

SAN JUAN COLLEGE  
**HIGH SCHOOL**  
2021 – 2022 HANDBOOK





San Juan College High School, Established 2016

San Juan College High School (SJCHS) is an FMS High School located on the campus of San Juan College. Students have the opportunity to graduate with an associate's degree from San Juan College, while concurrently receiving a high school diploma from Farmington Municipal Schools. SJCHS was established through a unique partnership between Aztec Schools, Bloomfield Schools, Central Consolidated Schools, Farmington Municipal Schools and San Juan College in order to serve students from four different school districts. After two years of strategic planning, the school opened in the fall of 2016 with an initial cohort of eighty students. The graduating class of 2020 has set the pace for generations to come.

Since 2002, the Early College High School systemic approach has been implemented in more than 200 schools in 24 states and the District of Columbia. San Juan College High School is one of only a handful of Early College High Schools in New Mexico. Eighth grade students living in San Juan County can apply each spring for entry in the freshman class determined by a random lottery. In addition to regular degree coursework, service-learning projects are required annually, and internships are encouraged in the summer between a student's junior and senior year.



# SAN JUAN COLLEGE HIGH SCHOOL

4601 College Boulevard

Farmington, NM 87402

(505)566-3986

[sjchs.sanjuacollege.edu](http://sjchs.sanjuacollege.edu)

Dear Griffin Families,

Our staff is excited to have the opportunity to work with your student! The staff at San Juan College High School will work their hardest to encourage, support, and challenge your student throughout an accelerated learning experience. While learning is at the forefront of our intentions, our staff is invested in developing and fostering success through experiences that make for a well-rounded high school journey. Your student will have the opportunity to meet new friends, learn lessons through community outreach, be challenged academically, and develop long lasting relationships with the outstanding teachers at SJCHS. Grades will indicate the success of your student, but will also be the goal of San Juan College High School to measure the qualitative data through smiles, engagement, and positive academic conversation. Your student's academic career and well-being will be a priority.

Throughout our program we want students to start to personify the majestic aspects of the Griffin. The noble Griffin is part lion and part eagle, which embodies bravery, strength, and courage. In taking on this non-traditional road in education one must be like a Griffin to excel and ultimately find academic success. The San Juan College faculty and staff will help students create small successes and grow those successes over time to meet the larger goal of a high school diploma with an associate's degree, post-secondary focus with college credits, or career-readiness skill for the workforce.

Thank you for your interest in San Juan College High School and for a continued passion for learning.

Regards,

A handwritten signature in black ink, reading "Seth Martinez", is enclosed within a thin, light-colored rectangular border.

Seth Martinez  
Principal  
San Juan College High School

## CONTACT INFORMATION

Administration Office, Guidance Office, Attendance Office  
(505)-566-3986

## MAILING ADDRESS

San Juan College High School  
4601 College Blvd.  
Farmington, NM 87402

## FACULTY AND STAFF

Seth Martinez .....	Principal
Charlotte Simpson .....	Secretary
Stacy VanMeter .....	Counselor
Abby Calcote.....	College Liaison
Mandy Lundy.....	Nurse
Lindsay Morales.....	Health Aide
Stacey Parson .....	Gifted / Executive Internship / FYEX
Shelly McDaniel .....	Gifted / Physical Education / FYEX
JK Melton.....	Social Studies / English Language Arts
Carrie Rogers .....	Social Studies
Kelly Nichols .....	English Language Arts
Dena Burgert .....	Mathematics
Caren Marcum.....	Mathematics
Cynthia Green.....	English Language Arts
Antje Mann.....	English Language Arts
Robbie Mason.....	Social Studies / Health
Geizi Dejka .....	Science
Dave Rogers.....	Science

# Bell Schedules

<b>San Juan College High School Bell Schedule</b> Monday / Tuesday / Thursday / Friday	
Griffin SOAR Support Beginning of contract day Teacher Work – Department Meetings – Faculty Meetings 7:30 – 8:30	
First Period	8:30 – 9:35
Second Period	9:40 – 10:45
Third Period	10:50 – 11:55
Lunch 12:00 – 12:30	
Fourth Period	12:35 – 1:45
Fifth Period	1:45 – 2:50
End of teacher contract day 3:30	

<b>San Juan College High School Bell Schedule</b> Career and Club Wednesday	
Griffin SOAR Support Beginning of contract day Teacher Work – Department Meetings – Faculty Meetings 7:30 – 8:30	
First Period	8:30 – 9:25
Second Period	9:30 – 10:25
Third Period	10:30 – 11:25
Careers and Clubs 11:30 – 12:25	
Lunch 12:30 – 1:00	
Fourth Period	1:05 – 2:00
Fifth Period	2:05 – 2:50
End of teacher contract day 3:30	

# Mission – Vision - Motto

## Mission

SJCHS will graduate students from high school with an Associate's degree, equip them for success in higher education or the workforce, and grow them into contributing members of society through a comprehensive college and career readiness program while celebrating diversity.

## Vision

San Juan College High School students will navigate their four years of coursework through a safe, supportive, and collaborative educational environment to prepare them to be life-long learners.

## Motto

***SOARING TO EXCELLENCE!***

# General Information

## Handbook Purpose

This handbook is designed to offer specific San Juan College High School supplemental information to the Farmington Municipal Schools Parent/Student handbook. San Juan College High School is thrilled to have your student as part of our Griffin Family. Please reference this handbook for any issues or general information that may arise through the course of the school year. With the understanding that all situations are unique, this handbook will serve as a guide for possible solutions and San Juan College High School Administration reserves the right to make discretionary decisions in the best interest of student learning, needs, and safety. San Juan College High School has an intentional focus on academics and all courses taught at SJCHS meet New Mexico and/or Common Core State Standard requirements for high school graduation. Also, all courses meet the New Mexico content standards with related benchmarks and performance standards. This handbook will also offer guidance and information related to academics at SJCHS.

## Classification of Students

- 1<sup>st</sup> Year Student: Freshman and Sophomore level coursework completion
- 2<sup>nd</sup> Year Student: Junior and Senior level coursework completion
- 3<sup>rd</sup> Year Student: San Juan College coursework
- 4<sup>th</sup> Year Student: San Juan College coursework completion

## Closed/Open Campus

All FMS High School (except Rocinante) campuses are **CLOSED**. Students may not leave campus unless a parent or legal guardian signs them out in the office. Upon returning to school, a parent or legal guardian must sign them back in. Lunch is 30 minutes. Parents may eat lunch with their child in Mary's Kitchen, but they will **still need to check in as visitors** on campus. San Juan College High School students may have an early release form on file as approved and determined by the school administration.

## Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices such as, but not limited to, cell phones, tablets, e-readers, head phones, and iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school district will not be responsible for lost or stolen items. Electronic devices are only to be used as outlined by and through permission of the classroom instructor. Dual credit students will follow all SJC policies in regards to electronic devices in classrooms on the college campus.

## Fine/Fees

SJCHS students are responsible for covering all high school course fees. Fines must be paid in full prior to graduation.

## Student Identification

SJCHS students must have an SJC ID with them at all times.

# San Juan College High School

4601 College Blvd • Farmington, NM 87402  
Phone: 505-566-3986 • sjchs@sanjuancollege.edu



## **San Juan College High School:**

San Juan College High School (SJCHS) is a free, public high school on the campus of San Juan College. The school opened in the Fall of 2016 with 80 students. Operating under the direction of Farmington Municipal Schools, SJCHS serves students who reside in San Juan County. Students who attend SJCHS will graduate with a New Mexico High School Diploma of Excellence, as well as an Associate Degree or Certificate from San Juan College. Any student seeking a non-traditional high school experience is encouraged to apply.

San Juan College High School is open to all San Juan County resident students who exhibit a sincere interest in academics and are willing to work hard to meet our demanding expectations. Students must also be prepared to integrate into a university setting/adult environment. Students are able to pursue any degree program at San Juan College. School bus transportation and meals are provided. Free and reduced-priced meals are available.

## **San Juan College High School's benefit to students:**

- Academic courses and career and technical studies aligned to students' career goals.
- Personalized planning and support systems to assist students in achieving their academic and career goals.
- Students complete their high school core requirements in their first two years and are a full-time college student year three and four.
- Student clubs and organizations that support academic advancement, social growth and leadership skills. San Juan College High School does not offer athletic teams or fine arts programs.

## **School Profile:**

Public High School  
294 Students  
27% Hispanic, 21% American Indian/Alaskan Native  
45% Caucasian 5% Asian  
School year comprised of two 18-week semesters

## **The Staff:**

11 teachers	1 Counselor
1 Principal	1 Secretary
1 College Liaison	1 Nurse

## **Grading System:**

Unweighted: All high school coursework is on a 4.0 scale  
Weighted: AP equivalent and eligible dual credit courses are weighted on a 5.0 scale

## **Graduation Requirements:**

Minimum of 24 credits required:

**English** – 4 credits, **Math** – 4 credits (one must be equivalent to Algebra II or higher), **Science** – 3 credits (two must have a laboratory component), **Social Sciences** – 4 credits (NM History - .5 credit, Economics - .5 credit, U.S. History – 1 credit, World History – 1 credit, Government – 1 credit), **Physical Education** – 1 credit, **Health** - .5 credit, **Electives** – 8 credits. Enrichment Seminar .5 credits each academic year (2 possible credits earned during grades 9-12).

At San Juan College High School students acquire elective credits through the dual credit classes they are taking toward an associate's degree or certificate.

## **Expectation of Completion:**

The focus of a San Juan College High School student will be to attain a high school diploma and supplemental associate's degree, certification, or transferable college credit throughout the duration of four years. Incoming freshmen will be committed to this endeavor through four years of coursework that encompasses the SJCHS program expectation of completion. Students will also be expected to take part in service hours through volunteering and complete the SJCHS Executive Internship as part of their academic experience. These elements, in conjunction with our academics, support our vision of community support and a well-rounded career and academic focused high school experience.

\*Due to the Covid-19 shutdown, grades for Semester 2 for the 19-20 school year are shown as P (Pass) or NC (No credit). Grades were not calculated into GPA for this term.

Updated: 6-1-21



# Academics

Students at SJCHS have the opportunity to make accelerated progress in reaching short-term and long-term educational goals. In order to maximize a student's experience, specific criteria have been established to define student success.

- Students must maintain a minimum grade point average (GPA) of 2.5.
- If a high school course is failed, a student must collaborate with the SJCHS guidance counselor to make arrangements to repeat the course. If a student fails one or more high school classes participation will be required in a variety of interventions and meetings to promote learning.
- If a student fails one or more SJC courses the student must work with the SJCHS College Liaison to discuss alternatives, tutoring, and possible interventions.
- If a student does not maintain a 2.5 GPA, he/she will be placed on academic probation and required to complete an Academic Improvement Plan. This plan will be reviewed after one academic semester to determine progress.
- A cumulative GPA below 2.5 may impact a student's eligibility in SJC dual credit coursework. A meeting with SJCHS Administration and the College Liaison will be required. Interventions will be implemented to provide support for the academic success of the student.
- If grades, discipline, and/or attendance are negatively impacting student success and the systems of intervention have been unsuccessful, the FMS district office and SJCHS administration may discuss potential opportunities for attending school in a student's home attendance zone.

## Graduation Requirements

**English** - 4 credits

**Mathematics** – 4 credits (one must be equivalent to Algebra II or higher)

**Science** – 3 credits (two must have a laboratory component)

**Social Sciences** - 3.5 credits

New Mexico History .5 credit

World History 1 credit

U.S. History 1 credit

Government 1 credit

**Physical Education** – 1 credit

**Health**- .5 credits

**Electives** – 8 credits

Enrichment Seminar .5 credits each academic year (2 possible credits earned during grades 9 – 12)

**Expectation of Completion:** The focus of a San Juan College High School student will be to attain a high school diploma and supplemental associate's degree, certification, or transferable college credit throughout the duration of four years. Incoming freshmen will be committed to this endeavor through four years of coursework that encompasses the SJCHS program expectation of completion. Students will also be expected to take part in service hours through volunteering and complete the SJCHS Executive Internship as part of their academic experience. These elements, in conjunction with our academics, support our vision of community support and a well-rounded career and academic focused high school experience.

## High School Graduation Competency Requirements

Students must pass all High School Graduation Assessments as required by the New Mexico Public Education Department in order to receive a diploma. There is no appeal process at the school or district level for students who fail the graduation competency exams.

In addition to meeting course requirements, New Mexico public high schools must be able to demonstrate postsecondary and/or workforce readiness in five content areas: Math, Reading, Writing, Science, and Social Studies. Until 2019, New Mexico required students to use the Every Student Succeeds Act (ESSA) required proficiency assessment as a primary demonstration of competency and to request a waiver from the PED to use an alternative demonstration of competency. Students may now choose from a **menu** of options to demonstrate competency without a waiver. PED is no longer using primary and alternative structures. Local school boards are given the flexibility to make available all or some of the menu options, establish local policies that include additional requirements, or establish higher cut scores than those set by the PED. Students may use any of the menu options allowed by their local education agency (LEA). Please reference the [New Mexico Public Education Department's website](#) for information regarding competency requirements and course requirements for your graduating cohort.

### Next Step Plan

The state of New Mexico requires that students develop a Next Step Plan (NSP). The NSP is a personal, written plan that is developed by each student at the end of grades 8–11 and during the senior year (grade 12).

- The purpose of the plan is to target the student's postsecondary interests, and set forth the studies he or she will complete during high school in order to be on track for graduation. The student reviews and updates his or her NSP annually, and each year's plan must explain any differences from the previous year's NSP.
- State rule requires that each year's NSP must be completed within 60 days of the preceding school year.
- Each student must complete a final NSP during the senior year (grade 12) and prior to graduation. The final NSP is filed in the student's cumulative file upon graduation.
- Under state law at Subsection B of 12-2A-3 NMSA 1978, a person is no longer a minor the moment he or she turns 18 years old. Therefore, for schools working with a student who is 18 or older, parental signature and approval of the NSP are not required.
- The Individualized Education Program (IEP) team for grades 8–12 must incorporate all of the state's NSP requirements into the student's IEP. Once a student reaches age 14, the IEP must also include all the transition IEP requirements of state special rule at Subsection G of 6.31.2.11 NMAC and the federal Individuals with Disabilities Education Act (IDEA) at 34 CFR Secs. 300.320(b) and 300.324(c)

### Academic Feedback

SJCHS staff will update grades regularly in PowerSchool. Students will have the ability to access their grades on a regular basis using their laptop. Parent(s)/Guardian(s) will also have the ability to access grades through PowerSchool. For information regarding your student and/or parent account, please contact San Juan College High School. Dual credit classes through San Juan College will be reported using a SJC platform and grades for classes will be submitted and entered on transcripts at the end of each semester at SJCHS.

## Grade Calculation

<u>Grading Scale</u>	<u>Letter</u>	<u>GPA Points</u>
97.5 -100	A+	4.3
89.5 - 97.4	A	4.0
87.5 - 89.4	B+	3.3
79.5 - 87.4	B	3.0
77.5 - 79.4	C+	2.3
69.5 - 77.4	C	2.0
67.5 - 69.4	D+	1.3
59.5 - 67.4	D	1.0

**(A) = Outstanding in thoroughness, accuracy, and performance**

**(B) = Above average in performance**

**(C)= Average in performance**

**(D) = Below average in performance, but acceptable for graduation credit**

**(F) = Failing work, not acceptable for graduation credit**

**(WF) = Withdrawal with failing grade**

**(+) = plus (+) may be given with A's, B's, C's and D's with the exception of semester exam grades**

### Academic Integrity

All students are expected to practice a high standard of conduct and personal integrity in the classroom.

Academic dishonesty is defined as any act of deception in an academic setting. Students are expected to follow the policies and expectations outlined in the San Juan College High School and San Juan College Handbook. The following examples include, but are not limited to, academic integrity violations for which students may be subjected to disciplinary action:

- Taking credit for any work (electronic or hardcopy) not fully performed by student submitting the work.
- Copying of unauthorized material (electronic or hardcopy), and submitting for student's own credit (this includes material that may be shared with student by another classmate).
- Sharing of student's own material (electronic or hardcopy) with other classmates.
- Talking with classmates during exams and quizzes.
- Using electronic communication methods during exams or quizzes to obtain/share information.

For clarification: Unless instructed otherwise by instructor (such as on group projects), "working together" on projects shall refer exclusively to the verbal sharing of ideas on similar projects or assignments. Under no circumstances shall electronic files be shared/copied among students for the purpose of submitting for credit. If an instructor has reason to believe that academic dishonesty has occurred, the instructor may resolve the issue at his/her discretion according to the guidelines contained in the current SJCHS or SJC Student Handbook

### Collaboration vs. Cheating

*Collaboration* is to work jointly with others in an intellectual endeavor with teacher approval. *Cheating* is the action of copying or using another student's work to submit as one's own.

### Late Work / Incomplete Assignments

San Juan College High School has an expectation that students are timely and compliant with all due dates. Students should communicate any extenuating circumstances to their teachers. Students who refuse to complete an assignment on time will receive classroom and/or school-level disciplinary consequences. The grade for that assignment will be recorded as “no evidence” until the student completes the work. SJCHS teachers will work with students and their families to resolve issues as soon as possible.

### No Evidence on Assignments/Exams

Students who choose to not complete teacher assigned classroom work and/or exams may be subject to the following disciplinary action:

1. Student/teacher conference
2. Parent notification via phone call and/or email
3. Parent/teacher conference
4. Principal referral

### Drop/Add Procedure for High School Courses

All schedule changes should be made prior to the beginning of each semester. High school schedule changes will be considered for the following reasons:

- Graduation requirement needed
- Failed courses that need to be rescheduled
- Inappropriate placement
- Result of a parent conference

No schedule changes will be permitted without approval of the SJCHS Counselor, College Liaison, and Administration.

### Drop/Add Procedure for College Courses – See SJC Handbook

The college publishes a calendar each semester with specific deadlines for adding a course and/or dropping a course. These dates will be available from the Dean of Students and the Dual Credit Advisor. They will also assist you with the correct procedures. If you withdraw from a college course after the first published drop date, a “W” grade will be assigned. All On-Line and correspondence courses must be pre-approved by the Principal or administrative designee.

### Grade Transfer Policy – High School (See College Catalog for College Transfer Policy and Procedures)

When a student transfers from another high school transferred credits and grades from other school systems shall be converted by the principal/designee into appropriate FMS credits and are included in the GPA computation.

- Advanced level courses or honors level courses weighted in other districts and not at SJCHS, will not receive weighting upon conversion to SJCHS.
- For transferred credits (non-SJCHS courses) with a mark of “O” (Outstanding), “S” (Satisfactory), and “U” (Unsatisfactory) or where numeric grades or percentages have been assigned, the former school must translate such marks to a scale of A, B, C, D, and F.

### Transferring to Zoned High School

No San Juan College High School student will transfer to a home-zoned high school without first having a meeting with the SJCHS Staff including the building Principal, Counselor, College Liaison, and appropriate instructional staff as necessary. No third-year or fourth-year student will be allowed to transfer to a home-zoned high school for the sole purpose of graduating early. Extenuating circumstances will be considered on a case-by-case basis.

## Attendance

**\*\* IN AN EFFORT NOT TO DISTURB CLASSES, PHONE MESSAGES WILL NOT BE DELIVERED TO STUDENTS UNLESS IT IS A MEDICAL EMERGENCY OR CHANGES IN TRANSPORTATION. PLEASE MAKE SURE ALL INFORMATION REGARDING APPOINTMENTS IS TAKEN CARE OF BEFORE SCHOOL.**

### Student Attendance

It is the belief of the SJCHS Administration and staff that attendance is a priority for all students. Attendance will directly impact the ability for a student to be successful in current coursework. Due to the acceleration in programming, missing one day of instruction is comparable to missing two days in a traditional setting. All excused absences shall be verified by a parent or other adult who is legally responsible for the care of a student, or the school authority responsible for the absence. Verification shall be provided to the school on the day of the absence by a parent/guardian phone call. If verification of the absence is not presented within three days, the absence shall be coded as unexcused.

1. Long-term illnesses shall be verified in writing by a community health-care professional (doctor, dentist, optometrist, mental health counselor, etc.) or school nurse.
2. Recurring illnesses shall be verified in writing that the absence is recurring and necessary by a community health-care professional.
3. Short-term illnesses shall be verified in writing or phone call to front office by a parent, community health-care professional or school nurse.

### Tardy Policy

In order to prepare our students for college classes and the workforce, chronic tardiness will not be tolerated. If a student is not in class when the instructor begins class, he/she is tardy. If a student's absences begin to impact their learning, a variety of interventions will be initiated that may include, but not be limited to a student/teacher conference, parent/teacher conference, visitation with the guidance counselor, and a meeting with administration.

### Student Sign In/Out

Students leaving an assigned class, or leaving campus for any reason must check out with the Administration office. Individuals on the PowerSchool contact list who are at least 18 years of age and hold a valid ID are the only individuals permitted to sign out a student. With permission from a staff member in the front office, a written note with a verifiable signature or email from a parent/guardian may be an acceptable form of documentation.

### Visitors to SJCHS

All visitors must report first to the SJCHS Administration office upon arriving to sign in and **obtain a visitor's pass**. Conferences can occur only during non-instructional time and must be scheduled by mutual agreement.

### Make-up work after an absence

Make-up work is permitted and students will be given the opportunity to earn full credit for all absences. Students may be asked to attend different interventions and/or tutoring to support missed instruction. Content knowledge will be assessed and scored to full point value, as determined by the teacher. Assignment(s) turned in past established due date(s) may receive administrative attention through interventions, parent conferences, or disciplinary referrals. It is the student's responsibility to communicate with his or her teacher(s) to obtain work that will be missed during **any** absence. Students will be expected to make arrangements with their SJCHS instructors to accommodate any extenuating circumstances.

### College attendance

Students are expected to maintain strong attendance while registered for any SJC course. Students who are reported by SJC for non-attendance will be subject to all SJCHS discipline policies regarding attendance. SJCHS students wanting to withdraw from any SJC course must complete all paperwork for approval in order to withdraw. This paperwork consists of 2 forms: SJCHS withdraw form, which must be completed first, requires a parent signature as well as the college liaison signature; and SJC withdraw form (to be completed last).

### Re-do policy

A re-do assignment is defined as an assignment such as an assessment, project or major assignment in which the student completed in its entirety but failed to demonstrate competency. The score of a re-do will reflect the learning that has occurred after work has been submitted. A re-do must be approved and scheduled through the student's SJCHS teacher. A re-do ***must be requested and completed by the student within 2 (two) days*** of the time in which the grade was received in order to recover points.

NOTE: A re-do assignment and make-up work **cannot** be completed during club/tutorial time.

## Service Hours – Second & Third-Year Students

Service hours are defined as the volunteering of free time, outside of school hours, to help improve our community. Students completing service hours during school must receive approval by a school sponsor and/or administration. Students will have their activity sponsor sign and verify the school sponsored service hours.

***Service forms can be picked up in the SJCHS College Liaison's Office.***

***Second-Year and Third-Year Students are required to complete 20 hours of service each school year, a minimum of 10 in the Fall semester and a minimum of 10 in the Spring semester.*** Fall service hours will be due by Dec 1st and spring service hours will be due by May 1. Students are allowed to complete all service hours in one semester. All Service-Learning Forms are due at the semester deadline.

Service hours completed outside of school supervision will be verified by the person in charge of the event or organization. Students should have a printed name, phone number or contact email and signature on SJCHS Service-Learning Verification form. Service learning hours are not to be verified by a parent or family member.

Service hours must be signed on the day of service and submitted to the SJCHS College Liaison's Office within one week of the service performed.

# Discipline

San Juan College High School follows Farmington Municipal School's guidelines as it relates to disciplinary infractions. Please reference the FMS District Handbook for detailed information regarding discipline. San Juan College Administration reserves the right to make discretionary decisions in the best interest of student learning, needs, and safety. Guidelines for consequences which may arise as a result of a violation of the Student Discipline Policy have been established to support board policies.

The guidelines may be modified at the discretion of the building principal after review of all of the circumstances on a case-by-case basis. The principal has the authority to impose more or less discipline than set forth in the guidelines if, in his or her judgment, the totality of the circumstances warrants such action. In addition, if appropriate under the circumstances, the principal or assistant principal may impose more severe disciplinary action if, in a short period of time or in a single event, a student engages in multiple acts which violate the discipline rules. Finally, the principal may use discretion in the imposition of discipline when a student engages in a pattern of unacceptable conduct or otherwise displays a persistent refusal to comply with school rules.

These guidelines extend to conduct that aids, abets, counsels, procures or causes any act which, if done by the student, would be punishable. These guidelines also extend to conduct which assists an offender in preventing the student's punishment, the act of conspiring with any person to perform acts punishable under these guidelines or soliciting the performance of acts punishable under these guidelines.

All rules relating to discipline are established by Board policies and regulations, based on the authority granted to the Farmington Municipal School District under New Mexico statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents or guardians.

It is essential that the Farmington Municipal School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Farmington Municipal Schools Board of Education has created discipline policies and regulations that address the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The comprehensive written policy is in Section II of the Board Policy and includes, but is not limited to, procedures and regulations for student discipline. The district's board policy and this handbook will be maintained on the Farmington Municipal School District website at: <http://district.fms.k12.nm.us/Handbooks>

**Application:** These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has

visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

**Enforcement:** Building principals are responsible for the development of additional guidelines and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such guidelines and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

### Disciplinary Sanctions and Definitions

**In-School Suspension:** A student is removed from the student's daily class schedule but his or her work will be provided to him or her in a school setting during school hours. Students will be supervised on campus in the in-school suspension classroom.

**Out-of-School Suspension:** Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The school resource officer will also be notified.

### Disciplinary Offenses

#### 1. Alcohol/Drugs

Use, possession, distribution, or sale of drugs (including prescription and over the counter drugs), and/or alcohol or other illegal contraband/paraphernalia on Farmington Municipal School District's property or at school sponsored functions, including transit and lodging is strictly prohibited.

#### 2. Student Assaults, Battery, Fighting, Bullying, and Other Acts of Violence

Offenses in categories 2A and 2B are cumulative throughout secondary school (grades 6-12). Law enforcement referral may be required for offenses in categories 2A, 2B, 2C, and 2D.

#### 3. Possessing, using, distributing, selling, purchasing, transmitting, transferring or obtaining a firearm/weapon (includes pocket knives)

See Section 2.27 Weapons on School Property:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.27>

#### 4. Tardiness – See attendance section of this handbook

#### 5. Academic Dishonesty – See academic integrity section of this handbook

#### 6. Destruction of Property/Vandalism

Destruction of property/vandalism is defined as conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the district or school personnel, wherever the property is located.

- Class I Destruction of Property/Vandalism Offense. Defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean- up or repair cost of less than one-hundred dollars (\$100), as determined by the Farmington Municipal School District.



- Class II Destruction of Property/Vandalism Offense. Defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up or repair cost of more than one-hundred dollars (\$100), as determined by the Farmington Municipal School District.

### **7. Falsification of Information**

Falsification of Information or Records or Lying to a School Official. Giving False Information or Forging School Documents/Records or Falsifying School Notification by Phone. Defined as falsely altering any record maintained by the district, or filing, processing or using false information with the intent to deceive district personnel.

### **8. Harassment**

Harassment is defined as occurring when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment. Harassment has been divided into two categories for purposes of determining consequences should a violation of policy occur:

- Inappropriate, non-physical harassment: Law enforcement referral may be required. Defined as harassment that is inappropriate verbal, written or non-physical conduct such as, but not limited to, demeaning comments or jokes concerning a person's race, color, religion, sex, national origin, ancestry, disability, age, genetic information; or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.
- Inappropriate physical harassment: Law enforcement required. Defined as harassment that is physical in nature, including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin, ancestry, disability, age, genetic information; or conduct such as departing, sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct.

### **9. Profanity, Cursing or Inappropriate Language**

The use of profanity, cursing, or inappropriate language is divided into three categories:

- Profanity, cursing or inappropriate language directed at an adult
- Profanity, cursing or inappropriate language used in conversation
- Use of profanity, cursing or other language deemed in violation of the district's anti-discrimination/harassment policy. Possible referral to district compliance officer and/or law enforcement.

### **10. Theft**

Theft is defined as taking property or receiving property of the district or others without permission or authorization.

### **11. Tobacco**

Law enforcement referral may be required for students under 18 years of age.

- Smoking, chewing or possession of tobacco, or possession of lighters or matches. This includes, but is not limited to, the possession and use of cigarettes, cigars, pipe tobacco, chewing tobacco, smokeless pouches, snuff, as well as the use of an electronic cigarette, nicotine vaporizers or any other device intended to simulate smoking and/or the use of smokeless tobacco.

### **12. Disrespect, Classroom Disruption, Disruptive Behavior, Failure to Obey, Defiant, or Unruly Conduct**

Behavior that interferes with the academic setting or learning environment

### **13. Inappropriate Student Attire**

The school has the right at all times to regulate any student's dress that creates a problem, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard as defined by administration.

### **14. Inappropriate Personal Cell Phone or Electronic Device Use**

During school hours, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only. Devices may only be used in approved areas, and students must comply with the directive of school/district staff regarding when and where electronic devices may be used. The district is not responsible for lost, damaged or stolen devices.

### **15. Computer/Electronic Devices, Unauthorized Use**

The unauthorized use of a computer is defined as the following:

- Use of district-issued device or technology resource or personal device on any district property, school bus or at a school-related event to download or review data or other materials from a database, computer network or computer system, with or without authorization, when accessing or downloading such data is prohibited, is pornographic, advocates violence or civil disobedience, or will cause the commission of unlawful acts or the violation of lawful district policies and procedures; or use of any district technology resource to access, view, disseminate or create information or digital media/material that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of the content or the manner of distribution, substantial disruption of the proper and orderly operation and discipline of the school or school activities could be experienced; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures; or use of district-issued device, mobile device or any technology resource to do, or attempt to do, any of the following items is prohibited (whether or not they are blocked by the district web filter):
  1. Access unauthorized files from district servers, access a proxy server
  2. Access, view, disseminate or create information or material/digital media that is pornographic, obscene, child pornography, harmful, obscene, libelous or pervasively indecent or vulgar
  3. Access fee services without permission from an administrator
  4. Attempt to read, delete, copy or modify electronic messages of other users
  5. Bypass the district web filter
  6. Download or install unlicensed or unauthorized executable file, software, and audio or video media files on district servers or computer without authorization
  7. Send unsolicited mass email or other electronic messages
  8. Use of another users ID, password or pin number
  9. Use of any district technology resource for individual profit or gain (e.g. product advertisement, political activities or excessive personal use)
  10. Engage in a pattern of unacceptable tech-related behavior which violates school rules and/or district policy, to include but not limited to, use of district technology resources to access non-academic content without prior authorization
  11. Tampering with computer equipment or data: The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to

malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary. Law enforcement may be notified based upon the infraction.

12. Use of electronic device to record, publish or display confidential materials: Defined as the act of using an electronic device to record, publish or display audio or visual images of district staff or other students on district property, school bus or at a school- related event without authorization. The prohibited conduct includes such things as audio or visual recordings of district staff in the classroom without authorization; acts of violence; disruptions to the school environment or other acts prohibited by the district's student discipline guidelines.
13. The use of an electronic device to record, publish or display audio or visual images of district staff, students or other person taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises is strictly prohibited.

See Technology Security Policy in the Appendix of Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/Append#TECH%20SECURITY%20POLICY>

### Search and Seizure

The Farmington Municipal Schools authorizes the conduction of a search of a student when:

- There is a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.
- There is reasonable cause to believe that a search is necessary to help maintain school discipline.

### Classroom Resolution Procedures

1. Be sure your student has first had the opportunity to address the issue him/herself. This is an important part of the maturation process.
2. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue or solve a problem, first contact the teacher or sponsor directly. For college coursework concerns, all contact with San Juan College professors must go through SJCHS College Liaison, Abby Calcote.
3. If that communication does not resolve the situation, contact the Principal.

### FERPA Information

**Copy of FERPA Student/Parent Agreement signed on Dual Credit Request Form:** We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated high school and postsecondary institution. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met. We agree to abide by the guidelines in the Statewide Dual Credit Master Agreement, and high school and postsecondary policies and codes of conduct. We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student's high school and college record. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the postsecondary school, including those for courses that are not a part of this agreement. We understand that it is the student's responsibility to receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above. According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to the student's educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high

school have rights of access to their postsecondary dual credit records. In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institutions the public education department, and the higher education department. All data submitted to secondary and postsecondary institutions or the NMHED will be used and maintained in accordance with all federal and state statutes, regulations, and policies. By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time. We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration. \*Student, parent, and High School representative signatures are required.

### Release of Information to News Media

Throughout the school year, the district, school or news media might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper or publication.
- The district or school might post pictures of school activities on webpages and social media.

On the student enrollment card, please check no if you do not want information to be released. Failure to complete the enrollment card will result in permission granted. If a parent or guardian wants to change their selection during the year, please contact the school.