



Hatch Elementary School Student Handbook

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General Information

HVPS Mission Statement

We believe in building relationships to improve our students' quality of life.

HVPS Core Values

1. Understanding and participating in worthwhile work
2. Being in control of achieving personal goals
3. Encouraging and Supporting others
4. Staying Positive and leading by example and
5. Being graceful under pressure

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)

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. All open enrollment transfers must be submitted to and approved by the school's principal office annually. 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.

ATTENDANCE

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. HVPS code classifies absence from school as excused or unexcused.

Excused Absences: The following conditions constitute reasons for excused absence from school: Absence from a class or school day for a death in the family, medical absence with written documentation, religious instruction or tribal obligations, interscholastic extracurricular activities or any other allowable excuse pursuant to the policies of the local school board.

Per semester, three written excuses from home will be accepted to excuse absences. After three notes from home, only a doctor's note or an absence due to a death in the family will be excused.

Unexcused Absences: an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board. i.e. Absences that are not followed by written documentation from the parent or doctor, hair appointments, oversleeping, and/or vacations.

All documentation 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.

Number of Absences	School Intervention
1-2 Absences	School will call parents to inform them of absence
3 Absences	School will call parents to inform them of absence.
5 Absences	NOTIFICATION LETTER WILL BE SENT HOME Attendance meeting notification will be sent home. Parents are required to attend. Implement intervention strategies to support keeping the student in an educational setting.
10 Absences	Attendance meeting notification will be sent home. Parents are required to attend. and students will sign an attendance contract. May meet with SRO
14 Absences	Attendance meeting notification will be sent home. Parents are required to attend. Potential CYFD referral.
20 Absences	Attendance meeting notification will be sent home. Parents are required to attend. Potential CYFD referral. Meet with Superintendent

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

PERFECT ATTENDANCE

Hatch Elementary School has an "Incentive " Program that encourages all students to make a concerted effort to attend school each and every day. Each student must make a substantial effort to attend school all day. For "perfect attendance" purposes, a student must arrive at school by the first bell of the day and remain in school until the last bell of the day.

TARDIES

All students must be in their classrooms when the tardy bell rings at 8:00am. All parents and students should understand the importance of being on time. Students arriving after the bell are considered tardy and must be signed in by a parent or guardian at the front office before the student obtains a tardy slip and is admitted to his/her classroom. Written "excuse" from a medical doctor or dentist, or a late bus arrival is the only "excused" reason for being tardy.

Tardies will accumulate on a monthly basis. If a student accumulates 3 or more tardies in a month, the student's parents will be required to meet with the principal.

ASSESSMENTS-GRADES-PROMOTION

GRADE SCALE

100-90 – A GRADE OUTSTANDING

89-80 – B GRADE ABOVE AVERAGE

79-70 – C GRADE AVERAGE

69-60 – D GRADE LOWEST ACCEPTABLE

59-50 -- F GRADE FAILURE

MAKE UP WORK

Students are allowed a makeup period equal to the number of days absent. Long-term projects or tests announced in advance are expected to be turned in or taken upon return. In the event of a longer absence (3 days or more), call the office for assignments in the early a.m. and/or communicate with the teacher. Students who fail to make up work in the allotted time will be assigned a failing grade or incomplete for the grading period.

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

REPORTING STUDENT PROGRESS

Reporting student progress is the result of daily evaluation of your child. We will be sending Mid-Progress Reports approximately every three weeks with your child. In addition to this, you will receive a report card every six weeks. If you wish to request a conference, please notify the school office.

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.

PROMOTION CEREMONY

At the end of the school year a promotion ceremony will be held for those students in Pre K and 5th grade who have successfully met the criteria to be promoted to the next grade level.

TESTING REQUIREMENTS

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

<u>Assessments</u>	<u>Grade Administered</u>
WIDA Screener	Grades K-12
Dyslexia Screener	Grade 1
Istation ISIP	Grade K-3
Avant Stamp	Grade K-5
Interim Measures of Student Success Achievement(i-MSSA)	Grade 3-5
Dynamic Learning Maps (DLM)	Grade 1-5
ACCESS	Grade K-5
Alternate ACCESS + Field Test	Grade 1-5
NM Assessment of Science Readiness (NM-ASR)	Grade 5
NM Measures of Student Success and Achievement (MSSA)	Grade 3-5

GENERAL RULES

Accelerated Reader

Accelerated Reader will be used to supplement our reading program. Students will be given incentives for accumulating 5, 15, 25, etc., points throughout the school year on a weekly basis. Students may not test on books that are more than one level below their independent reading level. The first Awards Assembly will take place the second week of school. The final day to AR test will be in the last week of April. To celebrate students' reading efforts celebrations will take place at the end of the year, students must meet the following requirements to attend

Kinder: 50 points

1st grade: 75 points

2nd-5th grade: 100 points

After School Pick up

Students who are being picked up by vehicle must be picked up in the designated student pick up area. Students will be escorted out of the building by the duty teacher to the waiting vehicles. 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 7:15 A.M.

BACKPACKS/BAGS

Students may bring a book bag or backpack to school. If a student or grade level shows they are not being responsible and bring inappropriate items in their book bag, 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

Period Items delivered to the school for a student e.g., flowers, gift baskets, stuffed animals, balloons, will not be delivered before 2:00 P.M. Students 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. Lunch deliveries will not be allowed.

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 are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Books and personal belongings are to be left in the room. Drills required by the state to be conducted are: Fire, Evacuation and Shelter in Place.

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.

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 have the pick up form completed and submitted to the school administration prior to the field trip.

LEAVING SCHOOL EARLY

Students leaving school during the school day must be picked up in the office. There are times when emergencies arise and the student must leave school before dismissal time. When this occurs, please come to the office and request that your child be allowed to leave. You will be requested to sign out your child, with time and date noted. 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.

LUNCH

You are welcome to eat lunch with your child at any time. The cost of an adult lunch is \$3.50. We do ask that you sign in at the office before going to the cafeteria.

If your child leaves for lunch, he/she must be signed-out at the office and signed-in upon return to school.

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. Students are not allowed to sell or trade items of any kind at school.

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. A 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 no parent teacher conferences scheduled this year, the expectation is that teachers will be in consistent communication with parents on student progress.

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 three weeks a report will be sent home with the child and parents will be asked to review their child’s work, sign the report, and have it returned to the school promptly. 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

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

PHYSICAL EDUCATION (PE)

PE is an important part of the HVPS curriculum. All areas of the PE curriculum strive to enhance the development of a positive feeling toward life-long learning. Reminder: students need to wear appropriate footwear on P.E. days to prevent any injuries.

RECOGNITION PROGRAM

This enables the school to recognize excellence in attendance, academics and student behavior. Students will be recognized week or bi weekly during awards assembly.

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.

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.

SKATEBOARDS/BICYCLES

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

SNACKS

Only healthy snacks such as fruit, yogurt, cheese, vegetables, and crackers are allowed. No chips, soda, sugary drinks such as Gatorade, candy or snack cakes will be allowed that are not sold or provided by the school. Students are not permitted to eat snacks on the playground with the exception of snack shack items purchased at the school on Friday's. If a child brings a snack to school they may eat this snack in the cafeteria once they have eaten lunch. Under no circumstances are students permitted to share snacks that they bring to school with them.

STUDENT VISITORS

Student visitors are not permitted.

SUPPLIES

A student supply list will be sent/posted to parents. 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:

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

TOYS

Toys should not be brought to school without the school administrators permission. The school is not responsible for lost or stolen items. Dangerous toys such as hard bats, darts, knives, chains, slingshots, skateboards, and anything resembling a weapon are not allowed in school.

*No other toys are permitted, including trading cards.

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 confiscated. School administration along with the district SRO (school resource office) will administer appropriate consequences to the possession of, use of, and/or distribution of the use of vaping products by students.

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 students’ 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. Healthy options shall also be provided for such celebrations.

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:
 - o The name of student
 - o Name of the healthcare provider prescribing the medication
 - o Name of the medication
 - o Frequency of administration
 - o Dose of the medication to be administered
 - o How it is to be administered
 - o The date it was prepared. It must be within the 12 months.
 - o This also applies to over-the-counter medications.
- Self-carrying and self-administration of medication:
 - o 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.
 - o Abuse of self-administration of medication will result in disciplinary action and loss 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 267-8200.

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.

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, they will need to be out of school for 5 days beginning the day after the symptoms started or the child tested positive. They may return on day 6, provided they are no longer running a fever without the use of Tylenol or Motrin 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.

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

Each class has library visits scheduled weekly. There are no overdue fines; however, another book may not be checked out until the overdue book is returned. If any books, including textbooks are damaged or lost, the parent is responsible for reimbursing the school for the replacement or repair of the book.

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:

School Arrival and Breakfast: 7:30 a.m.

Class Begins/Tardy Bell 8:00 am/8:00 a.m.

Lunch . 11:30 a.m.-1:00 a.m.

Dismissal 3:00 p.m.

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. All students must pick up their tray and/or sack meal.

Students may pack a lunch, unless they are found to bring snacks, foods, or items that are non-nutritional. 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. **575 267-8293**

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.

CELL PHONE POLICY



Student Use of Electronic Communication Devices (ECDs)

This regulation includes but not limited to the use of cellular telephones, tablets, computers, watches, e-readers, headphones and any other device that can send or receive an electronic signal.

ACCEPTABLE USE DURING THE SCHOOL DAY BY LEVEL

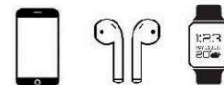
	Elementary	Middle	High
Before School	●	●	●
During Class	●	●	●
During Passing Period	●	●	●
During Lunch or Recess	●	●	●
After School	●	●	●

In the case of an emergency (life/death, dire, family etc.) during academic hours students will not have access to their Cell phones parents must call the front office and the student will be given a message immediately.

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 health and safety of others, is disruptive to school activities or violates the standards of academic integrity.
- Understand the expectations of each teacher regarding ECD use in the classroom

- Acceptable use time
- Schools may restrict use
- Use of ECDs not permitted



ADDITIONAL GUIDANCE AND ENFORCEMENT

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

Students who violate the ECD regulation are subject to the following penalties:

- **First Offence:** The teacher will remind student of the classroom rules regarding usage, document the infraction and inform parent of the issue.
- **Second Offence:** The ECD will be confiscated for the remainder of the school day. The student must retrieve the ECD from the principal. Parent will be notified by principal or designee.
- **Third Offence:** The ECD will be confiscated for the remainder of the school day, the student parent must retrieve the ECD from the principal or designee.
- **Fourth Offence:** 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 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 and commentating fights or other acts of violence
- *Those students using cell Phone to monitor Diabetic condition, shall meet with school administrator.

DRESS CODE

The reason for the Hatch Elementary 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, care should be given that rips do not show skin mid thigh or higher
- Sleeveless blouses are ok (spaghetti straps 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
- Crop tops shall not be worn without a cami or tank top underneath.
- Images depicting tobacco, drug, alcohol (or any illegal item or activity) or use of the same
- 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
- Headgear that covers the face and ears of a student
- No Sunglasses in the building
- Flip-flops do not provide the support that children need during recess or P. E. and they become a safety issue.

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.

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 schools 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 and vape products
- 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.

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 offend or 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

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.

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 Elementary Schools 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.

LEVEL I OFFENSES		
Levels of Response - Consequences and Interventions		
Examples of Classroom and Staff Managed Responses & Administrative Responses		
These interventions and consequences aim to teach correct behavior so students may learn and demonstrate safe, respectful, and responsible behavior. <u>Teachers</u> are encouraged to try a variety of teaching and classroom management strategies. Below are possible interventions and consequences by teachers and administrators if applicable that may be used. Parent/Guardian notification required		
Possible Infractions	Possible Interventions	Possible Consequences
<ul style="list-style-type: none"> ▪ Bullying/Non-Sexual Harassment ▪ Defiance/Disrespectful ▪ Dress Code Violation ▪ Disruption ▪ Excessive Talking or Interrupting ▪ Fighting ▪ Language, Inappropriate ▪ Leaving School or Classroom without Permission ▪ Minor Aggressive Act (Intentional) ▪ Not Doing Work ▪ Technology, Improper Use ▪ Using Inappropriate Voice Levels ▪ Vandalism 	<ul style="list-style-type: none"> ▪ expectations review ▪ Parent conference, consultation ▪ Relationship repair activities ▪ Seat Change ▪ Pre-correction and redirection ▪ Increase positive recognition ▪ Conflict Resolution; mediation ▪ Goal Setting with Student, possible counseling check-in, conference with student ▪ conflict resolution, self-regulations and coping skills ▪ Behavior management contract, behavior report card ▪ Verbal corrective feedback 	<ul style="list-style-type: none"> ▪ Contact parents for a conference. ▪ In class timeout ▪ Loss of Recess or special ▪ Detention ▪ Office Referral ▪ Loss of classroom/campus privileges ▪ Community Service- picking up trash outside during recess/help clean up the cafeteria ▪ Parent/guardian accompany student in class

LEVEL II OFFENSES

Examples of Administrative Responses

These interventions and consequences are used in response to a disciplinary referral, implemented by administrators. The aim is to include logical consequences and instructions, and supportive services needed to correct and improve behavior and ensure successful learning consistencies. Below are possible consequences and interventions that may be used

<i>Possible Infractions</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
<ul style="list-style-type: none"> ▪ Assault ▪ Battery ▪ Bullying ▪ Hazing ▪ Inapposite, Lewd or Obscene act ▪ Possession of Prohibited/Dangerous Instrument ▪ Possession/Use of Tobacco, Vape or Drugs ▪ Possession/Use of a contraband/Weapon ▪ Sexual Harassment ▪ Threats to Educational Institution 	<ul style="list-style-type: none"> ▪ Refer to SST/Individual Education Plan (IEP)/Section 504 team ▪ Collaborative problem solving ▪ Develop/revise Behavior Support Plan(BSP) contract ▪ Substance abuse, mental health counseling ▪ Refer to Threat Assessment Team ▪ Academic research papers/projects 	<ul style="list-style-type: none"> ▪ Parent/guardian notification required ▪ Detention ▪ Student verbal or written apology ▪ Restitution/community service ▪ Parent/guardian accompany student in class ▪ Possible Punitive Consequences ▪ Loss of classroom/campus privileges ▪ In school Suspension ▪ Out of School Suspension ▪ Long Term Suspension Evaluation ▪ Referral to Law Enforcement