

# **Hondo Valley Public Schools**



**Eagles, it is up to you!**

**2016-2017 Student Handbook**

Dear Parents,

On behalf of the staff at Hondo Valley Public Schools, I am happy to welcome you to the 2015-16 school year!

Our new staff members are: Kindergarten- Paula Romero, Don Romero-JH Math, Tim Harris-PE Teacher, Ben Sanchez-Basketball Coach, Natalie Smith-Special Education Teacher.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations.

Please feel free to review the HVPS Handbook, which can be accessed at [hondoeagles.org](http://hondoeagles.org), so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

The wonderful Hondo school staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Marvin L. Martin  
Superintendent  
Hondo Valley Public Schools

## TABLE OF CONTENTS

Introduction and Philosophy	page 6
Staff Directory	page 7
Purpose	page 8
<b>Section I Academic Program Introduction</b>	
Promotion Requirements	page 9
Graduation Requirements	
Alternative Credit	page 10
Special Education	
Grading system	
Progress Reports	
Reports Cards	
Clements Scholarship	
Valedictorian and Salutatorian Requirements	
Honor Roll	page 11
Semester Final Examinations/EOC's	
Withdrawal	
Transcripts	
Retention	
Incompletes	
Lockers	page 12-13
Search and Seizure	pages
Books	Page 13
Attendance	Pages 13-15
Truancy/Skipping	Pages 16
Make up Word	Page 16

Tardiness	page 16
Transfer Students	pages 17

## **Section II Student Conduct an Discipline**

Discipline	page 18
------------	---------

- a. Detention
- b. Community Service
- c. Friday School
- d. In-School Suspension
- e. Out of school Suspension
- f. Expulsion

Detention	page 19
-----------	---------

Out of School Suspension

Long Term Suspension	page 20
----------------------	---------

Prohibited Activities

Respect for Public Property	page 21
-----------------------------	---------

Articles Prohibited in School

Hall Regulations

Cheating

Relations Between Students	page 22
----------------------------	---------

Movements between classes/school dismissal

Dress Code

Cell Phone and Telephone Use	page 22-23
------------------------------	------------

Fighting	page 23
----------	---------

Sexual Harassment

Gang Related Activities Policy	pages 23-24
--------------------------------	-------------

Alcohol and Drug Abuse	page 25-27
------------------------	------------

Weapons in School	page 27-28
-------------------	------------



Students Charged with Capital Crimes page 28-29

Bullying/Cyber Bullying Prevention Rule page 29-35

### **SECTION III STUDENT GOVERNMENT AND CLASS OFFICERS**

Student Services page 36

Guidance Services

Library Services page 37

Health Services

Cafeteria Services

Bus Transportation

Automobile Transportation page 38

Inclement weather page 39

Student Activities page 40

Fundraising

Participation Requirements page 41

NMAA Eligibility Rules

Spectator Conduct at School Sponsored Events

Junior –Senior Prom page 42

Assembles

Internet Use

Visitors on Campus

School Hours and Bell Schedule page 43

Non Discrimination Disclaimer page 44

Agreement page 45

## **INTRODUCTION**

Education is a lifelong process. Your formal education here at Hondo Valley High School is a tool to assist each of you in reaching your fullest potential.

The opportunities provided to you at Hondo Valley High School are intended to help you prepare for your future. You are challenged to become a serious academic student as well as one involved in school activities.

Anything worth doing is worth doing right. Every accomplishment will require hard work on your part. Take pride in doing the best you can do and in being the best you can be.

Hondo Valley High School has great traditions. It is known and respected throughout New Mexico for its academic excellence and involvement in extra-curricular activities.

Always maintain the highest expectation of yourself and your classmates. This handbook is designed to provide information concerning the academic program, school regulations, and services available. You are responsible for its contents, so read it carefully and be an informed and responsible school citizen.

## **PHILOSOPHY**

The Board of Education of the Hondo Valley Public Schools believes that formal education is a basic ingredient for the "American Way." The Board further believes that an adequate educational program should develop the inherent potential of each child in the academic and vocational institutions of this country, as well as promoting appropriate social skills and developing good citizenship.

Students enter schools with different and varying experiences and potential. One of the Board's goals is to expand these variables through educational processes in order to develop the students as participating and contributing members of our American society. The Board accepts the premise that the focus of the school curriculum centers around the students and that the instructional program shall be tailored to fit their developmental needs.

The Board further believes that the parent plays an important role with the educating of our students. For that reason, the school will seek to establish and maintain communications and interaction with all parents and community members.

# HONDO STAFF AND FACULTY

## ADMINISTRATION OFFICE

Superintendent Marvin L. Martin  
Mary Prudencio-Business Manager  
Cindy Gomez – Administrative Assistant  
Kathy Saenz- Registrar/STARS Coordinator

## ELEMENTARY

Paula Romero	Kindergarten
Victoria Sanchez	First
Yvonne Sanchez	Second
Lisa Wenner	Third
Yvonne Montes Rich	Fourth
Charles Shalley	Fifth
Adam Romero	Sixth

## CUSTODIANS/COOKS

Sandra Medina  
Alma Norris  
Margie Misquez  
Maria Guillen

## INSTRUCTIONAL ASSISTANTS

Tina Torres  
Beatrice Loving  
Diane Romero

## JUNIOR HIGH – HIGH SCHOOL

Sue Kluthe	JH Language Arts
Alice Velasquez	High School Science
Brandon Devine	Ag Shop
Karl Wenner	High School Math
Marin Goza	High School Art Room
Don Romero	Junior High Math
Marin Goza	High School Language Arts
Jerelyn Glass- Saiz	High School Social Studies
Tim Harris	PE/Health

## SPECIAL EDUCATION

Natalie Smith

## LIBRARY

Amanda Gomez

## NURSE

Patricia Payne

## SCHOOL COUNSELOR

Kelli Shaw

## **PURPOSE**

This student handbook is designed to provide basic information related to educational law, as well as information related to general operations of Hondo Valley High School. Within a framework created by this handbook, appropriate statutory references, and the Policy Manual of the Board of Education, students are encouraged and expected to assume personal responsibility for their actions. This handbook does not propose to encompass guidelines for every possible situation occurring within an organization as complex as public school. Therefore, for matters not covered in this document, the Superintendent is responsible for establishing guidelines and standards of operation which best meet the intent of the Hondo Board of Education, The Public Education Department and state law.



## I. ACADEMIC PROGRAM INTRODUCTION

Hondo Valle Public Schools provides an educational program designed to meet special needs, interests, and abilities of its students. Core subject areas (Language Arts, Science, Math, Social Studies) are stressed, but students are also exposed to many new concepts and experiences through a variety of additional courses and activities.

College coursework may be substituted for high school graduation requirements with the permission of the counselor and the Superintendent.

### A) Promotional Requirements

The basis for promotion of a student from the 7<sup>th</sup> to the 8<sup>th</sup> grade is the successful completion of four of the five core subjects as required by the state. These core subjects are language arts, communication skills or science, NM history, mathematics, and physical education.

The basis for promotion of a student from the 8<sup>th</sup> to the 9<sup>th</sup> grade is the successful completion of the New Mexico Content Standards and Benchmarks based on student grades, district assessments and New Mexico Public Education Department mandated assessments.

### B) GRADUATION REQUIREMENTS

What New Mexico Students must take and pass in order to graduate

Freshman 2013-2014 Graduating Class of 2017
24.5 or 25 Units to include: <ul style="list-style-type: none"><li>• 4 Units English</li><li>• 4 units math (one unit = or &gt; than algebra 2)</li><li>• 3 units science (2 w/lab)</li><li>• 3.5 units social science, including United States history and geography, world history and geography and government and economics, and .5 unit New Mexico history</li><li>• 1 unit physical education</li><li>• 1 unit career cluster, workplace readiness or language other than English</li><li>• 7.5 units electives</li><li>• .5 or 1 unit of health education *(may be taken in middle school)</li></ul> <p><i>One of the above units must be honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11<sup>th</sup> grade SBA or use a portfolio alternate demonstration of competency. <b>*Note for future classes: For students entering the eighth grade in the 2012-2013 school year, a course in health education is required.</b></p>

C) ALTERNATIVE CREDIT

Alternative credit courses meet current State of New Mexico graduation requirements. However, the courses may not meet college entrance requirements.

English as a Second Language (ESL) courses earn one unit of English credit per school year. The yearbook courses generate one unit of credit of communication per year. Spanish I and II generate one unit of credit per year of communication.

D) SPECIAL EDUCATION

The Hondo Valley Public Schools provides special education programs for students eligible to receive services within the guidelines for the program. Information regarding this program can be obtained from the special education coordinator.

E) GRADING SYSTEM

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = less than 60
A = 94-96	B = 84-86	C = 74-76	D = 64-66	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	

F) PROGRESS REPORTS

Progress Reports will be given at the end of the fifth week of each nine weeks *(Please refer to the school calendar for dates).*

G) REPORT CARDS

Report Cards will be given at the end of each nine weeks *(Please refer to the school calendar for dates).*

Progress reports will be used to grade Kindergarten students. The following scale will be utilized.

A ----- Almost Always

S ----- Sometimes

N ----- Not Yet

H) HONDO VALLEY PUBLIC SCHOOLS CLEMENTS SCHOLARSHIP

The guidance counselor will convene the Clement the Scholarship committee in the spring of each school year for the purpose of selecting scholarship recipients from the members of the graduating class.

I) VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

The valedictorian for the graduating class must have a minimum grade point average (GPA) of 3.75 and must read at grade level. The salutatorian must have a minimum GPA of a 3.5 and must be reading at grade level if there are no seniors who meet the above criteria, a valedictorian or salutatorian will not be selected for that year.

These additional guidelines will also be used:



- a. A student must have attended and completed the entire junior and senior years at Hondo Valley High School.
- b. The awards will be based on the student's weighted grade average by averaging semester grades on all subjects.
- c. The HS Grade Point Average (GPA) is calculated on a 4.0 scale. The following honors classes are calculated on a 5.0 scale: Chemistry, Algebra III, and Physics.

J) HONOR ROLL

Following each grading period, the Superintendent will post the names of those students who are eligible to be on one of two honor rolls.

Superintendent's Honor Roll = 3.7 to 4.0

Honor Roll = 3.0 to 3.699

K) SEMESTER FINAL EXAMINATIONS/EOC'S

All classes offered for credit will have a final examination or a state approved end of course exam (EOC), and all students will participate in the final examination process as required by state law and School Board of Education regulations.

L) WITHDRAWAL

When a student withdraws from school, the parent(s) or guardian must provide reason for the withdrawal. The office will fill out a withdrawal form. The student will take it to each teacher, the library, and the counselor to verify that books have been checked in and that no fees or fines are owed. A counselor's interview may be required. The completed form must be signed by the Superintendent and returned to the office for final clearance.

M) TRANSCRIPTS

Students will not be able to walk or receive transcripts until all fees and uniforms are turned in to the administration office or athletic director.

N) RETENTION

Students failing to attain proficiency in standards must be identified and the student's teacher and the parent or guardian must develop an Academic Improvement Contract designed to address academic deficiencies.

A parent is permitted to sign a waiver to refuse retention of his/her child in grades one through seven, but mandates that at grade eight the student must pass the State Content Standards and Benchmarks to be eligible for the ninth grade. Also, a parent may only refuse retention once during the student's elementary career.

O) INCOMPLETES

Students who are unable to complete their work for a class during a semester may receive an "I" for an incomplete grade. Making up the work for an incomplete will be considered the same as completing work for an excused absence. The student will be permitted an equivalent amount of time lost in school to complete the missing

assignments. Students not completing the work will have their incomplete grade become a "0" and this grade will be averaged with existing class work to determine a semester grade for the class. Students requiring additional time need to work through their teachers to obtain permission from the Superintendent.

**P) LOCKERS**

Students will be assigned a locker by the Registrar at the beginning of school. Lockers will not be changed without the permission of the Registrar.

**Q) SEARCH AND SEIZURE**

School officials shall be guided by the following in determining if a search should take place and the scope of that search:

1. A student has a right guaranteed by the Fourth Amendment to be protected against unreasonable searches. School officials have an equally legitimate need to maintain order and discipline in order to provide a safe and proper educational environment in which learning can take place.
2. Persons authorized by the school Superintendent may conduct a search of a student when there is reasonable suspicion that a student is in possession of an object or substance in violation of law or of school policy or rules.
3. The scope or extent of the search must be reasonably related to the reason for the search. For example, the scope of the search for a stolen pen would be more limited than the search for a weapon that has been used to hurt someone.
4. If the scope of the search is very minimal, e.g., "show me your hands," the school official will not necessarily need to have an individualized suspicion that the student is violating the law or the rules or policies of the school.
5. Searches of a student's person beyond such minimal levels, as "show me your hands" shall be conducted in the presence of another authorized person of the same sex as the student being searched.
6. More intrusive searches, such as pat-downs, may be conducted only on the basis of reasonable suspicion of the individual student to be searched. The more intrusive the search of a student's person, the greater the necessity that school officials be able to articulate the specific basis of the suspicion justifying such a search.
7. Prior to a search of his or her person, a student may request that his or her parent be present for such search. Unless school officials reasonably perceive a risk of grave bodily harm unless the search is carried out immediately, a reasonable effort



shall be made to contact the parent and to allow him or her to be present for the search.

8. School property such as lockers, desks, similar storage facilities remain under the control of the school, although students are expected to assume full responsibility for the security of their property. School officials may search lockers, desks, and similar storage facilities at any time, with or without notice or consent. Students may not use personal lockers unless access is made available to school authorities conducting a search of lockers.
9. The school retains the authority to conduct patrols of vehicles brought onto school premises by students and to inspect such vehicles from their exteriors. Searches of the interiors of such vehicles may be conducted when a school official has a reasonable suspicion that it contains an object or substance in violation of law or of school policy or rules.
10. In any of the foregoing actions, the school district is authorized to use dogs whose reliability and accuracy for sniffing and detecting illegal or unauthorized substances and objects has been established. A qualified and authorized dog trainer- handler who will be responsible for the dog's actions will accompany the dogs. An indication by the dog that an illegal or unauthorized substance or object is present on school property shall be reasonable cause for a search by school officials.
11. This policy shall be published in student handbooks provided to students at the beginning of the school year or upon admission to students entering during the school year.
12. Students are encouraged to become involved in modifying this document as necessary. Specific suggestions should be prepared in writing and presented to the Superintendent, student government, or student council.

#### R) BOOKS

Students will be responsible for textbooks used during the school year. Fines for damaged and lost books must be paid by the student before another book can be issued. The student cannot participate in any extracurricular activity for the following year unless the book is returned or payment is made. This will also to apply to any athlete who does not return his/her uniform to the district in good condition.

#### S) ATTENDANCE

According to New Mexico law, responsibility for school attendance lies with the parents of school-aged children, and school officials must insure that there is compliance with the Compulsory School Attendance Law. The school is responsible for maintaining attendance records and will notify parents when their child has accumulated five (5) absences in any class during the semester. This

notification will be sent by mail to the address of record. Parents are encouraged to take whatever action necessary to ensure the student attends regularly.

**Students with excessive absences will be referred to the Juvenile Probation Office.** The student and his/her family are required to bring a copy of the doctor's excuses, etc. that is appropriate to present to the Hearing Authority Committee if the need arises.

**“Attendance”** New Mexico State Law requires every student in the state who is five 5 years of age and not more than eighteen (18) years of age to attend school.

- Requires that class attendance before every class period every school or school program in the district.
- Any qualified student and any person who because of his age is eligible to become a qualified student as defined by the Public School Finance Act until attaining the age of majority shall attend a public school, a private school, a home school or a state institution. A person shall be excused from this requirement if:
  - (1) the person is specifically exempted by law from the provisions of this section;
  - (2) the person has graduated from a high school;
  - (3) the person is at least seventeen years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or Other person having custody and control consents; or
  - (4) with consent of the parent of the person to be excused, the person is excused from the provisions of this section by the superintendent of schools of the school district in which the person is a resident and the person is under eight years of age.

### **Unexcused Absence**

“Unexcused absence” means an absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a private school.

**Tardiness may also affect the number of absences accumulated.** Three tardies in any given class during any given semester will be counted as one absence for that particular class. An absence will be recorded if the tardy exceeds fifteen



minutes.

### **HEARING AUTHORITY**

If the student continues to be tardy or miss school for any reason, and accumulates ten (10) or more unexcused absences in any class during a school year, **the student will be placed on academic probation** and given an I (incomplete) in the class which may turn into an “F” grade resulting in a loss of credit for the semester. The letter will inform parent(s)/legal guardian(s) that the student has been placed on **non-credit status** for that/those course(s). The letter will also state that an attendance hearing has been scheduled, at which time the Hearing Authority Committee will meet with the student, parent(s)/legal guardian(s) and the Superintendent/Principal. The student may bring representation if so desired.

The Hearing Authority Committee will be comprised of three faculty members. The function of the Hearing Authority Committee will be to review all data pertaining to a student who has missed ten or more class periods in any given semester. The Superintendent/Principal will present attendance records and pertinent information to the Hearing Authority Committee. Then the student, along with parent(s)/legal guardian(s) and/or other representation will have the opportunity to present his/her case and any pertinent evidence. After review, the Hearing Authority Committee will determine if credit will be re-instated or permanently lost. The Hearing Authority will make a decision and notify the student and parent(s)/legal guardian(s).

If the Hearing Authority Committee determines that the student will permanently lose credit, the decision may be appealed to the Superintendent/Principal of Hondo Valley Public Schools. The appeal must be in writing and presented to the Superintendent within ten days after receiving the Hearing Authority Committee decision.

Certainly, there can be many reasons why a student would be required to miss school. This procedure is not designed to prevent the possibility of a student to participate in a family emergency trip, attend medical/dental appointments, check into the hospital, etc. However, the student and his/her family are required to bring a copy of the doctor's excuses, etc. that are appropriate to present to the Hearing Authority Committee if the need arises. The school attendance clerk/registrar will maintain a copy of all such records presented to the school. In other words, if absence is required, the responsibility for establishing and verifying that absence as necessary and reasonable rests with the student and his/her parent(s)/legal guardian. Written and/or telephonic excuses for absences should be provided immediately to the attendance clerk/registrar.

#### T) TRUANCY/SKIPPING

Students who leave school prior to dismissal must have permission from the office and a parent must sign them out. Teachers may not authorize a student to be dismissed to leave campus regardless of reason. Parents are asked to call or visit the office to verify their child's dismissal if he/she possesses an automobile. Any student (1) leaving home but not arriving at school, or (2) leaving school without permission from the office, or (3) staying out of school without parental permission to do so (in accordance with attendance policy), or (4) staying out of school for reasons deemed insufficient by school officials to satisfy compulsory school attendance laws, or (5) in the case of 18 year olds and/or emancipated students excusing themselves from school for reasons deemed insufficient by school officials, will be considered as truant from school. A parent/student/Superintendent conference may be required prior to the student being readmitted to class. Failure to be in the assigned classroom, but remaining on campus will be considered truancy (also known as ditching).

Habitual truancy will be reported to the Juvenile Probation Office for high school students and Children Youth and Families Division. **Assignments missed because of truancy may not be made up.**

#### ***As used in this section and Sections 22-12-7 and 22-12-7 and 22-12-8 NMSA 1978:***

1. "habitual truant" means a student who has accumulated the equivalent of ten or more unexcused absences within a school year;
2. truant" means a student who has accumulated five unexcused Absences within any twenty-day period; and
3. "unexcused absence" means an absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board or governing authority of a private school.

#### U) MAKE UP WORK

After an absence, it is the student's responsibility to contact his/her teachers and determine what work is to be made up. The student will be permitted the same number of days to complete make up work as the days absent from school up to a maximum of one week. Work missed because of out of school suspension may be made up for a maximum of 70% credit.

#### V) TARDINESS

Tardy is defined as not being in the class prior to the ringing of the tardy bell. The tardy will be recorded by the teacher and sent to the attendance clerk/registrar. Not being in class at the proper time may be considered truancy.



If a Friday detention is assigned as a punitive measure, the student will be required to report to school at 8:00 a.m. sharp till 12:00 noon. Missed detention time will result in being suspended the following school day. **Being late to assigned detention will constitute a missed detention.**

#### W) TRANSFER STUDENTS

A student living outside the Hondo Valley Public School district may transfer to this district under the provisions of the Open Enrollment Act: priorities under the act are as follows:

1. First priority is given to persons residing within the district and within the attendance area of the school;
2. Second, persons who previously attended the school; and
3. Third, all other applicants.

If a school-aged child has been suspended or expelled from another school within the last twelve (12) months, he/she may be denied entrance into Hondo Valley Public Schools. Enrollment may also be denied on the basis of prior discipline problems at the previous school.

All prior school records must be secured by HVPS before a transfer student can enroll. Therefore, there will be up to a seven-day waiting period for transfer students who wish to attend Hondo Valley Public Schools.

School aged children who live in the school district with someone other than a parent or legal guardian must gain permission from the Superintendent to enroll in Hondo Valley Public Schools. **Also, a power of attorney form must be completed and filed each school year.**

## **SECTION II**

### **STUDENT CONDUCT AND DISCIPLINE**

#### **A. DISCIPLINE**

Discipline is necessary in order for any organization to work effectively. The best discipline is self-discipline and Hondo Valley High School strives to encourage self-discipline. However, when a student fails to discipline himself/herself and breaks a rule or infringes on the rights of another, discipline by the school through some form of consequence will be implemented to encourage students to discipline themselves. The following are basic rules for students to follow:

1. Students will treat one another with respect.
2. Teachers will be addressed in the proper manner, with respect and courtesy.
3. Students will not interrupt or talk while others are talking and will do nothing that interferes with any class member's right to learn.
4. Students will show respect for school property and the property of others.
5. Students are not to engage in horseplay, pushing, tripping, etc. as these actions present a safety concern.
6. No food or drink will be allowed in classrooms unless approved by the classroom teacher. No food or drink is permitted on the gym floor. No food or drink shall be allowed around a computer, or in the computer lab.
7. Cheating is prohibited.
8. Each student will be responsible for cleaning his/her area and students are not to leave the classroom until dismissed by the teacher, even if the bell has rung.
9. Use of profane, obscene, or vulgar language is inappropriate at school, on school grounds or at school-sponsored activities. (Any student who directs profane language or a profane gesture toward a school employee will receive out of school suspension).
10. Any perceived aggressive behavior, verbal or physical, directed toward school personnel or any student is prohibited. Violations of this policy will subject a student to disciplinary action ranging from detention to expulsion.

Teachers will also establish guidelines for their classrooms. Each student is responsible for following the guidelines of each class. Violation of this policy will subject a student to disciplinary action ranging from Friday



school to expulsion. The Principal/Superintendent will impose detention, Friday School, in-school suspension, out of school suspension, behavioral contracts, or request expulsion as needed.

Office referrals for rule infractions typically result in out of school suspension depending on severity or will result in having to attend Friday School while additional office referrals normally result in more severe disciplinary measures. Please read the list below of discipline consequences that can be instituted by the administration at Hondo Schools:

Generally, the following disciplinary action will be taken when a student is referred to the School Administrator's Office. Please refer to the Discipline Matrix for consequences.

- A. **Detention:** Involves removing the student during break time, noon, or at the close of the school day is permitted following appropriate minimal due process. Detention outside of the school time may be invoked with appropriate consideration given student transportation, weather, and other extenuating circumstances. However, student shall not be denied the privilege of eating or use of restroom during detention periods.
- B. **Community Service:** Students will participate in civic enhancement projects (per student basis) before school, during school, and/or after school.
- C. **Friday School:** Involves having the student come to Hondo Valley Schools at 8:00 am to 12:00 a.m. on a Friday per administrator schedule. Student will expect to work on classwork or read a book during their time in Friday School. Work will be counted toward classroom grading requirements. Parents will be notified if this disciplinary measure is implemented.
- D. **In-School Suspension:** involves removing the student from the regular classroom for a designated number of school days. The student's classwork is expected to be completed and submitted. Teachers will monitor student progress classroom grading requirements. Parents will be notified if this disciplinary measure is implemented.
- E. **Out of School Suspension:** involves temporarily removing the student from the school campus for a designated number of days. The student's classwork is expected to be completed and submitted so that the student can stay up with the class. The student on an out-of-school suspension may receive up to 70% of the credit for the classwork assigned during the days served on this suspension. A student on OSS may not visit any school campuses unless accompanied by a parent/guardian to attend conference with building administrator. Parents will be notified if this disciplinary measure is implemented.
- F. **Expulsion:** the removal of a student from school for one school year or permanently from Hondo Valley Schools. Any student that is expelled will lose all remaining credit for that school year. Students who are expelled may not visit during school hours or be present at any school activities outside the regular school day.



**B... DETENTION**

Detention means requiring a student to remain inside or otherwise restricting his/her liberty at times when other students are free to move about campus or to leave school. Detention may be imposed in place of in-school suspension, and is distinct from in-school suspension in that it does not entail removing the student from any of his/her regular classes.

The authority of the schools to supervise and control the conduct of students includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure. No detained student shall be denied the opportunity to eat lunch or reasonable opportunities to go to the restroom.

**C. OUT OF SCHOOL SUSPENSION**

The temporary removal of a student from school will be imposed for serious offenses such as possession of drugs, alcohol and/or weapons, fighting, truancy, or for other disciplinary reasons deemed necessary by school authorities. Conditions for out of school suspension are:

- (a) The student is ineligible to participate in any school-sponsored activity.
- (b) The student may not visit the campus during the term of the suspension unless invited to attend a conference with school authorities.
- (c) A parent/legal guardian conference with school authorities will be required before the student can return to classes.
- (d) Student work missed during the term of the suspension may be made up for a maximum of 70% credit.

**D. LONG TERM SUSPENSION**

On a very serious offense or continued episodes of a behavior that has not been corrected by the student, a student may receive a ten-day out of school suspension, followed by a long-term suspension hearing. The Hearing Authority Committee Chairperson will schedule a hearing prior to but within five (5) days of the contemplated action. The Hearing Authority Committee, picked with the discretion of the Superintendent, will hear the evidence presented by the Superintendent and the student, parent(s)/legal guardian(s) and/or student representative. The Hearing Authority Committee will make a decision based on the evidence presented at the hearing. The decision will be put in writing and sent by certified mail to the address of record within five days after the hearing.

The appeal authority for the decisions of the Hearing Authority Committee will be the Hondo Valley Public Schools Board of Education. The student may request an appeal to the Board within ten (10) days of being notified of the long-term suspension. If the long-term suspension is upheld, the suspended student will not be allowed on the Hondo Valley Public Schools campus at any time during the term of the suspension

NMSA 1978 Chapter 22 outlines many rights and responsibilities of the public schools and public school students. Also, NMAC 6.11 details specific rights and responsibilities of public school students and the Hondo Valley Public Schools subscribes to these regulations. Student non-compliance is a simple violation of the law. Additional school rules and regulations follow.



**E. PROHIBITED ACTIVITIES**

The use of drugs, alcohol, e-cigarettes/vapor cigarettes or tobacco is prohibited while on school property, at school or at school-sponsored activities and will result in disciplinary action ranging from but not limited to short term suspension to permanent expulsion. As alcohol and drug usage are prohibited by New Mexico State Law, use of these substances may result in legal prosecution. Violation of any law may result in disqualification from participation in any co-curricular or extra-curricular activity and/or organization.

Possession of any tobacco product, drugs, alcohol, or related items by students while at school or at school sponsored activities will result in confiscation of the contraband. In addition, appropriate disciplinary action will be taken, and if necessary, legal authorities will be notified.

**F. RESPECT FOR PUBLIC PROPERTY**

Any student responsible for destroying, defacing, littering, or removing property belonging to Hondo Valley Public Schools must reimburse the school for damages caused. Depending on the circumstance and/or severity, the student may be suspended or expelled from school. In addition, all credit and grades will be held until fees are paid. Criminal and/or civil charges may be filed with legal authorities as necessary.

**G. ARTICLES PROHIBITED IN SCHOOL**

Firearms, knives, or any object that can be used as a weapon, any weapon look alike, radios, CD/tape players, music boxes, Walkman's, I-Pods, MP-3 players etc. are not permitted at school. Music players may be used on athletic or other student field trips if authorized by the coach/teacher. Non-weapon confiscated items will be released to the students at the end of the school day. With a second occurrence, the non-weapon related item(s) may not be released until the end of the semester. Any items perceived to be a weapon will be dealt with according to guidelines detailed in section T of this handbook.

**H. HALL REGULATIONS**

Safety for students is always of paramount importance. Students will walk in the halls, will keep to the right, will keep their hands to themselves, and will respect the rights of others.

Students are to have a hall pass from respective teachers or school officials when leaving any classroom or while in the halls during a class period.

Other than the cafeteria and restroom use, students will not be permitted in the buildings during lunch. (Depending on weather conditions)

**I. CHEATING**

The aim of the Hondo Valley Public Schools is to instill a spirit of complete honesty and high standard of integrity. Cheating damages the foundation of education. Therefore, a student involved in cheating is liable for punishment as determined by the teacher and/or the Superintendent. Please refer to matrix for consequences.



J. **RELATIONS BETWEEN STUDENTS**

In keeping with our goal to model good citizenship, students are to refrain from any form of personal contact, except holding hands, during school, at school, or at school-sponsored activities. Non-compliance will result in disciplinary action as deemed appropriate by the Superintendent.

K. **MOVEMENT BETWEEN CLASSES/SCHOOL DISMISSAL**

The time allotted between classes is for the express purpose of changing books/materials, restroom use and moving directly to the next class. Students are expected to be in their assigned places, prepared to begin the class period when the tardy bell rings. When students have been dismissed for the day, they are required to leave school grounds.

L. **DRESS CODE**

Students are expected to dress in a manner that is conducive to the learning environment and presents a favorable impression upon all visitors. Personal attire should not in any way detract from the educational mission of this school district. The Superintendent will take corrective action if a student's attire appears inappropriate.

The basic guidelines are:

1. Neatness and cleanliness are to be observed at all times.
2. No skin should be showing from arm pit to waist or between midriff. Shirts, blouses, halter tops, tank tops, see-through or mesh garments are not to be worn. String tie or spaghetti straps are not to be worn. Attire dress/skirt/shorts/etc., should be no shorter than the point where the fingers end when standing up straight.
3. Head gear may be worn in the hallways as long as they are worn appropriately but must be removed within reasonable timing within the classroom and lunch room. Hats/head bands/bandannas/hair nets/etc., will not be worn in school buildings. Such articles will be confiscated by the teacher and returned at the end of the day. A second offense will result in confiscation for the semester.
4. Clothing displaying obscene, vulgar, or profane language will be prohibited. Likewise, clothing displaying drugs, alcohol, or tobacco will be treated the same.
5. Sagging clothes are prohibited.
6. Earrings worn in pierced ears are acceptable. **Wearing jewelry in any other visible pierced body part is prohibited.**
7. Visible tattoos are prohibited.

Any student violating the privileges of the dress code shall be subjected to disciplinary action(s), including but not limited to detention, and/or suspension until such time as the violation is corrected. The Superintendent and/or his designee will make the final determination regarding the appropriateness of any attire. Please refer to the discipline matrix for consequences.

M. **Cell Phone and Telephone Use**

A student who violates the cell phone policy will be disciplined by the matrix.

The use of a cell phone and electronic device is a privilege to use at the Hondo Valley Public Schools.

1. First Offense:

If a student has the cell phone/electronic device on during instructional time or is sending text messages, the phone/electronic device will be confiscated until the end of the day, and offense and device logged into the office. The cell phone/electronic device would be returned to the student at the end of the school day along with paperwork stating that this is the student's first offense. Paperwork must be returned signed by parent/guardian the next instructional day.

2. Second Offense:

The cell phone/electronic device will be confiscated, logged into the office by an identified office staff as designated by the principal and parent/guardian must retrieve the cell phone/electronic device at the end of the school day and sign Cell Phone/Electronic Device Usage Policy.

3. Third Offense:

The cell phone/electronic device will be confiscated, logged into the office by an identified office staff as designated by the principal and parents must retrieve the cell phone/electronic device at the end of the current school semester.

4. The school is NOT responsible for the loss of the cell phone/electronic device.

5. The use of a cell phone/electronic device by anyone during a Lock Down is strictly prohibited for the safety of all students and staff. (schools who do not have effective intercom systems may use cell phones/electronic device as a way of communicating)

HVPS is not responsible in any way for lost or stolen items. We will not investigate any phone/electronic devices that have been lost or stolen.

**"If you want to keep it, put it to sleep!"**

**N. FIGHTING**

Fighting is not considered an acceptable method of settling disagreements. Fighting is any student engaged in a fight or encouraging a fight while on school property, at school, or at school-sponsored activities. Please refer to the discipline matrix for consequences.

**O. SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcome sexual behavior and can take many forms: physical, verbal, or non-verbal and electronic. Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or bumping up against another person; patting; hugging; kissing; grabbing; touching; or pinching.

Examples of verbal sexual harassment may include: threats; insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes, letters or graffiti; pressure to go out on a date; whistles, cat calls, or rude noises.



Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks--winking, lip licking, or suggestive body movements.

While examples of physical, verbal, and non-verbal sexual harassment were given, the examples are not all inclusive. Any such activity will be considered inappropriate activity at school, and the incident may be reported to the police. The school administration will take disciplinary action as is deemed appropriate for the particular situation.

The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claims will be conducted and dealt with accordingly.

**P. GANG RELATED ACTIVITIES POLICY**

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Board of Education that gangs and gang related activities are prohibited in schools, according to the following:

- A) Definition: For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the school district or state or local ordinances.
- B) Prohibitions: No student on or about school property or at any school-sponsored activity shall:
  - 1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang;
  - 2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership of affiliation in a gang;
  - 3. Engage in any act in furtherance of the interests of any gang or gang activity including, but not limited to :
    - A) soliciting membership in, or affiliation with, any gang;
    - B) soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - C) painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
    - D) engaging in violence, extortion, or any other illegal act or other violation of school policy;



- E) soliciting any person to engage in physical violence against any other person.
- F) Application and Enforcement: In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.
- D) Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

**Q. ALCOHOL AND DRUG ABUSE**

In accordance with NMSA 1978 Chapter 22, the Hondo Valley Public Schools prohibits students from use, possession, sale, transportation of alcohol and/or illegal drugs on school property, at school, at school-sponsored activities, or in school vehicles.

The Hondo Valley Public Schools prohibits students from using or being under the influence of, possessing, selling, giving away or transporting alcohol, illegal drugs, and/or drug paraphernalia on school property or at school sponsored activities or in school vehicles.

The Hondo Valley Public Schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

School authorities shall give consideration to the health, safety, and educational rights of all students when prescribing disciplinary action(s) for students who use, are under the influence of, possess, or distribute alcohol, illegal drugs, and/or controlled substances on school premises or while engaged in school sponsored activities.

Any student who appears to be under the influence of drugs or alcohol will be subject to disciplinary action. If individualized reasonable suspicion is established, Hondo Valley Public Schools will require that student to submit to drug testing. If the results of the testing indicate that drugs are present, the student will be dealt with according to the procedures described below.

The Superintendent or his designee has the authority to suspend students who, after a notice and a hearing, have been found by a preponderance of evidence to be guilty of an alcohol/drug-related violation of the school's rules or state laws NMSA 1978 Chapter 22. Long-term suspensions and expulsions may be the choice of the Hearing Authority Committee with appeals of those Hearing Authority Committee decisions going to the Superintendent of Hondo Valley Public Schools in letter form within ten (10) days from the date of the Hearing Authority Committee's decisions.

Due process rights for students and parents are guaranteed under NMSA 1978 Chapter 22 and school officials shall follow the procedures for long-term suspension and expulsion, as defined in NMSA 1978 Chapter 22.

#### A) Consequences:

Description: A school representative or a student suspects another student of possessing and/or using alcohol and/or other illegal drugs (smells of, under the influence of) or drug paraphernalia while on school property, at school, or at a school sponsored activity.

##### 1) First Offense:

- a) The staff member or student will inform the Superintendent or other administrator of the details immediately.
- b) The Superintendent will meet with the accused student to discuss the situation and hear the student's explanation.
- c) The Superintendent or his designee will make a determination regarding the suspected use/possession.
- d) The Superintendent or his designee will notify the parent(s)/legal guardian(s) and police. The police will take the student into custody or release him/her to the parent(s)/legal guardian(s).
- e) The student suspension will be determined by the discipline matrix.
- f) The parent(s)/legal guardian(s) will be given materials and information on the available community resources used for counseling.
- g) The student may be reinstated after the suspension period following a meeting with the Superintendent, parent(s), and student.
- h) Steps **a** through **g** do not exclude more serious consequences (including long-term suspension or expulsion) if, in the Superintendent's judgment, the student's behavior necessitates such action.
- i) The Superintendent or his designee may require random medical tests which assess the presence of illegal drugs, or if, in the Superintendent's judgment, the student's behavior warrants such action.

##### 2) Second Offense

- a) The staff member or student will inform the Superintendent or other administrator of the details immediately.
- b) The Superintendent will meet with the student to discuss the situation and hear the student's explanation.
- c) The Superintendent or his designee will make a determination regarding the suspected use/possession.
- d) The Superintendent or designee will notify the parent(s)/legal guardian(s) and police. The police will take the student into custody or release him/her to the parent(s)/legal



guardian(s).

e) The student's suspension will be determined by the discipline matrix.

## **B) Consequences**

Description: A school representative or student witnesses or suspects a student of selling, dealing, or giving away alcohol and/or other illegal drugs or drug paraphernalia while on school property, at school, or at a school-sponsored activity.

### **1) First Offense**

a) The staff member or student will inform the Superintendent or other administrator of the details immediately.

b) The Superintendent will meet with the student to discuss the situation and hear the student's explanation.

c) The Superintendent or his designee will make a determination regarding the selling, dealing or giving away alcohol and/or other illegal drugs or paraphernalia.

d) The Superintendent or designee will notify the parent(s)/legal guardian(s) and the police. The police will take the student into custody or release him/her to the parent(s)/legal guardian(s).

e) The student's discipline will be determined by the discipline matrix.

## **R. WEAPONS IN SCHOOL**

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 33 U. S. C. 3351 (a)(1) and Gun Free School Zones Act of 1990, 18 U. S. C. 921-924, and it is the intention of the Board that it be interpreted to conform to provisions of those referenced laws. Hondo Valley Public Schools has Zero Tolerance regarding weapons on campus.

### **Definitions:**

**Weapon:** For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has potentially violent use. If, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

**Firearm:** For the purpose of this policy, and for purposes of compliance with federal Gun-Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

**School Zone:** For purposes of this policy, and for purposes of conformity with the Gun Free School Zones Act of 1990, a "school zone" is any area in or on the grounds of a school or within a distance of 1000 feet from the grounds of a school.

Prohibitions: It is the policy of the Board that no student shall bring a weapon into a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

Enforcement:

A. This policy shall be enforced according to the Student Handbook's student search and seizure policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the NMSA 1978 Chapter 22, as amended, and the policies of the District.

B. Any student who brings a firearm or weapon to a school or within a school zone shall, in addition to penalties imposed under School Board Policy, be referred to appropriate law enforcement authorities for prosecution.

Penalties for Violations:

A. Any student found in violation of this policy shall be subject to discipline, including long-term suspension and expulsion. Refer to discipline matrix.

B. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be suspended from school for a period of not less than one year, provided, that the Superintendent or Board of Education may modify such penalty in appropriate cases in their discretion.

C. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

(1) In accordance with the provisions of 20 U. S. C. 1415e(3)(B) of the IDEA, a child with disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.

(2) If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

## **S. STUDENTS CHARGED WITH CAPITAL CRIMES**

1. Any student charged with or convicted of a capital crime unrelated to his or her status as a student who wishes to continue his or her education may do so only according to the terms and conditions, and under the circumstances, provided herein;
2. Any such student who wishes to continue his or her education during the pendency of his



or her criminal proceedings must submit a written request to do so to the building Superintendent;

3. Upon receipt of such a request, the superintendent shall develop a plan to provide continued educational services to the student on an off-campus, homebound, or other alternative basis;
4. Upon such approval by the Superintendent or his or her designee, the student shall be limited to the alternative educational plan until: (a) he or she is acquitted of the charge or charges; or (b) her or she is removed from or leaves the district.
5. The terms of this policy shall also be applied to any new student validly seeking to be enrolled in the district.

#### **T. Bullying/Cyber Bullying Prevention Rule**

It is the policy of the Board of Education to prohibit violence, threats, name calling, intimidation, bullying, assault, battery, extortion, robbery, vandalism, and other victim based misconduct that creates and intimidating, hostile, or offensive environment. It is the express policy of the Board to encourage students who are victims of such physical and verbal misconduct to report such claims to an administrator, teacher, or school counselor.

A student found to engage in misconduct involving violence, threats, name calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, etc... shall be subject to sanctions including, but not limited to, suspension or expulsion.

#### **Cyberbullying–**

New Mexico House Bill 54 defines cyberbullying as “electronic communication that:

1. Targets a specific student or specific group of students
2. Is published with the intention that the communication is seen by or disclosed to the targeted student[s]
3. Is in fact seen by or disclosed to the targeted student[s]
4. Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s educational benefits, opportunities, or performance.”

#### **Hazing -**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal or staff member. An investigation shall be initiated, and the matter shall be resolved under the direction of law and board policy. Harassment, Bullying and Cyber bullying also encompasses:

1. Retaliation against a student or school personnel by another student or school personnel for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Retaliatory or intimidating conduct against an individual who has made a bullying complaint or any individual that has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy shall be treated as another incidence of bullying.

**EXHIBIT****EXHIBIT****STUDENT HARASSMENT / BULLYING  
CYBERBULLYING PREVENTION**

(To be filed with the school administrator, the administrator's supervisor,  
or with the Superintendent)

*Additional pages may be attached if more space is needed.*

Targeted Student

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class year: \_\_\_\_\_

Person or Persons suspected of harassing, bullying, or  
cyberbullying:

\_\_\_\_\_

Name of person(s), or other identifying information:

\_\_\_\_\_

\_\_\_\_\_

Specify the suspected offense by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of the of the incident or offense(s): \_\_\_\_\_

**HONDO VALLEY PUBLIC SCHOOL DISTRICT**



If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
------	---------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Licensed Staff member

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Administrator/Professional Staff Member  
Receiving Complaint

\_\_\_\_\_  
Date Received

*The investigating administrator shall give one (1) copy to the reporting staff member and retain one (1) copy for the file.*

**HONDO VALLEY PUBLIC SCHOOL DISTRICT**

4/15/2018

## Discipline Matrix

**Purpose:** The Hondo Valley Public Schools Discipline Matrix is a guide for establishing clear and consistent consequences for specified consequences. Notification of an offence can be through personal conference, telephoning the parent, confirmed email contact, or by sending the referral to the student's home by mail. The building principal or their designee has the authority to increase or decrease the actions that are in the matrix as per state and district laws or policy. The building principal is the final authority for decisions on building level discipline matters. Parental notification by the referring teacher or the Principal is required as part of all office referrals.

<b>EXHIBITED UNACCEPTABLE BEHAVIOR</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
<b>Activating Safety Equipment</b>	3 days OSS, Refer to the Sheriff	9 days OSS, Refer to Sheriff, Recommendation for Expulsion	9 days OSS, Refer to Sheriff, Recommendation for Expulsion	9 days OSS, Refer to Sheriff, Recommendation for Expulsion
<b>Assault/Battery</b>	3 days ISS/ 3 days OSS (ELEM/MS) 5 Days ISS/5 days OSS (HS)	9 Days OSS Refer to Sheriff	9 days OSS, Recommendation for Expulsion	9 days OSS, Recommendation for Expulsion
<b>Bomb Threat</b>	9 days OSS, File Charges, Refer to Sheriff, Recommendation for Expulsion	9 days OSS, File Charges, Refer to Sheriff, Recommendation for Expulsion	9 days OSS, File Charges, Refer to Sheriff, Recommendation for Expulsion	9 days OSS, File Charges, Refer to Sheriff, Recommendation for Expulsion
<b>Bus Referrals</b>	1-3 days bus suspension, Parent Contact	3-5 days bus suspension, Parent Contact	Remove student for the semester, Parent Contact	Remove Student for the Remainder of the Year, Parent Contact
<b>Cafeteria Etiquette</b>	Assigned Seating	Assigned Seating and Cleaning Tables	Assigned Seating, Cleaning Tables, Cleaning outside playground/area	Assigned Seating, Cleaning Tables, Cleaning outside playground/area
<b>Cheating/Copying Assignment/Test</b>	Zero on assignment/test Parent Contact	Zero on assignment/test 1-3 days Friday School/ ISS Parent Contact	Add additional Friday School/ or ISS day Parent Contact	1-3 days OSS Zero on assignment/test Parent Contact
<b>Damaging School Equipment</b>	Restitution Parent Contact 1-3 days OSS	Restitution Parent Contact 1-3 Days OSS	Restitution Parent Contact 4-8 Days OSS	Restitution Parent Contact 9 Days OSS Recommendation for Expulsion



<b>Dangerous Behavior (Involves danger/harm to self and others)</b>	1-3 days Friday School/ISS	1-3 Days OSS	9 Days OSS Recommendation for Expulsion	9 Days OSS Recommendation for Expulsion
<b>Dress Code Violation</b>	Warning Change of Clothing or Cover	Office referral Change of Clothing, 2 Days Lunch Detention	Office referral Change of Clothing, 1 day ISS and parent contact 1or 1 day OSS or parent shadow	Office Referral 3 days OSS
<b>Drug Alcohol/Use Possession</b>	1-9 Days OSS Refer to Sheriff	1-9 Days OSS Refer to Sheriff Expulsion	1-9 Days OSS Refer to Sheriff Expulsion	1-9 Days OSS Refer to Sheriff Expulsion
<b>Drug, paraphernalia distribution/ selling</b>	1-9 Days OSS Refer to Sheriff Recommend Expulsion	1-9 Days OSS Refer to Sheriff Recommend Expulsion	1-9 Days OSS Refer to Sheriff Recommend Expulsion	1-9 Days OSS Refer to Sheriff Recommend Expulsion
<b>Excessive Absences</b>	3 day Letter	6 day letter Meeting with dean of students	9 day letter, SAT Referral and attendance contract  Meeting with administration	10 days or more Attendance Hearing/ Referral to CYFD
<b>Extortion</b>	Office Referral 1-9 Days ISS Referral to Sheriff	1-9 Days OSS Refer to Sheriff Recommendation for Expulsion	1-9 OSS Refer to Sheriff Recommend Expulsion	1-9 Days OSS Refer to Sheriff Recommend Expulsion
<b>Failure to Follow Classroom/School Rules (Excessive)</b>	3-5 Days Lunch Detention	1-3 Days Friday School/ ISS	3-5 Days ISS	1 Day OSS or Parent Shadow
<b>Gang Activity</b>	1-3 Days Friday School/ ISS Refer to Sheriff	3-5 Days ISS Refer to Sheriff	3 Days OSS Refer to Sheriff Recommend for Expulsion	9 Days OSS Refer to Sheriff Recommend Expulsion
<b>Harassment, Intimidation, Bullying Student/Student Student/Teacher</b>	Initial conference with Counselor	3 Days Friday School/ or ISS	3 Days OSS Refer to Sheriff	9 Days OSS Recommend Expulsion Refer to Sheriff

<b>Gross Insubordination</b>	1-3 Days Friday School/ ISS	3-5 Days ISS	1-3 Days OSS	3-5 Days OSS
<b>ISS Rules/Friday School Violations</b>	Additional Day of ISS or Friday School	Remainder of ISS to be OSS 1 day OSS	Remainder of ISS to be OSS 2 Days OSS	Same 3 Days OSS
<b>Malicious Use of electronic Device (Cyberbullying, sexting, video)</b>	3 days Friday School or ISS/ 3 Days OSS Refer to Sheriff	3 Days ISS/6 Days OSS Refer To Sheriff	9 Days OSS Refer to Sheriff Recommend Expulsion	9 Days OSS Refer to Sheriff Recommendation for Expulsion
<b>Friday School Absence</b>	Next Monday is 1 Day OSS	Next Monday and Tuesday is OSS	The Following Week Spent in ISS	The Following Week Spent in ISS
<b>Physical Contact (Fighting)</b>	<b>ELEM/M.S.</b> 3 Days ISS/ Friday School or 3 Days OSS <b>H.S.</b> 5 days OSS Sign Fighting Contract	<b>ELEM/M.S.</b> 5 Days ISS or 5 Days OSS Sign Fighting Contract <b>H.S.</b> Recommend Long Term Suspension	<b>ELEM/M.S.</b> Recommend Expulsion <b>H.S.</b> Recommend Expulsion	<b>ELEM/M.S.</b> Recommend Expulsion <b>H.S.</b> Recommend Expulsion
<b>Physical Intimidation of Staff</b>	3 Days OSS Refer to Sheriff	6 Days OSS Refer to Sheriff	9 Days OSS Refer to Sheriff Recommend For Expulsion	9 Days OSS Refer to Sheriff Recommend for Expulsion
<b>Profanity, Foul Language, Obscene Materials or inappropriate gestures</b>	1 Day Friday School	1-3 Days ISS or Friday School	1 Day OSS or parent shadow	5 Days OSS
<b>Tardiness</b>	3 unexcused= Lunch Detention  Counts as one day unexcused absence	4 unexcused = 1 Day ISS	5 unexcused = 2 Days ISS	6 unexcused = 3 Days ISS and parent shadow  Counts as 2 days unexcused absence



<b>Technology Violations (Websites)</b>	Loss of Technology privileges (Duration will be determined by the administrator)			
<b>Theft</b>	1-3 Days OSS Refer to Sheriff	5 Days OSS Refer to Sheriff	9 Days OSS Refer to Sheriff	Recommend Expulsion
<b>Tobacco Use/Possession</b>	2 Days Friday School	3-6 Days ISS Refer to Sheriff	3 Days OSS Refer to Sheriff	6 Days OSS, Long Term Suspension Refer To Sheriff
<b>Trespassing</b>	Written Notification of Trespass Warning	Refer to the Sheriff		
<b>Truancy</b>	0 for work missed Friday School	0 for work missed 1-3 Friday Schools	0 for work missed 3-5 Days ISS	0 for work missed 6-9 Days ISS
<b>Weapons/Firearms</b>	9 Days OSS Recommendation For Expulsion Refer to Sheriff	9 Days OSS Recommendation For Expulsion Refer to Sheriff	9 Days OSS Recommendation For Expulsion Refer to Sheriff	9 Days OSS Recommendation For Expulsion Refer to Sheriff
<b>Vandalism/Graffiti</b>	Clean Graffiti/ Restitution Refer to Sheriff 1-3 Friday School	Clean Graffiti/ Restitution Refer to Sheriff 1-3 Days ISS	Clean Graffiti/ Restitution Refer to Sheriff 1-3 Days OSS	Clean Graffiti/ Restitution Refer to Sheriff 3-6 Days OSS

### **III. STUDENT GOVERNMENT AND CLASS OFFICERS**

#### **A. STUDENT GOVERNMENT**

The purpose of the Student Government is to create and maintain a wholesome understanding and good cooperation between the members of the student body, the faculty, staff and administration. The Student Government will work toward promoting scholastic achievement, school spirit, and pride in their school.

In order to encourage active and responsible leadership, the following guidelines will be observed when electing student government officials.

- (1) Candidates must maintain a GPA of 2.0 from the previous year.
- (2) Candidates must not have been suspended from school the previous year.
- (3) Candidates must have attended (at least) the previous semester at Hondo Valley Public Schools
- (4) Candidates for the offices of President, Vice-President, Secretary-Treasurer, Parliamentarian must file for candidacy during the time period announced and must complete the filing process prior to the deadline established.
- (5) A candidacy screening committee consisting of the Student Government Sponsor, and two high school teachers
- (6) Students may file for student government and class officer concurrently and may not remove their candidacy following student government elections.
- (7) Elections will be established and announced.

#### **B. CLASS OFFICERS**

Guidelines will be the same as Student Government Officers with the exception of guideline #s 5 and 6. The Class Officers and the Class Sponsor will determine student candidacy.

### **IV. STUDENT SERVICES**

#### **A. GUIDANCE SERVICES**

The guidance program is a service organized specifically to help pupils solve their problems and to improve their planning. This service is provided to assist students in determining and understanding their interests and needs. Services are provided to help the students help themselves make wise choices and determine goals in order that they may become productive citizens.

It is the aim of the guidance counselor to assist students in locating appropriate post-secondary schools as well as aid students with planning and preparing for various occupational careers.

Students are encouraged to visit and use the counseling and guidance services when academic or personal problems arise.

Every effort will be made to schedule each student in the course of his/her selection and according to his/her needs. All schedule changes will occur during the first six days of school. Changes are not allowed because loss of credit may occur since students are committed to course enrollment for the entire semester according to state mandates.



## LIBRARY SERVICES

The library is an important tool for educational development. It is a place for study and can function effectively only if a learning atmosphere is maintained. **Students whose behavior does not meet expected standards will lose library privileges.**

The library will be open from 8:00 am until 3:30 p.m. and students are encouraged to use it when they have work to do or want to read. Students assume the responsibility of returning books on time when they have checked books from the library. Library privileges will be suspended until overdue materials are returned and fines paid.

During class time a student is to have a pass from his/her teacher. Most library material may be checked out for a two-week period except for books on reference or reserve status. Materials can be renewed anytime and the loss of books is to be reported to the librarian as soon as possible. **Lost library materials will be paid by the student who checked out the materials.** Every effort is made to adjust library services to individual needs without depriving other students of their needs and privileges. This requires a cooperative attitude and a sense of responsibility on the part of the students and the staff.

## C. HEALTH SERVICES

Health services are available to the students of Hondo Valley Public Schools. A part-time nurse is available to provide required immunizations and maintain health records of all students. Any student becoming ill should report to the office. Do not leave school because of illness without notifying the nurse and the office. In addition to the nurse, the Hondo School-based Health Clinic is open to provide medical services of a more serious nature.

## Administering Medicines to Students

Students will not be permitted to take medication while at school unless such medicine is given by the parent.

## NON-PRESCRIPTION MEDICINE

The above procedure will also apply to all non-prescription medicines.

## D. CAFETERIA SERVICES

Hondo Valley Public Schools is on CEP (Community Eligibility Provision) which allows our students to receive a free reimbursable meal for breakfast and lunch. . Adults pay \$3.00 for lunch and \$2.50 for breakfast.

Students are expected to conduct themselves properly while going to the cafeteria. Students are expected to refrain from boisterous activities while in the cafeteria.

## E. BUS TRANSPORTATION

The school bus is an extension of the school. Hondo Valley Public Schools requires students to conduct themselves in a manner consistent with the established standards for classroom behavior.

Students are responsible for meeting the bus at the proper time and place and are under the supervision and direction of the bus driver. Failure to show proper respect to the bus

driver or failure to follow transportation handbook guidelines and instructions posted in the bus or failure to follow established standards for classroom behavior will make the student liable for punishment as deemed appropriate by the Principal and/or Superintendent. The discipline Matrix will be used for any disciplinary problems on a school bus.

Under no circumstances shall a student be permitted to leave the bus at another point other than his/her destination unless the driver has written permission from the parents or the administration authorizing the driver to do so.

A student who needs to or wishes to ride the bus to which he/she is not assigned must have a note from his/her parent(s)/legal guardian granting permission. This request must also be signed by the administration. The student must then obtain permission from the driver of the bus he/she wishes to ride: **this permission is not automatic**. The driver and/or administration have the right to deny the student access.

#### F. AUTOMOBILE TRANSPORTATION

**Driving to school is a privilege, not a right.** The school district does provide bus transportation. Failure to comply with established rules and laws may result in the suspension of driving privileges. The following school rules and state law regulations must be enforced:

##### 1. School Rules:

- a. Upon arriving at school, the vehicle is to be left parked in the assigned parking area until the end of the school day. In the case of seniors, they will depart the campus at the close of their last class. If the vehicle needs to be reentered or moved during school hours, the office must grant permission. Students are not to sit in or on the vehicle during school hours, or at lunchtime, and they are not to be loitering in the parking areas.
- b. The owner and driver of the vehicle share the responsibility for any and all actions arising from possession and/or use of the vehicle. The school district is not liable for any damages to or caused by the vehicle. Students are encouraged to ride the school bus transportation provided by the district at no cost. Students choosing to drive and/or ride in privately owned vehicles do so totally at their own risk.
- c. The owner and driver of the vehicle are jointly responsible for insuring the vehicle is operated in a safe and conservative manner.
- d. Reckless driving will mean forfeiting the privilege to drive a car to school and park on school property.
- e. All drivers are not to drive off school grounds until buses have cleared school roads.

##### 2. State Regulations:

- A. All vehicles must meet appropriate state regulations regarding:
- 1) Operator license
  - 2) Registration



### 3) Proof of insurance

Student Parking Permit Forms are available in the office. A permit must be approved and on file before a student is permitted to park his/her car on campus.

#### G. INCLEMENT WEATHER

In case of bad weather, tune into the following radio stations or television stations for announcements.

**Radio - Ruidoso**  
**KBUY 93.5FM**  
**KOAT**

**Roswell**  
**KMOU 104.7FM**

**Television**  
**KQRE KOBR**

Please do not call school officials as they will be on the telephones coordinating the communications with the radio stations and the television stations. You may expect an announcement sometime between 6:00 to 7:00 am. If school is cancelled, no buses will run. If a delay is determined, buses will run at their scheduled times. **If school is cancelled, that school day will be made up on the following Friday after the week of the missed day.**

#### H. STUDENT ACTIVITIES

Co-curricular and extra-curricular activities are provided for student participation on a voluntary basis. These activities depend upon the overall efforts of participants and sponsors. Mutual cooperation, positive attitudes and high morale are ingredients insuring success of any school activity.

Each school activity is to develop and maintain a constitution or controlling structure document(s) outlining its particular rules and regulations. For information concerning a specific activity, check with the sponsor of that activity.

Participation in co-curricular and extra-curricular activities is **considered a privilege, not a right**. Therefore, certain behaviors can be expected of individuals in these activities. All trips, whether one day or overnight, shall be arranged well in advance with definite rules established to fit the existing conditions. The assigned sponsor shall be in full charge and may take such disciplinary action as is necessary to maintain the safety of the entire group. Action shall be prudent, and may include sending misbehaving students home by commercial means at the expense of the parent/legal guardian.

When a student does not wish to continue in a particular activity, that student must notify the sponsor and have a meeting with the parents and athletic director before withdrawing from the activity. Individuals quitting an activity and failing to notify their sponsor may be restricted from participation in any other co-curricular or extra-curricular school activity for next season /activity.

When a student is suspended or dismissed from an activity, he/she is not eligible for participation in another activity until the end of the current season.

Co-curricular and extra-curricular activities sometimes require travel. Departure for

activities is determined by the sponsor, activities director, athletic director, and Superintendent.

All activity members attending the activity are to ride the school transportation provided both to and from the activity. Exceptions to this will only be granted if the travel release form is completed by the parent(s) and signed by the Superintendent. Students must be released **only** to the parents when the aforementioned form is utilized.

#### 1. Co-curricular and Extra-curricular Activities:

Although co-curricular and extra-curricular activities are secondary to the academic program, Hondo Valley Public Schools believe them to be a very important segment of each student's total education. These activities afford opportunities to learn principles in citizenship that cannot be as effectively learned or applied in other parts of the educational program. The following is a list of activities that are provided to meet the interests of students at Hondo. Students are encouraged to become active members of one or more of these programs.

- a) Basketball Teams
  - b) FFA
  - c) Volleyball Teams
  - d) Knowledge Bowl
  - e) Fiesta Dance
  - f) Track
  - g) Six-Man football
  - h) Student Council
  - i) National Honor Society
  - j) Cheerleading
- and other activities as they become available.*

### STUDENT ACTIVITIES

#### Fund Raising:

School activities may earn money for activities and events through fund raising projects. Guidelines to raise funds are:

1. Activity or project events should be proposed by the co-curricular or extra-curricular activity sponsor and approved by the Superintendent. The Superintendent will approve or reject all fund raising projects.
2. The number of fund raising projects should be determined by the activity's anticipated costs. Fund raising projects will include proposed time(s), date(s), day(s), and location(s).
3. For scheduling purposes, the sponsor must receive clearance for the event from the Superintendent prior to executing the project.
4. Activity funds may only be used to purchase items directly related to the specific activity. Activity funds cannot be distributed to students to make purchases other than for specific activity expenditures. Wellness Policy will be followed for all fundraising.



### 3. Participation Requirements:

Realizing that all co-curricular and extra-curricular activities are secondary to academics, certain eligibility requirements must be met prior to participation:

- a. In order to participate in any co-curricular or extra-curricular activity (defined by the Public Education Department as "school sponsored activities which are not required by law or by Educational Standards for New Mexico Schools and which require time either during or outside of the regular school day for practice, meetings, events, performances or interscholastic competition") a student must meet the following requirements.

#### NMAA Eligibility Rules.

Hondo Valley Public Schools will follow NMAA guidelines. Information can be found on the NMAA website. Students must have a 2.0 GPA and no more than one "F" at grading period.

The following items must be on file in the Athletic Director's office prior to participation in interscholastic athletics:

- (1) A signed permit granting the parents' /legal guardians' consent to participate in that co-curricular/extra-curricular activity.
- (2) Verification of physical examination by a licensed physician or physician's agent for participation in the appropriate activity, if required.
- (3) Notarized medical permission to treat and insurance forms.

For sports information, please refer to the Athletic Code and the sponsors' constitution or rules structure document(s).

### 4. Spectator Conduct at School-Sponsored Events

It is the desire of the Board of Education that spectators at school-sponsored events reflect the attitudes of good conduct and sportsmanship fostered throughout the school system. It is felt that attitudes of good sportsmanship and mutual respect should be displayed at all times toward fellow participants whether they are visitors, employees, or home folks there to support their own children. The school has different alternatives for unacceptable conduct for non-students as compared to the options available for students and school employees.

The Board of Education therefore addresses the two groups separately for remedial purposes:

- A. Should an adult fan or spectator exhibit unacceptable behavior at any school-sponsored event, that individual may be required to immediately leave the event. Necessary force may be applied, including the assistance of law enforcement personnel if required, to remove the offender from school property. A letter outlining the purported conduct will be mailed to the person in question. The letter will invite the person to a meeting with the Board to discuss why he/she should not be barred from further attendance at school events. Should the individual decline to appear, then the Board would have just cause to exclude this person from further attendance.



- B. Misconduct at school-sponsored events can result in the student being removed from school property, using whatever force and/or law enforcement assistance if required. A meeting will be set with the Superintendent at which time the student will be confronted with specific charges. Disciplinary actions will be taken as appropriate to the severity of the infraction. The individual may be barred from participating in and/or attending co-curricular and/or extra-curricular activities.

#### I. JUNIOR/SENIOR PROM

Only students in grades 10-12 from Hondo Valley High School with their dates may attend the prom dance and activities. The dates with Hondo students not enrolled at Hondo Valley Public Schools may attend with approval from the Principal and/or Superintendent. Students of the ninth grade class may be asked to act as hosts and hostesses. Those students will be chosen from the top half of their academic class. Formal attire is expected of all participants. If a student wishes to bring a student from another high school they must submit written request for the superintendent to investigate recommendation, before student is allowed to attend. The prom guest must not be over 1 year out of high school or 19 years of age at discretion.

#### J. ASSEMBLIES

Assemblies are presented at various times during the school year. All assemblies are approved by the school administration well in advance of the presentation. Actions of the student body of Hondo Valley Public Schools are a direct reflection upon the community and it is expected that conduct and cooperation will be exemplary during these assemblies. Some assemblies may require payment of a fee by each student. If a student does not wish to attend such an event, an alternative study hall will be provided. Any student who chooses not to attend the event and does not report to the study hall, will be considered truant/skipping.

#### K. INTERNET USE

Use of the Internet is an important tool that can help students research virtually any educational topic. Every student must use the Internet in an appropriate manner. Specific guidelines governing the use of the Internet are written in the Hondo Valley Public Schools Internet agreement form. The Internet agreement form must be read, signed by student and parent/guardian, and returned to the school before the student can access the Internet. If the terms of the agreement are violated, the student will be subject to disciplinary action ranging from revocation of Internet privileges to suspension from school, depending on the specific incident(s).

#### V. VISITORS ON CAMPUS

Citizens are very welcome to visit their school, but should make arrangements with the Superintendent prior to their arrival. Under no circumstances shall a person be permitted to wander about campus. All visitors will report to the office to acquire a pass and teachers are required to request to see the pass and question the person's intent for the visit. Students are not to invite guests, friends, relatives, etc. to school as the school cannot provide a place for friends to spend the day. The school is working very hard to establish a safe and totally educational environment. Your help is needed in these matters.



Parent Visits/Parental Conferences are encouraged by the faculty and staff. If a visit is necessary, please contact the office to make arrangements. Your support is greatly needed.

#### VI. SCHOOL HOURS AND BELL SCHEDULE

Hondo Valley High School is operated on a four-day school week  
(Monday through Thursday) starting at 8:00 am and ending at 3:55 p.m.

##### **Bell Schedule**

##### **Daily schedule - 1st bell rings at 7:55 a.m.**

1st hour - 8:00 to 9:00 a.m.  
2nd hour - 9:05 to 10:05 a.m.  
3rd hour - 10:10 to 11:10 a.m.  
4th hour - 11:15 to 12:15 a.m.

##### **LUNCH 12:15 p.m. to 12:45 p.m.**

5th hour - 12:50 to 1:50 p.m.  
6th hour - 1:55 to 2:55 p.m.  
7th hour - 3:00 to 4:00 p.m.

### **Non Discrimination Disclaimer**

The Hondo Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Marvin L. Martin

Section 504 Coordinator: Kelli Shaw

PO Box 55  
Hondo, NM 88336  
575-653-4411  
575-653-4414



Grade \_\_\_\_\_

## **HANDBOOK AGREEMENT 2016-2017**

I acknowledge the receipt of the Hondo Valley Public School Handbook online. I have read the handbook and understand the procedures as set forth therein. If you do not have access to the internet, it is your responsibility to pick up the handbook at the Hondo School office.

### **ACKNOWLEDGEMENT OF RECEIPT OF ATHLETIC STUDENT HANDBOOK**

I acknowledge the receipt of the Hondo Athletic Student Handbook. I have read the handbook and understand the procedures as set forth therein. I agree to abide by the Code of Conduct presented in this handbook.

For Students: I have read and understand the requirements of the Code of Conduct and acknowledge that I may be disciplined or removed from a team if I violate any of its provisions.

For Parents/Guardians: I have read and understand the requirements of the Code of Conduct and acknowledge that I may be forbidden from attending games or practices if I violate any of its provisions.

### **ACKNOWLEDGEMENT RECEIPT OF HANDBOOK INTERNET AGREEMENT 2016-2017**

Your signature below is an acknowledgment of the Hondo Valley Public School Handbook agreement on the internet, websites and digital products online and I/we grant the Hondo Valley Public School permission to post student images and work on the internet, and certify that you and your child will abide by the conditions set forth in this document, the School District's Acceptable Use Policies and Computer Internet Code of Conduct. If this form is not returned your student will not be included in projects involving the placement of student's images and work in the Internet.

### **ACKNOWLEDGEMENT RECEIPT OF HANDBOOK ELECTRONIC AGREEMENT 2016-2017**

I acknowledge the receipt of the Hondo Valley Public School Handbook agreement on electronic communication. I have read the HVPS electronic communication system policy and administrative regulations and agree to abide by the provision.

### **INCLEMENT WEATHER ARRANGEMENTS**

If school is dismissed early due to inclement weather, the Hondo Valley public School will adhere to the following procedure. Bus students will be put on their assigned bus and student who walk will be sent home at the time identified for early dismissal. Radio announcements will be made of the dismissal time. Please submit, in writing, your desire for alternative arrangements for your child (i.e. different bus stop, picked up by someone else and who that person will be, call me no matter what so I can be at the bus stop to pick up my child, etc.) The District wants to be sure that your child is safe.

INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Print Student Name**

**Student Signature**

**Date**

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**Print Parent Name**

**Parent Signature**

**Date**