

Early College

High School



Student Handbook

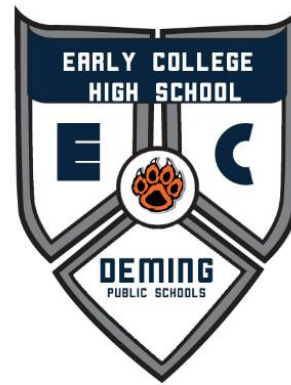
720 W. Buckeye St.

Deming NM 88030

Phone: (575) 543-1643

Dear Parents and Students,

The Early College High School was created by Deming Public Schools to provide a challenging academic program in a smaller setting for students who want to get a head start on their future. This is how it will work: Students will complete core required credits during their first two years of high school and then take dual credit (college) classes their last two years. The goal is to graduate from high school with a head start on a college or career-tech pathway and have an associate degree by the time they graduate high school.



We are now in our 6th cohort of students and expect to add another 50 students each year until we are at our cap of 200. Each year we will expand and grow this program to meet the needs of our community and challenge our students to be prepared for the wider world. We will always be a small school with big goals, and we look forward to the work ahead.

The handbook is a living document that will be updated and improved each year. This document provides guidelines, but we are always open to addressing the needs of individual students on a case-by-case basis.

Early College High School Purpose Statement:

We believe that the purpose of Early College High School is to awaken millennial scholars who go on to do great, world changing things. Early College High School will stay the course in combining a rigorous academic setting with an enthusiasm for learning. Through collaborative, reflective, honest instruction we will produce successful graduates who impact our communities.

Sincerely,

A handwritten signature in black ink that reads "Bryan Simpson". The script is fluid and cursive.

Bryan Simpson, Principal

Hours of Operation

The schedule will be a 4 x 4 block schedule with 90-minute class periods and semester long classes to match the college schedule. The bell schedule is shown below. The school day ends at 3:25 to allow for students to access transportation at the district hub as coordinated with the DPS Transportation Office.

23-24 Schedule w/ Wed. Specials (60 Minutes) (After 2nd Period)				
<u>Period</u>	<u>Minutes</u>	<u>W</u>	<u>Minutes</u>	<u>MTRF</u>
1	77	8:20-9:37	93	8:20-9:53
Passing	4		4	
2	77	9:41-10:58	93	9:57-11:30
Passing	4		n/a	
Specials	60	11:02-12:02	n/a	
Lunch	45	12:02-12:47	45	11:30-12:15
3	77	12:47-2:04	93	12:15-1:48
Passing	4		4	
4	77	2:08-3:25	93	1:52-3:25

Admissions

Application Process

Recruitment: January - July

An informational assembly will be hosted at Red Mountain Middle School in January. One-on-one parent and student visits will be available at ECHS to provide an opportunity for students and parents to ask specific questions. Appointments can be made by calling our office (575) 543-1643. Applications will be available online or at ECHS by February

Application Process: February - July

All completed applications must be submitted to the Early College High School office. Enrollment is capped at 60 students. All applications are date and time stamped and reviewed in that order. Late applicants may not be eligible for review based on the number of applications received.

Screening & Final Selections Process: March- July

All eligible applicants will be reviewed and the ECHS Admissions Committee will review each application packet and determine final acceptance or non-acceptance for the school year. Parents/Guardians and students will also be required to sign a letter of commitment to the expectations of the Early College High School. Acceptance letters will be mailed out as applications are reviewed.

Academics

Grade Classification

Students at Early College High School will be classified based on their cohort year.

Freshman Classification	1 st Year
Sophomore Classification	2 nd Year
Junior Classification	3 rd Year
Senior Classification	4 th Year

Grade point average (GPA) is computed in ALL core content classes as follows:

New Grading Scale:

97-100 A+ 4.33
93-96 A 4.0
90-92 A- 3.7
87-89 B+ 3.33
83-86 B 3.0
80-82 B- 2.7
77-79 C+ 2.3
73-76 C 2.0
70-72 C- 2.0
67-69 D+ 1.0
63-66 D 1.0
60-62 D- 1.0
0 -59 F
0

Valedictorian/Salutatorian

Beginning with the graduating class of 2022 the Valedictorian will be the student with the highest cumulative GPA in the graduating class. They must have completed six semesters at ECHS and have taken 40 college hours. The GPA will be based on the Deming Custom GPA scale shown above. In the case of a tie the highest SAT Test Score will determine the Valedictorian. Beginning with the graduation class of 2022 the Salutatorian will be the student with the second highest cumulative GPA in the graduating class. They must have completed six

semesters at ECHS and have taken 40 college hours. The GPA will be based on the Deming Custom GPA scale shown above. In the case of a tie the highest SAT Test Score will determine the Salutatorian.

The GPA used for Valedictorian/Salutatorian, and Top Ten calculation is the Deming Custom (weighted) GPA. The GPA used to report for college applications and scholarship applications is the Summary (un-weighted) GPA.

Commencement

ECHS students have the potential to participate in three graduation ceremonies.

- If they are receiving an associate degree, graduates will participate in the graduation ceremony on the WNMU campus.
- All ECHS graduates will have a ceremony at ECHS.
- Finally, ECHS graduates may participate in the ceremony with DHS and MVHS in a joint, community service at Memorial Stadium.
- The top 10 students ranked by GPA will be able to walk in a white gown. To walk in white, students must have completed six semesters at ECHS and have taken 40 college hours. The GPA will be based on the Deming Custom GPA scale shown above. In the case of a tie the highest SAT Test Score will determine the Top Ten.

Graduation Requirements

Students must meet the NM PED approved pathway for graduation shown below.

Math: Students must take Algebra 1 & Algebra 2. The remaining math credits may be earned through a combination of high school and dual credit classes such as: MATH 1215, MATH 1220, Financial Literacy, Pre-Calculus, Calculus, etc.

Language Arts: Students must take LA 1, 2, & 3. The remaining language arts credit may be earned either through a dual credit English class (ENGL 1110) or a high school credit for LA 4.

Internship/Seminar: All students are expected to complete at least one semester long Internship during their Junior year and/or Senior year. The internship is paired with a yearlong mandatory support class entitled: "AVID" which will count for .5 high school credit per semester. The "AVID" class is a required component of Internship and may not be dropped.

Flex/Dual Credit Schedules

NMPED requires students to be at least half-time in order to take Dual Credit Classes. Junior and Senior students who are passing all their classes each grading period may qualify for a flexible schedule when they are in an internship. Juniors must have a full day schedule. Seniors will have at least two in-person classes one of which will be AVID. The remainder of Senior classes may be attended in-person Dual Credit classes on alternating days and/or evening

classes, and/or online Dual Credit classes. Students who do not keep a C average or better will be required to work physically on-site, all day, until they are passing.

AVID for Sophomore, Junior and Senior Students

During the 10th, 11th, and 12th Grade year students will be assigned a class called “AVID”. The purpose of this class is to maintain connection and accountability for students and in particular support students taking Dual Credit classes. AVID will meet daily and is the primary place that students are supported for college applications, scholarship applications, FASFA, career research, degree planning for the Associate Degree, class registration, SAT prep, and structure for academic progress. This class is mandatory and may not be dropped.

Dropping a Class

In some cases, a student may be able to Withdraw from a Dual Credit class in consultation with the Academic Success advisor. Deadlines are published each semester by WNMU and are not negotiable. ECHS will follow the WNMU Withdrawal deadline in the event it is necessary to withdraw from a high school class.

Graduation Pathway

# Credits	26 Credits to Graduate with High School Diploma 35 Credits to Graduate with Diploma AND Associates Degree	Passed ✓
	CLASS	
	Language Arts (4 Credits)	
1	LA 1/ELAD 1	1.0
2	LA 2/ELAD 2	1.0
3	LA 3/ELAD 3	1.0
4	LA 4/ELAD 4 (or ENGL 1110)	1.0
	Social Studies (3.5 Credits)	
4.5	NM History	.5
5.5	World History (or HIST 1160)	1.0
6.5	US History	1.0
7	US Government	.5
7.5	Economics	.5
	Math (4 Credits)	
8.5	Algebra 1	1.0
9.5	Algebra 2	1.0
10.5	College Algebra (MATH 1220 or MATH 1215)	1.0
11.5	Math Elective (College Trig, Math Prep, Geometry, Calculus)	1.0
	Science (3 Credits)	

12.5	Physical Science	1.0
13.5	Biology	1.0
14.5	Chemistry or College Science (Dual)	1.0
	Other (2.5 Credits)	
15	Health (8 th Grade)	.5
16	Physical Fitness	1.0
17	BCIS 1110 (Dual)(Practical Art)	1.0
	Electives (9-18 Credits)	
26	Dual Credit (to Graduate with HS Diploma) (9 Credits)	9.0
35	Dual Credit (to Graduate with an Associate Degree) (9 Credits)	9.0

** Early graduation is disallowed as the point of this program is to obtain an Associate Degree.*

Dual Credit

Students who are on track to earn an associate degree will need to start earning dual credit by their sophomore year. While a typical college student takes 5 classes per semester, the goal for the Early College High School will be to take 4 dual credit classes per semester during their junior and senior year. A typical associate degree is composed of 20 classes, so this means that students will either need to take some dual credit during the summers or during their sophomore year to acquire enough credits for the associated degree.

Students in the Early College High School will take dual credit classes in a variety of ways: 1) Regular daytime, face-to-face classes, 2) Daytime ITV or Zoom classes, 3) Online classes, 4) Evening, face-to-face classes. The highest value option is to have face-to-face classes offered during regular daytime school hours at The Early College High School. WNMU is committed to offering adequate daytime instruction to meet the growing needs of our school over the next two years. Deming Public Schools is also committed to recruiting and hiring adjunct instructors who meet WNMU and HED requirements and who can teach limited sections of daytime classes. But all the above options will be utilized in providing the various dual credit classes students will need for their pathways.

Dual credit classes are regular college classes that also count for high school credit. Most of the dual credit classes are "Gen Ed" meaning they will transfer to meet required basic classes at any NM University. To verify that a class will transfer out of state, students must speak with the registrar of that institution. Face-to-Face classes meet one day per week from 4-6:45pm or 7-9:45pm. Classes will be held at the Learning Center. You must provide your own transportation. Classes may also be taken online if the student is up to the challenge.

- Students must meet the expectations of a college class, and many are **writing intensive**.
- There are no "excused" absences even for high school events like Spring Break, or football games. The college may choose to drop you after only 3 absences.
- Students may start taking dual credit the summer after 8th Grade.

College Credit Course (Policy 408, District Handbook, pg. 14)

Students enrolled at ECHS are eligible to enroll in college or university courses offered on campus concurrently. Successful completion of course offered for dual credit merit as follows: each 1-2 credit hour university course equals 0.5 credit, 3-4 credit hour university course equal 1 credit, and 5-7 credit hour university course equals 2 credits at Early College High School.

High school students enrolled in college courses are expected to perform at the same expectations as all other students enrolled in the course. Grades earned in a dual credit course will be compiled into their high school GPA. Discipline, withdrawals, and grades are governed by the rules and policies of the university. The grades on their college transcript influence financial aid, admissions, and scholarship opportunities.

Procedure on Degree Electives

ECHS maintains an academic focus on preparing for college and obtaining an Associate Degree. Because the schedule is so tight, most students who earn the Associate Degree use all their electives as college, Dual Credit classes that apply to the degree. Band and Major Sports students are expected to adhere to the high rigor and expectation of a college setting.

Therefore, this is the expectation for students wanting to take high school electives through DHS:

- Student should have completed high school core content (17.5 credits)
- Student should be a Junior or Senior student.
- Student is not sacrificing progress on degree pathway to do an elective.
- Students must apply to the Bi-Literacy Seal pathway to take Spanish AP at DHS as a Senior (although this is not a Bi-Literacy requirement).
- Band & Major Sports students are the exception and may enroll as 9th 10th Graders
 - Must commit to attending After School tutoring to make up for days missed
 - Must maintain eligibility to attend practice/class
- Parents will sign permission slip allowing student to take high school elective in place of dual credit.

Homebound and Medical Excuses

Homebound students will be allowed to complete coursework at home in the event of a serious illness or hospitalization. A note from a licensed physician that includes a treatment plan and a timeline for returning to school is required for consideration for placement in the homebound program. Services will not begin until all documents and appropriate signatures are in place.

Extra-Curricular Activities (District Handbook, pg. 23)

Students may participate in activities at DHS when this does not conflict with Early College High School classes. In some cases, the parents may have to provide transportation between the two schools. The student must work out an agreement with the coach or sponsor.

Parents must realize that if a student chooses to use their elective credit for band, choir, major sports, etc., that this may prevent the student from earning an associate degree. The pathway to earn the associate is very tight and students must stay on track to reach the goal. During their junior and senior year, students must realize that college classes do not excuse absences for high school activities. The policy at WNMU is that after a student misses 3 times, the student may be dropped from the class with no credit given.

The Early College High School is determined to be flexible with students to allow participating in DHS activities, but parents and students must look realistically at the limitations.

Major Sports

ECHS ends for the day at 3:25 pm, so students may leave a little early to participate in major sports at DHS (or other activities with a 7th-period section).

Eligibility (District Handbook, pg. 23)

To be eligible for extracurricular activities students must meet requirements such as parent approval, academic record, physician's approval, and/or proof of health insurance. Satisfactory academic record means a student shall have passed all classes and had a grade point average of 2.0 or better for the immediate previous grading period or cumulating beginning with and including the second semester of grade eight. Eligibility will be determined at the end of each nine-week grading period. If a student is ineligible at that time, he/she must wait until the following grading period to become eligible. Participation in or practice for athletics and/or extra/co-curricular activities requires: 1) academic eligibility, 2) an accepted physical examination, 3) verified insurance, 4) a signed Athletic/Activity Code Agreement on file with the school, 5) enrollment in at least four full time classes.

Attendance/Tardy Policy (District Handbook, pg. 10-12)

All students are expected to attend school regularly and to be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure, particularly in the college setting. Students who have good attendance achieve higher grades, enjoy school more, and are much more employable upon leaving school. Poor attendance at school will result in involvement of JPPO with attendance contracts and/or sanctions for non-attendance since attendance at school is mandated by Compulsory School Attendance Law

(Chapter 22, Article 12 NMSA 1978.). If you would like a copy of the Compulsory Attendance Law, come by the school office and pick one up. A 3, 5, 7, and 10-day letter will be sent home.

Early College High School Attendance Guidelines (District Handbook, pg. 10-12)

Excused Absence: In order to excuse an absence, the student must:

- a) bring a signed note from his/her parent/guardian/doctor indicating the reason for his/her absence, upon return to school (within 72 hours).
- b) starting with the 8th and any subsequent absences ONLY a doctor's excuse will be accepted, and the excuse should contain illness, injuries, or treatment and must be verified by a physician's note which mandates the student to miss school with the number of specific days and return date. No blanket notes of doctor excuses will be accepted. Hospitalization must be verified.
- c) Students will leave excused note for an absence in the ECHS front office. If these three requirements are not met, the absence(s) becomes unexcused.

Unexcused Absences: An absence (s) that is not verified as excused by the front office.

Excused Absence Review Criteria: Only these excused absences that are verified and fall under the criteria listed below may be exempt from the NO CREDIT (NC) limit. All exemptions must be approved on an individual student basis.

- a. Illness, injuries or treatment must be verified by a physician's note, which mandates the student to miss school.
- b. Hospitalization must be verified.

Make-up Work: It is the student's responsibility to make-up work from his/her teachers. Make-up work will be allowed when the student returns from an absence. The student has 24 hours upon his/her return to request make-up work, and the make-up work is to be turned in to the teacher within the same number of days the student was absent. Exceptions will be granted on a case-by-case basis. Students and parents are encouraged to obtain make-up work prior to absences or during if the student will be gone for more than 2 days.

School-Sponsored Activities: Activities sponsored by the school are considered as activity absences, and do not count against a student's ten day NO CREDIT limit. School-sponsored activities include any activities in which a teacher/coach/sponsor representing Deming High or Early College is in attendance and the activity is sanctioned by the school. It is the student's responsibility to make-up work from his/her teachers. Students must turn in all work on the day they return from a school activity. Students must request work prior to leaving.

Excused Tardies: As with absences, a student must have a signed note from a parent/guardian/doctor (and/or teacher or the office) in order to excuse a tardy.

Unexcused Tardies: A tardy that is not excused or approved results in an unexcused tardy.

Late arrival/early departure:

Late arrival (District Handbook, pg. 12)

- Students arriving late must sign in at the front office.
- Students at high school level may sign themselves in.

Early Departure (District Handbook, pg. 12)

- Students leaving must be signed out at the front office.
- All students must be signed out in person by a parent/legal guardian in the front office.

Unexcused Tardy Consequences (District Handbook, pg. 12)

Students have sufficient time between classes and are tardy if they are not in their classrooms ready to work when the schedule time indicates class begins. Early College High School is a collegiate environment and students should take ownership of their personal time management without the use of audio bells.

Infraction Definition	Expected Behavior	Consequences
Tardy Tardiness is extremely disruptive to the education process.	ECHS students should arrive on time and be prepared for the day's lesson.	1 st - 4 th unexcused tardy will be handled by the teacher by holding a student meeting. 5 th unexcused tardy will result with a parent phone call. 3. 6 th unexcused tardy will result with an intervention by ECHS team, such as lunch detention or lunch clean-up. 4. 10 th unexcused tardy will result with a parent meeting with the ECHS Team. Continued tardies may result in referral to JPPO.
Infraction Definition	Expected Behavior	Consequences
Truancy When a student is absent without knowledge of the parent/guardian/school official or if the absence cannot otherwise be excused by administration.	ECHS students are expected to attend class and abide by the district attendance policy.	1. 3 rd -5 th unexcused absence will result in a phone call home from the ECHS Team. 2. 6 th unexcused absence will result in a parent meeting with the ECHS team. 3. Continued absence may result in referral to JPPO.

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Student/Parent Services <https://echs.demingps.org>

On our website you will find just about everything you need. We keep an updated calendar (including sporting events), our school news, upcoming events, student handbook, athletic handbook and a link to the guidance office, which contains all scholarship information and college visits and much more.

Infinite Campus Parent and Student Portal (Student Information Service)

Parents and students are encouraged to access information regarding their ECHS student through the Infinite Campus Portal. Students and their parents are given a specific password and account information for each child enrolled in the Deming School District. Teachers will post grades, assignments, and attendance for the student. A general information page will include announcements and current events for ECHS. For problems or help please contact the ECHS front office, 575-543-1643.

Academic Success Advising

There are two counselors at Early College High School. Students who have personal or school problems are encouraged to contact ECHS staff to schedule a time to talk to the advisor and find appropriate counseling services. Parents/guardians who want information about the school or their child's progress in any subject, please call ECHS and you will be scheduled a time to speak with the advisor. The academic advisor will get acquainted with students to be able to assist with registration, college or vocational planning, scholarships, personal problems, grades, and general school adjustment.

Social Workers

There are social workers available to Early College High students who are identified as needing these services through Academic Improvement Plans (AIP), Student Assessment Team (SAT), or Individualized Education Plan (IEP).

School Nurse (District Handbook, pg. 37)

The school nurse is available for the health and well-being of students and staff. If it is necessary for a student to leave class because of illness, he/she must report to the front office where a nurse will be called. If it is necessary for a student to see the nurse between classes or at lunch, he/she must check in with the next period teacher first.

In Class Library & WNMU Computer Lab.

Library privileges include checking out traditional books, e-books, and audio books, as well as use of the computers and resources. Library privileges may be limited by the librarian (or faculty member in charge of library and computer lab) for misuse of materials or resources. Students and staff may use the ECHS Library & WNMU Computer Lab during school hours. Fines will be assessed for overdue materials, prompt return of materials is encouraged and

appreciated. Students may also access online library materials through the DHS Library website and the WNMU Miller Library website.

Discipline and General Rules (District Handbook, pg. 25)

Early College High School will promote a discipline program designed to create a positive and respectful atmosphere for the educational process to be the most productive for all students. The school will adhere to the “Student’s Rights and Responsibilities” as adopted by the State Board of Education in 1981 and the “Student Behavior Policy” as adopted by the Deming School Board of Education in 1988. If students or parents have questions regarding school discipline policies, please do not hesitate to call the principal’s office at 575-543-1643 or come to the principal’s office at 720 W. Buckeye St.

Student Dress Code (Policy 348, District Handbook, pg. 27)

The student dress policy is an essential aspect of creating a school environment that is safe, conducive to learning, and free from unnecessary disruption. During the school day and while participating in school-related activities/functions students shall follow a standard of dress and appearance that is appropriate. Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Personal appearance and dress that violate reasonable standards; compromise safety; demean, slur, or harass others through symbols, words, or images; and/or disrupt the educational process shall not be tolerated. As per Board Policy 348-1 “The following attire will not be allowed in schools:

- Baggy or saggy pants, including oversized pants
- Bandannas or hairnets, sunglasses, beanies, hoodies, or similar articles will not be worn inside.
- Clothing advertising tobacco, alcohol, or any other drug.

Additional ECHS Guidelines:

- Hoods should not be worn inside the building.
- Midriffs, crop tops, ‘booty shorts,’ or see-through attire should not be worn.
- ECHS is a professional environment where students are presumed to be attending college; therefore, we expect professionalism.

Infraction Definition	Expected Behavior	Consequences
Dress Code Violations Clothing that is immodest, vulgar, extreme, or disruptive of the learning process is not appropriate. The building administration reserves the right to make any modifications or changes to the dress	ECHS students should dress and groom appropriately according to dress code.	<ol style="list-style-type: none">1. Inappropriate clothing must be changed. Parents will be called to bring appropriate clothing if needed.2. ^{3rd} offense will result with an intervention by ECHS team, such as lunch detention or lunch clean-up.3. Failure to comply will result in a parent meeting with the student and ECHS Team.

code as it deems necessary.		*Depending on the severity of the violation, the ECHS staff can skip to the 3 rd consequences and directly contact parents.
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General Rules: Identification Badges (ID's)

Students must be in possession of their ID Badge while on the ECHS campus. Students must have their school ID badges to get into games/activities free. Student ID badges are also required to attend school dances or enter campus at ECHS during school hours. Students may purchase a new badge for \$2.00 in the ECHS office.

Purpose:

- Wearing an ID badge helps to ensure safety and security on campus.
- As our school faces ongoing threats from violence and drugs, when an ID badge is present, everyone knows at a glance who belongs and who does not.
- The ID badge should be easily seen and presented to any school staff member or person of authority seeking identification. This can be especially important for emergency personnel who may not be familiar with the students but will know who is who at a glance in an emergency situation.

Expected Behavior	Consequences
<ul style="list-style-type: none"> • ECHS students will be wearing their ID badges. Badges should always be visible on a lanyard around their neck. • When wearing a jacket or hoodie, the ID with lanyard should be visible on the outside of the jacket/hoodie. • The badge must be presented to any school member or person of authority when seeking student identification. • Lost or damaged ID badges may be replaced in counselors' office for \$2.00 • Students may choose to buy their own custom lanyard (school appropriate) as long as ID badge is completely visible. 	<p>1.) 1st–2nd infraction per 9 weeks: student does not have ID badge, Teacher Action: Teacher reminds student of the ID policy, calls parent, and logs into IC.</p> <p>2.) 3rd infraction per 9 weeks: student does not have ID badge, Teacher Action: Referral for third offense for admin action (Lunch detention)</p> <p>3.) Repeat step 2 for continued offense.</p>

Motor Vehicles

Once students arrive at school in their automobile, they must proceed directly to the student parking lot and park their automobiles. They are prohibited from moving automobiles or sitting in them until they are dismissed at the end of the school day. Students are not allowed to loiter in the parking lot during school hours. Students who fail to comply with these regulations will have their parking privileges revoked for up to a year and will receive a discipline referral. Students are urged to practice safe driving habits as they enter and exit the parking lot. The

student parking lot speed limit is 5 MPH. Students are not allowed to park in the faculty parking spaces. The school does not accept liability for damage to vehicles.

Student must have the following:

- Provisional or full driver license
- Proof of registration
- Proof of insurance

Infraction Definition	Expected Behavior	Consequences/Steps
Speeding, peeling out, reckless driving, loitering in the parking lot	Drive safely and obey the 5 MPH speed limit.	1. Students who break the parking lot rules will lose driving and off campus lunch privilege

Cell Phone Procedures

The following procedures shall be implemented for students at Early College High School.

(Aligned to Board Policy 336-4, Section B, Line 25, impairing ability to provide instruction)

Students and staff shall be permitted to be in possession of electronic communication devices (cell phones, smart watches etc.) while attending school and school-sponsored activities.

- When students enter each class, they should silence their cell phone and place it in the numbered cell phone holder located in each classroom. This will include smart watches on testing days.
- Students will be assigned a number in each class, and their phone should be placed in that numbered pocket.
- Cell phones/smart watches may only be used before school, during passing periods, lunch and after school; however, use of such devices shall not constitute a reason for being tardy to class (in the event of family emergency, parents/guardians may call the front office to notify student).

******ECHS will not be responsible for lost or stolen phones or phones broken while on our campus and will not spend valuable educational time to search for lost/stolen phones. The student will accept full responsibility.**

Inappropriate pictures/videos may not be taken with cell phones on the campus of ECHS. A consequence could be imposed for a student caught videoing or taking pictures inappropriately while on campus for inappropriate use.

Infraction Definition	Expected Behavior	Consequences
Filming: includes filming and/or inciting a fight.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage.	<ol style="list-style-type: none"> 1. Contact parents and 3 days of lunch detention. 2. Contact parents and 1-day OSS 3. Contact parents and 2- or 3-days OSS will be assigned at the administrator's discretion <p>* Police may be contacted * Depending on the severity of the violation the ECHS administrator can skip any consequences and determine further disciplinary actions.</p>
Harassment/Disrespect using Electronic Devices or Social Media: Any disrespectful behavior toward other students or staff, including name calling, teasing, provoking, threatening.	Students are expected to treat others with respect during all school times.	<p>Contact parents and 3 days of lunch detention Contact parents and 1-day OSS Contact parents and 2- or 3-days OSS will be assigned at the administrator's discretion.</p> <p>* Police may be contacted * Depending on the severity of the violation the ECHS administrator can skip any consequences and determine further disciplinary actions.</p>
Threatening the Safety or Intending to Harm Others with the use of Electronic Devices or Social Media: Any behavior which is clearly detrimental to the education, welfare, safety of others.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage.	<ol style="list-style-type: none"> 1. Contact parents and 3 days of lunch detention 2. Contact parents and 1-day OSS 3. Contact parents and 2- or 3-days OSS will be assigned at the administrator's discretion <p>* Police may be contacted * Depending on the severity of the violation the ECHS administrator can skip any consequences and determine further disciplinary actions.</p>
Sexual Harassment with the use of Electronic Devices or Social Media: Any activity of	Students are expected to treat others with respect on school	<ol style="list-style-type: none"> 1. Contact parents and 3 days of lunch detention 2. Contact parents and 1-day OSS

a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, and repeated propositions.

premises or off school premises at a school sponsored activity.

3. Contact parents and 2- or 3-days OSS will be assigned at the administrator's discretion

* Police may be contacted

* Depending on the severity of the violation the ECHS administrator can skip any consequences and determine further disciplinary actions.

Any behavior which in the judgment of the administration and/or school board that is clearly detrimental to the education welfare, safety, or morals of other students.	Students shall allow other students the opportunity to learn successfully without fear for their welfare, safety, or morals.	OSS for up to 9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience.
Torturing, tormenting, or abusing students or in any way maltreating a student or teacher/staff with physical violence.	Student shall treat all other students with respect and will not torture, torment, or abuse any student(s) or staff.	9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience.

Inappropriate Display of Affection (District Handbook, pg. 29)

Students should display proper respect at ECHS and at all school-related activities. Any physical activity other than holding hands is considered inappropriate behavior. Inappropriate displays of affection will lead first to a warning and then to disciplinary action. Excessive incidents will result in a parent meeting with both parents.

Infraction Definition	Expected Behavior	Consequences
Kissing/Public Display of Affection Any physical activity other than holding hands in public is inappropriate behavior.	Students shall not engage in kissing and/or public display of affection.	<ol style="list-style-type: none"> 1. Students will be given a verbal warning. 2. Contact parents and put students on a behavior contract. 3. Contact parents and this will result in an intervention by ECHS team, such as lunch detention or lunch clean-up. <p>* Depending on the severity of the violation, the ECHS administrator can skip any consequence and determine further disciplinary actions.</p>

Skateboards/Rollerblades/Roller Skates/Scooters / Bicycles

Skateboards, rollerblades, bicycles, roller skates, and scooters are not to be used inside the school building. If used inside the school building disciplinary actions may be taken. The school does not accept responsibility for any injuries that might occur. Early College is not responsible for lost or stolen skateboards/rollerblades/ roller skates/bicycles / scooters.

Forgery/Integrity Violations

Forgery of a staff member's signature and/or deliberate integrity violation (lying) will result in disciplinary action.

Cheating/Plagiarism

It is the aim of ECHS to foster the character of honesty and high integrity. A student who cheats is subject to serious disciplinary action. This is a serious offense. Instances of cheating or dishonesty of any kind on examinations and quizzes, or on written assignments, illegal possession of an examination materials, and the use of unauthorized notes during an exam, copying from the exam paper of another student and assisting others to cheat will result in a zero for that assignment. Alterations of grade records and illegal entry into classrooms or offices are serious offenses and may result in out of-school suspension and criminal complaints made to local police. Honesty is required of all students in the presentation of any and all phases of their course work.

This applies to quizzes of any length as well as final exams, daily reports, and term papers. Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, students are guilty of plagiarism if they fail to give credit for quotations or nearly identical expressions from printed materials or from writings of fellow students.

Infraction Definition	Expected Behavior	Consequences
Misleading Personnel/Cheating: To deceive, to lead or guide with dishonest intentions, including but not limited to: false notes or phone calls, tampering with tests, admit slips, permits to leave, or attempting to receive credit for work that is not your own.	ECHS students are expected to be honest and truthful. Students and parents may be required to attend a conference with all parties involved.	<ol style="list-style-type: none"> 1. Teacher Behavior Contracts will be followed, and verbal warnings given. 2. Contact parents and 3 days of Lunch Detention. 3. Contact parents and 1-day of OSS. 4. Contact parents and 2 or 3 days will be assigned at the administrator's discretion. <p>*Depending on the severity of the violation the ECHS administrator can skip any consequence and determine further disciplinary actions.</p>

If an ECHS student is enrolled in dual credit and completing a course with Western New Mexico University the following policy applies:

(WNMU HANDBOOK): Academic integrity standards are established to provide a systematic process for engagement between faculty, students and administration. Further, consequences are established to remedy violations of academic integrity. Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Adherence to the standards is considered a serious matter. Violations of academic integrity such as cheating and plagiarism, intentional or unintentional, may result

in penalties including dismissal from the university. Violations include any behavior that misrepresents or falsifies a student's knowledge, skills or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

WNMU Handbook Link: <https://wnmu.edu/wp-content/uploads/VoQ1M1q6A07KgFHuGDkvwH.pdf>

Alcohol, Tobacco, Vape, and Drugs (District Handbook, pg. 30)

Deming Public Schools is an "Alcohol, Tobacco and Drug Free" district. The use or possession of alcohol, tobacco (including e-cig, vape, hookah, etc.) and/or drugs (in any form) is prohibited on any of its campuses. Students using alcohol, tobacco and/or drugs on school property will face disciplinary action. Early College follows the district athletic/activities policy on alcohol and drugs including tobacco. Possession and/or under the influence will lead to long-term out-of-school suspension and/or expulsion and may include referral to local law enforcement. Interpretation and discretion of this policy is subject to administrative discretion.

Infraction Definition	Expected Behavior	Consequences
Use/Possession of Tobacco Products and Substitutes (chewing tobacco, Hookah Pens, e-cigs, vape, and Products, etc.): Any student who has tobacco products and/or substitutes, or found using said products.	ECHS Students shall not use or hold tobacco products or substitutes.	1. 3 days of lunch detention 2. 1 day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion
Under the influence of alcohol and/or drugs or the unlawful manufacture, distribution, sale, dispensing, possession or suspicion of alcohol or drugs.	ECHS will maintain a school free of the illegal use of drugs and alcohol. The unlawful manufacture, distribution, sale, dispensing, possession, or use of alcohol or drugs on ECHS property or as a part of any school sponsored function is prohibited. Reporting to school, class, or any school sponsored function under the influence of alcohol or illegal drugs is prohibited	Administrator's discretion. One day OSS can be given when a student presents to be under the influence for the health and safety of the student. 9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience. Police will be contacted

<p>Refusal to submit to a search request based on reasonable suspicion.</p>	<p>ECHS will maintain a school free of the illegal use of drugs and alcohol. The unlawful manufacture, distribution, sale, dispensing, possession, or use of alcohol or drugs on ECHS property or as a part of any school sponsored function is prohibited. Reporting to school, class, or any school sponsored function under the influence of alcohol or illegal drugs is prohibited</p>	<p>Depending on the outcome of a search, 9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience.</p> <p>Police will be contacted</p>
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Weapons

Expulsion proceedings and law enforcement notification will be initiated against any student in the possession of a weapon while in the jurisdiction or on the property of the school. Please refer to Deming Public Schools District Weapons Policy 347-2.

Infraction Definition	Expected Behavior	Consequences
Possession of Weapons: Knowledge of or possessing any weapon, instrument or device such as guns, knives, brass knuckles, etc. which may be considered a threat to the safety of others.	Students shall not be in possession of any firearms, knives, brass knuckles, or device which may be considered a weapon.	Administrator's discretion - 9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience. Police will be contacted
Threatening the Safety or Intending to Harm Others (Verbal): Any verbal behavior which is clearly detrimental to the education, welfare, safety of others.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage.	1. 3 days of lunch of detention 2. 1 day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion Police may be contacted

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The superintendent may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy, a weapon means any of the following: A firearm, a knife, other than a folding pocketknife with a blade length of not more than two inches (2") that cannot be locked in an open position, a destructive device, or a dangerous instrument. A simulated weapon means an instrument displayed or represented as a weapon. Firearm means any of the following: Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such firearm, any firearm muffler or silencer, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device, any combination of parts that could be readily assembled to form a firearm. Destructive device means: Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow. Any

collection of parts that could be readily assembled to form a destructive device. Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury. School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property. Deadly weapon means any weapon designed for lethal use, including a firearm

Fighting/Physical Assault

Any student who participates in a fight or physical altercation while under the jurisdiction of the school (on any school property or any school function) will face the consequences of disciplinary action. All parties involved will be treated according to the evidence provided by an adult, and/or witnesses. This includes filming the altercation. Threats: Any student who threatens to inflict physical damage to Deming Consolidated facilities or personal injury to students/faculty/staff will result in appropriate discipline ranging from long-term suspension to expulsion. The administration/staff will conduct a proper investigation of all threats.

Infraction Definition	Expected Behavior	Consequences
Physical Altercation/Fighting: includes filming and/or inciting a fight.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage.	<ol style="list-style-type: none"> 3 days OSS-behavior contract 5 days OSS 9 days OSS possible move to expulsion hearing Police may be contacted
Harassment/Disrespect: Any disrespectful behavior toward other students or staff, including name calling, teasing, provoking, threatening.	Students are expected to treat others with respect during all school times.	<ol style="list-style-type: none"> 3 days of lunch detention 1 day OSS 2- or 3-days OSS will be assigned at the administrator's discretion Police may be contacted.
Willful destruction of defacing school property: Students shall not deface or destroy any school property. *Based on the severity may be considered superintendent/school board action	Students should take pride in their school and keep it looking nice.	For less destructive events administrator discretion will allow for student clean up. OSS for up to 9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience. Monetary restitution will be based on the damage. Police will be contacted.

Torturing, tormenting, or abusing a student or in any way maltreating a student or teacher/staff with physical violence.	Student shall treat all other students with respect and will not torture, torment, or abuse any student(s) or staff.	9 days OSS, parent meeting, and an expulsion hearing date will be set at the earliest convenience.
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**Deming Schools District Policy reads: STUDENT HARASSMENT / BULLYING / CYBERBULLYING
PREVENTION**

(District Handbook, pg. 31-32)

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

Definitions: "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person. "Bullying" by another student means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) 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 ☐ "Cyberbullying" means electronic communication that: targets a specific student; is published with the intention that the communication be seen by or disclosed to the targeted student; is in fact seen by or disclosed to the targeted student; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied, or cyberbullied and shall be responsible for reading and understanding this policy.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied, or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers. Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or

cyberbullying that include counseling, mediation, discipline up to expulsion, in addition to other civil and criminal prosecution.

These punishments may be in addition to any customary discipline that the district presently dispenses. Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

Infraction Definition	Expected Behavior	Consequences
Harassment/Disrespect: Any disrespectful behavior toward other students or staff, including name calling, teasing, provoking, threatening.	ECHS students are expected to treat others with respect during all school times.	<ol style="list-style-type: none"> 1. 3 days of lunch detention 2. 1-day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion. <p>Police may be contacted</p>
Sexual Harassment: Any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, and repeated propositions.	Students are expected to treat others with respect on school premises or off school premises at a school-sponsored activity.	<ol style="list-style-type: none"> 1. 3 days of lunch detention 2. 1-day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion. <p>Police may be contacted</p>
Any behavior which, in the judgment of the administration and/or school board is clearly detrimental to the education welfare, safety, or morals of other students.	Students shall allow other students the opportunity to learn successfully without fear for their welfare, safety, or morals.	OSS for up to 9 days, parent meeting, and an expulsion hearing date will be set at the earliest convenience.

Concerns, Complaints, and Grievances (per the Deming Consolidated Schools Bullying Policy)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment based on race, color, religion, sex, age, national origin, ethnicity, sexual orientation, or disability.

- Harassment of the student means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student which may be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. Concern for the student's personal safety may point to bullying.

Provided that: The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this district; and the procedure shall not apply to any matter for which the method of review is prescribed by law, or the board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.

The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Trespassing (District Handbook, pg. 34)

All visitors must check in at the front office and report to the front office to obtain permission to be on the Early College campus. All visitors should report to the front office and should not approach faculty or students without checking in. Failure to obtain permission is trespassing and is subject to disciplinary action. Visitors whether they are family or friends under the age of 21 WILL NOT be allowed to attend class or "hang out" in the commons area.

Refusal to Comply with School Personnel

Infraction Definition	Expected Behavior	Consequences
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Disruptive/Uncooperative Behavior Any behavior which interferes with the school learning climate.	ECHS Students shall not interfere with the learning process of others.	1. 3 days of lunch detention 2. 1-day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion.
Continued and Willful Disobedience Deliberately failing to obey rules and/or instructions of staff.	Students shall follow the rules and instructions set upon them by staff and administration.	1. 3 days of lunch detention 2. 1-day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion.

A student who refuses to comply with a legitimate request made by a staff member may face a minimum three day out-of-school suspension.

Abusive Language

A student who uses abusive language at a faculty member may be suspended for a minimum of 3 days OSS with possible expulsion.

A student who uses abusive language during school hours may result in disciplinary action.

Infraction Definition	Expected Behavior	Consequences
Profane Language/Deliberate Any use of language, verbal or nonverbal, that shows irreverence or is vulgar.	ECHS students shall use acceptable language during school times and at school events.	1. 3 days of lunch detention 2. 1 day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion.

Other Behavior Expectations

Infraction Definition	Expected Behavior	Consequences
Food and/or Drinks (water excluded) Any food or drink other than water is not allowed in the classrooms.	ECHS students will not be allowed to have any type of food or drink in the classroom. Water is permitted if it is in a clear plastic container.	1. 1 day of lunch detention 2. Parent meeting 3. Lunch Detention/OSS
Littering Any leaving or scattering of trash in or around school property	Students shall keep the ECHS buildings and grounds free of trash.	1. 1 day of supervised cleanup of grounds or school. 2. 3 days of supervised cleanup of grounds or school.

Missed Detentions: To not go to a scheduled administrative detention without first making arrangements with an administrator.	Students are expected to complete all detentions when scheduled. If an emergency occurs, students should make arrangements with an administrator.	<ol style="list-style-type: none"> 1. 3 days of lunch detention 2. 1-day OSS 3. 2- or 3-days OSS will be assigned at the administrator's discretion.
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Early College High School Open Campus Lunch Procedures/ Off Campus Passes

9th and 10th graders must remain on campus at all times, including lunch. If leaving campus, students must be signed out by a parent or guardian on file. Students may not eat lunch in their vehicles or the parking lot. If a student is found leaving or off-campus without permission a parent will be notified, and the administrative team will call a meeting in which disciplinary actions will be determined.

Unless designated an emancipated minor, 11th and 12th grade students must have parental permission to receive an off-campus pass. Qualifications for open campus at lunch are the following:

- A. Student must be classified as a junior or senior. ECHS has a closed campus for 9th and 10th grade students.
- B. Parent/Guardian Approval – Students must turn in a signed permission slip indicating that parents are aware and give permission for their son or daughter to leave campus during lunch.
- C. 11th and 12th grade students must have a 2.0 or higher and no F's (every grading period)
Students must have their school identification card in their possession when leaving campus.
- D. Open campus privileges can be revoked for the following reasons but not limited to:
 - a. Student has been tardy to 3rd hour or a college class three times
 - b. Student has received a discipline referral
 - c. Student violated the Open Campus Lunch Procedures and/or Parking Lot Procedures

Open Campus Rules

Juniors are expected to be on campus all day long and enrolled in 4 classes. However, they are allowed to do an off-campus Internship each semester. Even when doing an internship, they are expected to attend the AVID class daily.

Seniors are required to be on campus at least 2 periods a day including the AVID elective. Students may apply for off-campus privileges with the following conditions:

- Parent/guardian approval – Students must turn in a signed permission slip indicating that parents are aware and give permission for their son or daughter to leave campus.

- Seniors are allowed to do an off-campus Internship each semester. Even when doing an internship, they are expected to attend the AVID class daily.
- Students must have a 2.0 or higher and no F's (every grading period) GPA will be checked each grading period and privileges are based on the previous grading period.
- Students must have their school identification card in their possession when leaving campus.
- Open campus privileges can be revoked for the following reasons but not limited to these reasons:
 - Student has been tardy to 3rd hour or a college class three times
 - Student has received a discipline referral
 - Student violated the Open Campus Lunch Procedures and/or Parking Lot Procedures

Meal Delivery

- There will be NO eating during classroom instruction time (except for breakfast).
- Students may not order during class or leave class to order meals or pay delivery people.
- Meals must be delivered and consumed before lunch ends. Meals that are delivered late will be held in the front office until the passing period at 1:48 pm or after school.
- Parents and students beware that Wednesday has a later lunch time.
- If parents deliver food, it must be during the lunch period. Late deliveries will be held until the passing period.