners may claim them. To claim items, you must be able to provide sufficient proof of ownership.

N. Books and Resources

- i. Books, magazines, and newspapers are available and may be used for information and enjoyment. Current replacement price is imposed on any lost or excessively damaged material. Refunds may be made if the lost and paid for item is returned in good condition within the same school year. Fines may be charged for overdue materials. Grades or transcripts may be withheld for any delinquent accounts. When using these materials, please respect the rights of others by taking care of them.
- ii. When in the former library area, please remain courteous and quiet to respect others.

O. School-sponsored Activities

- i. Parental permission is required in writing before a student may take part in a school-sponsored activity that involves travel away from the school campus. Special forms are available from the office for this purpose and must be signed by your parent.

- ii. Students must travel on school transportation or other district approved mode of transportation to all out-of-town activities and return the same way, unless parents are present at the activity and arrange with the sponsor or coach to take charge of their child. QISD will not release students to travel to or from a school activity with a person other than the student's parent/legal guardian. Parents must sign a student release form in order to take their child.

- P. Insurance**
 - i. Medical insurance coverage is available for a very reasonable fee for the school year. Parents are responsible for medical payments not covered by the policy, or for when the student is not insured.
 - ii. Students who participate in extracurricular activities and/or school sponsored trips must have accident insurance.

- Q. Visitors**
 - i. All visitors must report to the front office. Parents, community members, and guest speakers are welcome. Unregistered students are **NOT** allowed to attend regular classes. All visitors must have an educational purpose for their visit.

- R. Portable Audio/Video Equipment**
 - i. Students are not allowed to use personal audio/visual equipment or electronic devices (phone cameras, video, voice recorders, earbuds etc.)
 - ii. Personal equipment brought to school is the responsibility of the student and should be secured to prevent the possibility of theft.
 - iii. Personal equipment used when not allowed may be confiscated by staff and repeat offenses will result in parents having to pick up the equipment from school. Repeated offenses will be referred to the principal for disciplinary action.

- S. Physical Recreation**
 - i. Physical activities relating to recreation (e.g. ball throwing, racket sports, Hacky Sack, Frisbee, badminton) are restricted to the gym and outside area only. These activities should not occur in classrooms, hallways, offices, or in the lobby. Exceptions may be made with staff permission.
 - ii. Skateboarding, roller skating, hoverboards, and rollerblading are prohibited on campus.
 - iii. Throwing snowballs and other potentially dangerous objects is not permitted at any time. Infractions of this policy will result in consequences ranging from warning to suspension.

- T. Out-of-District Advisory Committee**
 - i. The purpose of this committee is to screen out-of-district student applications and review individual progress of those students in attendance. The committee membership will consist of the school administration and at least two teachers.

- U. Money and Valuables**
 - i. Please do not bring large amounts of money or valuables with you to school. Lockers, even when locked, or personal bags are not safe places to keep items of high value. If it becomes necessary to bring these items, please ask one of the office staff to provide security.
 - ii. If you should discover something missing, advise your teacher or the front office immediately.
 - iii. The school is not responsible for any stolen item.

- V. Food and Drink**
 - i. Consumption of food and drink are not allowed in the classrooms, hallways, library, and gymnasium, unless authorized by staff. Water in **clear** bottles is allowed. During breakfast, lunch, and snack times, food will be allowed. Authorized staff may approve exceptions.
 - ii. Energy drinks are not allowed at Quemado High School.

- W. Social Media**
 - i. Accessing Social media (Facebook, Instagram, SnapChat, etc) is NOT allowed during school hours. Any technology device used during school hours can ONLY be used as an educational tool. Teachers will be monitoring technology.

- ii. Cyberbullying (using technology to harass, intimidate, or abuse others) will not be tolerated.

X. Student Assistance Team (SAT)

- i. The Student Assistance Team is comprised of the SAT coordinator, parents, teachers, and the student (as appropriate). The purpose of the SAT team is to provide support to students when the student is not experiencing success within the general classroom.
- ii. Students may be referred to the SAT by any staff member or parent and a SAT meeting will be scheduled. During the meetings, specific concerns are identified and the team adopts an appropriate plan for intervention supports. The plan is then implemented and progress is monitored. The plan may be adjusted, depending upon levels of progress, if interventions need to be added or deleted, and if deeper concerns arise.

Y. Work Experience

- i. Students must be at least 16 years of age and in the 11th or 12th grade. Students must also have all appropriate forms (parent permission form, cooperative training agreement, Department of Labor Age Certification) on file with the counselor or the principal prior to beginning a work experience. Students who work part time may receive a pass/fail grade.

Z. Armed Services/College Admissions Recruiters

- i. Every effort will be made to make information about college, military, and employment opportunities available to students. Recruiters will be scheduled during times that will not interfere with the academic process. Students will not be removed from core courses to meet with recruiters.
- ii. A student's contact information may be released to military recruiters and/or educational institutions unless parents **specifically request** that this information not be provided. Forms will be made available to all parents for their signature at the beginning of each school year.

AA. Photo/Image Release

- i. Photographs/film/videotapes/digital images/electronic representations, sound recordings, etc. are part of student learning. If you do not want your child's photograph /film/videotape/digital image/electronic representation, sound recording, etc. to be published (including yearbook), you **must** sign the form in the QHS Office stating you do not authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of said photographs/film/videotape/digital image/electronic representation, sound recording, etc.

BB. Use of Student Vehicles on School Property

- i. Students bringing vehicles to school must park them in the school parking lot. Parking in other areas (e.g. gym, back parking area) is prohibited. Exceptions may be granted with administrative approval only.
- ii. Parent requests for their child to temporarily use or ride in a vehicle for special purposes will be subject to administrative review.
- iii. Vehicles parked off school property are not to be moved onto school property at any time during the school day.

CC. Policy on Search and Seizure

- i. Certified school personnel or school bus drivers may conduct a search of a student's personal property (pockets, purses, backpacks, jackets, coats, etc.) or school property assigned to that student if they have a reasonable suspicion that a search is necessary as an aid in maintaining school discipline, or if there is suspicion that the health, safety, or welfare of students may be in jeopardy.
- ii. General searches of school property, including lockers and school buses, may be conducted at any time without the presence of students.
- iii. Searches of a student's personal property or vehicle parked on school property may be conducted only if a certified school employee or school bus driver has reasonable suspicion that a crime or breach of the school disciplinary code has been or is being committed by the student or if the student's person or property is alerted to by a trained "drug dog".
- iv. Students may be asked to empty pockets, purse, and backpack, remove jackets or coats, etc.

DD. Medications

- I. All medications should be taken at home. However, the Quemado ISD Board of Education recognizes that at the present time many students are able to attend regular school because of the effectiveness in the treatment of chronic disabilities and illnesses.
2. Self-administration of medication among high school students must be instructed by the parent or physician on how to take his/her medication. Students needing to take “over-the-counter” medications should adhere to the recommended dosages by the manufacturer. We recommend that only one day’s supply of medication to be taken to school each day. ***No aspirin or Tylenol will be distributed by the staff.*** Health care providers may provide written instruction for self-administration of asthma or anaphylaxis medications during school hours.
3. Parents MUST send a note with the medication to notify the school of the needed medication and dosage.

V. STUDENT BUS SAFETY

A. School Bus

- i. Bus transportation to/from school is provided for qualifying students. Field trips and activity trips also use the bus services. There are expectations for when students are on the bus. Please refer to the bus handbook for expectations for behavior, etc. for riding the bus.

B. Shuttle Bus

- i. Shuttle bus transportation is available ONLY for students participating in a school-sponsored activity. A school employee will supervise students remaining after school at all times.

C. Special Requests

- i. Students eligible for transportation are expected to adhere to the regularly adopted schedule. Any deviations from the schedule (e.g. boarding/destination sites) must be approved in advance by the parent, school officials and the bus company representatives.

VI. INCLEMENT WEATHER POLICY

- A. Dismissing or delaying school due to road and/or weather conditions is the responsibility of the superintendent. However, we recognize that weather conditions can vary significantly in different parts of the district. We ask parents to exercise individual judgment regarding the safety of their children. On days when the bus runs and school is in session, but a parent feels conditions in their particular location are unsafe for student transportation and/or attendance, students will not be counted absent for the purposes of attendance awards and students will be allowed to make up work according to district guidelines. Parents must notify the school on or immediately following the day of absence that the child was kept home due to inclement weather conditions.
- B. Decisions to delay or cancel school for the day are made as early as possible prior to the delay or cancelation and parents and students will be notified. Announcements will be made through the district all call system and broadcast on local news media as soon as possible. When weather conditions become severe enough to send students home before regular dismissal time, bus students will leave at a time to be determined.
- C. If a bus is significantly late in arriving at your stop, please contact school officials for information.

VII. EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities and school sponsored trips is an important aspect of life in school. The responsibilities assumed by holding office and being part of a team, club, or group, and the friendships encouraged by students working together toward common goals and having joint exploratory experiences, both provide lasting satisfaction and many rewarding memories. You are encouraged to become involved in school activities in which you have special interest. Because these activities are a PRIVILEGE, eligibility requirements apply toward student council officers, class representatives, athletic/club competitions/practices, band competitions, and club leadership positions. Students who participate in extracurricular activities are required to have accident insurance.

Extracurricular activities are defined as those related to clubs/organizations, student council officers, class representatives, and athletic competitions/practices. Academic and code of conduct requirements must be met in order to participate in the aforementioned. Activities exempt from restriction include dances, Homecoming Court, decoration/concession stand work, attending athletic games, cheerleading “try-outs” and co-curricular competitions (band). Students who violate the code of conduct requirements are subject to disciplinary action which may include suspension from extra-curricular activities.

A. Eligibility Requirements for Participation

- i. Eligibility for participation in extracurricular activities is based on a student’s academic performance. The following applies accordingly, including incoming freshmen.
 - a. **End of 1st Quarter: NO PASS – NO PLAY**
The student must maintain a grade average of at least 70.
 - b. **End of 2nd Quarter:** A student must pass either the 2nd quarter or the 1st semester of each subject in order to be eligible. Student must also maintain an overall grade average of 70.
 - c. **End of 3rd Quarter: NO PASS – NO PLAY**
Students must maintain a grade point average of at least 70.
 - d. **End of 4th Quarter:** A student must pass the 4th quarter or the 2nd semester of each subject order to be eligible for the first quarter of the following school year. Student must maintain an overall quarter or semester grade average of 70. If student attends summer school or correspondence school and replacement credit is earned for the failed semester, eligibility will be reinstated. (Make-up credit must be for the same course that was failed.)
 - e. After five (5) school days, any “incomplete” grades will become failing and that student will become ineligible.
- ii. Eligibility Requirements for Serving as a Student Council or Class/Club Representative
 - a. Eligibility requirements are the same as above.
 - b. To be elected to serve as a Student Council officer, a student must have and maintain an overall grade average of 80, with no grade below 60.
 - c. Due to the demands and responsibilities of the office of Student Council president, the student elected as president of Student Council may not hold the office of president of any other organization.

B. Eligibility for Student Activity Trips

- i. Students must be passing all classes.
- ii. No disciplinary suspensions 15 calendar days prior to the trip and no more than 2 referrals within the entire school year.
- iii. Student’s attendance must be within attendance guidelines. Students cannot have had a Loss of Credit meeting within the current school year.
- iv. Reward trip criteria will be set by the principal.

C. Code of Conduct for All Extracurricular Participants

- i. If you participate in extracurricular activities, you represent your school and community. Therefore, you are expected to maintain high standards of conduct and set a positive example for other students. All students must abide by the rules of the Quemado ISD Extracurricular Code in order to participate. The coach/ sponsor/ athletic director in coordination with the building principal will decide administration of discipline in response to serious code infractions. These rules apply throughout the entire school year and are applicable during school days, as well as not-school days and times, including evenings, weekends, breaks, and summer. They are as follows: (On next page)

QUEMADO HIGH SCHOOL **EXTRACURRICULAR CODE**

These are the rules and regulations that Quemado High School students will sign and abide by in order to participate in extracurricular activities. These rules pertain to students at all times.

1. **STUDENTS WILL CONDUCT THEMSELVES WITH CLASS AND SPORTSMANSHIP.**
Misbehavior will not be tolerated at any time or place during school hours or extra-curricular activities. Misbehavior may result in your temporary suspension or expulsion from the team/extra-curricular activity.
2. **PROFANITY IS NOT PERMITTED.**
You are role models and represent your team, your parents, and Quemado Schools. Be proud of yourselves and of your school. Profanity could result in loss of participation.
3. **STUDENTS WILL STRIVE FOR ACADEMIC EXCELLENCE.**
A 70/2.0 GPA is the minimum requirement for participation. We encourage individuals to excel in the classroom and maintain at least an 80/3.0 GPA. All eligibility requirements noted in the Student Handbook apply.
4. **STUDENTS THAT QUIT THE TEAM DURING THE COURSE OF THE YEAR WILL NOT BE REINSTATED THAT SAME SEASON.**
Students are discouraged from moving from one sport to another in the same season. The decision to allow students to move will be made by the coaches of those sports and the principal.
5. **STUDENTS WILL NOT POSSESS OR USE ALCOHOL, TOBACCO, OR DRUGS.**
Students possessing or using alcohol, tobacco, or illegal drugs (this includes any inhalant including e cigarettes) WILL be dropped from the team and may be suspended from the other extra-curricular activities up to 150 school days on the first offense.
6. **STUDENTS ARE LAW ABIDING CITIZENS.**
Students found guilty of a serious crime resulting in law enforcement/probation consequences will be dropped from the team/organization and may be suspended from all extracurricular activities up to 150 school days on the first offense.
7. **FIGHTING AND TRUANCY ARE NOT PERMISSIBLE.**
Students found guilty of fighting and/or truancy may be suspended and/or terminated from the team and/or extracurricular activity.
8. **STUDENTS WILL EXHIBIT EXEMPLARY BEHAVIOR ON ACTIVITY BUS TRIPS INCLUDING THE SHUTTLE BUS.**
The first offense may result in the loss of bus privileges.
9. **INSUBORDINATION OR BLATANT DISRESPECT TOWARDS A TEACHER, COACH, OR ANY SCHOOL PERSONNEL WILL NOT BE TOLERATED.**
Students suspended for such an offense may also be suspended from participation or terminated from the team and extracurricular activities.
10. **STUDENTS WILL NOT RECEIVE A LETTER OR AWARD UNTIL ALL ISSUED EQUIPMENT HAS BEEN RETURNED OR PAID FOR.**
11. **STUDENTS ARE EXPECTED TO RIDE THE ACTIVITY BUS TO AND FROM ALL EVENTS UNLESS THEY HAVE A SIGNED FORM FROM PARENTS/GUARDIANS.**
Students will only be released to parents and guardians (*or other adults with appropriate paperwork on file in the administration office*) ONLY with a signed student release form.

ADMINISTRATION OF DISCIPLINE IN RESPONSE TO SERIOUS CODE INFRACTIONS WILL BE DECIDED BY THE COACHES/SPONSORS/ATHLETIC DIRECTOR IN COORDINATION WITH THE BUILDING ADMINISTRATOR.

As a team member/parent/guardian, I have read and fully understand the guidelines, which are required for participation in athletic or extracurricular activities at Quemado High School.

Quemado High Student

Parent/Guardian of Student

NOTE: In addition to suspension from the club or team, you will also be subject to school penalties under the section titled “Policies and Guidelines for Student Conduct at QHS” and any other contract obligations affiliated with the team or organization.

D. Sportsmanship

- i.. Basic Philosophy—Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching skill and competition.
- ii.. Expectations of Parents and Other Fans—Realize that a ticket is a privilege to observe contest and support high schools activities, not a license to verbally assault others or to be generally obnoxious.
 - a. Respect decisions made by contest officials.
 - b. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
 - c. Respect fans, coaches, and participants.
 - d. Be a FAN...not a FANATIC.
- iii.. The faculty and staff reserve the right to eject anyone from a game if his or her behavior is not in accordance with the above expectations.

E. Information about QHS Student Council

- i. Student Council membership at QHS shall consist of its elected officials and two representatives from each class and club, one of which shall be the vice-president of the class or club.

F. Elections for Office

- i. Elections for student council officers and class officers shall be held as determined by the faculty of QHS with input from Student Council members. Students will be required to attend leadership training in order to hold a leadership position.
- ii. Elections shall be under the supervision of the Student Council. Faculty and student council members shall screen petitions and nominations. Write-in candidates are not allowed. Votes for elections and Queen contests will be counted by two adults on staff.

THE QUEMADO MUNICIPAL SCHOOL DISTRICT is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or veteran status in employment or the provision of services. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of Title VI, and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of the Cimarron Municipal Schools. The Americans With Disabilities Act of 1990 as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.

