



## Parent/Student Handbook

### 2017-2018

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 (SJC.) Students have the opportunity to graduate with an associate's degree from San Juan College a week before graduating from Farmington Municipal Schools with their high school diploma. SJCHS is a partnership between Aztec, Bloomfield, Central Consolidated, Farmington and San Juan College. After two years of strategic planning, the school will open in the Fall of 2016 with an initial cohort of eighty students graduating Spring of 2020.

Early college high school is based on the principle that academic rigor, combined with opportunity, is a powerful motivator for students to work hard and meet the challenge. 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. There are 11 ECHS in New Mexico and all are designed so that students can simultaneously earn a high school diploma and an associate's degree or up to two years of credit toward a Bachelor's degree-tuition free. Eighth-grade students living in San Juan County can apply each spring for the eighty seats 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.

## IMPORTANT TELEPHONE NUMBERS

Administration Office	505-566-3986 / fax: TBA	Office hours 7:30am-3:30pm
Guidance Office	505-566-3986	
Attendance Office	505-566-3986	
School District Administrative Office	505-324-9840	

## Leadership Team

Principal:	Don Loret
Administrative Assistant:	Laurie Jordan
HS Counselor:	Deadra Torrez
College Liaison:	Natalie Stark

### Mailing Address:

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

### Staff:

English:	Robbin Lewis, Kathryn Severson, Miles Vandervelden
Math:	Dena Burgert, Caren Marcum
Science:	Geizi Llanes, Christie Vliss
Social Sciences:	Rich Wallace, Greg Harvel
Gifted:	Shelly McDaniel

## BELL SCHEDULE:

	7:30 a.m. - 8:30 a.m.	Teachers Prep
1 <sup>st</sup>	8:30 a.m. - 9:40 a.m.	
2 <sup>nd</sup>	9:45 a.m. - 10:55 a.m.	
Lunch	10:55 a.m. - 11:30 a.m.	Closed campus
3 <sup>rd</sup>	11:35 a.m. - 12:45 p.m.	
4 <sup>th</sup>	12:50 p.m. - 2:00 p.m.	
5 <sup>th</sup>	2:05 p.m. - 3:00 p.m.	
Dismiss	3:00 p.m.	

Letter from FMS Superintendent

Dr. Eugene Schmidt

To the Students and Staff of San Juan College High School,

What a wonderful time to be in high school! You are trailblazers in a new and exciting way of learning. In the next four years, you will have an educational opportunity to accomplish a goal that very few students achieve – a dual diploma. As Principal Don Loretto so aptly states, “You will graduate one degree better than your peers in other high schools.”

Through the power of your dual (high school and college) diploma, a better future awaits. Simply stated, you are about to jump-start your future – both college and career. This commitment to excellence speaks well of your character as a person and your belief in the power of education to create a new and brighter future.

Your choice of the *Griffin* as a school mascot draws an interesting parallel to the school choice you have made. Griffins, as you know, have the heart of a lion and are capable of soaring to the heights of eagles. Griffins are known for courage and boldness, which sets a high expectation as you make that first bold step into your new school.

By entering through doors of San Juan College High School, you mark yourselves as courageous and ready to soar to new heights. Ponder that thought as you take this first bold step into high school and college. Walking next to you are academically gifted students from four school systems. These new friends will be your partners in learning. Many will become your friends for life.

Walking in the school door with you are Principal Loretto, SJCHS teachers and staff, who combine to make a very powerful educational team. Know they are very interested in your success as students and young adults. They will serve as guides on your journey of excellence. Take advantage of their time and talents and use these next four years to model yourselves in the bold and courageous Griffins that you are.

In closing, this exciting new educational partnership with San Juan College creates the opportunity to set new, even higher expectation of learning. In the next four years, be bold and soar. A brighter future awaits.

Respectfully,

Gene Schmidt, PhD

Superintendent

# San Juan College High School

## Mission

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

## Vision

SJCHS Students will navigate their four year, individually designed

MAP (My Academic Pathway)

through rigorous, collaborative and relevant education to prepare them to be life-long learners in a globally competitive environment.

## Motto

SJCHS Griffins will

SOAR and ROAR!

(Student Oriented with Academic Rigor)

(Responsibility to Optimize Accomplishments with Relevant learning)

## Message to Parents and Students:

This handbook contains valuable information for you and your child. Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference guide for students, parents/guardians and staff to help them become better acquainted with the school. **The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year.** Situations that are not covered by this handbook will be handled at the discretion of the administration. Parents/ guardians and students will be consulted in these determinations.

1. Be sure your son/daughter 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 directly (San Juan College High School teachers only.) Contact with San Juan College Professors **must** go through Natalie Stark.
3. If that communication does not resolve the situation, contact the Principal.

**\*\* 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.**

Please give SJCHS personnel the opportunity to work through the situation cooperatively with you and your child or student. When you contact school personnel, try to remain as objective and open minded as possible. We realize you are representing the interests of your child or student and family. We will strive to be professional and equally objective about the situation.

## Check In/out:

- All visitors are expected to report first to the SJCHS Administration office upon arriving at a campus/site, sign in, and **obtain a visitor's pass**.
- Conferences are expected to occur during non-instructional time and scheduled by mutual agreement.
- Students are required to check out in the administration office anytime school is in session. Front office must have parent approval (phone call) for students to check out.

## Sign In/Out

Students leaving an assigned class, and/or campus for any reason must check out with the Administration office. Persons on the PowerSchool contact list that are 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 of the attendance office, a written note with a tangible signature or email from a parent/guardian may be an acceptable form of documentation.

## Rationale:

All courses taught at SJCHS meet New Mexico and/or Common Core State Standard requirements for high school graduation. All courses also meet the New Mexico content standards with related benchmarks and performance standards.

## Graduation Requirements (29 Units)

**English** - 4 units

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

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

**Social Sciences** - 3.5 units

- a. New Mexico History .5 unit
- b. World History 1 unit
- c. U.S. History 1 unit
- d. Government 1 unit

**Physical Education** – 1 unit

**Health**- .5 unit

**Electives** – 13 units

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

## High School Graduation Assessments

Students must pass all HSGA (High School Graduation Assessments) as required by the NMPED (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 HSGA. The test is administered and may be taken once as a junior and twice as a senior as needed to successfully pass all sub-tests. The appropriateness of administering the HSGA to special education students will be determined by the Multidisciplinary team. Any transfer student who has proof that he/she has passed an equivalent state graduation level competency exam from his/her state of transfer may petition to have the HSGA graduation requirement waived and FHS will give careful and reasonable consideration and assistance to the request.

Next Step Plan – The state of New Mexico requires that students develop a Next Step Plan beginning in the spring of 8th grade. This plan is to be developed collaboratively between student, parents, and school designee, assists students in aligning their academic choices to their post-secondary and career goals.

### Classification of Students

9th Grade Freshman –	Year 1 Student
10th Grade Sophomore –	Year 2 Student
11th Grade Junior –	Year 3 Student
12th Grade Senior-	Year 4 student

## Academic Requirements:

Students at SJCHS have the opportunity to make tremendous 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 course is failed, a student must, in collaboration with SJCHS Guidance Counselor, make arrangements to repeat the course, which may be at a cost to the parent. If a student fails one or more courses it could result dismissal and the student returning to his/her attendance zone school.
- If the 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.

## Marking System

### San Juan College High School Grading Scale:

Grading Scale	Letter	GPA Points
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

The marking system is as follows:

**(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**

**For purposes of computing a student's [grade-point average] the following point system is used:**

**A+ = 4.3, A = 4; B+ = 3.3; B = 3; C+ = 2.3; C = 2; D+ = 1.3; D = 1; F = 0**

## Grading System:

SJCHS Staff will utilize the standard Farmington Municipal Schools system (Power School.) SJCHS Instructors will grade assignments in a timely manner and will update grades in Power school on a regular basis. Power school is an essential communication tool for students, parents, and instructors. For information regarding your student and/or parent account, please contact the school. SJC Staff will utilize their own system and submit grades for Dual Credit classes to SJCHS at the end of each semester to be entered on transcripts.



## General Classroom Expectations:

All students are expected to follow the SJCHS and SJC student handbooks.

## Academic Integrity:

Students are responsible for practicing honesty and integrity by conforming to the instructor's standards as well as the policies defined in both the SJCHS Parent and Student Handbook and the SJC Student Handbook.

## Academic dishonesty includes, but is not limited to, the following:

- 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 instructor has reason to believe that academic dishonesty has occurred, instructor may resolve the issue at his/her discretion according to the guidelines contained in the current SJCHS or SJC Student Handbook. A student participating in academic dishonesty will receive a zero on the assignment in question and may receive short or long-term suspension and academic probation.

## Attendance Policy:

It is the strong belief of the SJCHS Administration and staff that attendance be a high priority for all students. Should attendance become a problem for a student it could result in their return to their home attendance school.

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

### Make up work:

It shall be the responsibility of the student to make up any and all school work he/she missed due to the absence, regardless of the reason for the absence.

1. When an **absence is excused**, the teacher shall provide the student with resources in order to learn the material missed during the absence. This may include the actual class work assigned during the student's absence, or an alternate assignment to cover the same material. It shall be the student's responsibility to learn the missed material, including completing alternate assignments deemed appropriate by the teacher. A short-term suspension is considered to be an excused absence.  
**From the date of the student's return to school, the student shall have two days for each day missed to make up the missed work.**
2. When the **absence is unexcused**, the student shall still be responsible for making up the work so that continuing effective course participation is possible. **Students shall have two days from the date of their return to school to make up missed work. The missed work shall be graded and the final assignment grade shall be reduced by 25 percent.**

Any absence for any reason other than those specified may be considered either excused or unexcused by the school principal or his/her designee.

- a. Such absence shall be considered excused by the school principal only with his/her prior approval.
- b. Normally, requests for family travel are not considered as excused absences. However, in cases of unusual family circumstances, a student's absence may be deemed excused at the discretion of the principal or his/her designee based up on the following considerations:

- Recommendations from the student's teacher(s) concerning the possible effect of an anticipated absence on the student's academic progress and the options available for makeup work.
- Number of excused or unexcused absences the student has accumulated to date during that grading period.
- Purpose, significance and duration of the travel.

c. Absences for participation in student-related (but not school-sponsored) events and activities, including, but not limited to 4H, Girl Scouts and Boy Scouts, shall not be considered excused absences unless such absences have been pre-approved by the principal or his/her designee.

\* Please note: instructors will work with any student who has a legitimate medical and/or family emergency.

\* SJC will establish its own attendance/make up policies for all dual credit courses

\*\*For inclement weather notices or the handling of other emergencies the San Juan College High School will follow FMS procedures. Please visit the FMS website

### Tardy Policy:

It is the understanding of SJCHS administration to prepare our students for SJC and the workforce we will not tolerate chronic tardiness. If a student is not in class when the instructor begins class, he/she is tardy. If a Student's tardiness becomes chronic this will lead to a Category 1 discipline.

### Dress Code:

Students are expected to maintain a level of appropriate attire. SJCHS will be receiving many public visitors to our campus to observe the development of the new school and we expect our students to be dressed in manner that reflects a level of integrity. No under clothing will be visible. No negative words or behaviors will be expressed on clothing. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, breasts, or buttocks shall be prohibited. Clothing should fit and must not be extremely revealing. (For example: very short dresses/skirts, very short shorts, garments made of mesh or similar material, midriffs, halter tops, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses, etc.)

SJCHS staff will observe students dress on a daily basis. Should it be necessary, the student will contact a parent/guardian to bring a change of clothes.

### Closed/Open Campus

2.43.1 High Schools (except Rocinante) campuses shall be **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, however you will **still need to check in as a visitor** on campus.

Electronic Devices: TBA in conjunction with SJC Policy

Fees:

SJCHS students will be responsible to cover all HS and SJC course fees.

SJCHS students will need to have a SJC ID on them at all times.

### Student Expectations and Discipline:

SJCHS Administration and Staff have high expectations for student behavior while attending SJCHS and SJC. We have discussed these expectations during family interviews and feel our students will be motivated by their opportunity which should reduce discipline issues. We have informed all students that we have little time to deal with disruptions that prevent students from learning. **All students understand that discipline issues could result in a return to their home attendance school.**

1. Inappropriate or improper use of the Internet/social media will not be tolerated.  
Examples: Facebook, personal email ... Could result in loss of use, Damage reimbursement cost (full replacement cost if needed) and possibly legal action.
2. Inappropriate language will not be tolerated.
3. Participants will be considerate of others' feelings and the impact of any communication between each other.
4. Cheating will not be tolerated. This includes plagiarism (use of another's words without citation).
5. Students will dress in a manner that demonstrates self-respect and an understanding of future professional work place expectations (see dress code.)

## Category 1 Discipline Issues:

Most category 1 issues will first be handled by classroom instructor. If this doesn't resolve the issue the teacher will refer student to Administration. This will result in a Principal/Student/Parent conference. If behavior is not corrected student will be released back to home attendance zone school.

Examples but not limited to:

<b>Inappropriate Dress</b>
<b>Disruption of Educational process</b>
<b>Inappropriate PDA (public display of affection)</b>
<b>Excessive Tardies</b>
<b>Verbal Confrontation</b>
<b>Misuse of Electronic devices</b>
<b>Profanity towards/in front of other students</b>
<b>Misbehavior with a Substitute</b>
<b>Off Campus without permission</b>
<b>Computer use violation-minor</b>
<b>Truancy – First offense</b>

## Category 2 Discipline Issues:

Category 2 issues will result in OSS (out of school suspension, length determined by FMS policies), possible hearing and an immediate return to Home Attendance Zone School at the end of the suspension. Appeal can be presented to the SJCHS Appeal committee members.

Examples but not limited to:

<b>*Insubordination</b>
<b>Academic Dishonesty/ Cheating/Plagiarism</b>
<b>Vandalism/Theft</b>
<b>Tobacco/Electronic devices for nicotine</b>
<b>Computer violation- severe</b>
<b>Fighting</b>
<b>Possession or use of Illegal substances/solvents or alcohol</b>
<b>Weapons</b>
<b>Profanity towards Staff</b>
<b>*Bullying</b>

### ***\* Insubordination***

Refusing to comply with any reasonable demand or request by any school official or sponsor at places or times where school personnel have jurisdiction.

**\*“Bullying”** means intimidating non-verbal, or physical conduct toward another student when such conduct is habitual or recurring. (NMAC6.12.7.7A-“Bullying means any repeated and pervasive written, verbal or electronic expression (Cyber-bullying), physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex ethnicity, national origin, religion, age or sexual orientation.”)

## Search and Seizure

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

- 1) Who May Search: Administrative authority, certified school personnel and school bus drivers are authorized persons to conduct searches when a search is permissible as defined below.
- 2) When Searches Are Permissible: In general, an authorized person may conduct a warrantless search when he/she has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches can include but are not limited to a student's person, vehicles, lockers and desks. Searches of a student's person do not include strip searches. General locker and desk searches are authorized without reasonable suspicion.
- 3) Scope of Search: Any search permissible as described above must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- 4) Conduct of Searches, Witnesses: The following requirements govern the conduct of permissible searches by authorized persons:
  - a) Physical searches of a student's person may be conducted only in accordance with items 2 and 3 above and by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex.

## Weapons on School Property

The Board of Education recognizes that students and staff must find schools a "safe" learning and working environment. It is therefore the policy of the Board of Education that the Farmington School District follows all requirements of the Gun Free Schools Act. Violators of this policy will be referred to law enforcement or appropriate juvenile authorities.

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes

of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody and use of weapons by unauthorized persons on school property, or during school sponsored activities.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, U.S.C. S8921 and NMSA 1978, S22-5-4-7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law. The following principles apply:

1) Definitions:

- a) For the purposes of this policy a "weapon" shall mean any device, instrument, material or substance (animated or inanimate) that is used for, or is readily capable of, causing death or serious bodily injury. The term "weapon" shall also include, but is not limited to, the following:
  - b) Any firearm that is designed to, may readily be converted to or will expel a projectile by the action of an explosion. A "firearm" is further defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This definition also includes the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.
  - c) Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device is considered a weapon.
  - d) BB guns, pellet guns and other devices that expel projectiles through various means of projection are also included in the definition of "weapon".
  - e) Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a nonviolent purpose, that have a potentially violent use, or any "look-a-like" objects that resemble objects which have a potentially violent use (if, under the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use) may be considered a weapon. Tasers or other devices capable of causing bodily harm would be treated as a weapon.

2) Special Rule as to Students with Disabilities:

For purposes of this special rule as applied to students with disabilities, a student with a disability may be placed in an interim alternative education setting for bringing a weapon to a school or school function. The procedures of Section 6 below shall apply to students with disabilities.

3) Prohibitions:

It is the policy of the Board that no student shall bring a weapon to a school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity. School property is defined as buildings, grounds, playgrounds, parking areas, playing fields, and school busses/vehicles.

4) Enforcement:

This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by State Board of Education Regulations on Students Rights and Responsibilities, and the policies of the District.

5) Penalties for Violations:

- a) Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension or a one-year expulsion.
- b) In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a weapon as defined in paragraph A(1)(a) or A(1)(b) of this policy, shall be expelled from school for a minimum of not less than one year.

6) Procedures Applicable for Students with Disabilities: As it applies to students with disabilities, this policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. ss1401 et seq. As amended.

- a) In accordance with the provisions of 20 U.S.C. ss1415(k) of the IDEA, a student with a disability who is determined to have brought a weapon (as limited by the special rule above) to a school or school function under the jurisdiction of the School Board may be placed in an appropriate interim alternative educational setting, as specified by the IEP team or a hearing officer, for a period of not more than 45 calendar days.
- b) The procedural requirements of 20 U.S.C. ss1415(k) and State Educational Standards shall be met when imposing disciplinary penalties upon a student with a disability.
- c) Nothing in this policy shall deny rights of students covered under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. Violators of this policy will be referred to law enforcement or appropriate juvenile authorities.

## Sexual Harassment

Farmington Municipal Schools forbids discrimination against any student on the basis of sex. Sexual harassment by adults or students will not be tolerated. Every effort will be made to assure that students have full enjoyment of educational benefits, climate or opportunity. Sexual harassment/discrimination is against the law. It is illegal in the workplace under the Civil Rights Act, Title VII, and in the schools under the Civil Rights Act, Title IX. Adults or students engaging in sexual harassment/discrimination will be subject to appropriate disciplinary action.

Sexual harassment/discrimination is any UNWELCOME sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment. (Refer to Section 2.31 from Board Policy Guide)



#### Consequences for Sexual Harassment:

Discipline consequences could be out-of-school suspension and/or disciplinary hearing. Legal authorities may also be involved.

District Link to Sexual Harassment-School Board Policy, Sec. II-2.31:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.31>

#### 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.

## 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

## 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.

When 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.

a) Advanced level courses or Honors level courses weighted in other districts and not at SJCHS, will not receive weighting upon conversion to SJCHS.

b) For transferred credits (non-SJCHS courses) to which marks such as “O” (Outstanding), “S” (Satisfactory), and “U” (Unsatisfactory) or numeric grades or percentages have been assigned, the former school must translate such marks to a scale of A, B, C, D, and F.

Grading Scale – High School (Paste chart in here)

Grading System – College Courses (Paste chart in here)

**Handbook Acknowledgement Signature Form:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Below signature indicates you have received and read a copy of the 2016-2017 General Course Overview document.

Parent Signature(s): \_\_\_\_\_

Student Signature: \_\_\_\_\_

\*A copy of this form will be given to your student for you both to sign on the first day of school. Please sign and return to SJCHS Administration Office.

**See FMS Calendar Below**



SJCHS will not be observing Delay Start Monday. (It may be necessary to provide transportation on these days.) Students will need to contact their home attendance zone transportation departments for all information on bus schedules.

All students attending a SJC course will need to also follow SJC Calendar.

## Farmington Municipal Schools

# 2017-2018

### School Year Calendar

**SJCHS**

July 17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**HIGH SCHOOL GRADUATION DATES**

Piedra Vista High School - May 15, 2018  
 Rocinante High School - May 16, 2018  
 Farmington High School - May 17, 2018  
 New Mexico Virtual Academy- May 18th 2018

August 17						
Su	M	Tu	W	Th	F	Sa
6	7	★	★	★	★	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	⊗	14
15	16	17	18	19	★	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	M	Tu	W	Th	F	Sa
				1	2	★
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 17						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	⊕	★	23
24	25	26	27	28	29	30
31						

January 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
Su	M	Tu	W	Th	F	Sa
						1
4	5	6	7	8	★	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	★	10
11	12	13	14	15	⊗	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 18						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	★	21		
22	23	24	25	26	27	28
29	30					

May 18						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	★	23	24	25	26	
27	28	29	30	31		

June 18						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 18						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

▶ First Day of Class all Students     
 ◀ Last Day of Class     
 ⊗ School Holidays     
 □ Parent/Teacher Conferences     
 ★ All Teachers Report/Prof. Dev.     
 ⊗ Mid Term     
 ⊕ End of Term

Aug. 8 - All Teachers Report  
 Aug. 10 - New Teacher Training  
 Aug. 10 Class of 2021 only -  
 Aug. 11 Class of 2020 and 2021  
 Sept. 4 - Labor Day Holiday  
 Oct. 13 - Mid Term  
 Oct. 20 - Prof Dev/Data Analysis  
 Oct. 30th & Nov 2nd P/T Conference night  
 Nov. 3rd Prof Dev/Data Day  
 Nov. 20-24 - Thanksgiving Holiday  
 Dec. 5-7 PARCC Testing  
 Dec. 21 - Semester Ends  
 Dec. 22- Prof Dev/Data Day  
 Dec. 25 - Jan. 5 - Christmas Break  
 Jan. 8 - All Students Report  
 Feb. 6 & 8 - P/T Conference nights  
 Feb. 9- Prof Dev/Data Day  
 Feb. 19 - Presidents Day Holiday  
 Mar. 9 - Prof Dev/Data Day  
 Mar. 16 - Mid Term  
 Mar. 19 - Mar. 23 - Spring Break  
 Mar. 30 - Good Friday  
 April 20 - Prof Dev/Data Analysis  
 May 1st-3rd PARCC Testing  
 May 21 - Last Day of School  
 May 22 - Prof Dev/Data Analysis  
 Snow Days will be made up after the last day of school.