



WORKFORCE DEVELOPMENT

Student Discipline

Everyone should show respect for each other in class and with any other students, faculty, or staff at any NMJC program or facility.

Being a safe driver is a very big responsibility, and students must take that responsibility seriously. Many lives and property are constantly at risk when we drive.

Enrollment shall be considered an agreement on the part of the student to be bound by the following rules:

NMJC Position Statement

Mission: New Mexico Junior College. as a Comprehensive College. Promotes Success through Learning.

Vision: New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

The emphasis concerning unacceptable student conduct at NMJC or in a NMJC program is prevention.

Because the driver education program is faculty/student centered, an opportunity is available for each student to become personally acquainted with members of the faculty. The advantage gained by these close faculty-student relationships in an atmosphere of friendly interest and concern is an overt expression of NMJC'S interest in each individual student.

However, when a student fails to abide by the standards of conduct established by the college, they will be subject to disciplinary procedures. NMJC is responsible for the health, safety, and well-being of all people who attend functions on our campus, and strides to offer a place of education and training that will help develop better citizens for our communities.

By enrolling in a program sponsored, hosted, or facilitated by NMJC, the student does not give up either their rights or responsibilities. Students must realize that their responsibility as good citizens are necessary. Any action of the enrolled student which violates the rules of NMJC or Federal, State, or Local government will not be tolerated.

The instructor shall be in charge of making sure that the students are given the opportunity to receive the necessary driver education information in a setting free from disruptions from students or others people because of talking, or disrupting the class in any way. At times there may be a need to video or audio tape the class if disruptions occur. These would only be used to document problems so parents/guardians would be able to discuss behaviors with their children, and would never be used for display, advertising or anything else. People who are not members of the class are not allowed to set-in on classes (boy/girlfriends, schoolmates, etc), Parents or Guardians are welcomed to visit.



Examples of Student Misconduct

Examples of conduct that may subject a student to disciplinary action are as follows:

- Violation of local, state, federal laws including driving to and from class without learner's permit, or even with permit and no adult in the vehicle. If a student is charged with a violation of local, state, or federal laws on campus, NMJC may institute its own independent investigation of the matter and proceed with any appropriate disciplinary action, up to removal from class, independent of any possible action by criminal courts.
- Failure to comply with lawful direction or request of an NMJC official acting in performance of his/her duty.
- Failure to make satisfactory settlement with NMJC for any and all debts to the college.
- Forgery, counterfeiting, alteration, falsification of records, or misuse of any college record, document, identification card or permit, or knowingly providing false or incorrect information to NMJC or its representatives.
- The possession or consumption of alcoholic beverages and/or illegal drugs, or tobacco products.
- Possession, use, threatening with, any firearm, explosive, fireworks, or dangerous weapon.
- Theft or unwarranted damage to NMJC property, or any community or campus visitor's property.
- Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or similarly disorderly conduct which infringes upon the privacy, rights or privileges of others or disturbs the peace or the orderly process of any and all functions of NMJC.
- Actual or threatened physical injury to any person on college owned or controlled property or at a NMJC supervised function, or conduct which threatens or endangers the health or safety of a person.
- During class, lectures and projected programs, students must turn their attention to the subjects being covered and not being disruptive to the class.
- Cell phones should be turned off, or silenced. Students should not receive or make calls, or play games, take pictures, etc. during the actual classroom programs. If calls need to be answered or made, then they can be made during breaks, before or after class. If there is an emergency, then please call the Security dept. 399-2033, and they can come to the class to get the student to contact whoever they need to.
- Please respect the privacy of others. Don't use your cell phone to take pictures of fellow students unless they approve.



Disciplinary Procedures

The instructor, or the Director of Continuing Education shall have immediate supervisory authority in any matter relating to the NMJC Driver Education Program.

- Upon receipt of information of student misconduct, the instructor, or Director of Continuing Education may temporarily suspend any student until final determination of charges against them, when in their judgment, the physical or emotional well-being of the student, other students, the faculty or staff might be endangered. This can include any of the prementioned problems.
- Investigation and further action may be administered into the alleged violations by the Director and assisted by any additional staff or Security. Upon completion of an investigation, the Director may:
 1. Dismiss the allegation.
 2. Conduct a hearing with other concerned staff of NMJC, such as the Security Dept.
 3. Give the student a Warning or Probation.
 4. Withhold the completion certificate.
 5. Give a Failing grade for cheating or plagiarism.
 6. Expulsion from the driver education program and/or college

Rights of the Accused Student

Students of any NMJC sponsored, hosted, or conducted program, activity, or event shall be afforded all rights required by due process.



INFORMATION FOR PARENTS ON DRIVING YOUR STUDENT

Before your student goes to the MVD, please cover the following items with them. These will be what they are tested on.

Practice the following:

Right and Left Turns: Looking for other traffic-intersection is clear, making sure, to signal, proper speed, in the proper lane, watching out for other vehicles, and pedestrians, and being able to turn smoothly, without creating a problem.

Stop Sign: Make sure that they stop behind the white stop line, (or if no line) behind where the sidewalk/pedestrian crossing would be. Be sure that they totally stop, and don't roll thru the stop sign. Always look in all directions to make sure that the intersection is clear before proceeding.

Yield Sign: Slow down and look in all directions to make sure that the intersection is clear, and that no vehicles are close enough to create a hazard, plus be careful of pedestrians that might be crossing, or close enough to be a hazard.

Traffic Lights: Be very cautious at intersections with traffic lights. Don't run yellow lights, turn right on red, only where it is legal. Stop at the appropriate stopping place, behind the white line, or where the crosswalk would be. Look in all directions before going into an intersection with a light, other people might not see the light and run through a red light and cause a collision. Remember that a green light means go, only if it is safe to do so.

Intersections: If arriving at an unmarked intersection at the same time that another vehicle is getting there, always yield to the right.

Also Practice the following:

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|---------------------|--|
| Passing | Proper Mirrors |
| Accelerating | Wearing seatbelts |
| Merging into a lane | Angle parking |
| Proper speed | Not following to close (4-second rule) |
| Parallel parking | Proper driving in your lane |
| Smooth Braking | seats and steering wheel adjustments |
| Making U-turns | Parking in shopping centers |
| No Distractions | |



Program Administration

New Mexico Junior College Workforce Development 4000 W. Millen Drive just ¼ mile past the stop sign that is in front of the Casino.

Cruz Castillo, Director of Continuing Education 575-492-4707 or 575-441-4703

Melinda Jacobo, Instructor 575-631-1461

Checklist

******* Lost certificates will cost \$10.00 to replace*******

Please make sure that you have the following with you when you go to the MVD.

- _ Learner's Permit that you got at least 6-months before. (You can keep Learners permit for up to 4-years).
- _ Course completion certificate and information from NMJC.
- _ You will need to call (575-397-9213) schedule a Drive Test with the MVD. You cannot make an appointment online.
- _ Supervised driving Log (total of 50 hours, 10 hours must be at night).
- _ Original State Certified or National Birth Certificate.
- _ Original Signed Social Security Card (not laminated).
- _ Parent or Guardian to sign for Vehicle Financial Responsibility.
- _ Money for the license. (subject to change)
- _ Proof of Residency. (Need one). Parent can sign an affidavit stating that the student lives with them, or an insurance bill or a bank statement in the student's name, or proof of the student being enrolled in a NM School, and/or, Check with MVD for others.



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ACKNOWLEDGMENT

PLEASE SIGN THIS PAGE ACKNOWLEDGING THAT YOU HAVE RECEIVED THIS POLICY AND PROCEDURES FOR THE DRIVER EDUCATION COURSE.

I, _____, have read and understand the policies and
Student Name (Please Print)

procedures of the New Mexico Junior College Driver Education Program as outlined on the previous nine pages of this document. Furthermore, I agree to conduct myself with actions that meet the requirements of such policies and procedures during my enrollment in the driver education program.

Student Signature

Date

The following section should be completed by a parent or legal guardian of the above signed student.

I, _____, a parent/legal guardian of the above signed student, have
Parent/Legal Guardian Name (Please Print)

read and understand the policies and procedures and accept the conditions which are presented herein. I agree to work to promote the behavior of my son/daughter that best represents the requirements of such policies and procedures during their enrollment in the Driver Education Program.

Parent/Legal Guardian Name Signature

Date