



Hatch Valley Middle School

STUDENT HANDBOOK
2025-2026

HATCH VALLEY MIDDLE SCHOOL
575-267-8250 | 901 E. HERRERA, HATCH, NM 87937

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.
5. Being graceful under pressure.

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 HVMS, 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

Hatch Valley Middle 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

| | |
|---------|---|
| 90-100% | A |
| 80-89% | B |
| 70-79% | C |
| 60-69% | D |
| 50-59% | F |

POWER SCHOOL PARENT PORTAL

Parents are able to monitor students' grades through the PowerSchool Parent Portal. Please create a parent PowerSchool 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 to 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 determining 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 8th grade who have successfully met the criteria to be promoted to the next grade level.

TESTING REQUIREMENTS

Hatch Middle School will follow all testing requirements provided by NMPED. Students are required to take the following Assessments:

- iReady - Beginning, Middle, and End of the Year
- MSSA - End of Spring Semester
- Short cycle assessments - Every 6 weeks
- AVANT for ELs - Fall Semester
- ACCESS for ELs - Spring Semester
- NM ASR- Spring Semester

GENERAL RULES

ARRIVAL AT SCHOOL

There will be a supervisory duty before school each day. Therefore, students are not to be dropped off by parents before 7:30 A.M.

BACKPACKS/BAGS

Students may bring a book bag or a 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

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. Deliveries 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.

Food and drink deliveries will only be delivered at lunchtime.

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.

ENERGY DRINKS

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

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

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

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

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

FIELD TRIPS

Students will not be allowed to go on any type of field trip without a signed parent permission slip. Parents wishing to transport their child on the return trip must sign a release form indicating that the Hatch Valley Public Schools district is no longer responsible for the child.

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.

LEAVING SCHOOL EARLY

Students leaving school during the school day must be picked up in the office. There are times when emergencies arise and the student must leave school before dismissal time. When this occurs, please come to the office and request that your child be allowed to leave. You will be requested to sign out your child, with time and date noted. No student will be allowed to leave school during the day with anyone other than legal guardians, parents and emergency contacts will be allowed to pick-up students. **If a person is not on the emergency contact list, they will not be allowed to pick up the student.** This is for the safety and protection of our students. Emergency contacts need to be 18 years old or older and hold a valid driver's license.

MONEY

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

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

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 when they feel the need arises.

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)

Reminder: students need to dress out in PE clothes and wear appropriate footwear on P.E. days to prevent any injuries.

RECOGNITION PROGRAM

Awards Assemblies will occur every semester to celebrate excellence in attendance, academics and student behavior.

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.

Classes dismiss at 3:25. Students must be picked up no later than 3:45.

SKATEBOARDS/BICYCLES

Skateboards and bicycles are not permitted in school buildings.

SNACKS

Snacks are not allowable for HVMS Students. There are often shared items in classrooms, and students will be allowed to buy from the Snack Shack on Fridays. Students may bring a water bottle.

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.

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 officer) will administer appropriate consequences to the possession of, use of, and/or distribution of the use of vaping products by students.

VISITORS

All visitors must enter through the Main entrance “front doors” and sign-in at the office before visiting a classroom/school.

VOLUNTEERS

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

WELLNESS

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

STUDENT SERVICES

ADMINISTERING MEDICATION TO STUDENTS

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

- The parent/guardian, **not the student**, is responsible for delivering the medication to and from the Student Health Office. Paperwork will need to be completed allowing school health personnel or a 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.

COMPUTERS/TECHNOLOGY

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

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

The assigned technology is property of HVPS, and therefore subject to search at any time.

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 – See full handbook on the HVMS website

INSURANCE

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

LIBRARY PROCEDURES

Students may check out two books at a time from the HVMS Library. Each student is responsible for materials borrowed from the library. Fines may be assessed for lost or overdue items. 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.

LOCKERS

Lockers are for the convenience of students. Only books, school materials, athletic clothes/equipment (gym lockers) and supplies should be kept in school lockers. Weapons, drugs, and other items illegally put in a locker, are prohibited and will be confiscated.

If a student is in violation of having illegal or inappropriate items in their locker, they will lose the privilege to use a locker and may be subject to disciplinary action. Locker's belong to the school, not the student, and are subject to be searched by administrators and the SRO.

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.

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:

See schedules at the end of this document.

SCHOOL CAFETERIA

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

STUDENT BASED HEALTH CENTER

A student-based health center is located at Hatch Valley High School to provide care for our student's health and medical needs. Middle School students may not walk-in to the HS Health Center without a parent or guardian.

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 regulations as per HVPS.

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.

Cyber Bullying Students may be disciplined for expressive conduct (oral or written speech), even conduct occurring off school grounds, when this conduct or speech materially and substantially interferes with the educational process, at least when it was similarly foreseeable that the off-campus expression might also reach campus. (Doninger v. Niehoff, 527 F.3d 41, 48)

CHEATING & PLAGIARISM

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

Plagiarism is not tolerated, plagiarism includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation
- Copying someone else's work and calling it your own
- Copying and citing a work that is longer than a paragraph (print or online sources)
- Use of AI tools (e.g., ChatGPT, Grammarly, etc.) to generate or complete assignments is not allowed and will be considered plagiarism. All submitted work must be original and created by the student without the assistance of artificial intelligence.

Cheating is work that doesn't reflect your own effort and understanding. This can take many forms and will not be tolerated.

Cheating includes (but is not limited to) the following:
















- Looking at others' answers on tests and homework

- Taking someone else's paper and putting your name on it
- Copying someone else's work, answer for answer
- Rearranging words from someone else's work
- Allowing someone to copy from your paper
- Telling someone else the answers on an assignment or test
- Having someone else do your work for you (Friends, Family, Tutors, etc.)

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 RECEIVE ELECTRONIC SIGNAL

ACCEPTABLE USE DURING THE SCHOOL DAY

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

IT'S THE STUDENT'S RESPONSIBILITY TO:

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

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

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

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



CELL PHONE/ELECTRONIC DEVICES CONSEQUENCES:

1st Offense: Warning

2nd Offense: The ECD will be confiscated. Student may pick up the ECD at the end of the day.

3rd Offense: The ECD will be confiscated. Parent must pick up.

4th Offense: The ECD will be confiscated for the remainder of the day. Student loses privileges of having an ECD at the school at all.

NEW NM CELL PHONE LAW

Per NM Senate Bill 160, students in NM are prohibited from using their cell phones during instructional hours, which at the middle school is 8:00-3:20. Students must put their cell phones in the pocket charts when entering any classroom or leave their cell phone at home. Violation of this rule will result in loss of privileges and/or not being allowed to bring their cell phone to school at all.

DANCE & PARTY RULES

For safety reasons, students will dance in a manner that enhances the safety of others. All food and drinks need to be kept in the commons area, and not in the gym. Students will promote safety by walking at all times during the dance. Students will be considerate of others at all times. Arrangements should be made with parents/guardians for student drop off and pick up no more than 15 minutes before the dance. Student behavior at the dance is governed by the Hatch Valley Middle Schools Code of Student Conduct.

DRESS CODE

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

Students May Wear:

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

Does include:

- Hoodie Sweatshirts (Hoods must NOT be worn in the building)
- Fitted pants, including leggings, yoga pants, and “skinny jeans”
- Ripped jeans as long as there are no holes above the knee
- 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:

- Clothing with violent language or images
- Images depicting tobacco, drug, alcohol (or any illegal item or activity) or use of the same

- Shorts – Higher than an envelope length above the knee (standard mailing envelope), this includes during field trips
- 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
- Headgear that covers the face and ears of a student (No Beanies in the building)
- 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 (including vapes, and THC of any kind), controlled substances, or paraphernalia
- Fire Arms
- Firecrackers, smoke bombs, or any flammable materials
- Gang related items
- Knives/weapons or any weapon facsimile
- Laser Pointers
- Lighters or other incendiary devices
- Noise making Devices (i.e. whistles, air horns, cow bells)
- Prescription or over-the-counter medication that has not been documented and cleared by the school district nurse.
- Tobacco products including smokeless tobacco, electronic cigarettes, or vape pens
- Unapproved pamphlets, handouts, advertisements, etc.

PUBLIC DISPLAY OF AFFECTION

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

RESPECT FOR AUTHORITY

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

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care and respect. Students who cause damage to school property or property belonging to others shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law. Damages by

students will cause the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings.

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

RESPECT FOR SELF AND OTHERS

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

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

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

SAFETY

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable. To report safety concerns please contact any school administrator or use the *Stop It* app located on chrome books or on the HVPS web site.



SEARCHES

HVPS representatives 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
- 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 including the following circumstances: (1) while on any school grounds; (2) while going to or coming from any school; (3) during the lunch period, (4) during, a school-sponsored activity; and (5) “electronic act” that has originated on or off the school-site. Where appropriate, discipline should be progressive.

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

Discipline Referral Sheet Hatch Valley Middle 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 Vandalism Minor Infractions Cellular Device Misconduct | 1-3 days LD 3 days ISS Pay for Damages Loss Priviledges | 4-6 Days LD 1-3 days ISS Pay for Damages Loss Priviledges | 7-10 Days LD 4-6 Days ISS 1-3 DAYS OSS Pay for Damages Loss of Damages | 7-9 Days ISS 4-6 Days OSS Pay for Damages Loss Of Priviledges SRO Referral | 7-9 Days OSS Pay for Damages Loss of Priviledges 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 ISS 1-3 Days OSS SRO Referral | 7-9 Days OSS SRO Referral | 10 Days OSS Long Term Suspension/ Expulsion |
| Bullying | 1-4 Days ISS 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 | 1-3 Days LD 3 Days ISS Mediation | 4-6 Days LD 4-6 Days ISS 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 Designatied Courses | 5-7 Days LD 1-3 Days ISS 1-3 Days OSS Referral for Services SRO Referral Completion of Designatied Courses | 4-6 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 1-2 Days OSS Referral for Services SRO Referral Completion of Designatied Courses | 3-6 Days OSS Referral for Services SRO Referral Completion of Designatied Courses Term Suspension/ Expulsion |
| Under the Influence Alcohol/Drugs | 1- 3 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 4-6 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 7-9 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 1-2 Days OSS Referral for Services SRO Referral Completion of Designatied Courses | 3-6 Days OSS Referral for Services SRO Referral Completion of Designatied Courses Term Suspension/ Expulsion |
| Possession of Drugs- Any drugs illegal or perscription | 1- 3 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 4-6 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 7-9 Days ISS Referral for Services SRO Referral Completion of Designatied Courses | 1-2 Days OSS Referral for Services SRO Referral Completion of Designatied Courses | 3-6 Days OSS Referral for Services SRO Referral Completion of Designatied Courses Term Suspension/ Expulsion |
| Weapons/ Serious Criminal Activity | * Any weapon/ Serious Criminal Activity that is found on campus will automatically be places on a 10 day OSS and will receive an SRO Referral pending a review of the incident by the HVMS Admin Team. This can include a recommendation of Long Term Suspension/ Expulsion. | | | | Consequences are considered and/ or actions |

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

| | |
|--------------------|-------|
| Student Signature: | Date: |
| | |
| Parent Signature: | Date: |
| | |
| Admin Signature: | Date: |
| | |

ATHLETICS -EXTRACURRICULAR ACTIVITIES

ATHLETICS

Please see HVPS athletic handbook for policy and procedures concerning athletics

ACTIVITIES

Because activities are an integral part of the total educational program, all students are encouraged to participate in the activity and athletic programs at Hatch Valley High School, either as an active member or as a spectator. The major goal of the extracurricular programs at HVHS is to give students the opportunity to develop their potential to the maximum level through mental, physical and social activities. School spirit can be measured directly by how many students attend various activities.

To this end, students are encouraged to support school-sponsored activities provided for their entertainment. However, it is important that one always strives to achieve better relationships with other schools.

HATCH VALLEY PUBLIC SCHOOLS ATTENDANCE MANUAL

2025-2026

ATTENDANCE POLICY

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

- *Absent* means not in attendance for a class or school day for any reason, whether excused or not; provided that "absent" does not apply to participation in interscholastic extracurricular activities;
- Any student who does not attend an assigned class and/or leaves campus without the permission of the parent/guardian and school administration will be considered truant.
- Elementary school teachers (PK-5) will take attendance at the beginning of each instructional day.
- Secondary teachers (6-12) will take attendance each class period. Students are expected to be in attendance for the full class period in secondary schools. Students need to be in attendance 70% of the scheduled class period time to be considered present.
- Schools will identify and provide intervention strategies for students with excessive/chronic absences.
- After the tenth (10th) absence the student will be considered chronically absent.
- For grades Pre K - 8, as an intervention for a chronically absent student, the student schedule may be adjusted at the discretion of the principal to core classes.
- After the tenth (10th) absence, grade-level retention may be considered

- Chronically absent is defined as a student who has been absent 10% or more of the days they are enrolled in school.
- A school may withdraw a student after ten (10) consecutive days of absence.
- No Credit Status (NC) (8-12) Students land in NCS when they reach ten (10) unexcused absences in a course per semester, Students will owe the number of hours after ten (10). Students who meet this criteria will be placed on a No Credit Contract. Students with excessive absences who do not meet the requirements of the contract agreement will receive an NC. An NC is equivalent to a zero and is calculated in the student's GPA and against eligibility.

Students may make up hours during the following times:

During lunch

After School from 3:30 PM-4:00 PM

Credit can only be given after all hours have been made up and documented, credit will be awarded by counselor verification.

Repeat/Chronic violators of the attendance policy will be denied or refused make-up time for No Credit Status.

ATTENDANCE CONTRACT

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

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

ATTENDANCE PROCEDURE

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

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

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

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

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

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

Excused Absences

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

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

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

Unexcused Absences

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

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

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

Official Absences

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

CHRONIC ABSENTEEISM

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

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

TARDIES

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

Students 10-12 are subject to losing lunch pass privileges for tardiness
Students with 5 or more tardies are subject to disciplinary actions including but not limited to Lunch detention, ISS:-

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

Make Up Work

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

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

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