2026-2027
Parent-Student Handbook

Excluding the following schools:
San Juan College High School
Rocinante High School
Farmington Preschool Academy

*For specific information regarding the schools listed above, you can contact the school directly or visit the link to the student handbooks here.

This Handbook Summarizes District Policies and Rules

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information here.

This handbook's content may be changed from time to time throughout the 2026-2027 school year. An up-to-date version will be maintained online here.

The Farmington Municipal School District will provide notice of those changes through email or website notification. These changes will take effect once that notification is given, regardless of whether a student or parent actually reads the particular notice provided.

If you have any questions regarding this handbook, please contact your student's building principal.

BOARD OF EDUCATION

- Ms. Krista McWilliams, President
- Ms. Andra Stradling, Vice President
- Ms. Lisa Maxwell, Secretary
- Mr. Deazhan Maize, Deputy Secretary
- Ms. Alyssa Begay, Board Member

Board meetings are held in the Boardroom at the Farmington Municipal Schools Central Office, 3401 E 30th St., Suite A. The public is invited and encouraged to attend. Scheduled meetings, agendas and contact information are posted on the Farmington Municipal Schools District website here.

FARMINGTON MUNICIPAL SCHOOLS WEBSITE

All Board Policies, the Strategic Plan, district data, key links, department listings, specific school information and general information for the Farmington Municipal Schools District are posted on the district's website, which can be accessed at www.farmingtonschools.us.

COMMUNICATION IN THE DISTRICT: ORGANIZATIONAL CHART

District Office Main Line: (505) 324-9840

- **Superintendent:** Mr. Cody Diehl
  - Director of Elementary Teaching and learning: Ms. Jennifer Bowles
  - Director of Secondary Teaching and Learning: Dr. Casey Kelly
  - Director of College and Career Readiness: Mr. Milo McMinn
  - Director of Leadership/Principal Supervisor: Mr. Rick Horacek

  - Safety and Security Supervisor: Mr. Dale Bode
    - Public Information Officer: Mr. Roberto Taboada
    - Media Specialist: Ms. Lauryn Gonzales

  - **Executive Director of Human Resources:** Mr. Nathan Pierantoni
  - **Executive Director of Federal Programs:** Ms. Nicole Lambson
    - Director of Language and Culture: Dr. Geraldine Garrity
    - Director of Exceptional Programs: Mr. Korth Ellsworth
    - Director of Exceptional Programs Compliance & Accountability: Ms. Laura Huish
    - Director of Enrichment Programs and Teacher Development: Ms. Erin Gockel

  - **Executive Director of Support Services:** Mr. Nathan Pierantoni
    - Director of Exceptional Programs: Mr. Korth Ellsworth
    - Assistant Director of Exceptional Programs: Ms. Laura Huish
    - Director of Multicultural Programs: Ms. Diane Arrington
    - Director of Native American Programs: Dr. Geraldine Garrity
    - Director of Nursing and Wellness: Ms. Stacy Chang
    - Director of Support Services: Dr. Chris Jones

  - **Executive Director of Operations and Athletics:** Mr. Isaac Gamboa
    - Transportation Supervisor: Mr. Billy Huish
    - Student Nutrition Supervisor: Ms. Marie Johnson
    - Construction Supervisor: Mr. Steve Vollmert
    - Plant Operations Supervisor: Mr. Charles Vanden Broeck
    - FHS Athletic Director: Mr. John Curry
    - PVHS Athletic Director: Ms. Dawn Kynast
  - **Executive Director of Technology:** Mr. Robert Emerson
    - Computer Information and Systems Manager: Mr. Jeff Smith
  - **Executive Director of Finance:** Ms. Bobbi Newland
    - Comptroller: Ms. Phyllis Timme
    - Fiscal Grant Manager: Ms. Olivia Watson

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GENERAL INFORMATION

Cancellations and Emergency Closings

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media and "School Messenger". Parents should monitor local media outlets to determine if school has been canceled or closed early. Whenever possible, the district will also utilize the "School Messenger" notification system to alert community members by phone, email and text-messaging. To sign up for "School Messenger" email or text-messaging notification, visit the district website at www.farmingtonschools.us.

Change of Address/Telephone Number

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile). If a student moves during the school year and wishes to remain in his/her current school, the parent/guardian must notify the office and complete the attendance waiver.

Communication in the District

Questions concerning your child? The majority of those can be addressed at the school level.

1. Teacher
2. Building Administrator
3. Appropriate Director or Executive Director listed above
4. Superintendent – Mr. Cody Diehl
5. Board of Education

If further assistance is needed, contact the appropriate individual at (505) 324-9840.

Family Education Rights and Privacy Act

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information. Parents and or guardians can indicate on the FMS enrollment card if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information. See Sections J-7050 and 7061 Family Education Rights and Privacy Act/Directory Information in Board Policy here.

Instruction in Languages Other Than English

Students whose primary language is not English may require specialized instruction. The Farmington Municipal School District offers a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services, please contact your child's school.

1. Parents of all new students enrolling in the Farmington Municipal School District must complete the home language survey found in the enrollment packet for their neighborhood school.
2. If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.

See Sections I-2900 and 2911 Instruction in Language Other Than English in Board Policy here.

Notice of Non-Discrimination

The Farmington Municipal School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities. The Executive Director of Human Resources has been designated to handle inquiries regarding the non-discrimination policies.

In the event the Executive Director for Human Resources is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer who is the Director of Support Services.

Main Office Address: 3401 E 30th St. Suite A, Farmington, NM 87402
Main Phone Number: (505) 324-9840

See Section A-0250 Non-Discrimination and Sexual Harassment in Board Policy here.

Parent-Teacher Conferences

Parent-teacher conferences are no longer scheduled on the calendar. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Each school will establish a process for non-scheduled or "walk-in" requests to meet with teachers. Teachers are responsible for instruction and the supervision of students during school hours. They typically are not available to meet with parents/guardians outside of scheduled plan times. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet.

Farmington Municipal Schools have some elementary and middle schools participating in Academic Parent Teacher Teams (APTT). Contact your student's school for more information.

Parent-Teacher Organizations and Booster Clubs

Students who are going door to door for fundraising purposes, should have proper adult supervision.

See Sections J-4050, J-4100, and K-2600 Parent-Teacher Organizations and Booster Clubs in Board Policy here.

Public Information Dissemination

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the **Office of the Executive Director of Support Services** prior to distribution to students. Typically, approved brochures are not sent home with students, but rather are made available for student pickup in the office.

See Section K-0900 Public Information Dissemination in Board Policy here.

Public Notice: Public Education for Students with Disabilities (Special Education)

Local school districts in the state of New Mexico are required to conduct an annual census of all children with disabilities or suspected disabilities that reside in the district from birth to age 21. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent or legal guardian's name and address; birthdate and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the district's Exceptional Programs Office at (505) 599-8617.

Students with certain disabilities who are in need of special education and related services are entitled to a Free Appropriate Public Education (FAPE) as defined by federal and New Mexico law and interpreted by courts and hearing officers. These rights are ensured under state and federal law and district policy, and they are further explained by the procedural safeguards, which are available through the district's Exceptional Programs Office.

Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The principal and student assistance team (SAT) will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for EPO evaluation.
Placement in special education programs is based on evaluation results and review of other data and will include the development of an Individualized Education Program (IEP) and parental consent. The student's parent or guardian has access to the results of the evaluation and will be invited to participate in the development of the IEP. Parents and guardians maintain the right to inspect education records and to appeal the accuracy of such information, as allowed by law or policy.

Parents and adult students have the right to an impartial due process hearing if disagreements relating to special education cannot otherwise be resolved. Questions concerning services for disabled students may be directed to the principal, counselors, or the district's Exceptional Programs Office at (505) 599-8617.

See the Exceptional Programs Policy Manual in the Appendix of the Board Policy Manual here.

Public Notice: Public Education for Students with Disabilities (Section 504)

Section 504 of the Rehabilitation Act of 1973 ensures that no qualified student shall, on the basis of disability, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Farmington Municipal School District. A student is considered disabled under Section 504 if he/she has a physical or mental impairment that substantially limits one or more of his/her major life activities, such as learning, reading, concentrating, thinking, communicating, walking, seeing, hearing, breathing, working, and performing manual tasks.

The Board of Education is committed to ensuring that all students are afforded an equal educational opportunity and that no student is discriminated against on the basis of a disability, a record of a disability, or the misperceptions of others that the student has a disability. The District shall provide a free appropriate public education to each qualified student with a disability within the District's jurisdiction, regardless of the nature or severity of the person's disability.

No unlawful discrimination against any student with a disability shall knowingly be permitted in any program or practices of the school district. This policy extends to all aspects of the School District's educational program, as well as to the use of all School District facilities, and participation in all School District-sponsored activities, including extracurricular activities and athletics.

The District has developed and shall implement, with respect to actions regarding the identification, evaluation, or educational placement of students who, because of disability, need or are believed to need special instruction or related services, a system of procedural safeguards that includes notice, an opportunity for the parents or guardian of the student to examine relevant records, an impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. Compliance with the procedural safeguards of the IDEA is one means of meeting this requirement.

See Section I-2400 Section 504 Rehabilitation Act in Board Policy here.

PowerSchool

Power School is a web-based student information system that allows educators, parents and students to share information. Power School allows parents access to their student's grades and attendance online anytime. For information on how to set up your free Power School account, please contact your child's school. Privacy and security are our highest priority. User information is never sold or shared with organizations outside of PowerSchool. Students and parents can access PowerSchool here.

Release of Information to News Media

Throughout the school year, the district, school or news media might take pictures or video and release personal information about students for promotion. Examples might include:

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

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

Reporting Concerns Regarding School Safety

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator, Armed Campus Safety Monitor, Campus Safety Monitor, or to the school resource officer (SRO). Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property. Parents and students may report anonymously through the Sandy Hook Anonymous Reporting System. Contact your school for more information.

Sex Offenders

Farmington Municipal Schools makes every effort to provide a safe environment. In collaboration with the San Juan County Sheriff's Office, Farmington Schools receives updates as provided by SJCSO.

To search for locations of registered sex offenders, click here.

Student Insurance Program

The Board of Education recommends that all students have accident insurance for their own protection and for their parents' and/or guardians' protection. Although arranging for such insurance is the responsibility of the student and parents and or guardians, the State will name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents and/or guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics will be required to have insurance coverage. This may be in the form of either family coverage or a provisional coverage offered through the State. The by- laws of the New Mexico Activities Association (NMAA), of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a letter signed by the student athlete and parent, which indicates that the student has accident insurance, is received in the principal's office.

Student Insurance information can be found here.

Student iPad Agreement

Parents and students participating in one-to-one computing will be required to accept responsibility through an iPad agreement, outlining use, care and handling, and expectations for student use of district iPads. Included in this agreement is an acknowledgement that students will be responsible for damages to the iPad and accessories. There will be no iPad Fees in the 2025-2026 academic year and devices will be provided with a protective case. A copy of our Student/Parent Equipment Use Agreement can be found on our Back to School page here.

Student Use of Technology Resources

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses), but only for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Technology Usage Policy

Technology is utilized in every subject area. Every student is bound by FMS Board Policy and the FMS Technology Security Policy. Students are expected to use FMS technology resources to complete classroom assignments. See Technology Security Policy here.

Visitors to the School

Parents/guardians are welcome to request a visit to the school. When planning to visit, contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to trespass, arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building further than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Any visit after the first registration will only require visitors to check in providing valid identification at the kiosk. Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians

planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged.

Due to allergies, asthma or other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.

See Section K-2450 Visitors to Schools or District Buildings in Board Policy here.

Volunteering in Farmington Municipal School District

The Farmington Municipal School District's volunteers make valuable contributions to our schools. In order to keep students safe, we screen all volunteers who might ever serve with students unsupervised by district staff. If you would like information about volunteering in our schools, please contact your students' school, see the volunteer page on the district website or contact the Human Resources office.

See Section I-6600 School Volunteers in Board Policy here.

Water Safety Guidance

The safety of our students in, on, and around bodies of water is a top priority. This guidance is provided to help families promote safe behaviors and prevent water-related accidents.

Key Safety Tips for Students and Families:

- Always swim with a buddy and under adult supervision.
- Learn to swim through age-appropriate lessons offered by qualified instructors.
- Wear properly fitting life jackets when near open water or boating.
- Avoid running or horseplay near pools, lakes, or other water areas.
- Be aware of local water conditions, including currents and weather.
- Never dive into unfamiliar or shallow water.

Swimming Lessons and Water Safety Programs:

Local options for age-appropriate swimming lessons and water safety courses are available. Families are encouraged to explore these programs to build essential water skills and confidence.

For more information on community resources for swimming lessons and water safety, please contact the City of Farmington.

Legal Disclaimer:

This guidance is provided to inform families of local water safety resources. The inclusion of any swimming or water safety program does not imply endorsement or recommendation by the District. The District does not review, certify, or monitor any outside instructors or programs. Parents and

guardians are responsible for assessing the qualifications and safety of any provider chosen. The District assumes no liability for participation outcomes.

We encourage all families to discuss water safety regularly and take an active role in teaching children safe practices around water. Together, we can help protect our students and save lives.

Weapon, Drug, Alcohol, Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using weapons, drugs, alcohol and tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes/vape(s)) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all Farmington Municipal School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

STUDENT INFORMATION

Arrival at School

Students may arrive at school up to 30 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school's designated start time. Parents should pick up their student no more than 15 minutes after the dismissal time.

Attendance and Absences

Farmington Municipal School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Attendance represents a critical component in the overall success of each student. When a student's absenteeism is chronic or excessive, the school will contact the student's parents/guardians to create a prevention and/or intervention plan for the student. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral for educational neglect to the New Mexico Child Youth and Families Division, in accordance with The Attendance for Success Act (HB236). For more information in regards to The Attendance for Success Act (HB236), please contact your school principal.

Attendance Guidelines

Daily Absence Reporting

- Parents/guardians should notify the school by telephone each day a student is absent (open 24 hours for your convenience to call). If the parent/guardian fails to notify the school, the school may attempt to contact the parent/guardian.
- The school encourages parents to schedule physician, dental, and mental health appointments after school hours.

- Excessive absences may affect a student's academic achievement.
- Parents/guardians may be required to submit supporting documentation in order to parent verify the absence of their student if student absenteeism is excessive.

Requests to Leave School

Parents/guardians must notify the attendance office if their child needs to leave for an appointment. Students must check out through the attendance office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered as an unexcused absence.

School Activities

Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extracurricular activities are to make-up all assignments missed when classes are missed. Students must attend school on the day of an extracurricular activity in order to be eligible for participation.

Tardiness

A student is tardy if she or he is not present at the start of class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

Excessive Absences & Attendance Interventions

In accordance with the New Mexico Attendance for Success Act, Farmington Municipal Schools prioritizes regular attendance through early intervention and positive engagement support.

Attendance Tiers & Support Levels Attendance is monitored daily based on the percentage of total school days missed (including both excused and unexcused absences combined):

- **Satisfactory Attendance (Less than 5% missed):** Whole-school prevention efforts, positive school culture, and regular monitoring.
- **At-Risk Attendance (5% to 9.9% missed):** Targeted support to identify underlying causes of absences and establish attendance goals.
- **Chronic Absenteeism (10% to 19.9% missed):** Intensive support, including a mandatory attendance agreement meeting and an individualized action plan.
- **Severe Chronic Absenteeism (20% or more missed):** Comprehensive supports, including specialized team interventions and coordination with community-based support services.

Upon Arrival to School Grounds

Once arriving at school, students must remain on school grounds and in the building until dismissal unless specific notifications are made.

School Meal Programs

National School Lunch Program, School Breakfast Program, and Fresh Fruit & Vegetable Program

Farmington Municipal Schools supports student health and academic success by providing nutritious meals to all students each school day. Through New Mexico's Healthy Universal School Meals Program (SB4), all enrolled students are offered one breakfast and one lunch at no cost.

The Farmington Municipal Schools Student Nutrition Department is committed to serving high-quality meals that meet USDA nutrition standards. The department incorporates scratch-cooked menu items whenever possible and utilizes locally sourced products through the New Mexico Grown Program to provide students with fresh, nutritious foods while supporting New Mexico farmers and producers.

Students are encouraged to select a complete meal that includes a variety of food groups, including fruits and vegetables. Additional à la carte items may be available for purchase at middle and high schools and are not included as part of the free meal program.

All ten elementary schools participate in the USDA Fresh Fruit and Vegetable Program (FFVP). This program operates from October through April and provides students with opportunities to sample a variety of fresh fruits and vegetables while learning about healthy eating habits.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss.

All textbooks and instructional resources (including iPad's) furnished by the school are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note the condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by school on a case-by-case basis.

Counseling Services

The Board of Education is committed to ensuring that a high-quality school counseling program that is comprehensive, developmentally and age appropriate, and reflects the diversity of the Farmington Municipal Schools is provided equitably to all students in the district. FMS also provides additional services for students through the Student Assistance Social Workers. These services include but are not limited to, chemical abuse education/intervention and mental health related services.

Deliveries to School

Delivery of flowers, balloons or other gift items is discouraged at school. All items will be held in the

office until the end of the day or parents/guardians may be contacted to pick them up if deemed inappropriate. Deliveries during testing windows will not be accepted.

Food deliveries will not be allowed during the school day. This includes but is not limited to any restaurant, Uber Eats, DoorDash, or GrubHub. Food delivered to students by outside delivery companies will be turned away. This is to better ensure the safety & security of the school as well as to minimize disruptions to the school day. If you have questions or concerns, please contact your student's school.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up within a timely manner at the end of the school day and the parent cannot be contacted, the police department may be called. For safety reasons, we encourage parents to not check their students out within the last 15 minutes of school.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, headphones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school district will not be responsible for lost or stolen items.

Possession and use of personal electronic devices in school situations shall be regulated to assure that the use or presence of such devices does not disrupt or interfere with the educational process or school operations, or impair the safety, welfare and privacy of students and staff. For purposes of this policy, "personal electronic devices" includes any privately-owned portable electronic device that emits an audible signal, vibrates, displays, receives, records or transmits messages or data, accesses or otherwise connects wirelessly to the internet, to other computers or computer networks or other electronic devices, or otherwise records, summons or delivers an electronic audio or video file or other form of electronic data or communication to the possessor of such device. "Personal electronic devices" include but are not limited to cell phones, laptop computers, smart watches, smart glasses, personal digital assistants (PDAs), walkie-talkies, beepers, pagers, tape or digital audio or video recorders and cameras, iPods, MP3 players, headphones/earbuds/AirPods, portable game consoles, and other wireless communication devices (such as iPhones, Blackberries and Palm Pilots).

Use of Electronic Devices in violation of this policy shall result in consequences per FMS Student Discipline matrix.

See section J-3150 Student Possession and Use of Personal Electronic Devices here.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire and other emergencies shall be conducted each school year in accordance with the requirements of New Mexico

Statute and SB147. Students in grades K-12 will participate in two bus evacuation drills per year (one per semester).

Enrollment Requirements

See Section J-0600 Age of Enrollment in Board Policy here.

Entrance Age

See Section J-0600 Age of Enrollment in Board Policy here.

Registration

To register your student in Farmington Municipal Schools, please visit the Registration page here.

Attendance Waivers

Students in the Farmington Municipal School District will normally attend the school in the zone where the parent or legal guardian lives. The administration and Board of Education have established conditions and priorities for other students who wish to attend a school outside their established attendance zone.

See Sections J-0250 and J-1050 in Board Policy here.

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or the class activities missed when physically able to participate.

Field Trips/Activity Trips

See Section I-6500 Field/Activity Trips in Board Policy here.

Health Services

Farmington Municipal Schools shall develop, implement, monitor and annually update a plan for a school health services program to be coordinated by a 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.

Immunization Law - It is unlawful for any student to be enrolled in school unless he or she has been immunized, as required under the rules of the Health and Social Services Department and can

provide satisfactory evidence of such immunization. Immunization requirements may be obtained by visiting the New Mexico Immunization Program website here or by calling the NM Vaccine & Flu Hotline at: 1-866-681-5872. Immunization requirement schedules are also available in each school health office.

See section J-5200 Immunization of Students here.

Student Health Records - Health records will be kept on all students in the nurse's office. These records will be part of the educational record and will be shared with school staff on a need to know basis only.

Medications - Medications will be administered at home whenever possible. The student receiving prescribed medication or non-prescribed medication (over the counter medications) at school must have a **"Permission Form for Administering Medications in the Schools"** signed by a physician and parent/guardian. This authorization shall include name of student, name of medication, strength and prescribed dosage, route of administration, and time schedule for administration. Each authorization for administering medications shall be valid only for the current school year. In addition, the parent(s) must provide a telephone number by which the parent may be reached in the event of an adverse reaction to the drug. All medications shall be administered under the supervision of the school nurse or trained designee.

See section J-5350 Administering Medicines to Students here.

First Aid - If a student becomes ill or injured enough to need assistance, he/she should report to the teacher in charge and get permission to go to the nurse's office. If the nurse is not in her/his office, a student should report to the administrative office. The parent, by way of enrollment cards, should designate someone to whom a sick child can be taken or who can be called when parents cannot be located. It is imperative that this information be kept up-to-date. A child will not be taken home nor allowed to go home unless some responsible person is there to care for him/her. It is the policy of Farmington Municipal Schools that all students will be provided with immediate first aid and 911 emergency medical services when a medical crisis or life- threatening situation occurs. In the event of any life-threatening situation, appropriate emergency medical services will be contacted and the district will take reasonable action to preserve or protect the student's life until the arrival of Emergency Medical Services (EMS), including those who might otherwise have DNRs in effect in their homes. For students who present a life-threatening health condition or a Do Not Resuscitate (DNR) order, a health management plan will be developed by a team of at least a school nurse, parents, teacher(s) and building administrator in consultation with the student's physician.

Self-harm - Self harm is described as when individuals intentionally harm themselves. It is an intentional act that is repetitive, and results in minor to moderate harm without the intent to die. This form of self-harm often occurs in secret as an expression of deep pain and emotional unrest. Cutting is reported as the most common practice of self-harm. It is the intent of the Board of Education to alert staff as to the practice and proper response.

Communicable Diseases - Farmington Municipal Schools shall strive to protect the safety, health and confidentiality of students in our care as well as employees of the district. Staff shall cooperate with public health authorities to promote these goals.

Absence Due to Illness/Injury - The school nurse is a valuable resource person. Students are encouraged to consult her/him regarding matters of personal health, safety, and hygiene. Parents should check their students out with the nurse or office when they are ill. Students may not go home unless the secretary or nurse has talked to the parents or guardians.

Since prolonged absence can hamper student performance in most areas of instruction, Principals may require a doctor's statement as to the nature of the illness/injury and expected length of absence. This requirement can be utilized when a student has been absent five (5) or more consecutive days. Homebound/hospital instruction may be provided after the student has been absent ten (10) days after determination of need. The appropriate school Principal will approve Homebound/Hospital services.

Child Abuse and Neglect - New Mexico law requires that school employees who know or suspect that a student is an abused or a neglected child shall immediately report the matter to the state hot line at 1 855-333-SAFE, from a cell phone: #SAFE, or by: A) The criminal prosecution division of the office of the district attorney; B) The county social services office of the human services department in the county where the student resides; or C) The probation services office of the judicial district in which the student resides.

FMS school nurses welcome student, staff and parent questions. Please call your school health office for further information.

See Section J-5200 Immunization and Health Program in Board Policy here.

Homebound/Hospitalization Instruction

See Section I-3000 Homebound/Hospitalization Instruction in Board Policy here.

Personal Property

The Farmington Municipal School District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, where provided, should be secured in a locker at all times. Students should notify the attendance office of lockers needing repair. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, cell phones and electronic devices, credit cards, cash, checks, books, fidget spinners, notebooks and book bags.

Public Displays of Affection (PDA)

The Farmington Municipal School District strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for students, and this behavior is not permitted. A student's failure to comply with a staff or an administrator's request can be subject to disciplinary action.

Riding Bikes, Skateboards and Walking

Due to safety concerns, skateboards, skates (including shoes with rolling wheels such as "heelies" or motorized), scooters and hoverboards are not allowed on school property. A bicycle rider must obey the same rules as a motorist, and it is recommended a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property. Kindergarten through second grade students are encouraged to have supervision while riding bikes and walking to school.

Multi Layered Systems of Support (MLSS)

Multi Layered Systems of Support (MLSS) is an approach to helping students succeed by providing timely, evidence-based support. MLSS focuses on the whole student by involving families and using student progress, and tutoring tailored to individual needs, while ensuring access to strong core instruction and universal support. This system encourages quick, coordinated interventions from teachers, schools, families, and health staff to address academic and behavioral challenges, helping students stay engaged and ready for success in school.

School Resource Officer (SRO)

The Farmington Police Department, in conjunction with Farmington Municipal Schools, has assigned certified law enforcement officers to concentrate on local schools. These School Resource Officers (SRO) perform the regular duties of a law enforcement officer while utilizing specialized training in dealing with juveniles and their unique needs. School personnel with law enforcement Special Commissions are assigned to our high schools to assist with law enforcement and security duties specific to their campuses.

See Section E-1000 Armed Campus Security Monitors in Board Policy here.

Standards of Dress

It is our philosophy that student dress and grooming are the responsibility of parents/guardians and students. However, when in the judgment, the principal, or his/her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety or is otherwise contrary to the school's objective to maintain a work and school environment, which is free of offensive and hostile conduct, the student may be required to make modifications. Dress that is detrimental or distracting to the learning process or working environment is not permissible.
Principals and faculties of each school are charged with the responsibility of requiring students to dress in the best interest of the learning situation.

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.

- Students may not wear hoods over their head or wear non-prescribed sunglasses while inside the school building during school hours for health and safety reasons (sensory deprivation).
- Clothing worn on the lower body should provide coverage approximately equal to the length of walking shorts to maintain appropriate standards for school.
- Clothing that exposes the midriff, shoulders, or back (such as tops with thin straps or open backs) is not permitted for students beyond third grade
- Clothing that makes reference, 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.

Consistent with general policies of this district, primary responsibility for proper attire of all students rests with parents/guardians.

See Sections J-2350 and J-2361 Dress Code in Board Policy here.

Student Assignments

Farmington Schools views meaningful student assignments as an essential component of the instructional process and important to student learning and development. FMS also views meaningful student assignments as a means to foster positive interactions and communication between families and teachers. All work should be aligned to learning goals and students should know the purpose it serves. The purposes for assigning work, regardless of whether it is completed in school or at home, are as follows:

- **Practice assignments** - These assignments help students master the learning goal; it's important for students to know why they need to practice (how it relates to learning goals) and the practice should be differentiated based on student need. (i.e. math problems to practice a specific skill, reviewing academic vocabulary words, practice the art of writing through journal writing and summaries). If practice work is assigned as homework, it should **not** be used for the intent of learning new material, but rather so that students can reinforce, elaborate, or extend their understanding.
- **Preview assignments** - These assignments prepare students for new learning and may include a variety of activities (i.e. reading an article related to the learning goal, watching a video on-line).
- **Evidence assignments** - These assignments provide demonstration of mastery and may include, but are not limited to, classroom work, assessments, projects, creative writing, written response.
- **Make-up Work**
  Make-up work is permitted and given full credit for **all** absences. Content knowledge will be assessed and scored to full point value, as determined by the teacher.

Assignment(s) turned in past due date(s) will be reflected in a separate work habits* score. It is the student's responsibility to communicate with his or her teacher(s) to obtain work that will be missed during **any** absence.

- **Student Success Competencies Elementary**
  Student Success Competencies will be reflected in elementary scoring/reporting.
- **Work Habits**
  Work Habits will be reflected in Middle School scoring/reporting.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Students Rights and Responsibilities

See Section J-2300 Student Rights and Responsibilities in Board Policy here.

Transportation

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day. The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses. If you have concerns regarding your bus service, please contact FMS Transportation or your student's building administrator. Farmington Municipal Schools makes every effort to provide bus stops in safe and convenient locations. Stops may be changed from time to time due to unforeseen circumstances. For information on the location of bus stops, please click on the link here.

See Section E-2000 Student Transportation in Board Policy here.

Use of School Cameras

There are school cameras in use in a number of locations including school buses throughout the Farmington Municipal School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

Withdrawal from School

Parents of children who are leaving the district or are moving to another school attendance area within the Farmington Municipal School District should notify the school a few days prior to the last day of attendance. Library materials, texts and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or

other equipment that is lost or damaged.

See Section J-1300 Dropout/Withdrawal in Board Policy here.

ELEMENTARY SCHOOL

After-School and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (i.e., music programs, academic nights, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

Arrival/Dismissal

All Elementary Schools begin at 8:00AM and end at 2:40 PM. Parents should not leave children at the school earlier than 7:30AM. Parents should pick up the children no later than 3:00PM. Students must have parent permission to stay after school and arrangements must be made for transportation.

All Middle Schools begin at 8:30 AM and end at 3:30 PM. Parents should not leave their children at the school earlier than 8:00 AM. Parents should pick up their children no later than 3:50 PM.

All High Schools (excluding Rocinante and San Juan College High School) begin at 8:00 AM and end at 2:50 PM. Parents should not leave their children at school earlier than 7:30 AM. Parents should pick up their children no later than 3:10 PM.

Assemblies

Assemblies may be scheduled throughout the school year, with the primary aim to provide educational experiences that cannot normally be provided in a classroom. Since assemblies represent a part of the educational program, attendance is required of all students. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in keeping with school-wide expectations.

Before-school and After-school Programs

See your specific school for information.

Class Placement – Elem. Principal review

Farmington Municipal School District elementary schools assign students to their next year class through collaborative efforts of their current classroom teacher, counselor, assistant principal and principal. When applicable, special education teachers and/or intervention specialists also provide input. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Once class placements have been made, requests for changes will be discussed with the school principal. If you have questions about the specific process at your child's school, please contact the building principal or counselor.

Classroom Treats

To protect the health and safety of our children, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. In order to address any known allergy concerns, a label listing ingredient should be affixed to the package. Homemade treats will not be distributed to students. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-packaged treats are brought to school. As a healthier alternative, Farmington Municipal Food Service offers a variety of nutritious treats that may be purchased and delivered to your student's classroom. If you are interested in this service, please contact your school's food service manager.

Items from Home/Valuables

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only "E" rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up. Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. The Farmington Municipal School District is not responsible for valuables students bring to school.

Lunchroom Procedures

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege and students may be assigned an alternate location for lunch if they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Students are expected to follow all lunchroom procedures established by your school. Contact your school for the procedures.

Parties

Social events are planned to help students develop and mature socially. Events are planned according to the maturity and age level of the students who participate. All social events are sponsored and chaperoned by the school staff. Principals are responsible for determining when special events, parties or special activities are to occur. Party invitations are only to be brought to school if they are distributed to the entire class.

Progress Reports/Report Cards

Student progress will be updated every three weeks to keep families informed. Parents are welcome to meet with teachers throughout the school year by scheduling an appointment in advance. The school offers multiple opportunities for collaboration and partnership to support student success. For more information, to schedule meetings with teachers, or to provide feedback on engagement opportunities, please contact your school directly.

See Section I-6711 District Grading System in Board Policy here.

Recess

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. Each school determines when to cancel recess, keeping a balance between allowing students play time and keeping them warm, dry and safe. If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required.

MIDDLE SCHOOL

Activities/Athletics

Co-curricular and Extra-Curricular Activities: Student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board of Education believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The greatest values derived from both co-curricular and extra-curricular student school activities occur when such activities are developed and encouraged through participation of the student body, interested members in the community, and the school staff.

See section J-4550 Co-Curricular and Extra-Curricular Programs here.

Required Physical Exam: All athletes, including cheerleaders, are required to have a completed physical exam on file before any tryouts begin. Physicals are valid for the school year in which they are given. In addition, if a physical is dated April. 1 or later, the physical is valid through the end of that current school year and the following school year.

NFHS Concussion for Students Course: All student athletes are required to complete the NFHS Concussion for Students Course. All required paperwork and submission can be done through Rank One here.

See the Athletic/Activity Handbook in the District Handbook here.

Book Bags and Backpacks

Students are allowed to use book bags and backpacks to carry supplies, books and materials to and from school. Book bags, backpacks and personal items are to remain in the students' lockers throughout the school day, and students are expected to carry individual books and materials to their classrooms (each school will provide guidance on the procedures that are specific to the campus).

Cell Phones/Electronic Devices

Cell phones and personal electronic devices are not permitted during class time, unless otherwise

directed by a district staff member. Students are to put cell phones and personal electronic devices away upon arrival. They are to be kept on silent or off while in backpacks and lockers throughout the student's time at school. Failure to comply may result in the phone being taken to the office and possibly disciplinary action. Refusal to give a staff member the device after a violation of school or classroom rules will result in escalated disciplinary action. If a student needs to call a parent, they are to be sent by a teacher with a pass to call using the office phone. Earbuds or headphones are not to be worn in the hallway. District cell phone policy can be found here.

Classroom Conduct

Students will be expected to participate in class activities and complete all class assignments to the best of their ability. Teachers will work with students, parents and administrators when behavioral expectations are not met.

Grading System

See Section I-6711 District Grading System in Board Policy here.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher. Failure to comply with building expectations may result in disciplinary action.

Lunchroom Procedures

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege and students may be assigned an alternate location for lunch if they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Students are expected to follow all lunchroom procedures established by your school. Contact your school for the procedures.

Lockers

A designated teacher may issue lockers to students. The school accepts no responsibility for lost or otherwise misplaced personal articles or books left in the locker. Periodic locker checks are made in the interest of cleanliness and good housekeeping. The locker is school property and may be opened for inspection by school authorities at their discretion. If you have locker problems, it should be reported to the office so lockers may be repaired or adjusted.

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

Some schools may have students share lockers due to the limited number of lockers available. For schools with enough lockers for each student, students may not share lockers and are advised not to

share locker combinations. Fines for damage to lockers will be assessed.

Next Step Plans

School counselors coordinate, monitor and manage the process by which students develop a rigorous, appropriate comprehensive plan, (Next Step Plan) that prepares them to meet high school graduation requirements, and reflects postsecondary and career planning.

Report Cards

Parents may access student grades and attendance through the online PowerSchool student information system throughout the year. Report cards will be provided electronically at the end of each quarter.

See section I-6800 District Grading System in Board Policy here.

School-sponsored Activity Nights and Dances – run by principals

There are several evening activities and dances during the school year. Parents and teachers will act as chaperones. Some events may require tickets to be purchased in advance in order to attend. Parents and students should be aware of the following guidelines, responsibilities and expectations:

- Activity nights or dances are for middle school students attending their respective school-only.
- Student ID will be required to attend the activity.
- Students should arrive just prior to the beginning of the activity.
- Students must enter the activity area as soon as they arrive and remain there until the end of the activity.
- Students may leave the activity early only with the permission of their parents.
- Parents are to pick up students promptly at the end of the activity.
- Students must be in attendance at school the day of the activity.
- School rules and expectations apply for evening activities and dances.

HIGH SCHOOL

Athletics/Activities

Co-curricular and Extra-Curricular Activities: Student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board of Education believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The greatest values derived from both co-curricular and extra-curricular student school activities occur when such activities are developed and encouraged through participation of the student body, interested members in the community, and the school staff.

Required Physical Exam: All athletes, including cheerleaders, are required to have a completed physical exam on file before any tryouts begin. Physicals are valid for the school year in which they are given. In addition, if a physical is dated April 1 or later, the physical is valid through the end of that current school year and the following school year.

NFHS Concussion for Students Course: All student athletes are required to complete the NFHS Concussion for Students Course. All required paperwork and submission can be done through Rank One Sport here.

See section J-4550 Co-Curricular and Extra-Curricular Programs here.
See the Athletic/Activity Handbook in the District Handbook here.

Changing Schedules

Once a student enrolls for courses for the upcoming school year, the course requests are submitted for scheduling. Student requests determine the master schedule and teacher assignments. Students can request schedule changes during the first two weeks of the semester, and the guidance department will make every effort to accommodate the student requests when feasible and if possible. Schedule change requests will be rejected for various reasons including but not limited to: lunch period, teacher preference, friends, etc.

Classification of Students

Students will be classified based on the number of years they have attended high school. H1=9th; H2=10th; H3=11th; H4=12th. Please note H1 is the first year of high school.

Classroom Conduct

Students will be expected to participate in class activities and complete all class assignments to the best of their ability. Teachers will work with students, parents and administrators when behavioral expectations are not met.

Credit Recovery

Students may recover credit for a course in which an F was earned by enrolling in our Credit Recovery Program. Please note some Credit Recovery courses do not meet the NCAA guidelines. Students who need to recover credit, but who are concerned about NCAA eligibility are advised to repeat the course. Please contact the school counselor with further questions.

District Grading System

See Section I-6711 District Grading System in Board Policy here.

Graduation Ceremony

A. Participation in the graduation ceremony is an important milestone for every student, but it is considered a privilege, and not a right. To participate in the graduation ceremony, students must meet all graduation requirements and be in good standing with the School District. Please note that whether or not a student attends the ceremony does not impact the value or effect of their diploma. The School District encourages all qualifying students to participate in graduation, but it is not a compulsory event.

B. The graduation ceremony will follow all the same School District's protocols for student conduct and dress and grooming policies as other extracurricular activities. Students who do not follow these rules may be barred from the graduation ceremony.

C. Dress Code: Applies to attire worn under and when not wearing the cap and gown at rehearsals: Prohibited clothing and accessories include, but are not limited to:

1. accessories to attire that could be considered dangerous or used as a weapon;
2. depictions of alcohol or drugs or other illegal item or activity
3. attire determined to be related to gang activity or affiliation;
4. obscene or violent language or images;
5. racist content, hate speech, profanity, or pornography;
6. political content, speech or violence;
7. underclothing worn as primary clothing items;
8. sheer or see-through clothing;
9. swimwear or sleepwear; and
10. clothing without all sides in the garment.

Hair color, length, and style, including hair coverings or styles related to an individual's personal, cultural, or religious beliefs are permitted provided the graduation cap can be worn on the head of the student at the ceremony. No secular or commercial or fashion style hat can be worn under or on top of the graduation cap.

Footwear must be cultural, religious or graduation appropriate. Footwear and accessories to footwear are prohibited that could be considered dangerous or used as a weapon. Sneakers, casual footwear and athletic shoes appropriate for school time are discouraged but not prohibited. Cleats and specialized athletic footwear used specifically for sporting events and activities are prohibited.

D. Graduation Cap and Gown Requirement:

1. The graduation gown identified for the graduation ceremony must be worn as intended at the graduation ceremony and for the entire ceremony, and the gown's appearance may not be altered prior to or at the ceremony;
2. Nothing can be attached to the gown and no accessories can be used on the graduation gown;
3. Students are allowed to wear medals and cords awarded by the School District for

academic and athletic achievements, and stoles awarded by FMS Native American Programs honoring language and civic accomplishments;

4. Students are allowed to decorate their graduation caps, but there are specific guidelines for doing so.

E. Cap Decoration Guidelines:

1. All decoration applied to the top of the graduation cap must be respectful and appropriate, without offensive content or sexual content;
2. Any decoration applied shall not contain or display commercial advertisements or demonstrate association with a commercial entity such as, for example, sports teams or musical artists;
3. Any decoration applied shall not contain Gang affiliations, violent imagery, or content that will cause a disturbance or distract from the graduation ceremony;
4. Any decoration applied shall not contain language or images that are obscene, vulgar, lewd, or inappropriate;
    a. E.g., pornographic, contain threats, or promote illegal or violent conduct such as weapons, drugs, alcohol, tobacco, vape pens, or drug paraphernalia.
5. Any decoration applied shall not contain or display language or imagery related to any messages from any hate group or indicate association/affiliation with or support of any hate group;
6. Any decoration applied shall not contain and/or use any form of hate speech targeting groups or individuals based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, political affiliation, or other protected groups;
7. Any decoration applied shall not contain or display any solicitations for money or work;
8. Students may decorate caps with the name or logo of any college, university or vocational institution in which the student will be continuing their post-secondary education;
9. Any decorations of classic Americana or reflecting future association with military or civic service is permissible;
10. All decorations must stay within the top surface of the cap and not hang over the edges or rise above the top surface more than one (1) inch, or otherwise block the view of those sitting nearby;
11. Cultural expression in the cap decoration must be culturally relevant to the student; and
12. Religious expression must be such that it does not advocate that others change their individual religious beliefs or observances;

It is encouraged that students consider expressions of gratitude or celebrate future plans. Common themes include thanking family or teachers, highlighting college choices, military service, graduation year, or representing your heritage. Failure to follow these regulations regarding cap decorations will result in the REMOVAL of the cap and, if available, replacing it with a standard graduation cap at the graduation. If no replacement cap is available, the student will not be able to participate in the

ceremony without a cap and gown.

F. Failure to follow these regulations will result in the student not being able to participate in the ceremony.

G. The High School Principal and designees will make all determinations of compliance with these regulations at the graduation ceremony and his or her decisions shall be final.

H. Each school principal and administrators conducting the graduation ceremony shall be trained on these regulations prior to the graduation ceremony.

Graduation/Credit Requirements

See Section I-7350 Graduation/Credit Requirements in Board Policy here.

Early Graduation

See Section I-7400 Early Graduation Policy in Board Policy here.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom must have permission from the teacher. Failure to comply with building expectations may result in disciplinary action.

Lockers

Locker assignments are obtained at the front office. Students will need to purchase a combination lock and record locker assignment with the main office. One student per locker. Failure to check out a locker or to use a locker without school permission will result in removal of the student's lock and locker contents.

Students should NOT bring large sums of money or personal valuables, including any electronic devices, to school. School personnel do not assume risk and will not be held responsible for replacement of such devices or personal belongings.

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.

Additionally, any student found to be propping doors open, 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. At the end of the school year, students are required to clear their lockers of belongings and completely clean it inside and out.

Next Step Plans

School counselors coordinate, monitor and manage the process by which students develop a rigorous, appropriate comprehensive plan, (Next Step Plan) that prepares them to meet high school graduation requirements, and reflects postsecondary and career planning.

Repeated Courses

Students may repeat courses for which grades of "F" are earned. The grade earned in the second attempt will be transcribed and included in the student's GPA. All attempts will be recorded on the transcript as academic record.

Report Cards

Parents/guardians may access student grades and attendance through the online PowerSchool student information system. Evaluation reports of a student's progress are available throughout the semester. The student shall receive an individual report for each class in which he/she is enrolled. Grade reports to the parents are made on a nine (9) week basis. Report cards include an explanation of the system of marks used. Reporting documents are sent home electronically according to a schedule which is developed at the beginning of the school year.

See section I-6800 District Grading System in Board Policy here.

School Dances

At dances, a zero tolerance to alcohol, drugs, tobacco, and gang policy is in effect. All handbook rules and regulations will be enforced. Since the conduct of a small group can cause criticism and reproach of all students, it is important that the student body be aware of the following policies concerning high school dances:

1. ID- Current Student ID cards are required for all dances. (Guests will also be required to show a picture ID.)
2. Dress: The school administration reserves the right to approve or disapprove students' dress at dances.
3. Positive student conduct as is expected at all times. Students will be asked to leave and escorted out of the dance if actions on the dance floor or elsewhere are deemed unacceptable, lewd, or questionable. (Parents are notified in such instances.)
4. Once a student has entered a building, he/she will not leave the building without permission from administration.
5. Since high school dances are designed for students who are 9th grade status and above, only students of the high school will be allowed to attend these dances. EXCEPTION: Non-FMS students who are high school students may attend dances if they are the guest of a FMS high school student and have been cleared through the Principal's Office at least 7 school days before the dance. Applications can be obtained from the Principal's office.
    a. You are responsible for the actions of your guest; all in attendance are expected to obey school standards. Unusual circumstances or exceptions will be considered by

administration.

6. Prom is for Juniors and Seniors only. Classification is determined by the entering status of the student in the fall semester. See Prom Rules below.
7. All guests must have a signed approval form by an administrator prior to the dance. This policy is for ALL dances.
8. No one 21 years of age or older may attend any high school dance.

Prom Rules

1. All guests must have a signed approval form by an administrator prior to the dance. (Approval form must be submitted 7 school days before date of prom)
2. Guests 21 years of age or older are not allowed to attend.
3. Guests for prom must be classified at least a Junior in their enrolled school and be a minimum of 16 years of age.
4. Photo ID, Guest request form and tickets must be submitted at the door.
5. A student or guest whose behavior is inappropriate for Prom will be asked to leave.
6. No outside beverages or food will be allowed.

Dress Code at Prom

Prom is a formal school-sponsored event, and all students are expected to dress in a way that respects the significance of the occasion while honoring individual identity and expression. The school administration reserves the right to approve or disapprove attire to ensure it aligns with the event's formal nature and maintains a respectful, inclusive environment.

Students must wear formal attire that provides appropriate coverage and meets the standards of the event. Shorts and casual clothing are not permitted. Acceptable clothing includes any garments that reflect the formality of the event and support students' rights to express their gender identity and personal style. Appropriate footwear is required for safety and decorum.

Students not appropriately attired will be asked to leave.

Student Vehicle Policy

Persons are permitted to park on school premises as a matter of privilege, not of right. Every student who wishes to drive or park vehicles on school premises during regular school hours shall contact the school office and follow the procedures in place.

See Section J-6650 Student Vehicles in Board Policy here.

Valedictorian and Salutatorian Determination

Contact your school for more information.

Transcripts:

Transcripts may be requested through the registrar's office at your school.

DISCIPLINE

Student Discipline

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

It is essential that the Farmington Municipal School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Farmington Municipal Schools Board of Education has created discipline policies and regulations that address the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written policy is in Section II of the Board Policy and includes, but is not limited to, procedures and regulations for student discipline. The district's board policy and this handbook will be maintained on the Farmington Municipal School District website.

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

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

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

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

required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Disciplinary Sanctions and Definitions

See Section J-2300 Student Conduct here.

See Sections J-4600, J-4611, and J-4850 Student Rights and Responsibilities for Disciplinary Sanctions here.

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

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

Guidelines for Consequences for Violation of Student Discipline Policy

Guidelines for consequences which may arise as a result of a violation of the Student Discipline Policy have been established to support board policies.

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

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