



Hatch Valley High School

STUDENT HANDBOOK
2022-2023

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Hatch Valley Public School 2022-2023 Instructional Calendar

Hatch Valley Public Schools | 2022-2023 CALENDAR

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						1

4 Independence Day
25-28 In-service PD
29 Student Jump Start Day

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17

2-4 New Year Break
5-6 In-service
9 Students Return
16 M.L. King Day
25 ELTP/HOUSE Day

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						23

31 ELTP/HOUSE Day

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						19

16 End of Grading Period
20 Presidents' Day
22 ELTP/HOUSE Day

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						20

2-5 Labor Day Holiday
13 End of Grading Period
28 ELTP/HOUSE Day

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

15 ELTP/HOUSE Day
17 Parent/Teacher Conf.
20-24 Spring Break

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

7 Parent/Teacher Conf.
10 Indigenous People/
Columbus Day Holiday
19 ELTP/HOUSE Day
27 End of Grading Period
31 Halloween

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						18

07 Good Friday
09 Easter Sunday
10 Easter Monday
13 End of Grading Period
19 ELTP/HOUSE Day

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

11 Veterans Day
16 ELTP/HOUSE Day
21-24 Thanksgiving Day

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						19

07 Mother's Day
17 ELTP/HOUSE Day
19 Graduation
25 Students Last Day
End of Grading Period
26 In-service
29 Memorial Day

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						95 14

7 ELTP/HOUSE Day
20 End of Grading Period
21-30 Christmas Break

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						91

18 Father's Day

Bell Schedule

Regular Bell Schedule				Friday Early Release					
7:30 AM	Time	Day 1	Day 2		7:30 AM	Time	Day 1	Day 2	
	8:00-9:32	1	5	92 min		8:00-9:29	1	5	89 min
	9:32-9:37	passing		5 min		9:29-9:34	passing		5 min
	9:37-10:14	WIN		41 min		9:34-10:51	2	6	89 min
	10:14 – 10:19	passing		5 min		10:51 – 11:56	passing		5 min
	10:19– 11:41	2	6	82 min		10:56– 12:13	3	7	77 min
	11:41-12:21	Lunch		40 min		12:13-12:53	Lunch		40 min
	12:21 – 12:26	passing		5 min		12:53 – 12:58	passing		5 min
	12:26-1:48	3	7	82 min		12:58-2:15	4	8	77 min
	1:48 – 1:53	passing		5 min		2:15 - 3:30	District / HVHS PD		
	1:53-3:15	4	8	82 min					
3:15 PM					2:15 PM				

Skinny / House Day Schedule				
7:30 AM	Time	Day 1	Day 2	
	8:00-9:07	1	5	67 min
	8:07-9:12	passing		5 min
	9:12-10:09	2	6	57 min
	10:09-10:14	passing		5 min
	10:14 - 11:11	3	7	57 min
	11:11-11:16	passing		5 min
	11:16-12:13	4	8	57 min
	12:13-12:53	Lunch		40 min
	12:53-12:58	passing		5 min
	12:58- 3:15	School Wide Activity		137 min
3:15 PM				

Hatch Valley High School - Vision Statement

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

Hatch Valley High School – Mission Statement

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

Hatch Valley High School Fight Song

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

Academic Policies

Open Enrollment/Transfers

HVHS 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 HVHS Office annually. Falsification of residence information may result in the withdrawal of a student.

Requirements for Enrollment

New Students will provide the following:

1. Official withdrawal papers from former school with complete list of current classes and withdrawal grades.
2. Complete new student registration packet
3. Current immunization record
4. Proof of student's Date of Birth - birth certificate
5. Evidence of physical address – utility, water, gas, or electric bill

After all papers are in order, the new student will be assigned classes based on his/her withdrawal form. Substitutions will be made for any classes not offered at Hatch Valley High School when possible. Evaluation of credits for graduation will be made from a completed, official transcript.

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

Requirements for Withdrawal

When students withdraw from HVHS, they must be accompanied by a parent. An administrator/counselor will authorize the withdrawal process. Complete instructions will be given at that time. Students will need to turn in all textbooks, musical instruments, library books, athletic equipment, and all technology before their school records will be released. All fines must be paid before transcripts will be sent to the transferring school.

Student Records – 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 at HVHS.

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.

Grading and Reporting

Students and parents will be informed on grading criteria at the beginning of each course. Parents and students will be able to follow attendance and grade progress in classes by using **PowerSchool Parent Portal**. This program is free and accessible via the internet. Please call the school to gain access to your student's information. This program is being used district wide. Grade progress will be reported formally every three weeks through Progress Reports and Report Cards. Parents are responsible for notifying the school of address changes. Grading period intervals are indicated below.

Progress Report Dates	Report Card Dates
August 19, 2022	September 13, 2022
October 6, 2022	October 27, 2022
November 18, 2022	December 20, 2022
January 27, 2023	February 16, 2023
March 16, 2023	April 13, 2023
May 5, 2023	May 25, 2023

Parents are encouraged to use **PowerSchool Parent Portal** to check student progress in classes and to meet with the teachers when a student's grade falls below acceptable levels.

Grade Scale

HVPS will be utilizing the following Grade Scale:

	100 Point Grade Scale
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Instructions for logging into Parent Portal

1. Open your Web browser to the PowerSchool Parent Portal URL at www.hatch.powerschool.com/public The login page appears

2. Click Create Account. The Create Parent/Guardian Account page appears
3. Enter your first name, last name and email address
4. Enter your desired username. It must be unique. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.
5. Enter your desired password - it must be at least 6 characters long
6. Re-enter your password
7. Enter your student's first and last name
8. Enter the **Parent ID and Parent Password** listed on page 1
9. Enter your relationship to the student
10. If you have a Parent ID and Password for another student, you may enter them on the next line.
11. When all student information has been completed, press the enter button
12. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your username or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the parent password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.
13. If you desire more than one parent/guardian account for your student, please provide the Parent ID and Parent Password to anyone that you authorize to access your student's information (parents, guardians, relatives, siblings, etc.)
14. Contact Audra Bluehouse (abluehouse@hatchschools.net) for correlating codes to activate account

Once you log into the PowerSchool Parent Portal website, you may sign up for alerts to be emailed directly to you. These alerts will be triggered by attendance/grades based upon the selections you make using the Email Notification link. You may change your alert status at any time. You may also change your email address or password by clicking on Account Settings.

Make-Up Work

Students have a responsibility to make up work regardless of the reason for the absence. The teacher has an obligation to provide the student with resources in order to learn the material missed during an absence. This may include the actual class work assigned during the student's absence or an alternate assignment to cover the same material. It is the student's responsibility to learn the missed material, including completing alternate assignments deemed appropriate by the teacher.

The student has three days after the absence to complete and submit the assignments. A school activity (field trip, athletic event, etc.), in-school suspension, short-term suspension is all considered to be an excused absence; therefore, the material will be graded and included in the student's overall grade average. If the absence is unexcused, the teacher **may** provide the student with the missed assignment. The teacher also has the **option** of grading the assignment and averaging it into the student's overall average.

1. Eligibility for extra-curricular activities must always be re-established after the conclusion of the 6th week grading period and cannot be established until "incomplete" grades have been cleared, and until students have met all school and NMAA scholastic eligibility requirements.
2. Online classes that are incomplete will be handled on an individual basis.

INCOMPLETES

1. At the end of the semester, incompletes may be given at the discretion of the teacher for those students with excessive excused absences.
2. The deadline for changing "incomplete" grades is two (2) calendar weeks from the final date in which grades are due to the school office.
3. All work not completed by the deadline will be assigned zero points and averaged with other class work for the final term grade.

Graduation Requirements

2023			2024+		
Graduation Requirements			Graduation Requirements		
English Language Arts	4	Credits	English Language Arts	4	Credits
Mathematics	4	Credits	Mathematics	4	Credits
Science	3	Credits (2 must be a lab)	Science	3	Credits (2 must be a lab)
Social Studies	3.5	Credits	Social Studies	3.5	Credits
CTE, Workplace Readiness, or World Language	1	Credit	CTE, Workplace Readiness, or World Language	1	Credit
Physical Education	1	Credit	Physical Education	1	Credit
Health (taken in Middle School)	1	Credit	Health (taken in Middle School)	1	Credit
Electives	10.5	Credits	Electives	11.5	Credits
*one course must be Dual Credit, Distant Learning or Advanced Placement			*one course must be Dual Credit, Distant Learning or Advanced Placement		
Total Credits 28			Total Credits 29		

If a student fails a course they will be given the option to make the class up utilizing an Online Learning Platform.

Edgenuity

- E2020 is a credit recovery course
- E2020 is a Senior course
- Seniors who have not met graduation requirements (AP, Honors, Dual Credit) are eligible for an E2020 Course
 - As 11th graders students have an opportunity to enroll in AP and Dual Credit courses (which should be encouraged from previous interest AND to increase our Dual Credit enrollment so as to not lose it), only after these options will a senior be afforded the opportunity to enroll in a Distance Learning course E2020.
- Seniors who need a Health Credit (only 1 semester)
- Only Seniors may only enroll in Government if the face-to-face course is unavailable (either semesters) or they need a distance learning credit.
- E2020 Course may not be available at HVHS face-to-face
- IF a Senior has not passed a face-to-face course TWICE, they can be eligible for the E2020 course
- Juniors must first exhaust summer school and face to face options before petitioning for a review for enrollment in E2020 (regardless of credit status and graduation status)
- Juniors are *only* allowed admittance into an E2020 course with approval after a review from advising team and have been determined 'critical' from counselors due to being behind in credits yet have potential to graduate on time with summer school credits
- Non-Seniors may enroll in E2020 Core Courses to pursue early graduation *only* after they have successfully completed the Early Graduation Application and have received approval
- Any Senior pursuing the Bilingual and Biliteracy Graduation Seal needing a language E2020 course.
- If a student has previously failed an E2020 course, a one-on-one session with the E2020 coordinators and counselors must be conducted before they're allowed to sign up again.
- A remedial E2020 course **DOES NOT** meet the online component of graduation requirements

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

NM Public Education Department (NMPED) Testing Requirements

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

Assessment	Administered	Students
Access for ELLs 2.0 (English Language Assessment)	Spring 2023	All students identified as English Language Learners
Avant Stamp 2.0 (Spanish Language Assessment)	Fall of 2022	All students in the Bilingual Program
SAT	Spring 2023	All 11 th Grade Students
NM-ASR (Science)	Spring 2023	All 11 th Grade Students

Optional College Bound Assessments

PSAT, ACT, AP Exam, Accuplacer (DACC), ASVAB

Graduation

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

Graduation Ceremony Requirements

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

- Students who wish to participate must be present at the rehearsals. Failure to do so, except for legitimate reasons, may be cause for excluding students from participating in the graduation exercises.
- Students must **pay all fees, fines and charges prior to the ceremony.**
- **Ultimately it is the responsibility of each parent/student to ensure** that the student has fulfilled the required credits and test scores necessary to obtain a diploma from HVHS.
- Parents and students need to be familiar with the **Next Step Plan** to capitalize on opportunities that lead to post-high-school options.
- A diploma will be issued to those students meeting State and District credit requirements as well as State Testing Requirements. Students not meeting both credit/testing requirements may be issued a Certificate of Completion and be given the opportunity to retest after graduation to earn a diploma.

Selection of Valedictorian, Salutatorian and Top Ten

In order to be considered for HVHS Valedictorian or Salutatorian Honors, a student must have been enrolled for at least four (4) consecutive semesters immediately prior to completing graduation requirements in full-time (earn at least 8 Credits at the end of the Senior year) residence at Hatch Valley High School.

The Valedictorian shall be the graduating senior(s) with the highest-grade point average (GPA) letter grade, exclusive of modified assignments on regular curriculum and having followed a natural progression (not having retaken courses for an improved grade or GPA).

The Salutatorian shall be the graduating senior with the second highest (GPA) letter grade, exclusive of modified assignments on regular curriculum and have followed a natural progression (not having retaken courses for an improved grade or GPA).

Students must be enrolled for a full class schedule (earn 8 credits at the end of their senior year) in order to be Valedictorian or Salutatorian. The final GPA will be calculated at the end of the second semester of the senior year. AP, Honors, and college courses may vary from year to year due to needs and/or requests of students. In the case of a tie, as many as per rank, or position will be honored.

Class Ranking for Top Ten Graduation Ceremony purposes (to wear a white gown) students must have been enrolled in the Hatch Valley Public Schools Diploma of Excellence Graduation Requirement Curriculum for 4 semesters prior to graduation to earn a top ten ranking position. (Also, see Valedictorian, Salutatorian).

Any student who does not meet either of those requirements (either enrollment or curricular path) but does have a GPA within or above the range of the top 10 will be recognized with a white gown, but will not hold a ranking number. This may result in more than 10 students wearing white gowns at graduation. Class Ranking for post-secondary education or training purposes will be calculated per the institution requirements.

Student Code of Conduct

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.

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.

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.

Open/Closed Campus

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

1. The student is reporting to an off-campus location to participate in an in person dual credit class through Dona Ana County Branch
2. The student has a scheduled appointment with a provider for health reasons, such as a dental, medical, or counseling appointment, as verified by the provider; and/or the student is signed out by his/her parent/guardian.
3. The student is a sophomore, junior, or senior and has earned special privileges which allow him/her to leave campus during lunch period only. The student must have the proper ID and a signed Parent Permission Form to go off campus during lunch.
 - a. Freshman will not be allowed to leave the campus during the school day

- b. 10th, 11th, and 12th graders shall be allowed to leave school campus during lunch period only if they are in good standing academically and met behavior expectations:
 - i. No Failing Grades,
 - ii. Less than 7 Tardies
 - iii. Less than 5 Absences
 - iv. Met Behavior Expectations, Write Ups
- c. HVHS will be issuing passes for the above-mentioned students every three weeks (grading period/progress report periods).

Release of Student During the School Day

For each student's safety and protection, a parent/guardian is required to report to the school office, present a photo identification, and officially check the student out of school before the student leaves the building. Students not properly checked out will be subject to disciplinary action. To minimize the loss of instruction, verification of appointments may be requested by the school. Parents/guardians have the responsibility to furnish schools with accurate, current contact information. The school must receive notification or authorization before releasing the student to a non-custodial parent. Persons listed on a student's Release Form will be allowed to check the student out of school from the front office.

HVHS attendance policies and check in and out procedures apply to students 18 years of age and older.

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/legal guardians (THIS INCLUDES FIELDTRIPS AND ANY OTHER OFF-CAMPUS ACTIVITIES). Possible exceptions include Child abuse investigations, law enforcement and/or Children, Youth, and Families Department (CYFD) or in emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary.

Prohibited Items

The following items are not permitted on any HVHS 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 HVHS disciplinary policy:

1. Fire Arms
2. Knives/weapons or any weapon facsimile
3. Lighters or other incendiary devices
4. Any tobacco product including smokeless tobacco, electronic cigarettes, or vape pens
5. Alcoholic beverages, drugs, controlled substances, or paraphernalia
6. Prescription or over-the-counter medication that has not been documented and cleared by the school nurse

Attendance and Credit Appeals, Chronic Absenteeism, Truancy and Tardiness

Attendance and Credit Appeals

According to the state attendance requirements, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Basically, if a student accrues 5 or more **unexcused** absences in a semester course, he/she will not earn credit for the course without going through the Credit Appeals Process. A student who is not in attendance for at least 90 percent of the time will have the opportunity to make up in seat class time at an alternate time, such as After School or Before School or Saturday School.

Chronic Absenteeism

Attendance for Success Act: NM House Bill 236/a

- 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.
- Chronic absence differs from truancy in that it tracks both excused and unexcused absences. We will be tracking your student's absences with this in mind.
- Chronic absences result in loss of instructional time. Loss of instructional time will affect a student's academic performance and the rating of the school.

What to do when a student is absent:

1. Please call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available.
2. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time.
3. If the student visited a doctor, please bring a doctor's excuse to the school when the student returns.
4. All absences not verified by parental or administrative authorization will be considered unexcused.

The district shall provide interventions for students who are missing school, depending on the number of absences:

Number of Absences	School Intervention
1-2 Absences	School will call parents to inform them of absence.
2 Absences	Notification letter of absences. Students will meet with the Truancy Liaison and/or Principal.
3 Absences	Attendance meeting notification will be sent home. Parents are required to attend the meeting.
5 Absences	Attendance meeting notification will be sent home. Parents are required to attend the meeting. Parents and students will sign an attendance contract.
17 Absences	Attendance meeting notification will be sent home. Parents are required to attend the meeting. Potential CYFD referral.
34 Absences	Attendance meeting notification will be sent home. Parents are required to attend the meeting. Potential CYFD referral.

Tardiness

Excessive tardiness is a discipline problem. Students have five minutes to travel between classes. Students who are not in their assigned space with necessary materials when the tardy bell rings will be considered tardy. Disciplinary action, per six week grading period, earned for tardiness will be as follows:

TARDIES

3 Tardies = Talk to Parents

4 - 6 Tardies = 2 days of Detention

7 – 10 Tardies = 1 day of In-School Suspension and Loss of Event/ Lunch Privileges for the Grading Period

11 or more = 3 days of In-School Suspension and Loss of Event/Lunch Privileges

Extreme Tardy Policy

Extreme Tardies are defined as being late to class/assigned space 15 minutes or more. Students that are Extremely Tardy will be escorted by staff straight to ISS location for the remainder of the period.

Student Discipline

Hatch Valley High School has the authority to maintain good order and discipline in the schools. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Disciplinary consequences include, but are not limited to:

Discipline Referral Sheet Hatch Valley High School						
					Student Name	Date
LD - Lunch Detention ISS - In School Suspension OSS - Out of School Suspension					ADMIN Handling	
Violation	Level 1	Level 2	Level 3	Level 4	Level 5	
Insubordination Disrespect Vandalism Minor Infractions	1-3 days LD Pay for Damages Loss of Privileges	4-6 Days LD 1-3 Days ISS Pay for Damages Loss of Privileges	7-10 Days LD 4-6 Days ISS 1-3 Days OSS Pay for Damages Loss of Privileges	7-9 Days ISS 4-6 Days OSS Pay for Damages Loss of Privileges SRO Referral	7-9 Days OSS Pay for Damages Loss of Privileges SRO Referral	
Harrasment/ Sexual Harrasment	1-3 Days LD 1-3 Days ISS SRO Referral (SH) - Complete designated course	4-6 Days LD 4-6 Days ISS 1-3 Days OSS SRO Referral	7-9 Days ISS 4-6 Days OSS SRO Referral	7-9 Days OSS SRO Referral	10 Days OSS Long Term Suspension/ Expulsion	
Bullying	1-4 Days ISS 1-3 Days OSS Mediation SRO Referral	5-7 Days ISS 4-6 Days OSS Mediation SRO Referral	7-9 Days OSS Mediation SRO Referral	10 Days OSS Long Term Suspension/ Expulsion	10 Days OSS Recommendation for Expulsion	
Assault/Incident before it becomes physical	1-3 Days LD 3 Days ISS Mediation	4-6 Days LD 4-6 Days ISS 1-3 Days OSS Mediation	7-9 Days ISS 4-6 Days OSS SRO Referral	7-9 Days OSS SRO Referral	10 Days OSS Long Term Suspension/ Expulsion	
Battery/Fighting - Any act with Physical contact	1-3 Days OSS SRO Referral	4-6 Days OSS SRO Referral	7-9 Days OSS SRO Referral	10 Days OSS Long Term Suspension/ Expulsion	10 Days OSS Long Term Suspension/ Expulsion	
Possession of Alcohol/Tobacco	0-4 Days LD 3 Days ISS Referral for Services SRO Referral Completion of designated Course	5-7 Days LD 4-6 Days ISS 1-3 Days OSS Referral for Services SRO Referral	7-9 Days ISS 4-6 Days OSS Referral for Services SRO Referral	7-9 Days OSS Referral for Services SRO Referral	10 Days OSS Long Term Suspension/ Expulsion	
Under the Influence Alcohol/Drugs	1-3 Days OSS Referral for Services SRO Referral Completion of Designated Course	4-6 Days OSS Referral for Services SRO Referral	7-9 Days OSS Referral for Services SRO Referral	10 Days OSS Referral for Services Long Term Suspension/ Expulsion	10 Days OSS Referral for Services Long Term Suspension/ Expulsion	
Possession of Drugs - Any drugs Illegal or Perscription	1-3 Days OSS Referral for Services SRO Referral Completion of Designated Course	4-6 Days OSS Referral for Services SRO Referral	4-6 Days OSS Referral for Services SRO Referral	10 Days OSS Referral for Services Long Term Suspension/ Expulsion	10 Days OSS Referral for Services Long Term Suspension/ Expulsion	
Weapons/ Serious Criminal Activity	* Any Weapon/Serious Criminal Activity that is found on campus will automatically be placed on a 10 day Suspension and will receive an SRO Referral pending a review of the incident by the HVHS Admin Team. This can include a recommendation of Long Term Suspension/Expulsion.				Consequence are considered and/or actions	
This is the GUIDE to be used to help with consequences. Final Consequences are at the discretion of the Admin.						
			Notes:			
Student Signature		Date				
Parent Signature		Date				
Admin Signature		Date				

Athletics and Activities and Extra and/or Co-Curricular

Students who are involved in activities tend to be more successful in school and in life. Make a choice to join one of the many opportunities available to Hatch Valley students. Students who choose to join athletic teams and/or extracurricular organizations will be expected to follow school rules and all attendance rules.

Eligibility

The HVHS athletic program is open to all students on an equal basis. Eligibility for student participation in extracurricular activities is determined by the New Mexico Activities Association's by-laws that are developed to create a level playing field for all student athletes. Changes to enrollment, home residence, academic standing, and family status are some of the factors that determine student eligibility. Parents/ guardians are strongly encouraged to familiarize themselves with the rules and regulations associated with student eligibility **PRIOR** to making changes to their student's status. Transferring schools may impact a student's opportunity to participate in extracurricular activities. New Mexico Activities Association By-

Laws: <https://www.nmact.org/nmaa-handbook/>

- Student Extracurricular Activity Programs at Hatch Valley High School include all school-sponsored athletics, activities, organizations, clubs and positions of honor available in the district. The following guidelines will be utilized with these activities: Academic Eligibility - Hatch Valley High School will follow NMAA Academic Policy.
- Enrollment: Each coach/sponsor will have enrollment procedures for their specific organization. This process will be coordinated with the athletic coordinator or principal. However, ALL students must have properly completed parent permission forms and a physical examination, valid for the current school year, on file in the office.
- Students must maintain medical insurance with proof on file in the office. Catastrophic injury insurance is required for participation in football. Medical insurance is available for the school year at a reasonable cost for students not covered by their own parent/guardian. Medical expenses not covered by the insurance policy are the responsibility of the parent/guardian.
- Students must use school approved transportation to and from all off-campus activities. Exceptions will be considered only upon written request from the parent/guardian.
- School clubs are often affiliated with national organizations and may have more stringent eligibility requirements. Contact the sponsors of such clubs for further information.
- Discipline: all organizations at a minimum will utilize the discipline expectations identified in this Handbook.

Participation in extracurricular activities is a privilege offered to and earned by students - not a right. The Principal/Athletic Director has the discretion to remove any part or all of the extracurricular activity participation privileges for time periods up to one full calendar year. Because participants are serving as representatives of our school and community, conduct is expected to adhere to a high standard of academics and conduct established for the general school population in order to maintain their extracurricular activity participation privileges.

NOTE: The NCAA does not recognize the non-traditional courses (such as E2020, IDEAL-NM) to meet NCAA requirements to be eligible to play at college level. Taking traditional face-to-face core classes is highly recommended for athletes by HVHS.

Attendance of an Athlete or Participant of Activity or Organization

An athlete who misses school, for one full period or more, on the day of competition or on Friday before a Saturday competition, may not play in the competition unless it is a documented excused absence approved by an administrator.

Transportation of Students for School Sponsored Events

HVHS will provide transportation to and from scheduled activities. All students must ride the transportation provided by the school. If a parent needs to transport a student, prior arrangements must be made with the administration. Only parents will be allowed to transport their own son/daughter to and from a school event. Parents are encouraged to pick up their son/daughter promptly after an event.

Activities

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

National Honor Society Membership

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

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

Discipline and dismissal are based on the following:

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

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

DRESS CODE

The reason for the HVHS 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:

- o Fitted Jeans, Leggings, Yoga Pants, Skinny Jeans, Spandex (Must adhere to the shorts expectations)
- o Hoodies (Hoods must NOT be worn in the building)
- o Ripped Jeans (Must cover the areas normally covered by shorts and underwear) General rule of if we can see the inside of your pockets you cannot wear them
- o Hats (ball caps, cowboy hats, hats that do not cover the ears and face)
- o Sleeveless shirts and spaghetti straps are allowed (Please cover-up), Cleavage must be at a minimum (To allow for different body types)

Students may NOT wear:

- Clothing with violent language or images
- Images depicting drug, alcohol (or any illegal item or activity) or use of the same
- shorts – Higher than an envelope length above the knee (standard mailing envelope)
- Hate speech, profanity, or sexually explicit images
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible Underwear, Clothing that reveals any part of the student's underwear, or cleavage that becomes a distraction to the/their learning process
- Headgear that covers the face and ears of a student (No Beanies in the building)
- No Sunglasses in the building

Dress Code Enforcement

*** The administration will determine what clothing will be considered in violation of the dress code. They may also make minor adjustments to the code throughout the year. The goal is to be consistent with the dress code while appreciating the different body types of Hatch Valley High School.

- Students will be given “school clothing” to use for the day when found in violation of the dress code. (students will trade inappropriate clothing for school-issued clothing for the remainder of the day) Clothing will be returned at the end of the school day/when a student returns the issued clothing.

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.

Administering Medications to Students

Any medication that needs to be taken at school must be dispensed out of the Student Health Office. Medications should be delivered to the school by the parent/guardian in the original packaging from the pharmacy which includes the name of the individual, name of provider, name of medication, dose of medication, frequency of administration, and how it is to be taken. If the treating healthcare provider feels the student can self-administer their medication, a signed statement from their healthcare provider must be on file in the Student Health Office and must be renewed annually. Abuse of self-administration of medication and/or supplements will result in disciplinary action.

Immunizations of Students

Students shall not be enrolled at any school unless satisfactory evidence of completed immunizations, or proper exemption, can be presented. The administration can commence dis-enrollment proceedings if immunizations are not complete or current. It is unlawful for any parent to refuse or neglect to have his child immunized, as required by this section unless the child is properly exempted.

Student Based Health Center

When a student visits a SBHC to seek other than confidential services from SBHC staff, the staff shall contact the student’s parents/guardians before providing service to the student. At that time, the parent shall have the option to either allow the SBHC staff to provide the requested service to the student, or to decline to have the service provided to the student.

As provided in New Mexico state law (24-1-9 NMSA 1978), 24-1-13 NMSA 1978, 24-1-13.1 NMSA 1978, 24-8-5 NMSA 1978, NMSA 1978, and 24.8 NMSA 1978), minors are allowed to consent to their own care (without parental permission) for the following confidential services:

1. Reproductive health services, including contraception and prenatal care;
2. Testing for and treatment of sexually transmitted infections, including HIV; and
3. Mental health services. As provided in New Mexico state law (24-10-2 NMSA 1978), emergency treatment may be given to a minor when a parent or guardian cannot be reached.

Miscellaneous Policies/Building Use

Annual Public Notice of Nondiscrimination

The Hatch Valley Public Schools does not knowingly discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, socio-economic status, gender, sexual-orientation, physical characteristics, disability, marital status or age, in admission or access to, treatment or employment in, or participation in its programs and activities, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act.

Hatch Valley Public Schools does not discriminate in enrollment or access to any of the programs available through the career clusters.

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Hatch Valley Public Schools also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

DRIVING REGULATIONS - STUDENT PARKING

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

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

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

Parking Permits

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

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

Emergency Situations

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.

Family Educational Right and Privacy Act

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 and students 18 years of age or older who wish to have records exempted from this policy must complete the appropriate form upon request.

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.

Hall Passes

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

ID Cards

All Hatch Valley High School students will be required to have an HVHS school ID card on their person at all times. Cards will be made and distributed to students at the beginning of the school year. If a student does not have their ID card on their person, a new ID card will be made, and be charged \$5.00 for the replacement ID. These ID cards will be required to leave campus.

Library Procedures

The Library will be open during school operating hours. The library computers are to be used for school research purposes only. This means no games, music, shopping or other inappropriate use. Students who do not comply with the HVPS appropriate use policy, will lose computer privileges. Library books are checked out for 3 weeks. Students with overdue books or charges for lost or damaged books may not check out library books. Students may have up to five library books checked out at any one time. Keep in mind that the library is intended as a quiet location for studying or reading. Please speak quietly and respect other students' right to work without interruption, follow the directions of library and school staff, and leave your food, gum, and drinks outside. All school rules, including those that apply to passes, electronic devices, and dress code, will be enforced.

Fines are five cents for each school day per overdue item with a maximum fine of \$5.00 per item. Several on-line magazine and reference databases are available from the library homepage both in the library and remotely. To access these databases remotely, it is necessary to have the logins and passwords which can be obtained in the library. Ten computers are available for internet and database research and for word processing. Library fines must be paid in full prior to graduation.

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/>

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.

School Cafeteria

Free breakfast/brunch and lunch are offered daily to students. Eating should be designated to the tables in the commons or designated areas. Students are responsible for picking up after themselves and adhering to our Student Code of Conduct. HVHS Discipline Policy will be used if conduct is unbecoming.

Searches

HVHV representatives may search a student's car, person, personal items (e.g., backpacks, purses, etc.), electronic devices, lockers, and other belongings:

- 1) 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
- 2) in the course of an investigation
- 3) when the safety of the student or others is at issue in the sole discretion of Hatch Valley High School

Transportation

Students are expected to comply with school bus rules at all times. Student misconduct will be reported to HVHS, parents and school administration. Discipline procedures range from verbal/written warnings to indefinite suspensions. Students shall abide by regulations as per the Student Transportation Handbook.

Visitors Passes/Policy

For the safety of students and staff, all school visitors must report to the school's main office upon arrival before proceeding to any part of the school or school grounds and obtain a visitor pass. Visitors must use the security system to be buzzed into the building. Visitors must produce a photo ID or otherwise be positively identified. Visitors are expected to abide by school rules while present on campus. Students who are not enrolled at HVHS are not allowed on campus anytime during the school day. This includes other students visiting from out of town during their school breaks, students' younger siblings, nieces, nephews, etc. HVHS parents are always welcome to visit the school and may do so by making prior arrangements.

Volunteer Clearance

The Hatch Valley Public Schools welcomes and encourages all parents and citizens of Hatch to volunteer their time at Hatch Valley High School. In order 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.