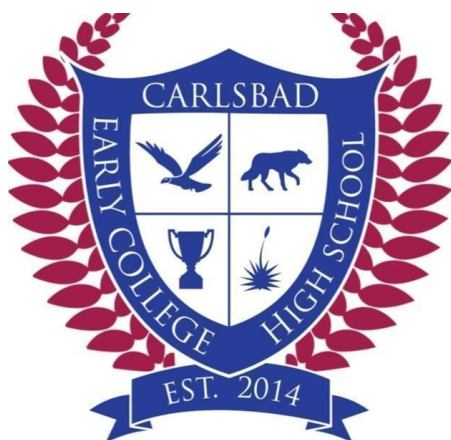


CARLSBAD EARLY COLLEGE HIGH SCHOOL

Carlsbad, New Mexico



Curriculum Guide

**Course Offerings and Descriptions, Graduation
Requirements, and Related Information**

2023-2024

FOREWORD

This curriculum and course catalog is prepared to aid students and parents in making the best possible choices for the individual student and to familiarize each student with the general instructional policies of Carlsbad Early College High School.

This catalog is effective with the start of the 2023-2024 school year, and applies to all grade levels and graduating classes, unless otherwise specified.

If you have questions or need further information, please call the Guidance Office at:

Carlsbad Early College High School
1500 University Dr.
Carlsbad, NM 88220
(575) 234-9415
School CEEB Code: 320146

The Carlsbad Early College High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Questions or concerns about equal opportunity should be directed to the principal at (575) 234-9415.

PREFACIO

Este currículo y catálogo de cursos ha sido preparado para ayudar al estudiante y a sus padres a hacer las mejores selecciones posibles para el estudiante y para familiarizar a cada estudiante con las instrucciones generales de la escuela preparatoria de Carlsbad.

Este currículo es efectivo con el comienzo del año escolar 2023-2024 y se aplica a todos los niveles y a cursos de graduación, a menos que sea de otra manera especificada.

Si usted tiene preguntas o necesita más información, por favor llame a la oficina del director en:

Carlsbad Early College High School
1500 University Dr. Carlsbad, NM 88220
(575) 234-9415
School Co CEEB de: 320146

La escuela Carlsbad Early College High School no discrimina sobre la base de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades y proporciona la igualdad de acceso a los Boy Scouts y otros grupos juveniles designados.

Las preguntas o aprensiones acerca de las mismas oportunidades deben de ser dirigidas al director al número (575) 234-9415.

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GENERAL INFORMATION

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1. **NEXT-STEP PLAN.** The State of New Mexico requires each high school student to have a Next-Step Plan on file. This plan starts in the 8th grade listing coursework during high school years, as well as tentative choices of careers and post-secondary schools. Each student will prepare a Next-Step Plan with parent approval and signature. The student's program will be reviewed on at least an annual basis. Next-Step Plan must be completed and current before the student will receive a schedule and/or be allowed to complete any schedule changes.
2. **SCHEDULING AND SCHEDULE CHANGES.** Students will have one week before the semester starts and two weeks after the semester starts to change schedules. **The principal or his designee must approve ALL schedule changes after this time.**
3. **MINIMUM SCHEDULE.** All students in grades 9 and 10 will be scheduled into a full schedule of four or more classes. Students in grades 11 and 12 are required to have an equivalent of four courses in a semester which can be a combination of college and high school level courses. Any student seeking to enroll in more than 15 college credits, or its equivalent must have the approval of the school guidance counselor/social worker and principal.
4. **MINIMUM REGISTRATION.** All classes as listed in this curriculum/course catalog are subject to a minimum registration and enrollment. If a course is not offered, the school will address individual student needs to the degree possible.
5. **CREDITS ISSUED.** Credits for all courses, grades 9-12, shall be issued on a semester basis. Credit is granted through enrollment, attendance, and mastering New Mexico Standards and Benchmarks for each course and/or subject. **Credit will not be issued via semester exam challenges to students enrolled at CECHS. Students requesting CECHS credit upon transferring from a non-accredited institution should refer to Paragraph 9 under the Grading Information section for details.**
6. **UNIT OF CREDIT DEFINITION.** In high school, one unit of credit is allowed for a subject requiring one period per day for one term on the block schedule. Class periods must meet or exceed the minimum standards set by the New Mexico Public Education Department and the applicable accrediting agency of the school. Successful completion of three credit hours of postsecondary instruction shall result in the awarding of one high school unit for said completed post-secondary course. Dual credit courses shall comply with seat time requirements of the partnering postsecondary institution.
7. **CREDIT RECOVERY COURSES.** If a student receives a failing grade in any high school core subject, they must make it up in order to graduate. The following options are available:
 - **Credit Recovery** - during the school day by principal approval
 - **Online Courses** - Courses may be an option for students in grades 9-12 who meet specific criteria as determined by the principal. Credits earned online may be through APEX. Online courses require principal recommendation and

approval each semester depending on the success of the student. Online courses may not meet NCAA eligibility.

8. **ATTENDANCE AND GRADES.** To receive a grade in a course, the student must have been enrolled for at least 50% of the grading period. The student's grade will reflect only those assignments and assessments given since the student's enrollment. A grade can be determined for less than 50% attendance in a grading period if the student's transfer grades have been received and proportioned appropriately into the student's grade. Grades from schedule changes will transfer into new classes of similar discipline. To receive credit in dual credit courses, the requirements of the partner postsecondary institution shall be met.
9. **TRUANCIES AND GRADES.** Work missed because of truanicies and/or suspensions will be made up at a time determined by the teacher, but not later than the end of the grading period. Students will be allowed one day to make up work for each day missed until the end of the grading period. All semester exams must be made up within 10 days from the end of the semester. Work made up will be graded and averaged with the others to arrive at the final grade for that period.
10. **ELIGIBILITY REQUIREMENTS FOR ATHLETICS & ACTIVITIES.**

The New Mexico Activities Association recently passed three new changes to the academic eligibility guidelines which were effective in the 2018-2019 school year. Please note all eligibility is reflective regardless of the academic year to which the student is enrolled.

 - 1). **Use of SEMESTER Grades only** – Scholastic eligibility will be determined by semester grades. Grades issued at 9 weeks will be used for eligibility checks on students that have been academically ineligible and are only used for reinstatement eligibility if no 'F's' and 2.0 GPA requirements have been met. **NOTE: 9 WEEK GRADES WILL ONLY BE USED FOR REINSTATING ELIGIBILITY.**
 - 2). **NO (F's)** – A student must have a 2.0 Grade Point Average (GPA) and no 'F's' to be eligible or remain eligible to participate in activities/athletics. In the past students have been allowed to have one 'F' as long as they maintained at least a 2.0 GPA. This rule no longer exists. Students may no longer have an 'F' and must maintain a 2.0 GPA.
 - 3). **Summer Courses** – Beginning summer 2018, if a student fails a course, they are allowed to make up multiple courses in order to gain academic eligibility. However, the replacement course must be the EXACT course as the original failed course that is listed on the transcript (i.e. AP English must be replaced with AP English, etc.).
 - 4). **Cumulative Provision** – The cumulative provision may be applied only at the beginning of a semester - Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.) The cumulative provision may not be applied if a student has more than one 'F' in the semester grading period immediately preceding participation. A student must have passed a minimum of 51% of coursework taken by a full- time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.

Furthermore, a student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous grading period. **REMINDER** - If the semester grades contain two (2) Fs, the cumulative provision cannot be utilized to achieve scholastic eligibility.

Please visit New Mexico Activities Association at <https://www.nmact.org/> for further information regarding academic eligibility.

11. **TRANSCRIPTS.** Transcripts needed for school transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the Registrar at no charge. A senior who is accepted at one or more colleges should request that his/her supplementary transcript of final grades be sent to the college where he/she plans to enroll. Unpaid fines/fees will result in a hold on transcripts until cleared (see Textbooks and Fees).
12. **SCHOLARSHIPS.** There are several kinds of scholarships: university, national, and local. Universities give scholarships for academic excellence, financial need, athletics and specific talents. These awards are between the providing school and the student. Pursuit of these scholarships should begin before, as well as, during the senior year.

National scholarships are funded by business, social, educational and fraternal organizations. They usually reward high academic, special talents, financial need and occasionally require specific involvements. National scholarships are offered year-round.

Local scholarships are given by community clubs, businesses, individuals, and service organizations. Students chosen by these donors are rewarded for specific needs, special talents and academic abilities. The number and dollar amount of local scholarships vary each year. Local scholarships are usually offered in the spring of the senior year.

Financial Aid, scholarship forms and assistance may be found in the Guidance Office or on the Early College High School web page at www.carlsbadschools.net. All Scholarships are announced as they are made available to the Guidance office.

13. **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)
INITIAL ELIGIBILITY/CLEARINGHOUSE.**

For students who are interested in participating in collegiate sports:

To register for NCAA Clearinghouse, log on to www.eligibilitycenter.org; from the home page, click on "Prospective Student-Athletes," which will link the student-athlete to the necessary information. Contact the school registrar to request a copy of your official transcript/test scores to be sent to the NCAA Clearinghouse. This should be initiated during the junior year. For the most up-to-date requirements and changes, refer to the official NCAA website listed above.

- In Division I only, student-athletes entering a collegiate institution must complete a minimum of 16 core-course units. One of the additional units must be in the area of mathematics, bringing the total number of required mathematics units to three. This will require students to complete three years of mathematics at the level of Algebra I or higher. The other course may be in any core area, as described previously.
- In Division II there is no sliding scale. The minimum core GPA is 2.0.
- The minimum SAT and ACT score must be met.

DIVISION I

In addition to meeting the Division I Core-Course Rule, the student must meet all Carlsbad Early College High School graduation requirements as defined on pages 20-24 of this catalog.

16 Core-Course Rule (in grades 9-12)

- 4 units of English
- 3 units of Mathematics (Algebra I or higher)
- 2 units of Natural/Physical Science (1 year of lab if offered by high school)
- 1 unit of additional English, Mathematics, or Natural/Physical Science
- 2 units of Social Science
- 4 units of additional courses (from any area above, foreign language or comparative religion/philosophy)

DIVISION II

In addition to meeting the Division II Core-Course Rule, the student must meet all Carlsbad Early College High School graduation requirements as defined on pages 20-24 of this catalog.

*16 Core-Course Rule (in grades 9-12)

- 3 units of English
- 2 units of Mathematics (Algebra I or higher)
- 2 units of Natural/Physical Science (1 year of lab if offered by high school)
- 3 units of additional English, Mathematics, or Natural/Physical Science
- 2 units of Social Science
- 4 units of additional courses (from any area above, foreign language or comparative religion/philosophy)

14. **NEW MEXICO SCHOLARS PROGRAM.** The New Mexico Scholars Scholarship encourages New Mexico high school graduates to enroll in college full-time at a public or private non-profit postsecondary in New Mexico before their 21st birthday in an undergraduate program. Students shall apply at the eligible institution he/she will be attending.
 1. Must be a resident of New Mexico
 2. Must graduate from a New Mexico high school in top 5% of class or obtain a score of 25 on ACT or 1140 on the SAT.
 3. Based on family income: Combined family income may not exceed \$60,000 per year.
15. **COLLEGE AND CAREER SERVICES.** The Guidance Office offers specific services pertaining to graduation, college education, financial aid and career choices.
 - Course Scheduling.
 - Development and revision of the Next-Step Plan.
 - Financial Aid workshops to assist students and parents in understanding and applying for financial aid.
 - College Day: Annual visit of college, vocational school and military representatives to Carlsbad High School campus, with on-going visits throughout the year.

- SAT and ACT test coordination
 - Assistance with applications for student loans.
 - Assistance with application to any college or vocational school.
 - Regularly scheduled classroom visits from experts in career planning, resume writing and determining costs after high school
16. **ADVANCED PLACEMENT (AP).** The Carlsbad Early College High School does not offer AP courses as the program of study is dual credit based.
17. **GIFTED PROGRAM.** The program offers several types of academic opportunities for students who meet the New Mexico eligibility requirements for Gifted Education. Facilitators will individually monitor grades/student progress, productivity and mentorship. They will provide academic support, on-going parental contacts, assist with identifying qualifications of new gifted students, ACT/PSAT test preparation workshops and assist with college selection applications, scholarships/financial aid applications and resume writing.
18. **CORRESPONDENCE COURSES FOR CREDIT.** A student may apply only two credits from accredited correspondence school(s) toward graduation from Carlsbad Early College High School. Applicable correspondence course credit(s) may be earned only during the senior year or the final two semesters prior to graduation and at the student's expense. Any exception to the stated criteria regarding correspondence courses requires approval of both the high school principal and the Director of Secondary Education.
19. **DUAL CREDIT PROGRAM.** The dual credit program is integral to the education pathways offered at the Carlsbad Early College High School. In Early College High Schools, the concentration and integration of dual credit courses begins in 9th grade and equips students with an Associate Degree and career certifications alongside their high school diplomas. Please refer to the Dual Credit Program section on page 37-39 for specifics about enrollment and participation in this program.
20. **EARLY ADMISSION – NEW MEXICO STATE UNIVERSITY-CARLSBAD (SENMCM).** To participate in the Early College program, all students must be simultaneously enrolled beginning in grade 9 or 10, depending on the circumstance.
21. **TEST INFORMATION.**
High school students must meet state standardized test requirements in the areas of Reading, Writing, Math, Science and Social Studies in order to fulfill graduation assessment requirements. The New Mexico Public Education Department (NMPED) has published a menu of options for each graduating class. Each menu lists the assessments that can be used to satisfy these requirements by the graduation cohort. To access these menus and for more specific information about graduation testing requirements, please visit NMPED's graduation website: <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>
- During grade 11 and 12, students are required to participate in ACT's WorkKeys assessments leading to the National Career Readiness Credential. Participation in the WorkKeys assessment is optional in grade 12 if the National Career Readiness Credential is earned in grade 11 or sooner.

22. COLLEGE ENTRANCE TESTS

PSAT/NMSQT. The PSAT/NMSQT exam provides an opportunity for students to compete, with a qualifying score, for the National Merit Scholarship when taken in the fall semester of their junior year. For more information about the PSAT/NMSQT exam, please visit: <https://www.collegeboard.org>

College Entrance Exam Board (CEEB Code 320105). To gain admission to a college, a student will need to take one of the following college entrance exams during his/her junior or senior year. Various colleges throughout the United States require a College Entrance Exam, which consists of the Scholastic Aptitude Test (SAT) and the American College Test (ACT).

SAT. Juniors will take this exam as part of the SAT School Day administration in the spring semester. This exam does not qualify students for the National Merit Scholarship. For more information about the SAT School Day exam administration, please visit: <https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/about>.

ACT. Students can take the ACT exam by registering online. For information about how to sign up, test dates, test locations, test times and other important information, please visit: www.act.org.

23. **TEXTBOOKS AND FEES.** High school and college textbooks are furnished by the state via Carlsbad Early College High School. Students who lose or damage a book while it is checked out to them will be expected to pay for the loss/damage. All textbook fees are to be paid through the main office.

Some elective courses require fees that cover consumable materials, supplies and membership fees. These fees are payable at the first of each semester. Students with demonstrated financial need can make arrangements for payment with each instructor. Contact the Early College High School principal for fee assistance and information.

Failure to return issued textbooks and/or failure to pay fees will result in grades and transcripts being withheld until cleared.

24. **LIBRARY & MEDIA CENTER.** The Carlsbad Early College High School can access the Carlsbad High School library which provides 24/7 access to the online catalog and research databases. The CHS Library website is located at: <http://chs.cmslibraries.com>. Early College High School Students also have full access to the SENMC library; the student will need to present their official SENMC identification card to participate in library services.

25. **ACADEMIC MISCONDUCT.** Students of the Carlsbad Early College High School are eligible to earn an associate degree and high school diploma, the school follows the academic misconduct of its partner higher education institution, New Mexico State University – Carlsbad.

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.

2. Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other students' work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:

- An idea or opinion, even when put into one's own words
- A few well-said words, if these are a unique insight
- Many words, even if one changes most of them
- An argument, pattern of idea, graphs, pictures or other illustration
- Facts
- All or part of an existing paper or other resources

This list is not meant to include all possible examples of plagiarism. See the University Library's web page on plagiarism for further examples.

- Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials.
- Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records.
- Non-Disclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.

Students who engage in disruptive activities in an academic setting (e.g., classrooms, academic offices or academic buildings) are subject to disciplinary action in accordance with this handbook. Such students are also subject to administrative actions in accordance with the SENMC Graduate and Undergraduate Catalogs should academic misconduct occur while in a college course through SENMC.

26. **504 AND ADA ACCESSIBILITY.** The Carlsbad Municipal School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Carlsbad Municipal School District also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Section 504 Coordinator

Justin Gossett, Assistant Superintendent of Special Programs & Services
Carlsbad Municipal Schools
700 W. Stevens Street
Carlsbad, NM 88220
575-234-3320. ext. 1974

ADA Coordinator

Matt Carlsen, Director of Operations/504
Carlsbad Municipal Schools
408 N. Canyon Street
Carlsbad, New Mexico 88220
(575) 234-3300, ext. 1009
[Time Available: 8:00 a.m. – 4:30 p.m.]

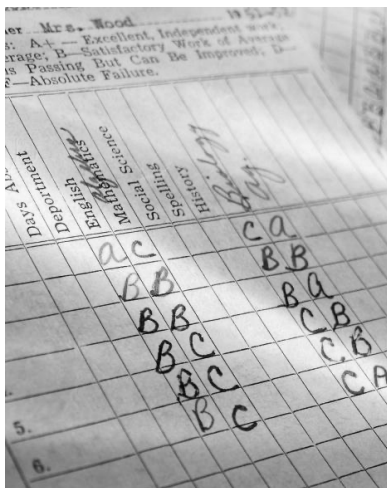
This notice is available from the ADA and Section 504 compliance coordinator in large print, on audiotape, and in Braille.



GRADING INFORMATION

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1. **GRADING POLICY.**

- A. Two grades per week shall be recorded for each grading period and a minimum of three grades per category must be entered per nine weeks.
- B. Semester examinations will be given in all classes. A student not taking the nine-week test or the semester examination will receive a “0” on the exam until the examination is taken.
- C. Semester tests will count as 20% of the semester grade.
- D. Grading procedures shall be posted in each classroom.
- E. Exceptions may be granted by the high school principal or designee upon request.

2. **GRADE POINT AVERAGE (GPA).** All courses have been grouped into accelerated or regular classes for instructional purposes. Grade averages for scholarships and ranking purposes will be computed in the following manner:

A (90-100)	4 points
B (80-89)	3 points
C (70-79)	2 points
D (60-69)	1 point
F (59 or lower)	

All courses as listed in the Carlsbad Early College High School Curriculum Guide and university courses taken by the student will count toward the student’s GPA and toward the 26 credits required for graduation. The student will have one grade point average in determining status for scholarships, class ranking, honors, and athletic and activity eligibility.

3. **HONORS.** The term “Honors” in this curriculum guide will designate all accelerated course work. For students who transfer to CECHS, please refer to **TRANSFER GRADES AND CREDITS FROM ACCREDITED INSTITUTIONS** for more information. These courses have specific requirements for add-on credit value, enrollment and performance as defined below:

- A. Add-On Credit Value
 - I. All students taking an “Honors” course who earn a semester grade of “A”, “B”, or “C” will receive a 0.02 add-on per semester per course to their GPA.
 - II. Students taking “Honors” courses who earn a grade of a “D” or “F” for the semester are not eligible for the GPA add-on.
 - III. Add-ons will be reflected on the transcript using the following symbols:
Beginning with the class of 2021, Honors add-ons will only be granted for courses taken in grades 9-12.

* .02 “Honors” Class

AP courses are not offered at the CECHS as dual credit is the program framework.

4. **DUAL CREDIT CLASS GRADES.** All principal-approved, post-secondary dual credit class grades will count toward the 26 credits required for graduation and will be calculated, at face value, in the student’s GPA. The dual credit grade from the post-secondary institution will be entered on both the student’s high school transcript and the

student's college/university transcript (indicated by the @ symbol). A grade of C or better is required for passing a dual credit course (to receive the college credit).

5. **REPORT CARDS.** Report cards are issued at the end of each nine-week session. Letter grades are used to designate a pupil's progress. Grades earned in dual credit courses taken by university faculty will only appear on Final Term grades, not on 9-week grades. Students can access dual credit grades by logging into their *My SENMC* account.
6. **REPLACEMENT GRADES.** Students enrolling in a course must do so with the intention of earning credit in that course. Grades earned cannot be removed from the student's record with the following exception: A student may replace only one failing grade per semester by retaking and passing the course. The student's GPA will be re-computed to reflect the replacement grade. A student may not repeat a class in which they have already earned a passing grade. Transfer grades cannot be replaced.
7. **GRADE CHANGES.** Once a student's grades are reported on the report card, they are considered final and official. All requested changes to a final grade, including a request made due to a clear mistake or clerical error in grade submission, must be made in the following manner:

A. Clerical Errors

A written request from the teacher which includes a brief explanation for the grade change requested, signed and dated, will be submitted to the building principal. The principal will review the request, approve or disapprove, sign and date and forward as follows:

1. Approved requests will be forwarded to the building registrar. The registrar will make the requested change and maintain a permanent file of all requests made.
2. Disapproved requests will be forwarded to the building registrar. The registrar will forward a copy of the disapproved request to the originator and maintain a copy in a permanent file of all requests made.

B. Requests from a Student's Parent or Legal Guardian or Student of Legal Age to Change a Grade

A written request from a student's parent or legal guardian or student of legal age stating the reason for such a request will be submitted to the building principal. Within ten (10) working days the principal will respond in writing to the student, parent or legal guardian that states whether the request is denied or allowed, and the grade entered if allowed, ensuring that the local school board or governing authority's policy was followed. All such requests must meet the following criteria in accordance with NMAC 6.30.10.8:

1. Permits a course grade change upon receipt of a signed written request from student's parent(s) or legal guardian or student of legal age that states the reasons for the requested grade change;

2. Is based on articulated reasons that are stated in the response such as extenuating circumstances, additional graded work submitted by the student, additional or make-up testing, or any other meaningful criteria that can be verified;
 3. Is equally available to all students who are similarly situated;
 4. Is within strict adherence to FERPA;
 5. Requires written input from the student's classroom teacher who issued the grade in dispute, who shall state reasons to support or oppose the requested grade change and shall not be pressured into or retaliated against for making a certain recommendation; if the teacher is unavailable, the principal will document their attempts to gain input from teacher and reasons for grade change if approved;
 6. Requires, unless a student is still enrolled in the school district at the time of the grade change request, the request to be within a reasonable period of time after the student has exited the school unless extenuating circumstances permit consideration of a longer time;
 7. Determines if course grade change documents are to be maintained in a student's permanent record or maintained in a separate file that is destroyed after the student graduates, transfers from, or otherwise leaves the school; and
 8. In no way limits or attempts to limit the rights afforded to parents under federal regulations 34 CFR Sections 300.618 through 300.621 under the Individuals with Disabilities Education Act, and 34 CFR Sections 99.20 through 99.22 under FERPA, both as they relate to amendment of a student's educational records.
8. **TRANSFER GRADES AND CREDITS FROM ACCREDITED INSTITUTIONS.** All course grades and credits from accredited institutions, including charter schools, will be transferred upon receipt of an official transcript. Full grade placement, credits and grade points will be determined on the same basis as if they were earned in the Carlsbad Municipal School District. This includes add-ons and AP accelerated classes. Refer to page 15 Honors/Pre-AP and AP classes for honors add-ons.
9. **TRANSFER GRADES AND CREDITS FROM NON-ACCREDITED INSTITUTIONS.** For transfer from a school/program (home school, private, correspondence, etc.) not accredited by state departments of education or by nationally accrediting agencies, Carlsbad Early College High School will determine grade placement, credits and grade points from the information as listed below. Transferring students and/or their parents/guardians are responsible for providing and arranging for this information.
- A. Written documentation of the curriculum, including, but not limited to course description, goals, objectives and materials used for each course requested for credit.
 - B. Written documentation of evaluation procedures used for each course requested for credit.
 - C. Nationally normed standardized scores.

At the District's option, the student may be required to take and pass basic skills tests and/or final departmental exams for each course for which credit is requested. Credit is granted on a semester basis; therefore, a student must pass both semester exams for a full year course. The cost of providing the tests and/or exams will be borne by the

student requesting placement. If additional assessment is warranted, the student will be referred for additional evaluation.

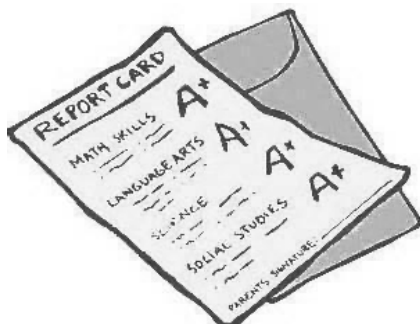
Any credits accepted will be on a pass/fail basis with no grade points given. Elective credit will be awarded only to those courses set forth in State of New Mexico Statute 22-2-8.4-b (7): "Only the following elective units shall be counted toward meeting the requirements for graduation: performing arts, i.e., music, band, chorus; visual arts; practical arts; health education; physical education; languages other than English; speech, drama, vocational education, mathematics; science; English; ROTC; social science, computer science; and other electives by the New Mexico Public Education Department." Electives approved by local boards of education pursuant to the following criteria may be counted toward meeting the requirements for graduation:

- A. The program of classes must include a written curriculum.
- B. The course must be taught by an appropriately licensed instructor.
- C. The course must be in compliance with applicable State and Federal regulations, statutes, standards and guidelines.

To be eligible for a Carlsbad Early College High School diploma, a student transferring from a non-accredited institution must have attended the full school year immediately prior to graduation. The student is not eligible for class rank or special graduation recognitions (honor graduate, distinguished graduate, valedictorian, etc.).

10. **GRADES, CLASS RANKING, HONOR ROLL ELIGIBILITY FOR IDENTIFIED SPECIAL EDUCATION AND 504 ELIGIBLE STUDENTS.** Grades earned by students with disabilities will be counted equally with grade level peers regarding eligibility for school honor roll, honor society and other academic and school/social honors.

Any grades/credits earned by identified students will not be categorically excluded from district grade point average and/or academic standing.



GRADUATION INFORMATION

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1. **STUDENT CLASSIFICATION.** Students will be classified according to the number of terms completed in the Early College experience. Classification will occur only at the beginning of a semester. A student must be enrolled for at least two terms to be classified as a sophomore, four terms to be classified as a junior and six terms to be classified as a senior. Students are classified according to their first semester enrollment freshman year as an H1. Students are not held back for failing a core class. The student must progress to the next higher level. A transcript audit will determine proper placement of transfer students.
2. **NEW MEXICO DIPLOMA OF EXCELLENCE.** A student shall not receive a New Mexico Diploma of Excellence if the student has not demonstrated competencies in subject areas of Mathematics, Reading and Language Arts, Writing, Social Studies and Science, including a section on the Constitution of the United States and Constitution of New Mexico, based on a standards-based assessment or assessments, or a portfolio of standards-based indicators as established by the New Mexico Public Education Department. If a student exits from the school system at the end of grade twelve without having satisfied these requirements, the student shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. **If within five years after a student exits from the school system, the student satisfies these requirements, the student may receive a diploma of excellence.**
3. **CLASS RANK.** Carlsbad Early High School will rank its senior students at the end of the eighth semester. Valedictorian(s) and Salutatorian(s) will be determined after the final grades are recorded. All courses as listed in the Carlsbad Early High School Curriculum Guide will count toward the student's Grade Point Average (GPA) and toward the 26 credits required for graduation. The student will have one grade point average for class rank (see Grading Policy).
4. **GRADUATION – EARLY / MID-YEAR.** Superintendent may consider early graduation for students who meet the criteria for a New Mexico Secondary diploma and SENMC post-secondary certificate or degree. A student who plans to graduate at mid-year must declare his/her intention, in writing, to the school principal by the end of his/her junior year. Written permission from the parent(s)/guardian(s) with the reason(s) stated is required. All course requirements must be met regarding credits, required courses and related policies or regulations as required of all graduates. A mid-year graduate must declare his/her intent to participate in spring graduation activities in writing to the principal at the time of his/her enrollment exit (mid-year).



5. GRADUATION REQUIREMENTS

COURSE	Graduation Requirements
English	4 credits (English I, II, III and IV are required. Four credits in grades 9-12 may be required by some colleges and/or scholarships)
Career Cluster, Workplace Readiness or Language other than English	1 credit
Health	½ credit
Mathematics	4 credits (4 while enrolled in grades 9-12) (Pre-Algebra, Algebra I, Geometry, and Algebra II or equivalent* required) *Algebra II or equivalent math course may be waived for an equal or greater math course with written, signed permission from the student's parent(s)
Science	3 credits (Integrated Science, Biology, and Chemistry required. Two must be laboratory courses) Integrated Science or a higher-level lab science course must be taken in the 9 th grade.
Social Studies	3.5 credits (1/2 New Mexico History, World History, U.S. History, ½ Government and ½ Economics required)
Physical Education	1 credit (Grades 9-12)
Electives	9 credits
TOTAL CREDITS	26 (at least one of the 26 credits required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course)

- a. **NEW MEXICO STANDARDS BASED ASSESSMENT/HIGH SCHOOL GRADUATION ASSESSMENT.** In addition to completing the credit requirements above, all students must pass the New Mexico Standards Based Assessment/High School Graduation Assessment prior to graduation to receive a diploma. Make up exams will be given in specified testing windows each year, as per NMPED regulation.
- b. **END OF COURSE (EoC) ASSESSMENTS.** The End of Course assessments measure a student's proficiency in particular subjects and are a requirement for graduation. Passing the EoCs will be the primary way in which students can demonstrate competency in social studies and writing, which are not assessed on the Standards Based Assessment/High School Graduation Assessment (SBA/HSGA). All students will be required by the New Mexico Public Education Department to pass the EoC assessments in social studies and writing.

Students not meeting proficiency in English, Math, and Science on the SBA/HSGA may be required to demonstrate proficiency to meet graduation requirements on EoC Assessments.

- c. **CAREER CLUSTER, WORKPLACE READINESS OR LANGUAGE OTHER THAN ENGLISH.** One credit of Career Cluster, Workplace Readiness or a Language Other Than English is required for graduation. This requirement includes classes in the Career Technical or the World Language Departments. A dual credit course may be taken to satisfy this requirement.
- d. **ENGLISH.** Four credits are required for graduation and must be taken in the freshmen and sophomore year of the Early College experience. Students should be aware that some colleges and/or scholarships might require four credits in grades 9-12. Student athletes, who desire to attend a Division I or Division II School, must take four years of English in grades 9-12.
- e. **MATH.** Four credits of high school mathematics in grades 9-12 are required. Algebra I, Geometry and Algebra II or an equivalent course are required for graduation. Pre-Algebra will count toward the four units Algebra I being taken. Algebra II or an equivalent mathematics course may be waived for an approved equal or greater math course with a written, signed permission from the student's parent(s). The Algebra I requirement may be obtained by taking Algebra I (full year) at the middle school or at the high school. Transfer students currently enrolled in a higher-level math course may waive Algebra or Geometry by demonstrating proficiency.
- f. **HEALTH.** One-half credit of Health is required. Generally, credit is completed in the 8th grade.
- g. **PHYSICAL EDUCATION.** All students in grades 9-12 must meet the Physical Education requirement. A waiver of this requirement for chronic and/or permanent conditions may be granted by the New Mexico Public Education Department through the high school principal with proper medical documentation. The Physical Education requirement may be met as follows: 1) complete one credit of Physical Education during school hours; 2) complete one credit of Athletics, Dance/Performing or Cheerleading during school hours; 3) receive a waiver by completing three after-school sport seasons (for no credit) or 4) receive a waiver by completing three consecutive fall semesters of marching band.

- h. **SCIENCE.** Three credits are required during grades 9-12 for graduation. Two of these science credits must be earned in a lab science. One credit in Integrated Science, Honors Integrated Science, or a higher-level lab science course must be taken in the 9th grade. Ninth Grade transfer students may bypass the requirement for Integrated Science, with the approval of the science department chair and principal, if they have completed a comparable or more advanced course at their previous school. Two additional credits must be a Biology and a Chemistry course in grades 10-12.
 - i. **SOCIAL STUDIES--- BEGINNING WITH THE CLASS OF 2021.** Three and a half (3.50) credits are required during grades 9-12 for graduation. All students must take New Mexico History (.50), World History/Geography (1), United States History (1), Government (.50) and Economics (.50).
 - j. **OPTIONAL CREDIT CLASSES.** Specific high school graduation credit, as required by the New Mexico Public Education Department, may be earned in courses offered in more than one department as long as the core competencies requirements are met.
6. **CRITERIA FOR GRADUATION FOR STUDENTS WITH DISABILITIES.**

A student receiving special education services may be awarded a diploma using any of the following programs of study as per IEP (Individual Education Plan) team decisions.

- a. **Standard:** A student must pass all sections of the current state graduation examination(s) administered under standard administration or with state-approved accommodations as determined by the student's IEP team and meet all other standard graduation requirements.
- b. **Career Readiness:** A student must take the current state graduation examination(s) and achieve a level of competency to be determined by the student's IEP team; earn the number of credits required for graduation through standard or alternative courses as determined by the IEP team; and achieve competency in all areas of the Career Readiness Standards with Benchmarks as determined by the IEP team.
- c. **Ability:** A student must take either the current state graduation examination(s) or the state-approved alternate assessment, achieving a level of competency to be determined by the student's IEP team, and meet all other graduation requirements established by the IEP team.

The receipt of a diploma terminates the service eligibility of students with special education needs.

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NEXT-STEP PLAN

✓ **What is the Next-Step Plan?**

The Next-Step Plan provides a framework for the student's academic decisions as they go through each of the high school years in preparation for college, the world of work, the armed services, or other endeavors.

The Next-Step Plan is a requirement in New Mexico law (NM Public Statute, Article 13, Section 22-13-1.1).

✓ **Who does the planning?**

Planning takes place through a meeting with the student, student's parent(s), and your counselor, or other school official. After agreement is reached for the student's courses for the coming year, the Next-Step Plan is signed by the student, student's parent(s), and your counselor or other school official in charge of planning coursework. A copy is kept at the school under the supervision of the principal.

✓ **What is planned?**

The student's courses for the coming school year are discussed in the meeting. Information from previous years, such as test scores, student interests and career goals, help guide the decisions.

The student's final Next-Step Plan as a senior will show what they plan to do after graduation, such as attending a two or four year college or a university, entering a trade or vocational program, becoming an apprentice or intern, entering military or other service, full time employment, or a combination of training and employment.

✓ **When does Next-Step Planning take place?**

Planning begins at the end of the eighth grade as the students prepare for high school. It then takes place each spring semester until the student graduates from the Early College High School. The final twelfth grade Next-Step Plan includes projected pursuits immediately following graduation.



CORE COURSES OF STUDY

STANDARD EARLY COLLEGE HIGH SCHOOL COURSE OF STUDY FRAMEWORK

Fall Year 1	Spring Year 1
English I Honors Algebra I Honors Innovations in Science (Integrated) Physical Ed (A) Tutoring (B)	English II Honors Algebra I Honors (<i>continued</i>) Innovations in Science (Integrated) New Mexico History (A) Physical Education (A) Tutoring (B)
Fall Year 2	Spring Year 2
English III Honors (ENGL 1110G) Applied Math II (MATH 1215) Biology US History or HIST 1120G Elective Course	English IV Honors (ENGL 2111G or ENGL 2121G) Algebra II Honors (MATH 1220G) Chemistry World History or HIST 1160G Elective Course
Fall Year 3	Spring Year 3
Seminar I (A) Geometry 12 to 15 Credits SENMC Courses	Seminar II (A) Honors Pre-Calculus or SENMC Math Course (With teacher approval) Government or POLS 1120G 12 to 15 Credits SENMC Courses
Fall Year 4	Spring Year 4
Seminar III (B) Economics (A) or POLS 1120G 12 to 15 Credits SENMC Courses	Seminar IV (B) Up To 16 Credits SENMC Courses

In addition to the courses listed above, students need to take the following courses during the four-year Early College experience.

Two credits of Foreign Language; strongly suggested for all students, especially those planned to attend a 4-year college after the Early College experience.

Elective Credits to achieve a total of 26 credits for high school graduation. Necessary elective credit(s) will be earned by taking courses through SENMC as part of the student's selected Associate Degree Plan of Study. Students may also earn elective credits by taking available courses at Carlsbad High School. Co-curricular classes not available to any class after the graduating class of 2021, unless the class is tied to a sport.

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COLLEGE AND CAREER READINESS

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
Seminar I	11 - Fall	One Half	None	N/A
Seminar II	11 – Spring	One Half	None	N/A
Seminar III	12 - Fall	One Half	None	N/A
Seminar IV	12 – Spring	One Half	None	N/A

Seminar I-IV -- Courses provide students with the opportunity to work alongside a community leader, administrator, or other type of professional to learn workplace ethics and to provide an introductory job shadow experience in a student's desired career path. These courses have an in-school component as well to discuss the employment experience, support for workplace success, and career readiness. Courses also provide college readiness skills and academic advising support for successful completion of SENMC courses and entry into student's next step plans after graduating from CECHS. Career Technical Student Organization membership offered for leadership training in Business Professionals of America.

ENGLISH LANGUAGE ARTS

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
English I Honors	9 – Fall	One	English I	N/A
English II Honors	9 – Spring	One	English II	N/A
English III Honors/ENGL 1110G*	10 – Fall	One-*One-Half	English III	N/A
English IV Honors/ENGL 2210G or 2221G*	10 - Spring	One	English IV	N/A

English I Honors Students will be required to master difficult grammar and sentence structure in a fast paced, rigorous class. Literature will include the study, analysis, and understanding of literary concepts using several novels, plays and short stories. Additional vocabulary and spelling skills and the study of analogies will be included. Students may write a detailed research paper. This class adheres to national College Board standards.

English II Honors -- Class is a college preparatory class and is a fast-paced, rigorous class. Studies will include the analysis of literature and its interpretation, analysis of informational texts, narrative, argumentative, expository, and synthesis writing, grammar, the basics of writing a research paper, vocabulary development, critical thinking, study skills, and test-taking skill for college entrance examinations. This class adheres to national College Board standards.

English III Honors -- Students will study major American literary works, complete a review of functional grammar, and continue vocabulary development. The development of techniques in organizing and writing a research paper will be required of all students. Continued emphasis is given to basic literacy, language terms, and background grammar. This class is an honors college-level class for academically and creatively talented students. Students should understand that it is a fast-paced, rigorous class. This class emphasizes the development of writing and critical analysis skills. Students have the opportunity to earn college credit for ENGL 1110G (4 college credits) through the successful completion of this course for SENMC. Students must pass the ACCUPLACER college placement exam prior to enrollment in this course to be considered for dual credit.

ENGL 1110G. Composition I (4 cr.) -

Students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, context's purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing. Prerequisite(s): ACCUPLACER NEXT GEN score of 250 or higher on writing and 250 or higher on reading.

English IV Honors -- Students will continue to develop skills in critical analyses and in formulating rhetorical strategies. Research papers or research projects may be required. Literature selections will come primarily from British literature. This class is an honors college-level class which includes the study and interpretation of major works of English literature and masterpieces of Western literature, writing, vocabulary development, study skills, test-taking skills, preparation for college entrance exams, and a research paper. Students have the opportunity to earn college credit for ENGL 2221G (3 college credits) or ENGL 2210G (3 college credits) through the successful completion of this course for New Mexico State University Carlsbad. Students must pass the ACCUPLACER college placement exam prior to enrollment in this course to be considered for dual credit. Determination of course placement in ENGL 2221G v. ENGL 2210G is done through the advisement of CECHS's College & Career Counselor based on students' associate degree requirements.

ENGL 2221G -- Writing in the Humanities and Social Sciences (3 cr.) - Course Description as applicable to dual credit students— Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments... Prerequisite(s): ENGL 1110G and ACCUPLACER NEXT GEN score of 250 or higher on writing and 250 or higher on reading.

ENGL 2210G – Professional and Technical Communication (3 cr) will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non-technical audience.

*Must meet college placement testing requirement (Accuplacer) to receive Dual Credit

Prerequisite(s): ENGL 1110G and ACCUPLACER NEXT GEN score of 250 or higher on writing and 250 or higher on reading.

MATHEMATICS

COURSE TITLE	GRADE LEVEL	CREDIT S	PREREQUISITES	FEE
Algebra I Honors	9 Fall/ Spring	One	Completion of Math 8/Pre-Algebra	N/A
Applied Math/MATH 1215*	10 – Fall	One	Completion of Algebra I Must meet college placement testing requirement (Accuplacer/MPE) to receive Dual Credit	N/A
Algebra II Honors/MATH 1220G*	10 – Spring	One	Completion of Algebra I Must meet college placement testing requirement (Accuplacer/MPE) to receive Dual Credit	N/A
Geometry Honors	11 - Fall	One	Completion of Algebra I	N/A
Pre-Calculus Honors	11 - Spring	One	Completion of Algebra II *Teacher recommendation only	N/A
Algebra I Intervention	9-10 Fall/Spring	One Elective Credit	Teacher/Principal Recommendation	N/A
Math Lab I	10-12 Fall/Spring	One Half Elective Credit	Teacher /Principal Recommendation	N/A

Algebra I Honors-- Students will learn how to work with linear and quadratic expressions, equations, and inequalities. Students will work with factoring, systems, irrational numbers and rational expressions. This course will include topics in geometry, probability and statistics, and data analysis. There will be a strong emphasis on the interrelatedness between equations, graphs, and data. Additionally, students apply Algebra to practical situations.

Applied Math II -- Review of the basic properties covered in Algebra I and extends these concepts. Other topics include circular functions, exponential functions, complex numbers, trigonometric functions, and probability and statistics. Students have the opportunity to earn college credit for MATH 1215 (3 college credits) through the successful completion of this course for New Mexico State University Carlsbad. Students must pass the Math Placement Exam (MPE) or ACCUPLACER college placement exam prior to enrollment in this course to be considered for dual credit.

MATH 1215 -- Intermediate Algebra (3 cr.) - Course Description as applicable to dual credit students - A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems.) Prerequisite: Adequate score on the Mathematics Placement Examination or ACCUPLACER NEXT GEN score of 257 or higher.

Algebra II Honors -- Students will learn how to work with the following families of functions: linear, quadratic, exponential, logarithmic and trigonometric. Students will also learn to solve equations and inequalities, graphing calculator topics, and real-world applications within each

function family. Sequence and series, probability and statistics, and data analysis are also heavily emphasized. Students have the opportunity to earn college credit for MATH 1220G (3 college credits) through the successful completion of this course for New Mexico State University Carlsbad. Students must pass the Math Placement Exam (MPE) or ACCUPLACER college placement exam prior to enrollment in this course to be considered for dual credit.

MATH 1220G -- College Algebra (3 cr.) - Course Description as applicable to dual credit students - The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem-solving skills and graphical representation of functions. Prerequisites: Adequate score on the Math Placement Exam or ACCUPLACER NEXT GEN score of 281, or C or better in MATH 1215.

Geometry Honors -- Emphasis is on geometric topics and the use of logic. Special study of logic enables the student to recognize the elements of a valid proof and aids in the learning of inductive reasoning. The facts about geometric topics and facts presented in the theorems are utilized in formal two-column, single column, and paragraph types of proofs.

Pre-Calculus Honors -- Students will continue to learn how to work with higher degree polynomial functions along with exponential, logarithmic, and trigonometric functions. Transformations, graphing issues, real world applications and calculator topics will also be included. Additionally, this course will include topics in geometry, probability and statistics, and data analysis. Some Calculus topics, such as limits, continuousness, and differentiability, are included.

Algebra I Intervention - For Elective Credit Only-- Cannot count as one of the four math credits required for High School Graduation. Teacher and Principal recommendation. Course is designed for students to receive work in the following areas: review of basic operations with whole numbers, fractions, decimals and percent's; solving linear equations; inequalities and use of critical thinking skills to enhance students' application of algebra to practical situations.

Math Lab I -- (may be offered) For Elective Credit Only-- Cannot count as one of the four math credits required for High School Graduation. This class will be offered in conjunction with students taking their first dual credit math class not taught by a CECHS teacher. This course will offer the extra support some students may need in order to be successful in their dual credit math course. Course work will focus on solving rigorous problems from their current college math class.

PHYSICAL EDUCATION

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
Co-Ed Physical Education	9-12 Fall	One	None	N/A

Co-Ed Physical Education -- Emphasis is placed on the enjoyment of sports, and the development of self-esteem, character, and physical skills. Class activities will include, but are not limited to, physical conditioning, weight training, nutrition, and basic health concepts.

SCIENCE

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
Innovations-Integrated Science	9 Fall/Spring	One	None	N/A
Biology	10 Fall	One	Completion of Innovations-Integrated Science	N/A
Environmental Science	10-Spring	One	Successful Completion of Innovations/Physical Science and Biology *Alternative option for Chemistry	N/A
Chemistry	10 Spring	One	Successful completion of Algebra I and Innovations-Integrated Science *Required if enrolled in medical or engineering pathways	N/A

Innovations/Physical Science -- This phenomena-based course addresses ideas and skills from earlier grades where students explain more phenomena central to physical sciences with connections to the earth and space sciences. This course focuses on applicable grade-level multidimensionality of the NM STEM Ready! Science Standards addressing topics of: structure and properties of matter; chemical reactions; forces and interactions; energy; waves and electromagnetic radiation; and engineering design. NM STEM Ready! Science Standards: HS-PS1-1, HS-PS1-2, HS-PS1-3, HS-PS1-4, HS-PS1-5, HS-PS1-6, HS-PS1-7, HS-PS1-8, HSPS-2-1, HS-PS2-2, HS-PS2-3, HS-PS2-4, HS-PS2-5, HS-PS2-6, HS-PS3-1, HS-PS3-2, HS-PS3-3, HS-PS3-4, HS-PS3-5, HS-PS4-1, HS-PS4-2, HS-PS4-3, HS-PS4-4, HS-PS4-5, HS-ETS1-1, HS-ETS1-2, HS-ETS1-3, HS-ETS1-4, HS-SS-1 NM, HS-SS-2 NM

Biology -- This phenomena-based course addresses ideas and skills from earlier grades where students explain more phenomena central to the life sciences with connections to the earth and space sciences. This course focuses on applicable grade-level multidimensionality in the NM STEM Ready! Science Standards addressing the topics of: from molecules to organisms: structure and processes; matter and energy in organisms and ecosystems; interdependence in ecosystems; inheritance and variation of traits; natural selection and evolution; Earth's systems; Earth and human activity; and engineering design. NM STEM Ready! Science Standards: HS-LS1-1, HS-LS1-2, HS-LS1-3, HS-LS1-4, HS-LS1-5, HS-LS1-6, HS-LS1-7, HS-LS2-1, HS-LS2-2, HS-LS2-3, HS-LS2-4, HS-LS2-5, HS-LS2-6, HS-LS2-7, HS-LS2-7 NM, HS-LS2-8, HS-LS3-1, HS-LS3-2, HS-LS3-3, HS-LS4-1, HS-LS4-2, HS-LS4-3, HS-LS4-4, HS-LS4-5, HS-LS4-6, HS-ESS2-4, HS-ESS2-7, HS-ESS3-1, HS-ESS3-3, HS-ESS3-4, HS-ETS1-1, HS-ETS1-2, HS-ETS1-3, HS-ETS1-4.

Environmental Science - This phenomena-based course focuses on applicable grade-level multidimensionality in the NM STEM Ready! Science Standards examining the mutual relationships between organisms and their environment, addressing the following topics: organization for matter and energy flow in organisms; cycles of matter and energy transfer in ecosystems; ecosystem dynamics, functioning, and resilience; biodiversity and humans; biogeology; conservation of natural resources; human impacts on earth systems; global climate change; and engineering design. NM STEM Ready! Science Standards: HS-LS1-5, HS-LS1-7, HS-LS2-1, HS-LS2-3, HS-LS2-4, HS-LS2-5, HS-LS2-6, HS-LS2-7 NM, HS-LS2-7. HS-LS4-5, HS-LS4-6, HS-ESS2-2, HS-ESS2-3, HS-ESS2-4, HS-ESS2-5, HS-ESS2-6, HS-ESS2-7, HS-

ESS3-1, HS-ESS3-2, HS-ESS3-3, HS-ESS3-4, HS-ESS3-5, HS-ESS3-6, HS-SS-2 NM, HS-ETS1-3, HS-ETS1-4

Chemistry – This phenomena-based course addresses ideas and skills from earlier grades where students explain more phenomena central to the physical sciences with connections to the earth and space sciences. This course focuses on applicable grade-level multidimensionality in the NM STEM Ready! Science Standards addressing the topics of: structures and properties of matter; chemical reactions; energy; Earth's systems; human sustainability; a New Mexico Specific Standard and engineering design. NM STEM Ready! Science Standards: HS-PS1-1, HS-PS1-2, HS-PS1-3, HS-PS1-4, HS-PS1-5, HS-PS1-6, HS-PS1-7, HS-PS1-8, HS-PS3-1, HS-PS3-2, HS-PS3-3, HS-PS3-4, HS-PS3-5, HS-ESS2-4, HS-ESS2-5, HS-ESS2-6, HS-ESS3-2, HS-ESS3-5, HS-ESS3-6, HS-SS-1, HS-ETS1-1, HS-ETS1-2, HS-ETS1-3, HS-ETS1-4.

SOCIAL STUDIES

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
New Mexico History/Geography	9 Spring	One Half	None	N/A
United States History or *HIST 1120G	10 Fall	One	None *Must meet college placement testing requirement (Accuplacer) to receive Dual Credit	N/A
World History or *HIST 1160G	10 Spring	One	None *Must meet college placement testing requirement (Accuplacer) to receive Dual Credit	N/A
Government/Civics or *POLS 1120 G	11 Spring	One	NONE *Must meet college placement testing requirement (Accuplacer) to receive Dual Credit	N/A
Economics Or *ECON 2110G	12 Fall	One Half	None *Must meet college placement testing requirement (Accuplacer) to receive Dual Credit	N/A

New Mexico History/Geography -- Course examines the pre-history, history, politics, geography, economics, society, and cultures within New Mexico.

U. S. History -- Course is the study of the reconstruction of America after the Civil War and the emergence of the U. S. as a world power militarily, economically, and culturally. A study of how the U. S. overcame external and internal threats to grow in influence as a democracy. This course is also the study of the unique problems the United States has experienced having

emerged as a world leader after WWII dealing with the culture, conflicts, domestic and foreign policies, and domestic problems from WWII to present. Students have the opportunity to earn college credit for HIST 1120G (3 college credits) through the successful completion of this course for New Mexico State University Carlsbad. Students must pass the ACCUPLACER college placement exam prior to enrollment in this course to be considered for dual credit.

HIST 1120G – United States History II (3 cr.) - Course Description as applicable to dual credit students— The primary objective of this course is to serve as an introduction to the history of the United States from reconstruction to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies.

World History -- Course is a study of modern world history from the Renaissance to the present. Students will evaluate and interpret the major eras and important turning points, people, and events in world history by analyzing significant patterns, relationship's themes, ideas, and beliefs. By using critical thinking skills and primary/secondary resources to understand and communicate perspectives of individuals, groups and societies from multiple contexts, students will develop an understanding of the complexity of the human experience as well as the impact and influence of historical events on present day political, economic, and social situations.

HIST 1160G Western Civilization II (3cr.)- Course Description as applicable to dual credit students- This course is a chronological treatment of the history of the western world from the early modern era to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization.

Government – Course is a study of the history and structure of American constitutional government with emphasis placed upon its operation at national, state and local levels, its effect on individuals and organizations, and their role in the governing process. Students have the opportunity to earn college credit for POLS 11120G (3 college credits) through the successful completion of this course for New Mexico State University Carlsbad. Students must pass the ACCUPLACER college placement exam prior to enrollment in this course to be considered for dual credit.

POLS 1120G-American National Government (3 cr.) - Course Description as applicable to dual credit students - This course explains the role of American national government, its formation and principles of the Constitution; relation of state to the national government; political parties and their relationship to interest groups. This course also explains the structure of the legislative, executive, and judicial branches.

Economics – Course is a study of the history and development of the free enterprise economic system, its applications and effects on the individual within that system and the relationship with comparative world economics.

ECON 2110G-Macroeconomic Principles (3cr)- Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies.

FOREIGN LANGUAGE

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
Spanish I	9-12 Fall	One	None	N/A
Spanish II	9-12 Spring	One	Successful completion of Spanish I	N/A

Spanish I -- A beginning course in Spanish. Introduces the fundamental vocabulary and grammar through listening, speaking, writing, and reading activities. Develops an appreciation for the language and culture.

Spanish II -- A refinement of the language skills and a continuation of the cultural appreciation learned in Spanish I. More grammatical structures and more advanced vocabulary will be studied and practiced with intent toward continued advanced language study culminating in Advanced Placement coursework.

PERFORMING ARTS

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
Choraliers I	9-12	One	None	N/A
Choraliers II	9-12	One	Choraliers I	N/A

Choraliers I -- Choir designed for advancing singers with some choral experience. Attendance at rehearsals and performances mandatory.

Choraliers II -- Choir designed for advancing singers with some choral experience. Must demonstrate sight-singing ability on exercise provided by the director. Attendance at rehearsals and performances mandatory.

COMMUNICATIONS

COURSE TITLE	GRADE LEVEL	CREDITS	PREREQUISITES	FEE
Yearbook-Journalism I	9-12	One	None	N/A
Yearbook-Journalism II	9-12	One	Yearbook-Journalism I	N/A

Yearbook-Journalism – Year long production-oriented course is for students who have an interest in completing ECHS's Yearbook. Students work as computer designers, reporters, writers, photographers and advertising and circulation salespersons. Students research, gather information, take digital photographs and do graphic design and desktop publishing. They work under deadline pressure. Students in the yearbook class must be computer literate.

ELECTIVES

Beginning with the Class of 2022 students will no longer be able to participate in co-curricular concurrent enrollment classes at Carlsbad High School. The only classes CECHS students may participate in at Carlsbad High School are 7th period athletic classes that are tied to the extra-curricular sport they are playing. This option is not available for 9th and 10th graders due to the fact that they have a full grade schedule. While attending CECHS, students will meet and/or exceed necessary elective credits by means of taking courses as part of their associate degree plan of study with SENMC therefore, elective courses at CHS are not required in order to meet necessary graduation credit requirements.

DUAL CREDIT PROGRAM **(HIGH SCHOOL AND COLLEGE CREDIT)**

The primary purposes of the dual credit program is to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. These programs allow students to earn credit at the high school level and college levels simultaneously earn credit to graduate from the Early College with a high school diploma and an associate degree or 2 years of college credit.

Dual credit courses are offered through New Mexico State University – Carlsbad (SENC) and will apply to high school core courses (English, Mathematics, Science and Social Studies). If the Early College High School offers an equivalent course, students must take the course at the high school, unless otherwise approved by the District Dual Credit Coordinator.

To be eligible for dual credit for the fall, spring, and summer semesters, the student must:

1. be enrolled in at least four courses during the fall and spring semesters at Carlsbad Early College High School.
2. obtain permission from the principal, the student's parents or guardian, and SENC prior to enrolling in a dual credit course; and
3. meet the SENC requirements to enroll as a dual credit student as listed below:
 - a. **For career or vocational** courses, such as Welding or Automotive, the student must have a **minimum 2.0 grade point average (GPA)**.
 - b. For academic or general education courses such as English 111, all high school students must also meet the minimum required ACT scores of 19 in Reading and 16 in English or pass the Accuplacer Next Gen exams with a Reading Score of 250 and a Writing Score of 250. Students enrolled in MATH 1215 need a math score of 257, and students enrolled in MATH 1215 need a Math score of 281. Students should arrange to take the ACCUPLACER test by calling the SENC Counseling and Student Development Center at 234-9337.

The course requirements for high school students enrolled in a dual credit course shall be equal to those of regular college/university students. Course requirement information can be obtained from the SENC catalog.

For each three college/university credits earned in a dual credit course, the student will earn one high school credit toward graduation. The grade earned will be recorded on both the student's high school and SENC transcripts and will count toward the student's Grade Point Average (GPA) in both institutions.

Requirements for Admission and Enrollment of Students:

1. The student shall discuss potential dual credit courses with their high school guidance counselor and the SENC's admission office. Information collected should include admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course.
2. The student shall obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information. See <https://carlsbad.nmsu.edu/student-counseling-development/dual-credit-program/>
3. The student shall meet the prerequisites and requirements of the course(s) to be taken.

4. The student shall complete the Dual Credit Form available online or in hard copy from the high school guidance office or admission office of the SENMC.
5. The student shall obtain approval for enrolling in the dual credit course each semester by acquiring all necessary signatures on the Dual Credit Form.
6. The student shall register for courses during the SENMC's standard registration periods (Note: Enrollments will not be permitted after the close of posted late registrations for SENMC).
7. The student shall comply with the SENMC's and Carlsbad High School's student code of conduct and other institutional policies.

Requirements for a Change in Registration (Drop, Add and/or Withdrawal):

1. The student shall discuss any requests for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures to receive approval from the principal of Carlsbad Early College High School and SENMC dual credit coordinator.
2. The student shall receive the SENMC's grade notation on the student's high school transcript (Note: If SENMC gives the student a "W" for withdrawing from a course, the student's high school transcript will reflect the grade of "W" in like manner).

The Rights and Privileges of the Student participating in the Dual Credit Program include:

1. The rights and privileges are equal to those extended to Carlsbad Early College High School students and SENMC students.
2. The use of the SENMC library, course-related labs and other institutional facilities, use of SENMC programs and services such as counseling, tutoring, advising, and special services for students with disabilities, and access to SENMC personnel and resources as required.
3. The right to appeal, in writing to Carlsbad Early College High School or SENMC, as applicable, any decision pertaining to enrollment in the dual credit program.

The Student's Financial Responsibility for Taking a Dual Credit Course:

1. The student shall return the textbooks and unused course supplies to Carlsbad Early College High School counselor when the student completes the course or withdraws from the course.
2. The student shall arrange transportation to SENMC where the majority of the dual credit courses will be offered.
3. The student shall be responsible for course-specific fees. (e.g., lab, computer)
4. The institution of higher education, SENMC, shall waive the tuition for eligible dual credit courses.

New Mexico State University-Carlsbad course descriptions, prerequisites, and requirements are subject to change each semester. Specific information can be found on the SENMC website at www.cavern.nmsu.edu under the Dual Credit link.

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ART, AUDIO/VIDEO TECHNOLOGY AND COMMUNICATION



Core Skills Needed

- Equipment Selection
- Technology Design
- Time Management
- Installation
- Operations Analysis
- Active Learning
- Reading Comprehension
- Coordination

Pathways

- Audio & Video
Technology & Film
- Journalism &
Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications
- Visual Arts

Occupations

- Audio and Video
Equipment Technicians
- Producers and Directors
- Editors
- Graphic Designers
- Multimedia Artists and
Animators
- Writers and Authors

Associate Degree Options

- Arts
 - Applied Science in Digital
Media Technology
- ## Certificate Options
- Digital Animation
 - Digital Graphics
 - Digital Video
 - Videogame Animation

Associate of Arts & General Studies

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 2221G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (Science + Lab) Area III	1.5	4
SENMC Elective Course	1-1.5	3-4
TOTAL CREDITS	5-6 CR	10-11 CR

Associate of Arts & General Studies (Continued)

SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (Science + Lab) Area III	1.5	4
SENMC Elective Course	1-1.5	3-4
SENMC Elective Course	1-1.5	3-4
TOTAL CREDITS	5-6 CR	13-15 CR
FALL YEAR 4		

COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
SENMC Course Req. Area IV	1-1.5	3-4
SENMC Course Req. Area IV or V	1-1.5	3-4
SENMC Elective Req.	1	3
SENMC Elective Req.	1	3
TOTAL CREDITS	5-6 CR	12-14 CR

SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
SENMC Course Req. Area IV or V	1-1.5	3-4
SENMC Elective Req.	1	3
SENMC Elective Req.	1	3
SENMC Elective Req.	1	3
TOTAL CREDITS	4.5-5 CR	12-13 CR

TOTAL HIGH SCHOOL CREDITS EARNED	35-38 CR
TOTAL COLLEGE CREDITS EARNED	66-72 CR

Associate of Arts & General Studies (Requirements)	
Branch Requirements	3 Credits
Area I: English & Communication	10 Credits
Area II: Mathematics	3 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behav. Sci & Hum/Fine Arts	15 Credits
Electives	27 Credits
TOTAL CREDITS	66 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

Associate of Applied Science – Digital Media Technology

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 2221G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
Program Option Course	1	3
CMT 145	1	3
ART 101G	1	3
TOTAL CREDITS	4.5 CR	9 CR

Associate of Applied Science – Digital Media Technology (Continued)

SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
ARTS 1610	1	3
ARTS 1240	1	3
Program Option Course	1	3
TOTAL CREDITS	4.5 CR	12 CR

SUMMER YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
PSYC 1110G	1	1
TOTAL CREDITS	1 CR	3 CR

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
COMM 1115G	1	3
ENGL 2520G	1	3
Program Option Course	1	3
TOTAL CREDITS	4 CR	9 CR

SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
ENGL 2382	1	3
FDMA 2765 or OEGR 221	1	3
BUSA 1110	1	3
Program Option Course	1	3
TOTAL CREDITS	4.5 CR	12 CR

TOTAL HIGH SCHOOL CREDITS EARNED	34 CR
TOTAL COLLEGE CREDITS EARNED	64 CR

Associate of Applied Science – Digital Media Technology (Requirements/Options)	
	Select One Program Option:
	Digital Animation Certificate
	Digital Graphics Certificate
	Digital Video Certificate
	Digital Video Game Animation Certificate
TOTAL CREDITS	64 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

EDUCATION AND TRAINING



Occupations:

- Education Administrators (Preschool and Child-care Center/Program)
- Educational, Guidance, School, and Vocational Counselors
- Fitness Trainers and Aerobics Instructors
- Middle School Teachers
- Elementary School Teachers
- Secondary School Teachers
- Teacher Assistants

Associate Degree Options

- Education
- Early Childhood Education

Certificate Options

- Early Childhood Education Provisional Administration

Core Skills Needed:

- Instructing
- Learning Strategies
- Writing
- Active Learning
- Speaking
- Reading Comprehension
- Systems Evaluation
- Service Orientation
- Management of Personal Resources
- Monitoring



Associate of Education

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 2221G or 2210G) Area I	1	3
Algebra II SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
CEPY 1120G	1	3
TOTAL CREDITS	5 CR	9 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (Science + Lab) Area III	1.5	4
Education 101 (EDUC 1110)	0.5	1
SENMC Fine Arts Elective	1	3
TOTAL CREDITS	5.5 CR	11 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (Science + Lab) Area III	1.5	4
CEPY 1120G	1	3
SENMC ART, MUS, or THTR	1	3
TOTAL CREDITS	5 CR	13 CR

Associate of Education (Continued)

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
HIST 1150G or 1160G	1	3
SENNC Course Req. (MATH 1134 or MATH 1130G) Area II	1	3
SENNC Course Req. Area IV	1	3
SENNC Course Req. Area III	1.5	4
TOTAL CREDITS	5.5 CR	13 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
SENNC Course Req. (MATH 1140G) Area II	1	3
EDUC 1120	0.5	2
EDUC 1995	0.5	1
SENNC Elective Req.	1	3
SENNC Elective Req.	1	3
TOTAL CREDITS	4.5 CR	12 CR

TOTAL HIGH SCHOOL CREDITS EARNED	37 CR
TOTAL COLLEGE CREDITS EARNED	71 CR

Associate of Education (Requirements)	
Branch Requirements	3 Credits
Area I: English & Communication	10 Credits
Area II: Mathematics	6 Credits
Area III: Laboratory Science	12 Credits
Area IV/V: Social/Behav. Sci & Hum/Fine Arts	18 Credits
Professional Education Courses	10 Credits
Electives	6 Credits
TOTAL CREDITS	65 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

Associate of Early Childhood Education

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
SENMC Elective Course (ART, MUS, or THTR)	1	3
TOTAL CREDITS	5.5 CR	13 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 2221G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
CEPY 1120G	1	3
TOTAL CREDITS	5 CR	9 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
ECED 1110	1	3
ECED 1125	1	3
TOTAL CREDITS	4.5 CR	9 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
ECED 1115	1.5	4
ECED 2130	1	3
HIST 1150G or 1160G	1	3
TOTAL CREDITS	5 CR	13 CR

Associate of Early Childhood Education (Continued)

SUMMER YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
ECED 1130	1	3
ECED 2110	0.5	2
ECED 1120	1	3
TOTAL CREDITS	2.5 CR	8 CR
FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
MATH 1134	1	3
ECED 2120	1	3
ECED 2121	1	3
SENMC Course Req. (Science + Lab) Area III	1.5	4
TOTAL CREDITS	5.5 CR	13 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
MATH 2134G	1	3
ECED 2130	1	3
ECED 2131	1	3
SENMC Course Req. (Science + Lab) Area III	1.5	4
TOTAL CREDITS	5 CR	13 CR

TOTAL HIGH SCHOOL CREDITS EARNED	40 CR
TOTAL COLLEGE CREDITS EARNED	81 CR

Associate of Early Childhood Education (Requirements)	
Branch Requirements	3 Credits
Area I: English & Communication	10 Credits
Area II: Mathematics	6 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behav. Sci & Hum/Fine Arts	15 Credits
Professional Education Courses	32 Credits
TOTAL CREDITS	74 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

Business, Management, & Administration



Core Skills Needed:

- Management of Financial Resources
- Mathematics
- Writing
- Programming
- Reading Comprehension
- Negotiation
- Persuasion
- Speaking
- Operations Analysis
- System Analysis

Occupations:

- Cost Estimators
- General and Operations Managers
- Human Resource Managers
- Human Resource Specialists
- Insurance Claims and Policy Processing Clerks
- Management Analysts
- Public Relations Specialists
- Secretaries and Administrative Assistants
- Training and Development Specialists
- Customer Service Representatives

Associate Degree Options:

- Pre-Business
- Applied Science in Business Management

Certificate Options:

- Business Office Technology
 - Medical Transcription & Records
 - Office Assistant
- Accounting
- Banking

Associate of Pre-Business

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req.(ENGL 2221G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (Science + Lab) Area III	1.5	4
BCIS 110 or CS 110	1	3
TOTAL CREDITS	5 CR	10 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req.(POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (Science + Lab) Area III	1.5	4
SENMC Course Req. (PSYC 1110G – Recommended) Area IV or V	1	3
SENMC Course Req. (ENGL 203G)	1	3
TOTAL CREDITS	5 CR	13 CR

Associate of Pre-Business (Continued)

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics (POLS 1120G)	1	3
Seminar III/Work Based Learning	0.5	0
ACCT 221	1	3
STAT 251G	1	3
BUSA 1110	1	3
SENNMC Elective Req.	1	3
TOTAL CREDITS	5.5 CR	15 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
SENNMC Course Req. Area V	1	3
ECON 252G	1	3
ACCT 222	1	3
MATH 142G	1	3
TOTAL CREDITS	4.5 CR	12 CR

TOTAL HIGH SCHOOL CREDITS EARNED	35.5 CR
TOTAL COLLEGE CREDITS EARNED	69 CR

Associate of Pre-Business (Requirements)	
Area I: English & Communication	10 Credits
Area II: Mathematics	12 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behav. Sci & Hum/Fine Arts	15 Credits
College of Business Dept. Requirements	12 Credits
Electives	6 Credits
TOTAL CREDITS	63 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

Health Sciences



Associate Degree Options

- Science
- Art

Core Skills Needed:

- Science
- Service Orientation
- Social Perceptiveness
- Learning Strategies
- Active Learning
- Writing
- Instructing
- Reading Comprehension
- Active Listening

Occupations

- Dental Hygienists
- Information Nurse Specialists
- Medical and Health Services Managers
- Physical Therapist
- Pharmacists
- Physician Assistants
- Radiologic Technicians
- Registered Nurses
- Home Health Aids



Associate of Science (Pre-Med Studies)

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 1110G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (CHEM 1216G/L) Area III	1.5	4
SENMC Course Req. PSYC 1110G – Recommended) Area IV or V	1	3
TOTAL CREDITS	5 CR	10 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req. (P SENMC OLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (CHEM 1226G/L) Area III	1.5	4
Math 1250G	1	3
SENMC Elective Course (ART, MUS, or THTR)	1	3
TOTAL CREDITS	5 CR	13 CR

Associate of Science (Pre-Med Studies)

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar III/Work Based Learning	0.5	0
MATH 1511G	1	3
SENMC Course Req. (BIOL 225) Area III	1.5	4
SENMC Course Req. (PHYS 211G/L) Area III	1.5	4
TOTAL CREDITS	5.5 CR	14 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
MATH 1521G or STAT 1350G	1	3
PHYS 212G/L	1.5	4
SOCI 1110G	1	3
SENMC Course Req. (BIOL 226G) Area III	1.5	4
TOTAL CREDITS	5.5 CR	14 CR

TOTAL HIGH SCHOOL CREDITS EARNED	36.5 CR
TOTAL COLLEGE CREDITS EARNED	70 CR

Associate of Science (Requirements)	
Area I: English & Communication	10 Credits
Area II: Mathematics	3-4 Credits
Area III: Laboratory Science	16 Credits
Area IV: Social/Behavioral Science	9 Credits
Area V Humanities & Fine Arts	6 Credits
Electives (MATH, SCI., ENGR)	16 Credits
TOTAL CREDITS	60-61 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	
<i>The Associate of Science degree offers the choice of different optional concentrations which allow for an easier transition into a baccalaureate science major depending on the student's choice of major. This degree differs from the Associate of Arts degree in that there is a heavy emphasis in science and mathematics, a requirement for any Bachelor of Science degree. In order to earn an Associate of Science degree, the student must earn at least 16 credits in laboratory sciences. This degree meets all requirements necessary to complete a bachelor's degree. The courses outlined in this plan of study have been selected based on the recommendation of the UNM BA/MD program for students interested in pursuing a professional medical degree.</i>	

Associate of Arts Pre-Nursing Studies

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 1110G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (SOCI 1110G) Area IV	1	3
SENMC Course Req. (CHEM 1120 G/L) Area III	1.5	4
SENMC Elective Course	1	3
TOTAL CREDITS	5 CR	10 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
Pre-Calculus	1	0
SENMC Course Req. (BIOL 2121 G/L) Area III	1.5	4
PSYC 1110G	1	3
CEPY 1120G	1	3
TOTAL CREDITS	6 CR	13 CR

Associate of Arts – Pre-Nursing Studies (Continued)

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
SENMC Course Req. (BIOL 2210) Area III	1.5	4
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Elective Course	1	3
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
SENMC Course Req. (BIOL 2225) Area III	1.5	4
SENMC Elective Req. (NA 101)	2	6
SENMC Elective Req. (NURS 150)	1	3
SENMC Course Req. Area V	1	3
TOTAL CREDITS	6 CR	16 CR

TOTAL HIGH SCHOOL CREDITS EARNED	37 CR
TOTAL COLLEGE CREDITS EARNED	68 CR

Associate of Arts & General Studies (Requirements)	
Branch Requirements	3 Credits
Area I: English & Communication	10 Credits
Area II: Mathematics	3 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behav. Sci & Hum/Fine Arts	15 Credits
Electives	27 Credits
TOTAL CREDITS	66 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

HUMAN SERVICES

HUMAN SERVICES



Associate Degree Options

- Social Services

Core Skills Needed:

- Service Orientation
- Social Perceptiveness
- Instructing
- Learning Strategies
- Operations Analysis
- Persuasion
- Speaking
- Negotiation
- Writing
- Active Listening

Occupations

- Child, Family, and School Social Workers
- Childcare Workers
- Healthcare Social Workers
- Massage Therapists
- Mental Health Counselors
- Mental Health & Substance Abuse Social Workers
- Rehabilitation Counselors
- Social and Community Service Managers
- Social and Human Service Assistants
- Preschool Teachers



Associate of Social Work

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req.(ENGL 1110G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (BIOL 1120G/L) Area III	1.5	4
SOWK 2110G	1	3
TOTAL CREDITS	5 CR	10 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req.(POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (Science + Lab) Area III	1.5	4
CS110	1	3
STAT 251G	1	3
TOTAL CREDITS	5 CR	13 CR

Associate of Social Work (Continued)

SUMMER YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
PSYC 1110G	1	3
TOTAL CREDITS	1 CR	3 CR
FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
SPAN 1110	1.5	4
PSYC 2221	1	3
CEPY 1120G	1	3
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
SPAN 1120	1.5	4
PHIL 1115G	1	3
SOCI 1110G	1	3
HMSV 2110	1	3
TOTAL CREDITS	5 CR	13 CR

TOTAL HIGH SCHOOL CREDITS EARNED	36 CR
TOTAL COLLEGE CREDITS EARNED	68 CR

Associate of Social Work (Requirements)	
Area I: English & Communication	10 Credits
Area II: Mathematics	6 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behavioral Science	12 Credits
Area V: Humanities & Fine Arts	6 Credits
Foreign Language	8 Credits
Related Requirements	10 Credits
TOTAL CREDITS	60 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

LAW, PUBLIC SAFETY AND CORRECTIONS

LAW, PUBLIC SAFETY, AND CORRECTIONS



Occupations

- Correctional Officers & Jailors
- Criminal Investigators & Special Agents
- Emergency Medical Technicians & Paramedics
- Firefighters
- First-Line Supervisors of Firefighting & Prevention Workers
- Forensic Science Technicians
- Lawyers
- Paralegals & Legal Assistants
- Police & Sheriff's Patrol Officers
- Security Management Specialists

Associate Degree Options

- Criminal Justice



Core Skills Needed:

- Negotiation
- Persuasion
- Speaking
- Social Perceptiveness
- Active Listening
- Writing
- Service Orientation
- Critical Thinking
- Judgment & Decision Making
- Instructing



Associate of Criminal Justice

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III- SENMC Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History- SENMC Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 1110G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
Elective Course	TBD	TBD
TOTAL CREDITS	4 CR	6 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (Science + Lab) Area III	1.5	4
CIJS 1110G	1	3
TOTAL CREDITS	5 CR	10 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government- SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (Science + Lab) Area III	1.5	4
PHIL 101G or PHIL 201G	1	3
CIJS 2220	1	3
TOTAL CREDITS	5 CR	13 CR

Associate of Criminal Justice (Continued)

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics	0.5	0
Seminar III/Work Based Learning	0.5	0
SPAN 1110	1.5	4
CJUS 2140 or CJUS 2160 or PSYC 2221	1	3
CJUS 1120	1	3
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
SPAN 1120	1.5	4
CJUS 2150	1	3
CJUS 2120	1	3
SENMC Course Req. Area IV	1	3
TOTAL CREDITS	5 CR	13 CR

TOTAL HIGH SCHOOL CREDITS EARNED	35 CR
TOTAL COLLEGE CREDITS EARNED	65 CR

Associate of Criminal Justice (Requirements)	
Branch Requirements	1 Credits
Area I: English & Communication	10 Credits
Area II: Mathematics	3 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behavioral Science	6 Credits
Area V: Humanities & Fine Arts	3 Credits
Foreign Language	8 Credits
Departmental Requirements	18 Credits
Electives	3 Credits
TOTAL CREDITS	60 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

Science, Technology, Engineering, & Mathematics (STEM)



Core Skills Needed:

- Science
- Programming
- Mathematics
- Technology Design
- Operations Analysis
- Systems Evaluation
- Writing
- Reading Comprehension
- Complex Problem Solving

Occupations:

- Mechanical Engineers
- Chemical Technicians
- Chemists
- Civil Engineers
- Electrical and Electronics Engineering Technicians
- Electrical Engineers
- Photonics Engineers
- Mechatronics Engineers
- Medical Scientists, Except Epidemiologists
- Statisticians

Associate Degree Options:

- Science in Engineering
- Science
 - Biology Concentration
 - Natural Resource Concentration
 - Physical Concentration

Associate of Science in Engineering

FALL YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English I	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
College Success - SENMC Req. (FYEX 1110)	1	3
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	3 CR
SPRING YEAR 1		
COURSE NAME	HS Cr. Value	College Cr. Value
English II	1	0
Algebra I	0.5	0
Integrated Science/Innovations Science	0.5	0
New Mexico History (A)	0.5	0
Financial Literacy (B)	0.5	0
Physical Education (A/B) & Tutoring (A/B)	0.5	0
TOTAL CREDITS	3.5 CR	0 CR
FALL YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English III-NM SENMC SU Course Req. (ENGL 1110G) Area I	1.5	4
Applied Math- SENMC Pre-Req. (MATH 1215) Area II	1	3
Biology	1	0
U.S. History-NM SENMC SU Course Req. (HIST 1120G) Area V	1	3
Elective Course	TBD	TBD
TOTAL CREDITS	4.5 CR	10 CR
SPRING YEAR 2		
COURSE NAME	HS Cr. Value	College Cr. Value
English IV- SENMC Course Req. (ENGL 1110G or 2210G) Area I	1	3
Algebra II- SENMC Course Req. (MATH 1220G) Area II	1	3
Chemistry	1	0
World History	1	0
CEPY 1120G	1	3
TOTAL CREDITS	5 CR	9 CR
FALL YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Geometry	1	0
Seminar I/Work Based Learning	0.5	0
SENMC Course Req. (COMM 1130G or 1115G) Area I	1	3
SENMC Course Req. (CHEM 1216G/L) Area III	1.5	4
ENGR 100	1	3
TOTAL CREDITS	5 CR	10 CR
SPRING YEAR 3		
COURSE NAME	HS Cr. Value	College Cr. Value
Government SENMC Course Req. (POLS 1120G) Area IV	1	3
Seminar II/Work Based Learning	0.5	0
SENMC Course Req. (CHEM 1226G/L) Area III	1.5	4
MATH 1250G	1.5	4
ENGR 111	1	3
CE 151	1	3
TOTAL CREDITS	6.5 CR	17 CR

Associate of Science in Engineering (Continued)

FALL YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Economics (POLS 1120G)	1	3
Seminar III/Work Based Learning	0.5	0
MATH 1511G	1.5	4
SENMC Course Req. Area V	1	3
Engineering Degree Elective	1-1.5	3
TOTAL CREDITS	5-5.5 CR	13-14 CR
SPRING YEAR 4		
COURSE NAME	HS Cr. Value	College Cr. Value
Seminar IV/Work Based Learning	0.5	0
MATH 1521G	1.5	4
PHYS 1310G/L	1.5	4
Engineering Degree Elective	1-1.5	3-4
TOTAL CREDITS	4.5-5 CR	11-12 CR

TOTAL HIGH SCHOOL CREDITS EARNED	37.5-38.5 CR
TOTAL COLLEGE CREDITS EARNED	73-75 CR

Associate of Science in Engineering (Requirements)	
Area I: English & Communication	10 Credits
Area II: Mathematics	8 Credits
Area III: Laboratory Science	8 Credits
Area IV/V: Social/Behavioral Science	15 Credits
Related Requirements	13 Credits
Engineering Degree Electives	6-8 Credits
TOTAL CREDITS	60-62 Credits
***IN ADDITION TO CREDITS LISTED ABOVE, STUDENTS ARE STRONGLY RECOMMENDED TO TAKE 2 CREDITS OF A FOREIGN LANGUAGE IN ORDER TO MEET ADMISSION REQUIREMENTS AT MOST 4 YEAR POST SECONDARY INSTITUTES. FOREIGN LANGUAGE CREDIT(S) MAY BE EITHER AT A HIGH SCHOOL CREDIT VALUE OR AS A COLLEGE CREDIT COURSE AS PART OF THE ASSOCIATE REQUIREMENTS.	

PARENTAL NOTIFICATION

ACCESS TO SCHOOL RECORDS/INFORMATION. Access to educational records is governed by the requirements of the Amended Family Educational Rights and Privacy Act (FERPA) of 1974 and district policy. Under this act and policy, non-custodial parents have the right only to academic and attendance records. Parents must inform the school principal in writing, on a form provided in the principal's office, if they wish to limit media access to their student's pictures, honors or other recognition as outlined in Policy 6.41.

ANTI-BULLYING: Bullying behavior by any student in the Carlsbad Municipal School District is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

"Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may or may not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

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

Students and parents may file verbal complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion. (*NMAC-N, 6.12.7.7, 11-30-06*)

CORPORAL PUNISHMENT/NOTIFICATION. School personnel are encouraged to practice a high standard of professional ethics in regard to discipline. Carlsbad Municipal Schools will not permit nor be a witness to the use of Corporal Punishment by parents/guardians on school premises.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT/PROTECTION OF PUPIL RIGHTS ACT (FERPA/PPRA). In compliance with the ESSA Act, the parent has the right to:

- (a) Inspect surveys created by third parties before such surveys are administered or distributed to students.
- (b) Inspect and the right of students to refuse to participate in any surveys designed to collect private information about, among other things, students' or their families' political affiliations, sexual behaviors and attitudes, mental problems, illegal behavior, income, and religious practices or beliefs.
- (c) Inspect, upon request, any instructional material used in the educational curriculum for the student.

- (d) Be informed of the administration of physical examinations or screenings that the school may administer to students.
- (e) Know of the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling such information.
- (f) Inspect, upon request, any instrument used in the collection of personal student information to be used for marketing purposes.

The PPRA now obligates schools to provide parents reasonable notice, at least once annually at the beginning of the school year, of the adoption and implementation of the policies required by the Act. This notice must offer an opportunity to parents to opt the student out of participation of any instructional material used as part of the educational curriculum. The PPRA now requires schools to provide notice to parents of:

- (a) Activities involving the collection or disclosure of personal student information for marketing purposes.
- (b) The administration of any survey designed to gather private student information in the various categories listed under the PPRA.
- (c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students.

MILITARY RECRUITER ACCESS TO INFORMATION/SCHOOL RECORDS. Both the ESSA Public Law No: 114-95, and the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107), entitle military recruiters to receive the name, address, and telephone listing of juniors and seniors in high school. Parents may make a written request to the building principal to opt out of having the school provide directory information to military recruiters. The Carlsbad Municipal School District will allow military recruiters (i.e., Army, Navy, Air Force, Marines, Coast Guard, National Guard) to be available on the high school campus for job fairs, as well as to visit with interested students, at the student's request during his/her lunch periods.

PESTICIDE SPRAYING NOTIFICATION. As per the New Mexico Public Education Department Regulation 9.13.4, a written request for advance notice of pesticide spraying prior to application may be made by a parent or guardian. This written request for notification should be turned in to the building principal.

STUDENT SUPERVISION – ON CAMPUS (*In Loco-Parentis*). Parents must send their children to school under New Mexico's compulsory attendance laws. Schools stand in *loco parentis* as regards to discipline, supervision and custody issues. This means that schools are responsible for students "in place of the parents" while students are in school. School personnel should exercise due care in guarding the health, safety and welfare of students enrolled in their schools. All school officials, employees and authorized agents of the public schools whose responsibilities include supervision of students shall stand in *loco parentis* with regard to students they are required to supervise at any time the responsibility of supervision exists.

Whenever students are lawfully subjected to the school's control, public authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the school's authority. Principals must assume responsibility and leadership with regard to the discipline of students. The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school and community until and unless the rules are changed through lawful processes.

STUDENT SUPERVISION – OFF CAMPUS (*In Loco-Parentis*). The school reserves the right to discipline students for out-of-school conduct having a direct and immediate effect on school discipline or the general safety and welfare of the school. This will apply to all students traveling to, attending, and returning from school, and while visiting another school, or a school-sanctioned activity.

SUBSTITUTE TEACHERS. If a substitute is in a classroom for four consecutive weeks with a sub-standard license, parents must be notified of the certification of the substitute. The parent may contact the building principal for this information. (*NMSA 1978, 22-10-16*)

TEACHER LICENSURE.

In accordance with the ESSA Act (Public Law No: 114-950, "Parents Right to Know", the parent has the right to request information about the licensure and other qualifications, teaching assignment, and training of their child's teacher and any paraprofessionals (instructional assistants) who may work with their child. The parent may contact the building principal for this information.

Carlsbad Early College High School Belief and Core Values

OUR BELIEF:

The Carlsbad Early College High School is the Flagship Early College in the State. We graduate as leaders, college, and career ready.

OUR CORE VALUES:

Right Choices

Work Hard

Have Focus

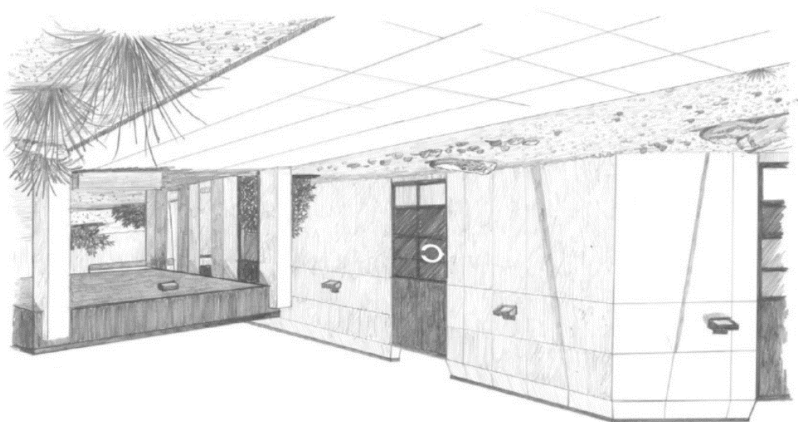
Have Resiliency



**CARLSBAD EARLY COLLEGE HIGH SCHOOL
IS FULLY ACCREDITED BY THE NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
AND**

**AdvancED, A PERFORMANCE ACCREDITATION THAT
REQUIRES INSTITUTIONS MEET AdvancED STANDARDS AND
ACCREDITATION POLICIES, DEMONSTRATE QUALITY
ASSURANCE THROUGH INTERNAL AND ENGAGEMENT
REVIEWS, AND ENGAGE IN CONTINUOUS IMPROVEMENT.**

CARLSBAD EARLY COLLEGE HIGH SCHOOL
IS FULLY ACCREDITED BY THE NEW MEXICO
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ASSURANCE THROUGH INTERNAL AND ENGAGEMENT
REVIEWS, AND ENGAGE IN CONTINUOUS IMPROVEMENT.



For more information, contact the athletic director, James Johns, 234-3325. His office is on the west side of the Gymnasium complex at the Carlsbad High School campus.

This handbook can be found electronically and in large print at the CECHS webpage which can be found at: www.carlsbadschools.net

3. Detamation, ridicule, falsehoods, libel, slander, character assassination(s) and other derogatory comments have no place in the academic and educational world, and are prohibited. Obscenity, profanity, and vulgarity are prohibited for the same reason.
 4. Advertisements involving smoking, use of alcohol, and/or obscenity have no place in a school publication. Also, advertisements advocating either side of a controversial issue will be avoided.
 5. 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 place in English literature, but expression which reflects journalistic and editorial irresponsibility has no place in an academic publication.
- Before a publication is distributed in the school or on school property, or before any school-sponsored publication is printed, a copy of the publication shall be submitted to the school principal and/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 invasion of the rights of students.

The principal or designee shall notify the individual submitting a proposed publication of the decision in writing and no later than five days after the principal has received the proposed publication. Any person aggrieved by the decision of the principal may appeal the decision to the hearing authority. A hearing on the matter will be scheduled as soon as is practical. The hearing will be governed by the same procedural rules as disciplinary actions.

ATHLETIC PROGRAMS & COMPETITIVE ACTIVITIES (Extracurricular)

Fall:	Winter:	Spring:
Football	Boys' Basketball	Boys' Golf/Girls' Golf
Volleyball	Girls' Basketball	Baseball
Boys' Soccer/Girls' Soccer	Boys' Swimming/Girls' Swimming	Softball
Boys' Cross Country/ Girls' Cross Country	Wrestling	Boys' Track/Girls' Track
	Cheer	Boys' Tennis/Girls' Tennis
Cheer	Dance	Dance
Dance		

For more information, contact the athletic director, James Johns, 234-3325. His office is on the west side of the Gymnasium complex at the Carlsbad High School campus.

**This handbook can be found electronically and in large print at the
 CECHS webpage which can be found at: www.carlsbadschools.net**

Such projects are to be under the direction of the CECHS principal and/or Assistant Superintendent for Instruction/designee.

Advertising in the Schools Sponsored by Community

Corporate sponsors are welcome to make proposals to support the school district and programs.

If funds are realized by a project, they must clearly and directly benefit the activity or program.

Such programs must be approved by and be under the direction of the school principal and the Assistant Superintendent for Instruction.

Businesses requesting for advertisements for school staff will be reviewed by the Assistant Superintendent for Instruction, and if approved, one copy of the special offer for school employees will be allowed on the table in the staff workroom.

Direct use of students in such proposals could potentially exploit students and/or place the District in an embarrassing circumstance with a segment of the Carlsbad business community. Therefore, District personnel must be diligent in recognizing such circumstances and advising the Principal and/or Superintendent of Instruction of such potential.

No liquor, tobacco, or sexually suggestive advertising shall be included in advertising related to any activity sponsored or sanctioned by the New Mexico Activity Association and/or the District.

Solicitation of Staff or Students

The District will make every effort to see that staff members and students are not disturbed during the school day by solicitors and, in turn, will encourage staff members to refrain from solicitation other than for authorized purposes.

CECHS STATEMENT FOR PUBLICATION

The community image of CECHS 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 standard which this school system maintains. Two considerations, our community image and academic standard, should govern all 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.

2. News and information about student activities and school programs are encouraged.

- these sites. If you know of students who are visiting offensive or harmful sites, report that use to your teachers and/or principal.
- (H) Engaging in commercial activity. Students may not sell or buy anything over the Internet. Students may not solicit or advertise the sale of any goods or services. Students may not divulge private information -- including credit card numbers and Social Security numbers -- about themselves or others.
- (I) Wasting the district's computer resources. Specifically, do not waste printer toner or paper.
- (J) Encouraging others to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content.

6. Privacy

Network and Internet access is provided as a tool for educational purposes only. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this usage. All such information, content, and files are the property of the District. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring students are using the system consistently with this policy.

7. Noncompliance

Your use of the Network and the Internet is a privilege, not a right. Violate this policy and, at minimum, your access to the Network and the Internet will be terminated, perhaps for the duration of your tenure with the District. Policy breaches include violating the above provisions and failing to report violations by other users. Permitting another person to use your account or password to access the Network or the Internet - including but not limited to someone whose access has been denied or terminated - is a violation of policy. Should another user violate this policy while using your account, you will be held responsible, and both of you will be subject to disciplinary action. Criminal violations may lead to criminal or civil prosecution.

ADVERTISING AND SOLICITATION

Sale of Advertising to Merchants

The Carlsbad Municipal School District may sell advertising to the merchants of the school District for the following projects:

- A. CECHS School newspaper or flyers
- B. CECHS School Annual

5.Banned Activity

The following activities violate the District's Computer Network and Internet Usage Policy:

- (A) Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belittling, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.
 - (B) Revealing personal information, such as the home address, telephone number, or Social Security number of another person or yourself.
 - (C) Making ethnic, sexual-preference, or gender-related slurs or jokes.
 - (D) Engaging in illegal activities, violating school policies or encouraging others to do so.
- Examples:*
- 1. Selling or providing substances prohibited under district and school policies.
 - 2. Accessing, transmitting, receiving, or seeking unauthorized, confidential information about another person.
 - 3. Conducting unauthorized business.
 - 4. Viewing, transmitting, downloading, or searching for obscene, pornographic, or illegal materials.
 - 5. Accessing others' folders, files, work, networks, or computers.
 - 6. Intercepting communications intended for others.
 - 7. Downloading or transmitting the District's confidential information.
- (E) Causing harm or damaging others' property.
- Examples:*
- 1. Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, ©, students should assume all materials are protected under copyright laws - unless explicit permission to use the materials is granted.
 - 2. Using another student's password to trick recipients into believing someone other than you is communicating or accessing the Network or Internet.
 - 3. Uploading a virus, harmful component, or corrupted data.
 - 4. Vandalizing the Network.
- (F) Jeopardizing the security of access, the Network, or other Internet Networks by disclosing or sharing passwords and/or impersonating others.
 - (G) Accessing or attempting to access controversial or offensive materials. Network and Internet access may expose students to illegal, defamatory, inaccurate, or offensive materials. Students must avoid

PETITIONS

All petitions must be approved by the Principal or Principal Designee.

INTERNET & WEB USE

COMPUTER NETWORK & INTERNET USAGE POLICY FOR STUDENTS

The Carlsbad Municipal Schools', herein referred to as District, are pleased to offer students access to the district's computer Network and the Internet. This policy applies to students granted Network and Internet access by the district. For the district to continue making Network and Internet access available, students must behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow this policy, you will be granted Network and Internet access in your school. If you have any questions about the provisions of this policy, you should contact your teacher sponsor and/or principal. If you or anyone you allow to access your account (itself a violation of this policy) violates this policy, your access will be denied or withdrawn. In addition, you may be subject to disciplinary action, up to and including expulsion.

1. Personal Responsibility

By accepting your account password and related information, and accessing the District's Network or Internet system, you agree to adhere to this policy. You also agree to report any Network or Internet misuse to your teachers and/or principal. Misuse includes policy violations that harm another person or another individual's property.

2. Term of Permitted Use

Network and Internet access extends throughout your school career with the district, provided you do not violate the district's Computer Network and Internet Usage Policy. Note: The District may suspend access at any time for technical reasons, policy violations, or other concerns.

3. Purpose and Use

The District offers access to its Network and Internet system for school business purposes only. If you are unsure whether an activity constitutes appropriate business use, consult your teachers and/or principal.

4. Netiquette Rules

Students must adhere to the rules of Network etiquette, or Netiquette. In other words, you must be polite, adhere to the District's electronic writing and content guidelines, and use the Network and Internet appropriately and legally. The District will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

Bullying is defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by an individual or groups. Bullying takes many forms, and can include different behaviors, such as the following: physical violence and attacks, verbal taunts, name-calling and put-downs, threats, intimidation, extortion or stealing of money and possessions.

USE OF PROFANITY/OBSCENITY/PORNOGRAPHY

Students shall not use profanity or obscene gestures on campus or at school activities.

PROHIBITED

DIRECTING PROFANITY/OBSCENITY/PORNOGRAPHY TO SCHOOL PERSONNEL IS

A student shall not exhibit or use profanity or obscene language either written or oral while communicating with school personnel, students or visitors. The use of obscene gestures, signs, pictures, notes, publications or pornographic materials is prohibited. Any student directing profane language/gestures toward school personnel will be suspended. Those students using profane and/or vulgar language toward each other will be disciplined.

THEFT

Theft of public property or equipment of the school district is prohibited. Restitution is required.

CLASS DISRUPTION

Students disrupting the learning process will be subject to progressive discipline by the teacher and may lead to referral to the principal for additional action.

SLEEPING IN CLASS

Sleeping in class is prohibited.

CORPORAL PUNISHMENT

Corporal punishment is prohibited at CECHS.

VIDEO TAPING OF SCHOOL EVENTS

Requests for videotaping/recording of school events or programs must be approved by the principal or his/her designee in advance of the program. The school district will have exclusive rights to commercial ventures. All funds derived from any sale will be deposited into the school account of the respective organization.

DISRESPECT

Disrespect toward any teacher, administrator, and/or staff member is prohibited. Students must make an appointment with staff to privately discuss any differences in an appropriate, polite manner. Disrespect will be subject to an office referral.

TARDIES

Students should be in class when the class time indicates. On the fourth tardy, in each class, and on every tardy thereafter, discipline action will be taken. This might include detention, suspension, or Saturday School. It is the student's responsibility to sign in when they enter a classroom late. A student arriving to class more than ten (10) minutes late will be marked as absent instead of tardy.

TRUANCY

Students must attend classes. Parents may authorize absences up to and including five (5) excused absences. Students, on the grounds, in the halls or in restrooms during class, without a pass, are considered truant. Students not going directly to class after the class starts will be considered truant.

INSUBORDINATION

Insubordination is refusing reasonable direction or instruction given by school personnel. Violations are a form of insubordination and administrative action will be taken. Failure to identify oneself to a staff member will be considered insubordination and the student will be suspended.

HABITUAL OFFENDERS

Students referred to the office ten or more times will be considered habitual offenders and may be assigned mandatory counseling, suspension, Saturday school, expulsion or assigned to Eddy Alternative School.

VIOLATION OF CIVIL ORDINANCES WHILE UNDER SCHOOL AUTHORITY

A student shall not violate any law or ordinance while under the authority of the school or its personnel. (For example, if a student assaults another student, that student may be punished according to the CECHS Discipline Code as well as answerable to law enforcement.)

HARASSMENT, INTIMIDATION, BULLYING, HAZING

Student actions such as any gesture, written, verbal, or physical acts, to degrade, disgrace, or demean another individual(s) are prohibited. This will include cyber-based activity intended to threaten or harass others.

SUBSTANCE & ALCOHOL ABUSE

Students are prohibited from using, misusing, abusing, possessing, selling, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or at a school-sponsored activity. Additionally, Carlsbad Municipal Schools reserves the right to use trained and certified dogs to check lockers (if applicable), vehicles, backpacks and classrooms. Violations may result in disciplinary action up to and/or including expulsion. Students shall be assigned to a mandatory treatment/counseling program, where available, and shall be remanded to the police.

SEXUAL HARASSMENT

Student sexual harassment is prohibited. Students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits sexual harassment, and disciplinary action shall be taken.

DAMAGE OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to the school, school property, either on school grounds or during a school sponsored activity. Additionally, damage to property at any time while under school jurisdiction will require full restitution, disciplinary action and referral to legal authorities.

ASSAULT/FIGHTING

Verbal or threatening conduct which causes the other person to reasonably believe that he/she is in danger of battery, or even the use of insulting or vulgar language towards another person is considered assault. Battery is considered as physical contact against another student that is against another student with the intent of doing harm. Batteries/Assaults will result in suspension and will be referred to law enforcement officials. Returning an assault or a battery with physical force will be considered fighting and will be treated with an out of school suspension and referral to police. Fighting, hitting, unauthorized touching, threats, and disruptions as a result of the above activities are prohibited. Students who are threatened should immediately report to teachers, administrators, counselors, School Resource Officers, or campus security officers.

GAMBLING

Gambling is prohibited at CECHS.

EXTORTION

Extortion is prohibited on campus. For example, Threatening/forcing a student to give up material items.

Student(s) talking about gang activity to others. Any violation of the Code of Discipline which can be linked to Gang-Related Activity will include a penalty/consequence enhancement. Example: An incident of Hazing may result in a suspension. An incident of Hazing that is linked to Gang-Related Activity will include a penalty/consequence enhancement for Expulsion) depending upon the circumstances of the incident. (Approved by the CMS Board of Education: 8/23/07)

PUBLIC AFFECTION

Public display of affection (PDA) is inappropriate on campus and at school activities. Inappropriate body contact is unacceptable behavior in a school setting: kissing, hugging, groping. Violations: Parents will be contacted, and disciplinary action will be taken to maintain an appropriate learning environment.

TOBACCO USE BY STUDENTS / SMOKING

The possession or use of tobacco products, man-made tobacco derivatives and products or smoking of any kind is prohibited in the following locations:

- School grounds.
- School
- School parking lots.
- School playing fields.
- School buses and other district vehicles.
- Transportation pick-up areas.
- Off-campus school-sponsored events.

WEAPONS ON CAMPUS

It is absolutely vital that students are safe on campus.

The Federal Gun-Free Schools Act provides for the expulsion of any student bringing a firearm to school. Such expulsion (365 days) may be modified by the Superintendent of Carlsbad Schools.

It is unlawful for students to carry a weapon on school premises.

Any student caught with an explosive device, including ammunition, will be turned over to the Fire Marshal and the student shall be disciplined accordingly.

GANG-RELATED ACTIVITY: Gang-Related Activity can be any behavior that is intimidating to students or faculty/staff or is disruptive to the educational process. It can be any activity/behavior attempted/accomplished with the intent to increase a gang's size, membership, prestige, dominance, or control in any way. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights or initiation rituals, wearing gang attire, or "colors." A "gang" can be any group of students and/or non-students whose group behavior is threatening, delinquent or criminal. Gang-Related indicators which will be considered, include: Student(s) displaying gang hand-signs or signals to others.

GANGS AND GANG ACTIVITY

The student shall be given an opportunity to correct dress code violations at school. Until corrected, students will remain in the office or be assigned to wait in an alternate location. Students may request parents to bring appropriate clothing or wear alternative clothing loaned by the school in order to return to their regular classes. An absence will be recorded if the student checks out with parent permission.

CORRECTION OF VIOLATIONS

Students enrolled in dual credit or college level classes are subject to dress code requirements of SENMC and CECHS, **the most restrictive policy applies.**

Coaches and Activity sponsors may impose additional dress code standards that ensure safety and/or higher standards required for the integrity of their programs. Any additional requirements will be published to participants. NOTE: Students wearing clothing that is determined to possibly be concealing contraband are also subject to search.

9. Tank tops (boys or girls), spaghetti-strap dresses or blouses, tube tops or halter-tops. (All tops should have straps across the shoulders that are at least three inches across.)
10. Headgear (boys or girls) in the building. (This includes bandanas.)
11. Drug paraphernalia jewelry.
12. Bare feet.
13. Clothing, accessories and jewelry that presents a hazard to the student's safety or causes a disruption of the learning process. Example: Body chains (other than necklaces or bracelets), spiked jewelry, gloves.
14. Heelies (shoes with wheels)
15. Pajamas/House Slippers (unless authorized for special days).
16. "Gagging" and/or wearing excessively large or baggy pants/shorts. Definition of "excessively large or baggy": If the pants/shorts can be pulled more than six inches away from the thigh.
17. Students may not wear rings or jewelry in pierced locations on their body other than the ear.
18. No offensive or large tattoos that are visible.
19. Not wearing mask appropriately (covering mouth and nose)

students shall stand in loco parentis with regard to students they are required to supervise at any time the responsibility of supervision exists.

Whenever students are lawfully subjected to the school's control, public authorities shall have the right to supervise and control the conduct of students, and students shall have the responsibility to submit to the District's/School's authority.

Principals must assume responsibility and leadership with regard to the discipline of students. The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school and community **until and unless the rules are changed through lawful processes.**

AIDING AND ABETTING MISBEHAVIOR

All students are prohibited from aiding and abetting (encouraging) classmates) in the instigation of a violation of any rules outlined in the CECHS Discipline Code. For example, students encouraging a fight may receive the same punishment as the fighters.

STUDENTS & INSTRUCTION

Administrative Regulation 6.6.2a

STUDENT DRESS REGULATIONS/GUIDELINES

GUIDELINES

A student dress code is established to ensure that every student has a safe environment in which to learn, promote good grooming and hygiene, instill discipline, prevent disruption or distraction, avoid safety hazards, and encourage respect for authority. The District prohibits appearance and dress, which in the building administrator or designee's judgment, may reasonably be expected to violate the purpose of the student dress code. This dress code will be enforced during regular school hours and when participating in activities where students represent the school. Any exceptions require administrative approval.

VIOLATIONS

Violations of this Code include, but are not limited to:

1. Clothing which promotes gang affiliation.
2. Shorts and skirts shorter than four inches above the knee or fingertip length, whichever is longer.
3. Shirts longer than wrist length must be tucked in.
4. See-through clothing (net, gauze, etc.).
5. Spandex or form-fitting clothing.
6. Clothing exposing the navel, midriff, cleavage, or underwear.
7. Clothing with pictures, emblems, or writings that are sexually suggestive, obscene or offensive.
8. Clothing which promotes the use of drugs, tobacco, alcohol or weapons.

classes, either the classroom or behind the wheel portion. Suspended students may not attend after-school events (games, talent shows, etc.).

If a student is assigned to Saturday school suspension, he/she will complete given assignments during that time. If a student has an athletic or school sponsored activity conflicting with Saturday school suspension, such athletic event or activity is forfeited by the student.

TRUANCY results in the student not competing, practicing, performing or working on the day of the truancy.

Extra-curricular and co-curricular participants must be in school the day prior to the scheduled activity when the activity falls on a non-school day. If the activity is on a school day, the participant **must** be in school for all assigned periods prior to leaving for the activity (eg. If a student/athlete is leaving for a game/competition at 1:00 p.m., the student must have attended periods 3, 4, Tutoring and 7 [as applicable] the previous day and attend school the day of the game/competition for periods 1, and 2).

LONG TERM SUSPENSION/EXPULSION:

Long term suspension: A suspension consisting of 10 or more days. Expulsion: The student is denied the privilege of attending any Carlsbad Municipal School for a specified period of time. A building principal may recommend expulsion. Only the Superintendent may uphold the principal's recommendation for expulsion. Expulsion will be for no less than the remainder of the current semester and no longer than one full year. Possession of a firearm carries a maximum punishment of expulsion for one calendar year from the date of incident.

Habitual Offender

Students referred to the office 8 or more times within a school year for disciplinary action will be considered habitual offenders.

Referrals (excluding tardies): 3-day Saturday school suspension and return with Behavior contract; 10 referrals (excluding tardies): 5-day Saturday school suspension with possible recommendation for alternative scheduling.

BOARD OF EDUCATION POLICIES & ADMINISTRATIVE REGULATIONS

STUDENT SUPERVISION — ON CAMPUS (*In Loco-Parents*)

Parents shall send their children to school under New Mexico's compulsory attendance laws. Schools stand in loco parents (in place of a parent), as regards discipline, supervision, and custody issues. School personnel should exercise due care in guarding the health, safety, and welfare of students enrolled in their schools. **All school officials, employees and authorized agents of the public schools whose responsibilities include supervision of**

Intensity 3 (Defiant) Offenses	
- Chronic intensity 2 (3 or more) - Violent outbursts - Verbal aggression (threats, profanity) - Physical aggression - Disrespect/defiant statements - Away from assigned area (walking out, wondering) - Bullying - Failure to comply after prompts (work, rules, behavior) - Theft - Failure to serve detention - Academic dishonesty - Dishonesty - Violation of Technology Acceptable Use Policy	
Potential Response and Consequences:	
- Dismiss from class - Parent contact - Alternative location - Student/ teacher conference - Student/ teacher - Administrative conference - Office discipline referral - on all Intensity 3 behaviors	

Intensity 4 (Dangerous) Offenses	
- Physical aggression with intent to cause bodily harm - Arson - Assault - Bomb threat - Controlled or illicit substance (use/buy/sell/distribute) - Gangs/secret society - Harassment - Mob action - Sexual harassment - Vandalism - Weapons - Fireworks/explosives	
Potential Administrative Responses:	
- Student conference - Parent/student/administrator conference - In-school suspension - Out-of-school suspension - Expulsion - Arrest - Office discipline referral on all Intensity 4 behaviors	

SPECIAL NOTES REGARDING SUSPENSIONS
(Athletics, Activities, BPA, DECA, OJT, FFA, Skills USA, etc.)

Suspended students are prohibited from competing, performing, practicing or working during the time of the suspension. Students suspended may not attend Drivers' Education

Expected Classroom Behavior:

- Be on time
- Be prepared
- Be attentive
- Be respectful
- Participate
- Be accountable
- Follow classroom rules and expectations
- Remain on task
- Work to the best of one's ability

Intensity 1 (Annoying) Offenses

- Off-task behavior
- Not listening/paying attention
- Calling and blurting out answers
- Teasing
- Talking to neighbors without permission
- Distracting others
- Technology violation
- Dress code violation
- Public displays of affection
- Unpreparedness

Intensity 2 (Disruptive) Offenses

- Chronic Intensity 1 (3 or more)
- Throwing, out of seat, non-violent outbursts
- Touch others/ things
- Profanity
- Bullying
- Arguing
- Verbal aggression/name calling

Potential Response and Consequences:

- Teacher visual, non-verbal prompt
- Teacher proximity
- Teacher redirect
- Teacher warning
- Teacher uses "stop and think" prompt
- Move the student to another seat
- Retained after class
- Student needs to write an action/remediation plan
- Teacher ends activity for student
- Parent contact
- Student/parent conference

Potential Response and Consequences:

- Hold after class
- Detention (after school)
- Parent contact (email)
- Student/parent conference
- Removal of class privileges (phone, iPad, participation, etc.)
- Referral to Principal

Students will be assigned to the next available Saturday school suspension immediately following the issuance of such suspension. Should a student not report for their assigned Saturday school suspension time, the penalty will double. After three no-shows, the principal may invoke a three - to - five (3-5) day suspension during the regular school day.

5. SUSPENSION: The student is excluded from the regular classroom instruction for a period of time varying from one to ten days. The administrator will attempt to notify the parent or guardian prior to the student being suspended. No suspended student will be sent home before the regular dismissal time until a parent or guardian has been notified. An administrator or his identified representative will make every effort to inform employers of suspended students, should the student be employed through a school-to-work program. An administrator will contact the sponsor or any club or organization to which the student belongs.

A suspended student is prohibited from participating/attending any school activity or coming on campus for any reason during the suspension times. Violations may result in a criminal trespass citation.

Students taking a dual-credit course or college level course shall comply with applicable discipline codes and regulations of Carlsbad Municipal Schools and SENMC. **The more restrictive code shall apply.**

PROGRESSIVE DISCIPLINE CODE AT CECHS:

1. TEACHER INTERVENTION: For less severe infractions, the teacher will issue a warning(s), assign the student to a different seat or re-arrange the classroom and/or groups, and call the parent. After such actions have been implemented and the disruptive behavior or code of conduct violation persists, the teacher will refer the student to the principal's office. For more severe infractions, the teacher will refer the student to the principal's office for remedy.

2. COUNSELING: Restorative practices will be utilized. The student will reflect on the action that required discipline and make a plan to "right the wrong". The student implementation of the plan will be monitored as assigned by the principal. The counselor will refer the student to the principal's office for remedy should the student not follow the established behavior plan and negative behavior persists.

3. LUNCH DETENTION: Lunch detention will be issued if necessary since we do not have the availability for in-school suspension. Depending on the violation, students will spend 1, 2, 3, etc. days in a teacher's classroom during their lunch. Their meal will be delivered to them during that time.

4. SATURDAY SCHOOL SUSPENSION (depending on staff availability): The student may/may not have the option to choose counseling or Saturday school suspension. After the third violation of a policy or code, the student will progress to a more severe disciplinary measure.

In-school suspension/in-school detention is not an option at the CECHS. Because students are on an accelerated learning plan, missing one day of a high school course is equivalent to missing two (2) days of that course in a traditional high school setting. Missing one day of a dual credit or college level course is equivalent to missing four (4) to five (5) days in a traditional high school setting. Missing any amount of time in a CECHS course will pose severe consequences to the student which may result in falling behind in content acquisition (severely), or failure of such course due to the inability to acquire prior knowledge for concepts being delivered at the time of reinstatement in school. To ensure students do not miss academic acceleration, Saturday school suspension will be issued. After three suspensions to Saturday school, the student, parent and CECHS administration will meet to determine further suspension consequences in accordance with the suspension framework outlined in the Carlsbad High School student/parent handbook and/or reassignment of the student to an alternative school in the district. Should suspension consequences be issued in accordance with the Carlsbad High School student/parent handbook, the CECHS principal will align the number of occurrences of the infraction at the CECHS to the CECHS handbook.

Summer School is an intervention program to remediate or to recover credit. Therefore, summer school attendance is critical, and absences will be limited to three (3) days. Parents and students will sign a contract affirming that they understand that to earn credit from a summer school session, they cannot be absent more than three days.

COLLEGE VISITATION

Students planning to visit colleges, for possible future enrollment, should arrange each visit through the Guidance Office using the proper forms. Two days of college visits will be considered excused absences if the correct official documentation from the college has been completed and submitted at least three days following the visitation. If more days are needed, you must obtain approval from the CECHS principal. College days will not be granted prior to or immediately following a holiday vacation unless prior approval has been obtained from the principal. Excused absence for college visitation may be denied if excessive absences are documented. NO COLLEGE VISITS WILL BE APPROVED DURING THE LAST THREE WEEKS OF EACH SEMESTER.

DELAYED SCHEDULE

In the event of inclement weather, the Superintendent of Schools, may enact a delayed school schedule or a cancellation. On a delayed schedule all bus pickup and school starting times will be two (2) or three (3) hours later than normal (i.e., 8:45 a.m. first bell would ring at 10:45 a.m. or 11:45 a.m.). Classes are shortened to allow for the bus schedule at the end of the school day.

CARLSBAD EARLY COLLEGE HIGH SCHOOL DISCIPLINE CODE

The Discipline Code is reviewed in homeroom class during the first week of school. Students are required to acknowledge receipt of discipline code, dress code, handbook, and the internet contract by signing off. Parents may obtain a copy of the discipline code from any administrative office on campus. Students participating in athletics, extra-curricular, and co-curricular activities will be required to sign a behavior contract that assesses consequences for unacceptable behavior. This includes, but not limited to, those found in possession of, under the influence of, allowing self to be served a controlled substance such as alcohol and illegal drugs and other conduct detrimental to the standards set forth by the activity or sport. Additionally, these students will be subject to random drug testing as per Board Policy.

Proper student behavior and conduct are expected on both the CECHS and SENMC campuses and must be maintained in classrooms, on school campuses and during all school activities to promote the students' educational interests and ensure the safety of students, staff and community. Students who misbehave in a class with a substitute will face disciplinary action.

Parent's Failure to Meet:

If a parent fails to arrange or attend a meeting within 48 hours following written notice that the student has been determined to be a habitual truant, the principal shall provide the Juvenile Probation Office with written notification of such failure and shall cooperate with any subsequent determination by the JPO as to whether the parent has knowingly allowed the student to continue to violate the Compulsory Attendance Law of the State of New Mexico.

If the parent has not complied with correcting the violation of the Compulsory Attendance Law of the State of New Mexico, the principal will contact the Home/School Liaison Officer to file this violation with the Magistrate Court.

Distribution of Policy/Acknowledgement of Receipt:

Each school shall distribute this policy to each student with an "acknowledgement of receipt" form to be signed by the parent. The signed form will be returned to the school within five days.

If a returned "signed acknowledgement" is not received by the school, the school shall make a reasonable attempt to contact the parent to determine if the parent received the form.

Limitation on Disciplinary Action for Truancy:

Other disciplinary actions and strategies that focus on keeping truant students in an educational setting, including but not limited to, the reassignment of a student to another school environment, may be imposed. No out-of-school suspension or expulsion shall be imposed on a student as a penalty for truancy.

MEDICAL ABSENCES

Parents are requested to provide documentation of all medical absences.

EXCESSIVE EXCUSED ABSENCES

If the principal determines that a parent is calling to excuse his/her student's absences excessively, non-medical excused absences (5 or more per semester), the principal will require that a conference be held and that a contract be signed which states that further student absences could be determined to be unexcused.

Excessive student absences shall be monitored for patterns (i.e., every Monday or Friday).

If the absence occurs immediately preceding an extended holiday (i.e., Christmas Break), the student must make up the work during the first week upon return. Missing semester exams must be pre-approved by the principal.

In situations where the student will be absent for more than three (3) days, due to illness (i.e., chicken pox, measles, etc.), or when the parent notifies the office that the student will be absent more than one (1) week for other reasons (e.g., vacation), teachers may provide required assignments in advance or send assignments to the student.

Students taking dual credit/college courses shall refer to their course syllabus for late work requirements.

F. Missed Assignments during Excused/Unexcused Absences

Make-up work for absences due to **suspension** is the responsibility of the student and will be allowed on the basis of one day for every one missed, not to exceed two weeks.

Procedures for Notification to Parent:

If a student accumulates three (3) unexcused absences, the school will notify the parent(s).

If a student accumulates five (5) unexcused absences, the school will notify the parent(s). The parent and student will be requested to appear before the Truancy Court Judge of the Carlsbad Municipal Schools and/or be referred to Saturday School at the Carlsbad Municipal School's Eddie Alternative Center.

If the student accumulates ten (10) unexcused absences, the parent(s) will be notified by certified mail or letter hand-delivered by the Home/School Liaison Officer. In addition, the case will be referred to the Juvenile Probation and Parole Office for investigation and potential criminal prosecution.

If unexcused absences continue after written notice of habitual truancy has been served on the parent, the principal or his/her designee shall report the student to the proper agencies for investigation as to whether the student shall be considered a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code. The school will complete the "Probable Cause" form, which must be attached to the notification to the court.

The school will record the absence whether it is excused or not, and the reason for the absence.

B. Prolonged/Chronic Health Conditions

If the student's health condition is chronic or reasonably expected to last fifteen (15) days or more and the student's condition does not prevent him/her from completing schoolwork, the parent shall provide a written statement from the student's licensed health care provider, including a prognosis, as to the length of the student's absence and the student's ability to complete schoolwork. On receipt of the healthcare provider's written statement, the student will be placed in a homebound school program until he/she is able to return to school. Regular education students assigned to homebound will receive three hours of homebound instruction per week; special education students assigned to homebound will receive five hours of homebound instruction per week.

C. Official Absence (OA) -- Athletic/Extracurricular Activities

Eligible students who are participants in school-sponsored extracurricular activities may be absent from school for such activities as provided in 22-12-2.1 of the law, provided further that such excused absences from school for school sponsored extracurricular activities shall not exceed fifteen (15) days per semester and no class may be missed in excess of fifteen (15) times per semester.

The Director of Athletics/Activities will keep track of student days missed due to excused sports and/or extracurricular activities.

D. Other Excused Absences include

1) If the parent calls or sends a note to excuse a student for family emergency or death in the family.
2) Extenuating circumstances as approved by the school principal.

E. Missed Assignments during Excused/Unexcused Absences

It will be the student's responsibility to ask for make-up work and to arrange for a time to make up tests when the student returns. Exceptions: (1) students who miss only one day of a previously announced test or (2) students who miss the day of previously announced deadline date (such as a term paper); the student would be responsible for making up the test or turning in the paper the day he returns to school. If the teacher is unable to supply the student with a makeup assignment, the student will not be held responsible for that make up assignment. If work is not turned in by the time the assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment or withhold credit on the assignment.

Students who are absent and missing assignments and/or tests at the end of a grading period, will receive an incomplete and have one day for each day missed to make up the work.

Municipal School District, CECHS and SENMC are not responsible for the safety and security of vehicles parked on the campus grounds at any time – day or night.

STUDENTS & INSTRUCTION

Administrative Regulation 6.74a

COMPULSORY SCHOOL ATTENDANCE

Definitions:

Age of Majority: Any person who has reached his/her 18th birthday.

Student in Need of Immediate Intervention: A student who has accumulated the equivalent of three (3) or more unexcused absences within a school year.

Habitual Truant: A student who has accumulated the equivalent of five (5) or more unexcused absences within a school year.

Unexcused Absence: An absence from school or a class for which the student does not have an allowable excuse pursuant to the law or rules of this Board.

Attendance Record:

A record of student attendance shall be made for each class taken for every instructional day in every public school or school program in the district.

Each school will provide for early identification of students with unexcused absences and habitual truants and provide intervention strategies that focus on keeping truants in an educational setting and prohibit out-of-school suspension and expulsion as the punishment for truancy.

The principal will be responsible for maintaining the accuracy and consistency of school attendance records. Each teacher must keep accurate and consistent school records for every student in his/her class.

Parent Notification of Excused/Unexcused Absences:

A. Excused Absences

A parent shall notify the school where the student attends, each day the student is absent, and provide the reason(s) for the absence. If the school has been notified, and the parent anticipates the absence will extend beyond one school day, the parent may provide a written explanation of the reason(s), signed by the parent, to be presented on the first day of the student's return to school. The principal or his/her designee may, in addition, require a written verification from the student's licensed health care provider if a student is absent due to the student's health. If a parent has not contacted the school on the first day of the student's absence, the school will make a reasonable attempt to contact the parent before the end of the day and shall document the contact and reason(s) for the absence.

SALUTING THE FLAG

Every school day opens with honoring the United States flag by standing and reciting the *Pledge of Allegiance*. Exceptions on the grounds of religious beliefs are reviewed by the administration.

STUDENT INSURANCE

The Carlsbad Municipal School District does not provide medical insurance coverage for school accidents. Student insurance may be purchased at the beginning of the year. Forms may be picked-up at the Main Office or Central Office. The Student Health Care and High Option 24-Hour Accident plans are especially recommended for those students with no other insurance. This plan provides the most help when injuries occur. Extra-curricular activities are covered only by the 24-hour coverage. Students should contact their school counselor if financial assistance is needed.

LOCKERS

Lockers are not provided at the CECHS. Special accommodations for students on an IEP or 504 Plan are made.

TEXTBOOKS

Textbooks are furnished by the school and are issued at the beginning of each school year. Students will be required to return textbooks prior to taking final exams. STUDENTS ARE REQUIRED TO PAY FOR LOST OR DAMAGED BOOKS PRIOR TO THE RELEASE OF STUDENT RECORDS. Textbooks are often also accessible via the internet/Google Classroom for several of the classes within CECHS and SENMC.

RANDOM DRUG TESTING

Students involved or enrolled in co-curricular or extracurricular activities will be subject to random drug testing. Positive tests may result in exclusion from the activity and will involve other disciplinary measures.

STUDENT VEHICLES

Carlsbad Early College High School reserves the right to search any vehicle on campus. The speed limit on campus is 5 miles per hour. **The parking lot on west side of college is designated as Student Parking. Students may not park in the Health Sciences parking lot. Students who drive are required to turn in a parking packet in order to receive a parking pass.**

The vehicle owner assumes all responsibilities for the safety and security of the vehicle while parked or immobilized on the CECHS/SENMC campus. The Carlsbad

therefore, have the right and duty to inspect and search students' lockers and desks, and student or non- student automobiles, if the principal reasonably suspects, upon information received from police or otherwise reliable sources, that drugs, weapons, illegal, or prohibited matter, or good stolen from the school or from members of the staff or student body, are likely to be found therein.

School principals also have the right and duty to search a student's person if he has a reasonable suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The evidence of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings. Strip searches of a student's person shall not be done by school personnel.

Searches by school administrators and personnel shall be conducted pursuant to the procedures set forth by the Public Education Department.

By Police (Without Request of School Authorities):

Police officers may not search a student's locker, desk, or automobile unless they have a search warrant, or the search is executed after a knowing, intelligent and voluntary consent is given by the student involved. A student's person may not be searched in school by the police, unless they have a search warrant, or the student is under arrest, or a frisk of the student's person is done upon reasonable suspicion that the student is concealing a weapon, or the search is executed after a knowing, intelligent, and voluntary consent is given by the student involved. Notwithstanding the foregoing, a search of a student's person, locker, automobile on school grounds, or desk may be conducted by any police officer on school grounds during school hours if emergency circumstances are present and there is probable cause to believe that the health and safety of the student or of others requires a search.

Strip searches of a student's person shall not be done by the police on school campuses. A school official may not consent to a warrantless search of a student's locker, desk, or automobile by police unless police are acting at the direction and under the supervision of the school administration.

"Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individual in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities(s) or sanctioned events.

Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of an individual which may or may not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

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

Students, parents, or other individuals may file verbal complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion. [NMAC-N, 6.12.7.7, 11-30-06]

NEW MEXICO SEX OFFENDER REGISTRATION & NOTIFICATION:

Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of certain sex offenses on or after July 1, 1995, or those individuals convicted of a sex offense prior to that date and were incarcerated or on probation/parole as of that date.

The integrity and accuracy of the information is based on the information provided at the time a sex offender registers; address information is subject to frequent change. Information is updated when a sex offender registers, and re-registers after moving or following annual renewal. However, you are cautioned that the information contained on the web page may not reflect the current residence, status, or other information regarding the offender.

The Department of Public Safety (DPS) manages an Internet web site that provides the public with registration information regarding sex offenders. The registration information provided to the public does not include a sex offender's social security number or place of employment, unless the sex offender's employment requires him or her to have direct contact with children. The web site is available at: <http://www.nmsexoffender.com>, and can be searched by name, zip code, city, and county. [NMSA 29-11A-5.1(E)]

SEARCH AND SEIZURE

By School Authorities:

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. School principals,

(b) Inspect and the right of students to refuse to participate in any surveys designed to collect private information about, among other things, students' or their families' political affiliations, sexual behaviors and attitudes, mental problems, illegal behavior, income, and religious practices or beliefs.

(c) Inspect upon request, any instructional material used in the educational curriculum for the student.

(d) Be informed of the administration of physical examinations or screenings that the school may administer to students.

(e) Know of the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling such information.

(f) Inspect, upon request, any instrument used in the collection of personal student information to be used for marketing purposes.

The PRA now obligates schools to provide parents reasonable notice, at least once annually at the beginning of the school year, of the adoption and implementation of the policies required by the Act. This notice must offer an opportunity to parents to opt the student out of participation in any instructional material used as part of the educational curriculum. The PRA now requires schools to provide notice to parents of:

(a) Activities involving the collection or disclosure of personal student information for marketing purposes.

(b) The administration of any survey designed to gather private student information in the various categories listed under the PRA.

(c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students.

PESTICIDE SPRAYING NOTIFICATION:

As per the New Mexico Public Education Department Regulation 9.13.4, a written request for advance notice of pesticide spraying prior to application may be made by a parent or guardian. This written request for notification should be turned in to the building principal. **SENMCO sprays the entire campus (in and out), including the Early College building, on the first Friday of every month.**

CORPORAL PUNISHMENT/NOTIFICATION:

All CECHS personnel are encouraged to utilize restorative practices and a high standard of professional ethics in regard to discipline. The administration of corporal punishment will not be administered by staff of the Carlsbad Municipal Schools. Additionally, Carlsbad Municipal Schools will not permit nor be a witness to the use of Corporal Punishment by parents/guardians on school premises.

ANTI-BULLYING:

Bullying behavior by any individual in the Carlsbad Municipal School District is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

required college entrance exam at SENMC. Students attend their core class requirements at CECHS, as well as any identified test preparation or tutoring courses required.

After acceptance into Carlsbad's Early College High School, a parent or guardian must accompany each student and supply the following information:

- * Immunization Records
- * Student's Social Security Card (parent option)
- * Emergency Contact
- * Home Language Survey
- * Student Academic Records from previous school
- * Current IEP documentation, if appropriate

PARENT NOTIFICATION

TEACHER LICENSURE:

In accordance with the NCLB Act, Title I, Part A, Section 1111, "Parents Right to Know", the parent has the right to request information about the licensure and other qualifications, teaching assignment, and training of their child's teacher and any paraprofessionals (instructional assistants) who may work with their child. The parent may contact the building principal for this information.

SUBSTITUTE TEACHERS:

If a substitute is in a classroom for four consecutive weeks with a sub-standard license, parents must be notified of the certification of the substitute. The parent may contact the building principal for this information. (*NMSA 1978, 22-10-16*)

ACCESS TO SCHOOL RECORDS/INFORMATION:

Access to educational records is governed by the requirements of the Amended Family Educational Rights and Privacy Act of 1974 and district policy. Under this act and policy, non-custodial parents have the right only to academic and attendance records. Parents must inform the school principal in writing, on a form provided in the principal's office, if they wish to limit media access to their student's pictures, honors, or other recognition as outlined in Policy 6.41.

MILITARY RECRUITER ACCESS TO INFORMATION/SCHOOL RECORDS:

Both the NCLB Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107), entitle military recruiters to receive the name, address, and telephone listing of juniors and seniors in high school. Parents may make a written request to the building principal to opt out of having the school provide directory information to military recruiters.

FERPA/PPRA (Family Educational Rights & Privacy Act/Protection of Pupil Rights Act):

In compliance with the NCLB Act, the parent has the right to:

- (a) inspect surveys created by third parties before such surveys are administered or distributed to students

Section 504/ADA District Coordinators:
 Justin Gossett, Assistant Superintendent of Special Programs & Services and Kevin Dillon, Director of Operations
 Carlsbad Municipal Schools
 408 North Canyon Street
 Carlsbad, NM 88220
 575-234-3300
 (Time Available- 8:00 am- 4:30 pm)

Section 504/ADA CECHS Site Coordinator:
 Gregory Van Goldtsmoven, Principal
 Carlsbad Early College High School
 1500 University Dr.
 Carlsbad, NM 88220
 575-234-9415
 (Time Available- 8:00 am- 4:00pm)

BILINGUAL/MULTICULTURAL PROGRAM

The Bilingual/Multicultural Program in the Carlsbad School District is designed to provide identified students with opportunities to study in their home language as they become proficient in English. Bilingual services will be provided for all identified students. Respect for each student's heritage, individuality and cultural diversity is promoted and honored in all educational settings. English as a Second Language (ESL) instruction is provided based on language assessment. A second language study is encouraged. A Home Language Survey must be completed by all parents/guardians to ensure that the child's language needs are properly assessed and met.

HOMEBOUND INSTRUCTION

Occasionally, through accident or illness, a child cannot attend regular classes for an extended period of time. Arrangements for homebound instruction can be made through the counselor's office. Written verification of the anticipated absence(s) and the absence(s) of communicable and/or contagious disease is needed from the students' medical doctor, in addition to the parent request for Homebound Instruction. (This information becomes a part of the student's school records).

ENROLLMENT

Students are recruited during their final semester of 8th grade, transitioning into their freshman year of high school and who are seeking the opportunity to meet all of their high school credit requirements while also earning 60+ college credits towards an Associate's degree and/or 4-year college degree program of study. There is not a GPA requirement for students to apply and all students are considered on an individual basis through an application and lottery process.

Students who are accepted into the CECHS program are enrolled in four (4) core classes, all rigorous HONORS level courses, as well as a mandatory test preparation course for the

CLOSED CAMPUS REGULATION

Carlsbad Early College High School has a closed campus for students in their freshmen and sophomore years. Students leaving campus must have their parents check them in/out through the Main Office. Off-campus passes will be issued by administrative staff only. Only in an emergency, and with the consent of the legal guardian, will students be allowed to check out during lunch hours. Students cannot be located during their lunch time so arrangements must be made prior to, if they are to check out during this time.

Open campus is provided for students in their third (3rd) and fourth (4th) year (juniors and seniors) due to varied dual-credit course schedules, internships and on-the-job training commitments. These students are to sign in and out of campus on a daily basis. The signature sheet is located in the secretary's office of the CECHS.

SPECIAL EDUCATION

CECHS offers a full range of educational and related service options to individuals with various types of exceptionalities in appropriate settings. Please see the CECHS principal for information regarding special education services.

STUDENT ASSISTANCE TEAMS (SATs)

Students experiencing academic or other difficulties in the general education setting are first referred by their classroom teacher(s) to the Student Assistance Team (SAT). Parents may also request help for their children through SAT. SAT collects and reviews relevant information and suggests appropriate interventions to assist students.

Pre-referral documentation and/or overt, observable need for special education and/or related services initiate a direct referral for special education screening. Parents are requested to participate in all pre-referral and referral screening procedures.

504/ADA ACCESSIBILITY

The Carlsbad Municipal School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated district ADA and Section 504 compliance coordinator.

according to policy. Students are prohibited from purchasing over-the-counter medication from the SENMC bookstore.

COMPULSORY IMMUNIZATION OF STUDENTS

No student shall be enrolled in the Carlsbad Municipal School District unless the student can present satisfactory evidence of commencement or completion of immunizations in accordance with the required immunization schedule of the N.M. Department of Health. Students who fail to obtain the required immunizations will be disenrolled from school. Each principal is advised that no student may enroll in New Mexico schools without an immunization record proving commencement or completion of the required immunizations. Immunization objection forms are available at the Carlsbad School Administration Office 408 N. Canyon or from the school nurse. [6.12.2.8 NMAC]

Required Immunizations:

- Series of DTP/DTaP/TD
- One dose of Tdap in grades 7-12
- Series of Polio (IPV/OPV)
- Two MMRs
- Series of Hepatitis B
- Two Varicellas in K-10, 1 Varicella in grades 10-12

SCHOOL-BASED HEALTH CLINIC

The "CAVE" Health Center

Comprehensive medical and mental health services are available to the students of CECHS in the "CAVE" Health Center. The "CAVE" is located in Room # 1, on the lowest level of the Main Building of Carlsbad High School. The CAVE is open Monday thru Thursday 8:00 am to 11:30 am following the school calendar. Students are seen on a walk-in basis, but appointments are available. If a student is ill at school, she/he should see the school nurse first. The school nurse will determine whether the student should see the provider in the health center or be sent home. Appointments may be made for physical exams (including sports physicals), laboratory services, immunizations, or chronic illness management (i.e., diabetes, high blood pressure, obesity, etc.).

Carlsbad Early College High School students can seek health services through the SENMC Campus Health Center but fees may apply. The SENMC Campus Health Center can provide more information and can be contacted at 575-234-9291.

Mental health services include mental health screening, individual counseling, and substance abuse treatment. In addition to private payment, the health center accepts Medicaid or private insurance. Sliding payment fees are set based upon total income and family size. The receptionist can determine if a student is Medicaid eligible and is able to assist the student in receiving Medicaid benefits.

Parental Consent is required for Non-Confidential Services. Confidential services are offered in compliance with the NM Statutory Authority [24-1-9 NMSA; 24-1-13.1 NMSA; 24-8-5 NMSA; 24-10-2 NMSA; 32A-6-14 NMSA].

space. Please help our custodial staff by disposing of trash properly. Trash receptacles are provided to maintain a clean and orderly area.

Meal cost:

	Students	Adults
Breakfast	Free	\$2.10
	Reduced Lunch may be obtained from the food services staff.	
Lunch	\$2.35	\$3.35

Students on the approved reduced priced lunch program will be charged 40 cents for lunch.

HALL PASSES

All 9th and 10th grade students are allowed to exit their classroom to use the restroom. Students are to sign out of their classroom prior to leaving class and sign in upon returning to the classroom. Students out of class without proper sign-out from classes are truant and subject to disciplinary action. Junior and senior students not taking CECHS classes are not issued hall passes as their course schedule of dual credit classes varies from student to student. Junior and senior students are welcome to use the CECHS common areas for study and are expected to not interrupt other students/classes in session. Students leaving the classroom are to consult with their teacher and have appropriate permission.

REGISTRAR

The registrar (Bobbie Jo Williamson, 575-234-9415) provides copies of official documents such as transcripts, health records, and reports. The registrar also mails transcripts to colleges and other schools, provides grade point averages and class ranks for college scholarship forms, and verifies enrollment or graduation information for students entering military service. The registrar handles the admittance and withdrawal from school. Office hours are 8:00a.m. to Noon and 1:00p.m. to 3:30p.m. Requests for transcripts may be made by phone or in person. The State of New Mexico prohibits the release of records and transcripts until student fines/fees are paid in full.

ADMINISTRATION OF MEDICATION(S) AT SCHOOL

Prescription and non-prescription medication(s) may be self-administered at school when necessary, **with the appropriate documentation on file**. Students will be allowed to, under defined circumstances, carry and self-administer prescribed medications for the treatment of asthma, diabetes, and emergency anaphylaxis [6.12.8 NMAC (New Mexico Administrative Code) & 6.12.2.9 NMAC]. All other medications (prescribed and non-prescribed) must be kept locked in the nurse's office. Medication Consent Forms must be filled out for all medications and returned to the nurse's office each school year. Medications will be supplied by the parent/guardian. Medication will only be administered in the nurse's office. Students caught in possession of medication without following proper procedure will be disciplined

The definition of Extracurricular Activities is as follows:
Extracurricular activities are those which involve interscholastic competition of any type.

Extracurricular activities are school-sponsored activities, which are not required by law or by Educational Standards for New Mexico Schools, and which require time either during or outside of the regular school day for practice, meetings, events, performances or interscholastic competition.

Extracurricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the school's curriculum, extracurricular activities do not include direct instruction of the state-required student competencies established in Educational Standards for New Mexico Schools.

GPA and attendance requirements of the Public-School Code apply for all extracurricular activities. **Students participating in extracurricular activities are required to be in school the day prior to the scheduled event and the day of the event up to the approved dismissal time.** Exceptions may be approved on an individual basis by the principal/or the Athletic Director within CMS and NMAA guidelines.

**Policy # 6.47

STUDENT ID

All students must have a school ID in their possession during school hours. If a school ID is not available when a schedule is issued, one may be obtained in the school secretary's office before or after school. Replacement IDs are available at a cost of \$5.00 per issue.

Student IDs will be required for admission to school related functions and activities at both the CECHS and CHS.

Guests accompanying students to school-sponsored activities must be approved by the administration. Any person not currently in high school (grades 9-12) must be approved to attend school-sponsored activities. Deadlines for pre-approval will be announced.

LUNCH

Lunch is served in the SENMC gym during two blocks of time (A Lunch and B Lunch). A Lunch will be served from 11:15am to 11:45pm for freshmen and sophomores. B lunch will be served from 11:45pm to 12:45pm for juniors and seniors. Should a junior or senior have a scheduling conflict that prevents participation in B lunch, the student will be assigned to A lunch. Students may bring their lunch or buy it from the cafeteria. Freshmen and sophomores are not permitted to order food from off-campus and have it delivered (i.e. DoorDash). The SENMC bookstore is available to 9th and 10th grade students before school or after school. Students in the 11th and 12th grade may access the bookstore throughout the day in between scheduled classes. SENMC student courtyard between the gym and CECHS will be open to all students. Please respect the space and privacy of others also using the

two (2) Ds and/or one (1) F, the student is placed on Academic Probation. Academic Probation requires a student to attend lunch study hall four days per week and attend after-school tutoring. If a student fails to pull their GPA up to a 2.0 and/or has more than one (1) D or an F, it may result in the student transferring to another school due their ineligibility to register for college classes. Students must maintain a minimum of 2.0 GPA and pass the Accuplacer for Math, Reading, and Writing in order to register for college classes per SENMC requirements.

ELIGIBILITY REQUIREMENTS FOR ATHLETICS & ACTIVITIES

The New Mexico Activities Association recently passed three new changes to the academic eligibility guidelines for the 2018-2019 school year. Please note all eligibility is reflective regardless of the academic year to which the student is enrolled.

- 1). **Use of SEMESTER Grades only** – Scholastic eligibility will be determined by semester grades. Grades issued at 9 weeks will be used for eligibility checks on students that have been academically ineligible and are only used for reinstating eligibility if no Fs and 2.0 GPA requirements have been met. **NOTE:** 9 WEEK GRADES WILL ONLY BE USED FOR REINSTATING ELIGIBILITY.
- 2). **NO (F's)** – A student must have a 2.0 Grade Point Average (GPA) and no F's to be eligible or remain eligible to participate in activities/athletics. In the past students have been allowed to have one F as long as they maintained at least a 2.0 GPA. This rule no longer exists. Students may no longer have an F and must maintain a 2.0 GPA.
- 3). **Summer Courses** – Beginning the summer (2018), if a student fails a course, they are allowed to make up multiple courses in order to gain academic eligibility. However, the replacement course must be the EXACT course as the original failed course that is listed on the transcript (i.e. AP English must be replaced with AP English, etc.).
- 4). **Cumulative Provision** – The cumulative provision may be applied only at the beginning of a semester - Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision may not be used for middle school/junior high Students.) The cumulative provision may not be applied if a student has more than one F in the semester grading period. A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.

Furthermore, a student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous grading period. REMINDER - If the semester grades contain two (2) Fs, the cumulative provision cannot be utilized to achieve scholastic eligibility.

Please visit New Mexico Activities Association at <https://www.nmacct.org/> for further information regarding academic eligibility

In accordance with the table above, CECHS students are on an accelerated plan of study. It will not be uncommon for a student to have enough credits to be classified as 1th or 12th grade by the end of the 10th grade year. As such, grade classifications at the CECHS are assigned by semesters completed. A semester is defined as a single block of time (e.g. August to December or January to May). CECHS students are classified in the following way:

Freshman	0 to 1 semester completed	Junior	4 to 5 semesters completed
Sophomore	2 to 3 semesters completed	Senior	6 or more semesters completed

Upon enrollment in the CECHS, students are not eligible for graduation until they have successfully completed eight (8) semesters of prescribed coursework. Students taking a full or nearly full load of college courses during their junior and senior year must be enrolled in a minimum of twelve (12) college credits to be considered a full-time student.

GRADING STANDARD

A+ =	97-100	A =	93-96	A - =	90-92
B+ =	87-89	B =	83-86	B - =	80-82
C+ =	77-79	C =	73-76	C - =	70-72
D+ =	67-69	D =	63-66	D - =	60-62
F = 0-59					

First semester ends just before Christmas Break, with exams for the semester scheduled for the month of December. **EXAMS WILL NOT BE GIVEN EARLY.** All make-up exams will be given during designated time only. Incomplete grades not made up as required will automatically become Fs.

GRADE POINT AVERAGE

A	4 points	D	1 point
B	3 points	F	0 points
C	2 points		

(See Advanced Placement in Curriculum Handbook for requirements)

ACADEMIC WARNING AND ACADEMIC PROBATION

If a student falls below a 2.0 and/or has more than two (2) Ds and/or one (1) F, they are subject to the process and requirements outlined for Academic Warning and/or Academic Probation. Academic Warning requires a student to attend lunch study hall once per week as assigned, along with highly encouraged after-school tutoring. After 9 weeks of Academic Warning, the student's grades will be re-evaluated. If the student still falls below a 2.0 and/or has more than

NCAA Clearinghouse — web site: www.ncaaclearinghouse.org

Your student-athlete experience begins here. At this site, you will find the tools and information you need to begin your college experience. Explore this site to learn more about the NCAA, its athletics divisions, its sports and other information.

VISITORS

ALL VISITORS TO CECHS CAMPUS MUST CHECK IN AT THE MAIN OFFICE. A VISITOR'S PASS WILL BE PROVIDED. Students are not permitted to have visitors during the school day.

Parents are always welcomed at CECHS. We do request that you check in at the Main Office or in your child's counselor's office prior to visiting anywhere on campus. A visitor pass will be issued and must be worn while on campus. Parents should schedule a teacher conference in advance through the teacher. This allows for scheduling of times convenient for parent/guardian and professional staff. Conferences will be scheduled at such times as to not interfere with a teacher's instructional time. At CECHS, teacher conferences involve all the teachers of the student involved with the conference to maintain consistency of services.

TRANSPORTATION

Bus Transportation is provided to and from CECHS. Parents dropping students off at school are requested to drop them off at the south entrance of the CECHS. Please avoid dropping students off at the Health Sciences Center parking lot, the Instructional Building parking lot (back parking lot), and at the main entrance of the SENMC by the flagpole ("The Circle"). Parking permits issued by the CECHS shall be affixed to vehicles driven by students; parking permits are not issued by SENMC. Please obey all signage, posted limits and respect SENMC property.

STUDENT CLASSIFICATION

To be classified in the proper grade level in the Carlisbad Municipal School district, a student must have earned credits as listed below:

Grade	Class of 2022	Class of 2023	Class of 2024
9	0-6	0-6	0-6
10	6.5	6.5	6.5
11	13.5	13.5	13.5
12	20.5	20.5	20.5

If a student is unable to take a course during the regular day, they may be required to take the course in a zero (0) hour class, an after-school credit recovery class, or a summer school class, when available. While the CECHS does not typically charge for retaking high school level courses offered on the regular schedule, students may be assessed a fee for an online course. Should a college level course need to be re-taken, the student may be charged applicable tuition and fees to receive college credit on the SENMC transcript. Consult the Early Carlsbad High School counselor for more detailed information.

COLLEGE ENTRANCE EXAM SCHEDULE

SENMC : ACT Test Dates and Deadlines (www.act.org)

Test Date	Registration Deadline	Late Registration Deadline
September 10, 2022	August 5, 2022	August 19, 2022
October 22, 2022	September 16, 2022	September 30, 2022
December 10, 2022	November 4, 2022	November 11, 2022
February 11, 2023	January 6, 2023	January 20, 2023
April 15, 2023	March 10, 2023	March 24, 2023
June 10, 2023	May 5, 2023	May 19, 2023
July 15, 2023	June 16, 2023	June 23, 2023

SAT Test Dates and Deadlines (www.collegeboard.com)

Test Date	Registration Deadline	Late Registration Deadline
August 27, 2022	July 30, 2022	August 13, 2022
October 1, 2022	September 3, 2022	September 17, 2022
November 5, 2022	October 8, 2022	October 22, 2022
December 3, 2022	November 5, 2022	November 19, 2022
March 11, 2023	February 11, 2023	February 25, 2023
May 6, 2023	April 8, 2023	April 22, 2023
June 3, 2023	May 6, 2023	May 20, 2023

GRADUATION REQUIREMENTS

**Students planning to attend college, or a career technical educational institution are encouraged to explore admission requirements.*

Course	Class of 2019, 2020, 2021 and 2022	
English	Requirement: 4 credits of English with major emphasis on grammar, nonfiction writing, and literature. Four credits in grades 9-12 may be required by some colleges and/or scholarships.	
Math	Requirement: 4 credits of math while enrolled in high school including Geometry, Algebra II (or equivalent) unless excused in Junior Next Step Plan. Students who use the Algebra I EOC score to meet Assessment Requirements may not waive Algebra II. Ninth Grade Pre-Algebra will no longer be an option for high school credit beginning with the 2019 cohort.	
Social Studies	Requirement: 4 credits to include US History and Geography, World History and Geography, Government and Economics, and NM History. AP courses covering the required content are also permitted.	
Science	Requirement: 3 credits of science, two of which must have a laboratory component.	
Physical Education	Requirement: One unit in physical education.	
Career Cluster, Workplace	Requirement: One unit in a career cluster course, workplace readiness or a language other than English.	
Electives	8 ½ Credits	
Health	Requirement: .5 credits of Health.	
Total Credits	26. At least one of the 26 credits required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course.	

CREDITS ISSUED. Credits for all courses, grades 9-12, shall be issued on a semester basis. Credit is granted through enrollment, attendance, and mastering New Mexico Standards and Benchmarks for each course and/or subject. **Credit will not be issued via semester exam challenges.**

CREDIT RECOVERY COURSES. If a student receives a failing grade in any core subject, the student may retake the course during the regular school day as available to achieve a passing grade.

Early Release Schedule

0 Hour (CECHS)	-	7:10AM	-	8:25AM
Breakfast	-	8:00AM	-	9:00AM
1 st Period	-	8:30AM	-	9:15AM
2 nd Period	-	9:17AM	-	10:02AM
3 rd Period	-	10:04AM	-	10:49AM
4 th Period	-	10:51AM	-	11:36AM
A Lunch	-	11:36AM	-	12:06PM
B Lunch	-	12:10PM	-	12:45PM
5 th Period	-	12:08PM	-	12:55PM

AM bus from CHS arrives at 8:10 to 8:15 AM
PM bus to CHS departs at 1:00 PM

BELL SCHEDULE

Regular Schedule

0 Hour (CECHS)	7:10AM	-	8:25AM
Breakfast	8:00AM	-	9:00AM
1 st Period	8:30AM	-	9:50AM
2 nd Period	9:55AM	-	11:15AM
A Lunch	11:15AM	-	11:45AM
B Lunch	11:45AM	-	12:45PM
3 rd Period	11:50AM	-	1:10PM
4 th Period	1:15PM	-	2:35PM
5 th Period	2:40PM	-	3:40PM
AM bus from CHS arrives at 8:10 to 8:15 AM			
PM bus to CHS departs at 3:45			
0 Hour (CECHS)	7:10AM	-	8:25AM
Breakfast	8:00AM	-	9:00AM
1 st Period	8:30AM	-	9:31AM
2 nd Period	9:36AM	-	10:37AM
3 rd Period	10:42AM	-	11:43AM
A Lunch	11:43AM	-	12:13PM
B Lunch	12:15PM	-	12:45PM
4 th Period	12:18PM	-	1:19PM
5 th Period	1:24PM	-	2:25PM
AM bus from CHS arrives at 8:10 to 8:15 AM			

PLC Bell Schedule

1 st Period	10:30AM	-	11:25AM
A Lunch	11:25AM	-	11:55AM
B Lunch	11:55AM	-	12:45PM
2 nd Period	11:57AM	-	12:52PM
3 rd Period	12:54PM	-	1:49PM
4 th Period	1:51PM	-	2:46PM
5 th Period	2:48PM	-	3:40PM
PM bus to CHS departs at 3:45			
1 st Period	12:00PM	-	11:30AM
B Lunch	12:00PM	-	2:45PM
1 st Period	12:02PM	-	2:44PM
2 nd Period	12:46PM	-	1:28PM
3 rd Period	1:30PM	-	2:12PM
4 th Period	2:14PM	-	2:56PM
5 th Period	2:58PM	-	3:40PM
PM bus to CHS departs at 3:45			

3-Hour Delay

2-Hour Delay

Carlsbad Municipal Schools Beliefs

- Preparing students with the skills necessary to succeed in career, college and life will take courageous leadership.
- Creativity, instructional risk-taking and collaboration are a daily part of school life.
- Success is achieved through the application of learning, not through taking tests.
- Student interests are a critical component of instructional design.
- Partnerships with families, local businesses, the Carlsbad community, and regional industries are crucial for the success of our students and teachers.

NOTICE OF NON-DISCRIMINATION

The CECHS does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX

Allison Hervol, Assistant Superintendent
Curriculum and Instruction & Federal

408 North Canyon Street

Carlsbad, NM 88220

575-234-3300

Kevin Dillon, Director of Operations

408 Carlsbad, NM 88220

575-234-3300

ADA/Section 504

Justin Gossett, Assistant Superintendent of
Special Programs & Services

Note: This notice is available from the ADA, Section 504, and Title IX Compliance Coordinators in large print and on audiotape. The CEHCS does not have a career and technical education program thus, students wishing to participate in career and technical education courses will be enrolled at the Carlsbad High School or in dual credit courses at SENMC.

Carlsbad Early College High School Mission Statement

Carlsbad Early College High School, in collaboration with local business and industry partners, state and federal agencies, supports scholars as they realize college and career goals while enrolled in high school. Interdisciplinary learning experiences simulate real world scenarios that underpin state and national standards and curriculum. Partnerships facilitating real-world learning opportunities, provide scholars with relevant experiences and opportunities unique to each scholar's individual college and career pathway, propelling them into postsecondary and career opportunities at an advanced instructional pace, providing a viable and highly skilled workforce, benefiting local business and industry. Graduates of CECHS will earn a state endorsed high school diploma and can earn an Associate degree or greater, during four years of enrollment, reducing financial burden and deterrence of potential remediation or delay of college and career endeavors.

Carlsbad Early College High School Vision Statement

Carlsbad Early College High School, with the support of the Advisory Council and key partnerships, empowers young people to become professionals by creating opportunities for leadership. Scholars will redefine their potential as they complete professional quality work, inspire others to action, and solve real world problems. While embracing a rigorous student centered, multidisciplinary learning environment, scholars will develop practical skills, technological fluency and deep content knowledge to catalyze post-secondary success and intensify vocational accomplishments.

Carlsbad Early College High School Core Values

The CECHS core values are in place to inspire everyone to align their actions around a common set of principles. These values are known as our four core values. These are:

- **Right Choice**
- **Work Hard**
- **Have Focus**
- **Have Resilience**

CARLSBAD MUNICIPAL SCHOOLS BOARD OF EDUCATION MISSION, VISION, AND BELIEFS

Carlsbad Municipal Schools Mission Statement

Challenge and inspire students to develop the skills and attitudes necessary to make a living, succeed in postsecondary education, and positively impact their world.

MESSAGE TO PARENTS AND STUDENTS

This handbook contains valuable information for you and your child(ren). Please familiarize yourself with its content. This handbook is written to list and explain procedures, rules and regulations for the operation of the Carlsbad Early College High School (CECHS). The handbook is designed to be used as a reference for the operation of 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 determinations.

When problems arise, the proper procedure in a CECHS setting is to be sure your son/daughter has the first opportunity to address the issue himself/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 solve the situation, contact the student's principal.

Students participating in dual credit or college level coursework through Southeast New Mexico College (SENMCC) are also subject to the Student Code of Conduct Discipline-Related Policies and Procedures, and other rules established in the Student Handbook published by the college (<https://carlsbad.mnsu.edu/students/all-students/student-handbook>).

Because CECHS students are typically enrolled in the Carlsbad Municipal School District and SENMC, students and parents shall follow the most restrictive policy.

Mr. Gregory Van Goldtsnoven	Principal	Gregory.VanGoldtsnoven@carlsbadschools.net
Mrs. Bobbie Jo Willingham	Administrative Assistant	BobbieJo.Willingham@carlsbadschools.net
Ms. Courtney Samaniego	Social Worker/Counselor	Courtney.Samaniego@carlsbadschools.net
Mrs. Sara Madrid	Nurse	Sara.Madrid@carlsbadschools.net
Mrs. Christina Byers	English Language Arts	Christina.Byers@carlsbadschools.net
Ms. Diane Howard	English Language Arts	Diane.Howard@carlsbadschools.net
Mr. Allan Kostedt	Mathematics	Allan.Kostedt@carlsbadschools.net
Mrs. Grace Nwanne	Mathematics	Grace.Nwanne@carlsbadschools.net
Mrs. Robin Irving	Music/Academic Advising	Robin.Irving@carlsbadschools.net
Mrs. Kerri Christensen	Science	Kerri.Christensen@carlsbadschools.net
Mrs. Amy Hollis	Science	Amy.Hollis@carlsbadschools.net
Mrs. D'Shannon Mendez	Seminar 11/12	DShannon.Mendez@carlsbadschools.net
Ms. Marta Donaghe	Social Studies/Psychology	Marta.Donaghe@carlsbadschools.net
Mr. Stephen Parr	Social Studies/PE	Stephen.Parr@carlsbadschools.net
Mrs. Brenda Sepulveda	Spanish	Brenda.Sepulveda@carlsbadschools.net
Mr. Horacio Sepulveda	Spanish	Horacio.Sepulveda@carlsbadschools.net
Ms. Nancee Franta	Instructional Assistant	Nancee.Franta@carlsbadschools.net

CECHS FACULTY/STAFF

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IMPORTANT PHONE NUMBERS

234-3300	Carlsbad District Central Office
234-3319 x 2503, Fax 234-3378	Cave Health Center Office
234-9415	CECHS Office

CECHS ADMINISTRATION

234-3300	Superintendent of Schools, Dr. Gerry Washburn
234-3300	Deputy Superintendent of Schools, LaVern Shan
234-9415	CECHS Principal, Gregory Van Goldtsmoven
234-9415	College Advisor/Social Worker, Courtney Samaniego
234-9415	Secretary, Bobbie Jo Williamson
234-9417	School Nurse, Sara Madrid

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Student/Parent Handbook Grades 9 – 12



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