

**ESTANCIA SECONDARY SCHOOLS
FAMILY HANDBOOK
2022-2023**

Every Student, Every Day



ESTANCIA SCHOOL DISTRICT BOARD OF EDUCATION VISION STATEMENT

The Estancia School District believes in educating ALL students to become productive and successful citizens. Instructional programs must challenge all students to reach their potential. All other purposes are in support of this.

MISSION

The Estancia School District will provide all students a quality education.

GOALS

Staff at Estancia High School will provide a high quality, comprehensive, academic program to support students in reaching their highest potential and earn a high school diploma.

Equal Opportunity Statement

Estancia Municipal Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator

Stewart Burnett
P.O. Box 68
Estancia, NM 87016
(505) 384-2002

Section 504/SAT Coordinator

Hope Solomon
P.O. Box 68
Estancia, NM 87016
(505) 384-2003

ESTANCIA SECONDARY SCHOOLS
P.O. BOX 68
Estancia, NM 87016
Phone: HS (505) 384-2002 Fax: (505) 384-2025
MS (505)384-2003

Attendance office: (505) 384-2003
Central Office: (505) 384-2006
High School Office: (505) 384-2002
Transportation: (505) 384-2012

Secondary Office Staff

Leonard Chavez.....High School Administrative Assistant
Cabrini Miera.....Middle School Administrative Assistant
Mindy Lingnau.....Instructional Principal
Martha Ward.....Operational Principal
Bernadette Wells.....Counselor
Karen Pai.....Dean of Students
Hope Solomon.....SAT/Section 504 Coordinator
Stewart Burnett.....Athletic Coordinator/Title IX Coordinator

Central Office Staff

Cindy Sims, PhD.....Superintendent
Kelley Jiminez.....Finance Director
Cynthia Golden-Arnold.....Special Education Director
Sherry Solomon.....Transportation Coordinator
Kasey Kadera & Joshua LewisIT Department
Tammy Chavez.....Accounts Payable
Tammy Chavez.....Administrative Assistant
Annette Ortiz.....Human Resources/Payroll

Board of Education

Randol Riley.....President
Keith Sandy.....Vice-President
Lee Widner.....Secretary
Kendra Otis.....Member
Kelsey Collins.....Member

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****Information regarding transcripts and credits does not apply to the Middle Schools Students.****

****All policies/procedures are subject to approval by the Estancia Municipal Schools' Board of Education. A detailed description of additional policies can be found in the Estancia Municipal Schools' Board of Education Policy Manual available on the school website WWW.EMSDBEARS.US.**

Estancia Secondary Schools
EVERY STUDENT, EVERY DAY!



Bell Schedule		
1st bell	8:45	
1st period	8:48	9:35
2nd period	9:38	10:25
Advisory	10:28	11:13
3rd period	11:16	12:02/12:05
Lunch	12:02/12:05	12:35
4th Period	12:38	1:25
5th period	1:28	2:15
6th period	2:18	3:05

*****In the event of a two-hour delay, school will start with Advisory*****

* **Advisory Class:** Time designated for various student supports** Parents/Guardians concerned about grades or behavior are encouraged to contact teachers through a phone call, email, or by setting up an appointment through the High/Middle School Office Manager. Teacher emails are accessible through the school website: www.emsbears.us or through Power School.

Estancia Municipal Schools Compact

As a school staff, we will:

- Provide a safe learning environment that enables students to meet or exceed the state's academic achievement standards
- Provide multiple supports for students to be successful
- Provide accountability for attendance through regular monitoring and communication
- Provide extra-curricular opportunities for students
- Provide extended learning opportunities (interventions, tutoring, enrichment, dual credit courses, specialized programs, credit recovery, etc.)
- Provide ongoing two-way communication between school staff and parents /guardians
- Provide opportunities for parents to volunteer and/or be engaged in their child's education
- Commit to providing parent education
- Participate in regular and ongoing professional development
- Provide a welcoming environment
- Provide timely updates/grades in Powerschool
- Update/use the agenda as necessary (or requested by parent)
- At the secondary level, provide a syllabus (outline grading practices)

As a parent, I will:

- Review and follow the information outlined in the Family Handbook
- Understand I have access to my child's grades and attendance, and monitor this information through PowerSchool
- Make sure my child is on time for school and maintains at least a 95% attendance rate in accordance with the state mandated Attendance for Success Act
- Seek support for my child, beginning with my child's teacher
- Monitor my child's use of the internet on all devices (phone, home and school computer use at home).
- Engage in decisions relating to the education of my child
- Support my child's class/school (i.e. help with completion of homework, helping in class/school, volunteering in my child's classroom/school, communicating with my child's teachers about my child's specific needs, attending school events when possible, etc.)
- Look at and respond to notes in the student agenda as necessary (or requested by teacher).

As a student, I will:

- Learn and follow the expectations of our school in all settings (transportation, school, cafeteria, playground, extra-curricular activities, field trips, etc.)
- I will be:
 - In Attendance and On Time
 - Engaged
 - Respectful
 - Prepared to Learn
 - Safe
 - Accountable
 - Aware of and Follow the Family Handbook
 - Self-Advocate (Ask questions at school when I am unsure about something)

Comprehensive High School

Estancia High School offers a four-year curriculum designed to prepare students for entry into a college, university, or other post-secondary educational training program, vocational school/career, or military service. Diplomas are awarded following New Mexico state credit requirements.

Admissions

To enroll in Estancia High School a student must meet the following requirements:

- Provide documentation to show that all immunizations are current.
- Provide a copy of birth certificate.
- Provide evidence of a dental exam or sign a waiver.
- Be accompanied by a parent/legal guardian when registering.
- Provide proof of formal withdrawal from the last school attended.
- Provide transcripts and withdrawal grades from previous school attended.
- Be a resident of the Estancia School District or meet the requirements of the Open Enrollment Act as per Estancia School Board policy 303.3.1. Proof of residency, through a current utility bill, is required for in-district enrollment.
- If over 18 years of age, enrollment is at the discretion of the EHS Administration.

GRADUATION REQUIREMENTS

Language Arts	4	Freshman, Sophomore, Junior, Senior
Math	4	Algebra I, Geometry, Algebra II, + 4 th Math
Science	3	Integrated Science, Biology, Chemistry (Horticulture may count as an elective or a science)
History	3.5	World History, US, Government/Economics, NM (1/2)
Career Cluster/Workforce Readiness	1	(Includes Language other than English)
PE	1	
Health	0.5	
Electives	7	
TOTAL CREDITS REQUIRED	24	

Grade Level Classifications

Estancia High School students are classified by grade according to the following credit requirements. Students who do not fulfill yearly credit requirements (6 credits per year) will not be on track to graduate with their cohort, but their grade level will not be reassigned; rather, they will be assigned to a credit recovery plan.

Requirements for classifications as follows:

- Freshman-promoted from 8th grade or proof of 8th grade equivalency
- Sophomore-6 high school credits
- Junior-12 high school credits
- Senior-18 high school credits

**** Students must have 24 credits in order to graduate as per NM state graduation requirements.**

Honors/Advanced Courses Program

Estancia High School offers Honors/Advanced courses in core* content areas. Honors/Advanced courses carry an additional weight when grade point average is calculated with the following weight applied on a 4.0 scale.

A = 5.0

B = 4.0

C = 3.0

D = 2.0

**Core classes are those carrying Math, Science, Language Arts, or Social Science units of credit. One unit of credit in Physical Education is counted as a core requirement.*

Estancia School Board Policy 412.1.4 identifies the following EHS courses as Honors/Advanced:

- Concurrent Enrollment English
- AP Courses (Advanced Placement)
- Advanced Algebra/Pre-Calculus
- Honors Chemistry
- Calculus I
- Calculus II
- Advanced World History
- Advanced US History
- Advanced Biology
- Honors English III
- Honors English IV

These courses are offered as recommended through content area department and administrative collaboration.

2022-2023 Honors of Distinction

Agriculture = 4 years Ag related coursework + Dual Credit Ag Science + 26 credits + GPA 3.5	Royal Blue and Gold
STEM = STEM coursework + 4th Science + Pre-Calc + 26 credits + GPA 3.5	Silver
Fine and Performing Arts = 4 Theater and/or Art credits + 26 credits + GPA 3.5	White
Vocational/Technical = 3 vocational credits including 1 Dual Vocational course + 26 credits + GPA 3.5	Red
Scholar Athlete = 4 years participation in 3 sports + GPA 3.5	Red and White
Business Applications = Business English + Computer Applications + 26 credits + GPA 3.5	Blue and Silver
Academic Excellence = Honors, Dual or AP English + Pre-Cal or higher + 28 credits + GPA 4.0	Red and Gold
Blood Drive-blood donation 2X and/or coordination of events	Purple and Orange

Transcripts

A list of courses taken, grades earned, and units of credit assigned are maintained while a student is enrolled in high school. This record tracks graduation requirements, grade point average and finally records graduation information including final grade point average, class rank and graduation date.

Transfer Transcripts

Private Schools – Students transferring from private (accredited and non-accredited) schools must supply sufficient information for the Administration to request a course description from the former school. This

information is evaluated to determine EHS course placement or earned credit allowed. If this information is not available, students will be tested for proper placement.

Home Schooling – Transfer of students from Home Schooling for grade placement will be on a case-by-case basis. Documentation/record of enrollment in an accredited program is required. Achievement tests and/or other relevant tests may be required to determine the appropriate grade level placement.

Units of Credit

One half (.5) unit of credit is assigned to each course where a passing grade of 60 percent (60%) has been earned for each semester. Typically, each course meets for one period daily - Monday through Friday - for 18 weeks for each .5 unit of credit. As of the 2016-2017 academic year College Dual Enrollment Courses are assigned one (1) unit of credit for each three (3) college credits awarded where a passing grade of 60 percent (60%) has been earned for each semester.

Course Credit with Excessive Absences

Students with an excessive amount of absences (10+ which are not related to school activities/events) from a given course will not receive credit. In the event of extenuating circumstances, the student will be required to present to the school leadership committee to petition for credit.

Summer School/Night School/Correspondence Courses/Estancia Valley Learning Center Credits/College Course Credit

All additional/supplemental course work is accepted from accredited institutions upon approval by EHS Administration. **Therefore, students and their families are required to meet with the EHS Principal and Dean of Students prior to enrollment in any additional/supplemental program.** An Official Transcript must be received in the EHS Guidance Office before documented credit can be assigned. All additional/supplemental credit must:

- Be a part of an IEP
- Be equivalent or higher than EHS offered courses.
- Have prior written approval of the EHS Administration.

Dual Credit Program

Dual Credit provides high school sophomores, juniors and seniors who attend a public high school half-time or more and qualify for New Mexico in-state tuition status, the opportunity to take college courses for which they will simultaneously earn both college credit and high school credit. Dual Credit courses are free to students, and the required textbooks are paid for, however, they must be returned to Estancia High School at the completion of the Dual Credit Course. Some courses may have specific course fees, which are covered by the student.

Students must meet with the Dean of Students before enrolling in any Dual Credit coursework and receive administrative approval, which includes: 3.5 GPA, subject area teacher recommendation in writing (Voc/Ag dual courses may have the GPA requirement waived). Most online courses may be scheduled into the student's daily school schedule, however, some coursework may need to be taken at an alternate time outside of the typical school day. Students will need to work with the Dean of Students to create a schedule to incorporate the Dual Credit class(es) into their school schedule. Courses for which the college or university has provided a curriculum aligned to the NM Standards and Benchmarks may receive district approval for core credit. The alignment must be approved prior to taking the course for core credit to be awarded.

Students are responsible for taking any required placement exams, including ACCUPLACER, which may be scheduled with the Dean of Students or taken through the college or university. Students must also meet all prerequisites prior to enrolling in coursework. Students are expected to submit a written report (report card or

transcript from the college) of their grades to the Dean of Students to be transferred to their high school transcript to receive high school credit at the end of each semester. Students are also expected to request transcripts showing Dual Credit coursework directly from the college/university at the end of their senior year for college/university acceptance of the college credits.

Estancia High School currently partners with CNM in Albuquerque, Eastern New Mexico University in Portales, and Mesalands Community College in Tucumcari to offer Dual Credit enrollment courses.

Distance/ E2020/Edgenuity and Online Learning Academy (OLA) Education

Estancia High School is utilizing E2020/Edgenuity through the Central Regional Educational Cooperative to provide fully accredited high school online courses. This is to enable Estancia High students the opportunity to take online high school courses to satisfy graduation requirements for credit recovery and for enrichment. Each semester course equals .5 credit at EHS. The semester beginning and end dates for E2020/Edgenuity courses are not the same as those of traditional EHS face-to-face classes. Students may access their E2020/Edgenuity online courses from a computer with internet connection from school, home or elsewhere. All E2020/Edgenuity assessments must be taken on campus. Students may be enrolled in E2020/Edgenuity courses after consulting with the Dean of Students and the Site Coordinator. E2020/Edgenuity course grades are recorded on student transcripts and figured into student grade point averages. EHS teachers may also use E2020/Edgenuity coursework for enrichment or as a part of their classroom instruction and final grades.

Exceptional Programs

Estancia High School provides education and related services for students found eligible under the Individuals with Disabilities Education Act (IDEA 2004). Individual Education Plans (IEP's) are developed for qualifying students to address specific needs according to the support/enrichment identified for the student by the IEP team and written into the IEP.

ESTANCIA MUNICIPAL SCHOOLS GRADING POLICY

412.1 In compliance with New Mexico Administrative Code 6.29.1, Estancia Municipal Schools will have a standardized grading system. All grading and reporting practices will support the learning process and encourage student success. It is the policy of the Board of Education to support its professional staff in this professional duty. District wide grading and reporting practices will include the following components:

- a. written report to parents regarding the performance of their children tested with the New Mexico standards-based assessments;
- b. for grades 2 – 12, a standardized alphabetic grading system, based on the 4.0 scale;
- c. alignment of all district and school curriculum to the New Mexico State Common Core Standards; and
- d. all school report card grades shall reflect standards-based academic performance.

The district's grading system is based upon equal intervals as follows:

A or 4 = 90% - 100%

B or 3 = 80% - 89%

C or 2 = 70% - 79%

D or 1 = 60% - 69%

F or No Credit = 50% - 59%

1. Lesson and Practice Activities = 40% (e.g. classwork, homework, group activities, reviews, etc.) Assigned homework needs to be relevant, attainable, age appropriate, and structured around content with which students have a high degree of familiarity.

2. Unit and Course/Grade Level Understanding and Performance = 60% (e.g. formative and summative assessments, major performance tasks such as essays, presentations, lab experiences, projects, etc.)

Semester Grades

The following percentages determine semester grades

9 weeks grade = 40%

Semester Exam= 20%

At the end of each semester these grades are averaged using the above percentages and a semester grade is determined.

Grade Point Average Points

The points awarded for calculating the grade point average are as follows:

Grade	Final % Range	Grade Points	Honor/Advanced Grade Points
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	2.0
F	0-59	0	0

Honor Roll

The Honor Roll is announced at the end of each semester at Estancia High School. Honor Roll status is based upon a student's semester GPA.

Gold Honor Roll - 4.0 or Higher GPA

Silver Honor Roll: 3.0 to 3.99 with no C's except in weighted classes (such as honors or AP courses).

Request to Review Student Records

Parents/Guardians have the right to review a student's cumulative folder and transcript through request to the Dean of Students or Principal. If a student is 18 years old, a parent must have the student's written permission to view records. (See Notification of Rights in this handbook and Family Educational Rights and Privacy Act – FERPA)

Progress Reports

At the 4.5 week of each nine (9) week grading period, a **Progress Report** will be mailed to each student's family. These Progress Reports reflect the student's academic grade/progress in each class through the mid-point of the grading period and are for student and family information.

Nine Weeks Report Cards

One week after the end of each nine-week grading period, a **COMPUTERIZED REPORT CARD** is mailed to the home of each student.

Report Card Grades of Incomplete (I)

A student has two weeks after the end of the grading period to make up any "I" on the report card because of incomplete work. If at the end of this two-week period (10 school days), the "I" grade remains, it becomes an "F".

Criteria for Participation in Athletics and School Sponsored Activities

Students are encouraged to participate in athletics and extra-curricular/school-sponsored activities and to represent the community of Estancia in a positive way. See Policy 306.1.4.

Eligibility for Athletics/Extra Curricular Activities and Code of Conduct

Eligibility of students for extra-curricular activities is monitored using New Mexico Activities Association (NMAA) guidelines and Estancia School Board Policy Failure to maintain eligibility results in a student's

disqualification from the event/activity. All school-sponsored activities and events are inclusive of these requirements. For current guidelines please see Policy 306.1.4.

Further information about NMAA, guidelines/rules may be viewed on the internet at www.nmact.org.

Good sportsmanship is a major objective during practice or contests. Administrators, teachers, coaches, sponsors, parents, and students shall treat opponents guests, and officials with respect; show self-discipline at all times; follow other specific rules set up by the coach/sponsor; and shall not use profane language.

Verbally or physically accosting any administrator, teacher, coach, sponsor, parent, official, or student will result in immediate suspension for the remainder of the school year from all activities and athletic events.

It is impossible to have a rule or regulation for every possible circumstance. Coaches, sponsors, and administrators shall use discretionary judgment in dealing with individual situations not covered by a specific written regulation.

Academic Eligibility for Athletics/Extra-Curricular Activities

Please see Policy 306.1.4 to ensure academic eligibility for athletic/extra-curricular activities.

STUDENT RECOGNITION PROGRAMS

All Estancia High School students are encouraged to participate in extracurricular activities. School organizations are non-discriminatory and enrollment is open to ALL students. NMAA governs eligibility for extra-curricular participation in activity organizations. Each activity organization sets guidelines for “lettering” in the program.

Academic Letter Program

Any student earning a 3.5 GPA or higher for each of the 4 quarters is eligible for an academic letter. (The academic letter is awarded one time during the high school career. Students who maintain the qualifying GPA after the letter is earned, receive gold pins to attach to the letter signifying sustained academic excellence.) Academic letters will be awarded at an awards ceremony to be held in the fall of the following academic year for the Freshmen, Sophomore, and Junior classes. The Senior class academic awards ceremony will be held during the last week of the current academic year.

EHS Athletic Letter Program

The Athletic Coordinator and coaches determine requirements for earning an athletic letter.

Senior Commencement Ceremony

The Graduation Ceremony is hosted by the Board of Education. The Class Sponsors, EHS Principal, and Superintendent collaborate in planning and organizing the annual Graduation Ceremony. Seniors are required to attend graduation practice/set-up and the Estancia High School Recognition and Awards Reception in order to participate in the Graduation Ceremony. Before graduation and after all finals are complete, each Senior must check out through the EHS Guidance Office. During this final check-out, all books and equipment must be returned and all fines must be paid. Students may not participate in the Graduation Ceremony, and a final transcript is not provided until all equipment/books are turned in and fines paid. There is NO school sponsored overnight Senior trip without prior approval of a plan that includes available funds, behavior guidelines/consequences, and appropriate supervision.

Estancia Board of Education Policy 303.4.8 states, “The Board of Education does not permit the issuance of blank diplomas to Seniors nor shall any student be permitted to walk through the graduation exercises unless they will be receiving a diploma or certificate of completion.”

Annual Pre-Registration Process

A Pre-Registration Guide outlining potential course offerings for the upcoming year is presented to all secondary and 6th grade students each spring by the Dean of Students. Students review the course offerings with their parents, then complete the Pre-Registration form requesting first and alternative choices. In the absence of a completed Pre-Registration form, student schedules will be completed based upon teacher recommendation and elective availability.

NOTE: Elective courses are offered only when pre-registration interest indicates a need for the course. Consequently, not all classes described in the current Pre-Registration Guide are offered. Every attempt is made to give each student a first choice in electives. If the class does not make due to low numbers or if the elective class of choice is full, elective alternatives are utilized. Therefore, it is imperative that each student list elective class alternatives on the pre-registration forms. If no alternatives are cited on the form, the Guidance Office reserves the right to select electives for the student.

Schedule Changes/Alternative Courses

Schedule changes will be considered by Administration on an individual basis.

AFTER THE 10TH DAY OF CLASSES IN ANY SEMESTER, SCHEDULE CHANGES MAY ONLY BE MADE AT ADMINISTRATIVE RECOMMENDATION.

Withdrawal of a Student from School

Withdrawal of a student from a Secondary School is processed through the High School Office. Parents/Guardians are requested to contact the school office one week prior to withdrawal date. To complete the withdrawal process, a student must return all books and school property, pay fines and fees, and obtain grades from all teachers. Students have two weeks to enroll in another school following withdrawal from EHS.

ATTENDANCE FOR SUCCESS ACT

All Estancia Schools will follow the current School Board adopted policy related to the Attendance for Success Act. See Policy number 303.3.2.

ATTENDANCE PROCEDURES

STUDENT ATTENDANCE, ABSENCE AND EXCUSE PROCEDURE – In accordance with state law, all children over the age of five (5) and students under the age of eighteen (18) years who have not graduated from high school are required to attend scheduled classes unless officially excused. Compliance with this state law is the responsibility of each parent/guardian.

EHS does, however, recognize that some absence from school may be necessary. For this reason, parents/guardians are required in the event of a necessary absence, to call the District Attendance Office (384-2009) no later than 9:30 a.m. the day of the absence OR to submit a written excuse for the absence to the EHS Office Manager upon the student's return to school.

Absences are excused for the following reasons:

- doctor's appointment,
- illness,
- death in the family,
- family emergency,
- religious commitments,

- diagnostic testing,
- and extenuating circumstances as approved by the administration.

Students are responsible for obtaining and making up all work missed during an excused absence.

ATHLETIC/ACTIVITY ABSENCES – New Mexico Administrative Code allows each student fifteen (15) absences from any one class for school sponsored activities per semester. Any student who exceeds fifteen (15) absences from any one class per semester may not attend any further school activities during the class/classes in which the fifteen absences occurred. Exception–Absences due to participation in state and national competitions.

Estancia School Board Policy 306.1.4 REQUIRES

EHS students attend all classes (includes advisory) the day of an athletic activity, trip or contest with unusual circumstances handled on an individual basis by the coach/sponsor for the contest and administration.

For participation in any “all day” event, EHS students must attend all classes and Advisory the school day prior to the event to be eligible to participate. Unusual circumstances are handled on an individual basis by the coach/sponsor and administration.

Course Credit with Excessive Absences

Students with an excessive amount of absences (10+ which are not related to school activities/events) from a given course will not receive credit. In the event of extenuating circumstances, the student will be required to present to the school leadership committee to petition for credit.

CAMPUS SAFETY AND SECURITY

Emergency Drills

As per state law, the school must have a minimum of one emergency drill per week during the first month of school and one every month thereafter. Evacuation routes are posted in each classroom. Students will practice fire drills and other emergency drills, such as Shelter in Place and Lockdowns as required by statute.

All policies/procedures are subject to approval by the Estancia Municipal Schools’ Board of Education. A detailed description of additional policies can be found in the Estancia Municipal Schools’ Board of Education Policy Manual available on the school website WWW.EMSDBEARS.US.

Parking Privilege

Parking on the Estancia High School campus is a privilege open to students. To meet school liability requirements, each student who wishes to park a vehicle on school grounds must present to the EHS Office Manager a driver license and proof of insurance for each vehicle the student may park on the campus. Students must drive appropriately on campus and follow other closed campus rules to maintain on campus parking privilege. Administration reserves the right to revoke parking privilege for any violation of the EHS Discipline Matrix. Vehicles failing to display the appropriate parking pass may be towed at owner’s expense.

Pick up/Drop Off

Students may be dropped off and/or picked up on the South of the high school office, at the elementary drop off point, North of the middle school, or East of the main gym. **VEHICLES ARE NOT PERMITTED ON THE BUS RAMP.**

Visitors

Parents/Guardians are encouraged to become involved in their child’s education. All non-school personnel must check in at the school office and obtain a visitor’s pass before entering the school hallways. The school

administration reserves the right to cancel visitation passes as safety or organizational needs warrant. Visitors may not be allowed to interrupt the educational process. (See Board Policy 606. 2 and 606.3). *Persons who wish to volunteer and/or attend school on a regular basis and whose duties/activities include contact with students are required to complete a volunteer packet at Central Office and are subject to a background check as per Board Policy #616. **STUDENTS MAY NOT BRING GUESTS TO SCHOOL.**

Sign In/Out Procedures

All Campus Visitors and Substitutes must sign in/out with the building secretary when entering the building. A photo ID will be required in order to enter the building.

304.1.1 Closed Campus

Estancia High School campus is a **CLOSED CAMPUS**. Students must remain on campus and in designated areas at all times, **including during lunch**. Exceptions to this policy requires administrator approval and includes off-campus passes awarded to Juniors and Seniors. Junior and Senior off-campus passes are awarded quarterly as per positive incentives matrix and are revocable. Students wishing to leave campus for any reason (i.e. Dr. Appointment) must be signed out by parent/guardian/person on their emergency contact list or provide a written note approved by the school.

In order to ensure the safety of all students, presentation of identification by someone picking up a student may be required before a student is released in order to ensure the safety of all students. Any student leaving campus or in an undesignated area at any time during the school day without signing out is truant.

Search and Seizure

By law, the EHS Principal may conduct a search of a student's person or school property assigned to that student if there is reasonable cause to believe that a search is necessary to maintain school discipline or safety. Student searches are conducted in accordance with school board policy. General searches of school property, including lockers and school buses, may be conducted at any time with or without the presence of the student. Metal detectors may be used to identify suspected weapons. Dogs trained to find drugs may also conduct searches. Reasonable efforts will be made to contact parents prior to, or immediately following, the search of a student suspected of drug or weapon possession.

Facility Use

Estancia Municipal School grounds may be utilized after hours when it does not interfere with school use. School sponsored sports and activities take precedence. Use of buildings etc. requires that a facility use application be filled out and approved. These applications are available through the Athletic/Activities. Our campus is closed from 10:00 PM until 5:00 AM. Exceptions may be made for extenuating circumstances (i.e. school events, custodial/maintenance, cafeteria staff).

School ID

Secondary students and staff will be issued a school ID in the fall. Staff and visitors are required to have their school issued ID on display when students are present.

School Security Officer (SSO)

Estancia Municipal Schools employs a School Security Officer. The SSO duties include investigations, monitoring, student supervision during transitions etc. (i.e. before/after school and special events), traffic monitoring, etc. (i.e. school safety, drills, law enforcement collaboration).

E-cigarettes

Please be informed that Senate Bill 433, as amended, was passed by the New Mexico Legislature during its 2015 session, and was signed into law by Governor Susana Martinez on April 8, 2015. This piece of legislation prohibits the use of e-cigarettes and nicotine containers in school buildings, on school property, and by students at school-sanctioned functions away from school property. In addition, it

states that e-cigarettes and nicotine containers should be included in the definition of "tobacco" under Title 6, Chapter 12, Part 4 NMAC, and the use of such products or items in school buildings, on school property, and by students at school-sanctioned functions away from school property should be strictly prohibited.

Administration of Medication

Prescription and over-the counter (OTC) medication may be administered to Estancia Municipal Schools (EMS) students in accordance with District policy 305.3, and as described below. No other medications, substances, or herbal supplements may be administered by any person on EMS campuses or property under any other circumstances. Whether prescribed to the student, or not, no student may carry medications except in accordance with this policy and with a written medical plan through the district health office. Please see Policy 305.3 for additional information regarding medication administration.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is the federal law protecting the privacy of students and their educational records. Health records maintained by EMS and school employees are education records that are protected by FERPA and so must be kept confidential.

Information regarding student health information should be shared with school personnel only where those individuals require such information for a legitimate educational purpose and/or as needed to assist with medication administration.

FAMILY/VOLUNTEER INFORMATION

School Advisory Council

The Estancia High School Advisory Council is established by the EHS Principal each school year. The council is made up of parents, community members EHS staff and administration. It meets regularly to review policy, discuss community concerns, and make site-based decisions/recommendations. Parents interested in serving on the School Advisory Council are encouraged to notify the Principal of their interest at the beginning of each year.

CLASSROOM/ACTIVITY VOLUNTEER/CHAPERONE REQUIREMENTS

Persons who wish to volunteer and/or attend school on a regular basis and whose duties/activities include contact with students are required to complete a volunteer packet at Central Office and complete a background check as per Board Policy #616.

Student Assistant Team (SAT)

SAT reviews the current educational needs of the student, studies the student's academic progress and behavior, and plans specific interventions for the student. SAT referrals can be made for (but are not limited to) academic concerns, inconsistent attendance, behavior concerns, remediation planning, and social concerns.

Guidance and Counseling Services

EHS has a Personal Counselor and a Dean of Students available to assist students during their high school years. The School Office is a link among the students, teachers, and parents. Students wishing a meeting with the Personal Counselor or Dean of Students may stop by the School Office between classes to set up an appointment. Services include, but are not limited to, individual or group crisis intervention and/or counseling, career planning, academic advising (credits and requirements), higher education entrance assistance, scholarship assistance, higher education testing information, and class scheduling.

Textbooks

Textbooks are issued by title and number. All students are responsible for the care of their books. Textbook covers are strongly suggested. If a student's books show excessive damage when they are returned to the teacher, the student is assessed a damage or replacement fee. Fees for lost/destroyed textbooks are assessed to students at full replacement cost. It is highly encouraged that families inspect all student textbooks at the beginning of the year. If the condition is questionable, please bring the book to the HS Office for condition clarification.

TITLE I

Our school district receives Title I funds from the Federal Government to assist in the education of our students. It is the District's responsibility to notify you, as parents and legal guardians, that you may request information regarding the professional qualifications of teachers and any paraprofessionals working with students. If you have any questions or comments, Contact the Superintendent, Dr. Cindy Sims at 505-384-2001.

(Nuestro distrito escolar recibe el Título I fondos del Gobierno Federal para ayudar en la educación de los estudiantes. Nuestra responsabilidad es notificar a los padres o guardianes legales, que pueden solicitar información sobre las cualificaciones profesionales del maestro, del salón de clases o cualquier paraprofesional que tenga contacto con el estudiante. Gracias por su apoyo. Si usted tiene alguna pregunta o comentarios, puede llamarme a la escuela, Dr. Cindy Sims, Superintendent (505)384-2006

MISCELLANEOUS INFORMATION

Breakfast/Lunch

Estancia Municipal Schools currently qualifies to provide free breakfast and lunch to all students.

Computer Use

Annually, all students must sign and submit a TECHNOLOGY ACCEPTABLE USE POLICY. Each student will be assigned a laptop, charging cable, and bag. Students are financially responsible for the care of their computers at all times and must ensure that they are turned in at the end of the year in working order. This includes:

- Labor/cost of repairs for damages resulting from misuse.
- Computer-\$400
- Charger- \$25.00

Tardy Policy

The first bell is at 8:45 am. The first tardy bell will ring at 8:48 am. Tardy bells will ring at 3 minutes after dismissal from their previous class each period. Students are considered tardy if they are not inside their assigned classroom when the tardy bell rings. The procedure for ALL tardy students is to report to the office for a pass. Additional interventions/consequences are included in the **Estancia Secondary Schools Behavior Interventions and Consequences Guidelines**.

Illness and Accidents

Any student who becomes ill or has an accident during the school day must report to the classroom teacher. The District Nurse is contacted when a student reports illness or an accident. When arrangements cannot be made for a parent to transport the ill/injured student home, the student is referred to the nurse until administration can contact a parent or emergency designee. **It is important that updated home phone numbers, home addresses and emergency contacts are provided to the school each school year.**

Snow Days

Local radio and television stations and the school phone/message system will announce school closure or delayed starts. If there is a 2-hour delay, buses run two hours later than their usual pick-up times and classes begin at 10:00a.m. If there is a closure, please check student email for guidance regarding online learning requirements.

Telephone Use

Students may use the office phone in the case of an emergency or as requested by a teacher. The High School Office phone is the only landline school phone available for student use. Students should make prior arrangements to be picked-up after games or activities and not expect to use school phones.

Lockers

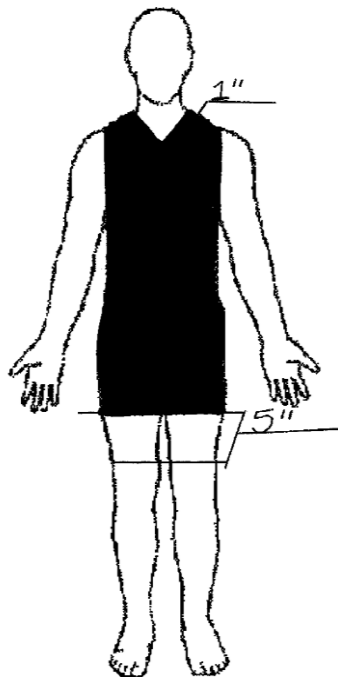
Hall and gym lockers may or may not be available for use dependent on DOH/PED requirements. In the event that we may use them, students may request the use of a locker in the office and should be aware of the following:

- Each student is responsible for keeping the assigned locker secure for personal use only.
- Each student is also responsible for the contents of the assigned locker.
- Lost or stolen items are not replaced by the school.
- The Principal reserves the right to remove a locker privilege if there is damage or misuse of the locker, if unauthorized items are stored in a locker, if any locker is shared by two or more students or if a locker is used by an unassigned student.
- Each student must supply the Office Manager the combination or key to the personal lock for the assigned locker before a locker is assigned.

Use of a locker is a privilege and is not mandatory.

DRESS CODE A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning. Dress, which disrupts the educational process, will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Sponsors and coaches may require participants to adhere to a predetermined dress code for some events and exceptions may be made for medical, 504/IEP purposes/needs, McKinney-Vento Act, et cetera. Students may be referred to Family Services for assistance in finding appropriate clothing for school.

1. Skirts, dresses, and shorts cannot be more than 5" above the knee. See diagram.
2. Excessively tight clothing, such as Spandex style clothing, are acceptable only when worn under shorts or shirts that cannot be more than 5" above the knee.
3. Half-shirts, see-through/revealing clothing, or shirts with partial sides or revealing armholes are not allowed. Students may wear sleeveless tops as long as the shoulder strap is at least one inch (1") wide. Shirts that reveal cleavage or the mid-section are not allowed. See diagram.
4. Pants must fit at the student's waist; they must be large enough to be pulled up to the waist and must not sag below the waist. Undergarments are not to be exposed. Loose belts, any hanging straps or any type of chain are not allowed.



5. Clothing exhibiting symbols, pictures, and/or printing that references drugs, alcohol, tobacco of any type, or obscenities/inappropriate words/pictures are not allowed.
6. Clothing/Dress/Make-up styles identified by school staff as indicators of gang-like behavior and/or affiliation are prohibited.
7. Tattoos and body piercings that are distracting to the educational environment must be covered.

For additional information regarding violation interventions/consequences please see the **Estancia Secondary Schools Behavior Interventions and Consequences Guidelines**.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Please see district policy Washington, D.C. 20202

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

The Estancia Municipal School District is providing you notice of these rights as outlined below:

702 Anti-Bullying/Cyber Bullying Prevention Policy

The Estancia Municipal Schools Board of Education believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Bullying behavior by any student in the Estancia Municipal Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

See policy 702.1 for additional information.

Training

All instructional and licensed school personnel shall be provided with annual training on recognition and prevention of cyberbullying.

Legal Reference:

NMSA 1978 § 22-2-21 (2013).

Policy 308 – Student Concerns, Complaints, and Grievances

The Estancia Municipal School District believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated. See Policy 308 for information and grievance information.

Estancia Secondary Schools Behavior Interventions and Consequences Guidelines

Behavior Interventions and Consequences are meant to support students in developing skills to help them be successful in school. The goal is to determine appropriate interventions that minimally impact instructional time.

- **The following is meant to be used as a guideline**
- **Consequences may vary due to differing circumstances**
- **The Academic Integrity policy # can be viewed in its' entirety on the district website**
- **Individual teachers' class management progressive consequence plans will be utilized as a first step**
- **Chronic and Severe/dangerous behaviors will default to the Estancia Secondary Behavior Interventions and Consequences Guidelines**
- **Prohibited items includes (but are not limited to) inappropriately used tech devices, knives, illegal substances, weapons, and paraphernalia**
- **School is not responsible for lost or stolen property**
- **Teen Court, Restorative Justice, and JPO referrals may be utilized as an additional intervention/consequence for rule/behavior violations.**

Estancia Secondary Schools Behavior Interventions and Consequence Guidelines.

Offense/Violation	Staff Referral Process - Written referral	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Intervention/Consequence
Academic Dishonesty		Teacher/Staff Zero on assignment. Parent contacted by teacher. Lunch detention.	Admin Team Zero on assignment. Parent contacted by Admin. 3 days Detention/ISS.	Admin Team Zero on assignment. Parent conference with Admin. Consequences to follow. 5 to 9 days OSS/ISS.
Assault/Fighting	Student(s) escorted to office. Parent contacted by Admin	Admin Team Minimum 3+ day ISS and/or lunch detention (depending on severity).	Admin Team Minimum 5+ days ISS and/or lunch detention (depending on severity).	Admin Team Minimum 5+ days ISS or OSS/ISS. Contact parents, possible expulsion (depending on severity).
1. Horseplay/Rough play 2. Public display of affection	Teacher documents behavior & calls parent.	Teacher/Staff Parent contacted by teacher. 1 day lunch detention.	Admin Team Conference w/Admin. Parent contact by Admin. 3 days ISS and/or lunch detention.	Admin Team Parent contacted by Admin. 3+ days of OSS/ISS.
Classroom Misconduct (disrespectful to staff or students)	Teacher documents & calls parent.	Teacher/Staff Parent contacted by teacher. 1 day lunch detention.	Admin Team Parents contacted by Admin. 1+ day ISS and lunch detention and/or community service.	Admin Team Parent contacted by Admin. 3+ day ISS and lunch detention/community service.

Drugs/Alcohol (possession, use, sale of)	Escort students to the office - Police liaison officer/SSO, nurse.	Admin Team/Counselor Search items (w/another staff member present) while nurse takes vitals. Parent contacted by Admin. 9 days OSS/ISS. Law Enforcement notified.	Admin Team/Counselor Search (w/another staff member present) while nurse takes vitals. Parent contacted by Admin. Minimum 9 day OSS/ISS. Admin to contact Law Enforcement.	Admin Team/Counselor Search (w/another staff member present) while nurse takes vitals. Parent contacted by Admin. Minimum 9 day OSS/ISS. Admin to contact Law Enforcement.
1. Bullying 2. Threats 3. Harassment (Sexual/Racial)		Counselor/Admin Team Investigate & take statements. Parent contacted. 3 days ISS or OSS/ISS (depending on severity).	Admin Team Investigate & take statements. Parent contacted. Minimum 3 days OSS/ISS.	Admin Team Investigate & take statements. Parent contacted. Minimum 5 days OSS/ISS; possible recommendation for expulsion
Inappropriate Clothing		Teacher/Staff Issue warning and file report. Parent contact.	Counselor/Admin Team Change clothing. Parent contacted once 3 teacher reports filed.	Counselor/Admin Team Change clothing. Parent contacted. ISS/lunch detention.
Inappropriate Language/ Insubordination	Teacher/staff documents & contact parent.	Teacher/Staff Parent contacted. 1day lunch detention with community service.	Admin Team Parent contacted. 1day ISS and/or community service.	Admin Team Parent contacted. 3 days ISS and/or community service.
Offense/Violation	Staff Referral Process - Written referral	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
Inappropriate use of electronics (pictures, Internet, sexting, Harassment) --beyond standard electronics procedures	Device is confiscated - referral to Admin.	Admin Team Phone/ device sent to office. Parent contacted. Minimum 1 -3 days ISS and/or community service. Police action if warranted.	Admin Team Phone/device sent to office. Parent contacted. 3+ days OSS/ISS. Police action if warranted.	Admin Team Phone/device sent to office. Parent contacted and required to pick up phone. 5+ days OSS/ISS. LOSS/ISS of personal electronics at school. Police action if warranted.
Theft	Forward referral to SSO.	Admin Team Investigate. Parent contacted. Community service, 3 days detention/ISS. Possible restitution. Possible police involvement (depending on severity).	Admin Team Investigate. Parent contacted. 3 days OSS/ISS. Possible restitution. Possible police involvement (depending on severity).	Admin Team Parent contacted. 5 days OSS/ISS. Possible restitution. Contact police.
Tobacco/E Cig.	Escort to Office. Confiscation of item.	Admin Team Contact Parent. 5 days ISS and/or community service/lunch detention.	Admin Team Contact Parent. 3 days OSS/ISS/lunch detention.	Admin Team Contact Parent. 5 days OSS/ISS/lunch detention.
Vandalism	If caught in the act: escort to office. If name arises in conversation with students: refer	Admin Team Investigate. Appropriate consequences (i.e.: restitution, detention, ISS/OSS/ISS/detention) Parent contacted.	Admin Team Investigate. Contact Parents and Police notified. 5 days OSS/ISS.	Admin Team Investigate. Contact Parents and Police notified. 10 days OSS/ISS, possible recommendation for expulsion.

	information to office.			
Cell Phone	Teacher/Staff Phone confiscated until end of day.	Teacher/Staff Phone confiscated until end of day, student can pick up in Office. 1 day community service or lunch detention.	Admin Team Phone confiscated. Parents contacted and must pick up phone in the office. 1 day ISS and/or possible community service/lunch detention.	Admin Team Phone confiscated. Parents contacted and must pick up phone in the office. 3 days ISS and/or possible community service.
1. Weapons (possession) 2. Knives	Confiscation of item	Admin Team 1. 9 days OSS/ISS, law enforcement notified w/ possible recommended expulsion. 2. 5 days OSS/ISS w/mandatory parent conference	Admin Team 1. OSS/ISS, law enforcement notified w/ recommended expulsion. 2. 10 days OSS/ISS w/mandatory parent conference, law enforcement notified.	Admin Team 1. Law enforcement notified w/ expulsion. 2. 10+ days OSS/ISS w/mandatory parent conference, law enforcement notified, recommend expulsion.
Bus Write Ups	<i>Will follow transportation handbook.</i>			

Make Up Work for Suspended Students

Any student suspended from school is also suspended from the entire school campus and all school events for the duration of the suspension. Students suspended long-term (more than 9 days) have no rights to daily work or credit for daily work. Students under short-term suspension (9 days or less) are allowed to turn in daily assignments and take tests, although work may be provided under alternative time schedules and in controlled environments other than the classroom.

In School Suspension (ISS)

Students who are assigned to In School Suspension will not participate in nor attend any extracurricular activities on the day assigned.

Students are not permitted to bring food, candy, or drink (other than water) during ISS. Students are not permitted to display or use electronic devices that are not assigned activities in ISS.

Estancia Secondary Schools Academic Integrity Policy

Estancia Secondary Schools (7-12) expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination, assignment or project—is strictly prohibited. The Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. For additional information see policy 412.1.6.

Positive Interventions

Positive Interventions include, but are not limited to:

- Positive communications
- Weekly Advisory Awards including:
 - i. Good Attendance
 - ii. Teacher Choice/Most Improved
 - iii. Academics/Grades
- Choice options for students on track
- Off Campus lunch pass.

Support Resources

Support Resources include, but are not limited to:

- Tutoring line/links
- Advisory Class
- Friday PM Interventions as established by advisory or content teachers
- SEL Supports
- Referrals for Counselor
- Grievance forms

CONTACTS

- **Cynthia Golden for Special Programs questions**
- **Hope Solomon for 504 and SAT questions**
- **Stewart Burnett for Athletic questions and Title IX questions**
- **Mindy Lingnau for Instructional and Academic Questions**
- **Karen Pai schedule, grades, State Testing questions**
- **Martha Ward for ADA or Operational questions (i.e. COVID compliance).**

Estancia Municipal School District

2022-2023

Academic Year Calendar

July 22						
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Events

- Aug. 8-10 Teacher Inservice Days
- Aug. 15 First day of classes for grades 1-6, 7, and 9
- Aug. 16 First day of classes for grades 8, and 10-12
- Aug. 22 First day of kinder & PreK
- Sep. 5 Labor Day
- Oct. 6 Parent-Teacher Conferences
- Non-Student Day
- Oct. 7 Fall Break Holiday
- Nov. 23 - 25 Thanksgiving Holiday
- Dec. 23 - Jan. 6 Winter Break
- Jan. 5-7 Bean Valley Conference BB
- Jan. 9 Teacher Inservice Day
- Jan. 16 MLK Day
- Feb. 17 Parent-Teacher Conferences
- Non-Student Day
- Feb. 20 Presidents Day
- Mar. 17 Teacher Inservice Day
- March 20 - 24 Spring Break
- April 7 - 10 Easter Holiday
- May 26 Last Day of School
- End of Quarter Oct. 14, Dec. 22
Mar. 16, May 26
- Secondary Days for Enrichment and Intervention
- Mar. 31, April 14, 21, 28, May 5, 12, 19
- 89/89 semester
- Orange - Holidays
- Green - Inservice Days (no school)
- Red - End of Quarter
- Gray - Parent/Teacher Conferences
- Purple - Secondary Intervention & Enrichment Days

Student School Day: 8:30 Report for breakfast 3:00 Dismissal

Working parents in need of before school care may contact the school office for an application to the district care program. There is limited space. This is not a "drop in" program; students MUST be registered.

Handwritten signature: Mrs. [Name] 2022

