

# Farmington Municipal Schools



## 2019-2020 Parent/Student Handbook

Excluding the following schools:

San Juan College High School

Rocinante High School

Rocinante Virtual Program

Pre-K Academies

\*For specific information regarding the schools listed above, please contact the school directly or visit the link to the student handbooks at: <http://district.fms.k12.nm.us/Handbooks>

# The 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 at:

<http://district.fms.k12.nm.us/Departments/BOE/BoardPolicyGuide/>

This handbook's content may be changed from time to time throughout the 2019-2020 school year. An up-to-date version will be maintained online at: <http://district.fms.k12.nm.us/Handbooks>

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:

- Mr. Kyle Rhodes, President
- Ms. Robyn Hoffman, Vice President
- Mr. Keith Corley, Secretary
- Ms. Stephanie Thompson, Deputy Secretary
- Ms. Sherry Galloway, Member

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

<http://district.fms.k12.nm.us/Departments/BOE/>

## Farmington Municipal Schools District 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: <http://district.fms.k12.nm.us>.



## Communication in the District:

- District Office: (505) 324-9840
- Superintendent: Dr. Eugene Schmidt
- Deputy Superintendent: Mr. Phil Valdez
- Executive Director of Human Resources: Mr. Chris Pash
- Chief of Technology: Mr. Robert Emerson
- Chief Financial Officer: Ms. Bobbi Newland
- Chief of Operations: Mr. Ted Lasiewicz
  - Plant Operations: Mr. Steve Vollmert
  - Transportation Director: Mr. Billy Huish
  - Student Nutrition: Ms. Jaynelle Minor
- Executive Director of Curriculum, Instruction and Assessment: Ms. Nicole Lambson
- Director of School Improvement: Mr. Nate Pierantoni
- Director of Secondary Curriculum: Mr. Korth Ellsworth
- Director of Elementary Curriculum: Ms. Theresa Bjork
- Director of Title I: Ms. Ann Diehl
- Director of Exceptional Programs: Ms. Christa Kulidge
- Director of Mult-Cultural Programs: Ms. Karen Brown
  - Office of Indian Education: Dr. Shawl Iron Moccasin
- Director of Support Services: Mr. Cody Diehl
- Director of Athletics and Activities: Mr. Frank Whalen
- Public Information Officer: Ms. Renee Lucero

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# General Information

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## 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: <http://www.fms.k12.nm.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

If you have a question concerning your child, the majority of questions can be addressed at the school level.

1. Teacher
2. Building Administrator
3. Director of Support Services – Mr. Cody Diehl
4. Deputy Superintendent – Mr. Phil Valdez
5. Superintendent – Dr. Eugene Schmidt
6. 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 Section 2.41 Family Education Rights and Privacy Act in Board Policy:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.41>

## **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 Section 3.22 Instruction in Language Other Than English in Board Policy:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.22>

## **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.

Office Address:

3401 E 30<sup>th</sup> St. Suite A  
Farmington, NM 87402

**Phone Number:**

(505) 324-9840

See Section 2.28 Non-Discrimination and Sexual Harassment in Board Policy:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.28>

## **Parent-Teacher Conferences**

Parent-teacher conferences are held in November and February for students in grades K-12. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences. 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). If your student’s school participates in APTT, a different parent-teacher conference schedule may apply. Contact your student’s school for more information.

### **Parent-Teacher Organizations and Booster Clubs:**

See Section 5.6 Parent-Teacher Organizations and Booster Clubs in Board Policy:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecV#5.6>

See the Booster Club and PTO handbook at: <http://district.fms.k12.nm.us/Handbooks>

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

### **Public Information Dissemination**

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the **Office of the Deputy Superintendent** 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 2.50 Public Information Dissemination in Board Policy:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.50>

### **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 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:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/Append>

### **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 in the District's jurisdiction, regardless of the nature or severity of the person's handicap.

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 3.25 Section 504 Rehabilitation Act in Board Policy

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.25>

## **PowerSchool**

Power School is a web-based student information system that allows educators, parents and students to share information. Power School allows parent 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 Power School. Students and parents can access Power School at: <https://ps.fms.k12.nm.us/public/>

## **Release of Information to News Media**

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

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

On the student enrollment card, 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 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. For more information, contact your school.

## **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, please click on the link:

<http://www.icrimewatch.net/index.php?AgencyID=55318>

## **Student Insurance Program**

The Board 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.

See Section 2.49 Student Accident Insurance in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/Secll#2.49>

### **Student Laptop Agreement**

Parents and students participating in one-to-one computing will be required to accept responsibility through a laptop agreement, outlining use, care and handling, and expectations for student use of district laptops. Included in this agreement is an acknowledgement that students will be responsible for damages to the laptop. The yearly Laptop Service and Maintenance fee will be used to offset any repair costs that a student may incur, limiting their responsibility to \$100 (in most cases). Incidents that occur at school involving multiple parties will be investigated by district administration.

### **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 in the Appendix of Board Policy:

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

### **Visitors to the School**

Parents/guardians are welcome to request a visit to the school. When planning to visit, please 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 visitor to check in at a 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 3.43 Visitors to Schools or District Buildings in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.43>

## **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 3.41 School Volunteers in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.41>

## **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) 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

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## **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 send a letter to 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.
- Students who are absent without a parent's or guardian's excuse may be considered truant.
- 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 excuse 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. A student arriving late to class without prior authorization could be considered as an unexcused absence for that 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.

**Truancy:**

Students who are absent from school without consent of their parent/guardians and the administration shall be considered truant. School administration will determine whether the student's absence is excused or unexcused. Truancy is a violation of state statutes as well as school regulations and may result in disciplinary action.

**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.

**Attendance Guidelines:**

<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>5 Days Unexcused</b>	Letter sent home	Letter sent home	Letter sent home
<b>7 Days Unexcused</b>	Letter sent home and/or attendance contract	Letter sent home and/or attendance contract	Letter sent home and/or attendance contract
<b>10 Days Unexcused</b>	Warning letter sent home and meeting with <b>parent</b> requested, a referral to <b>CYFD</b> for possible intervention.	Warning letter sent home and meeting with <b>parent</b> requested, a referral to <b>CYFD</b> for possible intervention.	Warning letter sent home and meeting with <b>parent</b> requested, a referral to <b>CYFD</b> for possible intervention

**Breakfast/Lunch Programs****National School Lunch and School Breakfast Program.**

Farmington Municipal Schools has adopted the **Community Eligibility Provision (CEP)** for students attending Animas Elementary, Apache Elementary, Bluffview Elementary, Esperanza Elementary, McCormick Elementary and Rocinante High School. CEP is a universal meal program that provides breakfast and lunch at no charge in participating schools.

Families that have students attending schools not listed above, are not eligible for the CEP program and must complete a family application yearly to qualify for Free and Reduced Meal Benefits. Applications can be filled out online in English and Spanish, at [www.fms.k12.nm.us](http://www.fms.k12.nm.us). Go to tab called "Key Links" and choose Meal Application for Farmington Schools. You may also visit your school secretary or call the Student Nutrition Office at 505-599-8778.

## **Unpaid Meal Charge Policy**

Farmington Schools implemented an “unpaid meal charge policy” in SY 2017-2018. Hunger Free Students “Bill of Rights Act” July 2017 states, “that schools must provide students a reimbursable school meal, regardless of the student’s ability to pay.” Parents are still required to pay for any debt incurred by their student. We will be immediately contacting the parents for payment when a meal account becomes delinquent. Contact will consist of phone calls, email, and, if necessary, postal mail.

Please refer to our Student Nutrition website for the entire Student Nutrition Handbook:

[http://district.fms.k12.nm.us/Departments/operations/Student\\_Nutrition/](http://district.fms.k12.nm.us/Departments/operations/Student_Nutrition/)

## **Care of School Property**

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished 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 laptops) 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 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.

See Section 3.27 Guidance and Counseling in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.27>

## **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.

## **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.

## **Early Release**

Early Release for students provides teachers an opportunity for ongoing professional development. The time allows teachers to work in collaborative teams, share effective teaching methods and develop personalized instruction for Farmington Municipal students. On scheduled early release day, elementary schools release at 1:00PM; middle schools 1:30PM and high schools 1PM.

## **Electronic Devices**

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, 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.

## **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 2.3 Admission Procedures in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.3>

### **Entrance Age:**

See Section 2.2 Age of Enrollment in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.2>

### **Registration:**

To register your student in Farmington Municipal Schools, please visit the Online Registration page at:

<http://district.fms.k12.nm.us/Registration/>

### **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 Section 2.7 Open Enrollment in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.7>

## **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 2.46 Field/Activity Trips in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.46>

## 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. Local procedures are found in the Wellness Manual at each school site and in each health room.

**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 at: [www.immunizenm.org/sched.shtml](http://www.immunizenm.org/sched.shtml) or by calling the NM Vaccine & Flu Hotline at: 1-866-681-5872. Immunization requirement schedules are also available in each school health office.

**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 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. Non-prescription medications may not be administered without prior written parent or guardian consent. All medications shall be administered under the supervision of the school nurse who shall also prescribe the procedures and records to be utilized.

**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 socially unacceptable, 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 nurse's welcome student, staff and parent questions. Please call your school health office for further information.

See Section 2.56 Immunization and Health Program in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.56>

## **Homebound/Hospitalization Instruction**

See Section 3.24 Homebound/Hospitalization Instruction in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.24>

## **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 Farmington Municipal School District 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 hover boards 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.

### **Response to Intervention (RtI)**

Response to Intervention (RtI) is a process that provides early intervention and educational support to all students. The RtI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made.

### **School Resource Officer (SRO)**

Local law enforcement agencies, in conjunction with Farmington Municipal Schools, have placed certified uniformed officers in our Middle and High Schools. The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff, and assists in mediations.

See Section 2.21 Law Enforcement/Outside Agency in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.21>

### **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 of the principal, or his or 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.

Student dress should be in good taste. Dress that is detrimental or distracting to the learning process or working environment is not permissible.

For example:

- Shoes must be worn in the building.
- Hats, wave caps, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time nor carried during school hours. These items should be kept in a locker or vehicle for the duration of the school day.
- Clothing must be worn according to the original design of the garment.
- Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco and drugs will not be permitted.
- Clothing with printed slogans, which constitute a violation of the district's sexual or racial harassment clause, or which are otherwise disruptive or detrimental to the education process or working environment, is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing which exposes a bare midriff or back is not permitted.
- Halter-tops, tube tops, spaghetti strap tops or any clothing which exposes a bare midriff or back, or is otherwise revealing, are prohibited.
- Headgear relating to religious practices or medical treatment is not prohibited.
  
- Students may not wear hoods over their head while inside the school building during school hours.

Students who wear inappropriate clothing or accessories or wear clothing or accessories inappropriately to school will be required to make modifications to that clothing or change into acceptable clothing. Failure to comply may result in disciplinary action.

**Note: McCormick Elementary School is a uniform school.** Please contact the school for specific details.

See Section 2.44 Dress Code in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.44>

## 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.

\* *Work Habits will be reflected in elementary and 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 2.40 Student Rights and Responsibilities in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.40>

## **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 concern 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 location. Stops may be changed from time to time due to unforeseen circumstances. For information on location of bus stops, please click on the link:

<http://district.fms.k12.nm.us/Departments/operations/transportation/>

See Section 2.47 Student Transportation in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.47>

## **Use of School Cameras**

There are school cameras in use in a number of locations 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.

See Section 2.36 Video Surveillance in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.36>

## **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 2.8 Dropout/Withdrawal in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.8>

# **Elementary School**

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## **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 8AM and end at 2:45PM. Parents should not leave children at the school earlier than 7:30AM. Parents should pick up the children no later than 3PM. Students must have parent permission to stay after school and arrangements must be made for transportation.

## **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 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 reported to parents on mid-quarter and end of quarter basis. Parent conferences are scheduled two times per year. Parents wishing progress information at times other than the reporting periods should arrange a conference time with the teacher. For more information, contact your student's school. K-5 Report cards are standards and skills based. Both teachers and parents should emphasize the importance of daily school attendance, consistent



effort and individual goal-setting with regard to learning.

See Section 3.30 District Grading System in Board Policy for the complete grading scale:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.30>

## 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

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### Activities/Athletics - talk to Frank (add concussion)

**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 at the following link:

<https://farmingtonsports.rankonesport.com/AthleticPortal/OnlineForms/Default.aspx>

See section 3.37 Co-Curricular and Extra-Curricular Programs:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.37>

See the athletic/activity handbook in the district handbook section:

<http://district.fms.k12.nm.us/Handbooks>

### 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 and must be kept in district issued computer bags.

## **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 3.30 District Grading System in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.30>

## **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 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 they should be reported to the office so lockers may be repaired or adjusted.

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 post-secondary 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 at the end of each quarter.

See section 3.30 District Grading System in Board Policy

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.30>

## 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 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

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### 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 at the following link:

<https://farmingtonsports.rankonesport.com/AthleticPortal/OnlineForms/Default.aspx>

See Section 3.37 Co-Curricular and Extra-Curricular Programs in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.37>

See the athletic/activity handbook in the district handbook section:

<http://district.fms.k12.nm.us/Handbooks>

## **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=9<sup>th</sup>; H2=10<sup>th</sup>; H3=11<sup>th</sup>; H4=12<sup>th</sup>. Please note H1 is 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 3.30 District Grading System in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.30>

## **Graduation Event Participation**

Participation in the graduation ceremony is a privilege and not a right. Students must meet all requirements and be in good standing to participate. Although the ceremony is an important event, participation or nonparticipation does not alter the significance or value of the diploma. The graduation ceremony is like any other extracurricular activity to which school rules and board policies regarding

student conduct apply.

We will enforce a standard of dress appropriate for graduation attire and may prohibit students who violate the standard of dress from participating in the ceremony. Participating graduates should wear appropriate dress attire. Casual clothes such as jeans, shorts, tennis shoes, sandals, etc., are not appropriate graduation attire. The cap and gown must be worn, and their appearance may not be altered.

The graduation ceremony is the time to show respect toward parents and toward the ceremony. Any misconduct related to the graduation ceremony will result in removal from the ceremony, loss of the privilege to participate in the graduation exercises and further disciplinary consequences prior to receipt of the diploma.

### **Graduation/Credit Requirements**

See Section 3.28 Graduation/Credit Requirements in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.28>

### **Early Graduation**

See Section 3.28.2 (E) Early Graduation Policy in Board Policy:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.28>

### **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. Student 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 post-secondary 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.

## **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. The final report card of the semester and year will be mailed to the parents/guardians.

## **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 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 antics and actions on the dance floor or elsewhere are deemed unacceptable, lewd, or questionable. (Parents notified in such instances.)
4. Once a student has entered building he/she will not leave 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, as determined in board policy. 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, Date 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 dance. Students not appropriately attired will be asked to leave. The school administration reserves the right to approve or disapprove students' dress. No one in shorts will be allowed to attend. The minimum requirement for men is a coat, shirt, tie, dress pants, shoes and socks. The minimum requirement for women is a formal dress or appropriate pantsuit and shoes.

### **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 2.42 Student Vehicles in Board Policy:

<http://district.fms.k12.nm.us/departments/BOE/BoardPolicyGuide/SecII#2.42>

### **Valedictorian and Salutatorian Determination**

Academic recognition is determined on the student's grade point average (GPA) from credit requirements. All calculations will be made on eight semesters. Ties will be considered only on the third decimal place (thousandth, i.e. 4.327/4.326). These credits will include the sixteen-standard graduation required subject courses and all electives. Advanced Placement classes carry an extra weighted factor as compared to all other classes.

The Valedictorian will be the student who has the highest grade point average (GPA) as determined under the above criteria. The Salutatorian will be the student with the second highest grade point average as determined under the above criteria. If there is a tie for Valedictorian, there will be no Salutatorian. However, there may be a tie for Salutatorian. To be eligible for Valedictorian and Salutatorian, the student must have attended a Farmington Municipal Schools high school the second semester of his/her junior year, and two semesters of his/her senior year to be eligible.

The Administration of Farmington Municipal Schools encourage students to pursue enrichment opportunities that add value to the high school educational experience. These experiences may include student exchange opportunities, specialized academies and other enrichment programs. With pre-approval of the high school principal and/or designee, eligibility requirements may be waived to allow for such educational opportunities. If waived, the student must attend a district high school for the second semester of their senior year. Written notification will be provided to the student and/or

parents that the above requirements have been waived, with a copy of the approved waiver placed in the students file.

See section 3.32.9 Valedictorian and Salutatorian Determination in Board Policy:  
<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecIII#3.32>

### **Transcripts:**

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

## **Discipline**

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### **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 at:  
<http://district.fms.k12.nm.us/Handbooks>

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

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

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

**Enforcement:** 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 2.40 Students Rights and Responsibilities for Rules of Conduct:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.40>

See Section 2.40.3 under 2.40 Student Rights and Responsibilities for Disciplinary Sanctions:

<http://district.fms.k12.nm.us/Departments/boe/BoardPolicyGuide/SecII#2.40>

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

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

## **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.

