



Hatch Valley High School

STUDENT HANDBOOK

2025-2026

HATCH VALLEY HIGH SCHOOL
(575)267-8230 | 170 E HERRERA, HATCH, NM 87937

Table of Contents

Table of Contents	1
General Information	3
HVHS Mission Statement	3
HVHS Vision	3
HVHS FIGHT SONG	3
FEDERAL PROGRAMS	4
FERPA	4
MEGAN'S LAW	4
NOTICE OF NONDISCRIMINATION	4
VIDEO SURVEILLANCE & ELECTRONIC MONITORING	4
REGISTRAR	4
ENROLLMENT REQUIREMENTS	4
OPEN ENROLLMENT/TRANSFER	5
WITHDRAWAL PROCESS	5
ASSESSMENTS-GRADES-GRADUATION	5
CREDIT RECOVERY	5
Maximum Course Load	6
GRADES	6
GRADE SCALE	6
GRADUATION & CEREMONY REQUIREMENTS	7
GRADUATION REQUIREMENTS	8
POWER SCHOOL PARENT PORTAL	8
PROMOTION/RETENTION	8
REPORTING STUDENT PROGRESS	8
TESTING REQUIREMENTS	8
VALEDICTORIAN, SALUTATORIAN AND TOP TEN SELECTION	9
GENERAL RULES	10
After School Pick up	10
ARRIVAL AT SCHOOL	10
BACKPACKS/BAGS	10
CUSTODIAL RIGHTS OF PARENTS	10
DELIVERIES FOR STUDENTS	10
EMERGENCY SAFETY DRILLS	11
EMERGENCY SITUATION	11
ENERGY DRINKS	11
FIELD TRIPS	11
HALL PASSES	12
MONEY	12
Open/Closed Campus	12
PARENT INVOLVEMENT	12
PARENT TEACHER CONFERENCES	13
PERSONAL PROPERTY AT SCHOOL	13

SALE OF ITEMS BY STUDENTS	13
DRIVING REGULATIONS - STUDENT PARKING	14
Parking Permits	14
STUDENT PICK UP	14
SKATEBOARDS/BICYCLES	15
SNACKS	15
STUDENT VISITORS	15
SUPPLIES	15
TELEPHONE, OFFICE	15
TEXTBOOKS	15
VISITORS	15
VOLUNTEERS	16
WELLNESS	16
STUDENT SERVICES	16
ADMINISTERING MEDICATION TO STUDENTS	16
BILINGUAL PROGRAM	17
COMPUTERS/TECHNOLOGY	17
GUIDANCE AND COUNSELING	17
HEALTH SERVICES	17
INSURANCE	18
LIBRARY PROCEDURES	18
LOST AND FOUND	19
PARENT NOTIFICATION	19
SCHEDULE:	20
Bell Schedule	20
Days Schedule	22
SCHOOL CAFETERIA	22
STUDENT BASED HEALTH CENTER	22
BUS TRANSPORTATION	22
CODE OF CONDUCT	23
STUDENT HARASSMENT/BULLYING/CYBER BULLYING	23
CHEATING & PLAGIARISM	23
ELECTRONIC COMMUNICATION DEVICES	23
DANCE & PARTY RULES	24
DRESS CODE	25
DRESS CODE ENFORCEMENT	26
DRESS FOR PHYSICAL EDUCATION	26
Drug Detection Canine	26
PROHIBITED ITEMS	26
PUBLIC DISPLAY OF AFFECTION	27
RESPECT FOR AUTHORITY	27
RESPECT FOR PROPERTY	27
RESPECT FOR SELF AND OTHERS	27
SAFETY	28

SEARCHES	28
THREATS OF VIOLENCE	28
VAPES AND VAPE USE	28
WORK HABITS	28
DISCIPLINE CODE	28
STUDENT DISCIPLINE CODE	29
Discipline Matrix	30
ATHLETICS -EXTRA CURRICULAR ACTIVITIES	31
ATHLETICS	31
ACTIVITES	31
NATIONAL HONOR SOCIETY MEMBERSHIP	31
HVPS PROCEDURES FOR USE OF DRUG DETECTION DOGS	32

General Information

HVHS Mission Statement

HVHS strives to inspire a shared sense of community by developing, motivating, supporting, and emphasizing the relevance of learning in our changing society. Ultimately, to revitalize student pride, involvement and create opportunities for future success.

HVHS Vision

Motivate, Educate, Graduate ALL students at Hatch Valley High School

HVHS FIGHT SONG

Hatch Valley High School
 Hatch Valley High School
 The pride of every loyal bear!
 Come on you old grads, come join us young lads!
 Hatch Valley High School now we cheer, Rah, Rah, Rah
 Now is the time boys to make a big noise!
 No matter what the people say!
 For there is none to fear, the gang's all here! So, hail to ole Hatch Valley High!

FEDERAL PROGRAMS

Complaint Procedure for an alleged violation of a Federal Program has occurred: please follow procedures outlined in NMAC 6.10.3.8 FILING A COMPLAINT

FERPA

“The school maintains confidential student records for each student enrolled in the school. The school complies with the U.S. Family Educational Rights and Privacy Act (FERPA) to keep student records confidential and to provide procedures and establish responsibility for collecting, maintaining, and releasing information about students that is contained in student records. Parents who wish to have student directory information restricted need to complete and submit the FERPA Directory Information Sheet declaring their students not to participate in the district’s FERPA Directory to the front office of the school”

MEGAN’S LAW

Hatch Valley Public Schools Board of Education supports the purposes of the Sex Offender Registration and Notification Act

(New Mexico’s version of “Megan’s Law”) Chapter 29, Article 11A NMSA 1978. Registered offenders are listed on the state. Website: <http://www.nmsexoffender.dps.state.nm.us/>

NOTICE OF NONDISCRIMINATION

HVPS School Board Policy A-0250 AC the Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

In order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors, HVMS will use video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video Surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, school policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).”

REGISTRAR

ENROLLMENT REQUIREMENTS

1. Students must reach the age of five prior to September 1, the year of enrollment, to be eligible for entrance into the kindergarten program. Children must reach the age of six prior to September 1, the year of enrollment, to be eligible for entrance into the first grade.
2. Complete new student registration packet
3. Proof of student’s Date of Birth - birth certificate
4. Current immunization record
5. Evidence of physical address – utility, water, gas, or electric bill
6. Official withdrawal papers from former school with complete list of current classes and withdrawal grades. (If Applicable)

After all papers are in order, the new student will be assigned classes based on his/her withdrawal form. Substitutions will be made for any classes not offered at Hatch Valley High School when possible. Evaluation of credits for graduation will be made from a completed, official transcript. HVHS will offer to temporarily register students with unofficial transcripts to ensure that your student has

access to an education. In order to determine a student's plan for graduation, along with a potential graduation date, our registrar must receive official transcripts. If HVHS does not receive official transcripts from your student's previous institution, the parent and student understand and agree that we will only award credit towards graduation that the student has earned at Hatch Valley High School.

OPEN ENROLLMENT/TRANSFER

HVPS has an open enrollment policy. Students are required to attend the school within their residential boundaries unless approval of a transfer has been obtained. Falsification of residence information may result in the withdrawal of a student.

WITHDRAWAL PROCESS

When students withdraw from HVHS, they must be accompanied by a parent. An administrator/counselor will authorize the withdrawal process. Students must fill out and complete a Withdrawal Form to present to the receiving school or district. Students shall turn in all textbooks, musical instruments, library books, athletic equipment, all technology and all fines must be paid before their school records will be released.

ASSESSMENTS-GRADES-GRADUATION

CREDIT RECOVERY

HVHS uses Subject for credit recovery, the following requirements must be met to use Subject:

- Seniors who have not met graduation requirements are eligible for a Subject Course
- Seniors who need a Health Credit (only 1 semester)
- Seniors may only enroll in Government or Economics if the face-to-face course is unavailable (either semesters) or they need a distance learning credit.
- Subject Course may not be available at HVHS face-to-face.
- IF a Senior has not passed a face-to-face course TWICE, they can be eligible for the Subject course.
- Any Senior pursuing the Bilingual and Biliteracy Graduation Seal needing a language Subject course.
- As 11th graders students have an opportunity to enroll in AP and Dual Credit courses (which should be encouraged from previous interest AND to increase our Dual Credit enrollment so as to not lose it), only after these options will a senior be afforded the opportunity to enroll in a Subject course.
- Juniors must first exhaust summer school and face to face options before petitioning for a review for enrollment in Subject (regardless of credit status and graduation status)
- Students are only allowed admittance into an Subject course with approval after a review from advising team and have been determined from counselors due to being behind in credits yet have potential to graduate on time.
- Non-Seniors may enroll in Subject Core Courses to pursue early graduation only after they have successfully completed the Early Graduation Application and have received approval
- If a student has previously failed a Subject course, a one-on-one session with the Subject coordinators and counselors must be conducted before they're allowed to sign up again.
- Closing date will be given at the start of each course, Course completion grade will be reported on all transcripts. If course is not completed, a failed grade will be transcribed.
- A remedial Subject course DOES NOT meet the online component of graduation requirements.

In addition, students must take Graduation Exams required by the New Mexico Public Education Department

Maximum Course Load

Students on track to graduate will be limited to one additional course outside of the regular school day, with the exception of Drivers Ed course.

GRADES

Progress Report Dates	Report Card Dates
September 3, 2025	October 3, 2025
November 7, 2025	December 19, 2025
February 12, 2026	March 13, 2026
April 17, 2026	May 21, 2026

GRADE SCALE

Class of 2026-2028	Class of 2029 and Beyond
A 90%-100%, Outstanding	A 90%-100%, Outstanding
B 80%-89%, Above Average	B 80-89%, Above Average
C 70%-79%, Average	C 70%-79%, Average, Lowest Grade Acceptable
D 60%-69%, Lowest Grade Acceptable	D 60%-69%, Fail
F 0%-59%, Fail	F 0%-59%, Fail

GRADUATION & CEREMONY REQUIREMENTS

All requirements for graduation must be met completely before a student can participate in graduation exercises. This means students must have completed the required credits and have taken all High School Graduation Exams before the end of the regular school year. Additionally, all fees and fines must be paid in full, Next Step Plans must be completed, credit appeals must be completed, and the official check-out paperwork, before a student is allowed to participate in graduation ceremonies or have official transcripts mailed on their behalf. Please pay fees each year so they do not accumulate over the high school career.

Ultimately, it is the responsibility of each parent/student to ensure that the student has fulfilled the required credits and test scores necessary to obtain a diploma from HVHS. Parents and students need to be familiar with the Next Step Plan to capitalize on opportunities that lead to post-high-school options. A diploma will be issued to those students meeting State and District credit requirements as well as State Testing Requirements. Students not meeting both credit/testing requirements may be issued a Certificate of Completion and be given the opportunity to retest after graduation to earn a diploma.

Participation in the high school commencement exercises is encouraged but is not compulsory. However, since these exercises require planning and rehearsals, the following rules shall apply:

- Students who wish to participate must be present at the rehearsals. Failure to do so, except for legitimate reasons, may be cause for excluding students from participating in the graduation exercises.
- Students must pay all fees, fines and charges prior to the ceremony.

GRADUATION REQUIREMENTS

2026		2027		2028		2029+	
Graduation Requirements		Graduation Requirements		Graduation Requirements		Graduation Requirements	
English Language Arts	4 Credits	English Language Arts	4 Credits	English Language Arts	4 Credits	English Language Arts	4 Credits
Mathematics	4 Credits	Mathematics	4 Credits	Mathematics	4 Credits	Mathematics	4 Credits
Science	3 Credits (2 must be a lab)	Science	3 Credits (2 must be a lab)	Science	3 Credits (2 must be a lab)	Science	3 Credits (2 must be a lab)
Social Studies	3.5 Credits	Social Studies	3.5 Credits	Social Studies	3.5 Credits	Social Studies	4 Credits
CTE, Workplace Readiness, or World Language	1 Credit	CTE, Workplace Readiness, or World Language	1 Credit	CTE, Workplace Readiness, or World Language	1 Credit	Work Experience, Work Based Learning, Community Capstone, or Dual Credit	1 Credit
Physical Education	1 Credit	Physical Education	1 Credit	Physical Education	1 Credit	Physical Education	1 Credit
Health (taken in Middle School)	0.5 Credit	Health (taken in Middle School)	0.5 Credit	Health (taken in Middle School)	0.5 Credit	Health (taken in Middle School)	0.5 Credit
Electives	11 Credits	Electives	10 Credits	Electives	9.5 Credits	Electives	9 Credits
*one course must be Dual Credit, Distant Learning, Honors, or Advanced Placement		*one course must be Dual Credit, Distant Learning, Honors, or Advanced Placement		*one course must be Dual Credit, Distant Learning, Honors, or Advanced Placement		*Math must include: Algebra I, Geometry, and Algebra II	
Total Credits	28	Total Credits	27	Total Credits	26.5	Total Credits	26.5

POWER SCHOOL PARENT PORTAL

Parents are able to monitor students' grades through the PowerSchool Parent Portal. Please create a parent power school account on the portal. The Portal can be found on the HVPS website under the Parents page or use the following url: www.hatch.powerschool.com/public/home.html. Please contact the office for login information.

PROMOTION/RETENTION

The promotion/retention of a student in any grade level should be in the best interest of the student. The first consideration for student retention is failure to meet minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. It is viewed as an opportunity for growth. If deemed necessary, it should occur as early as possible in a student's educational program.

REPORTING STUDENT PROGRESS

Reporting student progress is the result of daily evaluation of your child. We will be mailing Mid-Progress Reports approximately every four and a half weeks. In addition to this, you will receive a report card every nine weeks in the mail. If you wish to request a conference, please notify the school office.

TESTING REQUIREMENTS

Hatch Valley High School will follow all testing requirements provided by NMPED students are required to take the following Assessments:

Assessment	Grade Administered
WIDA Screener (Newcomer students)	9th-12th Grades
Avant Stamp (students participating in Bilingual)	9th-12th Grades
Dynamic Learning Maps (DLM)	10th-11th Grades
PSAT (all students)	10th Grade
Advanced Placement Exam (AP)	11th-12th Grades
WIDA Access 2.0 (all ELL students)	9th-12th Grades
NM-ASR (New Mexico Science Readiness)	11th Grade
NM SAT School Day	11th Grade

Optional College Bound Assessments: ACT, ASVAB

VALEDICTORIAN, SALUTATORIAN AND TOP TEN SELECTION

In order to be considered for HVHS Valedictorian or Salutatorian Honors, a student must:

- have been enrolled for at least four (4) consecutive semesters immediately prior to completing graduation requirements in full-time (earn at least 7 Credits at the end of the Senior year) residence at Hatch Valley High School.
- The Valedictorian shall be the graduating senior(s) with the highest-grade point average (GPA) letter grade, exclusive of modified assignments on regular curriculum and having followed a natural progression (not having retaken courses for an improved grade or GPA).
- The Salutatorian shall be the graduating senior with the second highest (GPA) letter grade, exclusive of modified assignments on regular curriculum and have followed a natural progression (not having retaken courses for an improved grade or GPA).
- Students must be enrolled for a full class schedule (earn 7 credits at the end of their senior year) in order to be Valedictorian or Salutatorian. The final GPA will be calculated at the end of the second semester of the senior year. AP, Honors, and college courses may vary from year to year due to needs and/or requests of students. In the case of a tie, as many as per rank, or position will be honored.

Class Ranking for Top Ten Graduation Ceremony purposes (to wear a white gown) students must:

- Have been enrolled in the Hatch Valley Public Schools Diploma of Excellence Graduation Requirement Curriculum for 4 semesters prior to graduation to earn a top ten ranking position. (Also, see Valedictorian, Salutatorian).
- Any student who does not meet either of those requirements (either enrollment or curricular path) but does have a GPA within or above the range of the top 10 will be recognized with a white gown, but will not hold a ranking number. This may result in more than 10 students

wearing white gowns at graduation. Class Ranking for post-secondary education or training purposes will be calculated per the institution requirements.

GENERAL RULES

After School Pick up

Students who are being picked up by vehicle must be picked up in the designated student pick up area. To ensure that traffic continues to move, we ask that all vehicles pull forward as far as possible and continue to pull forward as other vehicles move forward in the parking lot. Please be on time to pick up your child.

Students riding the bus will exit to the designated bus loading zone. Vehicles are strictly prohibited in the bus zones.

ARRIVAL AT SCHOOL

Students are not to be dropped off by parents before 7:45 A.M.

BACKPACKS/BAGS

Students may bring a book bag or backpack to school. If a student or grade level show they are not being responsible and bring inappropriate items in their backpack, they will lose the privilege of bringing a book bag to school. Administration may permit book bags and backpacks in classrooms and other academic areas when deemed appropriate or necessary.

CUSTODIAL RIGHTS OF PARENTS

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship unless otherwise court ordered. The requesting parent must provide the building administrator with a court order delineating the custodial rights of the parties involved. It is the responsibility of parents to update school records indicating names, addresses and contact information of custodial parents.

DELIVERIES FOR STUDENTS

Items delivered to the school for a student e.g., flowers, gift baskets, stuffed animals, balloons, will not be accepted before 2:00 P.M. Items will be picked up by the student in the office in the afternoon. Items will not be delivered to classrooms. Under no circumstances are balloons allowed on a school bus.

EMERGENCY SAFETY DRILLS

Emergency Safety drills at regular intervals are required by law and are an important safety precaution. Students will clear the building following their teacher's lead, as quickly as possible. Students should stay alert and stand by for guidance from staff. Books and personal belongings are to be left in the room. Drills required by the state to be conducted are: Fire, Evacuation, Shelter in Place, and Lock Down.

EMERGENCY SITUATION

Certain situations may require the early release/relocation or delay of students to and/or from school. The superintendent will authorize such actions only in times of extreme emergency. All possible

attempts to notify parents will be made as soon as possible. If an emergency occurs and an early release/relocation is necessary, school safety procedures will be implemented.

ENERGY DRINKS

As a school we aim to promote healthy lifestyles and a positive learning environment. For these reasons, students will not be permitted to bring energy drinks onto school grounds.

- If students bring energy drinks to school, the drink will be confiscated and stored by a staff member until the end of the day.
- If students are found with an open energy drink, staff will request for the drink to be disposed of.

Failure to comply with staff requests to store or dispose of energy drinks or such as behaviors listed below will lead to further discipline and contact being made with parents/caregivers.

- refusing to provide staff with the energy drink for storage
- consuming the energy drink rather than providing the drink to staff
- refusal to dispose of the open energy drink into a rubbish bin.

All students have access to water fountains throughout the day. Should parents/caregivers wish to provide students with drinks to be consumed during the school day then water is encouraged.

FIELD TRIPS

Students will not be allowed to go on any type of field trip without a signed parent permission slip. Parents wishing to transport their child on the return trip must sign a release form indicating that the Hatch Valley Public Schools are no longer responsible for the child. Students' attendance for field Trips will be at the discretion of the school administrator after review of students' attendance and behavior.

Parents wishing to chaperone on a field trip must have completed a successful background check and prior approval from the building principal. It is recommended that background checks be completed during the fall semester. Parents wishing to pick their child up from the field trip must complete the pickup form from the sponsor or appropriate school personnel.

HALL PASSES

Hall passes are required for every student out of a classroom during instructional time. When a student finds it necessary to leave an assigned class, a hall pass must be obtained from the teacher. Leaving classrooms will be kept to a minimum. Students are not allowed to go to another classroom without a note from a teacher. Students found to be in the hallways without a pass from a teacher will be subject to the school discipline policy. Hall passes will not be administered the first and last 15 minutes of class.

MONEY

Students should not carry extra money to school. They should carry snack money in a safe place. Helping children take care of money is very important. Please be concerned if your child "comes up" with extra money found at school, or if he/she comes with items bought from other students. The school will not be responsible for money that is lost or stolen. Students are not allowed to sell or trade items of any kind at school.

Open/Closed Campus

There may be specific reasons why it is necessary and appropriate for a high school student to leave campus during the school day. Students must always have their current student ID on their person at all times. If a student is granted off-campus privileges, he/she must have the appropriate documentation and class schedule to show to school authorities any time it is requested. High school students may be allowed to leave campus during the school day if they are in good standing at the school and only under the following conditions:

1. The student is reporting to an off-campus location to participate in an in person dual credit class through Dona Ana Community College.
2. The student has a scheduled appointment with a provider for health reasons, such as a dental, medical, or counseling appointment, as verified by the provider; and the student is signed out by his/her parent/guardian.
3. The student is a sophomore, junior, or senior and has earned special privileges which allow him/her to leave campus during lunch period only. The student must have the proper lunch pass and a signed Parent Permission Form to go off campus during lunch.
 - a. Freshman will not be allowed to leave the campus during the school day
 - b. Sophomores, Juniors, or Seniors shall be allowed to leave school campus during lunch period only if they are in good standing academically and met behavior expectations,
 - c. The following will result in pass being revoked:
 - i. One (1) tardy to the first period of the day or immediately after lunch. (loss for one week)
 - ii. GPA goes below 2.0 with no F's at each grading period (loss for next grading period)
 - iii. Owing lunch detention as a result of tardies or disciplinary action (until time is paid)
 - iv. Parent/Guardian may revoke the pass for any reason at any time
 - d. HVHS will be issuing passes for the above-mentioned students every semester.

PARENT INVOLVEMENT

HVPS promotes a shared responsibility for high student performance by establishing partnerships with parents of our students. Parents will be afforded opportunities to volunteer (Background checks are required of volunteers in accordance with Section 22-10- 3.3 NMSA 1978) and participate in their child's class throughout the year, unless the NM PED sets guidelines that prohibit it for the safety of students and staff.

To the extent possible, school information shared with parents verbally and/or written will be presented in English and/or Spanish. The most important parent responsibility is to make certain that children arrive at school on time each day and ready to learn. Parents are their children's first teachers. We, as parents, have the responsibility to make sure our children learn as much as possible.

PARENT TEACHER CONFERENCES

There will be two parent teacher conferences scheduled this year.

Parents are also encouraged to visit the school any time they feel the need arises, or request a conference.

In an effort to establish greater communication about student progress every four and a half weeks a report will be sent home with the child and parents will be asked to review their child's grades. We would like to stress however, that the evaluation of your child's progress is a result of daily monitoring of his/her work.

The following is a checklist that may help you get ready for your conference:

Before the Conference

1. Make a list of questions and concerns.
2. Ask your child if he/she has questions for the teacher.
3. Arrange for a babysitter for small children.

At the Conference:

1. Please arrive on time.
2. Discuss your questions and concerns.
3. Share information that will help the teacher know your child better.
4. Take notes if you wish.

After the Conference:

1. If you have more questions, or if you run out of time, make another appointment with the teacher.
2. Tell your child about the conference.
3. Plan to keep in touch with the teacher.

PERSONAL PROPERTY AT SCHOOL

The school is not responsible for lost, damaged, or stolen items that are brought from home.

SALE OF ITEMS BY STUDENTS

The sale of any items by students at school is prohibited. The school administrator may make an exception for school activities/club fundraisers.

DRIVING REGULATIONS - STUDENT PARKING

Students driving or riding to school in automobiles or other motor vehicles do so at their own risk. For security purposes it is suggested that vehicle doors be locked and windows rolled up at all times.

The following driving regulations have been adopted for the Hatch Valley High School:

- Once a driver enters the school drive in the morning, he/she must go directly to the student parking lot, park his/her car and go directly to the school building.
- Students are not permitted to sit in parked vehicles on school grounds prior to, or during the school day.
- There is a no smoking or vaping on school grounds regulation that includes the driver and passengers while the vehicle is on school property.
- A ten-mile-per-hour speed limit will be observed on school property.
- All traffic signs must be obeyed. Do not drive against a one-way sign while entering or leaving school.
- Vehicles must be parked in designated parking spaces.
- Accidents in the parking lot must be reported to the principal's office.
- No firearms are to be brought to school. This includes hunting rifles.
- Students may only park in the student parking lot. Students may not park next to the building or in staff/visitor parking spots.
- Any unsafe driving act such as speeding or driving recklessly will result in student losing driving privileges.
- Violations of the above regulations would constitute grounds for a student to lose driving privileges to school.
- Student vehicles are subject to search by school officials.
- Any driving/parking violation is subject to SRO issuing a citation.

- Students must obtain a parking form from the high school office in order to get a parking pass.
- The parking pass must be displayed at all times while driving and parking on campus.

Parking Permits

All students who drive vehicles to school are required to complete a student vehicle registration form for each vehicle before a parking permit is issued. Ninth grade students are not allowed to drive on campus. Student parking on campus is a privilege and should be treated as such.

Students driving on campus and parking in the student parking lot are required to have a valid driver's license, car insurance, and registration. A \$10.00 parking permit must be purchased at the school front office within 2 days of bringing a car on campus. A parking sticker will be issued and must be placed on the driver's side of the front windshield. If there is a special situation when a student does not have a parking sticker, they should report to the office after parking. Unauthorized vehicles will be towed at the owner's expense.

STUDENT PICK UP

Only legal guardians, parents and emergency contacts will be allowed to pick-up students. If a person is not on the emergency contact list, they will not be allowed to pick up the student. This is for the safety and protection of our students. Emergency contacts need to be 18 years old or older and hold a valid driver's license, and cannot be a student of Hatch Valley High School. 18 year old students will not be allowed to check themselves out.

SKATEBOARDS/BICYCLES

Skateboards and bicycles are not permitted in school buildings. Bicycles must be stored in bicycle racks.

SNACKS

Snacks are allowable for HVHS Students, effort should be made to bring healthy snacks for consumption. Limitation on food and beverage may be restricted by a staff member to protect school property (computers, lab chemicals, school supplies, books, etc.), to limit disruption to the learning of other students, or when it creates a classroom management issue. Classroom instructional staff and administration reserve the right to take away any food or drink privilege of a student for inappropriate use. Students will be responsible to throw away all food or beverage trash in the appropriate trash receptacles in the school. Staff or administration reserves the right to limit food and beverage availability if this is not followed. Consumption of food and beverage shall not be a reason for a student being late/tardy for class

STUDENT VISITORS

Student visitors are not permitted.

SUPPLIES

To do their best work, students must have the necessary supplies and materials for school.

TELEPHONE, OFFICE

Students who wish to call home during the day must do so from the office with the approval of school personnel.

TEXTBOOKS

Our School provides students with textbooks or necessary resource materials. It is the student's responsibility to care for the books according to the following school procedure:

- Textbooks are to be returned in the condition in which they were issued, subject to normal wear and tear.
- Textbooks are to be brought to class each day.
- Loss of a textbook is to be reported immediately to the teacher by the student.
- Payment for lost or damaged textbooks is to be made to the school.

VISITORS

All visitors must enter through the Main entrance "front doors" and sign-in at the office before visiting a classroom/school. To enter the building a visitor must use the video system located outside of the doors. Once a visitor has signed in they shall be given a school identification tag and directed to their corresponding classroom. Background checks are not required of parents/guardians or community members who only wish to visit and observe a classroom. During a classroom visit and observation, we ask that you please refrain from interacting with the teacher and students. Student visitors are not allowed during school hours.

VOLUNTEERS

Our parent and community volunteers do an excellent job of serving the needs of the staff and students. We would like to invite all parents or community members to become part of these groups. Parent and community volunteers play an important part in the opportunity to provide extra activities for our students. Therefore, parents/guardians and community members are encouraged to volunteer. All volunteers and visitors are required to sign in and out at the front office.

To protect students, volunteers must comply with Hatch Valley Public Schools' Board of Education policy. The policy requires volunteers to complete all forms contained in the Volunteer Packet, which can be found in the Hatch Valley Public Schools Human Resource Department. Background checks are required of volunteers in accordance with Section 22-10-3.3 NMSA 1978. If you have any questions, please feel free to call the Hatch Valley Public Schools Administration Office at 267-8200.

WELLNESS

To ensure the health and wellbeing of all student's foods such as; cake, cookies, ice cream, potato chips, candy, etc., and carbonated drinks from being served to students during the regular school day unless it is a school sanctioned party or celebration approved by the school administrator.

STUDENT SERVICES

ADMINISTERING MEDICATION TO STUDENTS

When it is medically necessary for a student to receive medications at school (prescription or over-the-counter):

- The parent/guardian, **not the student**, is responsible for delivering the medication to and from the Student Health Office. Paperwork will need to be completed allowing school health personnel or designee permission to administer the medication.
- The medication must be a bottle prepared by a pharmacy with the following information:
 - The name of student

- Name of the healthcare provider prescribing the medication
- Name of the medication
- Frequency of administration
- Dose of the medication to be administered
- How it is to be administered
- The date it was prepared. It must be within the 12 months.
- This also applies to over-the-counter medications.
- Self-carrying and self-administration of medication:
 - Only grades 6th-12th are permitted to self-carry their medication with written approval from the student's primary care provider and their parent/guardian. This written approval must be obtained on an annual basis.
 - Abuse of self-administration of medication will result in disciplinary action and lost of the privilege to self-carry.
- If a student is found to have medication in their possession without the proper documentation, disciplinary action will be taken.
- The parent/guardian will be responsible for picking up any unused medication by the end of the year or the medication will be disposed of.
- The parent/guardian may come to the school and administer medication to their child following visitor procedures.

BILINGUAL PROGRAM

HVPS Bilingual Program works in conjunction with normal classroom schedules, whereas this instruction can be accomplished during the regular instructional day in the regular classroom. If you have any questions concerning this program, please feel free to call 267-8280.

COMPUTERS/TECHNOLOGY

All students will have access to school computers and other technologies on a daily basis in order to help prepare them for future success in college or the workplace. Therefore, students are expected to value and take care of school computers and other technologies. Students/Parents will be financially responsible for any careless, malicious or intentional damage to school computers, mouse, headphones, keyboards, printers, SMART Boards, document cameras, etc.

Students Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the District, Chromebooks should never be left unsupervised. Students are discouraged from lending their Chromebook or Charger to other students, since they are ultimately responsible for any damages.

GUIDANCE AND COUNSELING

School counseling is integral to the mission of schools and to the total educational program. School counseling programs assist in removing barriers to learning and promote knowledge and skills necessary for academic achievement and personal growth of all students through prevention and intervention services. Social and emotional learning delivered through a comprehensive, developmentally appropriate school counseling program has a positive impact on student academic performance. Please contact your school's administrative offices for more information.

HEALTH SERVICES

The primary purpose of the school health services program is to promote optimal health for the school community to increase opportunities for learning.

New Mexico Health Authorization Form

To enable the parents/guardians to AUTHORIZE emergency treatment for a child who becomes ill or injured while under school authority, when the parent/guardian cannot be reached Parents will need to fill out the New Mexico Health Authorization Form. This authorization also allows the Student Health Department to conduct health screenings, i.e., vision, hearing, height, weight, blood pressure, and BMI. This authorization must be completed at the beginning of each year and It is the parent/guardian's responsibility to provide updated information when changes occur.

New Mexico Required Immunizations

An immunization record is required at the time of initial registration. If one is not available, the transferring school district will be contacted for a copy if one is available. If the student has not received the required immunizations and no record is available, the student will have 10 days to initiate the process. Once enrolled in Hatch Valley Public Schools, the student must be up-to-date with their immunizations in order to be able to remain school.

Acute Illness

If your child has symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, they should stay home. If your child has symptoms of an acute illness, i.e., respiratory or gastrointestinal infections, unexplained rashes, green drainage from eyes, fever greater than 100.4 at school, your child will be sent home. The child may return to school provided they are no longer running fever without the use of Tylenol or Motrin for 24 hours and their symptoms are no longer present. Should your child test positive for COVID, the illness will be treated like any other illness. The child may return to school provided they are no longer running fever without the use of Tylenol or Motrin for 24 hours and their symptoms are improving. They must wear a mask for an additional 5 days. With pink eye (conjunctivitis), the child is considered non-contagious after 24 hours of antibiotic therapy. Should your child be absent 3 days or more due to illness, a note from the child's primary care provider must accompany the student on the day they return to school. Should your child be absent 3 days or more due to illness, a note from the child's primary care provider must accompany the student on the day they return to school.

INSURANCE

Student accident insurance may be purchased for students in grades PreK-12th Grade. Enrollment forms will be sent home on the first day of school. Hatch Valley Public Schools is not affiliated with the insurance company in any way. All claims will be handled directly with the insurance company.

LIBRARY PROCEDURES

Students may check out five books at a time from the HVHS Library. Library books are checked out for 3 weeks. Students with overdue books or charges for lost or damaged books may not check out library books. Fines are five cents for each school day per overdue item with a maximum fine of \$5.00 per item. Each student is responsible for materials borrowed from the library. Library fines must be paid in full prior to graduation. Library computers are to be used for school research purposes only. Several on-line magazine and reference databases are available from the library homepage both in the library and remotely. To access these databases remotely, it is necessary to have the logins and passwords which can be obtained in the library.

Keep in mind that the library is intended as a quiet location for studying or reading. Please speak quietly and respect other students' right to work without interruption, follow the directions of library and school staff, and leave your food, gum, and drinks outside.

LOST AND FOUND

A lost and found location is provided at our school for coats, gloves, backpacks, etc. We recommend that you or your child check the lost and found container periodically for any lost items. Student clothing and other items should be clearly labeled.

PARENT NOTIFICATION

The district's parent notification system will be used in emergency situations and to communicate events and important information. The system is voice activated and the recording will start when a phone is answered OR when the call is dropped into voice mail or a text message will be sent. Please answer all calls from the school, in case there is an emergency. It is up to each parent to make sure the front office of the school has their correct home/cell phone numbers, along with at least 3 emergency contacts with current and accurate phone numbers. Please call the front office to update phone numbers.

SCHEDULE:

Bell Schedule

HVHS 2025-26 Bell Schedule

7 period

7:45, 7:55	M, TU, F	Mins.
8:00-8:56	1	56
8:56-9:00	passing	4
9:00-9:55	2	55
9:55-9:59	passing	4
9:59-10:54	3	55
10:54-10:58	passing	4
10:58-11:53	4	55
11:53-12:33	Lunch	40
12:33-12:37	passing	4
12:37-1:32	5	55
1:32-1:36	passing	4
1:36-2:31	6	55
2:31-2:35	passing	4
2:35-3:30	7	55
3:45		450

Assembly Schedule

7:45, 7:55	M-F	Mins.
8:00-8:49	1	49
8:49-8:53	passing	4
8:53-9:41	2	48
9:41-9:45	passing	4
9:45-10:33	3	48
10:33-10:37	passing	4
10:37-11:25	4	48
11:25-12:05	Lunch	40
12:05-12:09	passing	4
12:09-12:57	5	48
12:57-1:01	passing	4
1:01-1:49	6	48
1:49-1:53	passing	4
1:53-2:41	7	48
2:41-3:30	Assembly	49
3:45		450

Hybrid Block Schedule

7:45, 7:55	Wed A Day	Thurs B Day	Mins.
8:00-9:41	1	5	101
9:41-9:45	passing		4
9:45-11:24	2	Capstone	99
11:24-12:04	Lunch		40
12:04-12:08	passing		4
12:08-1:47	3	6	99
1:47-1:51	passing		4
1:51-3:30	4	7	99
3:45			450

7 period - 2 hour Early Release

7:45, 7:55	M-F	Mins.
8:00-8:38	1	38
8:38-8:42	passing	4
8:42-9:20	2	38
9:20-9:24	passing	4
9:24-10:02	3	38
10:02-10:06	passing	4
10:06-10:44	4	38
10:44-10:48	passing	4
10:48-11:26	5	38
11:26-12:06	Lunch	40
12:06-12:10	passing	4
12:10-12:48	6	38
12:48-12:52	passing	4
12:52-1:30	7	38
1:45		330

7 period - 2 hour Delay

9:45, 9:55	M-F	Mins.
10:00-10:38	1	38
10:38-10:42	passing	4
10:42-11:20	2	38
11:20-11:24	passing	4
11:24-12:02	3	38
12:02-12:42	Lunch	40
12:42-12:46	passing	4
12:46-1:24	4	38
1:24-1:28	passing	4
1:28-2:06	5	38
2:06-2:10	passing	4
2:10-2:48	6	38
2:48-2:52	passing	4
2:52-3:30	7	38
3:45		330

Testing Schedule

7:45, 7:55	M-F	Mins.
8:00-12:00	Advisory	240
12:00-12:40	Lunch	40
12:40-12:44	passing	4
12:44-1:23	1 or 5	39
1:25-1:27	passing	4
1:27-2:06	2 or Advisory	39
2:06-2:10	passing	4
2:10-2:48	3 or 6	38
2:48-2:52	passing	4
2:52-3:30	4 or 7	38
3:45		450

Days Schedule

August	September	October	November	December	January	February	March	April	May
4 Full	2 Full	1 A Day	3 remote	1 Full	13 Full	2 Full	2 Full	1 A Day	1 Full
5 Full	3 A Day	2 B Day	5 A Day	2 Full	14 A Day	3 Full	3 Full	2 B Day	
6 A Day	4 B Day	3 Full	6 B Day	3 A Day	15 B Day	4 A Day	4 A Day		4 Full
7 B Day	5 Full		7 Full	4 B Day	16 Full	5 B Day	5 B Day	7 Full	5 Full
8 Full		6 Full		5 Full		6 Full	6 Full	8 A Day	6 A Day
	8 Full	7 Full	10 Full		19 Full			9 B Day	7 B Day
11 Full	9 Full	8 A Day	11 Full	8 Full	20 Full	9 Full	9 Full	10 Full	8 Full
12 Full	10 A Day	9 B Day	12 A Day	9 Full	21 A Day	10 Full	10 Full		
13 A Day	11 B Day		13 B Day	10 A Day	22 B Day	11 A Day	11 A Day	13 Full	11 Full
14 B Day	12 Full	14 Full	14 Full	11 B Day	23 Full	12 B Day	12 B Day	14 Full	12 Full
15 Full		15 A Day		12 Full			13 Full	15 A Day	13 A Day
	15 Full	16 B Day	17 Full	15 Full	26 Full	17 Full		16 B Day	14 B Day
18 Full	16 Full	17 Full	18 Full	16 Full	27 Full	18 A Day	23 Full	17 Full	15 Full
19 Full	17 A Day		19 A Day	17 A Day	28 A Day	19 B Day	24 Full		
20 A Day	18 B Day	20 Full	20 B Day	18 B Day	29 B Day	20 Full	25 A Day	20 Full	18 Full
21 B Day	19 Full	21 Full	21 Full	19 Full	30 Full		26 B Day	21 Full	19 A Day
22 Full		22 A Day				23 Full		22 A Day	20 B Day
	22 Full	23 B Day				24 Full	30 Full	23 B Day	21 Full
25 Full	23 Full	24 Full				25 A Day	31 Full	24 Full	
26 Full	24 A Day					26 B Day			
27 A Day	25 B Day	27 Full				27 Full		27 Full	
28 B Day	26 Full	28 Full						28 Full	
		29 A Day						29 A Day	
	29 Full	30 B Day						30 B Day	
	30 Full	31 Full							

SCHOOL CAFETERIA

HVPS participates in the National School Lunch Program and makes a free balanced breakfast and lunch available to students. Eating should be designated to the tables, Students are responsible for picking up after themselves and adhering to our Student Code of Conduct. Parents should encourage their children to eat their breakfast and lunch at school. Students may pack a lunch, unless they are found to bring snacks, foods, or items that are illegal. At that point the child will not be allowed to bring his/her lunch from home.

STUDENT BASED HEALTH CENTER

A student-based health center is located at Hatch Valley High School to provide care for our student's health and medical needs.

BUS TRANSPORTATION

Riding a school bus is a privilege extended to students in the Hatch Valley Public Schools. The driver is in full charge of students when they are riding the bus. All students must obey the driver promptly. All students must ride their assigned bus to and from school on a daily basis. Changing of assigned buses will not be allowed by the school unless there is a change of permanent residence and approved by the transportation director.

Students are expected to comply with school bus rules at all times. Student misconduct will be reported to the transportation director, parents and school administration. Discipline procedures range from verbal/written warnings to indefinite suspension of bus services. Students shall abide by all policies and regulations. HVPS Transportation 575-267-8221

CODE OF CONDUCT

STUDENT HARASSMENT/BULLYING/CYBER BULLYING

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act, gesture or pattern thereof, that a student or group of students exhibited toward another particular student (s) or school personnel that a.) causes mental or physical harm to the other student/school personnel; and b) is severe, persistent, or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

CHEATING & PLAGIARISM

Academic honesty and personal integrity are fundamental components of a student's education and character development. Hatch Valley High School expects that principled students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Plagiarism is not tolerated at Hatch Valley High School. Plagiarism includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation
- Copying someone else's work and calling it your own
- Copying and citing a work that is longer than a paragraph (print or online sources)

Cheating is work that doesn't reflect your own effort and understanding. This can take many forms and will not be tolerated. Cheating includes (but is not limited to) the following: Looking at others' answers on tests and homework, taking someone else's paper and putting your name on it, copying someone else's work, answer for answer, Rearranging words from someone else's work, allowing someone to copy from your paper, telling someone else the answers on an assignment or test and having someone else do your work for you (Friends, Family, Tutors, etc.)

ELECTRONIC COMMUNICATION DEVICES

ELECTRONIC COMMUNICATION DEVICES (ECDS)

THE REGULATION INCLUDES BUT IS NOT LIMITED TO THE USE OF CELLULAR TELEPHONES, TABLETS, COMPUTERS, WATCHES, E-READERS, GAME PLATFORMS, HEADPHONES, AND OTHER DEVICES THAT CAN SEND OR RECEIVED ELECTRONIC SIGNAL

ACCEPTABLE USE DURING THE SCHOOL DAY

	ELEMENTARY	MIDDLE	HIGH
Before School			
During Class			
During Passing Period			
During Lunch or Recess			
After School			

IT'S THE STUDENT'S RESPONSIBILITY TO:

ENSURE DEVICES ARE POWERED OFF AND OUT OF SIGHT DURING TIMES OF UNAUTHORIZED USE

REFRAIN FROM ENGAGING IN RECORDING AND COMMUNICATING INFORMATION THAT VIOLATES THE PRIVACY OF OTHERS, JEOPARDIZES THE HEALTH AND SAFETY OF OTHERS, IS DISRUPTIVE TO SCHOOL ACTIVITIES OR VIOLATES ACADEMIC INTEGRITY

UNDERSTAND THE EXPECTATIONS OF EACH TEACHER REGARDING ECD USE IN THE CLASSROOM

IN CASE OF AN EMERGENCY (LIFE/DEATH, DIRE FAMILY, ETC) DURING ACADEMIC HOURS STUDENTS WILL NOT HAVE ACCESS TO THEIR CELL PHONE PARENTS MUST CALL THE FRONT OFFICE AND THE STUDENT WILL BE GIVEN THE MESSAGE IMMEDIATELY



ADDITIONAL GUIDANCE AND ENFORCEMENT

Secondary schools may develop guidelines for ECD usage in the classroom. Teachers will communicate expectations to students and parents.

Students who violate the ECD policy are subject to the following Penalties

First Offense: The teacher will remind the student of the classroom rule regarding usage, document the infraction and inform the parent of the issue.

Second Offense: The ECD will be confiscated for the remainder of the school day, the student must retrieve the ECD from the principal. The parent will be notified.

Third Offense: The ECD will be confiscated for the remainder of the school day, the student's parent must retrieve the ECD from the principal or designee

Fourth Offense: The student has lost ECD privileges and should refrain from bringing the ECD to school. if they bring it to school the student will be required to leave the ECD in the office during the day/while on campus. they can retrieve the device at the end of the day

Loss of privileges: Students will lose ECD privileges for engaging in and commentating fights or other acts of violence

Those students using cell phones to monitor their diabetic conditions shall meet with the school administrator

DANCE & PARTY RULES

For safety reasons, students will dance in a manner that enhances the safety of others. All food and drinks need to be kept in the commons area, and not in the gym. Students will promote safety by walking at all times during the dance. Students will be considerate of others at all times. Arrangements should be made with

parents/guardians for student drop off and pick up no more than 15 minutes before the dance. Student behavior at the dance is governed by the Hatch Valley High Schools Code of Student Conduct.

DRESS CODE

The reason for the Hatch Valley High School dress code is to maintain a safe learning environment, where students are allowed to wear clothing of their choice that is safe and comfortable. Students are allowed to wear clothing that expresses their self-identity without fear of discipline or discrimination.

Students May Wear:

Clothing that does not violate any of the items listed in the do not wear section:

Does include:

- Hoodie Sweatshirts (Hoods must NOT be worn in the building)
- Fitted pants, including leggings, yoga pants, and “skinny jeans”
- Ripped jeans as long as there are no holes above the designated Short/Dress length
- Sleeveless blouses are ok (spaghetti straps and halter tops are not)
- Shorts (when arms are at the side, fingertips should reach the bottom of the shorts leg)
- All sweaters and jackets must be marked with the child’s name inside.

Students may NOT wear:

- Hoods must NOT be worn in the building
- Clothing with violent language or images
- Images depicting tobacco, drug, alcohol (or any illegal item or activity) or use of the same
- Shorts – Higher than an envelope length above the knee (standard mailing envelope)
- Hate speech, profanity, or sexually explicit images
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible Underwear, Clothing that reveals any part of the student's underwear, or cleavage that becomes a distraction to the/their learning process.
- Headgear that covers the face and ears of a student (No Beanies in the building)
- No Sunglasses in the building

DRESS CODE ENFORCEMENT

When possible students should be allowed to use their own jackets, extra clothing (PE clothes), etc.. to resolve dress code issues or call parents to bring in appropriate clothing. Parents may be notified to bring their child an article of clothing and as a last resort, students will be given “school clothing”.

DRESS FOR PHYSICAL EDUCATION

All students are required to participate in physical education class. Failure to participate will result in a loss of points, and possible disciplinary action. A doctor's excuse is required if the student is unable to participate due to physical limitations or illness.

Students are required to wear proper footwear and are encouraged to wear appropriate clothing for physical activity.

Drug Detection Canine

To deter students from bringing illegal substances to campus, HVPS will utilize detection canines to detect the presence of contraband on campus, specifically, in communal areas, classrooms, lockers and vehicles. The detection canine searches will be random and the canine will not be used to search students. The detection canines are very friendly, non-aggressive retrieving breeds. They are trained to discriminate specific “scents” of contraband items and passively indicate the area where the scent is detected. If an illegal substance is

detected and found, appropriate disciplinary action will be initiated. The goal of this program is to deter unwanted contraband on campus and provide a school atmosphere that is conducive to learning while minimizing the safety and security concerns associated with the presence of illegal narcotics, alcohol, weapons and prescription medications.

PROHIBITED ITEMS

The following items are not permitted on any HVPS school property or school event. The items will be confiscated and will not be returned. Use or possession of these items may result in one or more of the following disciplinary actions according to the school's disciplinary policy:

- Aerosol Cans
- Alcoholic beverages, drugs, controlled substances, or paraphernalia
- Fire Arms
- Firecrackers, smoke bombs, or any flammable materials
- Gang related items
- Knives/weapons or any weapon facsimile
- Laser Pointers
- Lighters or other incendiary devices
- Noise Making Devices (i.e. whistles, air horns, cow bells)
- Prescription or over-the-counter medication that has not been documented and cleared by the school district nurse.
- Tobacco products including smokeless tobacco, electronic cigarettes, or vape pens
- Unapproved pamphlets, handouts, advertisements, etc.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are limited. Kissing while in the school building and on school property is inappropriate for the school environment and a violation. Students may side hug, but frontal hugs should last no longer than 3 seconds.

RESPECT FOR AUTHORITY

Students have the duty to comply with all official school policies and personnel and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities. This includes the conduct of students who are on their way to and returning from school regardless of whether the student is using school transportation, private vehicle or walking

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care and respect. Students who cause damage to school property or property belonging to others shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law. Damages by students will cause the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings.

The administration may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire.

Any Conduct that reflects hatred or bigotry based on real or perceived disability, race, ethnicity, color, sex, sexual orientation, gender identity national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law will not be tolerated. This includes any aggressive act that can be characterized, categorized or that appears as such to be racial in nature.

Students are expected not to harass or intimidate others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances. In addition, students are expected to exhibit appropriate behaviors that do not distract others or the educational process.

SAFETY

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable. To report safety concerns please contact any school administrator or use Speak Up Anonymous Reporting Hotline 575-267-6133.

SEARCHES

HVPS administration and/or SRO may search a student's car, person, personal items (e.g., backpacks, purses, etc.), electronic devices, lockers, and other belongings:

- When there is reasonable suspicion for suspecting that the search will turn up evidence that the student has violated or is in violation of either the law or the rules of the school district
- In the course of an investigation
- When the safety of the student or others is at issue in the sole discretion of HVPS administration
- The search of a student may be conducted before parent notification.

THREATS OF VIOLENCE

Any threat of violence will be taken seriously by the administration and will result in immediate disciplinary action. In addition, law enforcement will be notified.

VAPES AND VAPE USE

It is illegal, unhealthy and dangerous for individuals under 21 years of age to be in possession of products used in a vape, and/or to use a vape. Any such items will not be permitted on any school property and will be subject to confiscation. School administration along with the district SRO (school resource office) will administer appropriate consequences to the possession of, use or, and/or distribution of the use of vaping products by students.

WORK HABITS

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations. Students are expected to be respectful to their teacher and their peers and maintain a positive learning environment. Personal respect and responsibility are non-negotiable.

DISCIPLINE CODE

The primary purpose of the school health services program is to promote optimal health for the school community to increase opportunities for learning.

STUDENT DISCIPLINE CODE

The student discipline code applies to all students attending school in the Hatch Valley Public School District including the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period, (4) during, a school-sponsored activity; and (5) “electronic act” that has originated on or off the school-site. Where appropriate, discipline should be progressive.

Understanding that consequences and interventions represent “teachable moments” is fundamental to a positive approach to discipline. Progressive consequences seek accountability and behavioral change. Prevention of negative behavior occurs by helping students learn from their mistakes.

Discipline Matrix

LD - Lunch Detention ISS - In School Suspension OSS - Out of School Suspension ADMIN Handling

Violation	Level 1	Level 2	Level 3	Level 4	Level 5
Plagiarism Cheating Academic Dishonesty	1-3 Days LD 1-3 Days ISS Severity will depend on assignment and value of cheating	3-5 Days LD 3-5 Days ISS Completion of designated course	5-7 Days ISS 1-3 Days OSS Modified schedule Alternative testing criteria	3-5 Days OSS Loss of credit for course	5-7 Days OSS Loss of credit for course
Insubordination Disrespect Vandalism Minor Infractions	1-3 Days LD Pay for damages Loss of privileges	4-6 Days LD 1-3 Days ISS Pay for damages Loss of privileges	7-10 Days LD 4-6 Days ISS 1-3 Days OSS Pay for damages Loss of privileges	7-9 Days ISS 4-6 Days OSS Pay for damages Loss of privileges SRO referral	7-9 Days OSS Pay for damages Loss of privileges SRO referral
Harassment Sexual Harassment	1-3 Days LD 1-3 Days ISS SRO referral (SH) - Complete designated course	4-6 Days LD 4-6 Days ISS 1-3 Days OSS SRO referral	7-9 Days ISS 4-6 Days OSS SRO referral	7-9 Days OSS SRO referral	10 Days OSS Long-term suspension/ Expulsion
Bullying	1-4 Days ISS 1-3 Days OSS Mediation SRO referral	5-7 Days ISS 4-6 Days OSS Mediation SRO referral	7-9 Days OSS Mediation SRO referral	10 Days OSS Long-term suspension/ Expulsion	10 Days OSS Recommendation for Expulsion
Assault- Incident before it becomes physical	1-3 Days LD 1-3 Days ISS Mediation	4-6 Days LD 4-6 Days ISS 1-3 Days OSS Mediation	7-9 Days ISS 4-6 Days OSS SRO referral	7-9 Days OSS SRO referral	10 Days OSS Long-term suspension/ Expulsion
Battery/Fighting- Any act of physical violence	1-3 Days OSS SRO Referral	4-6 Days OSS SRO Referral	7-9 Days OSS SRO Referral	10 Days OSS Long Term Suspension/ Expulsion	10 Days OSS Long Term Suspension/ Expulsion
Possession of Alcohol/Tobacco	0-4 Days LD 1-3 Days ISS Referral for services SRO referral Completion of designated course	5-7 Days LD 4-6 Days ISS 1-3 Days OSS Referral for services SRO referral	7-9 Days ISS 4-6 Days OSS Referral for services SRO referral	7-9 Days OSS Referral for services SRO referral	10 Days OSS Long-term suspension/ Expulsion
Possession of Drugs - Any drugs, illegal or prescription	1-3 Days OSS Referral for services SRO referral Completion of designated course	4-6 Days OSS Referral for services SRO referral	7-9 Days OSS Referral for services SRO referral	10 Days OSS Referral for services Long-term suspension/ Expulsion	10 Days OSS Referral for services Long-term suspension/ Expulsion
Weapon Serious Criminal Activity	* Any Weapon/Serious Criminal Activity that is found on campus will automatically be placed on a 10 day suspension and will receive a SRO referral, pending a review of the incident by the HVHS Admin Team. This can include a recommendation of Long-term suspension/Expulsion.				All listed consequences are considered and/or actions.

This is the GUIDE to be used to help with consequences. Final consequences are at the discretion of the Admin.

ATHLETICS -EXTRA CURRICULAR ACTIVITIES

ATHLETICS

Please see HVPS athletic handbook for policy and procedures concerning athletics

ACTIVITIES

Because activities are an integral part of the total educational program, all students are encouraged to participate in the activity and athletic programs at Hatch Valley High School, either as an active member or as a spectator. The major goal of the extracurricular programs at HVHS is to give students the opportunity to develop their potential to the maximum level through mental, physical and social activities. School spirit can be measured directly by how many students attend various activities. To this end, students are encouraged to support school-sponsored activities provided for their entertainment. However, it is important that one always strives to achieve better relationships with other schools.

NATIONAL HONOR SOCIETY MEMBERSHIP

Eligibility is based on the criteria of Scholarship, Service, Leadership, and Character.

- Candidates eligible for selection to this chapter must be members of the junior, or senior class. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Hatch Valley High School.
- Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average (GPA) of 3.5 (out of 4.0).

Discipline and dismissal are based on the following:

- Any member who falls below the standards of Scholarship, Service, Leadership, or Character may be dismissed from the National Honor Society.
- A member is expected to maintain his/her grade point average (GPA). If a member fails to do so, the member will be given a written warning and a time period to improve.
- Members do not take an active role in service and leadership at HVHS and community.

Please see sponsor for a copy of the By-Laws for National Honor Society.

HVPS PROCEDURES FOR USE OF DRUG DETECTION DOGS

The following procedures shall be implemented in conjunction with the other provisions of this regulation for conducting searches and seizures and as further outlined in HVPS student policies.

Preconditions for Use of Drug Detection Dogs

Notice: In any school year in which detection dogs are used by the school district to any extent, the school district shall publish notice of such use at the beginning of the school year. The publication of the notice shall be in the in the student handbook for each calendar year in which the detection dogs are used. The notice shall detail the general manner and occurrence of the detection dogs sweeps as described in this procedure.

Determination of Basis for Dog Sweeps

Prior to any use of detection dogs in a school's classrooms, hallways, or other areas or facilities, the school administration shall determine that there is a significant and serious problem of student drug use/abuse in the school warranting the use of detection dogs. Such finding may be based upon one or more of the following:

- A compilation of the number of drug-related disciplinary actions in the school during recent years, showing a significant or increasing incidence of such actions.
- A compilation of the number of drug-related arrests of students of the school by local law enforcement authorities, showing a significant or increasing incidence of such arrests.
- A survey of students of the school showing significant levels of drug use.

- Strong and documented evidence from school personnel or students regarding significant levels of student drug use.

Review of Findings: The school's finding of a significant and serious problem of student drug use at the school must be reviewed and approved by the Superintendent, prior to any use of detection dogs in school classrooms, hallways, or other areas or facilities.

Limited Use of detection-dog sweeps: Detection dogs may be used on a limited basis for sweeps of lockers, or student purses or backpacks while not in the physical possession of the student and vehicles on a school campus at the discretion of the superintendent, and without meeting the requirements of subsection A.2 above.

At no time, may a detection-dog search the physical person of a student.

Preventative Measures

- The HVPS Safety and Security coordinator shall request, monthly or bimonthly, approval to conduct unannounced detection dog drug sweeps of schools. The Superintendent shall select the schools where the sweeps shall be conducted.
- Schools shall be selected for the sweeps on a scheduled basis, through equitable process. Principals of selected schools shall cooperate fully with the sweeps.
- Detection dogs may also be used for educational demonstrations at all district schools.

Qualification of Detection Dogs and Handler

- Certification and Record Keeping
 - Dogs and dog handlers provided by MOU for use in an HVPS school shall have been certified or recertified by a recognized training institution for all substances for which sweeps will be conducted at the school. Dogs and dog handlers shall maintain their certifications and must submit proof of certification status each year prior to the first day of school.
 - No MOU for services by a contractor providing dogs and dog handlers to be used in any school shall be executed prior to the contractor's presentation of documentation of:
 - The reliability of the dog and dog handler in the form of the certification and training record of the dog and dog handler, and of the results of the dog's field work during the prior three months; and
 - Insurance for liability arising out of the performance of the dog or dog handler, as approved by the superintendent or his/her designee.
- The contractor shall make and maintain records of the results of each sweep by the dog and dog handler, including the name of the dog and handler, the number of alerts, and description of contraband recovered (if any), as a result of each alert, and the number of false alerts (if any).
- Every contract for services by a contractor providing dogs and dog handlers to be used in any school shall include a provision which shall allow the school district to cancel the contract at any time that the dog's record of false alerts is excessive as determined by the HVPS Safety and Security coordinator. Every contract for services by a contractor providing dogs and dog handlers may also be terminated should the contractor and/or dog handler fail to submit or maintain training certification records of the dog.

PROCEDURES FOR DETECTION DOG SWEEPS AND SEARCHES

Preparation

- The dog handler(s) shall meet with the Safety & Security Coordinator and the school Principal or his/her designee and review these procedures in their entirety prior to the conducting of any sweep, except as outlined in items V.A.4, V.A.5 and V.A.6 above.
- All school telephones shall be put on hold and no incoming or outgoing calls shall be permitted until further notice by the Principal. The use of cellular phones shall be monitored by the school staff, Principal, or his/her designee.
- The school Principal or his/her designee shall announce over the school's public-address system that all classes and activities on campus are in a "freeze," and that all students and staff are to remain in their classrooms or current activity location until further notice. Students observed using cell phones, or other electronic devices in an effort to transmit messages after the announcement of the freeze shall have the device confiscated until the freeze is over.
- All entrances to the building shall be monitored by the school Principal's designees (entrance monitors). No one shall be allowed to enter the building, unless he/she is assisting with the freeze or authorized to enter by the principal or his/her designee. Entrance monitors shall keep a written record of the names of any students who leave the building despite such warning, and the time each such student left. The entrance monitor shall sign and date such record and present it to the Principal after the class freeze is lifted. **In no event should an entrance**

monitor attempt to physically prevent any student or other person from leaving the building or suggest that such student or person may be physically prevented from leaving.

- During the freeze, a student shall be permitted to leave a classroom or activity under escort of a school employee for a visit to the restroom or for other such personal emergencies during periods when a sweep is not being performed in that student's classroom.
- Students in classrooms or activities that have been designated to be part of the sweep will be escorted to a designated area within the school being swept. Students shall leave all purses, backpacks, coats, hats or other items which they may have brought with them to the classroom or activity in the classroom or activity location during the sweep. Monitors shall observe the room as the students leave.

Conducting Sweeps

- The dog handler shall be accompanied at all times by the HVPS Safety and Security Coordinator or his/her designee, school Principal and two school staff members selected by the Principal, one of whom shall remain with the dog handler to serve as an additional witness, and the second of whom shall accompany to the holding area any students who are directed there by the Principal.
- The dog handler shall, at all times be responsible for handling the dog and **shall take care that the dog makes no physical contact with any student or school district employee while the dog is at work.** The school Principal and his/her designees will facilitate any physical arrangements necessary to ensure that no such physical contact is made. The dog handler shall also be responsible for informing the Safety and Security Coordinator or his/her designee and the Principal or his/her designee when the dog is alerting.
- The school Principal or his/designee shall designate a room or office in the building as a holding area for students and/or staff who may be asked to wait for questioning or a reasonable suspicion search.
- The holding area shall be cleared before anyone is asked to wait there and the school Principal shall assign a school staff member to wait with those who are directed to the holding area.
- The holding-area monitor shall keep a written record of the names of any students who leave the holding area despite such warning, and the time each student left. The holding-area monitor shall sign and date the record and present it to the school Principal once the freeze is lifted. In the event the dog handler informs the Safety and Security Coordinator or school Principal that a student's backpack, purse, desk, chair or area where student sits is the subject of an alert, the Principal shall ask the student to proceed to the holding area under the escort of one of the staff members selected by the principal in Item VI.B.1 above.
 - No one other than the school Principal or his/her designee shall direct any student to the holding area.
 - In no event should questioning or searches of students be conducted at the place and time at which the dog has "alerted" the dog handler and/or school staff to the possible presence of contraband.
 - Those directed to the holding area shall be questioned and searched or released as soon as possible by the school Principal or his/her designee after the after the sweep has been completed.
 - In the event the dog handler informs the Safety and Security Coordinator and school Principal that a detection dog has alerted to the possible presence of a potential controlled substance in a desk, backpack, purse, locker, other compartment, or a vehicle the dog shall be removed from the immediate scene and the school Principal or his/her designee shall summon the student who is the user of the desk, locker or other compartment, or is the owner or in possession of the vehicle and escort said student to the scene.
- Students may be directed to empty their pockets, remove jackets or other outerwear and shoes, to open bags or other containers; and/ may be subjected to a pat down by a same-gender searcher in the presence of a witness.
- If a search of a locker is to be conducted due to a dog alert as to the possible presence of drugs as defined by HVPS policy J-3050, the student using such locker shall be asked to facilitate the search by unlocking and opening the locker.
 - If any such locker is under the lock of a student who has refused to cooperate with the search, such lock may be cut or otherwise removed to open the locker.
 - In the event the reasonable suspicion for the search or the information received or observed by school personnel initiating the search prior to the student's refusal leads the searchers or school Principal to believe the student is in possession of illegal drugs, the school Principal shall have

discretion to contact local law enforcement for further investigation of the student's conduct and to discipline the student in line with HVPS's student conduct policy J-2300

- The searcher may seize any drugs or prohibited items as defined in HVPS policies J-3000 (tobacco), J-3050 (drugs and alcohol), and J-3100 (weapons), in plain view. If no drugs or prohibited items are in plain view, the detection dog shall be returned to the scene to identify the specific location of the drugs or prohibited items, which then may be searched by the searcher.
- For all items obtained in the search of a student's locker, the searcher shall follow the chain of custody procedures. The searcher shall document that a search was conducted in each and every instance.

Searches of Vehicles on School Premises

- Observations of the exterior of such vehicle, and of so much of the interior as may be observed from the exterior, may be conducted at any time by the school Principal or his/her designee.
- Vehicles on school premises – interior searches: Before initiating an interior search of a vehicle, as to which a detection dog has alerted or the school Principal has reasonable individualized suspicion that a drugs or prohibited items are present in the vehicle, the school principal or his/her designee shall explain the basis of his/her suspicions to the student who is the owner or in possession of the vehicle to be searched, and shall give him/her an opportunity to explain the observations upon which the suspicion is based. A search may then be conducted, upon authorization by the school principal or his or her designee.
- The searcher shall request that the student facilitate such search; for example, opening the doors, trunk, glove compartment, etc.
- The searcher may seize any drugs or prohibited items, or suspected drugs or prohibited items, which are in plain view. If potential drugs or prohibited items are in plain view, the detection dog may be returned to the scene to identify the specific location of the potential items and said location may then be searched by the searcher.
- If a search of a vehicle produces drugs or prohibited, the searcher shall follow the chain of custody procedures. In each and every instance, a searcher shall document the search.

COMPLETION PROCEDURES

- Once the detection dog and dog handler have been escorted out of the school building, the school Principal or his/her designee shall announce over the school's public address system that the freeze is over. The use of telephones and building entrances may then also return to normal.
- All records made by the dog handler, entrance monitors, etc., shall immediately be signed and dated and presented to the school Principal.
 - Confidentiality: No information of any type that leads to or results from a search or seizure shall be communicated, revealed or disclosed by school district personnel to any person, except as follows:
 - Such information shall be communicated to other schools or school district personnel only upon a "need-to-know" basis. A need-to-know basis means that the person to whom such information is communicated is authorized to act on behalf of the school district based upon such information and needs the information to discharge his/her official duties and responsibilities.
 - Such information may be communicated to the parent/guardian of any student to whom the information relates.
 - Such information shall be disclosed to law enforcement agencies upon the approval of the school Principal or his/her designee.
 - All documentations collected shall be maintained by the school.
 - The return of any confiscated items to the parents of the student(s) from whom it was seized shall be coordinated by the confiscating school Principal or the HVPS Safety and Security Coordinator. Items confiscated by law enforcement personnel as evidence of criminal activity shall be retained by law enforcement as needed in connection with an ongoing criminal investigation or prosecution.

Any SSO who finds or recovers suspected controlled substances as prohibited under federal law shall maintain custody by securing substance(s) in a lockable, inaccessible location, preferably a safe or specified file drawer until possession is turned over to the responding police officer.

The chain of custody will be documented. This should be coordinated with the Principal or his/her designee as per the customary law enforcement procedures, all controlled substance possession requires a Police response. The Principal or his/her designee must be contacted first, then the Police department or assigned SRO will be called. The item will be photographed, and the photo included with the submitted report. Any subsequent disciplinary investigation must not interfere with any on-going Police investigation. Always seek information from the SRO, Police, or DSS Supervisor about securing evidence, especially if you need to move the item.

Any item taken from a student for a violation of policy will be documented, securely retained, and disposed of consistent with policy and common sense. Under no circumstances will an SSO throw away any illegal substance. Always have a witness with you when handing over or contraband.

Any items used for a Police investigation will be handled as noted above. Items such as hats, cell phones, etc. will be turned over to the Principal or his/her designee for either return to the parent for destruction and disposal, as dictated by policy. Document in the Security Information Report the disposition of each item. If contraband is recovered/found but not associated with student discipline or police action, it will be thrown away (Again, except for controlled substances prohibited under federal law)

Any item recovered that is not contraband (lost and found) will be retained for an established reasonable amount of time to give the rightful owner the opportunity to claim it. If of value, it must be secured and turned over to Police as found property. If unclaimed, it will be disposed of in a suitable manner which may include donation or destruction. (Care should be taken to ensure the donated items are not distributed in the district area. It may cause undue embarrassment for the recipient, or a confrontation by the rightful owner.)

No SSO may achieve personal gain from the recovery or confiscation of any contraband or found item.

HATCH VALLEY PUBLIC SCHOOLS

ATTENDANCE MANUAL

2025-2026

ATTENDANCE POLICY

The parent or guardian is charged by law with responsibility for the student's school attendance. The New Mexico statutes governing school attendance are very specific (*Attendance for Success Act: NM House Bill 236/a*) and leave little option for school authorities to excuse children from school. The Attendance for Success Act prohibits out-of-school suspension and expulsion as punishment for unexcused absences and habitual truancy and allows withdrawal for non-attendance only after exhausting intervention efforts to keep students in educational settings.

- *Absent* means not in attendance for a class or school day for any reason, whether excused or not; provided that "absent" does not apply to participation in interscholastic extracurricular activities;

- Any student who does not attend an assigned class and/or leaves campus without the permission of the parent/guardian and school administration will be considered truant.
- Elementary school teachers (PK-5) will take attendance at the beginning of each instructional day.
- Secondary teachers (6-12) will take attendance each class period. Students are expected to be in attendance for the full class period in secondary schools. Students need to be in attendance 70% of the scheduled class period time to be considered present.
- Schools will identify and provide intervention strategies for students with excessive/chronic absences.
- After the tenth (10th) absence the student will be considered chronically absent.
- For grades Pre K - 8, as an intervention for a chronically absent student, the student schedule may be adjusted at the discretion of the principal to core classes.
- After the tenth (10th) absence, grade-level retention may be considered
- Chronically absent is defined as a student who has been absent 10% or more of the days they are enrolled in school.
- A school may withdraw a student after ten (10) consecutive days of absence.
- No Credit Status (NC) (8-12) Students land in NCS when they reach ten (10) unexcused absences in a course per semester, Students will owe the number of hours after ten (10). Students who meet this criteria will be placed on a No Credit Contract. Students with excessive absences who do not meet the requirements of the contract agreement will receive an NC. An NC is equivalent to a zero and is calculated in the student's GPA and against eligibility. Students may make up hours during the following times:
 During lunch
 After School from 3:30 PM-4:00 PM
 Credit can only be given after all hours have been made up and documented, credit will be awarded by counselor verification. Repeat/Chronic violators of the attendance policy will be denied or refused make-up time for No Credit Status.

ATTENDANCE CONTRACT

Students with excessive tardies and/or unexcused absences may be placed on an Attendance contract per administrative discretion. Violation of this Attendance Contract or refusal of placement on this contract may result in loss of credit status, discipline and or/disenrollment.

Three (3) attempts to contact parents will be made to set up attendance contract meeting with parents. If the parents fail to reply or fail to attend the meeting, no response will be considered as acceptance to the attendance contract.

ATTENDANCE PROCEDURE

Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons.

Written notice signed by a parent or guardian is required, parents/guardians should state their name, the students name, the reason for absence, dates of the absences and working phone number. Notice of absence must be submitted within 5 working days from the last day absent.

All absences not verified by parental or administrative authorization will be considered unexcused.

No student will be allowed to leave school during the day with anyone other than legal guardians, parents and emergency contacts will be allowed to pick-up students. If a person is not on the emergency contact list, they will not be allowed to pick up the student. This is for the safety and protection of our students. Emergency contacts need to be 18 years old or older and hold a valid driver's license.

If a parent or guardian checks a student out of school, they must sign the provided sign out sheet. If a parent or guardian is not the one who signs the student out, a note will be required from the parent or guardian.

No HVPS student will be allowed to check themselves out- even if you are 18 years old or older

Excused Absences

Absences may be excused for the following reasons with proper notification:

- Medical absence with written documentation (including chronic illness documented on a health plan, IEP or 504 plan), Parent of student who intends to claim excused absence because of medical condition must communicate the student's status to the appropriate school personnel and provide required documentation
- Family deaths
- legal appointments
- Suspensions
- Religious commitments
- Tribal obligations
- College visits
- Deployment of a military parent
- Limited extenuating circumstances as approved in advance by the school principal
- Interscholastic Activities and Absences
- A student shall not be absent from school for interscholastic extracurricular activities in excess of fifteen days per semester, and no class shall be missed in excess of fifteen times per semester for interscholastic extracurricular activities.
- Religious Instruction Excusal
- Pregnant/Parenting Student Excusal
- The pregnant or parenting student is responsible for communicating their status to the appropriate school personnel if they choose to disclose.

Unless stated above only the school Principal can excuse a student's absence.

Unexcused Absences

All absences for reasons not included under excused absences shall be considered unexcused.

Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks
- Oversleeping
- Beauty-appointments

Five (5) unexcused tardies also constitute an unexcused absence. Parent notified absences after ten (ten) 10 excused absences per year, could be considered as unexcused absences.

Official Absences

Absences which are school related including, but not limited to: athletic contests, music contests, FFA, fairs, and academic events. A student must meet the eligibility requirements of the New Mexico Activities Association for an "official absence" to be granted.

CHRONIC ABSENTEEISM

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Absent means not in attendance for a class or school day for any reason, excused or not except for interscholastic extracurricular activities.

HVPS shall provide progressive interventions for absent, chronically absent and excessively absent students outlined in NM HB236/a section 11 and section 12

TARDIES

All students must be in their classrooms when the tardy bell rings. All parents and students should understand the importance of being on time. Written "excuse" from a medical doctor or dentist, or a late bus arrival is the only "excused" reason for being tardy.

Students 10-12 are subject to losing lunch pass privileges for tardiness

Students with 5 or more tardies are subject to disciplinary actions including but not limited to Lunch detention, ISS-

Students (Pre K – 5th) will be referred to the principal

Make Up Work

It is the responsibility of the parent and student to request make-up work for all excused and unexcused absences. Failure to complete make-up work in the time allowed may place students at risk of not earning class credit.

Students will have the opportunity to complete the work in a period of time equal to twice the number of days absent, unless other arrangements have been mutually agreed upon by student and teacher.

Parents are strongly encouraged to notify the office of student absences and pick up work during the absence. Teachers may need 24 hours from the time of the request to compile assignments.

Indicators	Intervention Steps to Address Absences
Tier 1: Early Warning 2 Absences or 1% 	<ul style="list-style-type: none"> ● Phone call/text is made to parents
Tier 2: Individual Prevention 3 Absences or 2 %	<ul style="list-style-type: none"> ● A Call is made to parents by a Member of the attendance team ● Student to meet with attendance clerk to review attendance manual
Tier 3: Early Intervention 5 Absence or 3%	<ul style="list-style-type: none"> ● Phone Call made to parents ● Letter generated and sent to parents ● Call made to parents by the attendance team to set up in-person meeting with parents
Tier 4: Intensive support 7 Absence or 4 %	<ul style="list-style-type: none"> ● Phone call made to Parents ● Student placed on an Attendance contract ● Youth Diversion Diversion program ● SRO Intervention /well checks
Failure to respond to intensive support 10 or 6 % + absence or 36 absence or 20%	<ul style="list-style-type: none"> ● Letter generated and sent to parents ● CYFD Referral ● Juvenile Probation Office Referral

HATCH VALLEY HIGH SCHOOL
 Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

5 Absences

Date:

I am writing to check in on [NAME OF STUDENT] and offer support they have missed [Insert number of days absent] days of school this year.



Does this [redacted] correct to you?

Getting back into the habit of daily attendance matters more than ever. Going to school is an opportunity for your student to:

- Build routines that help reduce stress.
- Connect to their friends and teachers.
- Engage in learning.

When students attend regularly, they are much more likely to be proficient in their academics, keep up with daily lessons and do better in reading and mathematics.

We would like to partner with you to improve [NAME OF STUDENT]'s attendance.

Sincerely,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

5 Ausencias

Fecha:

Le escribo para saber cómo está [NOMBRE DEL ESTUDIANTE] y ofrecerle apoyo porque ha faltado

[insertar número de días de ausencia] a clases este año.

¿Te parece correcto esto?



Volver al hábito de la asistencia diaria es más importante que nunca. Ir a la escuela es una oportunidad para que su estudiante:

- Cree rutinas que ayuden a reducir el estrés.
- Conéctese con sus amigos y maestros.
- Participar en el aprendizaje.

Cuando los estudiantes asisten regularmente, tienen muchas más probabilidades de ser competentes en sus estudios, mantenerse al día con las lecciones diarias y obtener mejores resultados en lectura y matemáticas.

Nos gustaría asociarnos con usted para mejorar la asistencia de [NOMBRE DEL ESTUDIANTE].

Atentamente,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

7 Absences

Date:

To Parents/Guardians of:

We are asking all parents to help us ensure regular, on-time attendance of their children at school. We monitor attendance closely because research has shown that regular attendance is vital for the success of children in school. The New Mexico statutes governing school attendance are very specific (Attendance Success Act: NM House Bill 236/a) and leave little option for school authorities to excuse children from school. Even excused absences that cause your child to miss significant amounts of school can cause your child to fall behind in class.



Our goal is to have all children present in school every day and on time. We at Rio Grande Elementary will work very hard with you to ensure that your child receives the best education possible. We are depending on you, and we want to thank you for entrusting us with your child. To provide your child with an outstanding education, your child must maintain excellent attendance.

We would like to help resolve any problems that may be causing your child to miss school. Please make time to attend a meeting with us. The following date and time have been established for the meeting. Please contact us by telephone if you have any questions.

Date: _____ Time: _____

Location: _____

Sincerely,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

7 Ausencias

Fecha:

A los padres/tutores de:

Pedimos a todos los padres que nos ayuden a garantizar la asistencia regular y puntual de sus hijos

a la escuela. Controlamos de cerca la asistencia porque las investigaciones han demostrado que la asistencia regular es vital para el éxito de los niños en la escuela. Los estatutos de Nuevo México que rigen la asistencia escolar son muy específicos (Ley de Asistencia para el Éxito: Proyecto de Ley de la Comisión de Representantes de Nuevo México 236/a) y dejan pocas opciones para que las autoridades escolares eximan a los niños de la escuela. Incluso las ausencias justificadas que hacen que su hijo falte una cantidad significativa de horas de la escuela pueden hacer que su hijo se quede atrás en clase.



Nuestro objetivo es que todos los niños estén presentes en la escuela todos los días y a tiempo. En la escuela primaria Rio Grande trabajaremos arduamente con usted para garantizar que su hijo reciba la mejor educación posible. Dependemos de usted y queremos agradecerle por confiarnos a su hijo. Para brindarle a su hijo una educación sobresaliente, su hijo debe mantener una asistencia excelente.

Nos gustaría ayudar a resolver cualquier problema que pueda estar causando que su hijo falte a la escuela. Tómese el tiempo para asistir a una reunión con nosotros. Se han establecido la siguiente fecha y hora para la reunión. Comuníquese con nosotros por teléfono si tiene alguna pregunta.

Fecha:_____ Tiempo:_____

Ubicación:_____

Atentamente,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

10 ABSENCES

Date:

To the Parents/Guardians of:

Attendance is an essential component to a student's academic success. Often, the number of days that students are absent accumulate without parents realizing how many days have been missed.

This letter is to inform you that your child has accumulated at least 10 absences. At this time, you and your child have an opportunity to work towards improving attendance without further intervention. However, if absences, it has become necessary to move towards more intensive support of coordinated case management which could involve working with a school social worker, home visits, possibly referred to the Children's, Youth, and Families Department and or Juvenile probation office in future absences.



We look forward to working with you to improve your child's attendance. Please contact us if there is any way that we can assist in this process. Thank you in advance for your support and cooperation.

We would like to help resolve any problems that may be causing your child to miss school. Please make time to attend a meeting with us. The following date and time have been established for the meeting. Please contact us by telephone if you have any questions.

Date: _____ Time: _____

Location: _____

Sincerely,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

10 Ausencias

Fecha:

A los padres/tutores de:

La asistencia es un componente esencial para el éxito académico de un estudiante. A menudo, la cantidad de días que los estudiantes faltan a la escuela se acumula sin que los padres se den cuenta de cuántos días han faltado.

Esta carta es para informarle que su hijo ha acumulado al menos 10 ausencias. En este momento, usted y su hijo tienen la oportunidad de trabajar para mejorar la asistencia sin más intervención. Sin embargo, cada 10 ausencias, se ha vuelto necesario avanzar hacia un apoyo más intensivo de gestión de cada caso que podría implicar trabajar con un trabajador social de la escuela, visitas domiciliarias, la posibilidad de ser derivado al Departamento de Niños, Jóvenes y Familias o a la oficina de libertad condicional de menores en futuras ausencias.



Esperamos trabajar con usted para mejorar la asistencia de su hijo. Comuníquese con nosotros si hay alguna manera en que podamos ayudarlo en este proceso. Gracias de antemano por su apoyo y cooperación.

Nos gustaría ayudar a resolver cualquier problema que pueda estar causando que su hijo falte a la escuela. Tómese el tiempo para asistir a una reunión con nosotros. Se han establecido la siguiente fecha y hora para la reunión. Comuníquese con nosotros por teléfono si tiene alguna pregunta.

Fecha:_____ Tiempo:_____

Ubicación:_____

Atentamente,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

INTENSIVE SUPPORT 20% ABSENTEEISM or 34 ABSENCES MEETING NOTIFICATION

Date:

To the Parents/Guardians of:

Our records indicate that your child, [NAME OF STUDENT], has been chronically absent from school.

A student is chronically absent from school when he or she has missed 18 or more days of school or more of the days he or she has been enrolled in school.



The school has attempted to work with you to solve your child's attendance problems. These attempts have been unsuccessful. It will now be mandatory for you and your child to attend an Attendance Improvement Meeting. Your scheduled appointment is as follows:

Date: _____ Time: _____

Location: _____

You and your child are required to attend this conference. Failure to attend may result in a referral to the Children's, Youth, and Families Department and or Juvenile probation office. If you have any questions regarding this meeting, you may contact Principal

Sincerely,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

**APOYO INTENSIVO 20% AUSENCIAS o 34 AUSENCIAS NOTIFICACIÓN A
REUNION**

Fecha:

A los padres/tutores de:

Nuestros registros indican que su hijo, [NOMBRE DEL ALUMNO), ha estado ausente de la escuela de manera crónica. Un estudiante está ausente de la escuela de manera crónica cuando ha faltado a la escuela 18 o más días o más de los días que ha estado inscrito en la escuela.



La escuela ha intentado trabajar con usted para resolver los problemas de asistencia de su hijo. Estos intentos no han tenido éxito. Ahora será obligatorio que usted y su hijo asistan a una reunión de mejora de la asistencia. Su cita programada es la siguiente:

Fecha: _____ Tiempo: _____

Ubicación: _____

Usted y su hijo deben asistir a esta conferencia. Si no asiste, puede ser derivado al

Departamento de Niños, Jóvenes y Familias o a la oficina de libertad condicional de menores. Si tiene alguna pregunta sobre esta reunión, puede comunicarse con el director.

Atentamente,

Brandy Holguin
Principal

HATCH VALLEY HIGH SCHOOL
Po Box 790 Hatch NM 87937 Ph. 575-267-8230
www.hatchschools.net

TRUANCY / CHRONIC ABSENCE

ACTION PLAN FOR A STUDENT WITH ATTENDANCE PROBLEMS School Year 2024-2025

Student Name	Grade	Date
Parent's Name	Address	
City	State	Zip
Phone	Cell Phone	



Email Address _____

Intervention _____

Comments and concerns to be resolved

1. Student will attend school every day.
2. Student will not have any more absences if so will bring/provide a Medical excuse.
3. Student will take the steps to ensure that he/she is awake and ready for school.
4. Student will not be late for school or any classes.
5. Student will complete all assignments in an acceptable manner.
6. Student might stay after lunch to do make-up work/ missing work.
7. Student agrees to attend classes and commits to cooperate with the plan listed above.
8. _____

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

Approved by: _____

Approved by: _____

Annual review of Action Plan:

Number of Absences: _____

Number of unexcused Absences: _____

Transcripts and Records justified Absences? Yes / No _____

For the 2025-2026 School Year should/should not continue in an intervention plan _____

School Representative Signature: _____

Date: _____

HATCH VALLEY HIGH SCHOOL

Po Box 790 Hatch NM 87937 Ph. 575-267-8230

www.hatchschools.net

TRUANCY / CHRONIC ABSENCE

ACTION PLAN FOR A STUDENT WITH ATTENDANCE PROBLEMS School Year 2024-2025

Nombre del esudinate _____

Nivel de grado _____

Fecha _____

Nombre del padre _____

Dirección _____

Ciudad _____

Estado _____

Código postal _____

Teléfono _____

Celular _____

Lista de intervención: Comentarios y preocupaciones por resolver

- _____ 1. El estudiante asistirá a la escuela todos los días.
- _____ 2. El estudiante no tendrá más ausencias y si traerá/proporcionará una excusa médica.
- _____ 3. El estudiante tomará las medidas para asegurarse de que esté despierto y listo para la escuela.
- _____ 4. El estudiante no llegará tarde a la escuela o a cualquier clase.
- _____ 5. El estudiante completará todas las tareas de manera aceptable.
- _____ 6. El estudiante puede quedarse después de lonche para hacer el trabajo o cualquier tarea que falte.
- _____ 7. El estudiante acepta asistir a clases y se compromete a seguir con el plan mencionado.
- _____ 8. _____

Firma del Estudiante _____ Fecha: _____

Firma Del Padre: _____ Fecha: _____

Aprobado: _____ Aprobado: _____

Revisión anual del Plan de Acción:

Numero de faltas: _____ Número de ausencias injustificadas: _____

Transcripciones y registro de Faltas Justificadas? Si/ No _____

Para el 2025-2026 año escolar, debe / no debe continuar en un plan de intervecncion _____

Firma del representante de la escuela: _____ Fecha: _____