



Hatch Elementary

STUDENT HANDBOOK

HATCH ELEMENTARY SCHOOL
801 HERRERA RD. HATCH, NM 87937
(575) 267-8270

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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

PERFECT ATTENDANCE

Rio Grande 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.

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

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

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

Assessments

Grade Administered

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 (AR) will be used to supplement the NM Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects. Students will be given incentives for accumulating 5, 10, 15, 20, etc., points throughout the school year on a weekly basis. Students may not test on books that are more than one level below or above their independent reading level. After a student scores three (3) (in a row) 100s at a given level, that student may not test at that level again. The first Awards Assembly (AA) will take place Friday, August 23, 2024. AR certificates are located in the library.

All students accumulating the following points or more during the school year AND with an average percent correct of 80% or better will be rewarded with a field trip: Kindergarten - 50 points, 1st Grade- 75 points, 2nd 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 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 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, or emergency contacts. 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

Parent Teacher conferences will be scheduled every semester, 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, gum, 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 or, 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:
 - 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 267-8200.

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, 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. 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: 7:15 a.m. - 7:55 a.m.

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

Lunch: 11:00 a.m.-11:40 a.m.

Dismissal: 2:40 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.

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	Red Circle	Yellow Circle	Green Circle
During Class	Red Circle	Red Circle	Red Circle
During Passing Period	Red Circle	Red Circle	Green Circle
During Lunch or Recess	Red Circle	Red Circle	Green Circle
After School	Red Circle	Yellow Circle	Green Circle

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

DRESS CODE

The reason for a 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 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 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.

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.

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.

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.

THE BEAR CODE

1. BE ON TIME

YOU MUST ATTEND SCHOOL AND BE ON TIME EVERY DAY

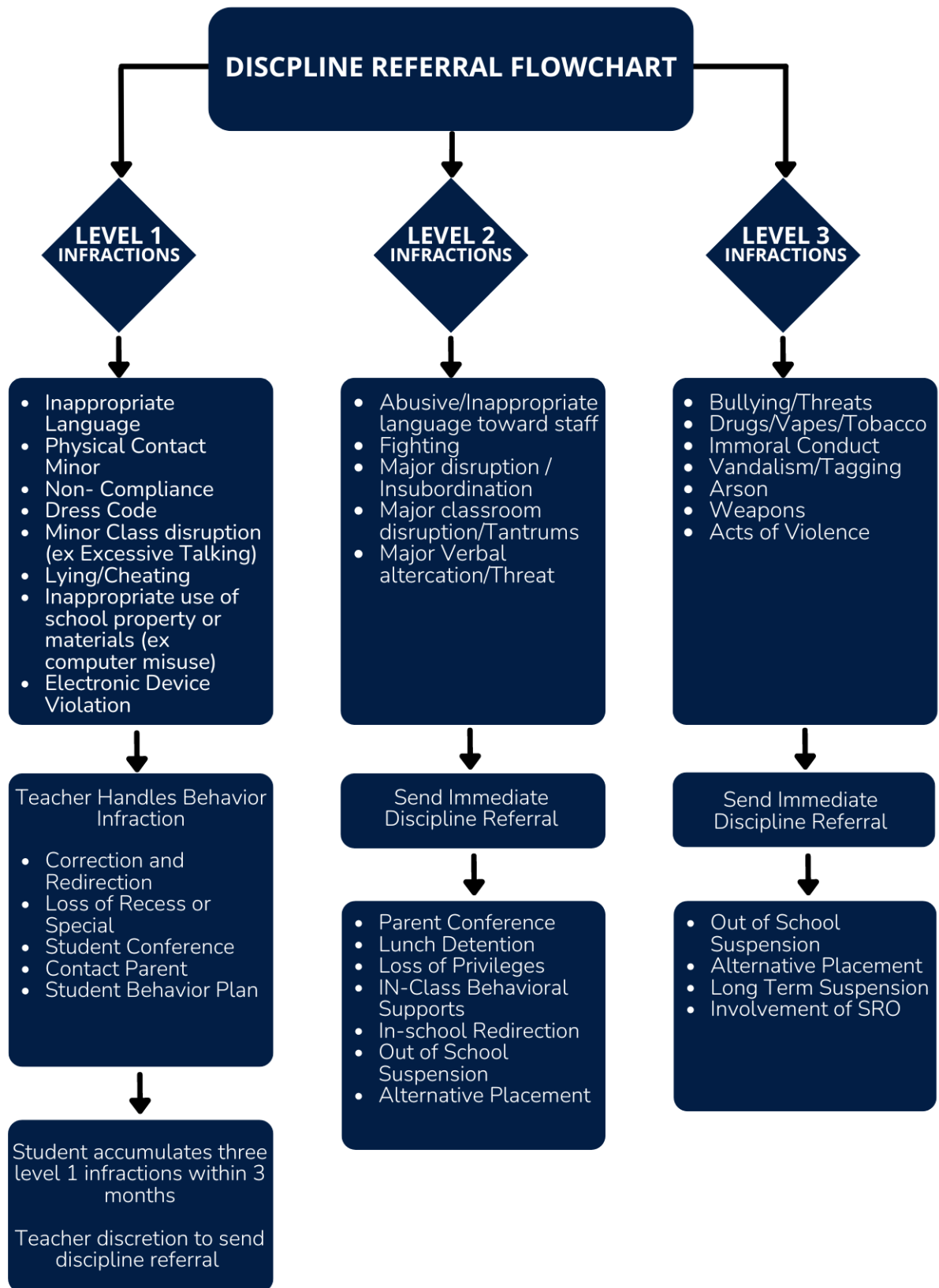
2. BE PREPARED

HAVE YOUR MATEIALS, SUPPLIES AND HOME WORK EVERY DAY. KEEP TRACK OF YOUR BELONGINGS

3. BE RESPECTFUL

BE RESPECTFUL, KIND AND COURTEROUS TO ALL PEOPLE.





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 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

2024-2025

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
- ~~Hair~~ 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 that are school-related including, but are 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 (6th -12th) 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 1-2 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 Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



ATTENDANCE for SUCCESS CHECKLIST

The following is a checklist of all documents to be submitted for an ATTENDANCE FOR SUCCESS ACT Referral to the Juvenile Probation Office (JPO)

<u>1.</u>	Copy of First Notification Letter to parents/guardians regarding 5 absences and notice of verification that interventions have been provided to the student
<u>2.</u>	Copy of Second Notification letter to parents/guardians regarding 7-day absences and notice of verification that interventions have been provided to the student. Must include documentation, including Attendance contract.
<u>3.</u>	Copy of Third Notification letter to parents/guardians regarding 10-day absences.
<u>4.</u>	Complete ATTENDANCE for SUCCESS Referral & Form with the principal's signature. The report must include all documents submitted to: Juvenile Probation Supervisor 750A N. Motel Boulevard Las Cruces, NM 88007 Phone 575-524-6360
<u>5.</u>	Copy of all documents to be sent to Superintendent's Office

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



ATTENDANCE for SUCCESS Referral & Form

Instructions: Please respond to each item even if the reply is "unknown", "none", or "non-applicable"

STUDENT FIRST NAME:	MIDDLE:	LAST:
STUDENT ID:	DATE OF BIRTH:	
SCHOOL:	GRADE:	
PHONE NUMBER:		
MAILING ADDRESS:		
PHYSICAL ADDRESS:		
NAME OF PARENTS/ GUARDIANS:		
PARENTS / GUARDIANS PHONE NUMBERS:		

Dates of unexcused absences: *Attach attendance report*

PRINCIPAL NAME

PRINCIPAL SIGNATURE

DATE:

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



5 Absences or 3 %

Date:

Dear Parents/Guardian of:

Our school records indicate that your child has 5 or more absences from school.

The dates are:

See next page for dates

We at Hatch Elementary School work very hard to ensure that your child receives the best Education possible. We cannot do that if your child is not in school. Please help us to provide your child with the outstanding education she or he deserves.

A representative of the school wants to inform you of the following:

- Attendance history, in which they were provided with a printout.
- Discussion of consequences of further absences, including but not limited to an attendance meeting and attendance contract.

Please contact the Hatch Elementary School upon receipt of this letter at 575-267-8270 to discuss this matter.

Thank you very much for your cooperation.

Sincerely,

Amy Marquez , Principal

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



5 Ausencias or 3%

Fecha:

Estimados padres/tutores de:

Nuestros registros escolares indican que su hijo tiene 5 o más ausencias de la escuela.

Las fechas son:

Consulte la página siguiente para conocer las fechas.

En Hatch Elementary School trabajamos muy duro para garantizar que su hijo/a reciba la mejor educación posible. No podemos hacer eso si su hijo/a no está en la escuela. Ayúdenos a brindarle a su hijo/a la educación sobresaliente que se merece.

Un representante de la escuela quiere informarle lo siguiente:

- Historial de asistencia, en el que se les proporcionó una copia impresa.
- Discusión de las consecuencias de más ausencias, incluidas, entre otras, una reunión de asistencia y un contrato de asistencia.

Comuníquese con Hatch Elementary School al recibir esta carta al 575-267-8270 para hablar sobre este asunto.

Muchas gracias por su cooperación.

Sinceramente,

Amy Marquez, Directora

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



7 Consecutive Absences or 4 %

Date:

Dear Parents/Guardian of:

Our school records indicate that your child has 7 consecutive absences which are unexcused from school.

We at Hatch Elementary School work very hard to ensure that your child receives the best Education possible. We cannot do that if your child is not in school. Please help us to provide your child with the outstanding education she or he deserves.

A representative of the school wants to inform you of the following:

- Attendance history, in which they were provided with a printout.
- Discussion of consequences of further absences, including but not limited to an attendance meeting and attendance contract.

Please contact the Hatch Elementary School upon receipt of this letter at 575-267-8270 to discuss this matter.

Thank you very much for your cooperation.

Sincerely,

Amy Marquez, Principal

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



7 Ausencias Consecutivas or 4%

Fecha:

Estimados padres/tutores de:

Nuestros registros escolares indican que su hijo/a tiene 7 ausencias consecutivas sin excusa de la escuela.

En Hatch Elementary School trabajamos muy duro para garantizar que su hijo/a reciba la mejor educación posible. No podemos hacer eso si su hijo/a no está en la escuela. Ayúdenos a brindarle a su hijo/a la educación sobresaliente que se merece.

Un representante de la escuela quiere informarle lo siguiente:

- Historial de asistencia, en el que se les proporcionó una copia impresa.
- Discusión de las consecuencias de más ausencias, incluidas, entre otras, una reunión de asistencia y un contrato de asistencia.

Comuníquese con Hatch Elementary School al recibir esta carta al 575-267-8270 para hablar sobre este asunto.

Muchas gracias por su cooperación.

Atentamente,

Amy Marquez, Directora

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



10 Consecutive Absences or 6 %

Date:

Dear Parents/Guardian of:

Our school records indicate that your child has 10 consecutive absences which are unexcused from school.

The dates are: *See Next Page*

We at Hatch Elementary School work very hard to ensure that your child receives the best education possible. We cannot do that if your child is not in school. Please help us to provide your child with the outstanding education she or he deserves.

Please contact the Hatch Elementary School upon receipt of this letter at 575-267-8270 to discuss this matter.

Thank you very much for your cooperation.

Sincerely,

Amy Marquez, Principal

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



10 Ausencias Consecutivas or 6%

Fecha:

Estimados padres/tutores de:

Nuestros registros escolares indican que su hijo/a tiene 10 ausencias consecutivas sin excusa en la escuela.

Las fechas son: *Ver página siguiente*

En Hatch Elementary School trabajamos muy duro para garantizar que su hijo/a reciba la mejor educación posible. No podemos hacer eso si su hijo/a no está en la escuela. Ayúdenos a brindarle a su hijo/a la educación sobresaliente que se merece.

Comuníquese con Hatch Elementary School al recibir esta carta al 575-267-8270 para hablar sobre este asunto.

Muchas gracias por su cooperación.

Atentamente,

Amy Marquez, Directora

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



TRUANCY / CHRONIC ABSENCE INTENSIVE SUPPORT 20% ABSENTEEISM or 36 ABSENCES MEETING NOTIFICATION

DATE:

To the Parent(s)/Guardian(s) of:

This letter is to inform you that Hatch Valley Public Schools District has noted absences that exceed established guidelines for school attendance.

Your child has missed a minimum of 20% or more of classes or 34 days of school and is in need of establishing the conditions under which missing school can be remedied through intensive support. Parent(s)/guardian(s) could possibly be referred to the Children's, Youth, and Families Department upon future absences.

A representative of the school will meet with you to discuss methods of preventing future absences also to sign an attendance contract and to identify interventions that may ensure that your child will continue to receive an appropriate public education. Please make time to attend the meeting. The following date and time have been established for the meeting. Please contact us by telephone at 575-267-8270 or return mail to confirm your attendance at the time and date noted.

Time: _____

Date: _____

If you have any questions, please contact the school at 575-267-8270
Your cooperation is greatly appreciated in this matter.

Sincerely,

Amy Marquez, Principal

Attendance Liaison

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



TRUANCY / CHRONIC ABSENCE **APOYO INTENSIVO 20% AUSENTISMO o 36 AUSENCIAS y REUNIÓN**

FECHA:

Para el padre(s)/tutor(s) de:

Esta carta es para informarle que las escuelas públicas del Distrito de Hatch Valley han notado ausencias que exceden las guías establecidas escolares de asistencia.

Su hijo(a) ha faltado un mínimo del 20% o más de clases o 34 días de escuela y está en la necesidad de establecer las condiciones en virtud del cual que falta la escuela puede ser remediada a través de un apoyo intensivo.

Padre(s)/tutor(s) podría posiblemente hacer referencia a los niños Jóvenes, y Familias Departamento sobre futuras ausencias.

Un representante de la escuela se reunirá con usted para analizar los métodos para prevenir futuras ausencias y también para firmar el contrato de asistencia e identificar intervenciones que puedan garantizar que su hijo continúe recibiendo una educación pública adecuada. Por favor, asista a la reunión de asistencia. A la siguiente fecha y hora, que se ha establecido para la reunión.

Hora: _____

Fecha: _____

Si tiene alguna pregunta, comuníquese al 575-267-8270.

Su cooperación es muy apreciada en este asunto.

Atentamente,

Amy Marquez, Principal

Attendance Liaison

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



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 list:

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 _____

The parent/Guardian agrees to contact the school for any further absences from school and to cooperate with the plan.

Parent's Signature _____ Date _____

Approved: _____ Approved: _____
Principal Signature Second Signature

Annual Review of the Action Plan:	
Number of Absences	Number of Unexcused Absences
Transcripts and Records of Justified Absences <i>Yes / No</i>	
For the 2024-2025 School Year <i>Should / Should Not</i> continue in an intervention plan	
School Representative Signature	Date

Hatch Elementary School

P.O Box 790 Hatch, NM 87937

Phone (575) 267-8270



TRUANCY / CHRONIC ABSENCE

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

Nombre del estuinate	Nivel de grado	Fecha
Nombre del padre	Dirección	
Ciudad	Estado	Código postal
Teléfono	Celular	
Correo electrónico		

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 _____

El padre/tutor se compromete a comunicarle a la escuela en dado caso que haya cualquier falta y cooperar con las intervenciones planeadas.

Firma Del Padre _____ Fecha _____

Aprobado: _____ Aprobado: _____

Firma del director

Segunda firma

Revisión anual del Plan de Acción:

Número de faltas _____ Número de ausencias injustificadas _____

Transcripciones y registros de Faltas Justificadas *Si / No* _____

Para el 2024-2025 año escolar, *debe / no debe* continuar en un plan de intervención _____

Firma del representante de la escuela _____ Fecha _____