



BLOOMFIELD HIGH SCHOOL

Home of the Bobcat

520 North 1st Street
Bloomfield, NM 87413
BHS Office 505-634-3402
FAX- 606-634-3413

Bloomfield School District
Dr. Kimberly Mizell, Superintendent

Board of Education
Dale Maes, President
Veronica D. Tso
Bruce Armenta
Elizabeth Gomez
Tony DeHerrera

Bloomfield High School Administration

- Office** 505-634-3402
 - Principal..... Chad Burkholder
 - Assistant Principal..... Jarly López
 - Assistant Principal..... Heather Summers
 - Administrative Assistant/Attendance..... Leora Wooten
 - Johnson O’Malley/Native American Liaison..... Hilda Nakai
 - Bookkeeper..... Marsha Bingham

- Athletic Office** 505-634-3407
 - Athletic Director..... Cecil Linnens
 - Secretary..... Tasha Lucero

- Guidance Office** 505-634-3411
 - Counselor..... Amos Garcia
 - Counselor..... Lynsay Reinhardt
 - Registrar / Student Records..... Julie Casaus

- Social Worker**..... Pamela Allcorn
- Librarian**..... Laurie Treat
- Nurse**..... 505-634-3498
 - Nurse..... Cynthia Miller
 - Nurse Assistant..... Gricelda Jaramillo



SECTION I: PARENT INFORMATION



Message to Parents

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

When problems arise, the proper procedure, in a senior high school setting, is to be sure your son/daughter has first had the opportunity to address the issue him/herself. This is an important part of the educational process. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue or solve a problem, first contact the teacher/sponsor/coach directly. If that communication does not resolve the situation, contact one of the Administrators.

We hope this handbook will be helpful to clarify processes and procedures at Bloomfield High School.



Parent/Staff Communication

The Bloomfield School District Board of Education recognizes the need for district staff to involve parents in open dialogue concerning their child's educational experiences.



As per Board Policy:

The following minimum guidelines are to be observed:

- ◆ All visitors are expected to report first **to the front office** building office upon arriving at a campus/site, sign in, and obtain a visitor's pass.
- ◆ Conferences are expected to occur during non-instructional time and scheduled with mutual agreement.
- ◆ Parents and staff should not involve children in awkward, embarrassing or confrontational situations.
- ◆ When any party feels uncomfortable, either has the right to exit the meeting, and schedule a follow-up meeting. (Example: use of profanity, intimidation, etc.)
- ◆ School District personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases or utilize court-restraining orders as necessary.

Campus Security – Student Checkout

- ◆ All students enrolled at BHS must have a current parent/guardian signed STUDENT INFORMATION SHEET on file each school year. All changes and updates must be made in writing by the legal parent/guardian on the school form.
- ◆ All persons checking a student out must be able to show proof of age 18.
- ◆ Phone checkouts are discouraged and allowed only in the case of an emergency, written notice signed by a parent/guardian must be provided no later than two (2) school days after student returns to school.
- ◆ **Due to liability issues, NO** phone checkouts will be permitted on EVENT or early release days. **No Exceptions.**
- ◆ In case of emergency only people on the student information sheet will be allowed check the student out.
- ◆ In a medical situation, the school nurse or building administrator may obtain phone authorization for someone other than the parent/guardian or written emergency contacts listed on the Student Information Sheet to check a student out. The school nurse or building administrator will inform the office staff of the exception and the person's identity that will check the student out.



Parent-Teacher Conferences

Parent/Teacher Conferences Will Be Held On:



November 3rd, 2017

February 9, 2018



Non-Discrimination

The Board and District staff will make every effort to provide equal opportunities for students to participate in school-sponsored activities and programs.

1. No discrimination because of race, ethnicity, gender, disability, age, marital status, nationality, or religious affiliation may be practiced in providing educational activities.
2. Gender will not be used as a determinant for participation in a program except when gender is a valid qualification.
3. Applicable state and federal statutes are to be followed in providing equal educational opportunity. Inquiries concerning the application of Title VI, and Title VII of the Civil Rights Act, Section 504 of PL 92-112, may be referred to the Superintendent or his/her designee.



Section 504 of the Rehabilitation Act

Bloomfield School District affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the District. In order to ensure compliance with Section 504 of the Rehabilitation Act the District has established referral procedures, parent rights information, and grievance procedures. The Superintendent has designated the Director of Special Services and RtI Coordinator as the person responsible for assuring the District's compliance with Section 504.



Section II: GENERAL INFORMATION

Telephones/**Cell Phones:**

School phones, including the ones in the offices, are to be used for business/emergencies only. Students will not be called from class for routine calls but will be notified of emergency calls and will be called to the phone in such cases if necessary. Parents may leave emergency messages with Mrs. Wooten at the high school office (634-3402). **PARENTS, please DO NOT call or text your student(s) on their cell phone during class time as this causes a disruption of the educational process. Students will not be allowed to leave the classroom to use the telephone except in the event of an emergency as determined by the administration and or classroom teacher.**

Immunization Law:

Only those students who can provide proof of immunization may lawfully enroll in public schools in New Mexico. All students new to the district must provide proof of immunization at the time of enrollment. Proof of the following immunizations is required:

- DPT: (Diphtheria, Tetanus, Pertussis) series and Tdap booster, Hepatitis B and Varicella
- Polio: Complete series and boosters, as required;
- Measles - (10 day and 3 day) vaccination. Measles and Rubella

EXEMPTIONS:

Medical or Religious Exemption: Students must bring verification of exemption at the time of registration. This exemption must be renewed each year, prior to enrollment.

Lost, Stolen or Damaged Textbooks, Equipment, and Supplies:

The cost of replacing lost, stolen, or damaged textbooks, **equipment and supplies** is rising each year. Neither Bloomfield High School nor the District can afford to fund the replacement of these items. Fees will be levied for missing or damaged **items**. Students should make every effort to protect their books. The use of book covers **or protective material for these items** is advised.

Open/Closed Campus:

Bloomfield High School's **campus is open for all juniors and seniors and CLOSED for all freshmen and sophomores.** Freshmen and sophomores are not permitted to leave campus for lunch. Those freshmen/sophomores that do leave campus will be considered truant. **Freshmen/sophomores will eat lunch on campus and will leave campus for lunch only if checked out by a parent/guardian as determined by the BHS administration.** **Freshmen and sophomores who leave campus at lunch not under the supervision of a**

parent/guardian will be subject to disciplinary measures including but not limited to lunch detention, community service and/or suspension from school.

Pledge of Allegiance:

The Pledge of Allegiance shall be recited daily by the students in each public school at the beginning of the school day. Students will have the right to refrain from participation in this recitation due to sectarian, denominational, or conscientious views; however, the exercise of this right may not interfere with the rights of others. All students will rise and remain standing during the recitation.

Student Lockers and Personal Property:

Lockers remain the property of the school and, as such, are subject to search at any time. Locker assignments may be obtained through the Office. **Students are not to place any foreign object (i.e. pen, pencil, paper) into the latch inside of assigned locker. Students should NOT bring large sums of money or personal valuables to school.** There is always a chance of theft or loss, and *school personnel cannot be held responsible*. At the end of the school year students are required to clear their locker of belongings and completely clean it inside and out. **Failure to do so will result in a fine.**

Student Vehicle Policy/Parking Regulations

Parking on campus is regulated by parking permits. Each vehicle parked on campus is required to have a current parking permit. Permits will be securely and visibly attached to the rearview mirror or inside the driver's side windshield. The cost of the permit is \$5.00. Driving privileges can be suspended and/or revoked by the site administration or vehicles may be towed at the owner's expense if the proper parking permit is not displayed on the vehicle.

Any parking designated or allowed to be used by Bloomfield High School students will be treated as school property. Therefore, those vehicles are subject to all school rules and regulations such as parking permits, fees, searches, etc. BHS students are to park their vehicles in either the North or South parking lot. **Students are not permitted to park in the west (front of school) parking lot. Violation of this policy will result in the issuance of a \$5 parking ticket.**

Students are not permitted to remain in vehicle once vehicle has been parked (this includes before/after school and at lunch). Students are not permitted to enter their vehicles between classes or during class time. Loud music will not be tolerated. Repeated violations will result in revocation of driving privileges. When obtaining a parking permit, students must show proof of the following:

1. Valid Driver's License
2. Current vehicle registration for the vehicle for which the permit is to be used
3. Proof of insurance for that vehicle

Parking Lot Regulations: There is to be no loitering in any of the student parking lots on BHS campus at any time-before, during or after school. Students who loiter face disciplinary action based on administrative discretion.

Campus Safety: Students are not to store textbooks or school supplies in their vehicles.

Students will use their assigned school locker for textbook/school supply storage. Students are prohibited from placing rocks or any other obstruction in BHS entrances which would inhibit the outer doors from locking. Students who are caught placing foreign objects in the outer doors to prevent them from locking will face disciplinary action.

Deliveries

Flowers, balloons, gifts, etc. are to be left at the front desk. Students will be notified through the front office at a time that will not disrupt the educational process. Money for students must be left in a sealed envelope with the student's name on it. The envelope must be given to an adult staff member, not a student aide.

Advertising

Bloomfield High School will not be an advertising agent for outside groups. Carrying signs at school and/or school activities and using the public address system for purposes of advertising functions not connected with

school programs will not be permitted. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Principal or designees. BHS will advertise for nonprofit, educational organizations.

Policy Statement for Publication

The community image of Bloomfield High School is built upon the content of those publications which we sponsor and distribute. Similarly, the quality of publications is a direct reflection of the academic standards which this school system maintains. Two considerations, 1) our community image and 2) academic standards, should govern all of our dealings with school publications.

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

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

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

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

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

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

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

Petitions/Publications:

All petitions/publications must be cleared and approved by principal or designees.

Visitors/Student Visitors

All visitors (parents, guardians) must check in at the BHS Main Office.

Students are NOT allowed to bring visitors to the BHS campus during school hours.

Visitors may be asked to provide identification.

The school needs to know the purpose of the visit



SECTION III: ACADEMICS AND GRADES

Classroom Grading Policy

Each teacher is required to have their grading policy posted in the classroom and to discuss it with each class. The grading policy will also need to be included as a part of the course syllabus.

Failure Policy

Attendance and grades are two main components of student success. **When a student fails seven (7) classes in a reporting period, he/she may be disenrolled for the remainder of the semester and asked to seek alternative placement at another school where he/she may succeed academically.**

In-School Suspension (ISS)

BHS administrators will assign ISS to address student expectations and to handle disciplinary issues. ISS should not be perceived as a punishment but rather an opportunity to change unbecoming, unacceptable and/or inappropriate behavior. It is the student's opportunity to continue their education while remaining in school.

1. Students will be assigned to In-School Suspension for reasons including, *but not limited to*:
 - a. Behavior which adversely affects the safety and well being of other students;
 - b. Behavior which disrupts a class or school sponsored activity; or
 - c. Behavior prejudicial to good order, discipline, and safety occurring in class or school sponsored activities.
2. ISS or Detention teachers will see that each student is supervised at all times and has textbooks and assignments from his/her regular teachers. Students given ISS or Detention are required to attend the number of hours/days assigned and complete academic assignments and shall receive full or partial credit for work completed depending on due date.
3. Students will be assigned out-of-school suspension for reasons including, but not limited to:
 - a. Refusal to report to ISS/Detention (insubordination).
 - b. Continuous discipline problem; repetition of a violation warranting more than five days in ISS (chronic discipline problem).
 - d. Insubordination or disruption while serving an ISS/Detention assignment (conduct prejudicial to good order and discipline).
4. Classroom teachers are expected to cooperate with ISS/Detention Coordinator by providing adequate lessons for students assigned to ISS/Detention. Lessons will be graded and recorded for each student by the classroom teacher
5. BHS staff is advised that ISS/Detention serves a valuable need and requires the active cooperation of all personnel.
- 6. Placement in ISS nullifies eligibility for any Perfect Attendance Awards.**

Know that it is not the ISS coordinator, faculty/staff or administration's goal to make this a difficult experience. It's up to you.

In-school suspension is the final step before out-of-school suspension.

Guidance and Counseling

Students needing to confer with a counselor are required to go by the guidance office before/after school or during lunch to sign the "callout" sheet. The counselors will send for students who sign-up on the "callout" sheet as soon as possible. Parents are also welcome and are encouraged to call and set up appointments. Guidance and/or counseling services are provided to all students.

Earned Credits

Each Semester:

- Two (2) nine weeks' grades, and
One (1) semester examination grade will be averaged for a semester grade for each student.
- To receive credit for a semester's work, a student must have a 59.5% or above.
- All classes will be given finals.
- All students will be required to take finals.

Final Grade Figures by Taking:

1st 9 week's grade 40%
2nd 9 week's grade 40%
Semester Test 20%
Final Semester Grade 100%

<u>Example:</u>	<u>Computation example 1:</u>
1st 9 wks grade 73%	$73 \times 2 = 146 +$
2nd 9 wks grade 86%	$86 \times 2 = 172 +$
Sem exam grade 65%	$65 \times 1 = 65$
	total = 383
divided by 5 = 76.6 or 77	- Which equals a <u>C+</u>

<u>Example: Computation example 2</u>
$73 \times .4 = 29.2 +$
$86 \times .4 = 34.4 +$
$65 \times .2 = 13.0$
Grade is 76.6 or 77
Which equals a <u>C+</u>

The Marking System Is As Follows:

- (A) Outstanding in thoroughness, accuracy, and performance;
- (B) Above average in performance;
- (C) Average in performance;
- (D) Below average in performance, but acceptable for graduation credit;
- (F) Failing work, not acceptable for graduation credit;
- (I) Incomplete (student has predetermined amount of time to finish incomplete work or "I" becomes an "F")
- (NG) No grade: excessive absences, tardies and/or truancies
- (WF) Withdrawal with failing grade;
- (- +) Minus (-) and plus (+) may be given with A's, B's, C's and
- (W) Withdrawal from class-roll with passing grade.

For purposes of computing a student's (GPA) grade-point average, the following point system is used:

Percent Grade	Letter Grade	GPA Points
97 -100	A+	4.0
93 - 96	A	4.0
90 - 92	A-	3.7
87 -90	B+	3.3
83 - 86	B	3.0
80 - 82	B-	2.7

Percent Grade	Letter Grade	GPA Points
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 -69	D+	1.3
60 - 66	D	1.0
0 - 59	F	0

Requirements for Graduation

- Graduation requirements are based upon units of credit earned in grades 9, 10, 11, and 12. One-half (1/2) unit of credit is given for each semester of each subject passed unless otherwise stated in the Course Description Handbook. (Please refer to the BHS Course Description Handbook for important credit information concerning math courses offered at BHS).
- **The BHS Registration Guide lists the minimum four-year course of study requirements. 24.5 credits are required to graduate for the classes of 2017 and beyond.**
- All students must demonstrate proficiency on all sections of the New Mexico High School Standards Based Assessment (NMSBA), EoC and PARCC in order to graduate. Students who fail to demonstrate proficiency on any section of the NMSBA will not be allowed to walk with their class at graduation even though they have attained the appropriate number of credits (exception: special needs students on a career pathway).

Graduation Credits: Please refer to BHS Registration Guide and contact BHS Guidance Department with any questions.

Academic Recognition at Graduation

- The top ten (10) percent of the graduating class is recognized for their scholastic achievement as Honor Graduates.
- Valedictorian and Salutatorian Determination: Please refer to District Board Policy.

Credit Recovery

- Credit recovery is a program designed to help seniors recover credits lost due to failing a class. Students may take one class per semester at a cost to be determined. All credit recovery classes must be finished prior to graduation. Students wishing to take credit recovery must sign up through their guidance counselor.

Credit by Exam

- The cost of credit by exam will be \$75. High school students (enrolled in grades 9-12) who fail courses during the school year are given the opportunity to receive credit by registering to retake the final exam in June or August (dates/times set by administration) following the course failure. Students must pass the exam with a 70% or better to receive credit.
- Students who haven't officially been enrolled in class but feel they have mastered the contents of the class may register to take the final exam. A score of 80% or better must be achieved in order to receive BHS credit for the challenged course.

Correspondence and Online Courses

Correspondence courses taken for the purpose of making up credit for classes failed at BHS must be from a correspondence school approved by the National Home Study Council. A maximum of only two (2) credits may be applied toward graduation. The two (2) credits can only be in elective courses. The only exceptions to this rule are: A senior carrying a full 7-hour class load of required courses and still needing required credit for graduation, and students who's IEP allows correspondence or online courses to make up credits.

Tentative Final Exam Schedule

Important Note: Due to family emergencies and unforeseen circumstances, the BHS administration recognizes the need of students to sometimes take their final exams either before or after the scheduled dates. Students must obtain administrative approval and make arrangements with their instructors in order to take final exams before or after their scheduled dates.

Fall Semester:	December 12, 13, 14 and 15	All Students
Spring Semester	May 14-17	Seniors
	May 21-24	Underclassmen
	Exact schedule yet to be determined	



Section IV: Activities and Organizations



National Honor Society

Selection to the Bloomfield Chapter of the National Honor Society is a privilege, not a right. Students do not apply for membership, but are selected by a Faculty Council based on the following criteria: Sophomore status or above, cumulative GPA of 3.5 or better, demonstrated leadership, service and character. Students must demonstrate ability in all of these areas and continue to fulfill these membership obligations to maintain membership status. Students must also have been in attendance at Bloomfield High School at least one semester prior to being selected.



Dances

Policies Concerning High School Dances:

- Zero tolerance to alcohol, drugs, tobacco, weapons and gangs. All handbook rules and regulations will be enforced.
- Be aware of the following policies concerning high school dances:
 - Dress: **The BHS dress code applies to all students who attend BHS dances. No hats are to be worn in the building at any time.** The school administration reserves the right to approve or disapprove students' dress at dances.
 - Once a student has entered the building, the student will not leave the building and re-enter unless special permission is received from the sponsor.
 - Since high school dances are designed for students who are 9TH grade status and above, only students of BHS will be allowed to attend these dances.

EXCEPTION: Non-BHS students and friends may attend dances if they are the guests of a Bloomfield High School student (one guest per BHS student), and have been cleared through the Principal's Office by noon before the day of the dance. You are responsible for the actions of your guest; all in attendance are expected to obey school standards.

Prom Rules (JUNIOR/SENIOR PROM):

Who May Attend:

The Bloomfield High School Prom is a very special event, which is sponsored by the junior class for the senior class.

- Only students who are 3rd, 4th, or 5th year enrollees and have accumulated 10 or more credits may attend.
- No student enrolled for less than three years and who has not accumulated 10 or more credits may attend.
- Dates who do not attend Bloomfield High School must also meet the 3rd year enrollee requirement. Anyone wishing to bring a date from outside Bloomfield High School must submit the completed date request form when purchasing the ticket. Guests 21 years of age or older will not be permitted unless they are currently a student at BHS. The decision on eligibility will be made by the Administration.
- Upon arrival at the Prom, a photo ID, the ticket, invitation envelope, and, if needed, date request form are presented for admission. If the names on the ticket do not correspond to the couple in attendance, the couple will be refused admittance to the Prom. If either person in the couple is not a 3rd year enrollee or above, the couple will be turned away at the door, or if inside, asked to leave the Prom. No refunds will be given. Loss of future Prom privileges may occur.

Prom Dress Code:

- 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. The decision rests with the Administrators present and the junior class sponsors. 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.**
- Refunds:
 - No refunds for Prom invitation purchases will be given unless a written request is presented to the junior sponsor or faculty member in charge of invitation sales by the Wednesday before Prom. If the invitation has been issued, the entire invitation must be returned before the refund will be issued.
- Behavior:
 - A student whose behavior is inappropriate for Prom will be asked to leave.



SECTION V: Attendance Policy

Perfect Attendance Award

Each BHS student that maintains perfect attendance for the entire school year (180 school days) will qualify for the perfect attendance award. Eligible students must be enrolled at BHS for the entire school year (180 days). To be eligible for this award, the student's attendance record must be void of any and all non-school related absences. Any tardy, truancy, unexcused absence, verified absence, pre-arranged absence, verified medical absence and/or early check out from school will result in a student losing their eligibility for this award.

Exceptions:

- Absences accrued as the result of a school related activity (SA).
- Medical emergencies, in which students do not leave school campus (nurse's office only).
- Home school students or San Juan College Dual credit students who diligently attend four periods in a traditional school day (7 periods).
- **Placement in ISS nullifies student eligibility for any Perfect Attendance Awards.**
- **If necessary, for unique or special cases, the absence review committee will determine eligibility for the award.**

Attendance Policy / Compulsory Attendance Law

All students shall be expected to attend school as many days as school is in session in accordance with the Compulsory Attendance Laws as found in the New Mexico Statutes Annotated 22-12-2 and 22-12-7 NMSA 1978. (Being Laws 1967, Chapter 16, Section 170 and 175 as amended).

1. **Students with any unexcused absences (AB), five (5) or more verified absences (VER) per class per quarter, or six (6) or more tardies (T) per class per quarter will not receive credit for that class unless attendance school make-up time is completed.**
2. **Beginning on the sixth occurrence, one make up hour will be assessed for each Absence and each Tardy incurred. Truancy occurrences will be assessed two (2) hours of make up time.**
3. Approved School Activity absences and Pre-Arranged Release absences (10 days max per year) are not counted toward the absences allowed per quarter. However the student must make up any assigned work missed in those classes.
4. For admittance into attendance school, students must have an Attendance School Pass (ASP) for the correct day and session and schoolwork in their possession. No food, drink, electronic device or any other disruptive items will be permitted in the attendance school session area. A student that is disruptive, as determined by the teacher, during attendance school, will be removed from that session of attendance school and will forfeit the time for that session. Students arriving late will lose the opportunity to attend the session. Bloomfield High School rules, including the dress code, will be enforced in each session.
5. ASP's are issued only in the main office and must be presented to the attendance school teacher when entering the attendance school session.
6. **All absences or tardies that occur during the first half of the quarter must be made up before mid-term. All absences and tardies that occur after mid-term must be made up by the end of the quarter.** To avoid any problems it is strongly suggested that the student make up the time within two (2) weeks of the occurrence.
7. Absences occurring during the last week of the quarter must be made up during the first week of the following quarter.

8. Attendance and tardy make up is expected of students who disenroll and return to BHS.
9. **Upon conclusion of each quarter, absences and tardies will not be made up unless a meeting with the administrator, parent/guardian and student has been held. At this point all occurrences will be doubled.**
10. **Repeat/chronic violators of the attendance policy will be denied or refused make up time for No Grade status.**
11. **At the end of each quarter, students with seven (7) or less VERIFIED absences in any one class, with an A or B grade in said class, may appeal to have their NGs forgiven. If any of these seven (7) absences are unexcused, forgiveness will be denied, and student must make up their time to have the NG removed.** An absence review committee is provided for extenuating circumstances.
12. W-2 Drop – Ten consecutive full school day absences will result in a student being dropped from the rolls. This is in compliance with New Mexico State Department of Education regulations.
13. In order for students to participate in a co-curricular, extracurricular or interscholastic school activity, they must attend a full school day prior to the activity or departure time for that activity. Unusual circumstances are handled on an individual basis with a Bloomfield High School administrator.

No Grade (NG) Status

No Grade Status is determined by an accumulation of attendance points in each class during a grading period (quarter). A student's letter grade will become an NG when he or she accumulates 6 or more attendance points in a class during a grading period. There are 4 codes in Power School that have a numerical value attached to them. These codes and their numerical value are as follows:

TRUANCY (TRU):	6 POINTS (Automatic NG)
ABSENCE (AB):	6 POINTS (Automatic NG)
VERIFIED ABSENCE (VER):	1 POINT
TARDY (T):	1 POINT

If there is any combination of the above attendance codes equaling 6 or more attendance points in a class during a grading period, a student's letter grade will change to "NG". He/she will need to make up time in attendance school and/or participate in community related activities in order to have this "NG" removed.

To review the complete Bloomfield High School Attendance Policy please refer to the policy sent home with your student at the beginning of the school year or view it on our district website at www.bsin.k12.nm.us.

Attendance School

Bloomfield High School conducts attendance school Monday through Thursday from 3:45 p.m. – 4:25 p.m. Please call the BHS attendance office (634-3402) for details. Students may attend attendance school to make up time for NO GRADE status due to excessive absences (refer to BHS attendance policy) or to simply get necessary interventions in core classes. Students must sign up for attendance school in the BHS main office.

Absentee Procedures

Parents /guardians are obligated to contact the Attendance Office (634-3402) on the day(s) the student is absent. Any exception will require a parent/guardian and administrator contact.

1. Written notice signed by a parent/guardian is preferred; however, parent/guardian contact by telephone may be accepted. **Signed written notice of absence must still be promptly submitted.** Parents/guardians should state their name, the student's name, the reason for absence, and dates of the absence. **Absences must be verified in a timely manner (within 5 days of the absence). Students who are absent must remain off campus during school hours.**

2. After the third (3rd) unexcused absence, a letter will be sent home informing the parent/guardian that the school computer records show three absences in one or more of their student's classes. If the parent/guardian feels this information is incorrect, they may request a parent/administrator conference or contact the attendance office.
3. Long term or chronic illness must be verified by a physician's written statement and a parent must have on-going contact with an administrator for the duration of the illness.
4. **Any student who does not attend an assigned class and/or leaves campus without the permission of the parent/guardian and the attendance office will be considered truant.**
5. Freshmen and Sophomores are not allowed to leave campus during lunch unless written permission is on file in the main office.

Student Checkout Procedure

1. For safety reasons, in order for a student to be checked out, parents/guardians must show proof of identity upon entering the main office.
2. Checkout may only be carried out by person on file with main office.
3. Any student checked out 10 minutes or more prior to the end of the period will be marked verified absent.
4. Phone checkouts are discouraged and allowed only in the case of an emergency, written notice signed by a parent/guardian must be provided no later than two (2) school days after student returns to school.

Attendance Contracts

Students with excessive tardies and/or unexcused absences may be placed on an Attendance Contract per administrative discretion. Violation of this Attendance Contract **or refusal of placement on this Attendance Contract** may result in loss of credit status or disenrollment from BHS. Once a student is placed on an attendance contract, any violation of the BHS Student Handbook policies and procedures **may result in loss of credit status and/or out of school suspension.**

Tardy Policy

- **Students not in their classroom seat when the bell rings will be considered tardy.**
- A student who is tardy (10) minutes or more will be considered absent (unexcused) for that class period.
- Students will be placed on NG status (see explanation) until the excessive unexcused tardies are made up through **lunch detention** (please refer to the Bloomfield High School Attendance Policy). All teachers will make every effort to address tardiness in their classes using academic interventions (i.e. tardy grade). Excessive/habitual tardiness will result in parental contact and administrative referral.

Make-Up Work

1. **ON THE DAY OF RETURN**, students are responsible for requesting make-up work from their instructors. If this procedure is not followed, credit for make-up work may be withheld.
2. Students who have three (3) or more **verified**, consecutive, cleared absences and foresee that the absences may continue can request makeup work through the front office.



SECTION VI: STUDENT RESOURCES

Health / Nurse

Medications:

Bloomfield High School staff has neither the responsibility nor authority to dispense over the counter medication without permission from the parent. The following policies will be adhered to for students requiring medication:

- a. Prescription medications must have a signed order from the doctor and be kept in locked area of nurse's office.
- b. All medications must be dispensed under the supervision of the nurse or a principal or a principal designee.
- c. **Students ARE NOT permitted to carry medications without permission from the school nurse.**

If students feel ill, they should report to the nurse's office for proper care.

The nurse is available Monday thru Friday from 7:30 A.M. to 3:30 P.M.

MEDICATION PROCEDURES FOR SCHOOL/SCHOOL ACTIVITIES

- a. It is recognized that some children are able to attend school because of the effectiveness of medications in the treatment of certain disabilities and illnesses. If at all possible, students' medications should be administered at home. Medication will be administered in the school ONLY when it is necessary to assist a student to remain in school and improve their health or learning.
- b. A parent/guardian must provide the school with a current pharmacy-labeled container or original manufacturer's/provider's container that holds the appropriate medication to be administered in the school setting.
- c. Medications transported to and from school should be done by a parent or guardian.
- d. Students MAY NOT carry medication or be in possession of any prescription, over the counter medication or substances that have not been authorized through procedure in collaboration with the school nurse.
- e. Under New Mexico law, certain medications authorize students in grades K-12 the right to carry and self administer health care provider prescribed asthma medication and anaphylaxis emergency treatment medication **under specific conditions**.
- f. Arrangements for medications on school related field trips are to be pre-arranged with the school nurse and teacher/chaperone at least 10 days prior to the trip/activity.

Guidance Department

- Counselors needing to see a student will send a request for the student to the classroom. Students are excused from a class to go to Guidance only if they have been sent for by a counselor or have an appointment.
- To make an appointment with your counselor, sign your name on the sign-in sheet associated with your specific counselor. Students should do this before/after school or at lunch.
- DO NOT WAIT in the office during school hours unless you have an appointment and/or your counselor has asked you to wait.

Some Services Provided:

- ◆ Counseling of students on class schedules and course offerings.
- ◆ Interpretations of test scores.
- ◆ Supervision of students taking certain standardized tests.
- ◆ Counseling of students on personal problems.
- ◆ Literature on occupation, vocational opportunities, and educational opportunities.
- ◆ Schedule change policy:
 - The guidance counselor will consider reasonable requests. Students who are enrolled at the beginning of each semester MAY NOT begin a new class after five school days of the semester have passed without administrative approval.

Guidelines for Dropping/Withdrawing

- A student may adjust their schedule from the time it is issued up until the 5th full school day of each semester **(August 21st, 2017 for fall semester and January 8th, 2018 for spring semester)**. After the 5th full school day of a semester, a student must obtain administrative approval for any schedule change. If a student wishing to drop/withdraw from a class after the 5th full school day of a semester receives administrative approval for the schedule change, the following will result:
 - If changing into the **same class** (i.e. geometry → geometry different hour) = the student's grade from the old class will transfer to the new class.
 - If changing from a **class into a different class** (i.e. foods → art) = the student will start the new class with a zero grade and will be required to make up any work missed in the new class.
 - If a student **drops** a class and/or transfers into a study hall (or any non-credit class) after the 3rd full week of classes in a semester = the student's transcript will reflect an F in the dropped class.
- A schedule change after the first 5 full school days of a semester might be made for the following reasons:
 - Changes needed to satisfy a graduation requirement
 - Changes needed for the health of a student
 - Successful completion of a summer school course
 - Inappropriate placement as determined by teacher or counselor
 - BHS administration may be required to make late changes to balance class loads
 - SAT Team of SPED IEP recommendation

Permanent Withdrawal Procedure

- Bring parent or guardian to approve the withdrawal from school and receive a checkout form.
- Clear with the library, attendance, activities, nurse, principal and registrar. Report to the Guidance Office at the completion of checkout with the completed form; the Guidance Office will keep the original and return the duplicate to you.
- Eighteen-year-old students who wish to withdraw, but who do not intend to re-enroll in another school, must meet with a principal prior to withdrawal.
- It is highly encouraged that students withdrawing from BHS during the school year attend all classes on their last day at BHS. This is necessary in order to return all textbooks and receive documentation from their teachers of their current academic status.

Next Step Plan

- At the end of the eighth grade or during the ninth grade, each student shall prepare an individual program of study for grades nine through twelve. A student's parent or guardian shall sign the program of study. Transfer students will develop a plan the first year of enrollment in the district. Four-year plans are maintained in the assigned guidance counselor's office and will be updated yearly.

School Breakfast and Lunch

- The Bloomfield Schools Student Nutrition Department provides daily breakfast and lunch **free to students**. Free and reduced lunches are available to those students who apply and meet the requirements.
- All food and drink are to remain in the commons and/or courtyard areas. Students who remain on campus for breakfast and lunch are to remain in the commons and/or courtyard areas. **Students must consume their food in the lunchroom or outdoor commons before going outside to the practice field, basketball courts or anywhere else on campus. Students are not allowed to consume their food on the surrounding walls or hallways adjacent to the cafeteria.** Students are prohibited from loitering in the 300-400, 500-600, or 700 classroom wings without a hall pass or prior administrative approval. Violation of this policy may result in Saturday School, ISS, or OSS.

Lunch Detention

- Students will be placed in Lunch detention for violating the tardy policy. Students eager to catch up on work or for rational, sensible, reasonable circumstances may attend Lunch Detention with Administrator's permission.

Saturday School

- Statistics prove there to be a positive correlation between regular school attendance and student success. As such, any student who is truant or excessively tardy will be assigned to Saturday School where they will be required to make up the work they missed while truant. Saturday School will be held every Saturday from 8 a.m. to 12 p.m. in the BHS Commons or an alternate location on the BHS campus. Students are required to provide their own transportation to and from Saturday School. Failure to appear for an assigned Saturday School session may result in additional assignments to Saturday School and/or Out of School Suspension.



- NOTE: Administrative discretion may be used in the assignment of Saturday School for offenses other than truancy. **Saturday School may also be used by students who are in violation of the BHS Attendance Policy as a means to regain credit status.**



Library Information:

- Students are welcome and encouraged to utilize the BHS library.
 - Students may come to the library before and after school, and during their lunch period without a pass. However, during regular class periods, a student MUST have a written pass signed and dated by his/her teacher.
 - (If the library is scheduled for classes and space is limited, the student may be asked to leave.) Scheduled classes have priority.
- Fine notices may be sent out through a student's teachers or posted as a courtesy to students. The student is responsible regardless of whether or not he/she receives a notice. A student who has a fine or overdue materials may not check out additional materials until fines are cleared and books are returned. If there is an error on the notice, a student should see the library staff immediately. Diplomas, transcripts and prom tickets will not be released until library fines are paid.
- PCs are available for Internet, CD-ROMS, OPAC, Web publishing, PowerPoint and word processing. Printing resources are limited so you must clear any printing with the librarians beforehand. Students must have a technology use agreement on file with the librarians before using the computers. Each time they use a computer they need to sign in and off with the librarians. Students who do not comply with this or the technology use policy as stated in the handbook and agreement may lose their privilege of using the computers.
- Students are responsible for books and materials checked out in their name. (It is recommended that students not check out materials for another student). If a book checked out to a student is loaned to another student, it remains the responsibility of the student who borrowed the book from the library to return the book, pay the fine and /or pay for the book(s). Students are strongly encouraged to keep books they've checked out in their possession.



Section VIII: STUDENT RIGHTS AND RESPONSIBILITIES

▼ Right To an Education Free of Disruptive Conduct:

- Students have a right to an education. This right may not be infringed upon without just cause and without due process. This right may also not be infringed upon by the disruptive, unlawful, or unacceptable conduct of other students or members of the community. Students have the responsibility to pursue their right to education in a manner that does not prohibit educators from carrying out their responsibilities to the students and the school. An additional responsibility in exercising the right to an education is adhering to and up-holding the school's regulations.

◆ Right To the Freedom of Speech:

- Students have the right to hold and express opinions on issues of concern in the community, state and nation without fear of unjust reprisal. As part of the educational process, teachers or other students may require that expressed opinions be supported with facts or data. Students have the responsibility to refrain from making personal attacks, using obscenity, making slanderous statements, and infringing on the rights of others in any way.

◆ Right To the Freedom to Publish:

- Students have the right to publish in accordance with the policy on student publications printed in the handbook. Responsible journalism is of paramount importance in our nation and has been as great a concern to

those engaged in journalism as freedom of the press has been. Good responsible journalism is the hallmark of all Bloomfield publications.

◆ Right To Assemble:

- Students have the right to assemble socially or to work for a positive common goal during authorized times as part of the educational process. There is an appropriate time and place for the responsible expression of opinions and beliefs. Those activities which may interrupt the educational process, infringe on the rights and property of others, present a danger, or cause an unfavorable image towards Bloomfield High School are inappropriate.

◆ Right To Dignity as an Individual:

- Students have the right to dignity as individuals. The dignity of any individual is often a fragile thing and can be infringed upon in many ways. It should not be reduced or destroyed by any member of the school or the community without cause. The loss of the right to dignity should only come about as the result of an individual's own acts, which may be outside the bounds of good taste or appropriate behavior. Students have the responsibility to treat each person as an individual and to treat each individual with dignity.

◆ Right To A Pleasing Environment:

- Students have the right to a pleasing environment which is conducive to a safe, pleasant educational experience. Students have the responsibility for maintaining a clean wholesome environment not only on the campus and in the classrooms, but also in the surrounding community.

◆ Right To Freedom from Unreasonable Search and Seizure:

- Students have the right to freedom from unreasonable search and seizure. A cause for search of a student's possessions, or person by school officials at school need not be so strong as the cause for search of individuals by law officers. Possessions or persons are not searched without a reasonable suspicion that illegal or dangerous items are being concealed. Lockers remain the property of the school even though they are assigned to students for their convenience to keep legal personal possessions. Lockers may be opened by school officials in a general locker check. Students should refrain from bringing items of a questionable nature to school.

◆ Right To Safety from Criminal Acts:

- Students have the right to attend classes without fear, which arises from criminal acts, or the threat of criminal acts. Staff and students have the responsibility to see that our campus remains free from criminal acts and the threat represented by the criminal nature. Criminal Acts Identified:

1. Arson - intentional setting of fires.
2. Assault - physical threats or violence to person.
3. Burglary - stealing of school/personal property.
4. Criminal Libel.
5. Criminal Damage to Property.
6. Disturbing Lawful and Unlawful Assembly.
7. Explosives (illegally used) - explosives are not permitted on school property or at school-sponsored events.
8. Extortion, Blackmail or Coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
9. Firearms (illegally used) - firearms are prohibited on school property or at school-sponsored events. (See policy on weapons).
10. Larceny - theft.
11. Robbery - stealing from an individual by force or threat of force.
12. Malicious Mischief - the destruction of property with the knowledge that the person is committing a wrongful act.
13. Sale, use or possession of alcoholic beverages or of illegal drugs (see policy on drinking and narcotics).
14. Trespass - being present in an unauthorized place or refusing to leave when ordered to do so. (See policy on trespass).
15. Unlawful Intimidation of School Authorities - interfering with administrators or teachers by intimidation with threat of force or violence.

◆ False Statements:

- Any person found guilty of making a false statement under oath or affirmation, material to the issue or matter involved in the course of any official school hearing or proceeding, knowing such statement to be untrue, may be subject to disciplinary action, possibly resulting in probation, expulsion, or suspension. The person may also be subject to investigation for violation of criminal codes.

◆ Right To Procedural Due Process of Law:

- Students have the right to the protection of procedural due process of law. Students are not subjected to indiscriminate disciplinary laws which are arbitrary and capricious in nature. Students are given the opportunity to describe the events leading up to the possible disciplinary action from their point of view. In extreme cases where it is deemed necessary to bring the student to a hearing for possible long term suspension or expulsion, the BHS Policy and Procedure Guide to Ensure Students Due Process will be followed:

A. The following policy and procedure govern recommendations for suspension of a student for the remainder of a semester, and for student expulsion.

1. The position of district hearing officer is established by the Board of Education to implement these procedures.
2. A principal notifies the hearing officer, in writing, of the charges against the individual and the recommended sanctions of suspension or expulsion.
3. The hearing officer schedules a hearing within five school days after notification of charges.
4. Written notice of charges against a student is supplied to the student and his parent or guardian by the hearing officer. This notice states the student's right to a fair hearing, specific charges lodged, and the recommended sanctions. Copies of the notice are sent to the Principal and to the Superintendent of Schools.
5. Parent or guardian is requested to be present at the hearing.
6. The student or parent/guardian may be represented by legal counsel.
7. All witnesses are sworn.
8. The student is given an opportunity to give his/her version of the facts and their implications. He/she is allowed to offer the testimony of other witnesses and other evidence.
9. The student is allowed to be present when evidence is offered against him/her. In addition, he/she is allowed to question any witness.
10. The hearing is conducted by the hearing officer, who makes the determination solely upon the evidence presented at the hearing.
11. The student's past record is not consulted until there has been a determination of guilt for the misconduct or offense charged. Once the determination of guilt has been made, such records may be used in determining an appropriate penalty.
12. A taped record is made of the hearing.
13. The hearing officer states, within a reasonable time after the hearing, his findings as to whether or not the student charged is guilty of the conduct charged and his decision, if any, as to disciplinary action, and shall inform the student and his parent or guardian of their right to appeal the decision through the Superintendent to the Board.
14. The findings and decision of the hearing officer are reduced to writing and sent to the student, his parents or guardian and the school principal. Findings and decision are sent through the Superintendent to the Board for ratification without further hearing unless there is an appeal.

B. The student and his parent or guardian has five school days after the decision rendered by the hearing officer to appeal the decision through the Superintendent to the Board.

1. Any appeal shall be submitted in writing.
2. If an appeal is not taken, the sanction decided upon shall take effect at the end of the five-day period.
3. If an appeal is requested, the imposition of the sanction shall be delayed until such an appeal is decided upon by the Board.
4. The Board shall hear the case de novo within the fair hearing provisions set forth above.
5. The Board shall hear the appeal in Executive Session.

◆ Family Rights and Privacy:

◆ Parents/Guardians of students and students eighteen or over have the following rights:

- A. The right to inspect all official records directly related to the student including but not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance date, scores on standardized intelligence, aptitude, and psychological test, interest inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior pattern. Inspection of all records is the right of both parents/guardian unless limited by court order.
- B. The right to inspect such records within a reasonable period of time
- C. The right to a hearing to correct inaccurate or misleading statements in such records or statements that otherwise violate the right to privacy or other rights
- D. The right to prohibit third parties from inspecting the records without written consent of the parents or student who is eighteen (18) years old or over. The written consent shall specify the records to be released,

the reasons for such release, and to whom released. A copy of the records to be released is given to the parents and the students if desired by the parents. No written consent is needed:

1. For local school officials who have a legitimate educational interest;
 2. For officials of other schools in which the student intends to enroll if the parents are notified of the transfer and have a right to challenge the record content at a hearing prior to transfer;
 3. For certain education officials pursuant to federal programs when the identity of the student or parent is not used;
 4. For collection of personally identifiable data specifically authorized by law;
 5. For transfer of materials under court order or lawful subpoena;
 6. In connection with a financial aid application.
- E. The right to have information transferred to third parties only on the condition that no further party will have access to the information without written consent of the parent or student who is eighteen (18) years or over.
- F. The right to have all third parties desiring access to a student's file, sign a written form indicating specifically the legitimate interest the party has in seeking the information. Only the parents, the student and the school official responsible for record maintenance may inspect that form.
- G. Student directory information may be released without prior consent unless the parent or student informs the administrator within a reasonable period of time that any or all of the information should not be released without prior consent.
- H. Records will only be released to a court pursuant to a subpoena issued in accordance with State
- I. Student directory information may be released without prior consent unless the parent or student informs the administrator within a reasonable period of time that any or all of the information should not be released without prior consent.

- Records will only be released to a court pursuant to a subpoena issued in accordance with State Law.



Section VIII: BHS ANTI-GANG POLICY

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

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

1. Definition: For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the BHS.
2. Prohibitions: No student on school property or at any school sponsored activity shall:
3. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang and/or is representative of any gang;
4. Engage in any act, either verbal or non verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang;
5. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
6. soliciting membership in, or affiliation with, any gang;
7. soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
8. painting, writing, or otherwise inscribing gang-related messages, symbols, or signs, on school property; graffiti;
9. engaging in violence, extortion, or any other illegal act or other violation of school policy;
10. soliciting any person to engage in physical violence against any other person.



Section IX: DISTRICT SCHOOL BUS RULES & REGULATIONS

Every BHS student and parent is provided with and required to read and sign a copy of the Bloomfield School District Transportation Rules and Regulations. Please refer to these for further information. If you have any questions, please contact the Transportation Department at 632-2662.

No student is allowed to loiter in the Bus Loading Area if he/she does not ride the bus.



SECTION X: SEARCH AND SEIZURE POLICY

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

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

Physical searches of a student's person may be conducted only in accordance with items two (2) and three (3) above and by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex.



SECTION XI: DISCIPLINE POLICY/PROCEDURES

The following actions/behaviors are defined as unacceptable. The criteria used for defining unacceptable behavior are whether or not it has the potential to disrupt the educational process.

- ◆ This policy was developed by a committee of parents, students, teachers, and administrators. The policy follows municipal and state guidelines and is approved by the Bloomfield School Board. The steps outlined in this discipline policy are considered to be the normal response to an infraction.
- ◆ ADMINISTRATORS RESERVE THE RIGHT TO HAVE REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION.
- ◆ The police may be contacted for any infraction of this policy.
- ◆ **Seniors Will Be Held Accountable For Their Behavior Up To, And Inclusive Of, Graduation-Related Exercises.**
- ◆ ****ANY UPDATES TO DISTRICT POLICY WILL BE ENFORCED****

Violations Against Persons

Anger_Management

A threat of physical violence and/or actual physical violence may result in a referral to Student Assistance as well as a possible suspension or expulsion.

Language, Profane and/or Abusive

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

Offense Against Staff:	Administrative discretion
First Offense:	Administrative Discretion
Second Offense:	One (1) to Three (3) days Out of School Suspension
Third Offense:	Three (3) Day Out of School Suspension (OSS)
Fourth Offense:	Ten (10) Day OSS & Expulsion Hearing

Bullying

Bullying behavior by any student in the Bloomfield School district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Bullying is defined as any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, which 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.

While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (ISS, OSS, and/or expulsion) is a matter for the professional discretion of the building administrator.

The Bloomfield High School Administration and staff work continuously to educate our students on the impact and consequences of bullying behavior. Anti-bullying curriculum is implemented throughout the school year within our mentoring and CATS classes.

As a parent/guardian, if you have concerns about your student's safety or suspect bullying may be taking place, please contact Mr. Burkholder 634-3404, Mr. López 634-3434, or Mr. Hill 634-3799.

Battery/Fighting

Is combat in which one or both parties have contributed to the situation by verbal and/or physical action. **Note: Any student who willingly or knowingly video tapes a fight, battery, or assault or is in possession of a video of a fight, battery or assault will be subject to disciplinary action based on administrative discretion.**

Offense Against Staff:	Administrative discretion
First Offense:	Three (3) to Six (6) Day OSS
Second Offense:	Six (6) to Ten (10) Day OSS & Possible Expulsion Hearing
Third Offense:	Ten (10) Day OSS & Expulsion Hearing

Assault, Aggravated

Threatening or intending hostile contact by any means of force likely to produce serious bodily injury. This category includes offenses with a weapon.

Offense Against Staff: Administrative discretion

First Offense: Five (5) Day OSS

The police will be notified.

Second Offense: Ten (10) Day OSS & Expulsion Hearing.

The police will be notified.

Battery/Aggravated

Is performing hostile contact to another person causing great or lasting bodily injury, or using a weapon in a battery. This category includes sexual assault.

Offense Against Staff:	Administrative discretion
First Offense:	Ten Day OSS & Expulsion Hearing. The police will be notified.

Weapons - Use or Possession Of

The possession and/or use of weapons on school property and/or at school related activities is a violation of district policy as approved by the Bloomfield School Board. Violations will be addressed as per the district conduct policy. The definition of weapon includes any firearm, whether loaded or unloaded, or any weapon which is capable of producing death or great bodily harm, including but not restricted to any types of daggers, brass knuckles, knives, and all weapons with which dangerous thrusts can be inflicted, including sling shots, bludgeons, or any other weapons with which dangerous wounds can be inflicted. The definition of weapons also includes firecrackers, fireworks, sparklers, stink bombs, or any other type of explosive materials.



Weapons on School Property Prohibitions

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

Enforcement

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

Penalties for Violations

1. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and/or expulsion.
2. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a weapon shall be expelled from school for a minimum of not less than one year. Any weapons, as defined herein, may be immediately confiscated by school personnel.
First Offense: Suspension and/or Expulsion Hearing
The Police Will Be Notified.

NOTE: The first step may be eliminated in situations which are severe infractions of this policy. Possession of certain weapons or explosives at school (including possession in autos) may result in arrest and/or a district expulsion hearing.

Extortion

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

First Offense: Five (5) Day OSS
Second Offense: Ten (10) Day OSS and Expulsion Hearing

Theft

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

First Offense: Five (5) Day OSS
Second Offense: Ten (10) Day OSS and Expulsion Hearing

Vandalism/Littering

Deliberately or maliciously destroying, damaging, and/or defacing school property, of the property of another individual. This includes littering. The student and/or parent/guardian are responsible for cost, or replacement of damaged property. The tagging of car windshields/windows is considered vandalism, and students who are caught tagging cars will be considered vandals.

First Offense: Five (5) days OSS/ 5 days work detail spent
cleaning and/or repairing vandalized property
Second Offense: Ten (10) days OSS and Expulsion Hearing

False Alarm

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

First Offense: Five (5) Day OSS
Second Offense: Ten (10) Day OSS and Expulsion Hearing

Projectile

Examples are snowballs, squirt guns, water balloons, rocks, etc. These items are not allowed on campus.

First Offense: One (1) day OSS
Second Offense: Three (3) days OSS
Third Offense: Five (5) days OSS



Sexual Harassment

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

- Sexual harassment/discrimination is any UNWELCOME sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment.

- **Definition:** (Examples of sexually harassing behaviors)

-It is generally accepted that any type of **UNWELCOME** conduct directed toward a student because of his or her gender may constitute sexual harassment.

This behavior may include:

1. Touching - unwelcome touching of a sexual nature
2. Verbal comments - about parts of person's body, sexual preference or performance, or the person's clothing and looks;
3. Name calling - that accentuates gender or is of a sexual connotation;
4. Spreading sexual rumors - about a person verbally, in writing or electronically.
5. Suggestive Gestures - such as touching oneself sexually in front of others or making suggestive gestures or sounds.
6. Pressure for sexual activity - through physical actions, verbal actions or written material. Stunts - pulling on a person's clothing or underwear in a manner to cause exposure of the body or affect the fit of clothing in a sexual manner.
7. Sexual Assault - from groping to rape.
8. Lascivious behavior- sexual behavior that is considered crude and offensive, or contrary to local moral or other standards of appropriate behavior. In this sense "lascivious" is similar in meaning to "lewd", "lustful", "indecent", "lecherous", "unchaste", "licentious" or "libidinous". First offense will result in a mandatory three (3) day suspension. Subsequent offenses may result in long term suspension (10 or more days).
9. Sexting- the act of sending sexually explicit photos, messages, voicemails, IM's, either via phone, computer, webcam or other technological device.



Reporting, Investigation, and Sanctions:

It is the policy of BHS to encourage victims of sexual harassment/discrimination to report an incidence without fear of reprisal.

1. Students who feel that they have been sexually harassed or discriminated against by adults or other students are encouraged to report these conditions to the appropriate Principal or the next higher level of administration.
2. Confidentiality will be maintained and no reprisals or retaliation will be tolerated as a result of good faith reporting of charges of sexual harassment/discrimination.
3. A comprehensive review of the circumstances, including the nature of the alleged conduct, the context in which the alleged conduct occurred, and other pertinent factors will determine if the alleged conduct constitutes sexual discrimination/harassment. Any adult or student found to have engaged in sexual harassment/discrimination shall be subject to disciplinary action deemed appropriate to the offense and consistent with district and school disciplinary policies. Any student engaging in sexually explicit conduct (exhibited or verbal) directed toward other students or staff will be suspended for a length of time to be determined by the building administration but not to exceed ten (10) days. Subsequent violations will result in a ten- (10) day suspension pending a disciplinary hearing for possible expulsion.

The Administrator shall report the findings and resolution of the review to the complainant in a timely fashion not to exceed 60 school days, unless mutually agreed upon. In the event the complainant is not satisfied with the school's efforts to correct the situation, a grievance may be filed with the State EEOC Agency, and with the Federal EEOC agency.

Human Rights Division - New Mexico Department of Labor
Aspen Plaza - 1596 Pacheco Street
Santa Fe, New Mexico 87110

Traffic/Driving Violations

Reckless Driving

Reckless driving is defined as anyone driving on school property in such a manner that the act places others in danger. This includes putting property in harm's way including cars, bicycles, motorcycles, or other human or motor-powered vehicles.

First Offense:	Campus Driving Privilege Suspended
Second Offense:	Suspension and/or Expulsion Hearing

Parking Violation

Parking in an unauthorized area on school property or parking a vehicle which has not been registered and which does not have a proper BHS parking permit securely and visibly displayed on the front window of the vehicle. Students may not park in a faculty section. All BHS students must park in either the North or South parking lot. Students are prohibited from parking in the West (main entrance) parking lot. Parking fines will be \$5.00 PER offense. Repeat offenders are subject to driving privileges being revoked and/or vehicle being towed.

Bus Disruption

Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas.

No student is allowed to loiter in the Bus Loading Area if he/she does not ride the bus.



➤ (FOR RULES AND REGULATIONS, PLEASE REFER TO THE STUDENT CODE OF CONDUCT MANUAL DISTRIBUTED BY THE TRANSPORTATION DEPARTMENT AT THE BEGINNING OF EACH SCHOOL YEAR.)

Administrative/Procedural Violations

Insubordination

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

First Offense:	Administrative Discretion
Second Offense:	Five (5) Day OSS
Third Offense:	Ten (10) Day OSS & Expulsion Hearing

Dress Code - Inappropriate Student Attire

The school has the right at all times to regulate any student's dress that creates a problem, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard as defined by administration.

Relevant but appropriate dress is expected in Physical Education classes and other athletic activities and events (this includes school issued uniforms).

- 1. Bloomfield High School students must wear shoes at all times. Skirts/dresses/shorts must be of equal length or longer than the fingertips with arms extended while shoulders are relaxed.**
- 2. Muscle shirts, half shirts, tank tops, spaghetti straps, see-through garments, midriff or halter tops are not to be worn in BHS buildings. Both shoulders must be completely covered at all times (no cold shoulder or off the shoulder wear is permitted). Spandex shorts or skin tight apparel, if worn, must be covered by permissible outer wear.**
- 3. Students are prohibited from wearing any apparel which might cause the question of decency to arise, or clothes which would be deemed inappropriate or too revealing (including holes in pants). Distasteful patches, decals, buttons, shirts, or other items will not be allowed.**
- 4. Students' dress should not shock or offend, and must not make reference or suggestions to sex, gang membership, tobacco, alcohol or drugs.**
5. Sunglasses and/or contacts which disrupt the educational process are not to be worn in any BHS building.
6. Safety pins, jewelry with spikes, chains, or other metal/plastic/other objects considered a safety hazard is strictly prohibited.
7. Students are prohibited from wearing gloves of any kind in all BHS buildings.
8. SAGGING AND BAGGING IS STRICTLY PROHIBITED!
9. NO HATS, CAPS, HOODS OR OTHER HEADWEAR ARE TO BE WORN IN THE BUILDINGS. THIS INCLUDES HEAD WRAPS OFTEN WORN BY GIRLS.

First Offense:	Student will be sent home to change, or asked to remove inappropriate items.
Second Offense:	Student will be sent home to change
Third Offense:	One to Three day (1-3) Day ISS
Fourth Offense:	Three (3) day OSS

Disruptive Conduct

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

This includes public displays of affection (i.e. kissing and inappropriate touching).

First Offense:	Administrative Discretion
Second Offense:	One or Two Day OSS
Third Offense:	Three Day OSS
Fourth Offense:	Ten Day OSS & Expulsion Hearing

Materials, Obscene

Displaying material which is indecent and has the potential of being disruptive, the offensive material will be removed. The circulation of pornographic and or obscene material via the use of cell phones or other electronic devices (i.e. sexting) will not be tolerated, and the proper authorities may be notified.

First Offense:	Administrative Discretion
Second Offense:	10 days OSS and Expulsion Hearing

Classroom Discipline Problem When Substitute Is Present

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

First Offense:	Administrative Discretion
Second Offense:	One or Two Day OSS
Third Offense:	Three Day OSS
Fourth Offense:	Ten Day OSS & Expulsion Hearing

Violation of Suspension

A student being physically present on campus or at a school activity while on suspension. Any student suspended from Bloomfield High School for violation of district/building disciplinary policy is restrained from all BHS campuses for the duration of the suspension. This includes all curricular and extra-curricular activities, athletics and other events. Arrangements to attend counseling sessions may be made through the principal.

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

Truancy

- Any student who leaves campus without the permission of the parent/guardian or the attendance office will be considered truant.
- Students leaving an assigned class, and/or campus for any reason must check out with the attendance office. Students who are found out of their scheduled class without a pass from their classroom teacher will be considered truant.
- A staff member from the attendance office or administrator must speak with the parent/guardian before the student may leave school.
- A written note from a parent/guardian is not sufficient.
- The parent/guardian must be present to initiate a student checkout.

First Offense:	2 hours Saturday School
Second Offense:	4 hours Saturday School
Third Offense:	6 hours Saturday School
Fourth Offense:	8 hours Saturday School

CATS & Mentor Class Truancy

- CATS and Mentor classes are a series of quarterly enrichments and interventions designed by the BHS staff to enhance a student's chances of experiencing academic success in school.
- Students are required to attend all CATS and Mentor classes to which they are assigned.
- CATS and Mentor class attendance is mandatory for all BHS students.
- Any unexcused absence from an assigned CATS and/or Mentor class will result in the truant student(s) being assigned to a full session of Saturday School (4 hours).

Forgery

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

First Offense:	Three Day OSS
Second Offense:	Ten Day OSS and Expulsion Hearing

False Identification/ **Providing False Information (Lying)**

Refusal to give identification, information or giving false identification and/or false information (lying) when requested by any staff member including security guards, custodians, substitute teachers, administrators, etc.

First Offense:	Five Day OSS
Second Offense:	Ten Day OSS and Expulsion Hearing

Loitering

Students In Hallways/Buildings Or On Campus

- Freshmen and sophomores are forbidden from loitering in the BHS parking lots during lunch. They must remain in the BHS indoor or outdoor commons areas.
- **No student is allowed to loiter in the Bus Loading Area if he/she does not ride the bus.**
- Students should not loiter in the hallways, buildings, or on the school grounds during scheduled class time.
- Students who do not have a scheduled class August 2017's period should wait in the front office until the next bell rings.
- **Unsupervised students must have a handwritten pass, written by a Bloomfield staff member authorizing their presence in that area.**
- **No student shall loiter, hang around, and/or hang out on the street immediately south of Bloomfield High School (East Pine). The street is off limits to students between the hours of 7:00 AM to 6:00 PM Monday through Friday. Any trespassers will be prosecuted by law enforcement.**
- **IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN A PASS FROM THE TEACHER BEFORE LEAVING A CLASSROOM.**

First Offense:	Office Visit
Second Offense:	Parent Conference
Third Offense:	One Day OSS
Fourth Offense:	Three Day OSS
Fifth Offense:	Ten Day OSS and Expulsion Hearing

Cheating

- Cheating of any nature will not be tolerated. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying. Disciplinary action will be determined by an administrator.
- All efforts will be made to separate the academic and behavioral aspects involved in cheating. The behavior (cheating) will be punished, and the student will be given the opportunity to demonstrate mastery of the academic skill in an alternative manner.

Plagiarism

Plagiarism: "to use as one's own the ideas or writings of another;" Webster's II New Riverside Dictionary, 1984, page 534.

- Plagiarism shows disregard and/or contempt for original inquiry and it CANNOT be excused. **If allowed**, Students who plagiarize are expected to complete and resubmit the assignment (**or newly assigned task**) for review.
- Disciplinary action will be determined **in collaboration of** administrator and concerned instructor(s).

Copyright Laws - Computer Programs

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

- A. That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.
- B. That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be right.

DISCIPLINARY CONSEQUENCES TO BE DETERMINED BY AN ADMINISTRATOR Should A Violation Of Above Provisions Occur.

Devices That Disrupt the Educational Process

Devices which are disruptive to the educational process, such as but not limited to :

- a. Walkie talkies, **idget spinners**, 2-way radios, palm pilots, games, radios, red laser pointers, stereos, cell phones, i-pods, i-pads, etc., are not are not to be used in school buildings.
- b. After a warning is given, devices will be confiscated. BHS staff and building administrators have the right to confiscate these devices in the event of an educational disruption.
- c. BHS **is not** responsible for lost or stolen electronic devices.
- d. **Electronic devices are only to be used before school, after school, during lunch and/or between classes. Students may use electronic devices during class time only with the expressed consent of the classroom teacher.**
- e. **Phones and/or electronic devices that are confiscated during the instructional day may be picked up by a parent/guardian and the end of the school day.**
- f. **Students are prohibited from recording (audio and/or visual) any other student, teacher or staff member at school or school related activity without expressed prior written consent.**

- **First Offense: Administrative discretion.**
- **Subsequent Offenses will result in ISS and/or OSS**

Skateboards

Due to risk of serious injury, the use of skateboards is strictly prohibited on the BHS campus. Any student riding a skateboard on campus risks having the skateboard confiscated by the BHS administration and possible further disciplinary action.

Habitual Offender

Students referred to the office four (4) or more times within a school year for disciplinary action will be considered habitual offenders. Such students can expect harsher consequences, which may include suspension and/or expulsion proceedings.

Gambling

Gambling of any kind (i.e. dice throwing, pitching coins, etc.) on the BHS campus is strictly prohibited. Any monies and paraphernalia associated with illegal gambling activity will be confiscated and the proper authorities will be notified.

First Offense.....Administrative Discretion
Second Offense.....Three (3) days OSS
Third Offense.....Ten (10) day OSS and/or Expulsion Hearing

Tobacco Possession/Use

Students are prohibited from using or possessing any form of tobacco products including smokeless or electronic cigarettes (i.e. cigars, snuff, plug, Jemez, Mountain, or Navajo smoke, loose leaf either smoked or smokeless forms, etc.) while on school property or at school sponsored activities including transit and lodging.

Students in possession of any tobacco or smoking related items described above will be placed in Saturday School. Parents of these students will also be notified.

Tobacco products, lighters, and matches are confiscated from students and turned over to the principal for disposal.

First Offense.....Parent/Guardian notification, and/or three (3) days OSS as per Administrative Discretion

Second Offense.....Parent/Guardian notification & 5 days OSS

Third Offense.....Parent/Guardian notification & 10 days OSS and student is recommended to the Superintendent for long-term suspension.



Drug and Alcohol Policy

Use, possession, distribution, sale or **suspicion of being under the influence of drugs** (including prescription and over the counter drugs), and/or alcohol or other illegal contraband (paraphernalia, i.e. lighters, pipes, etc.) on Bloomfield School District's property or at school sponsored functions, including transit and lodging is strictly prohibited.

Students who violate this policy shall be subject to intervention (Drug and Alcohol Assessment) and discipline, including in-school or out of suspension and expulsion or to other appropriate alternatives in accordance with the discretion of school authorities.



SECTION XII COMPUTER LAB & INTERNET USAGE / RULES

As outlined in BHS Board Policy and in Bloomfield Student Handbook, the following are NOT PERMITTED in any Computer Lab at BHS:

food, drink or candy

Individual e-mail or other Internet communication without administrator approval.

Sending or displaying offensive messages or pictures

Harassing or insulting others

Damaging computers, computer systems or computer networks

Using others' passwords

Trespassing in others' folders, work or files / Hacking

Intentionally wasting limited resources

Downloading to disk or hard drive or printing without teacher permission

Employing the network for commercial purposes

Violations may result in the following consequences:

- Loss of network access.
- Additional disciplinary action will be administered in line with existing handbook procedures regarding inappropriate material or behavior.
- When applicable, law enforcement agencies will be involved.

◆ Scheduled classes have priority for computer use in the computer labs.

◆ Students and teachers wishing to use computers in individual classrooms need to check/sign in with the classroom teacher and observe the posted rules.

◆ Students need an internet pass when using the internet independently in the library, lab or classroom.

Notice: *Printing supplies and paper are limited.*

1. *Print only the necessary information.*
2. *View the text, edit it, and print it only if it is essential.*
3. *Use spell check, grammar check, and preview before printing.*

2017-2018 Bell Schedule

MONDAY-THURSDAY-FRIDAY

Period 0.....	7:35.....	8:25
Period 1.....	8:30.....	9:25
Period 2.....	9:30.....	10:20
Period 3.....	10:25.....	11:15
Period 4.....	11:20.....	12:10
LUNCH.....	12:10.....	12:50
Period 5.....	12:55.....	1:45
Period 6.....	1:50.....	2:40
Period 7.....	2:45.....	3:35

BLOCK SCHEDULE

TUESDAY (Late Start)

PLC:	8:00 – 9:05
Period 2:	9:10 – 10:40
Period 4:	10:45 – 12:10
Period 6:	12:55 – 2:20
Lunch:	12:10 – 12:50
CATS:	2:25 – 3:35

WEDNESDAY

Period 1:	8:30 – 10:00
Mentoring:	10:05 – 10:25
Period 3:	10:30 – 11:55
Lunch:	11:55 – 12:35
Period 5:	12:40 – 2:05
Period 7:	2:10 – 3:35

NOTE: CAMPUS IS CLOSED FOR ALL 9TH AND 10TH GRADERS. FRESHMEN AND SOPHOMORES ARE NOT PERMITTED TO LEAVE CAMPUS AT LUNCH.

Two (2) Hour Delay Schedule

- First Bell will ring at 10:25 a.m. Classes will start at 10:30 a.m.