

Manzano High School

Student Handbook

2022-2023



Our Mission

Motto:

Where excellence reigns and pride roars

Vision:

Manzano will be an exemplary high school where every student is a model of excellence, leadership, and service.

Mission:

Manzano High School is dedicated to an inclusive college-bound and career-ready culture. We are socially responsible, globally-minded individuals who embrace integrity, diversity, and achievement for all students.

The purpose of this Manzano High School Student Handbook is to provide students and families basic information about Manzano High School in addition to a calendar of school sponsored activities and events. Information included in the handbook is based on the most frequently asked questions, therefore, it does not address every program, concern, or activity that takes place. It is designed to work in conjunction with the Student Behavior Handbook (SBH) published by Albuquerque Public Schools. The SBH contains guidelines for student rights and responsibilities. Please take the time to review both documents. For updated calendar information please log on to manzano.aps.edu. Consider subscribing to that site and the calendar to stay up to date on events and activities at Manzano High School.

Helplines



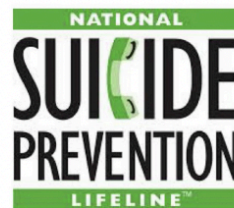
www.translifeline.org

Trans Lifeline is an organization focused of providing front line intervention for trans people in crisis. This includes people who may be struggling with their gender identity and are not sure that they are transgender. Volunteers are all trans identified and educated in the range of difficulties transgender people experience.



thetrevorproject.org 1-866-488-7386

The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24. The Trevor Project also has instant messaging, text messaging, and a social networking site.



1-800-273-TALK
www.suicidepreventionlifeline.org

The National Suicide Prevention Lifeline provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. You will be redirected to the crisis center in the Lifeline network closest to your location.



GLBT National Help Center

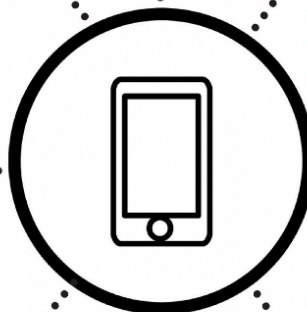
www.glbthotline.org
1-888-THE-GLNH (4564) (all ages)
1-800-246-PRIDE (7743) (youth)

The GLBT National Help Center provides telephone, online private one-to-one chat and email peer-support, as well as factual information and local resources for cities and towns across the United States. Hours are Monday-Friday from 2pm-10pm, and Saturday from 10am-3pm MST.



<http://www.agoracares.org>
1-866-HELP-1-NM

Agora is one of the local NM agencies part of the National Lifeline Network. Services include a help-line, online emotional support (chat), information and referrals, volunteer opportunities and community training workshops.



www.nmcrisisline.com
1-855-NM-CRISIS (crisis line)
1-855-4NM-7100 (peer warm line)

NMCAL is one of the local NM agencies part of the National Lifeline Network. Services focus on any behavioral health crisis and include: crisis intervention for suicidal and homicidal thoughts, assistance with non-life-threatening mental health emergencies, trauma response, assistance with finding treatment resources, assistance for those who have family members or loved ones who are experiencing a mental health crisis.

CRISIS TEXT LINE |

Text HELLO to 741741

Free, 24/7, Confidential

Crisis Text Line is free, 24/7 support for those in crisis. Text 741741 from anywhere in the US to text with a trained Crisis Counselor.

Administration and Support Staff Contact Information

Position	Name	Extension	Email Address
Principal	Rachel Vigil	23201	vigil_rl@aps.edu
Principal's Secretary	Roxanne Blow	23202	roxanne.blow@aps.edu
Assistant Principal (Special Education)	TBD	23231	TBD
10th & 11th Grade Secretary	Tiffany Garcia	23206	tiffanyann.garcia@aps.edu
Assistant Principal (11th & 12th Grade)	Jason Sanchez	23205	sanchez_jas@aps.edu
12th Grade Secretary	Jocelyn Hern	23227	jocelyn.hern@aps.edu
Assistant Principal (9th & 10th Grade)	Arvis Vonner	23203	arvis.vonner@aps.edu
9th Grade Secretary	Jennifer Lopez	23210	jennifer.lopez@aps.edu
Activities Director	Jessica Carr-Whittet	23216	jessica.carr@aps.edu
Athletic Director	Matthew Espinosa	23430	matthew.espinosa@aps.edu
Bookkeeper	Lisa Trepanier	23218	trepanier@aps.edu
Community Schools Coordinator	Jessica Dinsmore	23339	jessica.dinsmore@aps.edu
Counseling Secretary	Monica Barraza	23208	monica.barraza@aps.edu
Counselor (Last Names A-Co)	Karen Hines	23242	karen.hines@aps.edu
Counselor (Last Names Cp-Hal)	Jamie Anderson	23246	jamie.anderson@aps.edu
Counselor (Last Names Ham-Mil)	Nicole Evans	23212	nicole.evans2@aps.edu
Counselor (Last Names Mim-Rom)	Luke Arnold	23228	luke.arnold@aps.edu
Counselor (Last Names Ron-Z)	Alisha Diaz-Bole	23260	alisha.diaz-bole@aps.edu
College & Careers Counselor	Lorraine Chavez	23264	lorraine.chavez@aps.edu
Cross Roads Counselor	Susan Hakeem	23333	susan.dawson@aps.edu
Dean of Students (9th Grade)	Elizabeth Hughart	23221	elizabeth.hughart@aps.edu
Dean of Students (10th-12th Grades)	TBD	23237	
EWS Resource Teacher	Jeanie Stark	23225	elgenia.stark@aps.edu
Family Liaison	Silvia Blackledge	23240	silvia.blackledge@aps.edu
Library & Media Center	Carrie Eaton	23429	eaton_c@aps.edu
Nurse	Jenna Riedel	23244	jenna.riedel@aps.edu
Registrar	Lexi Miles	23224	alexia.miles@aps.edu
Security	Richard Espinosa	23252	richard.espinosa@aps.edu
School Resource Officer (APS-PD)	Mark Lillie	23211	mark.lillie@aps.edu
Special Education Head Teacher	Matt Lindsey	23333	matthew.lindsey2@aps.edu
Social Worker	Adriana Hernandez	23312	adriana.hernandez@aps.edu
Social Worker	Denise Gallegos	23311	denise.durrett@aps.edu
Social Worker	Mark Smith	23439	smith_mk@aps.edu
UNM School Based Health Center		(505) 253-0012	

Student Body Officers

President: Leela Miles

Vice President: Sierra Dixon

Secretary: Sydney Garcia

Treasurer: Courtney Sena

Historian: Ebyn Chavez

A Message From Your Student Body President:

Welcome back Mighty Monarchs!

I hope we're all ready to kick this school year off on the right foot. These past few years have been extremely difficult for all of us and it's not over yet, but that



doesn't mean we should let those hardships dictate our future goals. Before we get the ball rolling, I'd like to welcome our freshmen and any of you new to Manzano, I have no doubt we'll find a way to make your high school experience absolutely phenomenal.

Upon entering high school, I was under the impression that we'd get easy work, cliques would be established, and singing in the hallways would be more than normal. Of course, it was far from the truth (thanks, Disney movies). Our staff at Manzano will challenge you as they help you reach your highest potential, our community is more than welcoming, and as for the singing, well yeah, that doesn't really happen. In all honesty, it has been difficult to manage to stay motivated throughout the school year. But with the support of our staff, your peers, and our community as a whole, you'll never have to go through it alone.

When thinking about the clubs and activities I wanted to join my freshman year I didn't leave any out. Manzano offers many opportunities to join anything that interests you. We have Student Senate, Year Book, Peer Sponsors, Paw Print, Best Buddies, Band, Black Student Union (BSU), CGA Creators, Gay Straight Alliance (GSA) Asain Student Union, Gamers and Animators, DECA, Educators Rising, Fellowship of Christian Athletes (FCA), JROTC, MESA, KEY Club, and First Robotic Competition (FRC), these are just a few of the many You can also create your own club; it's a great opportunity we get as students. As for athletics, we offer girls and

boys basketball, football, volleyball, swimming, cheer, dance, softball, baseball, boys and girls cross country, soccer, tennis, and track, and field. More information about our programs is listed on Manzano's website.

Manzano doesn't lack school spirit. Participation in assemblies, spirit week and school-wide activities are great things to get involved in. These four years are full of possibilities and they're all up to you. Don't let anyone tell you your aspirations aren't valid or that some things are too hard for you to achieve. With the right amount of effort and determination, anything is possible.

This year is going to be a great year and I can't wait to get it started with all of you! No one said it was going to be easy, but nothing worth having ever is.

Leela Miles
Student Body President

Below are some good tips to have a successful school year and general rules of engagement:

- Attend ALL classes, EVERYDAY COUNTS!
- Be on time to your classes- Security gates will be locked and secured at 7:45 AM every morning
- School issued ID's must be worn on a lanyard at all times. Seniors will not be allowed to leave campus without their ID
- Student drop off and pick up are located at the WEST Gym parking lot and at Wilson Stadium (must enter off of Loyola)
- Students who drive to school must have a valid parking permit and park in the WEST Gym parking lot
- Cell phones are not permitted for use during instructional time
- Students will not be allowed to leave class the first and last fifteen minutes of class
- The use of common bathroom passes are required across campus

2022						
July						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					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						

August						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	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			

September						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				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	

INSTRUCTIONAL CALENDAR 2022-2023

TRADITIONAL

July Instructional Days = 0

Aug. Instructional Days = 16

Sept. Instructional Days = 21

October						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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					

November						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		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			

December						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	19	20	21	22	23	

1st semester
86
days

Oct. Instructional Days = 18

Nov. Instructional Days = 17

Dec. Instructional Days = 14

2023						
January						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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				

February						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			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				

March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				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

Jan. Instructional Days = 18

Feb. Instructional Days = 19

Mar. Instructional Days = 18

April						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						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						

April Instructional Days = 18

May						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	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			

May Instructional Days = 19

June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				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	

June Instructional Days = 0

2nd semester
92
days

Total Instructional Days
178

Highlighted date details are noted in the text below

August 3, 4, 5, 8, 9, 2022

August 10, 2022

September 5, 2022

October 6 and 7, 2022

October 10, 2022

November 8, 2022

November 11, 2022

November 21 thru 22, 2022

November 23 thru 25, 2022

December 21, 2022 thru January 3, 2023

January 4, 2023

January 5, 2023

January 16, 2023

February 20, 2023

March 16-17, 2023

March 20-24, 2023

April 7 and 10, 2023

May 25, 2023

May 29, 2023

May 26, 30, 31, June 1, 2023

178 Instructional Days; (6 Student Registration, Professional Development Days and/or Preparation Days)

School Registration, Professional Development Days and/or Preparation Days (no classes for students)

First Day of School/First Day of Semester

Labor Day (schools and admin offices closed) FEDERAL HOLIDAY

Fall Break (schools closed)

Indigenous People Day (schools and admin offices closed) FEDERAL HOLIDAY

Election Day (schools closed)

Veteran's Day (schools and admin offices closed) FEDERAL HOLIDAY

Elementary/Middle/High School Parent Teacher Conferences

Thanksgiving Break (schools closed) Admin offices closed Nov 24-25

Winter Break (schools closed) Admin offices closed Dec 23-Jan 2

No School for students or 183 day staff, Professional Development Day for 184 day staff

First Day of Second Semester (students return from Winter Break)

Martin Luther King Jr. Day (schools and admin offices closed) FEDERAL HOLIDAY

Presidents' Day (schools and admin offices closed) FEDERAL HOLIDAY

Elementary and Middle School Conferences

Spring Break (schools closed)

Vernal Holiday and extended break (schools closed) Admin offices closed April 7

Last day of School

Memorial Day (schools and admin offices closed) FEDERAL HOLIDAY

Weather Make-up Days (if necessary)

Information and Policies

Activities & Athletics

Manzano has many different activities for students. To find interesting activities, listen to announcements, look for flyers around campus, and talk to teachers. Most groups meet during the lunch break. If there is an interest and/or need more information about whether the program exists, check with the Activities Director.

Clubs/Organizations

An important part of Manzano's student activities program is the variety of clubs and organizations. Clubs may be formed when merited by need, interest, and demand. To form a school club, one must do the following: obtain permission from the Activities Director, have at least ten prospective Manzano student members, have a Manzano faculty sponsor and submit a constitution to Manzano's Student Senate for chartering.

Graduation

Participation in commencement exercises (the traditional graduation ceremony when diplomas are presented) is optional and a privilege. **Seniors who choose to participate in commencement must also participate in the cap and gown event, honors assembly and graduation rehearsal.** Seniors must obtain an official cap and gown and agree to observe a few simple rules. Seniors who do not wish to participate in the commencement exercises should notify the Activities Office. School Board policy states that seniors who owe any financial obligations to the school will be denied the opportunity to go through the graduation ceremony. Additionally, state law allows the school to withhold grades, diploma and transcripts until all financial obligations are paid. All requirements of MHS, APS, and the State of New Mexico must be fulfilled in order to graduate. Online classes must be completed. Seniors who do not complete online courses by set dates will forfeit the privilege to participate in honors and graduation ceremonies. All grades and transcripts from schools other than MHS must be received in the registrar's office prior to the first day of senior finals. Final senior grades are non-negotiable and no special circumstances will be considered. Seniors involved in vandalism as a result of a senior prank or suspended for violation of school rules or policies may forfeit the right to participate in graduation ceremonies. Non-participants will not be allowed to pick up their cap and gown prior to graduation.

Caps and Gowns

Orders for caps and gowns, as well as graduation announcements, will be taken in the fall. Graduation announcements and caps/gowns are handled by Campus Specialties, Ltd., 1529 Eubank NE, Suite B, (505) 275-9357.

Senior Photos

Senior photos will be taken this year by Prestige by LifeTouch, (505) 237-1957
<https://prestigeportraits.com/>

Honor Cords and Activity Lettering

Student clubs and organizations exist to serve the needs and interests of Manzano students. All clubs or organizations offering an activities letter must adhere to the following rules:

1. **Requirements for Participation:** Students must be enrolled in at least four classes to participate in athletics or in any club, organization or activity that is sanctioned by MHS, APS and the NMAA.
2. **Activity Letters:** A student may be eligible for an Activity letter through club membership. Requirements for lettering must be stipulated in the club's constitution and approved per school requirements.
3. **Honor Cords:** A senior student must complete the following to be considered for an Honor Cord from a club or an activity:
 - Must maintain a 3.5 cumulative GPA
 - Must be an active member of the organization during his/her senior year.
 - Must maintain membership in good standing for two school years.
 - Only recognized members of nationally recognized honor societies will be allowed to receive and wear their respective cords.

The Activities Director will verify grades prior to distribution of cords.

No accessories other than the Activities Office-issued honor cords may be worn at the honors assembly and/or commencement ceremony. Academic and cultural stoles issued by APS are allowed.

Scholarships

Manzano has a unique and growing scholarship program. Several MHS clubs, organizations and booster clubs provide annual scholarships. Applications for any of the scholarships are available in the Activities Office. The types and amounts of scholarships are announced in early spring. Applications will be available at that time in the Activities page at <https://manzano.aps.edu/financial-aid>.

Activities & Athletics Participation

Please note the following participation policies (excerpted from the APS Student Behavior Handbook):

- Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times.
- Participants are expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extracurricular privileges.
- Participation in extracurricular activities is not a student's right and suspension of such privileges does not require a due process hearing procedure.
- Community Service is expected for all programs.

Extracurricular Substance Abuse And Tobacco Policy

This policy is in effect twenty-four hours a day, seven days a week, and at all times/locations from the first day of fall sports practices to the end of the school year. The definition of alcohol and controlled/illegal substance possession is extended to include circumstances where substances covered under the policy are proximal and available (e.g., parties, gatherings, etc.). Criteria for application of sanctions would include, but not be limited to:

- Any Minor in Possession (MIP) or Offense by a Minor Citation
- Written documentation from legitimate law enforcement/school/security reports
- Personal acknowledgment by the student in question and/or their guardian

The following applies to a Suspension of Extracurricular Privileges:

- The suspension applies to all NMAA sanctioned athletic and non-athletic activities.
- A student serving a suspension cannot participate in a "try-out" during that suspension.
- Suspensions can carry over from one school year to the next for underclassmen.
- Participation in summer programs for students on suspension will be interpreted in the same way as scholastic eligibility for athletics in the summer (i.e., students may participate in on-campus/intramural activities only).

Use and/or Possession of Tobacco Products

The term "tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigars, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco, e-cigarettes and nicotine liquid containers.

- First Offense: Student's loss of all NMAA-sanctioned extracurricular privileges and eligibility for 10 school days for tobacco products, from the date determined by a site administrator. The loss of privileges includes practice and competition. Summer school is not considered as school days for this policy. Students will be required to complete the Tobacco Intervention Program (if available at that school) or other appropriate intervention programs approved by the site administrator.
- Second Offense: Student is ineligible to participate in NMAA sanctioned extracurricular activities for 45 school days. If a student is in violation of this policy at a time in which the handbook is in force, other disciplinary consequences may apply. This may include suspension of extracurricular activities, including but not limited to attendance/participation in school activities such as athletic events, open campus privileges, dances, clubs, and other privileged events (including commencement exercises), as determined by a site administrator. Senior students who receive consequences under this policy during the last quarter of the school year may be assigned community service, to be served prior to participation in privileged events such as commencement exercises. The site administrator will assign community service.

Sale or Distribution of Controlled/Illegal Substances

A student is ineligible to participate in NMAA-sanctioned extracurricular activities for the remainder of the academic year or longer under special circumstances should they be found to be selling or distributing controlled/illegal substances.

Participation in Extracurricular Activities

Participation in extracurricular activities is not a student right, and suspension of such privilege does not require a due process hearing. The Extracurricular Substance Abuse and Tobacco Policy is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day of fall sports practices to the end of the school year. Additional sanctions may apply above and beyond the mandatory consequences of this policy for violations that occur when this handbook is in force (i.e. on school property, during school time, or at school events.)

Eligibility for Interscholastic Activities and Athletics

1. A student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, either cumulatively or immediately preceding participation. Eligibility is determined for the semester no longer the 6- or 9-week grading period. If a student is ineligible at the end of the semester, the student may become eligible at the end of the next 6-week grading period. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
2. The cumulative provision may be applied only at the beginning of a semester.
3. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high students.)
4. The cumulative provision may not be applied if a student has more than one F in the semester grading period immediately preceding participation.
5. A student must have passed a minimum of 51% of coursework taken by a full time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
 - a. Stricter guidelines may be imposed by the local school board/district.
6. A student must be enrolled in and pass at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous grading period.
7. A student enrolled in on campus courses for less than 51% of the school day may have their eligibility determined by semester grades only.

The definition of extracurricular activities states that they are school-sponsored activities which are not required by law or Educational Standards for New Mexico Schools which have practices, meetings, events, performances, or interscholastic competitions. Implementation of the Public School Reform Act components on the required schedule will preclude using school time for practices, meetings, and events. While these activities may have an indirect relation to the school curriculum, extracurricular activities do not include direct instruction of the state-required student competencies established in Educational Standards for New Mexico Schools. Home-schooled and/or charter school-enrolled students need to register their participation with the school office, non-ADA.

GPA and attendance requirements of the Public School Code apply for all extracurricular activities. A student may be absent for school-approved absences up to fifteen days a semester and still remain eligible.

Please refer to the NMAA website for the most current guidelines at <https://www.nmact.org/eligibility/>.

Admission and Attendance at Student Activities and After-school Participation

Students who attend activities will be admitted with current MHS ID cards. Once a student has been admitted into an activity, they may not leave the activity to return later. Upon leaving, the student is expected to leave the campus/area immediately. Permission Forms must be obtained 5 days prior to the event and approved by the MHS Administration. Forms are available in the Activities Office.

Students are expected to attend a minimum of one-half of the school day (or as otherwise determined by school administration) to be minimally eligible to participate in a practice, competition, activity or performance scheduled on the same date.

Assemblies

Assemblies are designed as an integral part of the educational program at Manzano. Assembly programs and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from the students, faculty, and guests in the audience. First and always, the members of the audience should respect the rights of the performer(s), speaker(s) or whoever might be presenting the program. There is an obligation of courtesy that is owed to these individuals, and the administration and faculty expect that obligation to be met. Additionally, as young adults, students are expected to:

- Backpacks and jackets will need to be left in your teachers classroom and not allowed in assemblies
- Follow assembly instructions as given by an administrator or teacher. This includes sitting where students are assigned to sit.
- Attend every assembly. If a student does not attend the assembly, they will receive consequences for truancy.
- Not leave the assembly until dismissed.
- Avoid talking, yelling, clapping, or indicating approval or disapproval when such is not appropriate. Even at pep rallies, there is a time to cheer and a time to listen. Know what behavior is appropriate and act accordingly.
- Not take food or beverages to the assembly.

All assemblies are mandatory for students and staff. Tardiness or truancy will be recorded by the class period teacher. Disciplinary action will be taken against those students who are disruptive or uncooperative at the assembly. In some cases, a student may be prevented from further attendance at the assembly, or assemblies may be discontinued for the student body or a part of the student body, if behavior continues to be inappropriate.

APS Attendance Information

Attendance for Success Legal Requirements

The State of New Mexico requires that students between the ages of five (5) and eighteen (18) attend a public or private school (including charter and alternative schools) or register with the New Mexico Public Education Department if a parent/legal guardian is providing home school or if the student is in a state institution.

Student attendance in school is a critical component of the educational process. Students, families, and APS personnel must all work together to promote student success through regular attendance in school every school day as it is an important element of academic success. Manzano High School is committed to student success. Parents/guardians will continue to receive messages regarding a student's attendance through School Messenger for daily attendance issues, two-day absenteeism, five-day absenteeism and ten-day absenteeism.

Attendance positively correlates to student success and academic achievement and should not be treated as a disciplinary issue, but rather lead to conversations with students and families about the means to improve attendance.

Chronic absenteeism means a student who has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days in the school. Students with chronic absenteeism receive early intervention strategies.

Excessive absenteeism means a student who has been absent for twenty percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days in the school. Students with excessive absenteeism receive intensive support strategies.

As a parent/guardian, assistance with attendance compliance is critical. Remember that Compulsory School Attendance Law (NMSA section 22-12-1) and City Ordinance (11-10-1 et. Seq.) require that a student must attend school every day with no unexcused absences. Unexcused absences include the following:

- Non-school sponsored activities or trips; and,
- Family vacations outside of the normally scheduled school breaks.

The following are reasons for an excused absence with the appropriate documentation:

- Illness
- Limited family emergencies
- Medical, health or legal appointments
- Suspensions
- Religious commitment
- College visit (documentation from college/university must be provided to the school upon return)
- Limited extenuating circumstances as approved in advance by the school principal
- Deployment of a military parent

Principals may request additional documentation for excessive excused absences. Also, state law requires schools to withdraw a student after ten consecutive days of absence, but only after the school has exhausted its efforts to keep a student in school using a variety of interventions. MHS needs the help of parents/guardians to keep students in school. MHS is committed to student academic success.

If a student begins to show a pattern of absences, then parents/guardians may be contacted by the MHS and/or District Attendance Office liaison or school administrator. They are students' resources to help. When a student is absent they lose instructional time, which impairs their opportunities to learn, grow, and achieve both personal and academic success.

Attendance Policy

Teachers will take attendance within the first 10 minutes of the class period for each instructional day.

A parent/guardian must notify the school that the student will be/is absent. This documentation can be emailed to the appropriate grade level secretary as soon as it is known when the student will be out of school. At the latest, a written note can be delivered to the secretary on the day the student returns to school. If this documentation is not received within three days of the absence, the absence cannot and will not be excused. Absences may be excused for the reasons listed above.

Excessive Absences

If a student has excessive absences in a class, they risk being withdrawn with a failing grade and will not receive credit for that class. However, to mitigate this issue, the student will be placed on a Student Improvement Plan (SIP) as an intervention to help them overcome barriers and challenges impacting attendance and academic success.

A student absent beyond nine days must have official documentation confirming one of the following circumstances for the possibility of earning course credit: medical appointment, court appointment, death in the immediate family, religious commitment, or diagnostic testing.

If the student's consecutive absences exceed three days, please contact the grade level secretary to communicate the need for an approved extended absence. Students will meet with a school administrator/truancy officer for unexplained patterns of truancy.

Referral to Juvenile Probation

After consultation with the superintendent or their designee, MHS shall report excessively absent students to the probation services office of the judicial district in which the student resides for an investigation as to whether the student should be considered to be neglected child or a child in a family in need of family services because of excessive absenteeism.

Leaving Early

If a student must leave school before the end of the school day, a parent/guardian must come into the office to sign out a student. Students leaving early for an appointment must have a written note from the parent/guardian and must bring documentation of the appointment with the date and time upon return to the grade level secretary. The secretary will verify the appointment with the parent/guardian. The secretary will then give students an off-campus pass. If the student becomes ill at school, they must obtain a pass from the nurse to leave. Students arriving late must either bring a note from their parent/guardian or see the appropriate secretary to receive an excused tardy pass to class. See MHS tardy policy below for more information.

Make-up Work

When a student is absent from school due to an absence (not long-term suspension or expulsion), that student shall be allowed to make up missed work. On the first day back to class, students are responsible for requesting make-up assignments. 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 the number of days absent unless the student and the teacher have mutually agreed upon other arrangements.

Teachers may need 24 hours from the time of the request to compile assignments. It is expected that students will take semester finals on the days final exams are scheduled. Students will be permitted to make up finals if they are missed due to an excused absence as listed above. **Requesting permission to take a final exam early is discouraged.** Approval of such a request will rest with the teacher in consultation with the Curriculum Assistant Principal.

School-Imposed Absences

Absences imposed by MHS (e.g., suspension, referrals by counselor, nurse, or administrator, etc.) will count as a school-related absence.

Tardies

All students that are late to school must report to the front office before going to class. Students will be admitted to class for all tardies. If students have a written note from a parent/guardian excusing the tardy, they must take it to the secretary to receive an excused tardy slip and present the tardy slip to the teacher. No consequences will be given if a student has an excused tardy. Excused tardies are given only for medical/dental/judicial appointments. Consequences for unexcused tardies are:

- 1st/2nd Tardy: Verbal warning (Teacher)
- 3rd Tardy: Lunch Detention (MSC)
- 5th Tardy: After-School Detention (MSC)
- 7th Tardy: Saturday School Detention (MSC)
- 10th Tardy: Saturday School Detention (MSC)

Random tardy sweeps will be conducted. Consequences for being tardy during a tardy sweep will result in lunch detention. Students caught in a tardy sweep must present their tardy pass to be admitted to class. Lunch detentions must be served the following school day. Failure to serve a lunch detention will result in an after-school detention. Students will have two days to attend after-school detention. Failure to show for an after-school detention will result in a Saturday school detention.

Students who miss more than 50% of the class period are considered absent for the entire period. Parents must notify the school in accordance with the notification procedure listed above.

Skippping School or Class

Students who are out of class without permission, on or off campus, will be referred to the office for disciplinary consequences. If a student leaves class and does not return for any reason, a referral for disciplinary action will be issued. If an underclass student leaves school during lunch, a referral for disciplinary action will be issued.

Counseling

Mission Statement

The Manzano High School Counseling Department's mission is to help all students to reach their utmost potential in academics, personal/social well being, and career development through a comprehensive school counseling program.

Crossroads

Crossroads is a program within APS that provides prevention, intervention education, and support for issues surrounding substance use. This program is an evidence-based model program that consists of several components to include individual counseling, prevention strategies, assisting students with community resources, and a Parent Involvement Program.

College and Career Readiness Counseling

The College and Career Readiness program will provide an inclusive college-bound and career-ready culture on campus by providing all students with the opportunities, skills, and support to explore and transition into a four-year university, two-year college, technical school, military service, apprenticeship, or career.

Curriculum

Students may take online/distance education courses via Ecademy or APS Summer School. School counselors can advise students on coursework requirements. Students should begin the process for registering for classes by contacting and working with their counselor.

MHS and APS must review online/distance education coursework taken elsewhere in order to determine whether credit may be granted. Questions regarding this may be directed to the MHS Curriculum Assistant Principal or to the Manzano Registrar.

Home schooling is a formal process that a student and their parent/guardian must plan in accordance with state guidelines. Families may contact the [Home-Schooling Office](#) for more information.

Home-schooled students who wish to receive credit for home-school coursework will need to initiate a credit review process by submitting samples of all home-school work, worksheets, tests, and information regarding the curriculum that was used, to the Manzano Curriculum Assistant Principal. The review may take several weeks, as it will need to be reviewed by teacher representatives from specific content areas. Teacher recommendations will then need to be reviewed and approved by the Curriculum Assistant Principal. In some cases, issues may need to be referred to the District Registrar or Curriculum Board Director for approval.

eCademy Courses:

Manzano High School eCademy Policy during the school year:

eCademy courses are not available to replace or substitute a course offered on campus (no exceptions).

eCademy Enrollment:

eCademy courses are available for credit recovery at \$25 per semester. Students will have the option to be placed in an eCademy Lab on campus (based on availability) or to work independently on their own time. Students who opt for an eCademy Lab will adhere to the MHS attendance policy.

eCademy Expectations:

Students need to check their email regularly to view communications from their eCademy teachers. Students need to work on their course weekly and continue to demonstrate progress throughout the semester. Failure to meet these expectations will result in the student being dropped from the course per eCademy policy (the \$25 fee will not be refunded). If a student is dropped from their course, they will need to meet with their counselor to reevaluate their credit recovery options.

Behavior Expectations and Discipline

A safe and orderly school environment for learning helps create a positive quality of school life for students. This includes respect for the rights of others and for the school's facilities. The following expectations are in place.

Manzano Restorative Justice Practices

Mission

Manzano High School is committed to implementing and maintaining Restorative Justice practices that will promote positive relationships between educators, students and the surrounding community by building trust, responsibility, relationship building, and relationship repairing.

Vision

Manzano High School staff and students will use restorative practices to resolve disciplinary problems in a cooperative and constructive way, promoting a mindset that views mistakes as opportunities for growth in order to provide students with conflict resolution skills to prevent future disputes.

Clean Campus

An attractive and clean campus reflects school pride. Therefore, the cooperation of all students and staff in using trash cans is needed to maintain a clean campus.

Dance Code

Disobeying the following rules will result in immediate dismissal from any school-organized dance and may result in the shutting down of the dance for all participants:

- No contact of any body part of the body other than the feet with the floor
- No grabbing of any body part
- No imitating sex act of any kind

Excessive public display of affection is inappropriate. If behavior continues, administrative sanctions will be invoked.

Hall Passes

No students will be out of class during class time without a pass from a teacher, administrator, or counselor. This also applies to student aides for classes and other locations on the campus. Students and teachers are expected to use the universal hall passes given by the office during school hours. Students are to report immediately to the destination indicated on the pass and return to the classroom immediately after taking care of the business indicated on the pass. **No passes will be granted during the last 15 minutes of class.**

Hallways and Stairways

Access to hallways and stairways is necessary for student safety and mobility. Students should clear those areas during passing periods, before and after school and at lunchtime.

Discipline

Manzano students are expected to conduct themselves as responsible citizens whether on campus or out in the community. The APS Student Behavior Handbook states that provisions for student behavior are in force as follows:

- During school hours
- During transportation of students
- On the way to, or going home from, school or school-related events
- At times and places where appropriate school administrators and staff have jurisdiction including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other school-related activities

Serious misconduct warrants immediate suspension from school pending a parent/guardian conference. Repeated violations may also involve notification of juvenile authorities and/or removal from school.

Parents/guardians will be notified in the event a student is suspended. It is the expectation that parents/guardians pick up their students after being notified of suspension.

After-School/Saturday School Detention Policy

After-school detentions will be held Tuesday-Thursday, from 2:30pm-3:30 pm in the MSC located in the main office. Detentions must be served within two days of the assigned date. Multiple after-school detentions may lead to Saturday School. Failure to serve an after-school detention will result in Saturday School Detention. Saturday School will be held from 8:30am-11:30am in the MSC. Failure to serve a Saturday School will result in one day of out-of-school suspension.

See the Discipline Matrix at the end of the handbook for a list of behavior violations and consequences. Where a specific situation is not listed, it will be addressed on an individual basis or considered disruptive conduct.

Dress Code

Manzano High School is a place of learning and a professional environment. Appropriate dress contributes to a productive learning environment. Students are expected to dress in a manner that reflects an attitude and spirit attuned to learning which enhances academic, personal, and social growth.

- Student dress codes shall prioritize respect for all people and cultures and create a respectful and open school community that recognizes, affirms and honors the cultures and identities of students. New Mexico law prohibits race-based hair discrimination. Students' rights to wear hair and headdresses for religious or cultural purposes shall be protected at school.
- Students are expected to pay attention to the clothes they wear to school, paying particular attention to personal grooming and appropriateness of attire. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school. The dress code is not intended to regulate type of clothing (e.g., pants, skirts, dresses, etc.), hair length or style, make-up, or jewelry, but clothing must not disparage others or promote violence, drug use, or other inappropriate activities. Students whose clothing or personal grooming distracts the attention of others from their schoolwork or disrupts the educational environment shall be required to adjust their attire.
- Students have the right to be treated equitably and dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, cultural or religious identity, household income, body size/type, or body maturity.
- Students and their parents/guardians have the responsibility to be aware of the dress code and plan accordingly for school attire.
- Schools may customize their individual dress codes to address the needs and standards of their communities and neighborhoods through use of a process that ensures input from students, parents, faculty, and staff at the school, and other interested community members.
- Students shall be able to style their hair for school in a manner that expresses their individuality, and religious and cultural identity without fear of unnecessary discipline or body shaming.
- The responsibility to interpret and enforce the dress code rests with the school principal.

ID Cards

Student ID cards are issued to every student, without charge, at registration. The ID card is a legal document and it is unlawful to alter it. **ID cards must be worn and visible by students, staff, and visitors at all times while on campus.** Wearing of ID cards is a safe way to identify who is on campus. Picture, ID number, and name must be clearly identifiable on the ID card. No stickers can be placed over the student's photo on the ID. Any altering of an ID can result in the student being required to purchase a new ID. Students are expected to present their ID and either an electronic or paper schedule at the request of staff or security personnel.

Students with alternative schedules that allow off-campus access must have a copy of their schedule with their ID at all times. ID cards are required for many

activities including but not limited to admission to school activities, purchasing tickets for dances, having yearbook pictures taken, checking out books from the bookroom, and accessing books and materials from the library.

If a student does not have their ID, they must go to the main office to be issued a temporary ID. **If a student does not have their ID and is issued a 3rd temporary ID from the main office, they will be assigned an after-school detention.**

New students may report to the Activities Office to obtain a new ID card. The cost of a replacement card is \$5.00 for underclassmen, which must be paid at the time the card is requested. **Senior IDs are \$25.00 to replace.** Broken ID cards will be replaced for free by bringing the pieces to the Activities Office.

Dance Dress Code

Most dances at Manzano have either a formal or semi-formal dress code. Students not complying with the stated dance dress code will not be admitted.

Physical Education Dress Code

Physical education students will change into clothing appropriate for vigorous physical activity. This includes a t-shirt, gym shorts, gym shoes, and socks. Sweats and warm-ups are permitted to be worn over appropriate gym clothing. All PE clothing should be clearly marked with the student's name and is required to be laundered at least once a week.

Electronic Device Specific Information

Albuquerque Public Schools shall permit student possession of personal electronic devices on all district property and at all district-sponsored activities while the student is under the supervision of district staff. These devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by district or school procedures. Use of personal electronic devices that disrupt the instructional day or include unauthorized use shall be prohibited. For purposes of this procedural directive, "instructional day" means the period of time between the first scheduled bell at 7:25 am and the last scheduled bell of the school day at 2:25 pm, and any other time in which instruction occurs.

Albuquerque Public Schools shall not be responsible for restricting, monitoring or controlling the electronic communications of students; however, it reserves the right to do so. For purposes of this policy, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to, cellular phones, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

Electronic Devices also include, but are not limited to, cell phone, tablets, laptops, smart watches, speakers, earbuds, airpods, head-phones or any device with an ON/OFF switch, with the exception of a school-issued computer.

The passing periods and lunch period are designated as non-instructional times. Students must receive authorization and be under the direct supervision of a Manzano Staff Member in order to use device(s) during instructional time. **Devices used in connection with any other discipline issues will be confiscated; proper cell phone etiquette is expected.**

- Teachers may grant the use of electronic devices during the instructional day. Students must have a specific task to accomplish and a specific time frame for use.
- It is worth pointing out that in most cases, students report using their electronic device to respond to a call or text from a parent. **If a parent needs to contact a student, please call the office and the message will be given to the student.** This eliminates the interruption of instruction and keeps your student from having to violate this policy. Every classroom and office space at Manzano has a telephone that will be made available to students needing to contact parents.

Emergency Drills and Procedures

Emergency drills take place at regular intervals as required by law. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Students are to stay with their teacher. Teachers will take attendance and report any students who are absent.

In the case of a disaster, such as might be caused by weather conditions or national emergency and which might cause life-threatening situations for students, parents are asked to cooperate with the following procedures:

- **Be sure that student information in ParentVue/StudentVue is complete and updated at all times.** Please keep all personal (telephone number, addresses, etc.) up to date. If changes occur, please notify the proper attendance secretary at school. This will ensure that the school can contact parents in an emergency.
- Check manzano.aps.edu and listen to radio and TV stations for more information.

Because school phones are used to notify parents and other emergency personnel, parents are encouraged to avoid calling the school unless directed by radio and TV stations to do so. MHS will attempt to post information to the website; however, these updates may be delayed due to the nature of the situation.

Fees

Review the course catalog when selecting classes as some may have a class or project fee. Various classes charge fees at certain times of the school year. See the teacher of the class for clarification regarding fees.

Food Services

The cafeteria is designed for the convenience of students who buy breakfast and all or part of their lunch. The price for meals is established by the Board of Education. Free and reduced lunches are available for students who qualify. Applications may be picked up from the cafeteria manager or completed online at <https://paypams.com/OnlineApp.aspx>.

Snack bars in the student center, gym and cafeteria are also provided during the lunch period. Snack carts are provided throughout the campus during snack break and lunch. Patio areas are available for student use throughout the campus. Please help keep the campus clean by disposing of trash in the appropriate receptacles.

The use of food delivery services, such as UberEats/GrubHub, will not be permitted due to safety and security concerns for our campus at large.

Fundraising and Use of Facilities

Groups and organizations wishing to sponsor activities should make plans as early in the school year as possible to do so. All activities involving MHS students should be scheduled through the Activities Director. All fund-raising activities, on or off the school campus, including those activities by booster clubs, must be approved through the Activities Director. A charge for custodial assistance will be levied on evenings when overtime is necessary. Posters and advertisements must also be approved by the Activities Director and should be posted only in designated areas. Sponsors and group members are required to remove said materials once the event has finished.

Grades

MHS uses a 6-week grading cycle. This means that every 6 weeks online report cards are issued in Parent/Student Vue (see Report Cards). The 6-week report card grades are considered progress reports, as only the final semester grade is recorded on a student's transcript. It is this semester grade that determines credit and GPA for graduation. As a rule, the Albuquerque Public School district mails a paper report card at the end of 1st and 2nd semester (this may be subject to change).

Teachers are expected to update the ParentVue/StudentVue grading portal on a weekly basis. A student ID number and password are required to access the grades in ParentVue/StudentVue. Passwords can be accessed by contacting your student's grade level secretary or by registering through the website. Instructions on how to access ParentVue/StudentVue are distributed in the first two weeks of school. If a teacher has not updated grades in more than two weeks, contact the teacher directly for clarification. If issues with a teacher not keeping their grade books up to date persist, please contact the grade level principal.

Health Services

All students attending Albuquerque Public Schools must be currently immunized. Students new to MHS are strongly urged to have a doctor's examination. Parents may send a full bottle of over-the-counter medication, such as aspirin, to be kept in the Nurse's office for individual student use. Students taking prescribed medication should inform the nurse and complete the required documentation. A doctor's orders must be on file with the Nurse for prescription medications to be taken at school. Routine vision and hearing tests are not done at the high school level. A student who reports to the Nurse's office must present a current MHS ID card and a pass from a teacher or administrator. Optional health and accident insurance is available to all students. Forms are available at registration or in the main office.

Students also have access to the School-Based Health Center run by University of New Mexico Hospital. Students can schedule an appointment by calling (505) 253-0012.



YOUR SCHOOL-BASED
HEALTH CENTER
IS HERE FOR YOU

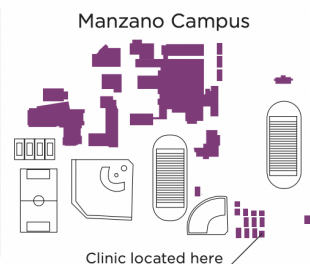
Get quality care regardless of your ability to pay!

SERVICES PROVIDED:

- Annual exams
- Sports physicals
- Immunizations/shots
- Health education
- Case management
- Illness & injury care
- Healthy weight guidance
- Dental (select sites)

CONFIDENTIAL SERVICES: (PRIVATE)

- Treatment & testing for STIs
- Pregnancy related services
- Family planning services
- Reproductive health care
- Emotional support
& counseling
- Mental health care



NM SCHOOL-BASED
HEALTH CENTER

Call today to make an appointment at
Manzano High School: **505-253-0012**

Homework

Teachers are strongly encouraged to post all communications, including assignments and resources, to an online learning platform, such as Google Classroom. Students should check the syllabus and consult with the classroom teacher for clarifications regarding assignments and instruction missed due to being absent.

Honor Letter Awards

Letters are awarded to students at Manzano who excel in academics. The academic letter is presented annually in the spring to all students who have met all of the following criteria:

1. Grade Point Average (GPA) and Attendance Requirement at Manzano High School.
 - a. 1st Year Recipients – 3.5 GPA or better for three (3) consecutive semesters.
 - b. 2nd Year Recipients – 3.5 GPA or better for five (5) consecutive semesters.
 - c. 3rd Year Recipients – 3.5 GPA or better for seven (7) consecutive semesters.
2. Enrolled in a minimum of four classes per qualifying semester at Manzano High School.

Note: GPA calculations will only apply to classes at Manzano High School, not off-campus classes. Students are responsible for maintaining eligibility requirements.

Activities and athletics have their own requirements for lettering. See the specific sponsor for details.

Information for School Records

Proof of residency is required annually at registration time. Please use legal names when transacting school business. For accuracy, efficiency, and data processing, it is necessary to be consistent in the use of the name (e.g., Timothy H. Smith instead of Tim Smith). Whenever there is a change in information (address, email, telephone, etc.), proof of the change should be brought to the appropriate grade level secretary immediately. In case of an emergency, it is important to have correct contact information on file so parents can be contacted.

Internet Access and Information

Manzano makes extensive use of technology for instruction and communication. Students will complete an internet usage contract every year. Every student has a Google account provided by APS for storing their documents and other project files. This online storage area is designed to support parent-teacher conferences. Incoming 9th grade students will be instructed in how to set up such an account during the first week of school.

Parents are encouraged to stay informed about assignments, activities and more about MHS by visiting manzano.aps.edu.

Lockers

Lockers are the property of Albuquerque Public Schools and are subject to inspection periodically and may be searched without the student's consent. Lockers assigned to students will not be opened by school authorities except for general housekeeping purposes and in instances when, in the judgment of the school administrator, the health, safety or general welfare of the student or school requires such action. Neither MHS nor the district can assume any responsibility for items stored in these facilities.

Students are assigned specific lockers when they register. Each student is limited to one locker and may not share with other students. Students having locker problems or needing to change their locker assignment for any reason must do so officially through the Security Office or risk having their lock immediately cut from the locker they are illegally using. Unauthorized use of a locker includes using any locker not assigned to the student by the Security Office. Failure to clear out a locker before the end-of-year deadline will result in locks being cut off and items disposed of. There is a \$20 charge for lockers that are not cleaned out by the deadline.

MHS is not responsible for the security of lockers. Each student must supply their own lock. Anything of value should not be left in lockers during school, before school, after school, or over the weekend. Students are expected to keep their lockers free of stick-on labels, messages, graffiti, etc. **Students are encouraged to store class materials in a locker. Students cannot use a vehicle as a locker!**

Manzano Parent, Teacher, Student Organization (MPTSO) and Volunteers

Parents are always welcome to attend the monthly MPTSO meetings. Parents are expected to be at Open House and at parent-teacher conferences in the fall. Parents may also access the Family Center which houses school resources, a meeting room, and technology use. Parents must check in with the office beforehand.

Manzano also welcomes and encourages parent volunteers in the activities office, the library, the nurse's office, the bookroom, and the administration office. If parents can contribute volunteer time, or if parents would like more information about the MPTSO, they should call the principal's secretary at 559-2200 ext 23202. All volunteers are required to obtain an APS background check; click [here](#) for more information.

Manzano Library & Media Center

The Manzano Library is open daily from 7:25-2:25, including during lunch, with after-school hours available Monday through Thursday. The MHS Library includes over 20,000 books with additional resources and research databases available online. A computer lab in the library is available for student use and printing. During a scheduled class, a student must have a pass to use the library without a staff member. Students with open periods are welcome to use the library as a study hall location and others may visit as needed throughout the day. More information about the library including the Library Catalog and links to online resources can be accessed at manzano.aps.edu/library.

Parking, Student Drop-off, Senior Parking Spots

The West parking lot (gym parking lot) is designated for student parking. All vehicles must be registered with the school and must display a valid MHS parking pass. Parking pass cost \$30 and may be used in any registered vehicle used by the purchaser of the parking pass. MHS and APS are not responsible for lost or damaged property in cars parked on campus. Parking regulations are strictly enforced.

Student Parking

Parking and driving on campus is a privilege, not a right. Students may only park in designated areas on campus. Students in violation of driving and parking regulations will face consequences, including but not limited to suspension and/or revoked parking privileges (with no refund), revoked driving privileges, and/or the vehicle being towed or booted at the owner's expense.

During the school day, students are not allowed to visit their vehicles. We encourage students to store their class materials in their locker.

No student is permitted in Wilson Stadium parking lot or West parking lot (gym parking lot) during classes/between 7:25-2:25 unless they are leaving or arriving from documented off-campus classes or a guardian-approved activity/event. Loitering in the parking lot will be subject to truancy consequences.

Student Drop-off

To ensure safety, please observe all traffic and safety regulations.

- The fire lane is closed to through traffic and is off limits for non-emergency vehicles.
- The visitor parking area is for visitors only. Student cars are not allowed in visitor parking and will be booted and towed if parked there.
- **Parents dropping students off for school must use the circular drop-off zone in the Wilson Stadium parking lot east of campus off of Loyola Place.** Do not drop off students on Lomas, in the administrative parking lot, in the loading area, or in the fire lane.
- The administration parking lot is for school administrator use only. It is not a drop-off point or waiting area for student pickup.

Senior Parking Spots

Seniors may have designated parking spaces and paint their own spaces. All designs have to be submitted and approved by the Activities Director prior to painting. Images and reference to inappropriate content, including but not limited to illegal substances, alcohol, violence, and vulgarity, will not be tolerated. A "paint party" time and date will be announced by the Activities Director. Students may only paint their parking spot during the "paint party." Students agree to paint over their spots prior to graduation. If the parking spot is not painted over with black paint by May 2nd, a \$60 clean up fee will be attached to the student's account. Reminder: All fees must be paid before graduation. The personalized parking request costs an additional \$15.00 on top of the \$30.00 parking pass. Parking fees must be paid via SchoolPay.

Pledge of Allegiance

State law requires that the Pledge of Allegiance be recited daily in each public school in the state. While no individual may be coerced into participation, all students will be afforded this opportunity.

No student will be subjected to prejudicial treatment for exercising his or her right to abstain from participating in the Pledge of Allegiance to the Flag. Students abstaining from participation may not be required to stand or to leave the room during the recitation of the pledge. Students who disrupt the ceremony are subject to the usual rules of the school governing disruptive behavior.

All schools are encouraged to continue to provide patriotic observances at appropriate times.

Publications

Manzano's official student publications are the Paw Print (newspaper), and Scepter (yearbook). These publications reflect the views of students under the direction of faculty sponsors. The yearbook is sold by pre-ordering it in the fall, which is when the best price is available. The Paw Print is distributed for free throughout the year and at [MHS Paw Print..](#)

Release of Student Directory Information

Student directory information may be released without prior consent unless the parent or student informs the principal, within a reasonable period of time, that any or all of the information should not be released. Parents may choose to have their student's name and directory information removed from any of the following: military recruiter lists, college/university lists, or other requested lists.

Release of Student Information

There may be circumstances when it is necessary to release information regarding a student. State law requires that any suspicion or evidence of child abuse or neglect, elder abuse, or knowledge of a minor engaging in dangerous or illegal behavior be reported to the appropriate child protection agencies and/or legal authorities. Furthermore, if a student poses a serious danger to themselves or a substantial danger to others, any individual, including school personnel, with knowledge, evidence, or suspicion of said danger is required by law to intervene by informing family members, identified victims and the proper authorities to provide for the safety of the student and others. Non-directory and academic information will only be released to individuals that are specified in Synergy as authorized to receive information. Only custodial parents or guardians may request that the school secretary add any other individuals to this category.

Remind Account

Manzano High School has a campus-wide Remind account to keep staff and students up to date with information. Remind is a free app that families can download onto their phones. To join a class Remind account, text the code for the class you are in to 81010.

Class of 2023 text @khe78c3 to the number 81010

Class of 2024 text @23b4agc to the number 81010

Class of 2025 text @8bhbb to the number 81010

Class of 2026 text @heyuknow26 to the number 81010

Report Cards

Online report cards are issued every six weeks and are indicators of student achievement to that point. Six-week report cards can be found on ParentVue/StudentVue. Semester report cards are mailed to the address on file, and may also be viewed in Parent/Student Vue. Please contact the appropriate grade level secretary if a report card is not received. Additional periodic reports or conferences are available upon request by parents/guardians. Students are also encouraged to discuss their progress with teachers on a regular basis. Parents/Guardians are strongly encouraged to frequently check ParentVue to monitor their student's academic progress.

Security Services

Manzano campus security personnel are on campus daily to help students. All Campus Security and APS Police Officers are to be treated with the same respect and courtesy as members of MHS staff. Any student who needs the advice or help of a security person should report to the security office in the main office and after presenting their MHS ID card make an appointment. In case of an emergency, they should report to their grade level secretary for immediate help.

School Elections

Student government elections, Homecoming royalty, and Prom royalty elections are held annually. Information concerning filing for office and election regulations is available in the Student Activities Office. Voting is open to all students.

School Pictures

A professional photographer designated by the school takes senior portraits and underclass pictures for the yearbook. Only those pictures taken by this photographer may be used in the yearbook. Retake times and make-up dates will be announced. Students may purchase pictures if they wish, but are under no obligation to do so. Each student must show their ID card in order to have their photo taken. Underclassmen who wish to purchase pictures for personal use may do so by paying for the pictures at the time the yearbook pictures are taken. Seniors will be charged a "sitting fee" when having their yearbook picture taken. This fee supports the publication of the yearbook.

School Trips

Parents/Guardians must give written permission for their student to participate in school trips. Parents/Guardians may be assured that any trips sponsored by the school are supervised carefully. The school employee in charge of the trip must obtain all forms for school-related trips from the Activities Office. School field trips are not allowed during the week of final exams at the end of each semester. All transportation must be approved/arranged through the Activities Director. All students who participate in school-related trips must meet New Mexico Activities Association eligibility requirements in order to participate.

Semester Final Exams

All teachers are required to give semester final exams. Manzano does not schedule any activities for students during the week of final exams, including afternoons or evenings prior to and during exam days. Please do not schedule any other activities, appointments or vacations during the scheduled final exam times to allow your student the best opportunity to do well on these important exams. Students are expected to remain in the classroom for the entire duration of the exam period. In addition, final exams may not be taken early without prior written approval from the Curriculum Assistant Principal.

Student Government

Student government consists of the Student Senate, which has sixty to seventy members and is made up of the student body president, the student body vice-president, the student body secretary, the student body treasurer, and the four officers and other students selected as representatives from each of the classes. The Student Senate meets daily during zero hour as an accredited class. Elections for the Student Senate are held in the spring for all officers except for incoming freshmen, who are elected in the fall. The Student Senate is the major voice for student opinion, is responsible for homecoming activities, and promotes student/staff relations on campus. In addition, members of the Student Senate represent Manzano on the city, district, state, and national levels. The Student Senate facilitates discussions and opens membership to organization leaders/representatives on campus. Members also serve on project committees through the Student Senate.

Telephone Messages and Deliveries to Students

Because of the size of the campus and limited availability of staff, personal phone messages will not be delivered to students except in cases of extreme emergency. Deliveries such as balloons, flowers and lunch money to students result in disruptions to instruction. Delivered items will be accepted only from a parent or guardian. Items such as balloons and flowers will be released at the end of the school day. Students are responsible for picking up their delivery in the main office. Class time will not be interrupted for deliveries. **Deliveries from commercial companies, including food delivery services such as Uber Eats, Doordash, Postmates, etc., will not be accepted and are prohibited on campus.**

Textbooks

Textbooks, including copies of individual novels and plays, are the property of the State of New Mexico and are loaned to students. Textbooks are the responsibility of the student who has checked them out. A student withdrawing or transferring from Manzano must turn in all books in order to clear their record and be allowed to transfer or disenroll. Any textbook that is lost, stolen, damaged, written in, or otherwise defaced is the responsibility of the student to whom they are assigned, and replacement costs will be charged to the student. State law provides for the withholding of records, diplomas, transcripts, etc., until books are properly returned or payment is made. Failure to return or pay for missing materials will result in a delay in the registration process.

Transcripts and Permanent Records

Transcripts are sent to employers, colleges, universities and new schools as requested by the student and/or their parents/guardians via the online service Parchment. Only semester grades are recorded on the transcript as the permanent record. Fines and other school obligations must be paid before an official transcript can be provided. Official transcripts will

be held for those who have financial or contractual obligations to the school. Students must go to <https://www.parchment.com/log-in/> to create their Parchment account and to order unofficial or official transcripts.

Visitors

Parental involvement is welcomed at any time. Parents wishing to observe classrooms must make arrangements through their student's assistant principal at least 24 hours in advance as a courtesy to the teachers. All visitors, including parents, must report to the administration office, present a photo ID and receive a visitor badge before proceeding to any part of campus. **Student visitors from other schools are not allowed.** Visitors who fail to abide by this policy will be asked to leave campus immediately and may be subject to citation or arrest for trespassing.

Manzano Discipline Guidelines

Behavior Violation	Consequences: 1 st Offense	Consequences: 2 nd Offense	Consequences: 3 rd & Subsequent Offenses
Arson	Up to 3 days OSS/MSC, restitution, possible legal action, possible Long Term Suspension Hearing	Up to 5 days OSS/MSC, restitution, possible legal action, possible Long Term Suspension Hearing	OSS pending Long Term Suspension Hearing, restitution, possible legal action
Assault, including Social Media Misuse (the use of words to threaten or intimidate)	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Assault, Aggravated	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	OSS pending Long Term Suspension Hearing, possible legal action	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Battery, Aggravated	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Battery, Fighting	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	Up to 10 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing.	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Bullying, Intimidation, including Cyber bullying, Social Media Misuse	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Bus Disruption	Up to 1 days OSS/MSC/ASD, possible loss of bus privileges for semester or year	Up to 3 days OSS/MSC/ASD, possible loss of bus privileges for semester or year	Up to 5 days OSS/MSC/ASD, Loss of bus privileges for semester or year

Controlled Substance Possession (or Paraphernalia)	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, referral to Parent Involvement Program, 45-days suspension from extracurricular activities	Up to 10 days OSS pending Long Term Hearing, possible legal action, possible expulsion for up to 180-days or more from extracurricular activities.	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Controlled Substance Sale or Distribution	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action, 45-days suspension from extracurricular activities	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action, 180-days or more suspension from extracurricular activities	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Controlled Substance Use or Under the Influence	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, referral to Parent Involvement Program, 45-days suspension from extracurricular activities	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action, referral to Parent Involvement Program, 180-days or more suspension from extracurricular activities	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action, referral to Parent Involvement Program

Disruptive Conduct and/or Defiance	Up to 1 days OSS/MSC/ASD, possible legal action, possible Long Term Suspension Hearing. If there are items involved in the disruptive conduct (i.e., items that cause disruption will be confiscated and may be returned the next school day at 3:00 pm to a parent or guardian). Promoting/Proximity an Illegal or Unsafe Activity (e.g., a fight, drug use, smoking, theft, etc.) by gathering in the vicinity, filming, or hindering the efforts of officials to intervene is prohibited. Consequence can equal consequence for promoted behavior.	Up to 3 days OSS/MSC/ASD, possible legal action, possible Long Term Suspension Hearing. If there are items involved in the disruptive conduct (i.e., items that cause disruption will be confiscated and may be returned the next school day at 3:00 pm to a parent or guardian). Promoting/Proximity an Illegal or Unsafe Activity (e.g., a fight, drug use, smoking, theft, etc.) by gathering in the vicinity, filming, or hindering the efforts of officials to intervene is prohibited. Consequence can equal consequence for promoted behavior.	Up to 5 days OSS pending Long Term Suspension Hearing, possible legal action. If there are items involved in the disruptive conduct (i.e., items that cause disruption will be confiscated and may be returned the next school day at 3:00 pm to a parent or guardian). Promoting/Proximity an Illegal or Unsafe Activity (e.g., a fight, drug use, smoking, theft, etc.) by gathering in the vicinity, filming, or hindering the efforts of officials to intervene is prohibited. Consequence can equal consequence for promoted behavior.
Dress Code Violation	Immediate change of clothes, parents may bring a change of clothes or students may obtain clothes at Monty's Closet	Immediate change of clothes, parents may bring a change of clothes or students may obtain clothes at Monty's Closet, Up to 1 days MSC/ASD	Immediate change of clothes, parents may bring a change of clothes or students may obtain clothes at Monty's Closet, Up to 3 days MSC/ASD
Electronic Devices	Item confiscated, parents must retrieve from MHS Staff between 3:00 -3:30 pm the following day or at a later time/date if parent and/or student refuse to comply/cooperate there will be up to 3 days OSS/MSC/ASD assigned.	Confiscation; parent retrieves from MHS Staff at the end of semester (3 rd offense—at the end of the school year). if parents and/or students refuse to comply/cooperate there will be up to 3 days OSS/MSC/ASD assigned.	Confiscation; parent retrieves from MHS Security at the end of semester. if parents and/or students refuse to comply/cooperate there will be up to 3 days OSS/MSC/ASD assigned.
Extortion	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
False Accusations	Up to 1 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 5 days OSS pending Long Term Suspension Hearing, possible legal action
Firearm Possession/Use	1 year Expulsion per "Gun Free Schools Act"	1 year Expulsion per "Gun Free Schools Act"	1 year Expulsion per "Gun Free Schools Act"
Forgery, Cheating, Plagiarism	Loss of assignment points, teacher consequences, teacher-parent contact, ASD or suspension.	Loss of assignment points, teacher consequences, teacher-parent contact, ASD or suspension.	Loss of assignment points, teacher consequences, teacher-parent contact, ASD or suspension.
Group or Gang Related Activity	Up to 3 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 5 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 10 days OSS, severe cases may result in greater consequences

Harassment, including Disability, Sexual Harassment	Up to 3 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing, including confiscation of electronic devices, if applicable	Up to 5 days OSS/MSC, possible legal action, possible Long Term Suspension Hearing	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Language, Profane and/or Abusive, this includes obscene gestures	Up to 1 days OSS/MSC/ASD, possible legal action, possible Long Term Suspension Hearing	Up to 3 days OSS/MSC/ASD, possible legal action, possible Long Term Suspension Hearing	Up to 5 days OSS pending Long Term Suspension Hearing, possible legal action
Language, Profane and/or Abusive towards Staff	Up to 3 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 5 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 10 days OSS, severe cases may result in greater consequences
Materials (Obscene)	Up to 3 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 5 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 10 days OSS, severe cases may result in greater consequences
Robbery	Up to 3 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 5 days OSS/MSC, possible legal action, severe cases may result in greater consequences	Up to 10 days OSS, severe cases may result in greater consequences
Theft	Up to 3 days OSS/MSC, possible legal action, restitution, severe cases may result in greater consequences	Up to 5 days OSS/MSC, possible legal action, restitution, severe cases may result in greater consequences	Up to 10 days OSS, restitution, severe cases may result in greater consequences
Threats of Violence against the School and/or False Alarm	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action	Up to 10 days OSS pending Long Term Suspension Hearing, possible legal action
Tobacco, Possession or Use (including e-cigarettes)	Confiscate product, up to 1 day MSC, referral to TIP, and 10 day suspension from extracurricular activities	Confiscate product, up to 2 days MSC, 45 days or more suspension from extracurricular activities	Confiscate product, up to 3 days MSC, up to 180 or more suspension from extracurricular activities
Trespassing, Unauthorized presence	Up to 3 days OSS/MSC, possible legal action	Up to 5 days OSS/MSC, possible legal action	Up to 10 days OSS/MSC, severe cases may result in possible legal action
Vandalism	Up to 5 days OSS/MSC, restitution, possible legal referral, loss of privileges including graduation activities, severe cases may result in greater consequences	Up to 10 days OSS/MSC, restitution, possible legal referral, loss of privileges including graduation activities, severe cases may result in greater consequences	Possible long term suspension hearing, restitution, loss of privileges including graduation activities, severe cases may result in greater consequences
Weapons, Explosives, Firecrackers	OSS until Long Term Suspension hearing, possible legal action		

Combined behaviors may lead to more severe or extended consequences at the discretion of administration. Breach of any applicable contracts may result in additional consequences.

Possible Consequences

- After School Detention
- Monarch Success Center
- Out of School Suspension
- Any violation of the Monarch Code may result in additional consequences in extracurricular and co-curricular activities.