

Rocinante High School

2022-2023 Student / Parent Handbook

SCHOOL COLORS: MAROON, SILVER & BLACK

MASCOT: Don Quixote and his horse Rocinante

3250 East 30th Street • Farmington, NM 87402 505•599•8627

Website: Rocinante High School Home Page

DISTRICT INFORMATION

SCHOOL / ADMINISTRATION CONTACTS

ROCINANTE HIGH SCHOOL
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Phone List




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Emily Hanscom	(505) 599-8627	2701	Principal's Secretary
Julie Christensen	(505) 599-8627	2704	Lead Counselor
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Lee Bruggeman	(505) 599-8627	2720	Special Programs
Jennifer Dowdy	(505) 599-8627	2714	AMP / TOPS Specialist
Brandi Reynolds	(505) 599-8627	2719	Guidance Secretary
Cheryl Smiley	(505) 599-8627	2722	Soc. Services Counselor
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RHS Kitchen	(505) 599-8627	2707	Food Services

Table of Contents

DISTRICT INFORMATION 2
School / Administration Contacts 2
ROCINANTE MISSION-VISION STATEMENT 8
GENERAL INFORMATION 8
Inclusion/Exclusion Statement 8
RHS - APPLICATION PROCESS 8
RHS - ATTENDANCE ZONES AND STUDENT TRANSFERS 8
RHS - CREDIT opportunities 9
RHS – ACADEMIC FAILURE 9
RHS - Attendance 9
RHS – DISCIPLINE 9
RHS – MENTOR PROGRAM 10
RHS – PRIDE RUBRIC 10
RHS – DAY PROGRAM 10
RHS – 5th PERIOD 10
RHS - DISTRICT - SATURDAY SCHOOL PROGRAM 10
RHS – BUSINESS CO-OP PROGRAM 11
RHS – STUDENT PARKING AT RHS 11
RHS - ARRIVAL AT SCHOOL 11
RHS – LUNCH DETENTION 11
RHS – STUDENTS IN HALLWAYS/BUILDING OR ON CAMPUS 11
RHS – 10-MINUTE RULE 11
RHS-OPEN CAMPUS 11
RHS - OPEN LUNCH 11
RHS - DAILY SIGN-OUT PROCEDURES 12
RHS - ACTIVITY TRANSPORTATION 12
RHS - SCHOOL SPONSORED TRIPS 12
RHS - CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS 12
RHS - EARLY GRADUATES 12
RHS – SCHOOL MESSENGER 12
RHS – POWER SCHOOL FOR PARENTS 12
Guidance Counselor 12
MARKING SYSTEM 13
GRADUATION REQUIREMENTS 14
FOREIGN EXCHANGE STUDENTS 14
GED BOARD POLICY 15
GED Q&A 15
NURSE SERVICES 15
LOST, STOLEN OR DAMAGED TEXTBOOKS 15
STUDENT VEHICLE POLICY 15
SURVEILLANCE CAMERAS 16
TELEPHONES 16
VISITOR POLICY (CLOSED CAMPUS) 16
POLICY STATEMENT FOR PUBLICATION 16
PETITIONS/PUBLICATIONS 16
ADVERTISING 17
STUDENT ASSISTANCE SOCIAL WORKER (SASW) 17
CLASSROOM CONFLICT RESOLUTION 17
PEST CONTROL 17
ANIMALS AT SCHOOL SITES 17
PLEDGE OF ALLEGIANCE 18

STUDENT PERSONAL PROPERTY **18**
DELIVERIES **18**
PHOTOCOPIES **18**
RIGHTS AND RESPONSIBILITIES **19**
NOTIFICATION OF RIGHTS UNDER PPRA **19**
REPORT VIOLATIONS **20**
Non-Discrimination Policy **20**
HARASSMENT – Based on Race, Color, Religion, National Origin, Sex, Age, or Disability **20**
Introduction **20**
Definitions **21**
ATTENDANCE REQUIREMENTS **21**
TRUANCY **23**
SIGN IN/OUT **23**
MAKE-UP WORK **23**
EXCUSED ABSENCES FOR PREGNANT OR PARENTING STUDENTS **24**
DISCIPLINE POLICY: **24**
PROHIBITED CONDUCT: **25**
SCHOOL RESOURCE OFFICER: **26**
LAW ENFORCEMENT/OUTSIDE AGENCY **27**
SEARCH AND SEIZURE **27**
VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES **27**
INSUBORDINATION **27**
DISRUPTIVE CONDUCT **28**
GANGS AND GANG ACTIVITY **28**
WEAPONS ON SCHOOL PROPERTY **29**
Violations Against Persons **30**

Language and/or Abusive ..... 30 Verbal Assault/Bullying ..... 31 HAZING 31

ANGER MANAGEMENT **31**
BATTERY/FIGHTING **31**
Battery/Fighting Against Staff Member **31**
Assault, Aggravated **31**
Battery/Aggravated **32**
SEXUAL HARASSMENT **32**
THREATS OF VIOLENCE BY STUDENTS **32**
THREATS TO SELF, STUDENTS AND STAFF **32**
EXTORTION **33**
THEFT **34**
SCHOOL TRANSPORTATION **34**
District School Bus Rules and Regulations – **34**
VIOLATIONS AGAINST PROPERTY **34**

ARSON 34
VANDALISM / LITTERING 34
TRESPASSING, UNAUTHORIZED PRESENCE 35

CONTROLLED SUBSTANCE POLICY **35**

CONTROLLED SUBSTANCE, POSSESSION 35
CONTROLLED SUBSTANCE, USE 36
TOBACCO, USE OR POSSESSION 37

VIOLATIONS AGAINST PUBLIC HEALTH/SAFETY **38**

BOMB THREAT 38
FALSE ALARM 38
FIREWORKS/EXPLOSIONS 38

PROJECTILES 38

4

INAPPROPRIATE STUDENT ATTIRE.....38

DRESS CODE 39

MATERIALS, OBSCENE.....39

CLASSROOM DISCIPLINE PROBLEM WHEN THE SUBSTITUTE IS PRESENT 40
VIOLATION OF SUSPENSION 40
FORGERY 40
FALSE IDENTIFICATION.....40
RESTRICTED HALLS.....40
LOITERING 40
CHEATING 41
PLAGIARISM 41
HABITUAL OFFENDER.....41
PUBLIC DISPLAY OF AFFECTION 41
ELECTRONIC DEVICES 41
PERSONAL ELECTRONIC DEVICE/CELLPHONES 41
COMPUTERS AND/OR LAPTOPS, LAB DESKTOP 42
CYBER BULLYING.....43
COPYRIGHT LAWS – COMPUTER PROGRAMS.....44
STUDENT ID POLICY:.....44
Rocinante high School AND SUMMER School ProgramS calendar ..... Error! Bookmark not defined.
ROCINANTE BELL SCHEDULE.....45
Dear Parents: 47

5

Welcome to Rocinante High School

Welcome to a campus and educational experience that we genuinely hope will allow you to achieve your academic goals. We invite you to read through this handbook to familiarize yourself with the operation of the school and review the expectations and standards that we have found that allow students the greatest likelihood of success. This handbook contains valuable information for you and your student. Please familiarize yourself with its contents.

This handbook is written to list and explain procedures, rules and regulations for the operation of the school. This 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/sponsor/coach directly.
3. If that communication does not resolve the situation, contact the assistant Principal or 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.

Often parents are uncertain how to communicate with school personnel when potential problems arise. When problems arise, the proper procedure, in a senior high school setting, is to 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. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue or solve a problem, first contact the teacher/sponsor directly. If that communication does not resolve the situation, contact the Principal.

Please give Rocinante High School personnel the opportunity to work through the situation cooperatively with you and your children. 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 and family. We will strive to be professional and equally objective about the situation.

On rare occasions, parents may wish to discuss concerns with the Central Office Administration. In this district, the Superintendent will direct concerns to the Office of the Deputy Superintendent.
We hope the first part of this handbook will excite you about the opportunities for your son or daughter to be actively involved as a student, athlete, club member, and classmate at FHS. The remainder of the handbook is a necessary listing of policies and procedures for those individuals who need clear limits and consequences.

The Farmington Municipal Schools Board of Education recognizes the need for district staff to involve parents in open dialogue concerning their child's education experiences. However, the Board also recognizes that such dialogue is most productive when all parties act in a courteous and civil manner.

Therefore, parents are expected to follow each administrative unit's procedures when interacting with district staff. To that end, the following minimum guidelines are to be observed:

- All visitors are expected to report first to the building 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.
- Parents and staff should not involve children in awkward, embarrassing or confrontational situations.
- When/if any party feels uncomfortable, either has the right to exit the meeting, and schedule a follow- up meeting. (Ex. use of profanity, intimidation, etc.)
- School District Personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases or utilize court-restraining orders as necessary.

ROCINANTE MISSION-VISION STATEMENT

Through policies and opportunities that promote good student attendance, positive social growth, and a personal commitment to academic success, Rocinante High School will strive to meet the needs of students not fitting into the regular academic setting and enable them to become successful, contributing members of society.

ROCINANTE HIGH SCHOOL IS FULLY ACCREDITED BY THE NEW MEXICO STATE BOARD OF EDUCATION

Farmington Municipal Schools provide student-centered environments for learning. Administrators, faculty, and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual.

GENERAL INFORMATION

INCLUSION/EXCLUSION STATEMENT

Current and updated School Board policies have precedence over the issues discussed in this student handbook. Although this handbook attempts to reflect board policy, its abridged or paraphrased sections may not provide all detailed elements. Students and guardians may need to obtain and review the latest copy of the District Policy available in the principal's office or on-line at: http://fc.fms.k12.nm.us/boardpolicy/ if they need detailed references. Handbook sections that begin "RHS" – have been specifically approved by the Board for Rocinante High students and are not in conflict with board policies.

RHS - APPLICATION PROCESS

Rocinante is a self-referral program for students not experiencing success in their current neighborhood school. All applicants must fill out an application/contract and schedule an appointment with the principal or designee. All applicants under the age of 18 must have the parent/guardian present during the interview. During the interview the academic, attendance, behavior, health records, and reason for applying at RHS are reviewed. The terms of acceptance listed in the application/contract are discussed and signatures obtained. Students are accepted on the availability of space and listed priorities. **Not** all candidates will be accepted. We do not accept out-of-district students.

RHS - ATTENDANCE ZONES AND STUDENT TRANSFERS

While we seek creative ways to offer services to any student in need, our small size, available resources, and district wide boundaries limit our responses. First time 9th graders need to attend their home high school prior to application at Rocinante. The following serve as guidelines in selecting candidates.

Priority will be given to:

- Present Membership demonstrating success
- In-district students
- Teen Parents
- Upper class members (10 ,11 and 12)
- Date of application
- In-district, high school administrative recommendations
- Other students demonstrating a need for credit recovery **Considerations will be given to:**

- Recommendations from area community service organizations
- Recommendations from area community correctional organizations
- Self–referrals
- Others as approved by the Principal and according to board policy

RHS - CREDIT OPPORTUNITIES

Rocinante High School is scheduled on a 4x4 block with students receiving 4 full course credits in each of the traditional fall and spring semesters. By taking full loads, it is possible for Rocinante students to acquire 8 credits each year in the regular school day, thereby accelerating credit recovery or graduation. Students may also apply for the Business Co-op program and/or enroll in the Afterschool Program for additional credit recovery. Rocinante considers a student full-time when enrolled in three or more classes. This can include RHS classes, San Juan College, CATE Center, 5th period Business Co-op, and After School credit recovery.

RHS – NEXT STEP TEAM

The **Next Step T**eam (NST) consists of all staff at Rocinante High School. This team meets a minimum

of once every two weeks to discuss students who may be experiencing problems in meeting their requirements to be successful at Rocinante. Special circumstances or needs may be shared with NST or staff on a need-to-know basis.

During this meeting, documentation (data) is reviewed regarding each student's:

- Academics – maintain passing grades in all classes
- Attendance – follow district policy
- Attitude - behavior in class, during passing times, before and after school and during lunch.

POSSIBLE OUTCOMES:

- Student will continue in the program.
- Student will continue in the program with modifications, such as closed campus, schedule change, conference, and/or counseling.
- Student may continue in the program under an academic, attendance, and/or behavior contract for the

remainder of the current 9-weeks/semester. If concerns are not corrected, student may be asked to return to their home high school. Note: *A student may re-apply to the RHS with the condition and understanding their acceptance is based on space availability*.

RHS – ACADEMIC FAILURE

RHS students can lose the opportunity to attend a class if their behavior, attendance (including chronic tardiness) and/or academic efforts fall below acceptable levels. Students and guardians will receive a warning before such actions take place. Students and guardians may be required to sign a contract for the student to continue at Rocinante.

RHS - ATTENDANCE

All students attending Rocinante High have a duty to be in class regularly, on time, and be ready to work. Habitual tardiness will subject students to disciplinary measures, including removal from the class and/or restriction to campus during lunch. The school will send a letter when 7 or 10 unexcused absences occur in a class. Students and guardians will be required to sign a contract for the student to continue at Rocinante after 7 unexcused absences in two or more classes. **Note**: Students failing to report after successful registration and enrollment, or students missing 10 consecutive days will be dropped from the rolls per current School Board policy and state law.

RHS – DISCIPLINE

All students at Rocinante sign a contract stating the student will not in any way disrupt the educational process through disrespect to school personnel or other unacceptable behavior as set forth in the Student/Parent Handbook or the rules and regulations of the Farmington School Board. Students who continually exhibit behavioral problems may be placed on an additional behavior contract, referred to the Student Review Team, and/or are subject to a disciplinary hearing.

RHS – DISENROLLMENT APPEAL PROCESS

Students and/or their parent/guardian may appeal a decision for student disenrollment by using the following process:

1. Contact the RHS office for an appointment with the principal or designee.
2. Student and parent/guardian meet with administration during the scheduled appointment time,

3. Student and parent/guardian may present any additional information they feel might not have been taken into account by the Next Step Team,
4. If a student returns to RHS after an appeal and the final contract is violated said student will be dis-

enrolled from RHS for the remainder of the current school year.

RHS – MENTOR PROGRAM

A faculty and/or staff member may volunteer to work with a particular student. These individuals feel they already have or would like to establish a connection with a student. They will closely monitor grades, attendance and any discipline or health concerns that arise during the school year. They serve as a role model and/or advocate for the student. Not every student will have or need a mentor: one should not assume that only students "at risk" would be served in this program.

RHS – PRIDE RUBRIC

Promoting **R**esponsibility **I**n our **D**aily **E**nvironment is a program that promotes the soft skills necessary to become successful at school and work. The PRIDE rubric is an objective measure of the cumulative efforts of everyday school habits that ensure quality, productivity and success. The weekly/daily grade is a measure of each individual students' preparation, participation, and completion of task(s) in the learning environment. This rubric is posted in all classrooms, with accumulated points equal to 10% of a student's final grade.

RHS – DAY PROGRAM

Students may attend a combination of period's 1 - 5 (8:15 am – 6:00 pm) at Rocinante, San Juan College or CATE center.

RHS – Night School

Rocinante students enrolled in credit recovery and/or Business Co-op are enrolled in Night School. Teacher(s) monitor and provide assistance to students who are enrolled. This supervised class meets Monday-Thursday from 3:30-6:00 pm. This class may also count as the 3rd or 4th class period for full-time status. RHS students enrolled in credit recovery must sign an Edgenuity contract and complete all work within the allowed time period.

RHS - DISTRICT - SATURDAY SCHOOL PROGRAM

The FMS District and Rocinante offer designated Saturdays from 9:00 am to 3:00 pm, as part of the District Credit Recovery Program. Students enrolled in the Credit Recovery program may attend these sessions to get additional assistance or make-up lost time due to missed sessions. Rocinante students may use this time to work on missing assignments or make-up exams. ***Saturday School is offered if there is a need.***

RHS - TESTING REBATES AND AFTER AND SUMMER SCHOOL DISCOUNTS:

In order to receive the discounted price for Testing, After School, and Summer School students must submit a meal application prior to testing or enrollment. If no meal application is on file at Student Nutrition Office prior to Testing or Enrollment no discount will be applied.

Students who leave the district or graduate and have money in their meal accounts may receive a refund at Central Kitchen only. All refunds must be conducted in a timely manner to assure accuracy of the

amount. Refunds from meal accounts cannot be made for students from the previous school years. Remaining balances of withdrawn/graduated students are cleared at the end of the school year. Graduating seniors have 2 weeks from Graduation to request refunds.

RHS – BUSINESS CO-OP PROGRAM

Students with 10 credits or more or with permission from administration may fill out an application/contract and apply for the work release. These packets are available through the Counselor and/or work release coordinator. The student will be responsible for securing his or her own part time job. Students must be employed prior to the start of the term. Students must be full-time and able to meet all graduation requirements.

RHS – STUDENT PARKING AT RHS

Due to Rocinante's service to students for both Day and After School programs, all students choosing to drive and park upon the premises should remember that it is matter of privilege, not of right. The District also retains the authority to conduct routine patrols of school parking property. Such patrols and inspections may be conducted without notice and without consent. **Student parking is not allowed in the north parking lot behind the 100 building.**

RHS - ARRIVAL AT SCHOOL

Students are expected to park their vehicles in the west parking lot and remain on campus. It is against school policy to pick up and transport peers off campus for any reason. However, students may come and go during their open campus lunch break. Students are not to "cruise" the parking areas at any time. The parking areas are "off limits" during and between classes.

RHS – LUNCH DETENTION

Lunch detention may be assigned to a student. Administrators may assign a student to school- monitored detention. The student will be given 24 hours' notice when assigned to detention. If a student must miss detention, he/she must have prior approval of an Administrator. The penalty for missing detention will be a doubling of the time of original detention.

RHS – STUDENTS IN HALLWAYS/BUILDING OR ON CAMPUS

Students should not loiter in the hallways, buildings, or on the school grounds during scheduled class time. Students who do not have a scheduled class period should wait in the Commons. Students arriving from an off-campus class should report directly to the Commons and wait until the next bell rings. Unsupervised students must have a handwritten pass, written by an RHS staff member or office authorizing their presence in that area. IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN A PASS FROM THE TEACHER BEFORE LEAVING A CLASSROOM.

RHS – 10-MINUTE RULE

Students are to remain in class for the first and last 10 minutes of each schedule period.

RHS-OPEN CAMPUS

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. Students attending the CATE Center or San Juan College for classes will not be required to sign out. A student who has reached the age of majority (18 years of age) may check themselves out of school for a school-approved absence. All students can be held under the authority of district policies during lunch release.

RHS - OPEN LUNCH

Rocinante's open campus is only allowed for **11th and 12th** grade students. Eleventh and twelfth grade

students are allowed to leave campus during his/her assigned lunch period without having to sign out. This privilege applies to the lunch period only. Students who do not plan to return to school after lunch or those who leave at other times during the day must follow school sign-out procedures. **Administration** may revoke any student's open campus privileges at their discretion. All students can be held under the authority of district policies during lunch release.

RHS - DAILY SIGN-OUT PROCEDURES

Students must sign out in the office if they are leaving school before the end of the day. No student under the age of 18 will sign themselves out without verified parent permission. It will be at the discretion of the Principal or designee as to the acceptance of notes or phone calls for verification. Parents or guardians need to be prepared to show ID to check out their student. Students who have reached their 18th birthday may clear their own absences. Students may not leave a class during the scheduled time without previous approval from the office. All students must have a permission slip from the office and present it to instructor at the beginning of class.

RHS - ACTIVITY TRANSPORTATION

Students at Rocinante High School can participate in extra-curricular activities, in their home school zone. However, transportation is the responsibility of parents or guardians. If such an issue arises, it will be arranged through the Principal's office and according to board policy.

RHS - SCHOOL SPONSORED TRIPS

All school trips will be arranged through the Principal's office and follow board policy.

RHS - CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

Rocinante's alternative academic instructional environment limits student involvement in co-curricular and extra-curricular programs. At this time, no such programs are recognized to operate on the RHS campus.

RHS - EARLY GRADUATES

Please be aware that failing to enroll full-time into a public New Mexico college or university in a degree or certificate program the first regular term after high school graduation can cause a loss of eligibility for the New Mexico Lottery Success Scholarship, which can cover the cost of eight semester's tuition. Minimum credit requirements and GPA apply. Please see your Counselor for details.

RHS – SCHOOL MESSENGER

Please be aware that Rocinante will use an automated phone dialing system to notify parent/guardians when students are tardy or absent from one or more classes during the school day. This same system is also used to notify parents/guardians of occurring events or special days, such as distribution of report cards, progress reports and Parent/Teacher Conferences. Correct or changed phone numbers are always required at RHS. Parent/Guardians are also encouraged to have their current email on file for the same special announcements.

RHS – POWERSCHOOL FOR PARENTS

Parents and/or guardians may monitor grades, class assignments, attendance, grade history, Email notification, school bulletins and meal balances through Power School at https://ps.fms.k12.nm.us/public/.

Parent/guardians may come by to obtain their logon and password from the office or counselor during scheduled office hours.

GUIDANCE COUNSELOR

The Counselor is available for conferences before and after school, and by appointment. The Counselor will send a request for the student to the classroom. The student is excused from a class to go to the counselor only if he/she has an appointment. Some of the services provided are:

1. Literature on occupation, vocational opportunities, and educational opportunities.
2. Counseling of students on personal problems.
3. Supervision of students taking certain standardized tests.
4. Interpretation of test scores.
5. Counseling of students on class schedules and course offerings.

To make an appointment with the Counselor, contact them before or after school, or during lunch. DO NOT WAIT near the office during school hours unless you have an appointment and your counselor has asked you to wait.
Schedule change policy:

- The Guidance Counselor will consider reasonable requests with parent permission. Only necessary academic schedule changes will be considered. Lunch changes, teacher changes, etc., will not be considered or processed. Changes may require a parent meeting and/or administrative approval.
- SCHEDULE CHANGES must be made within the first five days of any term and are subject to availability. No change will be made without counselor approval and per the forms/procedures set forth from that office.

MARKING SYSTEM

A. Rocinante High School Grading Scale:

Grading Scale

A+	97.5 -100
A	89.5 - 97.4
B+	87.5 - 89.4 7
B	9.5 - 87.4
C+	77.5 - 79.4
C	69.5 - 77.4
D+	67.5 - 69.4
D	59.5 - 67.4

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 As, Bs, Cs and Ds 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
No schedule changes will be made after two-weeks into a term. Office aides will receive a pass or

fail grade. Teacher aides will receive credit and a letter grade.
Grades or courses transferred from other schools will be figured in the GPA just as they are reported and adjusted for our marking system, unless extenuating circumstances exist.

ADMISSION FROM HOME SCHOOLING OR NON-ACCREDITED PROGRAMS

Students from non-accredited schools including those educated at home will be assigned to a grade level and credit granted in accordance with Section III, Item 26 of the Board Policy Handbook:

http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII - 3.26

All grades are determined by the work required by teacher. Early finals are considered only for legitimate hardship circumstances and require building Principal authorization.

GRADUATION REQUIREMENTS

All students planning to graduate in 2022 or 2023, including special education students (except multiply impaired students) with an Individualized Education Plan (NMAC 6.30.2.10-J-9), must complete 24 credits to be eligible for a diploma. Students must meet all graduation requirements to walk in the graduation ceremony.

http://ped.state.nm.us/ped/GradDocs/guidance/Graduation%20Course%20Requirements%2020012%20-%202017.pdf

All coursework (outside of the regular school day) for graduation must be completed by May 12th, 2023.

FOREIGN EXCHANGE STUDENTS

1. Rocinante High School strongly supports the inclusion of Foreign Exchange Students in our school population, but will limit the acceptance to no more than ten students per academic year.
2. No program or organization shall have more than two (2) students per academic year in attendance at RHS.
3. The first person that the program or organization must contact for permission to place a foreign exchange student at RHS is the principal or designee.
4. Students will be accepted from programs that meet the following criteria:

1. *Area representatives/student supervisors must reside in New Mexico and within one (1) hour drive from RHS.
2. *The organization must officially be approved and listed by the United States Information Agency (USIA).
3. *It is expected that each organization follow the guidelines established by the USIA.
5. Students accepted at RHS will be expected to meet the following criteria:
1. *Be able to speak and understand the English language.
2. *Must have earned a grade point average of 3.0 or above as evidenced by the transcript accompanying application.
3. *The host family must live within the Rocinante High School District. Because it is expected that these students are here for a cultural experience, they will be registered as seniors.
6. If exchange students must make any schedule changes, they must have the host parents' approval, area representative/supervisor's approval, and the principal's approval before the change shall become effective.
7. The area representative/supervisors must notify the school of a student's address/host family change immediately. The area representative/supervisor will serve as emergency contact.
8. Upon completion of the foreign exchange student's assigned visitation, the Farmington Board of Education will authorize issuance of a diploma facsimile denoting the year's completion of academic work. This honorary diploma will be awarded only at the end of the regular academic year to those foreign exchange students who have completed one full year of academic work. This honorary diploma will not be awarded to foreign exchange students attending less than a full school year; however, credit earned will be indicated by appropriate entries on their Rocinante High School transcript. Foreign exchange students may participate in Rocinante High School graduation ceremonies if their participation is mutually acceptable by RHS and the foreign exchange student, regardless of the student's completion date of visitation.

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 RHS will give careful and reasonable consideration and assistance to the request.

For a more complete description, see your counselor. Also reference Section 3 of Board Policy for policies regarding earned credit requirements and grade level classification, A-P courses, distance learning, dual credit, concurrent enrollment & state mandated requirements.

It is the responsibility of the student to inform himself/herself about graduation requirements. High school counselors and teachers of FMS high schools will help plan the educational programs, but the final responsibility rests with the student and his/her parents.

The graduation ceremony is a special occasion and an important part of school activities. To receive a diploma, students must follow the practical and stated plan for the ceremony. Failure to follow graduation plans can result in withholding a student’s diploma.

GED BOARD POLICY

http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.9

GED Q&A

http://ped.state.nm.us/ped/HS_equivalency.html

NURSE SERVICES

If students are ill or injured, they will be given a pass to the nurse's office for assessment. If your student's condition warrants being sent home, the nurse will call parents. It is important to notify the nurse if your child has a medical condition or extended illness. The nurse's office is located in the 100 building. Farmington Municipal Schools shall develop, implement, monitor and annually update a plan for a school health services program to be coordinated by the school nurse. The school health services program will be designed to ensure access or referral to primary health care, prevent and control communicable disease and other health problems, provide emergency care for illness or injury, provide systems to identify and manage students' health problems, and provide opportunities for promoting and maintaining individual, family and community health.

Farmington Municipal Schools shall use the policies and procedures outlined in the New Mexico School Health Manual as the basis for its school health services program. Local procedures are found in the Wellness Manual at each school site and in each health room.

FMS school nurses' welcome student, staff and parent questions. Please call your school health office for further information, or visit our website at: http://district.fms.k12.nm.us/departments/health/. Students may not go home unless the secretary or nurse has talked to the parents or guardians.

LOST, STOLEN OR DAMAGED TEXTBOOKS

Fees will be levied for missing or damaged books. Students should make every effort to protect their books. The use of book covers is advised. All fines must be cleared before a student can receive a transcript and diploma.

STUDENT VEHICLE POLICY

Parking in visitor, faculty and/or handicapped parking could result in the vehicle being towed/fined at the owner's expense. School Resource Officer (SRO) may issue citations for motor vehicle violations.

Parking designated and/or allowed to be used by Rocinante High School students will be treated as school property. Therefore, those vehicles are subject to all school rules and regulations such as parking permits, fees, searches, etc. Students are not permitted to remain in a vehicle once the vehicle has been parked. Loud music will not be tolerated. Illegally parked vehicles will have fines and/or warning stickers placed on their window. Repeated violations will result in revocation of driving privileges or towing of the vehicle. Parking privileges may be revoked for violations of the campus traffic regulations.

SURVEILLANCE CAMERAS

Surveillance cameras are in use on all FMS school campuses. The District retains permission to view, or record any person on campus with the understanding that the video will be used for purposes pertaining to the safe, effective, and educational mission of the school.

TELEPHONES

School phones, including the ones in the offices, are to be used for business only. Students will not be called from class for routine calls but will be notified of emergency calls and will be called to the phone in such cases if necessary. Parents may leave emergency messages at the Office.

VISITOR POLICY (CLOSED CAMPUS)
Students are **not** allowed to bring visitors to the RHS campus during school hours.

ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE, NO EXEPTIONS.

POLICY STATEMENT FOR PUBLICATION

The community image of RHS is built upon the content of those publications, which we sponsor and distribute. Similarly, the quality of publications is a direct reflection of the academic standard, which this school system maintains. Two considerations, our community image and academic standard, should govern all of our dealings with school publications.

Our school publications enhance communication skills and mature constructive thinking. Therefore, a decision to publish or not to publish is an educational one, not an editorial one. News and information about student activities and school programs are encouraged.

Defamation, ridicule, falsehoods, character assassinations and other derogatory comments have no place in the academic and educational world. Obscenity, profanity, and vulgarity are prohibited for the same reason.

Advertisements involving smoking/tobacco, use of alcohol, weapons, or obscenity have no place in a school publication. Advertisements advocating either side of a controversial issue will be avoided.

Literary and journalistic excellence should be a primary goal of publication staff members. Therefore, publication of statements of opinion are governed by that goal. Literary satire, good taste caricature, and mature, constructive criticism have always held their places in English literature, but expression which reflects journalistic and editorial irresponsibility has no place in an academic publication.

Before any publication is distributed in the school or on the school grounds, or before any school- sponsored publication is printed, a copy of the publication shall be submitted to the school Principal or designee for review and approval. The Principal or designee shall approve the printing or distribution of the publication unless it is believed that the distribution thereof would:

1. Materially and substantially interfere with the maintenance of appropriate discipline in the operation of the school.
2. Materially disrupt classes or class work.
3. Encourage substantial disorder, chaos, violence, or an invasion of the rights of students.

The Principal or designee shall notify the individual submitting a proposed publication of the decision in writing and not later than five days after the Principal has received the proposed publication. Any person aggrieved by the decision of the Principal may appeal that decision to the hearing authority. A hearing on the matter will be scheduled as soon as it is practical. The hearing will be governed by the same procedural rules as govern disciplinary actions.

PETITIONS/PUBLICATIONS

All petitions must be cleared and approved by the principal or designee. Reference the "Policy Statement for Publication."

ADVERTISING

Rocinante High School will not be an advertising agent for outside groups. Carrying signs at school and/or school activities and using the public-address system for purposes of advertising functions not connected with school programs will not be permitted. Bulletin boards are to be used for items of student interest;

however, all signs and announcements must be cleared and approved by the Principal or designees. Advertisement for non-profit and or educational organizations will be at the discretion of administration.

STUDENT ASSISTANCE SOCIAL WORKER (SASW)

This program serves as a resource for students, parents, families, and staff where there are concerns about Alcohol, Tobacco, or Drug (ATOD) use or abuse. These may include concern over becoming ATOD dependent, the stress of living with an alcoholic or drug addict, fearing for the safety or well-being of your friend or family member, struggling to remain ATOD-free, needing information on parenting to prevent ATOD in your teen, and other related issues.

Students and parents may visit Student Assistance at any convenient time and set up an appointment with a counselor. The following services are offered:

- Substance abuse assessments and referrals to treatment services
- Assistance in helping a friend or family member who drinks or uses drugs and assistance in staying healthy yourself
- Substance abuse counseling and education
- Aftercare for students who have received treatment for chemical dependency
- Tobacco education and awareness
- Anger management
- Peer Mediation

CLASSROOM CONFLICT RESOLUTION

Conflicts sometimes occur in classroom academic activities. The procedure for resolving these conflicts is as follows. The incident or concern is first discussed privately with the teacher. If the private discussion does not resolve the issue or concern, the next step is to set up a meeting with the appropriate counselor, teacher, and student(s). If the conflict cannot be resolved after such a meeting, the matter will be referred to the office.

PEST CONTROL

Periodic pest management will be performed during the year for control of such insects as cockroaches, ants, spiders, and other pests, if you want to know when such treatments are performed, please contact the school.

ANIMALS AT SCHOOL SITES

It is the intent of the Farmington Municipal Schools to provide a healthy learning environment for all children. The Board recognizes that some children and adults have health conditions caused or exacerbated by animals and the health of these individuals needs to be protected. The presence of animals in the buildings should be limited in such a manner as to reduce the potential for injury and liabilities.

It also recognizes that animals can be linked to legitimate educational purposes and objectives, but strives to be respectful of our diverse cultural and ethnic population. The Board acknowledges that allowing animals indoors may be a cultural concern for some members of our school community.

The Board, therefore, directs the administration to develop and implement procedures and guidelines that require all animals brought into schools to be linked to specific curricular objectives and be allowed in school only during the time period those objectives are being addressed.

PLEDGE OF ALLEGIANCE

Any person not wishing to participate in the recitation of the Pledge of Allegiance shall, without consequence or retaliation, be exempt from reciting it and need not participate.

STUDENT PERSONAL PROPERTY

Students should NOT bring large sums of money or personal valuables to school. There is always a chance of theft or loss, and the school personnel cannot be responsible. In addition, any student found to be propping open doors, either during school hours or during an event, will be held to disciplinary measures pertaining to theft, damage, and/or compromising the safety of the educational environment

DELIVERIES

Flowers, balloons, gifts, etc. are discouraged from being delivered to students while at school. Any items delivered to the campus will be left at the front desk. Students will be notified through the front desk that they may pick the items up after school. Deliveries during final exams will not be accepted.

PHOTOCOPIES

Students may request photocopies to be made on the office copier. Copies are 10 cents per copy.

SCHOOL MEALS

It is Farmington School Districts policy, to offer a nutritionally balanced breakfast and lunch to our students. The Food Service Department strives to produce quality meals that meet all USDA Nutritional Standards. Families may apply for free or reduced meals by filling out a meal application that will be sent home at the beginning of the school year or on line at www.mymealtime.com.

Farmington Schools has a NO CHARGE policy meaning that no student may charge a meal in the cafeteria. If the student's meal account is less than adequate to pay for breakfast or lunch, the student may borrow from the office fund for one meal. A phone call will be made to parents advising them their student borrowed money in the office. If parents cannot be reached by a phone call, then a letter will be sent home. Parents are responsible to repay the office fund for any borrowed funds. Parents may also go to the district web site listed above and fund students' meal accounts with a credit or debit card thru MY Lunch Money for a small fee. A free meal account may be set up thru My Lunch Money to monitor spending and view account balances.

When a student's account is negative and the school does not have money to lend the student to cover the meal cost, it is the school's responsibility to offer an alternative meal. The alternative meal must include a milk and grain item for breakfast. Milk, grain and a protein item must be offered for lunch. After the second consecutive day of offering the alternative meal, the building principal or designee will contact the household and review with them their responsibility to provide meals for their students.

The prices for school meals are as follows: Student breakfast is $1.50; $.30 for a reduced student breakfast; $2.50 for student lunch; $.40 for reduced student lunch and $.50 for milk. Adult Breakfast is $2.25 and Adult lunch is $3.50.

TESTING REBATES AND NIGHT AND SUMMER SCHOOL DISCOUNTS

In order to receive the discounted price for Testing, Night School or Summer School students must submit a meal application prior to testing or enrollment. If no meal application is on file at Student Nutrition Office prior to Testing or Enrollment no discount will be applied.

Students who leave the district or graduate and have money in their meal accounts may receive a refund at Central Kitchen only. All refunds must be conducted in a timely manner to assure accuracy of the amount. Refunds from meal accounts cannot be made for students from the previous school years. Remaining balances of withdrawn and/or graduated students are cleared at the end of the school year. Graduating seniors have 2 weeks from graduation to request refunds.

PROFESSIONAL QUALIFICATIONS

Parents may obtain information regarding the professional qualifications of their children's teachers, instructional support providers and school administrators. Parents can complete a request form, available in the front office (or Principal's office).

RIGHTS AND RESPONSIBILITIES

A primary responsibility of the Board and the district's professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual or group and the legal processes whereby necessary changes are affected.
The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each carries with it a corresponding obligation.

The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes. Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed.

Nothing in this regulation shall be held to affect the due process rights of school employees or their use of any local school district grievance procedure.

NOTIFICATION OF RIGHTS UNDER PPRA
The Protection of Pupil Rights Amendment **(PPRA)** gives parents and students who are 18 or older

or emancipated minors (eligible students) certain rights regarding the school districts conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams.

Forms will be provided annually with the distribution of student handbooks. If the form is not returned, indicating non-release of information, the schools will continue to release said information to the military, prospective employers and institutions of higher learning.

1. High school Principals are prohibited from excluding military recruiters from high school campuses if they do not similarly exclude prospective employers or post-secondary institutions from recruiting students. (See form on page 61)
2. Any protected information survey, regardless of funding; and any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Inspect certain materials. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them;

a) Protected information surveys of students (including any instructional materials used in connection with the survey);

b) Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and;

c) Instructional material used as part of the educational curriculum.

4. Receive notification of district policy. The Farmington Municipal School District has developed a policy, through a committee including parents, staff, students, and administration regarding these rights and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The Farmington Municipal School will directly notify parents and eligible students through the district website (www.fms.k12.nm.us), Student Handbooks and letters sent home to parents of this policy at least annually at the start of each school year and after any substantive changes are made.

5. The Family Educational Rights and Privacy Act **(FERPA)** affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school

receives a request for access. A written request for review needs to be submitted to the building Principal that identifies the records they wish to review. The school makes arrangements for access and notifies the parent of the time and place where the records may be inspected.

The right to request amendment of student records that are not accurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the record request unless it states in the annual notification that it intends to forward records on request.

REPORT VIOLATIONS

Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office US Department of Education; 400 Maryland Ave. SW Washington, DC 20202-4605.
If your child does not take home a Release of Student Information Form, please call our Registrar at 599-8880 ext. 3209.

Non-Discrimination Policy
The Farmington Municipal Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. Contact FMS Central Administration, 324-9840 to discuss inquiries regarding the nondiscrimination policies.
Discrimination is against school board policy and is prohibited under Title VI, Title IX, Section 504, Title II, and the ADA. Adults and students engaging in discrimination will be subject to appropriate disciplinary action. Contact FMS Central Administration, 324-9840 to discuss compliance concerns.

HARASSMENT – Based on Race, Color, Religion, National Origin, Sex, Age, or Disability

Introduction

The effective education of our students requires a school environment in which students feel safe and secure. Harassment of students on the basis of race, color, religion, national origin, sex, age, or disability, whether by employees or by other students, impairs the proper atmosphere for education, and creates an inequitable climate for learning.

In addition to its negative effect upon education, such harassment negatively affects the characters of young people, both the harassers and the victims of harassment. That is particularly so in view of the special vulnerability of students at different stages of their personal development. It is clear that such harassment, whether verbal or by other conduct, can create stress and distraction, and upsetting feelings of fear, inferiority, or anger which are detrimental to the education of young people. Toleration of such harassment also sends the wrong message regarding appropriate social conduct. Such harassment is inappropriate behavior in school because it is inappropriate behavior in society.
The Board of Education therefore forbids harassment of any student on the basis of race, color, religion, national origin, sex, age, or disability and will not tolerate such harassment of students by employees or by other students.

Harassment Based on Protected Characteristics Prohibited

The policy of the Board of Education forbids harassment against any student on the basis of race, color, religion, national origin, sex, age, or disability (referred to herein as “protected characteristics”).

The Board will not tolerate harassment of students on the basis of protected characteristics by other students, employees, by non-employee volunteers, or by any other persons who work subject to the control of school authorities. Please refer to the link below for more information on Harassment.

SCHOOL ATTENDANCE POLICY

Except as otherwise provided, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate. A parent may give written, signed permission for the school-age person to leave school in case of hardship approved by the local superintendent.

A school-age person subject to the provisions of the Compulsory School Attendance Law shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident or the state-chartered charter school in which the person is enrolled and the school district or state-chartered charter school shall not excuse a student from attending school except as provided in that law or for parent authorized medical reasons.
Any parent of a school-age person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.

The local school board shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools.

Definitions

1. Unexcused Absence: an absence for which no appropriate excuse has been provided by the student's parent or legal guardian within the time limits provided by this policy. Special family situations may be considered appropriate for excused absence when prior approval is received from the Principal or his/her designee. (See B.1)
2. Students in need of Early Intervention (i.e. Truant): a student who has accumulated five unexcused absences within any school year Aug-May.
3. Habitual Truant: a student who has accumulated ten or more unexcused absences within a school year Aug-May.

ATTENDANCE REQUIREMENTS
Parent Notification of Absence: A parent or guardian shall notify the school each day his or her child

will be absent from any class and the reason for the absence; or shall provide a written and signed verification of the reason for the student's absence, to be presented upon the first day a student returns to school from any absence. If a student has been absent for three (3) or more consecutive days due to illness, the Principal or his/her designee may require written verification from the student's professional health- care provider. Any absence that goes 3 (three) school days without being verified will remain an unexcused absence. Excessive parent verified absences are those that show a pattern or raise concerns. Students with 6 or more parent verified absences must meet with an administrator and sign an attendance contract. Once the student has accumulated 15 excused absences for the entire school year any further absences will not be excused without legal documentation (doctor note, court appearance, etc.) THIS CONTRACT IS IN EFFECT FOR THE REST OF THE SCHOOL YEAR. SHOULD THE STUDENT BREAK THIS CONTRACT, DISCIPLINARY CONSEQUENCES MAY BE ISSUED.

2. **Tardies:** If a student has 5 unexcused tardies in a 9-week period or is truant from class, in-school suspension may be assigned and a meeting with the attendance liaison will be held. A tardy is any student who is not in their appropriately assigned room at the end of the tardy bell. A tardy in excess of 10 minutes, in any class, will be considered an absence.
3. **Prolonged Illnesses:** In cases of chronic or prolonged illnesses expected to last 10 days or more, during which the student is able to do school work, the student's parent or guardian shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home, and the student shall be placed on home-bound study until he or she can return to school.
4. **Make Up Work Missed:** Following an excused absence, a student shall be given two days for every day missed. A student may be provided the opportunity to make up work missed during an unexcused absence.

At applicable grade levels, if an absence is unexcused, or if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was taken will be counted as a zero for such student in the teacher's grade book, and averaged into the student's grades for the relevant grading period.

5. **Students with 10 or more unexcused absences** in any class, will be closely monitored and potentially be turned over to the San Juan County District Attorney.
6. **Discipline:** In addition to the other measures to be imposed according to this policy, students may receive detention, in-school suspension, or other discipline designed to keep the student in school and progressing academically, for each unexcused absence, at the discretion of the Principal or his/her designee. Out-of school suspension and expulsion will not be used as punishment for truancy or unexcused absences.
7. **Notice to Parents of Unexcused Absence:** If a student is absent from school without a parent notification of absence, as required by paragraph B.1, above, the Principal or his/her designee will, as soon as practicable, contact the parents or legal guardians by telephone or certified mail to give notice of the student's absence and to ascertain and document the reason for the absence.
8. **Seventh Unexcused Absence** – Upon the student's accrual of a seventh unexcused absence, the school will provide written notice to the student's parent or legal guardian to the address provided by the parent/guardian. The attendance liaison will then notify parent/guardian that the student will meet with an administrator and sign an attendance contract. **THIS CONTRACT IS IN EFFECT FOR THE REST OF THE SCHOOL TERM. SHOULD THE STUDENT BREAK THIS CONTRACT, DISCIPLINARY CONSEQUENCES MAY BE ISSUED.**
9. **Additional Unexcused Absences:** Following notification of a student's seventh unexcused absence, the school will continue to provide written notification to the Probation Services Office of a student's accrual of additional unexcused absences. Attendance contracts imposed by a school administrator can be used as additional documentation. Students who receive a total of seven (6) unexcused absences in any one (1) class must meet with an administrator and placed on an attendance contract.

Parent Failure to Meet: If a parent/guardian fails to arrange, or to appear for, a conference regarding unexcused absences within the dates provided on notice from truancy officer, the School will provide written notice to Probation Services Office of such failure. School staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.

Notice and Reports of Habitual Truancy: The school shall provide written notice of habitual truancy by certified mail to, or by personal service on, the parent/guardian of the student. If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall be reported to the probation Services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code.

Excessive and Pattern Absences: Habitual student absences shall be monitored for patterns (i.e., every Monday or Friday), and reported as required herein.

Distribution of Policy; Acknowledgment of Receipt: A copy of this policy will be included in the schools' student handbooks and distributed to every student at the beginning of each school year.

The school district shall provide a database in which they can report attendance in accordance with 6.10.8.20 NMAC.

An 18-year old-student who have reached their 18th birthday may clear their own absences ONLY after their parent/ guardian has presented a notarized request for this privilege to the administration. The Principal or designee will review the request and approve or deny it. When the privilege is granted, students must follow all guidelines for documenting absences.

Any student may be excused from school to participate in religious instruction for not more than one class period each school day under the following conditions:

1. The student must provide the written consent of the parent;
2. The time period must not conflict with the academic program of the school;
3. The Board of Education has approved student participation in religious education.

Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory School Attendance law are responsible for the school attendance of that person.

TRUANCY

Any student who does not attend an assigned class and/or leaves campus without the permission of the administration will be considered truant. Signing out with the attendance office is mandatory. Students caught truant from school will be assigned in-school suspension.

SIGN IN/OUT

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

MAKE-UP WORK

Aside from a few exceptions, lesson plans for each week are posted by every teacher at the beginning of the week in the classroom or webpage.

- ON THE DAY OF RETURN, students are responsible for requesting make-up work from their instructors. If this procedure is not followed, credit for make-up work may be withheld.
- Two days for each day's absence will be allowed for make-up work (not to exceed 10 school days) unless other arrangements are made with the teacher. Long-term assignments (two weeks or more) must be turned in by the due date. Exceptions by administrator approval.
- Students may request make-up work for an initial out-of-school suspension.
- Students who have three (3) or more consecutive, cleared absences and foresee that the absences may continue can request make-up work through the Guidance Office.

EXCUSED ABSENCES FOR PREGNANT OR PARENTING STUDENTS

1. Rocinante High School shall provide:

At least ten days of excused absences for a student who provides documentation of the birth of the student's child and provides excused absences for any additional days missed by a pregnant or parenting student for which a longer period of absence is deemed medically necessary by the student's physician; provided that the student shall be allowed a time period to make up the work that the student missed that equals the number of days the student was absent for the birth of a child; and

Four days per semester of excused absences, in addition to the number of allowed absences for all students, for a student who provides appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care; and allows the student a time period to make up the work that the student missed that equals the number of days the student was absent.

The pregnant or parenting student is responsible for communicating the student's pregnancy and parenting status to the appropriate school personnel if the student chooses to disclose the information.

STUDENTS IN NEED OF EARLY INTERVENTION/TRUANCY

Any student who does not attend an assigned class and/or leaves campus other than during their lunch hour without the permission of the parent/ guardian and the attendance office will be considered truant. Students leaving an assigned class, and/or campus for any must check out with the attendance office. A staff member from the attendance office must speak with the parent/guardian before the student may leave school. A

written note from a parent/guardian is not sufficient. The parent/guardian must be present or telephone the office to initiate a student checkout.

First Offense: Double the time truant to be spent in detention

Second Offense: Third Offense: Fourth Offense:

Three-day Lunch Detention Five-day Lunch Detention

Ten-day ISS and attendance hearing.

DISCIPLINE – CODE OF CONDUCT

All students are expected to behave in a manner appropriate to a high school age student while on campus and/or while participating in any school-sponsored activities. Students are expected to carefully consider their choices and to be prepared to accept the consequences of their decisions.

- Attend class on time
- Complete the work given on time
- Be respectful and expect the same from others both in and outside the classroom

- All electronic devises are to be on vibrate or powered off while in the classroom

- Hats and hoodies, when inside a building, must be removed or not worn at all.

DISCIPLINE POLICY:

The following actions/behaviors are defined as unacceptable. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. A committee of parents, students, teachers and administrators developed this policy.

The policy follows municipal and state guidelines and is approved by the Farmington School Board. The steps outlined in this discipline policy are considered to be the normal response to an infraction. ADMINISTRATORS RESERVE THE RIGHT TO HAVE REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION. The police may be contacted for any infraction of this policy.

SENIORS WILL BE HELD ACCOUNTABLE FOR THEIR BEHAVIOR UP TO, AND INCLUSIVE OF, GRADUATION-RELATED EXERCISES.

PROHIBITED CONDUCT:

A significant part of the district's educational mission is to inculcate habits and manners of civility and to teach students the boundaries of socially appropriate behavior. In furtherance of this mission, students will be subject to disciplinary consequences if they engage in any of the following prohibited conduct while they are subject to the school's jurisdiction.

1. Scholastic dishonesty, which includes, but is not limited to: Cheating on a test, plagiarism, or unauthorized collaboration with another person when preparing written work.
2. Conduct that can cause injury to person or property
3. Leaving school grounds or school-sponsored events without permission
4. Using profanity, lewd or vulgar language, or obscene gestures

5. Scuffling or fighting or other inappropriate or offensive physical contact that does not meet the definition of simple assault
6. Stealing
7. Lying about the conduct of other students or making false accusations about district employees
8. Disobeying school rules about conduct on school buses
9. Failing to comply with lawful directives given by school personnel
10. Failing to comply with campus or district policies
11. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person) or forcing an individual to act through the use of force or threat of force
12. Committing or assisting in a robbery, theft, or burglary
13. Making ethnic, racial, or religious slurs
14. Verbal abuse or derogatory or offensive remarks addressed to others
15. Any misbehavior that gives school officials reasonable cause to believe that the conduct will substantially disrupt the school program or incite violence
16. Damaging or vandalizing property of others, including District property
17. Use of smartphones, cellphones, iPods, earbuds, headphones, CD players, or electronic games in any classroom. This includes the use of district issued electronics for purposes outside the scope of instruction.
18. Using or possessing a pellet gun, air-powered rifle, toy gun, or any other instrument that may be perceived by a third party as a firearm
19. Possessing, using, or exhibiting school supplies (i.e. pencils, pens, scissors, etc.), or any other item in a manner that threatens to inflict of actually inflicts bodily harm to another person
20. Possessing drug paraphernalia (roach clips, rolling papers, needles, baggies with residue, razor blades, pipes, etc.)
21. Pulling a fire alarm or discharging a fire extinguisher in a building owned or operated by Rocinante School when there is no smoke, fire, or danger that requires evacuation
22. Calling 911 when no emergency exists
23. Possessing or using martial arts object (such as shuriken [throwing stars], nunchakus ["nun-chucks"], tonfa [wooden weapon], staff, baton [short stick], bolo [long cord with weights at end]
24. Inappropriate physical or sexual conduct, whether or not it is consensual. No excessive PDA (Public Displays of Affection)
25. Conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including but not limited to requests for sexual favors.

26. Inappropriate or indecent exposure of a student's body parts
27. Behaving in any way that disrupts the school environment or educational process
28. Possessing, smoking/using tobacco products to include electronic ("e") cigarettes
29. Possessing or using matches or a lighter
30. Possessing a knife
31. Truancy, i.e., skipping school or cutting class without the parent's knowledge or permission
32. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
33. Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent or guardian
34. Gambling of any kind
35. Violating safety rules
36. Violating dress or grooming standards
37. Being a member of, pledging to become a member of, or soliciting another person to join or pledge a public school fraternity, sorority, secret society, or gang
38. Assisting, encouraging, promoting, or attempting to assist in the commission of a serious offense
39. Failing to report the commission of a serious offense by another student to a school official
40. Hazing
41. Making a false alarm or report of bombing, fire, or other emergency involving a public school
42. Making a terroristic threat involving a public school
43. Retaliating against any school employee
44. Repeatedly violating other previously communicated campus or classroom standards of behavior

45. Engaging in any conduct punishable as a felony
46. Committing an assault of any kind
47. Selling, giving, or delivering to another person or possessing, huffing, using or being under the influence of marijuana or anything that alters a state of mind or produces changes in behavior. This included energy drinks, herbal remedies, inhalants, etc.
48. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; possessing, using or being under the influence of alcohol
49. Engaging in conduct that would be an offense relating to the abuse of glue or aerosol paint or relating to volatile chemicals
50. Engaging in conduct that would be public lewdness or indecent exposure
51. Possessing or use of pepper spray
52. Possessing or use of "Air-Soft" guns or similar items
53. Wearing clothing that has weapons, alcohol, or anything drug related on it
54. Cyber-bullying
55. Sexting
56. Bullying
57. Spitting
58. **ANY UPDATES TO DISTRICT POLICY WILL BE ENFORCED**

SCHOOL RESOURCE OFFICER:

The Farmington Police Department in conjunction with the Farmington Municipal Schools have an agreement to assign uniformed, full-time, certified police officers to the schools within the City of Farmington. The officers are considered School Resource Officers (SRO).

The SRO is first and foremost a law enforcement officer. Duties of an SRO include: promoting a positive image of the law; the importance of individual citizen responsibility; increase children's understanding and respect for law enforcement; to interact with students, faculty, community, parents and civil leaders to promote positive school and community relations; promote an awareness of good safety practices through educational programs; to serve as a primary resource to children who are victims or suspects in unlawful or otherwise harmful activities in order that they may be deterred and protected from further harm. The SRO will maintain availability to all students within the school site.

SRO's are considered school officials and have the same authority as school administration and teachers in conducting an investigation. As a school official, the SRO has the right to question your child about his/her own conduct at school and in the investigation of alleged misconduct by other students, to question him/her about the conduct of others. There is no requirement to notify the parents/legal guardians of the student prior to questioning, however, the Farmington Municipals Schools and/or the Farmington Police Department SRO's shall make a good faith effort to notify the parents/legal guardians of the student. In the event the SRO is investigating a crime committed on or off campus, the exigency of the situation will determine the notification of parents. The Juvenile Miranda Rights may be read to the child by the SRO.

At the discretion of the school administrator or designee, the SRO may be asked to participate in conferences with students especially when potential delinquency is involved. The SRO may have input into intervention, preventive strategies and community resources that are available.

LAW ENFORCEMENT/OUTSIDE AGENCY

Law enforcement officers or staff member from any outside agency may not remove a student from school premises while the child is properly in attendance without permission of the student's legal parent or guardian unless the student has attained majority age and consents to removal. Where an enforcement officer has a warrant to detain a student or an order signed by a Children's Court judge, removal of the student by the officials under such order is mandatory when presented to the Principal. There should be a good faith effort to notify the legal parent or guardian. (For complete details reference Section 2.21 of Board Policy)

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:

• 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.

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

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. Failure to show up to assigned detention is insubordination.

DISRUPTIVE CONDUCT

One-Day Suspension
Three-Day Suspension
Ten-Day Suspension and/or Disciplinary Hearing

Any conduct, which disrupts the educational process, constitutes a health or safety hazard in violation of state or municipal law, or is in violation of specific school rules.

First Offense: Second Offense: Third Offense: Fourth Offense:

Lunch Detention One-Day Suspension Three-Day Suspension

Ten-Day Suspension and/or Disciplinary Hearing

GANGS AND GANG ACTIVITY

http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.26

Board Policy recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Board of Education that gangs and gang activities are prohibited in the Farmington Municipal Schools, according to the following:

DEFINITION: For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Farmington Municipal Schools.

- Prohibitions: No student on school property or at any school-sponsored activity shall:
- Gang-related clothing, including hats, bandanas and hairnets, are not allowed on campus.
- Wear,possess,use,distribute,display,orsellanyclothing,jewelry,emblem,badge,symbol,signorother items that evidences or reflects membership in, or affiliation with any gang and/or is representative of any gang;
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang;
- Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
- soliciting membership in, or affiliation with, any gang; soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act; painting, writing, or otherwise inscribing gang related graffiti, messages, symbols, or signs, on school property; engaging in violence, extortion, or any other illegal act or other violation of school policy; soliciting any person to engage in physical violence against any other person.

APPLICATION AND ENFORCEMENT:

In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.

The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items. School officials should also encourage private property owners to promptly remove or cover gang- related graffiti on private property in school neighborhoods.
School officials are strongly encouraged to work closely with local law enforcement officials and

SRO in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.

The Superintendent, in consultation with the appropriate building Principals, should report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.

VIOLATION OF POLICY

Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

SURVEILLANCE CAMERAS ARE IN USE AT ALL FMS SCHOOL CAMPUSES

1. Surveillance cameras are located on RHS campus primarily for the safety, and well-being of students and staff.

2. The cameras will be located to monitor the campus such as parking lots, inside commons area, hallways, etc. CAMERAS WILL NOT BE LOCATED IN ANY REASONABLY ASSUMED AREAS OF PRIVACY. i.e.; bathrooms, locker rooms, etc.

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 devises 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.

Violations Against Persons

Language and/or Abusive

Language need not be obscene to be abusive. Language can be considered abusive when said (directly) to the person or (indirectly) when the comment is made about someone. School personnel, including substitutes, will not be subjected to language that is abusive to them. (Incidentally, courts have ruled abusive language, gestures, etc., directed by students toward a school's teachers or staff on weekends, holidays or other non-school times may be handled as though it happened on campus, during school hours). One-day suspension when abusive language contacted. is directed at a school official, and school resource officer will be

First Offense: Lunch Detention
Second Offense: Three-Day Suspension
Third Offense: Five-Day Suspension
Fourth Offense: Ten Day Suspension &/or Disciplinary Hearing

Verbal Assault/Bullying

As defined by the Public Education Department of NM (PED) Bullying is "any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop or at school activities or sanctioned events."

Threatening physical harm to another, causing a present fear of imminent danger to the person; included are threats, gestures, and verbal abuse. Threatening a school official is an automatic suspension for student. School resource officer will be contacted, and additional interventions may be added.

First Offense: Lunch Detention
Second Offense: Three-Day Suspension
Third Offense: Ten Day Suspension & Disciplinary Hearing

(Sequence of discipline is subject to change as determined by individual situation.) Further investigation may lead to additional suspension or could involve legal authorities.

HAZING

"Hazing" includes, but is not limited to:

1. Engaging in any offensive physical contact or restraint of a student, or
2. Requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act for any purpose, including the ingestion of any substances, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
3. Subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to conduct likely to create extreme mental distress, for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of a school of the District. Such contact, restraint, requirement, or encouragement shall not be considered hazing when it is an officially recognized part of the particular sport or activity of the class, team, group or organization.

ANGER MANAGEMENT

A threat of physical violence (refer to board policy Section 2 for definition of "threat") and/or actual physical violence may result in a referral to student assistance anger management and violence prevention group as well as a possible suspension or expulsion. As the group is mandated by the administration, the student and parent will sign a contract and the student's attendance in the group will be compulsory. Failure to meet with student assistance, attend all sessions of the 6-week group, and follow the recommendations of SAC may result in further suspension or expulsion.

BATTERY/FIGHTING

Battery or fighting is not tolerated at school.

First Offense: Three Day Suspension with Police notification
Second Offense: Five-Day Suspension and Possible Disciplinary Hearing
Third Offense: Ten Day Suspension & Disciplinary Hearing

(Sequence of discipline is subject to change as determined by individual situation.) Further investigation may lead to additional suspension or could involve legal authorities.

Battery/Fighting Against Staff Member
• Battery against a staff member will result in expulsion procedures.
• Battery against a student will result in three to six-day suspension and other penalties per administration.

Assault, Aggravated
Threatening or intending hostile contact by any means of force likely to produce serious bodily injury.

This category includes offenses with a weapon. Assault against a school official may result in a disciplinary hearing.

First Offense: Three Day Suspension with Police notification
Second Offense: Five-Day Suspension and Possible Disciplinary Hearing
Third Offense: Ten Day Suspension & Disciplinary Hearing
(Sequence of discipline is subject to change as determined by individual situation.) Further investigation may lead to additional suspension or could involve legal authorities.

Battery/Aggravated
Performing hostile contact on another person causing great or lasting bodily injury, or using a weapon in a battery. This category includes sexual assault.

First Offense: Ten Day Suspension & Disciplinary Hearing. The police will be notified.

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 In-school, out-of-school or disciplinary hearing. Legal authorities may also be involved.

District Link to Sexual Harassment:

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

THREATS OF VIOLENCE BY STUDENTS

The Board finds that threats of violence are disruptive of, and incompatible with, the maintenance of an appropriate educational atmosphere in schools. Particularly in view of the many incidents of actual school

violence around the nation in recent years, such threats cannot be ignored as harmless talk. The Board therefore adopts this policy in regard to threats of violence by students.

THREATS TO SELF, STUDENTS AND STAFF

The Board of Education is committed to providing students and staff with a safe learning and working environment. It is therefore the policy of the Board of Education to respond to all threats to self, to other students and to staff, which are considered to be harmful in nature or intent.

For the purpose of this policy, a threat is an alarming statement (written or verbal) or behavior that gives rise to concern about subsequent violence to self or others. The Board of Education directs administration to develop a procedure to respond to threats and self-destructive behaviors. This procedure should be reviewed annually.

- Threats of violence toward other students, school staff members, or school facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged insuch conduct previously.
- All employees and students are required to report evidence of threats of violence to their building Principal, or to the Superintendent. The building Principal or his/her designee shall investigate such reports. The Principal and or designee will also complete a District Threat Analysis Report that will remain in the students working file.

- All such reports shall be documented by the building Principal or his/her designee, and in regard to any that are regarded as not sufficiently credible to warrant investigation, all reasons and basis for such conclusion shall be stated in the documentation.
- In cases of threats that may constitute a violation of the criminal law, the building Principal shall notify

law enforcement authorities.

- Regular education students who are charged with violations of this policy shall be placed on short-term

suspension pending investigation of the charge. Those found through a due process hearing to have violated this policy shall be subject to discipline, including long-term suspension (temporary or indefinite removal from school) or expulsion (permanent removal from school).

- As a condition or conditions of a student's return to school from short-term or long-term suspension for violation of this policy, the building Principal or his/her designee shall consider, and may impose, the following, individually or in any combination, as well as other conditions deemed necessary or appropriate:

o That the parent of such student shall provide a documented opinion by a licensed professional that the student does not represent a threat of harm to himself/herself or to others, and, for a period to be determined by the building Principal or his/her designee, that the parents provide regular documented updates of such opinion;

o That the parent of such student agree that, for a period to be determined by the building Principal or his/her designee, a parent shall check the student for weapons at home, and shall accompany the student to the school office upon arrival at school at the beginning of each school day, at which time the student shall be searched for weapons or other contraband by school personnel;

o That the parent of such student agree that, for a period to be determined by the building Principal or his/her designee, the student shall be prohibited from leaving campus during the school day, and that during any non-class time, the student shall remain in a monitored, segregated environment;

- That the parent of such student agree that, for a period to be determined by the building Principal or his/her designee, the student shall be transported home from school by the parent at the end of the school day;

- That the parent agree that for a period to be determined by the building Principal or his/her designee, that student shall not be permitted to participate in any extracurricular activities, or school functions except classroom instructions during the school day; and

- Thattheparentagreethat,foraperiodtobedeterminedbythebuildingPrincipalorhis/herdesignee, the student will not be permitted to enter or be present on school premises except during the regular school day, and that the parent will enforce such prohibition by appropriate means.

- In permitting a student to return to school from a short term or long term suspension, conditions imposed by the building Principal or his/her designee, including those set forth in paragraph 6, shall be incorporated into a written agreement to be signed by the parents or parent of the student in question.
- In permitting a student to return to school from a short term or long term suspension, the building Principal or his/her designee shall document the reasons and basis for permitting such return, and such documentation shall include reasons and basis for imposing or not imposing the conditions set forth in paragraph 6.
- Similar problems with special education students shall be addressed under the specific procedures applicable to special education students according to state and federal law.

EXTORTION

Using intimidation or threat of violence to obtain money, information, or anything else of value from another person.

First Offense: Three Day Suspension with Police notification

Second Offense: Five-Day Suspension and Possible Disciplinary Hearing

Third Offense: Ten Day Suspension & Disciplinary Hearing

(Sequence of discipline is subject to change as determined by individual situation.) Further investigation may lead to additional suspension or could involve legal authorities.

THEFT

Unauthorized possession and/or sale of property of another without consent of owner.

First Offense: Three Day Suspension with Police notification
Second Offense: Five-Day Suspension and Possible Disciplinary Hearing
Third Offense: Ten Day Suspension & Disciplinary Hearing

(Sequence of discipline is subject to change as determined by individual situation.) Further investigation may lead to additional suspension or could involve legal authorities.

SCHOOL TRANSPORTATION

http://district.fms.k12.nm.us/Departments/transportation

District School Bus Rules and Regulations –

http://district.fms.k12.nm.us/Departments/transportation/Bus%20Rules

Bus students are under the supervision of the bus driver. Bus drivers have the same authority as a classroom teacher. Students and parents should read the bus rules and regulations sheet provided by the bus driver. Campus administrators retain the right to use discretion-interpreting policy. When the bus driver reports a bus infraction in writing, the procedures listed below will be followed:

First Offense: Conference with Principal with consequences to be determined based upon the infraction.
Second Offense: Conference with the Principal and suspension from the bus for up to five (5) days.

Third Offense: Conference with Principal and suspension from the bus for up to the remainder of the school year.

- A copy of the infraction report may be mailed to the parents or guardians, or given to the student.
- Students may not leave the supervised area after school and return later to ride the bus. These students become responsible for their own transportation.
- A request for students to be allowed to board an unassigned bus or to disembark at an unassigned stop requires a note from the parent(s) and approval by the Principal.

VIOLATIONS AGAINST PROPERTY ARSON

Malicious, willful, and/or neglectful starting, by any means, a fire or causing an explosion on school property or at any school related activity. Matches, lighters and any device that can start a fire are not allowed on school property.
Category 1 Deliberately, or with reckless disregard, starting a fire with resulting expense under $100.

First Offense: Three-Day Suspension
Second Offense: Ten Day Suspension & Disciplinary Hearing

Category 2 Deliberately, or with reckless disregard, starting a fire resulting in serious damage to person(s) or property.

First Offense: Ten Day Suspension & Disciplinary Hearing

VANDALISM / LITTERING

Deliberately or maliciously destroying, damaging and/or defacing school property or the property of another individual. This includes littering. The student and/or parent/guardian are responsible for cost or replacement of damaged property.

First Offense: Two-Five Day Suspension/possible work detail spent repairing and/or cleaning vandalized property

Second Offense: Five-Ten Day Suspension and possible Disciplinary Hearing

TRESPASSING, UNAUTHORIZED PRESENCE

Entering or being on school grounds or in a school building without authorization. All visitors must sign in at the front office before entrance is allowed.

First Offense: A "No Trespass" warning will be issued from the attendance office. Second Offense: Police will be summoned.

CONTROLLED SUBSTANCE POLICY

CONTROLLED SUBSTANCE, SALE OR DISTRIBUTION

ALCOHOL RELATED, CANNABIS, and other Controlled Substances: The possession of controlled substances is illegal (with the exception of drugs prescribed to student by licensed prescriber); their use is harmful. Selling or distributing, on campus or in any school vehicle or at any school sponsored activity, a substance capable of producing a change in behavior or altering a state of mind or feeling, including "look-alike" or items sold as a controlled substance is illegal.

1. The student will be suspended for a maximum of ten (10) days, pending a disciplinary hearing.
2. The Farmington Police Department will be notified. The student and his/her parents will be deferred to Student Assistance.
3. In addition to measures outlined in this policy, senior students determined to have violated the substance use policy immediately prior to the end of school will be excluded from taking part in school sponsored graduation/commencement related exercises.

In addition to the criminal statutes that make it a felony for any individual to possess, use, or distribute a

controlled substance, New Mexico Statutes Chapter 30, Article 31 - Controlled Substances delineates a "DRUG FREE ZONE" around any public school. The statute defines the "DRUG FREE SCHOOL ZONE" as any public school or property that is used for public school purposes and the area within 1000 feet of the school property line.

Any person who knowingly violates the "DRUG FREE SCHOOL ZONE", excluding private property residentially zoned or used primarily as a residence, through trafficking-controlled substances is guilty of a first-degree felony.

CONTROLLED SUBSTANCE, POSSESSION

ALCOHOL-RELATED, CANNABIS, and other Controlled Substances. The possession of controlled substances is illegal (with the exception of drugs prescribed to student by licensed prescriber); their use is harmful.
Having, on campus or in any school vehicle or at any school sponsored activity, any substance capable of producing a change in behavior or altering a state of mind or feeling; having a "look-alike," a substance that looks like a controlled substance; having in possession any controlled substance paraphernalia is illegal.

1. The student will be suspended for a maximum of ten (10) days, pending a disciplinary hearing.
2. The Farmington Police Department will be notified. The student and his family will be referred to Student Assistance.
3. In addition to measures outlined in this policy, senior students determined to have violated the substance use policy immediately prior to the end of school will be excluded from taking part in school sponsored graduation/commencement related exercises.

CONTROLLED SUBSTANCE, USE

- ALCOHOL RELATED, CANNABIS, and other Controlled Substances. The possession of controlled substances is illegal; their use is harmful. Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including "look-alike" or items used as a controlled substance, (this includes use of prescription drugs persons other than patient of prescribed medication by licensed prescriber) is illegal. A student shall not use such substances on campus or in any school vehicle or at any

school- sponsored activity or enter any of these under the influence of such substances. The smell of alcohol, or the smell of a controlled substance on the student, or students who are under the influence of mood-altering chemicals on school property or at a school- sponsored event will constitute a violation of this policy.

The student will be suspended for a maximum of ten (10) days, pending an expulsion hearing.
The Farmington Police Department could be notified.
The expulsion hearing may be deferred provided the student and his/her parents and/or guardian meet the following requirements:
Within five (5) days of the imposition of the ten (10) day suspension, the student and his/her parents or guardian participate in an assessment interview with a representative from the Student Assistance Services
The student and his/her parents or guardian follow all conditions and recommendations made by the Student Assistance Services representative(s).
Failure to meet the above requirements (A and B) will result in the disciplinary hearing.
In addition to measures outlined in this policy, senior students determined to have violated the substance use policy immediately prior to the end of school will be excluded from taking part in school sponsored graduation related exercises.

The use of such substances is detrimental to individual development and undermines effective education. To insure the highest standards for learning in the classroom, the District will help students to abstain from the use of chemical substances and intervene early when abuse or misuse is detected. The District recognizes these issues as legitimate concerns of the schools and wishes to address these needs as part of a comprehensive Student Assistance System.
Definitions:
Alcohol: Any liquor, wine, beer or other substance containing alcohol.

Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) substances.

Tobacco: Any form of nicotine or tobacco product including cigars, cigarettes, pipes, chew, dip, snuff consumed by any method such as smoking ingesting.

Drug paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

Substance abuse: The use of drugs or alcohol in violation of state of federal law or in violation of school-district policy.

Behavior-altering substances: Energy drinks, herbal remedies, or other substances capable of altering a state of mind.

Inhalants” Purposeful inhalation of chemical vapors, including electronic-cigarettes, to achieve an altered mental or physical state.

The District will implement the Student Assistance System in each school throughout the District in accordance with a time schedule that is financially feasible for the District. The essential elements of the program will include: identification and referral; counseling and treatment; support prevention; and staff training.

The administration is charged with implementing this policy through the development of detailed administrative procedures.

This policy as well as the detailed administrative procedures will be reviewed by a committee appointed by

the Superintendent prior to April 1 of each year. The committee, composed of representatives from the community and representatives from the school system, will make recommendations for change. This process will assure an updated, fully functioning program that is acceptable to the community and the school system.

The presence or use of alcohol and drugs will not be tolerated at school during the regular school day or any school-sponsored activity. The use of alcohol and drugs will result in one or more of the following: parent notification, suspension, or expulsion proceedings may be initiated. The offender may be turned over to the Farmington Police Department. All offenders must complete an assessment with the Student Assistance Counselor.

Farmington Municipal Schools will not permit, for any reason, the use of its name or any of its schools' names to be associated with alcoholic and/or tobacco products.

In addition to the above punishment, the possession, use or being in the proximity of the illegal use of drugs and alcohol by a current athletic/activity participant will result in the immediate suspension from all sports/activities. In order to return to athletics/activities after 30 school days, a student must have completed an assessment and established a contract with the Student Assistance Counselor. This suspension will not necessarily result in loss of academic credit. A student suspended under the guidelines of this policy is prohibited from practicing/participating with an extracurricular sport or activity - i.e., before or after school. However, students may be allowed to continue to participate/practice in a co-curricular setting - i.e., during an academic class. Other rules may be imposed by the coach/sponsor upon the approval of the administration, but no less restrictive than those stated above. For example, an activity may enact and enforce a policy that precludes reinstatement during the school year.

A second confirmed violation of this policy will result in a suspension from all athletic/activities for a period of 60 school days; and a third infraction will result in permanent removal from athletic/activities for the remainder of a student's enrollment in the Farmington Municipal Schools.

In order to maintain consistency, any infraction of these rules must be reported to the administrator in charge as soon as reasonably possible. The coach's/sponsor's decision on punishment will be subject to administrative approval. Because athletics/activities are a privilege and not a right, no participant may appeal a decision of discipline beyond the building administrator.

TOBACCO, USE OR POSSESSION

Use or possession of tobacco, in any form, on campus or in any school vehicle or at any school sponsored activity.

The purpose of this policy is to implement State Board of Education Regulation No. 94-2 prohibiting the use of tobacco products in school buildings, on school property, and for students at school functions away from school property.

Concerned by the increasing evidence that smoking and use of tobacco products are contributing causes to many serious health problems, the Farmington Municipal Schools will not permit students to smoke or use tobacco products or be in possession of same in or on school premises.

In addition, possession or use will not be allowed in any school vehicle used to transport students to and from school or school related activities.
For purposes of this policy, the school day is defined as that period of time when students board the bus for school or exit the bus when they return home. The school day for students who provide their own transportation begins when they arrive on campus and ends when they exit the grounds at the close of their regular school activities. Those students involved in extracurricular activities and/or who are traveling to a

school sponsored function are within the defined school day. Weekend functions under direct school supervision are also within the school day.

The Board further urges that parents, school staff and all community agencies cooperate in a united educational program designed to impress the potential hazards of smoking upon our students at an early age and to assist those students who wish to end their use of tobacco. To this end, the administration shall develop procedures, including penalties, consistent with this policy as part of the student handbook.

Visitors on school property are prohibited from smoking or any other use of tobacco products at any time while on school property.

The administration shall cause to be posted, at the entrance to each school campus or other property, a permanent notice substantially as follows:

In accordance with NMAC 6.12.14, the possession and use of tobacco products, including e-cigarettes and nicotine containers, in school buildings, on school property, and for students at school functions away from school property is prohibited. In accordance with HB 17aa, the Drug Free School Zone shall include areas up to 1,000 feet from school property. Tobacco: Any form of nicotine or tobacco product including but not limited to e-cigarettes, nicotine containers, cigars, cigarettes, pipes, chew, dip, snuff or pouches consumed by any method and any other substance not used for the original or intended purpose.

Farmington Municipal Schools will not permit, for any reason, the use of its name or any of its schools' names to be associated with tobacco products.

To this end, the administration shall develop procedures, including penalties, consistent with this policy as part of the student handbook.

First Offense: Three-Day Suspension - Two days may be deferred if student participates in an educational program to assist in overcoming his/her tobacco addiction.

- Referral to Student Assistance Counselor.
- Follow all conditions and recommendations made by Student Assistance Counselor.

Second Offense: Five-Day Suspension. Referral to Student Assistance Services (SAS). Follow all

conditions and recommendations made by Student Assistance Counselor. Third Offense: Ten Day Suspension & Disciplinary Hearing

VIOLATIONS AGAINST PUBLIC HEALTH/SAFETY

BOMB THREAT

Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.

Any Offense: Ten Day Suspension & Disciplinary Hearing. Authorities will be notified.

FALSE ALARM

Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise. Proper civil authorities will be notified.

First Offense: Five-Day Suspension
Second Offense: Ten Day Suspension & Disciplinary Hearing

FIREWORKS/EXPLOSIONS

FIREWORKS See – Use or Possession of Weapons

PROJECTILES

Examples are snowballs, squirt guns, water balloons, rocks, etc. These items are not allowed on campus.
First Offense: One day suspension
Second Offense: Three-day suspension
Third Offense: Five-day suspension

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.

Students of RHS must: wear shoes at all times; skirts/dresses of appropriate length; not wear "cut-offs" or spandex of any kind and other tight fitting attire, muscle shirts, half shirts, tank tops, or halter tops; not have hair length or hair styles which obstruct vision, may cause a safety hazard, or disrupt the educational process; not wear any apparel which might cause the question of decency to arise. Distasteful patches, decals, buttons, shirts, or other items, will not be allowed. Students' dress should not shock or offend, and must not make reference to sex, gang membership, tobacco, alcohol or drugs. NO SAGGING AND BAGGING WILL BE ALLOWED.

DRESS CODE

- 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.
- Mid-thigh or longer shorts will be allowed. No spandex pants or shorts will be allowed. Skirts/dresses will be approximately the length of walking shorts. No spaghetti straps, halter-tops or modified halter- tops. No garments exposing cleavage, the midriff or back is allowed.
- •NO TANK TOPS, tube tops, mesh tops, sheer tops, halters, bare midriff tops, or tops with shoulder straps less than three inches wide (the width of an index card) are prohibited. Tank Tops are defined as a piece of clothing that covers the upper part of the body, with straps less than 3 inches in width, but not the arms, and usually has a U-shaped opening at the neck. Clothing that makes references, directly or by word or graphics, regarding sex, tobacco, alcohol or drugs will not be allowed. Shoes will be worn and tennis shoes are recommended for P.E. activities. NO SAGGING OR OVERSIZED PANTS WILL BE ALLOWED. Pants are to be worn at the waistline. Pajamas and house slippers are not accepted as suitable school attire and are not allowed.
- Any hairstyle or coloring that disrupts the educational process will not be allowed.
- Body piercings, bracelets, or clothing articles that are "pointed", sharp or considered a "spike" is not allowed. No chains allowed.
- Contact lenses that alter the normal appearance of a student are not allowed.
- Consistent with general policies of this district, primary responsibility for proper attire of all students rests with parents/guardians.
- Hats, hoods or hairnets are not to be worn in the building.
- Sunglasses are not to be worn over the student's eyes while in the building unless prescribed by a doctor.
- Face painting is not allowed.

CONSEQUENCES:

First Offense: Student will be asked to remove inappropriate items, (I.e. turn shirt inside-out, wear a T-shirt provided by RHS) and/ or serve detention.

Second Offense: Student will serve Lunch Detention I

Third Offense: In School Suspension
Fourth Offense: Out of School Suspension

NOTE: If the student does not have appropriate attire to change into at school, the parent/guardian will be notified to deliver appropriate attire to the school immediately. The student may be restricted from attending classes until he/she is dressed in compliance with the dress code.

MATERIALS, OBSCENE

Displaying material, which is indecent and has the potential of being disruptive. The offensive material will be removed.

First Offense: Lunch Detention Second Offense: One-Day Suspension

Third Offense: Three-Day Suspension
Fourth Offense: Ten Day Suspension & Disciplinary Hearing

CLASSROOM DISCIPLINE PROBLEM WHEN THE SUBSTITUTE IS PRESENT

Students who are sent to the office by a substitute for disciplinary problems can expect a more severe consequence than they might if their regular classroom teacher sent them. This includes taking advantage of a substitutes lack of knowledge regarding regular school and classroom procedures.

First Offense: Second Offense: Third Offense: Fourth Offense:

VIOLATION OF SUSPENSION

Lunch Detention
Three-Day Suspension
Five-Day Suspension
Ten Day Suspension & Disciplinary Hearing

Being physically present on campus or at a school activity while on suspension. Any student suspended from Rocinante High School for violation of district/building disciplinary policy is restrained from all Farmington Municipal Schools campuses for the duration of the suspension. This includes all curricular and extra-curricular activities; sessions may be made through the Principal.

First Offense: Double the Original Suspension Time Second Offense: Ten Day Suspension & Disciplinary Hearing

FORGERY

Falsifying signatures, or dates, or notes from parents or teachers, hall passes, medical excuses, student request forms, or other official records.

First Offense: Three-Day Suspension
Second Offense: Ten Day Suspension & Disciplinary Hearing

FALSE IDENTIFICATION

Refusal to give or giving false identification when requested by any staff member including security guards, custodians, substitute teachers, calling in as a parent/guardian for yourself, using another person's computer username or password, etc.

First Offense: Five-Day Suspension
Second Offense: Ten Day Suspension & Disciplinary Hearing

RESTRICTED HALLS

RHS administration can implement a "Restricted Halls" protocol as needed. During times of Restricted Halls, the following are in effect:

- Students are not to leave the classroom (do work in non-scheduled teachers' classrooms)
- One student per classroom maximum for restroom use. Student must be give a time stamped pass.
- Students permitted to leave class only with a pass from Guidance, Attendance, or Administration
- delivered by designee.
- Students seen in groups (more than 1) will be assigned detention.

LOITERING

Students should not loiter in the hallways, buildings, or on the school grounds during scheduled class time. Students who do not have a scheduled class period should leave campus or wait in the Commons. Students arriving from an off-campus class should report directly to the Commons and wait until the next bell rings. Unsupervised students must have a handwritten pass, written by a RHS staff member authorizing their presence in that area. IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN A PASS FROM THE TEACHER BEFORE LEAVING A CLASSROOM.

Students are not to be in the parking lot on/in/near vehicles for any length of time during the school day. Students who need to go to their vehicle for books, laptops, lunch, etc. should obtain permission and notify security and/or administration prior to going to their vehicle. Students should be able to perform the above duties individually. Friends/peers are not needed to accompany other students to their vehicles.

Purpose:

1. Keep students in classrooms.
2. Majority of issues during the school day occurs in the parking lot.
3. Keep groups of students from loitering in unsupervised areas.

_____

First Offense: Second Offense: Third Offense: Fourth Offense: Fifth Offense:

CHEATING

Parents Contacted, Warning One-Day Lunch Detention Two-Day Lunch Detention Three-Day Suspension

Ten Day Suspension & Disciplinary Hearing

Cheating of any nature will not be tolerated. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying. An administrator will determine disciplinary action.

PLAGIARISM

Plagiarism: "to use as one's own the ideas or writings of another" (American Heritage College Dictionary, 1997 page 1044). Plagiarism shows disregard and/or contempt for original inquiry and it CANNOT be excused. Credit is not allowed for work done by those who plagiarize. An administrator may impose additional penalties.

HABITUAL OFFENDER

Students referred to the office four or more times within a school year for disciplinary action will be considered habitual offenders. Such students can expect harsher consequences, which may include suspension and/or expulsion proceedings.

PUBLIC DISPLAY OF AFFECTION

Public Display of Affection is not allowed. Excessive violations will be referred to the Principal.

ELECTRONIC DEVICES

Devices that are disruptive to the educational process are not permitted on campus unless prior approval has been obtained from the administration. Cell phones are not to be used during school hours. They must be turned off. Rocinante High School is not responsible for lost or stolen devices.

PERSONAL ELECTRONIC DEVICE/CELLPHONES

A “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cell phones, cameras, watches, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants are considered disruptive to the educational process.

Personal electronic devices (including wrist-mounted, backpack, purse, or clothing) are considered disruptive to the educational process. The student who possesses a personal electronic device shall be solely responsible for its care. It is understood that Rocinante High School is not responsible for lost or stolen devices that are not district or school property. School officials will not be expected to conduct recovery investigations of lost or stolen cell phones (or any other electronic device and/or other personal property items). It is the ultimate responsibility of the student to keep personal items at home and in the event of misplacement, theft or loss; the student/family will incur any cost of said misplacement, theft or loss as a result of the student’s choice to bring the device to a public school.

During instructional time:

These devices must not be visible and shall be kept out sight and should be silenced or turned off so they

are not heard inside any classroom or lab on the RHS/CATE campus during instruction.

These devices are not to be used during instructional class period unless:

The student has a special medical circumstance for self or family member (prior administrative approval is required).

The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision.

Students are not to leave class to either place or receive a call or text. They will be considered truant.

Students shall not use personal electronic devices on school property to acquire and/or view Internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites, gaming, etc....

Students shall not use any device to transmit school materials for unethical purposes such as cheating.

Students have opportunity to use the electronic device(s) before school, during passing periods, during

their designated lunch and after school, however, not during instructional time or class time. Places of

usage include: outside of building, halls, cafeteria/snack bar, and inside commons.

Consequences are for ONE school year; violations do not "expire" at the end of first semester.

First Offense: Second Offense: Third Offense: Fourth Offense:

Warning
Lunch Detention
Out-of-school Suspension (OSS)

Administrative Discretion. May include Discipline Hearing.

NOTE: If a student uses a cell phone or other electronic device during a mandated test (i.e.: PARCC/NMSBA, EOC etc.) or during a test break, the device will be confiscated and the testing coordinator or administrator may void the student's test. The parent can retrieve the phone the next school day.

COMPUTERS AND/OR LAPTOPS, LAB DESKTOP

Laptops are expected to be used as a supplementary academic tool for learning. Students are to bring their laptops to school on a daily basis. Students cannot use the laptops for personal entertainment (i.e.: surfing the web, listening to music, etc....) during class time. Laptops can be used in the lunchroom / snack bar as long as there are no drinks or food at the same table. During lunch, music must be kept low. If students have been caught violating these rules, or using the laptop in an inappropriate manner, disciplinary consequences may be issued and students may lose their computer privileges.

All students are required to abide by the laptop student agreement signed when receiving the laptop as per board policy. In addition, the following discipline will be enforced as needed.
Wear and tear incidences (determined by building tech) – fine only

Student must return form
Repeated repair (determined by building tech) – fine and discipline (multiple ISS)

Parent must come to get laptop

Student and parent must go over form
Abuse/negligence (determined by building tech) – fine and discipline (multiple ISS/OSS)

1. Parent must come to get laptop
2. Student and parent must go over form

The following are NOT PERMITTED:

- Displaying, downloading, or sending offensive messages, pictures, or files
- Using or displaying obscene language or images
- Harassing, threatening, or insulting others
- Damaging computers, chargers, computer systems, or computer networks
- Using others' passwords or allowing others to use your password
- Trespassing into others' folders, work, or files

- Hacking
- Videotaping staff or students without their permission.
- Using the laptop to participate in threats or other inappropriate behavior via email or social media.
- Leaving your laptop unattended or careless handling
- Having your laptop near food or drinks

CATEGORY "A" INFRACTIONS: HACKING

Using a teacher's username/password without their permission
First Offense: OSS 5 Days. Police notified
Second Offense: OSS 10 Days. Discipline Hearing. Police notified.

Using others' passwords or allowing others to use your password

- Trespassing into others' folders, work, or files
- Bypassing the student proxy server (form of hacking)
- Harassing, threatening or insulting others
- Using laptop to participate in threats or other inappropriate behavior via email, Facebook, twitter, MySpace, etc.

- First Offense:
- Second Offense: - Third Offense:

LUNCH DETENTION 1-3 Days
OSS 2-5 Days
OSS 5-10 Days and Possible Discipline Hearing

CATEGORY "B" INFRACTIONS: **OFFENSIVE MESSAGES, PICTURES, OR FILES**

- Displaying, downloading, or sending
- Using or displaying obscene language or images
- Intentional damage to computers, chargers, computer systems, or computer networks.
- *Any Category "B" Offense may include loss of privilege as well as consequences for OBSCENE MATERIALS or VANDALISM.*

CATEGORY "C" INFRACTIONS: CARELESS HANDLING

- Leaving your laptop unattended
- Having your laptop near food or drinks
- Careless Handling (Accidental spills, etc.)

Any Category "C" Offense will result in some form of Loss of Privilege and can include suspension if there are repeat occurrences. Duration of Loss of Privilege is Administrative Discretion. The student

and student's parent/ guardian are responsible for any damages that may have occurred as a result of the mishandling of the laptop

CYBER BULLYING

"Cyber bullying" as defined by House Bill (HB) 54 "electronic communications that:

1. Targets a specific student;
2. Is published with the intention that the communication be seen by or disclosed to the targeted student;
3. Is in fact seen by or disclosed to the targeted student; and creates or is certain to create a hostile

environment on the school campus that is so severe or pervasive as to substantially interfere with the

targeted student's educational benefits, opportunities or performance.

Cyber bullying is prohibited. Students engaged in Cyber bullying will be subject to disciplinary

consequences in accordance with the Verbal Assault/ Bullying policy. Students may also expect Loss of Electronic Privileges.

"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.")

COPYRIGHT LAWS – COMPUTER PROGRAMS

Rocinante High School will adhere to the provisions of Public Law 96-517, Section 7 (b) that allows for the making of a back-up copy of a computer program. This states that "... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of the computer program provided:

1) That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.

2) That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be right."

STUDENT ID POLICY:

All students are required to have a student ID on his/her person on a daily basis. Failure to have a valid ID on your person will result in the following consequences:

First Offense: Second Offense: Third Offense: Fourth Offense:

Warning
Lunch Detention
Insubordination. Referred to Administrator for ISS. Insubordination. Administrative discretion.

IN THE EVENT OF AN EMERGENCY

DEAR PARENTS:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in New Mexico are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Farmington School District has a detailed emergency crisis plan, which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an

identified, responsible adult who has been identified as such on a School District emergency card, which is required to be filled out by parents at the beginning of every school year. Please be sure you consider

the following criteria when you authorize another person to pick up your child at school:

1. He/she is 18 years of age or older.
2. He/she is usually home during the day.
3. He/she could walk to school, if necessary.
4. He/she is known to your child.
5. He/she is both aware and able to assume this responsibility.

3. Turn your radio to any local station for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District to the local TV Channels 4, 7 and 13. In addition, information regarding day-to-day school operations will be available by calling the District Office @ # 324 9840
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency form.

During an extreme emergency, students will be released at designated reunion locations on school campuses. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon; the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Preventative Lockdown procedures will be implemented to provide in place protection. All students and staff will clear the fields,

47

report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. “Preventative Lockdown” signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Preventative Lockdown drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely, Principal Rocinante High

48