

**Hobbs Municipal Schools**  
**High School/Freshman School/Alternative School**  
**Student/Parent Handbook 2023-2024**



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**Home of the Hobbs Eagles**

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## **LETTER FROM HOBBS HIGH SCHOOL PRINCIPAL**

Dear Hobbs Eagles Students and Families,

It is with great pride and excitement that I write this letter of introduction to you as the Principal of Hobbs High School. I am honored to have the opportunity to lead a school with such persevering students, an extremely dedicated staff, and a supportive school community. I feel very fortunate to have been a part of this school for the past seven years. I am excited and eager to work with you as a partner in education to ensure your child's success.

Along with the teachers and staff, I will work hard to continue the legacy of success established by Hobbs Schools by building strong relationships with parents, students, and community partners. We will focus on character education initiatives such as Capturing Kids' Hearts (CKH), Positive Behavioral Interventions and Supports (PBIS), a focus on high priority standards, the use of data to drive instruction, and to provide consistent implementation of the curriculum in a rigorous manner so that we can continue to increase all of the students' achievement.

All of us at Hobbs High School are eager and excited to begin what promises to be a fantastic school year! This year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections.

Jason Parrish, Principal

Hobbs High School

## **WORDS FROM THE FRESHMAN HIGH PRINCIPAL**

This is going to be an exciting year. We will be building a positive tradition at the Hobbs Freshman High School Campus. This tradition will bring with it a positive attitude, a feeling of excitement, and enthusiasm among students, teachers, parents, and the community.

The Freshman School will provide students more concentrated instruction and better prepare them for the independence of the main Hobbs High School Campus. The school will provide an environment that will give students a solid first year high school foundation.

The Freshman High faculty is enthusiastic and energetic. They are willing to help students attain their career goals in order for them to become productive, literate, and empowered citizens. The opportunity is here for each of our students to get the most out of each and every day. With the teachers' influence, our students will receive all of the benefits that can develop them into the creative minds of the future. However, a student must attend school regularly in order to achieve this.

The Hobbs Municipal Schools believes that high school freshmen will be better served in a separate school by an administration and teaching staff that is focused solely on addressing these students' specific academic, social, and extracurricular needs. Other advantages for the freshman students include a more consistent curriculum and more productive communication among teachers and other professionals who will be located in one building instead of scattered among three schools.

I encourage parents and students to actively participate in the activities and events that our school will offer throughout the year. The staff and students at Hobbs Freshman High School invite you to stop by and experience the positive excitement that is shared by all of us.

Mrs. Lana Weldy, Principal  
Hobbs Freshman High School

## **TABLE OF CONTENTS**

### **Introduction**

Forward.....	9
To Students.....	9
To Parents/Legal Guardians.....	9
Philosophy.....	9
The Hobbs Way.....	10
Code for the Good Citizen.....	10

### **People Who Can Help You**

Principal.....	11
Assistant Principals.....	11
Counselors.....	11
Special Programs Available.....	12

### **General Academic Information**

Academic Dishonesty.....	12
Student Appeal Process.....	13

### **Campus Maps**

Hobbs Freshman High.....	14
Harold Murphy Alternative School.....	15
Hobbs High School.....	16

### **Bell Schedules**

Regular Bell Schedule.....	17
Wednesday Bell Schedule.....	17
Assembly Bell Schedules.....	18

### **Checking Grades and Attendance Information**

Attendance for Success Act.....	19
Attendance.....	19
What is an Absence?.....	19
When Do Absences Become a Problem?.....	20
Attendance Records.....	20

Interventions and Support.....	20
<b>Other Information</b>	
Advanced Placement Program.....	22
ACT Academy.....	22
Closed Campus.....	22
Identification Cards.....	23
Parking Regulations.....	23
Hobbs High School Parking Policies.....	23
Dress Code/Grooming.....	24
Hobbs High and Freshman High Dress Code.....	25
Prom Attire.....	26
Graduation Dress Code.....	26
<b>Extra-Curricular Activities</b>	
Clubs, Organizations, & Sports.....	27
Membership in Clubs and Organizations.....	27
Extra-Curricular Activity Eligibility.....	28
Extra-Curricular Activity Drug & Alcohol Testing Policy.....	28
<b>Substance Violations</b>	
First Violation.....	30
Second Violation.....	31
Third Violation.....	31
Appeals.....	31
Game Suspension Table.....	32
<b>Self-Referral Policy</b>	
Purpose.....	33
Informing Athletes About the "Self-Referral Policy".....	33
Participation in the Self-Referral Program.....	33
<b>Student Pledge</b>	
Honor Graduates.....	34
Honor Roll.....	35

Course Credit.....	36
Early Graduation.....	36
Graduation Requirements .....	37
Maximum Credits Granted Per Year .....	37
Academic Requirements.....	37
<b>Alternative Learning Program</b>	
Alternative High School .....	38
Summer School.....	38
<b>Hobbs Municipal Schools District Computing and Internet Acceptable Use Policy</b>	
Purpose.....	39
Access Rights and Privileges.....	39
System Security Obligations.....	39
Filtering.....	39
Unacceptable Uses .....	40
Due Process.....	41
Administration.....	41
<b>Hobbs High School Computer Labs</b>	
Student Use Guidelines .....	41
Library .....	43
<b>Library Media Center</b>	
Teaching Learning Through the Power of Information.....	43
Library Loan Periods.....	43
<b>General School Information</b>	
Telephones.....	43
Student Council.....	43
Student Social Activities .....	44
<b>Student Rights and Responsibilities</b>	
Nondiscrimination.....	44
Grades .....	44
School Records.....	45
Textbooks .....	45

Peaceful Assembly .....	46
Speech and Expression .....	46
Student Governance.....	46
Sexual Harassment.....	46
<b>Anti-Bullying Policy</b>	
Purpose .....	47
Reporting Procedures.....	47
Investigation .....	48
<b>Substance Abuse Policy</b>	
Harmful Substances Defined.....	49
Drug Paraphernalia Defined .....	49
Smoking/Tobacco Usage.....	49
<b>Prohibited Items</b>	
Personal Electronic Devices (Including Cell Phones).....	49
Definitions.....	49
General Cell Phone Guidelines.....	50
Enforcement.....	50
Loss of and Damage to Personal Electronic Device.....	50
Penalties for Violations .....	50
First and Subsequent Offenses .....	50
<b>Special Situations</b>	
Pictures.....	50
Text Messaging .....	50
Test Security.....	50
Weapons .....	50
Search and Seizure.....	51
<b>Restraint Policy</b>	
Purpose.....	51
Definition .....	51
<b>Student Code of Conduct</b>	
Introduction .....	51
Procedural Steps .....	52
<b>Discipline Issues</b>	



Class I Behaviors.....	53
Class I Disciplinary Actions .....	53
Class II Behaviors.....	54
Class II Disciplinary Actions.....	55
Class III Behaviors.....	55
Class III Disciplinary Actions.....	56
<b>Explanation of Disciplinary Action</b>	
Detention.....	57
Immediate Removal .....	57
Temporary Suspension.....	57
On Campus Suspension .....	57
Conditions of On Campus Suspension .....	57
Off Campus Suspension.....	57
Conditions of Off Campus Suspension.....	58
Process for Short-term Suspension or Lesser Forms of Discipline.....	58
Long-Term Suspension.....	59
<b>Due Process JCA</b>	
Hearing Procedure.....	59
Appeal.....	60
Hearing Authority.....	60
Expulsion .....	60
<b>Cooperation with Law Enforcement</b>	
Officers/Agencies .....	61
Crisis Management Plan.....	61
<b>Placement of Student in Alternative Learning Programs</b>	
Alternative School .....	62
Summer School.....	62
Transfer Credit Policies.....	62
<b>General Information for Students and Parents</b>	
Medical Release Form.....	63
Secondary School Medication Policy .....	63
Notification of the Schools.....	63
Nutritional Services/Meals.....	64
School Calendar.....	65

## **INTRODUCTION**

### **Forward**

This manual is intended to foster a cooperative effort among school, student, and parents. To assure a sound educational climate in the Hobbs Municipal Schools, students, parents, staff, and other community members must approach discipline in a cooperative and supportive manner.

### **To Students**

This handbook has been prepared by the Administration of the Hobbs Municipal Schools in cooperation with the Superintendent and Board of Education. It contains information concerning students enrolled at Hobbs High School, Hobbs Freshman High School, and Harold Murphy Alternative Learning Center.

Students will use this handbook for guidance. Please read it carefully. You will be expected to abide by these rules and regulations. All students, including students who are 18 years old or older, must follow High School Policies set by the Board of Education.

### **To Parents/Legal guardians**

The home is the greatest influence on your son/daughter during the formative years. From these influences your son/daughter develops his/her first habits and obtains most of his/her ideas and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively.

Please make every effort to encourage your son/daughter to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your son/daughter with information about Hobbs High School, Hobbs Freshman High School, and Harold Murphy Alternative Learning Center. Please feel free to confer with teachers and the administration when you deem it necessary.

### **Philosophy**

The Hobbs Municipal Schools will provide an educational program that gives each student the greatest opportunity to develop as an individual and as a contributing member of the community and our democratic society. The schools should motivate and help each student develop the following:

- a wholesome attitude toward our democratic government and toward family life, and an appreciation for the achievements of others;
- a compliance with and respect for the rules and regulations of society;
- the spiritual, moral, and aesthetic values to lead a full and rewarding life

- an understanding of the workday world and the possibilities and responsibilities within it;
- a general knowledge and basic skills;
- emotional stability, social adjustment, and physical health, and;
- creative, analytical thinking enabling the student to solve problems arising in our changing world.

## **The Hobbs Way**

The Hobbs Municipal School Board recognizes that The Hobbs Way is a process aimed at school improvement. The philosophy incorporated within The Hobbs Way correlates of developing a clear instructional focus, promoting instructional leadership, providing a safe and orderly school climate, promoting high student expectations, encouraging parent and community support, and monitoring and measuring progress in all programs and is recognized by the Hobbs Municipal School Board as the catalyst for bringing staff, students, and community together to continually assess the various programs of each school site with an eye upon continual improvement. Consequently, the Hobbs Municipal School Board embraces The Hobbs Way as the basic goal of the District and implementation at each building site is a priority of the Hobbs Municipal Schools.

## **Code for the Good Citizen**

I realize that, as a student of Hobbs Schools, I have an obligation to parents or legal guardians whose sacrifices have given me the foundation upon which I am building, to the school which makes my educational advantages possible, to my country which gives me liberty under law, and to my own future as an individual and as a citizen.

As a token of my determination to discharge this obligation, I promise:

- ◆ That I will use the facilities offered by the classroom to enlarge and broaden my interest, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.
- ◆ That I will broaden my sympathies and practice the arts of sociability and true friendliness in my home, in the school, and in all my associations; avoiding snobbishness in my own conduct and condemning it in others.
- ◆ That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state, and nation.
- ◆ That I will carry on discussions in and out of the classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom.
- ◆ That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.
- ◆ That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and law constructively, but respecting them so long as they prevail.
- ◆ That I will use my powers and influence for the common good.
- ◆ That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, my country, and the world.

## **People Who Can Help You**

### **Principal**

The principal is responsible to the Superintendent of Schools for proper administration of the Hobbs Municipal Schools. It is the principal's duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. The principal will be glad to help you with any of your problems.

### **Assistant Principals**

The assistant principals work directly with the principal in the administration and organization of the school. They are in charge of student attendance and discipline. They assist in the counseling program and assume the responsibility of the principal in his/her absence.

### **Teachers**

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. Teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education. The teachers also have the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set by the administration.

### **Counselors**

The counselors are responsible for the guidance program at Hobbs High School. Major responsibilities are as follows:

- \* Helping students learn to make decisions and accepting responsibility for them;
- \* Guiding students to set realistic educational and career goals;
- \* Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data;
- \* Encouraging students to broaden experiences by involvement in activities in school and in the community.

### ***Students should see their counselors about any of the following:***

- Scheduling
- Course selections
- Enrollment
- Grades
- Standardized tests, including college admission tests
- Cumulative permanent records
- College choices
- Financial aid for college
- Scholarships
- Career planning
- Interpersonal relationships: Student, Teacher, Parent

## **Special Programs Available**

The Hobbs Municipal Schools provide a variety of programs to meet the unique needs of its students. These include but are not limited to: **Title I, Bilingual, Special Education, Gifted and Talented**, and **Section 504 Compliance**.

## **Academic Dishonesty**

Academic dishonesty occurs when a student or students obtain or assist others in obtaining credit for work which is not their own. This is commonly referred to as "cheating" and comes in many different forms from copying another student's work, to using unauthorized aids or smuggling in answers on a test. Students are expected to conduct themselves to the highest standards of personal integrity. Consequences for academic dishonesty can be severe and reflect on a student's character.

Prior to taking disciplinary action related to this policy, the following rudimentary due process procedural steps will be followed:

1. Student is given oral or written notice of the charges.
2. Student is given an explanation of the evidence giving rise to the charges, and
3. Student is given an opportunity to present his or her side of the story before the punishment is imposed.

Disciplinary actions for academic dishonesty (Offenses are cumulative for the school year) are:

### **First Offense:**

1. Student found to have violated this policy will be issued a "0" on the assignment or test.
2. Teacher will have a phone conference with a parent.
3. A discipline referral, outlining the incident as a Class 1 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive a Disciplinary Action Class 1.

### **Disciplinary Action:**

If student is found in violation of academic dishonesty, the findings will be placed in the student's file and can prevent the student from being considered an "Honor" graduate during graduation.

### **Second Offense:**

1. Student found to have violated this policy will be issued a "0" on assignment or test.
2. Mandatory conference with student, teacher, parent, and principal.
3. Student is removed from any and all elected and/or honorary leadership positions for 90 school days or the remainder of the school year, whichever is longer. (Club offices, Student Council, Honor Society, Team Captain, etc.)
4. A discipline referral, outlining the incident as a Class 2 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 2 Disciplinary Action.

### **Disciplinary Action:**

If student is found in violation of academic dishonesty, the findings will be placed in the student's file and can prevent the student from being considered an "Honor" graduate during graduation.

Third Offense:

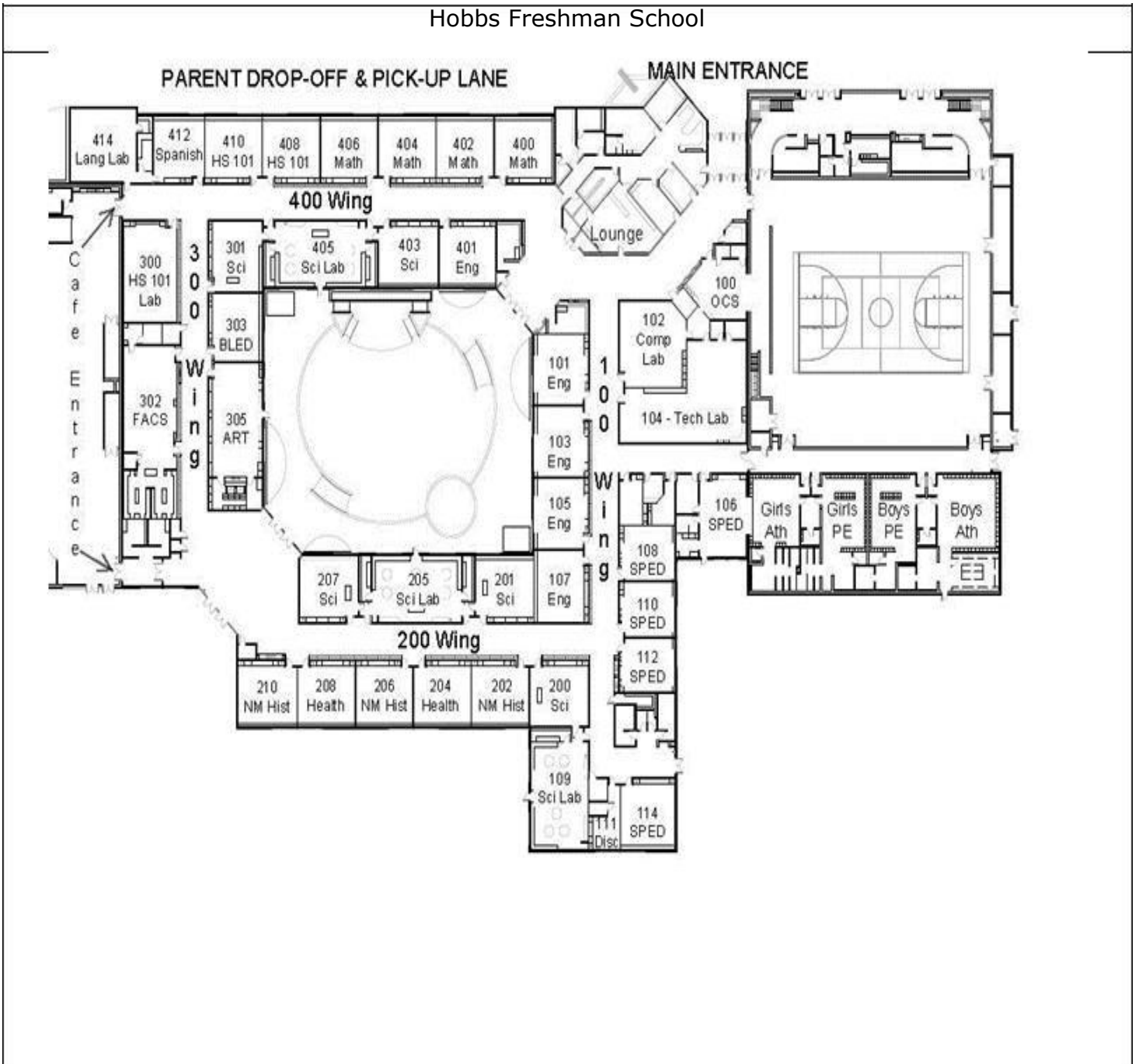
1. Student found to have violated this policy will be issued a "0" on assignment or test.
2. Mandatory conference with student, teacher, parent, and principal.
3. Student is removed from any and all elected and/or honorary leadership positions for 90 school days or the remainder of the school year, whichever is longer. (Club offices, Student Council, Honor Society, Team Captain, etc.).
4. A discipline referral, outlining the incident as a Class 2 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 2 Disciplinary Action.
5. Student is removed from all extracurricular activities for 180 school days or the remainder of the school year, whichever is longer. The Student Appeal Process, outline below, is adopted to meet the provisions of the Public Education Department Regulation 6.11.2.12 (G)(n) NMAC, in which a student aggrieved by a decision to deny or restrict the student's privileges for a semester or longer is granted the right to have the penalty imposed by a disciplinarian review.

**Student Appeal Process:**

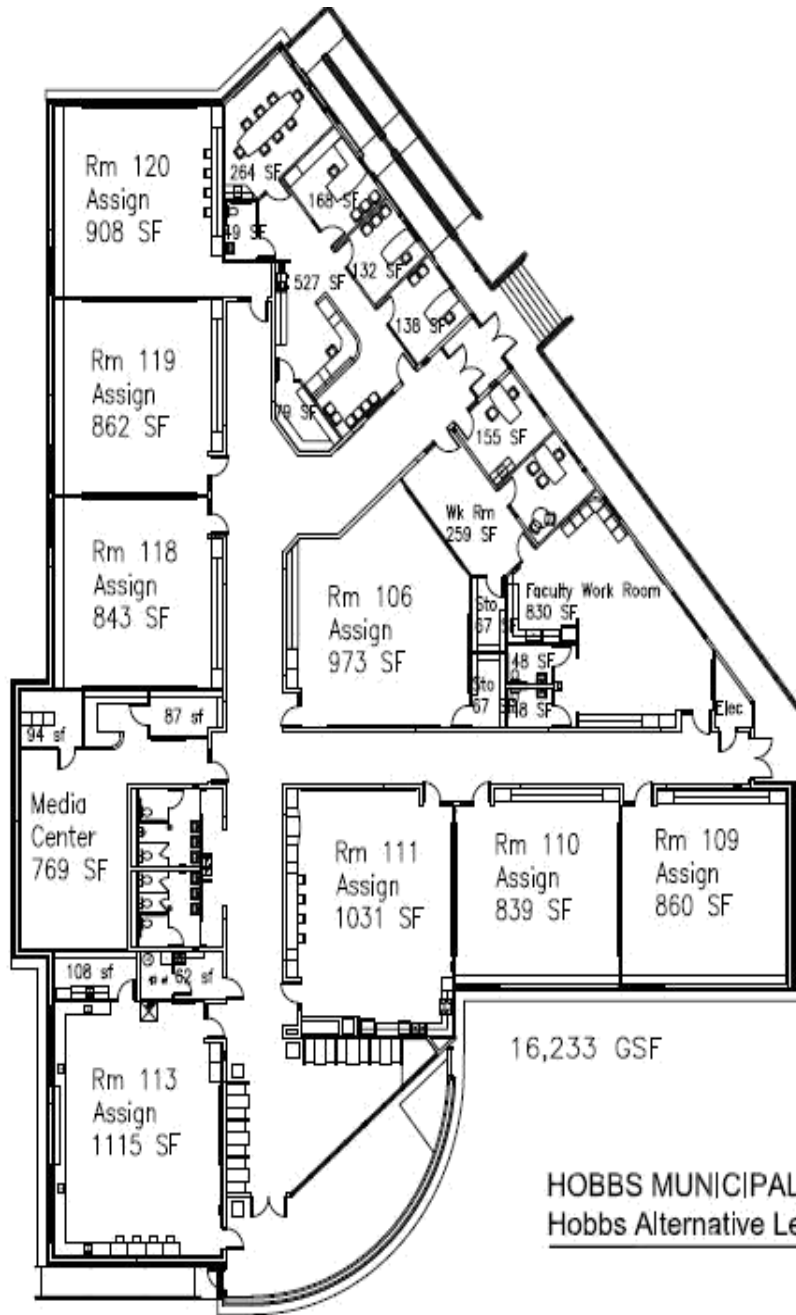
Any student who wishes to appeal these consequences may do so in writing to the building principal within 10 days of being notified of the disciplinary action. A committee consisting of the building principal, assistant principal, and Counselor, will review the appeal and the committee's decision will be final.

**Campus Maps**

**Hobbs Freshman School**



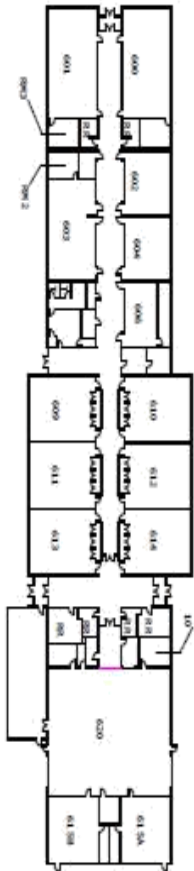
Harold Murphy Alternative School



HOBBS MUNICIPAL SCHOOLS  
Hobbs Alternative Learning Center



Hobbs High School



## Bell Schedules

(All Bell Schedules subject to change)

### REGULAR BELL SCHEDULE

<b>HHS A Lunch</b>	<b>HHS B Lunch</b>	<b>HFHS C Lunch</b>
1 <sup>st</sup> 8:20-9:10	1 <sup>st</sup> 8:20-9:10	1 <sup>st</sup> 8:20-9:10
2 <sup>nd</sup> 9:15-10:05	2 <sup>nd</sup> 9:15-10:05	2 <sup>nd</sup> 9:15-10:05
3 <sup>rd</sup> 10:10-11:00	3 <sup>rd</sup> 10:10-11:00	3 <sup>rd</sup> 10:10-11:00
<b>LUNCH A 11:00-11:30</b>	4 <sup>TH</sup> 11:05-12:05	4 <sup>TH</sup> 11:05-12:05
4 <sup>TH</sup> 11:35-12:35	<b>LUNCH B 12:05-12:35</b>	5 <sup>th</sup> 12:10-1:00
5 <sup>th</sup> 12:40-1:30	5 <sup>th</sup> 12:40-1:30	<b>LUNCH C 1:00-1:30</b>
6 <sup>th</sup> 1:35-2:25	6 <sup>th</sup> 1:35-2:25	6 <sup>th</sup> 1:35-2:25
7 <sup>th</sup> 2:30-3:20	7 <sup>th</sup> 2:30-3:20	7 <sup>th</sup> 2:30-3:20
Announcements      11:55		

### WEDNESDAY BELL SCHEDULE

<b>HHS A Lunch</b>	<b>HHS B Lunch</b>	<b>HFHS C Lunch</b>
1 <sup>st</sup> 8:20-9:00	1 <sup>st</sup> 8:20-9:00	1 <sup>st</sup> 8:20-9:00
2 <sup>nd</sup> 9:05-9:45	2 <sup>nd</sup> 9:05-9:45	2 <sup>nd</sup> 9:05-9:45
3 <sup>rd</sup> 9:50-10:30	3 <sup>rd</sup> 9:50-10:30	3 <sup>rd</sup> 9:50-10:30
<b>LUNCH A 10:30-11:00</b>	4 <sup>TH</sup> 10:35-11:35	4 <sup>TH</sup> 10:35-11:35
4 <sup>TH</sup> 11:05-12:05	<b>LUNCH B 11:35-12:05</b>	5 <sup>th</sup> 11:40-12:20
5 <sup>th</sup> 12:10-12:50	5 <sup>th</sup> 12:10-12:50	<b>LUNCH C 12:20-12:50</b>
6 <sup>th</sup> 12:55-1:35	6 <sup>th</sup> 12:55-1:35	6 <sup>th</sup> 12:55-1:35
7 <sup>th</sup> 1:40-2:20	7 <sup>th</sup> 1:40-2:20	7 <sup>th</sup> 1:40-2:20
Advisory for A Lunch	11:15-11:35	
Advisory for B Lunch	11:05-11:25	
Announcements	11:15-11:25	

### ASSEMBLY BELL SCHEDULES

#### AM Assembly-HHS

1 <sup>st</sup>	8:20-9:05
2 <sup>nd</sup>	9:10-9:55
Assembly	10:00-10:45
A Lunch	10:45-11:15
3 <sup>rd</sup> (B Lunch)	10:50-11:35
3 <sup>rd</sup> (A Lunch)	11:20-12:05
B Lunch	11:35-12:05
4 <sup>th</sup>	12:10-12:55
5 <sup>th</sup>	1:00-1:45
6 <sup>th</sup>	1:50-2:35
7 <sup>th</sup>	2:40-3:20

#### PM Assembly-HHS

1 <sup>st</sup>	8:20-9:05
2 <sup>nd</sup>	9:10-9:55
3 <sup>rd</sup>	10:00-10:45
A Lunch	10:45-11:15
4 <sup>th</sup> (B Lunch)	10:50-11:35
4 <sup>th</sup> (A Lunch)	11:20-12:05
B Lunch	11:35-12:05
5 <sup>th</sup>	12:10-12:55
6 <sup>th</sup>	1:00-1:45
7 <sup>th</sup>	1:50-2:35
Assembly	2:40-3:20

#### AM Assembly-HFHS

1 <sup>st</sup>	8:20-9:05
2 <sup>nd</sup>	9:10-9:55
Assembly	10:00-10:45
3 <sup>rd</sup>	10:50-11:35
4 <sup>th</sup>	11:40-12:25
C Lunch	12:25-12:55
5 <sup>th</sup>	1:00-1:45
6 <sup>th</sup>	1:50-2:35
7 <sup>th</sup>	2:40-3:20

#### PM Assembly-HFHS

1 <sup>st</sup>	8:20-9:05
2 <sup>nd</sup>	9:10-9:55
3 <sup>rd</sup>	10:00-10:45
4 <sup>th</sup>	10:50-11:35
5 <sup>th</sup>	11:40-12:25
C Lunch	12:25-12:55
6 <sup>th</sup>	1:00-1:45
7 <sup>th</sup>	1:50-2:35
Assembly	2:40-3:20

## Checking Grades and Attendance

Hobbs Municipal Schools made the switch to a Skyward Parent Internet Viewer (PIV) System at the beginning of the 2012-2013 School Year. The switch gives parents and students access to a larger collection of individual student data than past systems.

Go to the Hobbs Schools Website: [www.hobbsschools.net](http://www.hobbsschools.net). Log in by clicking on PARENTS, then CHECK GRADES. Type your log-in credentials, which is typically your **first.last name**, then enter your password. (If you are unfamiliar with your log-in information, telephone the office at your child's school). Secretaries have access to your information.

Once you have gained access to your student's Parent Internet Viewer, follow the links at the left of the page to check a calendar of assignments for your student, an attendance calendar (providing information on individual class attendance at the Secondary level; daily attendance at the Elementary level), missing assignments, report cards, and a course schedule. (PLEASE NOTE: Students can print this course schedule prior to the beginning of each semester to avoid long lines at their school office.)

## ATTENDANCE FOR SUCCESS ACT

### ATTENDANCE

Regular attendance is a key to school success. Hobbs Municipal School students can learn only if they are on time and participating in all classes daily. The **Federal Every Student Succeeds Act** requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. Significant changes were made to State Law regarding student attendance during the 2019 legislative session for the 2020-2021 school year. Board Policy J-0500, J-0511, J-1550

### WHAT IS AN ABSENCE?

"Absent" means not in attendance for a class or school day for any reason, whether excused or not; provided that "absent" does not apply to participation in interscholastic extracurricular activities; authorized school-sponsored trips are considered an extension of the school day, and the student is not counted absent. The student, however, must satisfactorily make up all missed work in a timely fashion. It is prohibited to suspend or expel any student as punishment for truancy. A student shall not be absent from school for interscholastic extracurricular activities in excess of fifteen days per semester, and no class shall be missed in excess of fifteen times per semester for interscholastic extracurricular activities.

## WHEN DO ABSENCES BECOME A PROBLEM?

Percentages are based on the number of days enrolled by the number of days absent.

TIER 1: Satisfactory Attendance - missed less than 5% of school (<1 day per month)
TIER 2: At Risk ( <i>individualized prevention</i> ) - missed 5% - 9.99% of school (1+ days per month)
TIER 3: Moderate Chronic Absence ( <i>early intervention</i> ) - missed 10% - 19.99% of school (2-3 days per month)
TIER 4: Severe Chronic Absence ( <i>intensive support</i> ) - missed 20% or more of school (4+ days per month)

## Attendance Records

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class or program for that period of instruction. The name of any absent student shall be entered into the appropriate student service management system.

## INTERVENTIONS AND SUPPORT

- "whole school prevention" means universal, whole-school prevention strategies for all students, including students who have missed less than **five percent** of classes or school days for any reason
- "individualized prevention" means targeted prevention strategies for individual students who are missing **five percent or more but less than ten percent** of classes or school days for any reason
- "early intervention" means interventions for students who are missing **ten percent or more** but less than twenty percent of classes or school days for any reason
- "intensive support" means interventions for students who are missing **twenty percent or more** of classes or school days for any reason

The following records shall be kept for each student with absences exceeding the **individualized prevention** level of five percent (5%) or more who have been enrolled for ten (10) days or more:

- Attempts to notify the parent of student absence on any given day,
- Attempts to improve attendance by a talk with parent
- Attempts to meet with the parents to discuss intervention strategies, and
- Intervention strategies implemented to support keeping the student in an educational setting.

Students with absences exceeding the **intervention** level of ten percent (10%) or more who have been enrolled for ten (10) days or more:

assessing student and family needs and provide supports;

- making referrals to social workers, counselors, and health providers;
- establishing partnerships between the public school and community organizations;
- identifying and coordinating age-appropriate resources for students in need of counseling.

The attendance team may be convened to establish:

- notify the parent in writing by mail or personal service,
- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

Students with absences exceeding the **intensive support** level of twenty percent (20%) or more who have been enrolled for ten (10) days or more:

- notify the parent in writing by mail or personal service;
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
- establishing non-punitive consequences for the student at the school level;
- identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism; and,
- apprising the student and the parent of the consequences of further absences.

Level of Prevention	Whole School prevention	Individualized prevention	Early intervention	Intensive support
Type of Intervention	Missed less than 5%	Missed 5-9.99%	Missed 10-19.99%	Missed 20% or more
Parent/Guardian Contact	Yes	Yes	Yes	Yes
Written Notice to Parents/Guardian from District			Yes	Yes
Parent & Student Conference with School Staff		Yes	Yes	Yes
School Interventions and Strategies		Yes	Yes	Yes
Referral to School Attendance Team and/or Principal			Yes	Yes
Referral to Children, Youth & Family Specialist			Yes	Yes
Referral to Juvenile Probation Office				Yes

If the student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, student shall be reported to the Children, Youth & Family and/or probation services office for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the

educational setting. Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for the child services should be accomplished.

### **Advanced Placement Program**

The Advanced Placement Program provides students the opportunity to complete college level studies while in high school. By achieving a satisfactory score on the AP Examination, students may receive college credit and/or advanced placement at many colleges and universities. Also, colleges look beyond grades and take into account courses a student has taken. Advanced Placement, Pre-AP and Honors classes offer two big advantages:

- \* A better chance for admittance to the college or university of choice.
- \* Better preparation for the academic challenges found in college.

Students enrolled in Advanced Placement classes are required to take the AP Exam in those classes. The exam costs are paid by the district.

Students may earn cash bonuses for qualifying scores (3, 4, 5) on the AP Exams. Students are paid \$100 for each 3; \$150 for each 4; and, \$200 for each 5. Students who score 3, 4, or 5 on more than one exam also receive an additional \$50 for each 3; \$125 for each 4; and, \$200 for each 5.

Students scoring at least four 4's on different AP Exams during their Freshman, Sophomore, Junior, and Senior years will qualify for \$2000 in computer hardware or software after their senior year.

### **ACT Academy**

Students attending NMJC are required to ride the school provided bus to and from Hobbs High School.

### **Closed Campus**

Hobbs High School does not allow students to leave campus for lunch unless checked out through the office by the parent/legal guardian. During the school day, students are not allowed to leave campus without the appropriate approval. No student visitors are allowed on campus without prior approval of the principal.

***THE PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY!***

## **Identification Cards**

Hobbs High School will require all students to obtain an identification card and properly display this card at all times. These cards must be shown for admission to school activities and must be shown or surrendered to school officials upon request. A \$5 fee will be assessed for each replacement card.

## **PARKING REGULATIONS**

Parking is provided for the convenience of Hobbs High School and Hobbs Freshman High School students. A student must have a valid parking sticker displayed on the vehicle at all times. All spots are general parking and require a parking sticker. Parking stickers can be obtained through the Hobbs High School office.

Students must provide the following to obtain a parking sticker:

- 1) Student ID
- 2) Vehicle identification (Registration and description of vehicle)
- 3) Signed Parking lot contract

ALL students attending HHS and HFHS are required to park only in the student parking lots located to the south of Tasker Arena, east of Watson stadium or west of Watson stadium. All other parking areas are staff only.

Vehicles parked on school property are under the jurisdiction of the school. Vehicles may be searched by school officials at any time if reasonable cause exists to do so. Students will be held responsible for any prohibited objects or substances found within the vehicle and will be subject to disciplinary action. Improper registration or failure to follow proper parking procedures may result in the vehicle being towed from the parking lot.

Vehicles parked on school property are under the jurisdiction of the school. Vehicles may be searched by school officials at any time if reasonable cause exists to do so. Students will be held responsible for any prohibited objects or substances found within the vehicle and will be subject to disciplinary action. Improper registration or failure to follow proper parking procedures may result in the vehicle being towed from the parking lot.

## **Hobbs High School Parking Policies**

- Parking sticker must be pasted on the outside front windshield, driver's side bottom.
- Speed limit in HHS Campus parking lot is 15 mph.
- Seat belts are to be worn by all occupants of the vehicle.
- Every student leaving campus early must present and ID with the reasons stamped on the back or a pass from the office.
  1. Work Program
  2. Senior Privilege
  3. NMJC Students (Dual Credit/ACTA)
- Only staff and visitors allowed to park in staff/visitor parking.



- Vehicles can be moved to a different spot in the student parking lot after 6<sup>th</sup> period only.
- Upon entering the lot, students are expected to leave their vehicle and enter the campus.
- Students are not allowed to remain in vehicles during school hours.
- Loud music is not acceptable in the parking lot.
- No weapons, alcohol, tobacco, drugs, or drug paraphernalia allowed on school premises, which includes vehicles in the parking lot.
- It is recommended that flags be removed and properly stored upon leaving vehicle. Any flags associated with violence or hatred will be removed. Examples of flags not tolerated include, but are not limited to, Confederate & Nazi flags.
- **Reasonable suspicion of violation may result in a search of vehicle.**
- **Falsifying information may result in losing parking privilege and/or appropriate discipline as assigned by grade principal.**

### **Dress Code/Grooming**

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

It is the aim of Hobbs Schools to have displayed to the public at all times a standard of moral conduct, dress, attitudes, courtesy, and friendliness on the part of the student which will be above reproach or criticism. The public will judge our schools on the basis of these characteristics as shown by our students. In keeping with this aim, students are expected to comply with Hobbs Board of Education Policy JCDB.

## Hobbs High and Freshman High Dress Code

- Students are prohibited from coming to school barefoot.
- Students are not to wear the following to school:
  - Pajamas or house shoes/slippers
  - Bare midriff garments, crop tops, or halters
  - Tube tops, tank tops, shirts with straps less than 2" in width
  - Sleeveless shirts with low armpit openings, not covered by another garment
  - Coarse knit, transparent and/or "see through" garments
  - "Cut-offs", biker shorts, spandex shorts, ~~boxer shorts~~, nylon/sports/soccer shorts, or other shorts ~~considered to be inappropriate by staff~~ not shorter than mid-thigh.
  - Mini-skirts
  - Clothing or accessories that advertise or depict association with or promotion of gangs, satanic groups, cults
  - Clothing or accessories that advertise or promote tobacco products, alcoholic beverages, or drugs
  - Clothing or accessories with lewd, offensive, vulgar, or obscene writings and/or pictures
  - Hats, caps and hoods must be removed inside the building
- Skirts and shorts should not be shorter than 4" above the knee mid-thigh.
- Oversized or baggy pants are not permitted. Pants legs may not be wider than 13" and will not drag the floor.
- All pants are to be worn at the waist. "Sagging" is not permitted.
- The neck opening on any type shirt or blouse may not exceed the equivalent of the second button below the collar of a dress shirt or blouse.
- Tattoos and body piercings may not be a distraction to the learning environment. If they are deemed distracting, a principal may require the piercings to be removed or the tattoos to be covered. Parents will be responsible for providing appropriate coverage.
- ☐ Students are to maintain groomed and neatly trimmed beards and mustaches. For students enrolled in a particular course, times such as safety trainings, work-based learning opportunities, or other events may dictate students being clean shaven for a period of time or for employment.
- Students may not wear garments with holes or tears which allows skin to be visible through the holes/tears. Students wearing jeans with holes must cover exposed skin above mid-thigh.
- Students may not wear wrist, neck, waistbands, belts, or other garments which have raised spikes or studs.
- Hair may not be of a style or color that is distracting to the learning environment.
- Hoods or hats or are not allowed.

The schools reserve the right at all times to regulate all students' appearance that creates disruption, is a distraction to learning, is of questionable decency, and/or creates a health or safety hazard.

The appearance standard is under constant consideration by students, parents, and staff members. Should a change in the standard be made, the students will be informed of the change well before it goes into effect.

Each student is expected to be properly dressed, observe basic rules of personal hygiene, and dress in a manner that will not disrupt the educational process.

### **Prom Attire**

Students are expected to be in formal attire with dress shoes/boots. The suit/dress should be in good taste and fall within the guidelines of our dress code.

Students who do not honor the prom attire dress code will be instructed to follow the prom attire dress code or they will not be allowed to enter the prom.

### **Graduation Dress Code**

Graduates are expected to be in formal attire with dress shoes/boots. The attire should be in good taste and fall within the guidelines of our dress code.

Students who do not honor the graduation attire dress code will be instructed to follow the graduation attire dress code or they will not be allowed to participate in commencement.

## **Clubs, Organizations, & Sports**

Clubs and most organizations are open to anyone who is interested in joining. However, a few clubs/organizations have standards that must be met and maintained in order for a participant to receive any value from the organization. Special groups interested in organizing a club should first meet with the principal. The following clubs and organizations are active on the HHS and FHS campuses:

- \* Amnesty International
- \* Art Club
- \* Band
- \* Baseball
- \* Basketball
- \* Cheer
- \* Chess
- \* Choir
- \* Cross Country
- \* E Sports
- \* FCA
- \* FFA
- \* Football
- \* Golf
- \* GSA
- \* Honor Society
- \* Science Olympiad
- \* Skills USA
- \* Soccer
- \* Softball
- \* Spanish Club
- \* Student Council
- \* Swimming & Diving
- \* Tennis
- \* Track & Field
- \* Volleyball
- \* Wrestling
- \* Yearbook & Newspaper

## **Membership in Clubs and Organizations**

Students have the right to form and participate in approved organizations and/or clubs with the following guidelines:

- Such organizations and/or clubs that are not a social, racial, ethnic, and/or religious basis.
- Such organizations and/or clubs that are not secret societies.
- Such organizations and/or clubs do not employ harmful or humiliating intimidating practices.
- Such organizations/or clubs are provided with supervision approved by the principal.

## **Extra-Curricular Activity Eligibility**

### Grade Requirements for Participation in Extracurricular Activities

To be eligible for participation –Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (9 weeks) during that semester. If student is passing (2.0 and No F's) at the 9 week marking period, they are eligible for immediate participation that semester.

A student must have a minimum GPA of 2.0 and NO F's in order to be eligible to participate in activities/athletics. A cumulative provision which applies to grades 10-12 may only be used at the beginning of the semester and must include all semester grades beginning with the 9<sup>th</sup> grade year. This provision may be used if the student has no more than one F grade at the semester. Cumulative provision may not be used at the 9 week grading period. Students must be in school at least 4 periods on one day of a scheduled activity in order to participate.

Parental permission is required in writing before a student may take part in a school-sponsored activity that involves the student being away from the school campus. Special forms will be provided by the office for this purpose.

When it is necessary for a student to miss school to participate in an activity as a representative of the Hobbs Schools, it is the student's responsibility to properly notify each teacher personally and make necessary arrangements for review work and make-up work. The student will be given a time, agreed upon by the teacher and the student, in which to do the necessary make-up work.

A student may drop a class and receive no grade through the first nine (**9**) weeks of a semester. After nine weeks, the student will receive a "WP" (withdrew passing) or an "F" for the class. A student who withdraws from a class with an "F" receives that grade for the **remainder of the semester** in determining his/her eligibility to participate in extracurricular activities.

## **Extra-Curricular Activity Drug & Alcohol Testing Policy**

Evidence of a problem in Hobbs has come to our attention by way of information about increased referrals through the Hobbs Police Department, Secondary Discipline Reports, and the HMS Violence and Vandalism Report.

- I. Purpose of Drug and/or Alcohol Testing for School Sponsored Extra-Curricular Activities
  - A. Recognizing an increase in the use of drugs and alcohol by Hobbs School's students, a program will be instituted as a proactive approach to a truly drug and alcohol-free school.
  - B. Through their participation in school sponsored, extra-curricular activities and athletics, students using drugs and alcohol pose a threat not only to themselves, but to the health and safety of all students. This program was adopted in the interest of the health and safety of all students.

- C. To undermine the effect of peer pressure by providing an additional legitimate reason for students to refuse to use drugs and alcohol.
  - D. To encourage students who use drugs and alcohol to participate in drug and alcohol treatment programs. It is designed to create a safe, drug-free environment for students that participate in extra-curricular activities and assist them in getting help when needed.
- II. Objectives
- A. To provide a deterrent to the use of drugs and alcohol by students participating on athletic teams or school sponsored activities.
  - B. To give students an additional legitimate reason to resist peer pressure to use drugs and alcohol.
  - C. To protect the health and safety of our students from the use and abuse of drugs and alcohol.
  - D. To provide any student found to be using or abusing drugs and/or alcohol with assistance in overcoming this use or abuse and/or alcohol with assistance in overcoming this use or abuse.
  - E. To ensure that students involved in extra-curricular activities set an appropriate example for their fellow student, for whom they are often role models.
- III. Testing Procedures
- A. Students in grades 8-12 who participate in any school sponsored extra-curricular activities and athletics will be subject to random drug testing. The Hobbs Municipal Schools athletic program is sponsored by the NMAA (New Mexico Activities Association) and sanctioned by the Hobbs Municipal Schools Board of Education. All Hobbs High School activities are sanctioned by the Hobbs Municipal Schools Board of Education.
  - B. No student shall be allowed to practice or participate in any extra-curricular program until the student has returned a properly signed Extra-Curricular Activity Drug and/or Alcohol Testing Consent Form. Refusal to cooperate with the requirements of this policy including failure to provide a urine and/or breath sample will be treated as a resignation from all extra-curricular activities for one calendar year beginning from the date of refusal.
- IV. Violation Procedure
- A. A parent/legal guardian, coach, sponsor, program director, and site administrator conference will be required when a student commits a first violation.

## **SUBSTANCE VIOLATIONS HMS DRUG AND ALCOHOL POLICY (For athletes & activities)**

A student involved in extracurricular activities may not use or have possession of drugs or alcohol (actual or constructive) at any time during the school year. The school year is interpreted as the first day of fall practice through the last day of school. The term constructive is defined as being in the company of or any person who is involved in the sale, distribution, transportation, use of, or possession of alcohol or illegal drugs.

### **INFRACTIONS ON SCHOOL PROPERTY, SCHOOL TRIPS, OR SCHOOL FUNCTIONS:**

FIRST VIOLATION: Will result in 45 day suspension from all extracurricular school activities as well as school discipline measures.

SECOND VIOLATION: Will result in the student becoming ineligible to participate in any activities for 365 DAYS from date of offense. If a student is an underclassman , the suspension will carry over into the next school year if not completed within the current school year.

### **INFRACTIONS AWAY FROM SCHOOL:**

FIRST VIOLATION: The student will not be eligible for any extracurricular activities for FIFTEEN SCHOOL DAYS. The punishment will begin the Monday of the first competition. The student may participate in practice during this fifteen day time period.

SECOND VIOLATION: Will result in the student becoming ineligible to participate in any activities for 365 DAYS from date of offense. If a student is an underclassman, the suspension will carry over into the next school year if not completed within the current school year.

### **First Violation**

1. The student will be suspended from participating for fifteen (**15**) consecutive school days beginning from the date of verification of the first violation if infraction occurs away from school.
2. The student will be suspended from participating for forty-five (45) day suspension from all extracurricular activities, as well as school discipline, if infraction occurs on school property, school trips, or school functions.
3. The student will miss a minimum of 20% from games, contests and/or performances (**See Chart**).
4. The student will be required to attend their extra-curricular activities scheduled at home (**sit with the group, not in uniform**). The student will not be allowed to attend out-of-town events.
5. Following a first violation, the student will be immediately suspended from attending after-school practices, rehearsals, or meetings of their activity. This suspension will last for the duration of their suspension from their activity.

- However, the student will continue to attend practices, rehearsals, or meetings of their activity which take place during the school day for which they receive credit.
5. As a condition of continued participation in extra-curricular activities, the student must attend a mandatory drug and alcohol education program or drug and alcohol counseling at the student's expense. The counseling or drug education program must last a minimum of four (4) weeks and the student must attend the program a minimum of one (1) hour per week. Students are required to submit verification of attendance before resuming participation in extra-curricular activities.
  6. As a condition of continued participation in extra-curricular activities, upon the student's reinstatement to their activity, the student will submit to bi-weekly drug and/or alcohol tests on random days for the next four (4) weeks. A positive result that does not show a drop in drug levels, compared to the original test, will be considered a second violation. Bi-weekly submissions will be provided at the expense of the Hobbs Municipal School District.
  7. Following a first violation, the student will sign an acknowledgement of the consequences of a second offense.

### **Second Violation**

1. Following a second violation, the student will be suspended from all extra-curricular activities for one **(1)** calendar year. Following a second violation, the student will become ineligible to participate in any activities for 365 days from date of offense. If a student is an underclassman, the suspension will carry over into the next school year if not completed within the current school year.
2. As a condition of continued participation in extra-curricular activities, the student must successfully complete a drug and alcohol education or drug and alcohol counseling program at the student's expense. This program must be approved by the Superintendent or designee.
3. As a condition of continued participation in extra-curricular activities, the student must provide, at the student's expense, results of drug and/or alcohol use tests on a monthly basis. A positive result will be considered a third violation.
4. Following a second violation, the student will sign an acknowledgment of the consequences of a third offense.

### **Third Violation**

1. The student will be suspended from participation in all school sponsored extra-curricular activities and athletics for as long as he/she attends the Hobbs Municipal Schools.

### **Appeals**

A student may appeal a suspension under this policy to the Superintendent by filing a written notice within five **(5)** days of the positive report of drug and/or alcohol use. The student will remain suspended from their activity pending an appeal. The Superintendent shall conduct an investigation to determine whether or not the original finding and suspension from their activity was justified. The Superintendent's decision may be appealed in accordance with the existing school policy.



**Game Suspension Table**

Number of Regular Season Games, Contests, & Performances	20%
9 or less	1
10 - 14	2
15 - 19	3
20 - 23	4
24 - 26	5

## **SELF REFERRAL POLICY**

### **Purpose**

Students who voluntarily come forward to ask for help with drug or alcohol problems should be given help. Coaches and sponsors occupy special roles in the lives of their students. Often a student will choose to talk about a personal problem with his or her coach or director while at the same time that student may feel uncomfortable discussing the same problem with a parent or other important adult in their life. Our coaches, sponsors, and director want to maintain this position so that students feel free to come to them if there is a drug or alcohol problem. This policy allows the student to voluntarily come forward to ask for help.

### **Informing Athletes About the "Self-Referral Policy"**

The coach or sponsor will advise the students at the beginning of the season that if they have a problem with drugs or alcohol, they should talk with a coach or sponsor. The coach or sponsor will also let the students know that there are others they can talk to about drug or alcohol related problems such as the athletic trainer, athletic director, school nurse, or any administrator. The students will also be given a copy of the self-referral policy at the first meeting or practice for the activity.

### **Participation in the Self-Referral Program**

The coach or sponsor will first meet with the student to discuss the problem. With the consent of the student, the coach/sponsor will meet with the parent or legal guardian.

Together, they will arrange drug and alcohol education or drug and alcohol counseling. A list of agencies will be provided to the family. They will select an agency and begin the program. The student must submit to a drug and alcohol test, at the District's expense, to begin participation in the self-referral program. A positive result for drug or alcohol use **WILL NOT** be considered a violation of the Extra-Curricular Activity Drug and/or Alcohol Testing Policy.

The student will be required to attend a minimum of four **(4)** hours of drug and alcohol education or counseling. If the student discontinues their participation in the drug and alcohol education or counseling program prior to attending four **(4)** hours of the program, the student must submit to a drug and/or alcohol use test. A positive result for drugs and/or alcohol **WILL** be considered a violation of the Extra-Curricular Activity Drug and/or Alcohol Testing Policy. If all other requirements have been completed, a negative result will be considered successful completion of the self-referral program. The student will then return to the random testing pool.

A student may only self-refer one (1) time while they are enrolled in the Hobbs Municipal School District. A student may not self-refer on the day of random drug and/or alcohol testing.

## **STUDENT PLEDGE**

I understand the Hobbs Municipal School Policy regarding alcohol/drugs and the consequences of the violations. I will not use, or have possession of any controlled/illegal substance. I will not be in the company of any person who is or may be involved in the sale, distribution, transportation of, or possession of alcohol or illegal drugs, or other harmful substances (**constructive possession**).

## **Honor Graduates**

Please see the criteria below.

Class of 2020 and beyond:

- o Must meet academic honesty requirements
- o Must have 18 honors courses
- o Must meet GPA levels listed below
- o Must meet Proficiency Standards listed below

The following criteria will be used to determine the honor graduates. A student must earn 26 academic credits in grades 9, 10, 11, and 12. Courses receiving a grade of S or U do not fulfill the requirement of an academic class. All courses must be taken for the entire year. Half (1/2) credits for courses will not be counted.

1. Of the 26 academic credits, 16-18 must be from the courses listed on the following page:

A minimum of ten (10) credits must be AP and Pre-AP.

- a. Eight (8) must be from each of the academic areas - a minimum of two (2) each of English, math, science, and social studies.
- b. Two (2) additional AP and Pre-AP credits

At least six (6-8) other credits from the courses listed.

2. Only Pre-AP, AP, and Dual Credit classes will receive bonus points for weighted averages. Bonus points are used solely for class ranking and do not affect the cumulative GPA.
3. Beginning with the class of 2019, all students must meet the Academic Proficiency Guidelines set forth in the topics of Reading, Writing, Math, Science, and Social Studies. Failure to participate in these assessments will affect a student's Honor Graduate Status.

Students must demonstrate Primary Demonstration of Competency by passing the State mandated test for their cohort. Examples of Primary Demonstration of Competency include: PARCC for English 3, PARCC for Algebra 2, History EOC, Science SBA, PSAT, Grade Level SAT.

Or, as an alternative, students may substitute the following secondary demonstrations of competency.

4. Students are responsible for tracking the classes they take and ensuring that they meet the Honors Criteria. If a student makes a schedule change after completing the application, it could affect a student's Honor Graduate status.
5. Any student meeting the Honor Graduate academic criteria will be eligible to be recognized on one of the following three levels:

Graduation with Highest Honors—Any student with a GPA of 4.0

Graduation with High Honors—Any student with a GPA of 3.75 to 3.999%

Graduation with Honors—Any student with a GPA of 3.50 to 3.749%

6. A student may challenge their honor graduate level within 24 hours of notification of their final status by submitting a request for review in writing to the high school principal.

## **Honor Roll**

Excellence in scholastic achievement will be recognized each nine weeks. Those students who have an average of 3.5 based on the collegiate system of scoring grade point averages will be listed on the Honor Roll. Students must be carrying four (4) solid subjects which can be averaged for the Honor Roll. Student office assistant, athletics, student assistant, and library assistant are not included in determining grade point averages. The grading system is below:

A (90-100)..Excellent

B (80-89).....Good

C (70-79).....Average

D (60-69).....Poor

F (Below 60)...Failing

W (Withdrawn)

The Hobbs High School Honors Banquet is held each year to recognize those students who have made the Honor Roll in two of the three grading periods. The Honors Banquet serves to recognize honor students and provides for the induction of newly selected National Honor Society members.

The point value of the letter grades for determining the Honor Roll for students is:

	<b>A B C D F</b>
<b>AP, Pre-AP Courses</b>	<b>4 3 2 1 0</b>
<b>Regular Courses</b>	<b>4 3 2 1 0</b>
<b>Course Credit</b>	

Courses receive on half (1/2) credit per semester upon successful completion. Minimum grade required to receive credit for a course is 60.

### **Early Graduation**

The Hobbs Municipal Schools does not allow early graduation. However, in a few individual cases with extenuating circumstances, early high school completion may be allowed to meet the needs of a student. Students desiring early high school completion must submit a written request to the high school principal and the class guidance counselor during the fall of the junior year. The principal may accept requests after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student’s parent or legal guardian. All graduation requirements must be met by the early completion date. In no case will students be allowed to graduate earlier than after completion of their third year of high school. All requests for early graduation must be approved by the Superintendent or his designee.

Each request will be evaluated individually. Students who request early high school completion will be given the rank in class of the junior class they will be leaving. In no situation will the student be considered for Honor Graduate status with the senior class. The student may participate in the graduation ceremony. All participation in extracurricular and co-curricular activities will terminate with the graduation.

Diplomas will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

Forms to request early graduation may be picked up from any high school counselor.

General rules for early graduation:

- \* Students may not “double up” sequential courses at Hobbs High School. For example, a student would not be allowed to take English 3 and English 4 at the same time in order to graduate early.
- \* All courses taken for credit must be from an accredited provider.

- \* Early graduates will not be eligible for any academic honors in their graduating class.
- \* The graduation ceremony will only be held in the spring of each year. Diplomas will only be awarded at that time.
- \* All early graduates must pass the required graduation exam for the State of New Mexico.

### **Graduation Requirements**

Students are required to earn 26 credits and pass all portions of required examinations as required by the State of New Mexico to be eligible to receive a diploma from Hobbs High School. Students who earn 26 credits but do not pass all sections of the required examinations are eligible to receive a Certificate of Completion. Hobbs High School students who are under current graduation requirements will be required to follow their plan as stated below.

### **Maximum Credits Granted Per Year**

Students may receive no more than 13 credits during any one calendar year, regardless of the source of those credits. Exceptions to this policy may be made on an individual basis by petitioning the school principal and with the subsequent approval from the Assistant Superintendent for Curriculum and Instruction. In no case will more than 21 credits be granted in any two calendar year periods.

### **Academic Requirements**

Units	Units
English 4	World History & Geography 1
Math 4 (one unit + or > alg.2)	US History & Geography 1
Science 3 (2yrs. Must be lab sci.)	U.S. Government & Economics 1
New Mexico History .5	Career Cluster or Work Place Readiness 1
Electives 9	Language other than English
Physical Education 1	Health 5
Students shall earn at least one credit as an advanced placement, honors, dual credit, or distance learning course	

1. The class of 2014 and beyond must meet proficiency in five areas: Mathematics, reading, science, writing, and social studies by passing the SBA, PARCC, and/or End-of-Course exams (EOC) in subjects for which the SBA/PARCC is not offered. Statute requires demonstration of competency, but also that students who are unable to demonstrate competency have the opportunity to demonstrate competency through an Alternative demonstration. See the state approved End -of-Course Assessments at the following link: <http://ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/EOC/index.html>

2. If a student exits from the school system at the end of the 12th grade without having satisfied the requirements of this subsection, the student shall receive an appropriate state certificate, non-diploma.

## **ALTERNATIVE LEARNING PROGRAM**

### **Alternative High School**

The Alternative School program is available to tenth (10<sup>th</sup>) through twelfth (12<sup>th</sup>) grade students who have need of a setting different than the regular high school environment. Students attending the Alternative School must abide by all rules and regulations which apply to the Hobbs Schools. This school is organized so that a student works on individual needs. The educational atmosphere present at the Alternative School is very conducive to helping individuals develop effective habits so they can be successful students. If a parent has an interest in their child attending this school, contact should be made with the HHS principal. The Alternative Learning Center is a highly structured educational program designed to assist mostly secondary students who have gotten behind in school and /or are having difficulties in the regular school environment. The school is highly individualized, self-contained, and includes a special design for concentration, speed, and completion.

*Goal:* To provide an alternative setting which would allow any willing student to pursue a high school diploma.

High school students will be utilizing a 10-period day, 45 minute classes to earn credits required toward graduation. The work program is only available for students who are not credit deficient and has conferenced with our school counselor.

### **Summer School**

Students who are credit deficient must enroll in Summer School and may enroll in one or both sessions for a possible total of ½ credits for each session. The school counselor will assign courses required for summer school.

All students are responsible for any cost or fees incurred for damages or lost property.

Students are to provide their own transportation to and from summer school or extended day.

## **HOBBS MUNICIPAL SCHOOL DISTRICT COMPUTING AND INTERNET ACCEPTABLE USE POLICY**

### **A. Purpose**

1. The Hobbs Municipal School District is providing its employees and students, "users", with access to computing equipment, systems, and local network functions such as District e-mail and the internet.
2. This access has a limited education purpose for students and is to facilitate employees' work productivity.

### **B. Access rights and privileges**

1. The School District has the right to place reasonable restrictions on the use of equipment, resources, and material students and employees access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of the District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District and users should expect no privacy rights.
2. All District employees and students will have access to the internet through the District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. Guests/contractors are not automatically eligible for a District e-mail account. E-mail or network access accounts may be granted if directly sponsored by a District administrator.

### **C. System Security Obligations**

1. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including co-workers, substitute teachers, friends, or family. Under NO condition should a user provide his/her password to another person.
2. Attempts to log on to the District's private network or any other network as a system administrator are prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
4. Users will avoid the inadvertent spread of computer viruses.
5. Users should immediately notify a teacher or system administrator of any possible security problem.
6. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.
7. Users may not connect unauthorized wireless devices to the District network. Wireless devices include, but are not limited to: wireless access points, wireless routers, or any type of wireless gateway device.

### **D. Filtering**

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the internet.



## **E. Unacceptable Uses**

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).
2. Users may not post personal information on the internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures, or video bites, clips, etc.
3. Users may not attempt to gain unauthorized access to any computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
4. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.
5. Users may not use the District's private network to engage in illegal acts, such as threatening the safety of another person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
6. Users may not utilize peer-to-peer file sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
7. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
8. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
9. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
10. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. Users may not indirectly or directly make connections that create "back doors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
12. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
13. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
14. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
16. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users also must refrain from abusing email distribution lists. Acts of

abuse include, but are not limited to: forwarding non-school/work related emails, advertising, and solicitation.

17. Users will not install software of any kind on District machines. Authorized software will be installed by authorized personnel only (Lab Managers or CAI Staff).
18. Users will not install or reproduce unauthorized or unlicensed software on District resources.
19. Users may not plagiarize works that they find on the internet or other resources.
20. Users may not use technology resources and internet for private business activities or unreasonable personal use.
21. Users may not use the District's private network for political lobbying.
22. Students will not download files unless approved by their teacher.
23. Users may not use any type of internet proxy service or proxy server to bypass District filters.
24. Users may not alter machine configurations or attempt to perform diagnostics or repairs on District machines. Diagnostics and repairs must be performed by authorized personnel only (Lab Manager or CAI Staff).

#### **F. Due Process**

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, disciplinary actions may be taken.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with law, School Board Policy, or collective bargaining agreement(s), as applicable.

#### **G. Administration**

1. Computer Aided Instruction has the responsibility and authority for the development, publication, implementation, and ongoing administration and enforcement of the processes and techniques required to protect the Hobbs Municipal School District's technology systems and services from unauthorized access, loss, or misuse.
2. School principals have the responsibility to establish a plan to ensure adequate supervision of students. They are also responsible for interpreting and enforcing this policy at the local level.
3. Local management has the responsibility to enforce and interpret this policy.

## **HOBBS HIGH SCHOOL COMPUTER LABS**

### **Student Use Guidelines**

HHS students will have access to all the Computer Labs. The two primary computer labs are:

## Library

This lab consists of 30 computers. Workstations which provide students access to networked instructional programs, word processing, foreign language software, and internet. This lab is open Monday-Friday 8:00 a.m.-3:45 p.m. If you have any questions, call 433-0200, Ext. 3228. .

The following guidelines have been established for student use of Hobbs High School Computer Labs to insure students take advantage of the instructional resources of the labs in a safe and responsible manner.

1. All students must have completed Parent Permission Form for Internet approved by a parent or legal guardian during the enrollment process before they will be allowed to use the Hobbs High School computer lab facilities.
2. Students may use the computer lab facilities for only those activities and projects approved by their instructor, and must use the lab under the guidelines of the Hobbs Municipal Schools Acceptable Use Policy.
3. Students may use the Computer Labs only with the permission of their instructor, and while the instructor/computer lab manager is present.
4. Students may not bring any food or drink, including gum and candy, opened or packaged, into the computer labs.
5. Students must have permission from the instructor/computer lab manager to print documents.
6. Students may not use the teacher workstation, printers, scanners, or facilities of the computer lab manager's office.
7. Students may not access any records or software other than those materials assigned by their instructor and may not use email. Students are not to send any message which is harassing, discriminatory or likely to be offensive or objectionable to recipients.
8. Students may not bring or use any personal disks, USB flash drives, music CDs, or software in the labs (unless the lab manager or teacher has given permission).
9. Students may not download or burn programs, games, music, or other software to the computer hard drives in the labs.
10. Students who do not comply with the Hobbs Municipal Schools Acceptable Use Policy, Computer Lab Guidelines, individual teacher classroom/computer lab policies, or who in any way damage or abuse computer lab facilities, will forfeit their privilege.

## **LIBRARY MEDIA CENTER**

### **Teaching Learning Through the Power of Information**

The purpose of the Library is to provide resources for the support and enhancement of the effective use and retrieval of materials by the school community and to meet the requirements of the curriculum and recreational needs of the users. The Library has as its goal: **The Development of Life-Long Users.**

The Library is automated and provides online access to the library catalog, electronic database and the internet. The Library collection contains approximately 26,000 volumes of books, 73 periodicals, and 3 newspapers in addition to an audio-visual collection of CDs, DVDs, and videos for student and staff use. Student identification cards are needed to check out materials. You must have your student ID to borrow Library materials or use the computers.

#### **Library Loan Periods:**

**Student** Books...3 Weeks, \$.10/day per each overdue item.

CD, DVD, Video...1 Week, \$.25/day per each overdue item.

Limit 10 items

**Staff** Books...30 Days

CD, DVD, Video...7 Days.

Limit 30 items

Reference items do not circulate. Overdue items must be returned and fines paid before borrowing additional Library materials. Fines must be paid prior to graduation. Staff/Students may place a request for items which are out. The Library is open Monday-Friday 7:30 a.m.-4:00 p.m. The Library book and audio-visual collection may be accessed through the internet on the Hobbs Municipal Schools website under Hobbs High School. For additional Library information call 433-0200, Ext. 1119.

## **GENERAL SCHOOL INFORMATION**

### **Telephones**

The office phones are for school business and not available for students except in cases of emergency. Students will not be called from class except in cases of emergency to take the phone call. Phones are available for student to use before school, during the lunch period, and after school. Students are not to make phone calls during class time.

### **Student Council**

The Hobbs High School Student Council is a representative body which coordinates student activities. Elections will take place at the announced times. The election procedures will be handled in accordance with school policy.

## **Student Social Activities**

Social activities at the secondary levels will be regulated by the following guidelines:

1. High School dances are to last no later than 12 midnight.
2. Junior High students will not attend high school dances. High School dances will be open only to Hobbs High School students unless prior administrative approval has been received.
3. Regular school discipline policies will be observed.
4. Students may not leave and re-enter the dance.
5. Students will be required to provide current Hobbs High School Student ID Cards.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Nondiscrimination**

The Hobbs Municipal Schools strive to provide an educational process without discrimination to the student's race, culture, ancestry, national origin, color, religion, sex, age, or physical condition. Each student and staff member in the school system is expected to demonstrate behavior and attitude supportive of this commitment. Students must not discriminate against others on the basis of race, culture, ancestry, national

origin, color, religion, sex, age or physical condition. Students should foster good human relations among all students, staff, and administrators within the school and district.

### **Grades**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement in a specific class. Each student should know and understand the grading criteria at the beginning of the course.

The student should maintain a level of academic performance that reflects the best of his/her ability, including possible appropriate improvement. The students should promptly confer with the appropriate teacher and/or counselor regarding any deficiency notices issued.

## **School Records**

Students have the right to have their school records protected and kept confidential. Student records (academic, disciplinary, medical, and other official personal records) may be reviewed according to the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, Public Law 93:380.

A student's record may be reviewed by:

- The student, upon reaching the age of 18
- Parents of the student who are under 18 years of age
- Parents who claim student who is at least 18 as a dependent under Section 152 of the Internal Revenue Code
- Authorized school personnel
- Law enforcement agents with authorized documentation
- Other governmental agents with authorized documentation
- Others with authorized documentation

Persons who review student's records are required to complete an official review form. Custodians [Principals] of the student's records and authorized school personnel are exempt from this requirement. Parents may request that materials be corrected or removed from the son's/daughter's school record according to Board of Education Policy JR. The parent, legal guardian, or student of appropriate age must request a student's record following established Board of Education procedures. Such parent, legal guardian, or student must not alter, delete, or remove any material from the record/folder at the time of review.

## **Textbooks**

Students must take care of textbooks according to the following prescribed school procedures:

- ◆ Textbooks are to be returned in the condition in which they were issued, subject to normal wear and tear.
- ◆ Textbooks are to be used for the purpose intended.
- ◆ Textbooks are to be brought to and from classes unless otherwise directed by the teacher.
- ◆ Loss of a textbook is to be reported immediately by the student to the Textbook Department.
- ◆ Payment for the lost or damaged textbook is the responsibility of the student and is to be made to the school.
- ◆ Textbooks lost by other students are to be returned to the school when found.

In many classes, the school district has purchased an additional "classroom set" of books for student use. In those classes, students may leave the book checked out to them at home and use the classroom set while at school. This should help alleviate the need for students to carry such a heavy backpack from class to class.

## **Peaceful Assembly**

A basic purpose of education in this democratic society is to prepare students for responsible self-expression. The student participating in patriotic ceremonies must not infringe on the right of other individuals. The student must respect the rights and interests of others, including those who, because of personal or religious beliefs, choose not to participate in the observance of patriotic ceremonies.

Recognizing that there is an appropriate time and place for the purpose of expressing opinion and beliefs, students meeting in the school building or on school grounds must be approved and authorized, in advance, by the principal. Demonstrations which interfere with the operation of the school or the classroom are inappropriate and prohibited. Student meetings must be scheduled (time & place) and conducted following procedures and policies of the school and Board of Education. Failure to do so may result in termination of the meeting or assembly and possible disciplinary action.

## **Speech and Expression**

Students are allowed self-expression to the extent that such expression does not interfere with the assurance of the positive learning, including the appropriate climate essential to the operation of the school. Responsible self-expression is basic to the educational process.

Students have the right to express points of view and support causes in speaking and/or in writing. Students must respect and not infringe upon the right of other individuals to express differing viewpoints. Students have a responsibility to act in a manner that indicates respect for beliefs of others and in a way that does not interfere with school activities or with the rights of other students or teachers.

## **Student Governance**

Students have the right and are encouraged by the Board of Education and local educators to participate in the governance of their school.

All students should exercise the right to vote in student elections. Students have opportunities to select representatives who will express the view, interests, and concerns of the student body regarding decisions which affect their education and welfare.

Elected representatives have a responsibility to provide sound leadership, exercise good judgment, and set a positive and appropriate example for others.

## **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical contact of a sexual nature directed toward any other individual.

**IF YOU ARE SEXUALLY HARASSED, CONTACT YOUR PRINCIPAL, TEACHERS,  
OTHER ADMINISTRATORS OR COUNSELOR IMMEDIATELY!**

## **ANTI-BULLYING POLICY**

### **Purpose**

The effective education of our students requires a school environment in which all students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which all students are safe from bullying, violence, threats, name-calling intimidation, and unlawful in the physical traditional or digital, cyber environment.

The Board of Education finds that practices known under the term "hazing" are dangerous to the physical and psychological welfare of students, are prohibited in connection with all school activities.

Further, the Hobbs Municipal Schools reserves the right to respond to conduct prohibited by this policy when committed by persons not directly subject to the authority of the School District (e.g. parents, school patrons, community members, vendors, etc.) by reporting such conduct to local law enforcement because it is disruptive to the functions of the School and may violate NMSA 1978, Section 30-20-13.

*Please see Board Policy JCDAD for definitions, confidentiality, and sanctions.*

### **Reporting Procedures**

1. It is the express policy of the Board of Education to encourage students who are victims of such physical or verbal misconduct, harassment on the basis of protected characteristics, or hazing to report such claims and/or conduct to the principal, assistant principal, or to the superintendent.
2. Students or their parents may report such conduct to the school principal, assistant principal, superintendent, or through the Eagle Eye reporting tab on the Hobbs Municipal Schools website.
3. Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student, another employee, or other person subject to the authority of the District, shall notify his or her principal, assistant principal, or the superintendent of such observation or report in writing within twenty-four (24) hours.
4. No person shall knowingly make a false charge or give false information in the investigation of a possible violation of this policy.



## **Investigation**

1. All reports of conduct in violation of this policy shall be promptly investigated by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal, in consultation with the superintendent, shall report the matter to the appropriate law enforcement agency.
2. Principals who receive complaints of violation of this policy shall investigate such complaints and shall report the complaints, scope and elements of their investigation, the findings of their investigation, and actions they propose to take, if any, to the superintendent for approval within ten (10) school days of receipt of such complaints. The superintendent will respond to such submissions within five (5) school days, approving the proposal or directing further or different action.
3. In assessing the existences of a violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extend of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

## **Substance Abuse Policy**

The Hobbs Municipal Schools recognize that the abuse of harmful substances seriously impedes a student's educational opportunity and poses a serious threat to the safety and welfare of our entire school community. Accordingly, it is expressly prohibited for students to possess, use, deliver, share, transfer, distribute, or sell potentially dangerous "harmful substances" as outlined in this policy in any school building, on any school bus, on any school premises, or at any school sanctioned event. Violations of this policy will result in disciplinary actions under the Student Code of Conduct, which may include but are not limited to: suspension, expulsion, arrest, referral to counseling, or any combination of these consequences.

The policy further prohibits the possession, use, transfer, delivery, distribution, or sale of drug paraphernalia as defined under this policy in any school building, on any school bus, on any school premises, or at any school sanctioned event.

## **Harmful Substances Defined**

For the purpose of this policy, "harmful substances" are defined as beverages with alcoholic content (including but not limited to wine, beer, liquor, or other beverages or liquids containing alcohol), controlled substances, dangerous substances, illegal drugs, any mood altering substance, inhalant other than those prescribed by a physician and used as prescribed, non-prescription medication used for other than for intended medical purpose or shared with any other student, prescription medication when shared with another student or when used in a manner other than prescribed, any substance which is considered a controlled substance under state or federal law, any substance used in other than its intended use or to affect the structure or function of the human body, or any substance containing "harmful substances" under this definition. Counterfeit or look-alike substances which are represented as "harmful substances" are also included under this policy.

## **Drug Paraphernalia Defined**

Any item, apparatus, or equipment designed for or intended to be used for measuring, packaging, distributing, or facilitating the use of "harmful substances" are drug paraphernalia. Drug paraphernalia includes but is not limited to rolling papers, roach clips, bongs, pipes, needles, vapes, or syringes.

Permitted Use of Prescription and Non- Prescription Medication students in grades 7-12 are permitted to possess and consume their one day's dosage of prescription medications or legal and properly used non-prescription medications. In no case is it permissible for a student to give any prescription or non-prescription medication to another student.

## **Smoking/Tobacco Usage**

Tobacco usage is a known safety and health hazard to smokers and non-smokers exposed to tobacco smoke. Students are not permitted to use tobacco in public education buildings, on school grounds, on school buses, or at school sponsored activities. Tobacco in any form is prohibited in public education buildings.

## **Prohibited Items**

Items brought to school for educational purposes should be by request of a teacher. Students are not to bring or use on school premises electronic devices such as MP3 players, iPods, audio devices, video cameras, cameras, laser lights, battery powered toys, cigarette lighters, hookah pipes or pens, electronic cigarettes, or any other items that may be distracting to the educational setting. Wrist, neck, or waist bands which have raised spikes or studs are also prohibited.

## **Personal Electronic Devices (includes cell phones)**

Personal Electronic Devices can create a disruption to the learning environment, distract students from the primary purpose of education and can be used to threaten other students. Accordingly, it is our policy to forbid the use of Personal Electronic Devices by students during the school day. While students are not prohibited from possessing personal electronic devices, the personal electronic devices must be stored out of sight and in the "off" position during the regular school day. Students' Personal Electronic Devices that are visible or can be heard during the school day shall be considered to be in violation of this policy.

## **Definitions**

For the purpose of this policy, the following definitions shall apply:

Personal Electronic Device is an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including but not limited to cellular telephones, paging devices, electronic emailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDA's), cameras, and any device that provides a wireless connection to the internet.

## **General Cell Phone Guidelines**

- Cell phones must be kept in student's backpack, locker, car, purse, etc. and should not be visible.
- Cell phones may not be used in any manner that will cause a disruption in the academic environment.
- Cell phones may not be used in any way to assist in an act of academic dishonesty.

## **Enforcement**

Building administrators are authorized and required to enforce this policy. Teachers shall refer students who violate this policy to the appropriate building administrator for enforcement of this policy.

## **Loss of and Damage to Personal Electronic Device**

The District shall not be liable or responsible for the loss, damage, or theft of any Personal Electronic Device at school or at school sponsored activities.

## **Pictures**

It is never appropriate to take candid pictures of other people without their knowledge and consent or to post them for public viewing.

## **Text Messaging**

This is a common method of cheating. Academic dishonesty will not be tolerated. This can result in the device being confiscated and discipline per the Student Code of Conduct.

## **Test Security**

There are certain testing and assessment situations where the presence of electronic devices poses a serious threat to test security. In those situations, students will be asked to surrender all electronic devices to a proctor at the beginning of the test session. They will be returned at the end of the test session.

## **Weapons**

The carrying or storing of any type of weapon on school grounds, on school buses, or during school activities on or off school grounds is prohibited. Weapons include firearms, knives, or any object designed to inflict bodily injury. Any replica of these items is also prohibited.

***STUDENTS WHO BRING WEAPONS TO SCHOOL WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.***

In compliance with the Federal Gun Free School Act, any student found to be in violation of this policy due to possession of a firearm, shall, at a minimum, be long-term suspended from school for a period of not less than one calendar year.

## **Search and Seizure**

Students have the right to privacy of their persons, personal belongings, and school property which is for their personal use. The searching of a student by a principal or other administrator may occur when there is reasonable suspicion to believe that the student possesses weapons, illegal drugs, alcohol, stolen goods, or other materials or objects which are in violation of the Board of Education Policy or law. Searches of book bags, desks, lockers, personal belongings, and vehicles may occur when allegations lead to a reasonable belief that they contain any of the items stated above. The teacher, principal, or other administrator does not need a warrant to search a student. Any such search will be conducted in accordance with Board of Education Policy JCAB.

Students will not carry or store illegal, unsafe, or contraband items specifically prohibited by law, Board of Education Policy, and/or the school administration.

## **RESTRAINT POLICY**

### **Purpose**

The purpose of this policy is to provide for the appropriate use of restraints and to protect students from harming themselves, other students, staff, or property in a manner that protects the student's dignity and well-being.

### **Definition**

A restraint is a method used to physically and involuntarily restrict a person's movements or physical activity.

## **STUDENT CODE OF CONDUCT**

**In education, discipline is a process which strengthens, molds, and corrects student behavior through a system of essential rules, a program of teaching and supervisory control, and when necessary, just and constructive punishment.**

### **Introduction/Conduct**

Education is a process which requires reasonable order and decorum. Conduct is the manner in which students are expected to act so that order and decorum can be maintained.

Conduct of a student is the joint responsibility of the student, home, school, and community. Each has a responsibility to work with the others in assuring that students at Hobbs High School respect authority and observe high standards of personal conduct.

A person who obstructs any teaching, administrative, or extracurricular activity or who presents a threat to the physical well-being of others or themselves shall be subject to such disciplinary procedures as set forth in this document or as otherwise authorized

by law. Every student is strictly accountable for any disorderly conduct in the school or during any school sponsored function.

All employees of the Hobbs Municipal Schools have the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself/herself, other students, staff, or anyone else who is present in the school or on the school grounds. This action may be taken when it is necessary to maintain discipline or to enforce school rules. Such action must be taken in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in this action. This section of the handbook has been developed to assist students, parents, and staff in maintaining the desired and essential learning environment.

### **Procedural Steps**

Each teacher will address classroom misconduct. Disciplinary action taken by the teacher may include:

- \* Conference with the student concerning inappropriate behavior
- \* Making personal calls to the parent/guardian
- \* Conferring with other school staff
- \* Saturday Morning Detention Hall

**When actions taken by the teacher are not successful or when the misconduct is sufficiently severe, the student will be referred to the principal or designee.**

## **DISCIPLINE ISSUES**

**Discipline Issues are grouped into three classes:**

- \* **Class I (Minor)**
- \* **Class II (Intermediate)**
- \* **Class III (Major)**

Each classification designates a suggested disciplinary procedure or action to be implemented by the teacher, principal, or designee.

The school district endeavors to provide a variety of disciplinary options for the students who exhibit inappropriate and/or unacceptable behavior. These options include, but are not limited to, the suggested disciplinary actions listed for the designated Class I, II, and III behavior.

### **Class I Behaviors:**

- ❖ Cheating or other inappropriate actions related to academic behavior or academic dishonesty
- ❖ Use of profane or obscene language
- ❖ Creating a disturbance in the class and/or on the campus
- ❖ Minor disruption on a school bus
- ❖ Tardies (See Tardy Policy)
- ❖ Excessive absences
- ❖ Inappropriate public display of affection
- ❖ Failure to bring to class the necessary classroom materials, homework, or other required items
- ❖ Violating the dress code
- ❖ Truancy from school/cutting class
- ❖ Leaving campus without permission
- ❖ Using or possessing tobacco products
- ❖ Gambling (participating in a game of chance for reward or prizes)
- ❖ Needing to shave
- ❖ Inappropriate behavior on field trips
- ❖ Minor misuse of the internet, electronic equipment, computer lab equipment
- ❖ Throwing an object that could cause harm
- ❖ Agitating/instigating a fight
- ❖ Body piercing that distracts from a conducive learning environment (which includes, but not limited to nose rings, eyebrow loops, lip, studs, etc.)
- ❖ Failure to properly display HMS Identification
- ❖ Use of cell phones or other electronic devices in violation of policy
- ❖ Possession of a nuisance item
- ❖ Any other offense which the principal reasonably judges to fall within this category

## **Class I Disciplinary Actions:**

- ❖ Any and/or combination of the following suggested disciplinary actions may be used
- ❖ Student-Teacher conference
- ❖ Office Referral
- ❖ Teacher-Parent Conference
- ❖ Teen Court may be used as a disciplinary action as determined by the building administrator and agreed upon by the student and parent(s)
- ❖ Administrative Conference (Student-Principal or Parent-Principal)
- ❖ Detention
  - After School D-Hall
  - Teacher Directed Classroom D-Hall
  - Saturday Detention
- ❖ On-Campus Suspension
- ❖ Suspension

## **Class II Behaviors:**

- \* Disrespect for authority/willful disobedience
- \* Three or more violations of Class I Behavior
- \* Intentionally providing false information to any employee of Hobbs Municipal Schools or failing to identify ones' self when requested to do so by a school employee
- \* Trespassing-entering or remaining on the campus as described below:
  - When and/or where the student has no legitimate business or student has been forbidden, or
  - While the student is on suspension
- \* Written or oral proposition or engaging in a sexual act
- \* Use of written or oral profane/obscene language
- \* Threats toward any school employee
- \* Fighting
- \* Committing or engaging in extortion, coercion, or blackmail of any school employee or student
- \* Participation in, identification with, or promotion of gang-type activities during the school day or at school related activities, including association and membership. JPO will be notified
- \* Possession of and/or igniting fireworks or firecrackers
- \* Theft
- \* Major disruption on a school bus
- \* Hazing/sexual harassment toward any student or school employee
- \* First Offense-Violation of substance abuse policy
- \* Identification with or promotion of drugs/drug paraphernalia and/or alcohol on school premises and/or at a school related activity
- \* Having knowledge and being in the presence of alcohol, illicit drugs, or harmful substance on school premises and/or at a school related activity
- \* Vandalism of school or student property

- \* Plagiarism, continued cheating, or other inappropriate actions related to academic behavior or academic dishonesty
- \* Assault (threats to any student)
- \* Continued misuse of the internet, electronic equipment, or computer lab equipment
- \* Damage to staff property-the willful damage and/or destruction of any personal property on or off campus and including, but not limited to vehicles, classroom materials, furniture, and equipment. This can be defined as a Class II or Class III Behavior at the discretion of the School Administration
- \* Lying to staff
- \* Repeated use of cell phones or other electronic devices in violation of policy
- \* Repeated cheating or other inappropriate actions related to academic behavior or academic dishonesty
- \* Any other offense which the principal may reasonably judge to fall within this category

### **Class II Disciplinary Actions:**

Depending on the severity of the offense, and and/or a combination of the following disciplinary actions may be used:

- \* Assignment to Saturday Detention
- \* Assignment to After School On Campus Suspension
- \* Assignment to On Campus Suspension
- \* Suspension with a progression of three (3) to ten (10) days
- \* Pursue Long-term Suspension
- \* The administrator shall have the option of recommending the student for placement in an Alternative Learning Program

### **Class III Behaviors:**

- Repeated cheating or other inappropriate actions related to academic behavior or academic dishonesty
- Repeated suspensions
- Assault (threats) to any school employee
- Battery (bodily injury) to another student at school or school employee at any school related activity
- Second offense of the substance abuse policy
- Arson (willful burning) of any part of the school building or property therein
- Theft (stealing) extortion of \$100 or more, or property valued at \$100 or more
- Robbery -taking of anything of value from another by use of force
- Burglary of school property-unauthorized entering of any school building or vehicle
- Burglary of vehicle-unauthorized entering of any vehicle parked on or near school property with the intent to commit theft or damage
- Possession, use, or concealment of weapons-defined as firearms, knives, explosives, flammable material, or any other items that may cause bodily injury or death



- Firearms-including, but not limited to, pistol, rifle, zip gun, shotgun, BB gun, starter gun, explosive, propellant, or destructive device-operable or inoperable, loaded or unloaded
- Knives-including, but not limited to switch blade, hunting knife, and similar objects
- Other-including, but not limited to, ice picks, dirk, razor blade, or other sharp instruments, nunchaku, brass knuckles, pipe, Chinese Star, billy club, machete, mace, tear gas gun, or other chemical weapons, electric weapons or devices (stun gun)
- Participating in or causing a disturbance at school or school related activities-riot, gang fight, bomb threat, satanic cult, or similar disturbances
- Causing a disturbance at school or disrupting learning atmosphere via the spreading of unfounded rumors, including, but not limited to, bomb threats or violence
- Continued offense of substance abuse policy
- Sale and/or distribution of harmful substances
- Use of weapons to commit battery, robbery, extortion, or any act against any person on school grounds during school hours or at school related activities
- Major misuse of the internet/electronic equipment/computer lab equipment, laptops
- Damage to staff property-the willful damage and/or destruction of any personal property on or off campus and including, but not limited to, vehicles, classroom materials, furniture, and equipment. This can be defined as a Class II or Class III Behavior at the discretion of the school administration.
- Any other offense which the principal may reasonably judge falls within this category

**Class III Disciplinary Actions:**

- On Campus Suspension
- Suspension
- Alternative Learning Programs
- Long-term Suspension
- Expulsion

## **EXPLANATION OF DISCIPLINARY ACTION**

### **Detention**

Detention may be used as a disciplinary measure. Such detention will be appropriately supervised. Examples are:

After School D-Hall

Teacher Directed Classroom D-Hall

Saturday Detention

The parent/legal guardian is responsible for providing transportation to and from school for a student assigned detention outside the regular school day. If the student misses the assigned day, parents or legal guardians are responsible for contacting the school by 10:00 a.m. of the first school day following the detention assignment.

### **Immediate Removal**

Immediate removal is removal of a student from class or school for a period of one day or less.

### **On Campus Suspension**

The student is removed from classes and placed under supervision to perform assigned work for a period of ten (10) days or less.

#### **Conditions of On Campus Suspension**

1. A student will attend OCS during the regular school day.
2. A student may not participate in, or attend, extracurricular activities.

A student may practice for extracurricular activities outside the regular school day.

### **Off Campus Suspension**

The student is removed from classes and school for a specified period of ten (10) days or less.

## **Conditions of Off Campus Suspension**

1. A student may not practice or participate in extracurricular activities
2. A student may not attend extracurricular activities
3. A student may not be on any school campus without prior approval of that campus principal or principal designee
4. A student will be required to complete/make up any class assignments missed during the student's suspension. Make up work will be due upon the student's return to class. Students will have the same number of class days to make up work that they were suspended. Work turned in will receive full credit. Any exceptions must be approved in writing by the building principal.

## **Process for Short-term Suspension or Lesser Forms of Discipline**

All students are entitled to and shall receive due process in all disciplinary cases. The following guidelines must be followed:

1. The student and/or parent/legal guardian will be given oral or written notice of the charges against the student.
2. The student is entitled to an explanation of the evidence the school has as a basis for the charge(s).
3. The student and/or parent/legal guardian shall have an opportunity to give an explanation of the reported incident in a conference with the principal or principal designee.
4. The principal or principal designee will informally discuss the alleged misconduct with student and/or parent/legal guardian.

In the event the student is found guilty and the principal or designee imposes Temporary Suspension or On Campus Suspension, the parent/legal guardian will be given an oral and/or written notice of the charges against the student and the possible consequences as soon as practicable, but in no event, later than the beginning of the first full day of suspension. If parents/legal guardians cannot be notified, the JPO or Social Services will be notified.

1. "Hearsay evidence" may be utilized if such evidence has been carefully and diligently reviewed.
2. A student whose presence poses a danger to persons or property or a threat of disrupting the educational process may be immediately removed from the school or school sponsored event. The parent/legal guardian will be given oral and/or written notice of the charges against the student as soon as possible.
3. The parent/legal guardian of the student who is suspended will be notified, and appropriate arrangements will be made to get the student home and under the care and supervision of his/her parent/legal guardian. If the parent or legal guardian cannot be notified, the JPO or Social Services will be notified.

## **Long-term Suspension**

Long-term Suspension is the removal of a student from school for a specified period of time exceeding ten (10) days.

All students who are being processed to go through the Long-term Suspension Hearing will be placed on a short-term suspension ten (10) days. The Long-term Suspension Hearing will take place during this ten (10) day period following Board Policy JCA which addresses Due Process as it relates to Long-term Suspension.

## **Due Process JCA**

The constitutional right of individuals assures the protection of due process. Since the hallmark of administrative authority shall be fairness, every effort shall be made at the building level by administrators and faculty members to resolve problems through effective utilization of the school district resources in cooperation with the student and the student's parents/legal guardians. The provision established in *SBE Regulation 6.11.2.12* will be followed.

## **Hearing Procedure**

In the cases of Long-term Suspension or expulsion, the student must be given an opportunity for a hearing (*Ref. JD*).

The parent/legal guardian will be notified in writing of the following information regarding the administrative hearing:

1. Allegations
2. Date, Time, and Place of hearing
3. Right to be represented by legal counsel, parent/legal guardian
4. Name, address, and phone number of contact person
5. Opportunity to waive the hearing and agree to the proposed disciplinary action

The student will be suspended for a period of ten (10) school days. The hearing will be scheduled no sooner than five (5) school days nor later than ten (10) school days from the date of the receipt by the parent/legal guardian of notification.

The following procedural guidelines will govern the hearing:

1. The school shall have the burden of proof
2. The hearing shall be conducted to afford the student due process, and shall provide:
  - a. An opportunity for the student and his/her parent/legal guardian to respond at the hearing
  - b. The right to present evidence
  - c. The right to confront adverse witnesses
  - d. The right to cross-examination
  - e. The right to have a decision based solely on the applicable legal rules and the evidence presented at the hearing
  - f. The right to be represented by legal counsel

3. The hearing authority shall impose the requested sanction or the other appropriate measure if he/she finds there to be a preponderance of the evidence that the allegations are correct
4. A tape recording or minutes of the proceedings shall be kept by the administrative authority, but a verbatim transcript or transcript setting forth the substance of the evidence presented is not required
5. Within five (5) school days of the hearing, the hearing authority shall prepare and mail to the student, through his/her parent/legal guardian, a written decision and the reason therefore
6. If the hearing authority decides in favor of the student, the matter shall be closed. If the hearing authority decides against the student, the student shall be suspended or expelled from school five (5) school days from the date of the mailing of the decision.

## **Appeal**

The student has the right to appeal the decision of the hearing authority to the Superintendent of Schools. This appeal is available if the student and/or parent or legal guardian has made a written request to the Superintendent of School within five (5) days of the notification of findings by the hearing authority. Such appeal shall be a review of the procedure and the findings of the hearing authority, and shall not be set aside unless it is established by a preponderance of the evidence presented that insufficient cause exists for the decision. The student has the right to appeal the decision of the Superintendent of School to the Hobbs Municipal School Board of Education. This appeal is available if the request to the superintendent is within five (5) full days of notification of findings by the superintendent. In such an appeal, the Hobbs Municipal Schools Board shall review procedure following the process.

## **Hearing Authority**

The hearing authority will be designated by the Superintendent of Schools. The building principal/designee is the person authorized to suspend a student.

## **Expulsion**

Expulsion is defined as the dismissal of a public school pupil for breach of regulation or requirement of the school authorities.

**When applicable, the administrator may deny, restrict, or remove a student from participating in or being a spectator in an activity, class, program, or facility.**

## **COOPERATION WITH LAW**

### **ENFORCEMENT Officers/Agencies**

Students who engage in activities which violate the New Mexico Education Code and/or the New Mexico Penal Code while at school, at any school facility, at any school sponsored activity, or on a school bus, may be subject to arrest and prosecution. Administrators are instructed to cooperate with local, state, and federal law enforcement officers in the detention, prevention, and prosecution of any and all possible law violations.

*Security cameras are in use on the Hobbs High School Campus.*

The District will reasonably cooperate with governmental agencies and community organizations providing service within the District to students expelled during the school year. In serious cases of student misconduct when there is a law violation, administrators are required to notify the appropriate law enforcement agency of the violation. The law officers may take the student into custody or leave the student in the custody of the administration. The administrators will make a sincere effort to notify the parent/guardian when a student is released to law enforcement officials.

### **Crisis Management Plan**

Each school in our District has a Crisis Management Plan which is located in the main office of that building. In the event there is a crisis, the plan gives specific guidelines for students and staff to follow.

Parents will be notified and given directions through our school administration or our local agencies, including, but not limited to, the Police Department, Sheriff's Department, Fire Department, and the local media should a crisis occur. In order to avoid a breach in the security at the time of the incident, wait to be notified before coming to school. Contact the school office if you have any questions.

## **PLACEMENT OF STUDENT IN ALTERNATIVE LEARNING PROGRAMS**

### **Alternative School**

Placement of a tenth (10<sup>th</sup>) grade through twelfth (12<sup>th</sup>) grade student for the majority of a semester, an entire semester, or a school year is by a joint agreement of the parent, building principal, and principal of the Alternative School.

Placement can also be the result of the long-term suspension due process hearing.

### **Summer School**

Students and parents/guardians make the decision to attend this program in order to make up required credits. A sufficient number of students must enroll before a class will make. Counselors may recommend a student to attend summer school.

### **Transfer Credit Policies**

1. Policies regarding all transfer students
  - a. The counselor evaluates all requests for transfer credit.
  - b. Transfer credit is only awarded for high school level courses.
  - c. No more than 1.0 credit will be recorded on the student transcript for each course, even if the course is taken in different schools.
2. Transfer credits are accepted for all courses on transcripts from public high schools or high schools accredited by one of the organizations listed below.
3. Students pursuing a diploma from Hobbs High School are required to complete at least 2 credits at Hobbs High School, regardless of how many credits are transferred.
4. Required policies regarding students with course credit from public high schools and other accredited sources must be from one of the accreditations Hobbs High School recognizes:
  - CITA-Commission on International and Trans-Regional Accreditation
  - AdvancED-Formerly North Central Association
  - SACS-Southern Association of Colleges and Schools
  - WASC-Western Association of Schools and Colleges
  - NEASC-New England Association of Schools and Colleges
  - MSA-Middle States Association
  - NCPSA-National Council of Private School Accreditation
  - IB-International Baccalaureate
  - GAC-Georgia Accrediting Commission
5. Credits are transferred with the numeric grade awarded by the previous high school.
6. Transferred credits will count toward the total number of credits required by Hobbs High School, but may not fulfill specific course requirements for graduation.

7. Regarding policies on students with course credit from non-accredited homeschool programs not affiliated with a homeschool association, credits may be transferred when validated. However, the following additional limitations apply to non-affiliated homeschool credits:
- Transfer credit may be awarded in English courses if the student earns a passing grade in the next sequential English course from Hobbs High School.
  - Transfer credit may be awarded in Mathematics courses if the student earns a passing grade in the next sequential Mathematics course from Hobbs High School.
  - Transfer credit may be awarded in Science, Social Studies, and other disciplines upon taking and passing an End of Course Assessment or SBA in the subject.
  - Transfer credits are recorded with a grade of "pass", no letter grade will be recorded.

## **GENERAL INFORMATION**

### **Medical Release Form**

Parents are to complete an emergency medical release form for their child so it can become part of their child's permanent file. This release would enable parents/guardians to authorize medical treatment for their child should he/she become ill or injured while under school authority when the parent/guardian cannot be reached. This form is part of the online enrollment process. It must be updated annually.

### **Secondary School Medication Policy**

Secondary students may carry and administer their own medications under most circumstances. If this presents a problem, please check with the school nurse. For the student's protection, the school nurse or principal should be advised of any long-term prescribed medication or mind-altering medicines. Students should carry only the daily amount needed each day.

### **Notification of the Schools**

It is the responsibility of the parent/guardian to notify the school of any changes in the following areas:

1. Change of address and/or phone number
2. Family status (change in custody of child/emergency contacts); if there is a change of custody, court documents are required
3. Health issues of the child
4. Child's medical provider
5. Checking out to move to another school, town, etc.

These changes can be made during the enrollment process, but be sure to contact the school secretary for your student to make sure those changes are in place.



**NUTRITIONAL SERVICES/MEALS**

Secondary Hobbs Municipal Schools Students' photo ID cards are used for proper identification and must be presented at the time of service to receive meal benefits. A-La-Carte service areas are not covered through the Student Meal Benefit Application and require cash payments at the time of service.

The Nutritional Services Department uses a computerized scanning/record-keeping system which will allow for the option of prepaid meals through direct payment of funds or through online payments.

**BREAKFAST AND LUNCH IS AVAILABLE FREE TO ALL STUDENTS.**

Extra Milk Only.....\$.50

# HOBBS MUNICIPAL SCHOOLS 2023-2024 CALENDAR

JULY						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 4th of July Holiday  
18 Board Meeting

AUGUST						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4-12 Lea County Fair  
3-8 Staff Prof. Learning  
9 1st Day of School  
15 Board Meeting

SEPTEMBER						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day / Holiday  
13 Parent/Teacher Conference  
19 Board Meeting

OCTOBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7 End of 1st 9 wks  
9 Holiday  
11 Beginning of 2nd 9 wks  
18 Board Meeting  
19 Staff Development

NOVEMBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Lea County In-Service  
21 Board Meeting  
21 Regular Dismissal  
22-24 Thanksgiving Holiday

DECEMBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 Board Meeting  
22 End of 2nd 9 wks  
22 Early Dismissal  
25-29 Christmas Holiday

JANUARY						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-9 Christmas Holiday  
8-9 Staff Prof. Learning  
10 Begin 3rd 9 wks  
15 MLK Holiday  
16 Board Meeting

FEBRUARY						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

7 Parent/Teacher Conference  
19 Staff Prof. Learning  
20 Board Meeting

MARCH						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15 End of 3rd 9 wks  
18-22 Spring Break  
25 Start of 4th 9 wks  
26 Board Meeting  
29 Holiday

APRIL						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 Board Meeting

MAY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 Board Meeting  
24 Last Day of School  
28-30 Summer Programs

JUNE						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 Board Meeting  
3-6 Summer Programs

PLC Wednesdays  
 1:40 Elem / 2:40 Sec Dismissal

Holiday  
 Parent/Teacher Conf.

**NO PRE-K on WEDNESDAYS**

Board Meeting  
 Summer Programs