



## **Student/Parent Handbook Code of Conduct/Behavior Expectations**

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Students, Parents, Teachers, Employees, Administrators, Board Members and Volunteers:

Every year Española Valley High school works on revisions and improvements to the expectations for student behavior. Our goal is to establish expectations for behavior in students in our school that supports learning. We believe:

- That being at our bests will bring you the most success; in life as well as in school;
- The mission of EVHS is to help produce students that are college and career ready;
- Whether our students go to college or are planning to begin work right after high school, certain skills, attitudes and knowledge will make them the most successful.
- *Espanola Valley High School Code of Conduct (COC)* is created to help to educate your students to be successful in life.

As a school we emphasize and reward positive behavior. We also re-teach students who do not understand or exhibit appropriate positive social norms in the school environment. Through the *Espanola Valley High School Code of Conduct for Students*, we establish a disciplinary practice that helps students learn positive behaviors.

**Española Valley High School Code of Conduct for Students plan is to be enforced and interpreted in conjunction with the law, Board policy, and any applicable regulations.**

District and school rules apply to students whenever students are: (1) present in any school or on District property, (2) at any school-sponsored activity, regardless of its location, or (3) off campus, including traveling directly to and from school, when student misconduct is detrimental to the best interest of the school, its educational mission and its students.

Española Valley High School Code of Conduct for Students and all consequences may apply to those students whose conduct off-school grounds endanger the health or safety of the student population within the school district or adversely affect the education process. The consequences imposed shall be the decision of the Superintendent or his/her designee.

Students may be subject to a full range of disciplinary consequences for off-campus misconduct, including, but not limited to: suspensions, expulsions, detentions, as well as removal from participation in extra-curricular activities. Students may be removed from extra-curricular activities such as interscholastic sports teams, club sports, student government positions, class trips, class prom, and graduation ceremonies.

The school/district considers the following actions and any other criminal offences committed by as student to be serious and shall be thoroughly investigated and reported to law enforcement. A formal long-term suspension/expulsion hearing may be conducted for every serious offense.

Serious offenses:

- Possession/use of weapons or facsimile weapons,
- Possession/use/distribution of illegal drugs, alcohol and tobacco,
- Violence, assault, batter-including written, verbal, graphic or physical threats,
- Gang related activity,
- Harassment, stalking
- Bullying
- Hate crimes
- Hazing, and
- Threats to all school personnel and volunteers
- Or any other seriously disruptive/dangerous offense at school or school activities

Mr. Robert Archuleta, Principal  
Mr. Ruben Salazar, Asst. Principal

**ESPAÑOLA PUBLIC SCHOOLS  
Board of Education**

Ruben Archuleta	President
Yolanda Salazar	Vice President
Gilbert Serrano	Secretary
Pablo Lujan	Member
Patrick Herrera	Member

**Superintendent of Schools**

Mrs. Bobbie Gutierrez

**MISSION STATEMENT**

EVHS provides relevant and challenging learning experiences that enhance and expand students' potential to adapt and meet the demands of the changing times.

**VISION STATEMENT**

EVHS is committed to ensure academic success and life-long learning skills for all students to become independent, functional, productive and globally competitive citizens.

Española Valley High School  
Bell Schedule  
SY 2015-2016

**Bell Schedule 9<sup>th</sup> Grade**

1<sup>st</sup> 7:55 – 8:50  
2<sup>nd</sup> 8:55 – 9:45  
3<sup>rd</sup> 9:50 – 10:40  
4<sup>th</sup> 10:45 – 11:35  
Lunch 11:35 – 12:30  
5<sup>th</sup> 12:35 – 1:30  
6<sup>th</sup> 1:35 – 2:25  
7<sup>th</sup> 2:30 – 3:20

**Bell Schedule 10<sup>th</sup> -12<sup>th</sup>**

1<sup>st</sup> 7:55 – 8:50  
2<sup>nd</sup> 8:55 – 9:45  
3<sup>rd</sup> 9:50 – 10:40  
4<sup>th</sup> 10:45 – 11:35  
5<sup>th</sup> 11:40 – 12:35  
Lunch 12:35 – 1:30  
6<sup>th</sup> 1:35 – 2:25  
7<sup>th</sup> 2:30 – 3:20

**Half Day Schedule**

1<sup>st</sup> 7:55-8:25  
2<sup>nd</sup> 8:30-9:00  
3<sup>rd</sup> 9:05-9:35  
4<sup>th</sup> 9:40-10:10  
5<sup>th</sup> 10:15-10:45  
6<sup>th</sup> 10:50-11:20  
7<sup>th</sup> 11:25 – 11:50  
Lunch 11:50 – 12:20

**2 Hour Delay Schedule**

1<sup>st</sup> 10:00 – 10:35  
2<sup>nd</sup> 10:40 – 11:15  
3<sup>rd</sup> 11:20 – 11:55  
4<sup>th</sup> 12:00 – 12:35  
Lunch 12:35 – 1:20  
5<sup>th</sup> 1:25 – 2:00  
6<sup>th</sup> 2:05 – 2:40  
7<sup>th</sup> 2:45 – 3:20

\*Note: **Early Release Days:** October 19, March 29, May 25..

**Parent Teacher Conferences/Report Cards:** October 19, 2017 and March 29, 2018.

**Conferences are from 4:00 pm-7:00 pm**

**In-services days (no school for students):** August 9-11, September 29, October 27

**No School (Holidays):** September 4, November 22-24, December 22-31, January 1-5, January 15, February 19, March 5-9, & March 30-April 2.

**Progress Reports:** September 5 and 26, November 7 and 28, January 30 and February 20, April 10 and May 1.

**Graduation:** May 26, 2018

## ESPAÑOLA VALLEY HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate with a Diploma of Excellence from Española Valley High School, a student must complete 24 credits as outlined below:

<b>Graduating Class of 2015</b>	<b>Graduating Class of 2015 &amp; 2016</b>	<b>Graduating Class of 2017-2019</b>
<p>24 units to include:</p> <ul style="list-style-type: none"> <li>• 4 units of English</li> <li>• 4 units of math (one unit = or &gt;than algebra 2)</li> <li>• 3 units science (2w/lab)</li> <li>• 3.5 units social science, including United States history and geography, world history and geography, government and economics, and .5 unit New Mexico history</li> <li>• 1 unit physical education</li> <li>• 1 unit career cluster, work place readiness or language other than English</li> <li>• 7.5 units Elective</li> </ul> <p><i>One of the above units must be, honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11<sup>th</sup> grade SBA or use a portfolio alternate demonstration of competency.</p>	<p>24 units include:</p> <ul style="list-style-type: none"> <li>• 4 units English</li> <li>• 4 units math (one unit=or &gt;that algebra 2)</li> <li>• 3 units science (2 w/lab)</li> <li>• 3.5 units social science, including United States history and geography, world history and geography, government and economics, and .5 unit New Mexico history</li> <li>• 1 unit physical education</li> <li>• 1 unit career cluster, workplace readiness or language other than English</li> <li>• 7.5 units Electives</li> </ul> <p><i>One of the above units must be, honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11<sup>th</sup> grade SBA or use a portfolio alternate demonstration of competency.</p>	<ul style="list-style-type: none"> <li>• 4 units English</li> <li>• 4 units math (one unit=or &gt;that algebra 2)</li> <li>• 3 units science (2 w/lab)</li> <li>• 3.5 units social science, including United States history and geography, world history and geography, government and economics, and .5 unit New Mexico history</li> <li>• 1 unit physical education</li> <li>• 1 unit career cluster, workplace readiness or language other than English</li> <li>• .5 or 1 unit of health education</li> <li>• 7.5 units Electives</li> </ul> <p><i>One of the above units must be, honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>To graduate, a student must meet the cut score for high school graduation assessment on 11<sup>th</sup> grade SBA or use a portfolio alternate demonstration of competency.</p>

(New Mexico Public Education Department, 2013)

Specific information relative to these credit requirements is provided in the current high school student syllabus and can be found on the website. As you select courses to take this year, please keep in mind (1) graduation requirements, (2) vocational plans, and (3) entrance requirements of post-secondary programs at two and four-year colleges.

Students entering the ninth (9<sup>th</sup>) grade beginning in 2009-2010, at least one of the units required for graduation must be earned, as an Advanced Placement or honors course, a dual-credit course, or a distance learning course.

Española Valley High School's graduation requirements follow State Statute. All core academic courses offered for credit must align to the 9-12 Common Core State Standards

**\*\* Note:** Students entering 9<sup>th</sup> grade and every subsequent grade thereafter will be required to take and pass the New Mexico Standards Based Assessment (NMSBA), graduation examination.

## Demonstration of Competency for Graduation

All Senior students must demonstrate competency in the five areas (Reading, Writing, Mathematics, Science, and Social Studies) and complete this form Prior to receiving a New Mexico Diploma of Excellence. Must meet one requirement per Subject.

<b>Reading</b>	<b>Math</b>	<b>Writing</b>	<b>Science</b>	<b>Social Studies</b>
State Demonstration	State Demonstration	State Demonstration	State Demonstration	State Demonstration
Final exam grade in a Junior or Senior English Class with a "D" or better	Final exam grade in a Junior or Senior Math Class with a "D" or better	Final exam grade in a Junior or Senior English Class with a "D" or better	Final exam grade in a Science Class with a "D" or better	Final exam grade in a Social Studies Class with a "D" or better
Acceptance to a 4 year Institute of Higher Learning.	Acceptance to a 4 year Institute of Higher Learning.	Acceptance to a 4 year Institute of Higher Learning.	Acceptance to a 4 year Institute of Higher Learning.	Acceptance to a 4 year Institute of Higher Learning.
"Portfolio" with rubric grading signed off by educator.	"Portfolio" with rubric grading signed off by educator.	"Portfolio" with rubric grading signed off by educator.	"Portfolio" with rubric grading signed off by educator.	"Portfolio" with rubric grading signed off by educator.
Interim (Short Cycle) Assessment Score of Proficient.	Interim (Short Cycle) Assessment Score of Proficient.	Interim (Short Cycle) Assessment Score of Proficient.	Interim (Short Cycle) Assessment Score of Proficient.	Interim (Short Cycle) Assessment Score of Proficient.
Passing other State Exit Exam.	Passing other State Exit Exam.	Passing other State Exit Exam.	Passing other State Exit Exam.	Passing other State Exit Exam.
Passing Final Exam of a Distance Learning/Online Course	Passing Final Exam of a Distance Learning/Online Course	Passing Final Exam of a Distance Learning/Online Course	Passing Final Exam of a Distance Learning/Online Course	Passing Final Exam of a Distance Learning/Online Course
Combination of high scores in other areas, while meeting minimum requirements.	Combination of high scores in other areas, while meeting minimum requirements.	Combination of high scores in other areas, while meeting minimum requirements.	Combination of high scores in other areas, while meeting minimum requirements.	Combination of high scores in other areas, while meeting minimum requirements.
<b>Evidence:</b>	<b>Evidence:</b>	<b>Evidence:</b>	<b>Evidence:</b>	<b>Evidence:</b>

### GRADE REQUIREMENTS

**Freshmen:** Must enroll in English, Math, Science, Spanish, Health/New Mexico History, Physical Education and an elective

(6 Credits)

**Sophomores:** Must enroll in English, Math, Science, World History/Geography, and Modern, Classical or Heritage Language, Physical Education is recommended if not taken as freshmen. All 9<sup>th</sup> grade requirements shall be met.

(12 credits)

**Juniors:** Must enroll in English, Math, United States History/Geography and electives. Ninth and tenth grade requirements shall be met.

(18 credits)

**Seniors:** Must enroll in English, Government Economics and shall meet all other course requirements (9-11)  
(24 credits)

Course catalog is available in the counselor's office and on the website. Students who failed classes should plan on attending summer school at parental expense. Due to the high school's R<sub>2</sub> status, students not meeting standards will be placed in intervention classes in lieu of chosen elective(s).

Only those seniors who have completed the 24 credit requirement for graduation will be allowed to participate in the graduation ceremony. Participation in the graduation ceremony is reserved for those students receiving a Diploma or Certificate of Completion.

Senior Checkout Form must be completed and all school fees must have been properly settled. Exceptions to payment of fees may be made for those students with indigent status. The principal and counselors will verify completion of graduation requirements.

### ADVANCED PLACEMENT

Advanced Placement Courses will be awarded ten extra points on our grading system. For example: if you earn a 98% in an Advanced Placement class it will be recorded as 108% on your transcript. With this change we also extend our 1 to 4 grade point average to 1 to 5 GPA. A 5.0 will be granted for percentage grades between 101-110%; 4.0 granted for a 90% to 100%; 3.0 granted for an 80% to 89%; 2.0 granted for 70% to 79%; 1.0 granted for 60% to 69%, 0.0 granted for anything below a 60%. Many colleges award credit for courses based on AP examination scores.

Española Valley High School offers several Advanced Placement courses. Advanced Placement courses are graded on a different scale because these courses are designed to replicate college level coursework and rigor. Some Advanced Placement courses may require students to obtain teacher recommendation, complete summer readings and assignments and demonstrate willingness and ability to complete all assignments at the level required by the course and instructor. Information regarding the Advanced Placement exam will be available in the EVHS course syllabus provided to students and parents at the beginning of the year and on the high school website. The counseling office will provide information and assistance regarding financial aid waivers to assist with the cost of Advanced Placement exams.

### CREDIT OPTIONS

#### Option 1: Work Study

Contact person: Work study teacher(s)

Seniors will be enrolled in the work study program upon approval of their counselor, having completed the majority of their course work, and upon providing verification of employment using the contract provided for this purpose. Students participating in this program must meet the Career, Technical, Workforce Education Standards set forth in "Educational Standards for New Mexico Schools".

1. Students will follow an individual written plan, which is developed cooperatively by the work study teacher which:
  - a) Specifies job skills to be learned
  - b) Specifies activities in which the student will be involved on the job
  - c) Is on file at schoolNote: Students failing any class that jeopardizes completing credits for graduation will be withdrawn from the Work study program.
2. Students will be employed in an approved work establishment for a minimum of twenty (20) hours per week under the supervision of a work study teacher.
  - a) Students are allowed on the job training while enrolled in the work study program.
  - b) Students may not report to work if he/she has been absent from morning classes. Abuse of this policy may result in termination from the job and the work study program.
3. Students will be paid a wage as per the wage schedule as established by the work establishment.

4. Students taking part in the work study program will adhere to all school policies and regulations. Failure to comply with school regulations will result in dismissal from the program.
5. Conditions of employment in the work study programs shall be in conformity with federal, state, and local child labor and wage and hour laws and regulations.
6. Student's work study teacher will maintain a file consisting of student's work hours, journals, evaluations, and textbook assignments.
7. All work study and work release students must have and maintain at least a cumulative GPA of 2.0 to be eligible for school sponsored work programs.
8. Students will earn a letter grade or percentage grade.
9. The senior counselors, hospitality and work study teacher will monitor work release students.

#### Option 2: Distance Learning

IDEAL-NM provides eLearning services to New Mexico students. IDEAL- NM has New Mexico teachers using New Mexico state standards and benchmarks to design online courses for students. IDEAL-NM charges \$200 per .5 credits each semester for courses that are not offered at Española Valley High School. If you have questions, please feel free to contact the EVHS school counselors.

#### Option 3: Dual Credit Enrollment

Student must meet the academic standing established by EVHS and the public college and university. Courses must be academic or career technical in nature and they must apply toward a degree or certificate. Dual credit classes accrue both high school and college credit. You are responsible for all deadlines of the high school and college. Grades will appear on both the high school and college transcripts. EVHS is responsible for textbooks and they must be returned to the school.

All classes after 2015 who enroll in a dual credit class **will not** receive weighted grade. All dual credit courses are elective credit, unless a crosswalk/curriculum audit is completed with Northern New Mexico College and the Espanola Public Schools.

#### Option 4: Credit Recovery

Students who have failed a class and need to make up partial or full credits may recover those classes with administrative approval. The classes may be taken during school. Each .5 credit will cost the student \$100.00.

#### Option 5: Independent Studies

Under certain circumstance, students may request that an Española Valley High School Staff member who is endorsed in the particular field of study by the New Mexico Public Education Department provide an independent study course to earn academic credit, during the semester if the following conditions are met.

- The focus of instruction must be the course curriculum and alignment with content standards.
- A copy of the course syllabus must be submitted with the independent study request to include detailed grading system information.
- A copy of the course outline for 1<sup>st</sup> or 2<sup>nd</sup> Semester detailing curriculum objectives.
- A rubric that outlines the course expectations in order for the student to receive a passing grade.
- A copy of the semester exam.

#### Option 6: Alternative Path to Graduation

Students who are 17 during the school year or older and have not earned enough credits to be classified with their class may opt to attend the evening school (if available). Strict criteria and guidelines are applied. Students may



earn up to 12 credits in one year (if available). Students will sign a contract and adhere to the requirements. Attendance is mandatory and principal approval is required.

### SCHEDULE CHANGES

There will not be any schedule changes after the first week of school for students who wish to have a different class, different teacher, or another elective. A student may only change his/her schedule if any of the following conditions exists:

- The student doesn't have a course needed to graduate
- The student previously took the class
- There was an error made in the student's schedule
- A scheduled course is out of sequence
- The student has an incomplete schedule
- The student has a course listed more than once
- Administrator approved change

Dropping a class(es) during the semester will result in an automatic Withdraw/Fail.

### COUNSELING AND GUIDANCE SERVICES

Guidance services are available for every student in school. These services include assistance with educational and career planning, help with study or social concerns, or any questions or problems the student may wish to discuss. Counselors will be assigned to students in grades 9 through 12. This will allow the counselors to develop relationships with students and family. Counselors will be assigned by alphabet.

### NEXT STEP PLAN

The Next Step Plan is required by the Public Education Department in order to assist school districts in meeting the legislative requirements of HB522 (Section 22.13.1.1, NMSA 1978). "The purpose of the Next Step Plan is to provide structure for high school students to think ahead through conscientious planning about their future." The intent is for the plan to be re-visited every year and updated. The process of developing the plan should include the student, the student's parents or guardians, the school counselor, faculty advisor or other school officials. These individuals will work together to help the student explore, examine and determine his/her respective interests, goals and plans. Seniors will complete a Final Step Plan.

### GRADING SYSTEM

Credit of grades assigned in subjects each semester will be based on several important contributing factors. Among these are daily preparation, special assignment, attendance, participation, and improvement in knowledge or skill.

All make-up work must be requested immediately upon return to school from an excused absence. Work must be turned in within three (3) consecutive days after the absence unless the teacher has authorized an extension due to extenuating circumstances or the student has an Individual Educational Program (IEP) that signifies a different number of days.

Grades will be based on: daily assignments, special projects, participation, and improvement in knowledge or skill. There are two semesters per academic year. Any classes taken for credit must have a written final exam.

<b>GRADING SYSTEM</b>			
<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Description</b>	<b>Points</b>
101-110	A+	AP, H Classes	5.00
90-100	A	Superior	4.00
80-89	B	Above Average	3.00
70-79	C	Average	2.00
60-69	D	Below Average	1.00
59& below	F	Failing	0.00
	I	Incomplete (0 after 10 days)	0.00
	S	Satisfactory (Teacher <u>/Office/Library</u> Assistants only)	Not Included (for GPA)
	U	Unsatisfactory	Not Included (for GPA)
	W/F	Withdraw/Fail	Not Included (for GPA)
	NG	No Grade	Not Included (for GPA)
	NC	No Credit	Not Included ( for GPA)

#### GRADING SYSTEM (CONTINUED)

1. Teachers need to be able to justify the grade earned by the student when there is a question. The students, parents, and principal have the right to request justification for any grade.
2. Each individual student's learning ability and IEP, if applicable, should be taken into account.
3. Credit or grades assigned in subjects each semester will be based on several important contributing factors; among these are: Daily preparation, special assignments, attendance, cooperation, classroom behavior and improvement in knowledge or skill.

Report cards will be issued to students at scheduled times as set by the school administration. End of semester report cards will be mailed.

**Notice of Concerns: Due on the fifth (5<sup>th</sup>) week of every nine (9) week session. Testing dates are on the high school calendar. If a student's grade has dropped or the student is failing, it is the teachers' responsibility to let the parents know before the grading period. Notice of Concerns will be mailed out by the Counseling and Guidance Office.**

#### REPORT CARDS

Students will receive their report card within 5 days after the end of the first and third nine-week grading period through their first period class. Parents are responsible for notifying the counseling office of any changes in the

mailing address. Parents may request additional copies of their child's report card through the Counseling and Guidance Office.

### CHANGING OF GRADE POLICY

The reporting of grades is a very important and serious process. Teachers will take extra precautions to ensure that every grade (letter or number) they assign is accurately calculated and posted. Accurate reporting will minimize the possibility of grade changes. The following procedures must be followed when a grade change is necessary:

- 1) An incomplete grade must be changed within 14 calendar days, by the teacher of record, through the submittal of a Grade Adjustment Form available at the counseling office. This form requires a written explanation of the need for a grade change and must be approved by the principal.
- 2) A teacher of record can file a written request for a grade change if he/she discovers that an error was made in the initial grade calculation or in the grade posting. This should be done within 14 calendar days after official posting of grades and requires the principal's signature.
- 3) For all other instances of possible grades that are challenged by a student, parent, teacher, or administrator, a written request will be submitted to the principal. A meeting of interested parties will be convened within (30) thirty days of receipt of the report card. It will include teacher of record, an administrator, student services representative (if appropriate), and the student and parent(s). At the meeting, concerns will be shared. The following documentation will be requested: the teacher's grade book, and if used, computer grades. The other documentation that may be requested will include:
  - a. The student's proof that he/she completed assigned work,
  - b. Student Services verification that the teacher received modifications (if appropriate),
  - c. Copy of the 504 plan (if appropriate) with verification that the teacher received a copy and other documentation that may be relevant if used to determine a grade.
- 4) Grade changes will be recommended to the Superintendent by the principal when the following results occur after the meeting:
  - a. The information presented by the student can be substantiated
  - b. Non-compliance with a legal document such as an IEP or 504 plan
  - d. Grade justification does not align to content standards and benchmarks
- 5) Students who have concerns about a nine-week grade, final grade or semester grade have until the end of the following semester to challenge the posted grade.
- 6) The use of a-Satisfactory (S) or Fail (F) designation will be used for the following class: Office/Teacher/Library Aid. The permanent record of the high school student reflects semester grades and credits.

### GRADES OR CREDIT FOR LONG TERM SUSPENDED OR EXPELLED STUDENTS

Accordingly, the policy of the Española Board of Education with regard to continuation of educational services to long term suspended or expelled students is as follows:

#### Regular Education Students

A regular education student who has been expelled or long term suspended for violation of law or of school rules or policies, shall not be entitled to continued educational services, or to credit or grades awarded by the School District for educational activities performed by the student during that student's exclusion.

#### Special Education Students

Pursuant to federal law, students determined to be in need of special education services who are expelled, suspended long term, or removed from their current educational placements for more than 10 school days in a school year due to misconduct that is not a manifestation of the student's disability, are entitled to continuation of educational services "to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's Individual Education Plan."

In reference to the requirements of federal law regarding special education students:

- A. The District will provide services to expelled, suspended, and removed special education students necessary to enable appropriate progress in the general curriculum and with regard to the goals of such student's Individual Education Plan.
- B. Special education students who demonstrate progress in the general curriculum during removal, suspension or expulsion shall receive credit for work successfully completed.
- C. Progress in the general curriculum will be measured by individual teacher assessment or standardized testing. Progress on IEP goals and credit for work performed under the Individual Education Plan during removal, suspension, or expulsion, shall be measured in a manner consistent with the Individual Education Plan.

#### GPA, CLASS RANK, AND NEW MEXICO ACTIVITIES ASSOCIATION ELIGIBILITY

Grade point average will be determined by grades received in all academic courses. The New Mexico Activities Association sanctions participation in all school sponsored activities, including athletics, school sponsored clubs and co-curricular activities. Participation will be determined by grades received in all academic courses.

Students' cumulative grade point averages will be tabulated by computer on a 5.0 scale in Advanced Placement classes and on a 4.0 scale in all other classes required for graduation, a calculated average using percentage grades and not the 4.0/5.0 grading scales will be used. Students for whom percentage will be calculated will include only those students first identified on the 4.0/5.0 scale as ranking among the top five in the graduating class.

#### TESTING

Nine weeks and semester testing schedules will be published in the school bulletin. The schedule will indicate the class period, date, and time.

Semester grades will become part of the student's cumulative folder and will be entered as issued by the teacher. Semester grades count toward graduation requirements.

Standardized testing and short cycle assessment testing is required for all students and student placement in classes will be determined using test scores and teacher recommendation.

#### HONOR ROLL

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. Honor roll includes all students with a cumulative 3.0 grade point average or higher and enrolled in core subject areas.

#### TORCH AWRDS

Eligibility for Torch Awards consists of any EVHS student who has successfully completed the first semester of their tenth grade year or any semester thereafter, with a cumulative grade point average (beginning with the first semester of the ninth grade) of 3.50 or better on a standard program of study.

#### VALEDICTORIAN AND SALUTATORIAN

The Valedictorian shall be the senior student(s) with the highest grade point average (GPA) letter grade (from a 3.5 to 5.0) in all required courses (requirements) exclusive of modified assignments on regular curriculum and other electives. A committee of three staff members and counselor appointed by the Co-Principals will review student records and make the selection according to the following criteria:

- In order for a student to be considered the student must have attended Española Public Schools for the last four (4)

semesters.

- The most credits earned on required subjects (requirements) exclusive of modified assignments on regular curriculum and other electives, during the first seven (7) semesters will be considered.
- The Salutatorian shall be the senior with the second highest GPA (from 3.5 to 5.0) according to the above referenced required credits. In case of a tie there may be a co-Salutatorian.
- The selection process will be completed within fifteen (15) working days after the end of the first semester.

### CREDIT FOR TRANSFER STUDENT

The number of credits accumulated by a full-time student in another school may (or may not) meet the requirements set for our school. Counselors are to fairly and equitably help each student experiencing transfer difficulties by using the following criteria:

1. Students transferring from another school will be evaluated like any other Española Valley High School student.
2. The counselors will determine, and will advise the student, if credits earned at another school meet graduation requirements for our school district.
3. The counselors will originate correspondence with the school's registrar for official student records.
4. Students transferring from schools which do not use a number grading system will be credited an average. For example: an "A" will be averaged as a 95%. An "F" will be averaged as a 55%.
5. In no case, will a student follow less than a New Mexico's Minimum Educational Standards or Española Valley High School Graduation Requirements.

### ENROLLMENT AND WITHDRAWAL

Students may enroll at Española Valley High School if they have completed all requirements from Carlos Vigil Middle School. Students enrolling from another school will be enrolled in the grade he/she indicates on the registration form. Final grade placement will occur once official transcripts are received from the school(s) the student attended prior to arriving at Española Valley High School.

Open Enrollment/Out of District students may enroll at Española Valley High School after an Open Enrollment application has been completed and the school principal has granted approval as per board policy.

A student's request to withdraw from Española Valley High School must be confirmed by a written or verbal statement from his/her parent or guardian giving the reason for withdrawal. This statement shall be given to his/her counselor who will prepare a withdrawal form. Students withdrawing from Española Valley High School must adhere to the Compulsory School Attendance Law.

### ATTENDANCE POLICY

Success in school is based on regular attendance. This policy and state law requires students to be in school daily, through the compulsory attendance age of 18. The school has established specific rules and regulations in this crucial area. Excessive absences affect the student's grade and can result in a failure in the class.

**The penalty for unnecessary, unexcused absences is a lower grade (by teachers) or denial of credit (by policy) when non-school related absences exceed ten (10) days per semester.**

Parents are required to submit a written excuse for a student's absence on the day the student returns to school. The student presents the excuse to the Attendance Office. If that procedure is not followed the absence is "unexcused".

A student with five (5) unexcused absences within a school year is a student in need of early intervention and one with ten (10) or more unexcused absences within a school year is "habitually truant". The Superintendent will establish procedures to identify, and intervene with students in need of early intervention, beginning with contacting parents and requesting an opportunity to discuss interventions. Discipline shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.

**Counselors will be contacting parents when students have received the 3-, 5-, and 10-day truancy letters to discuss possible interventions and support for student attendance.**

Maximum Absences per Semester: Excessive absenteeism can result in loss of academic credit.

1. Students cannot have more than ten (10) unexcused and excused absences combined per semester.
2. Students are allowed up to fifteen (15) absences per class for formal school activities.
3. Upon exceeding the 10 day limit, the student/parent is notified by the counseling office that credits have been jeopardized and may be denied.

#### PROCEDURES FOR NOTIFYING THE SCHOOL OF AN ABSENCE

A parent or guardian is required to notify the office of a student's absence by phone on the day of the absence. The parent should call 753-7357 and ask to speak to the attendance clerk. The following information should be given; the caller's name, relationship to the student(s), the student's complete name, the student's grade, the reason for the absence, the length of the absence and a phone number where they can be reached in the event the absence needs to be verified. The student(s) should bring a written note or doctor's excuse to the attendance clerk on the day they return to school following the absence. The note will be retained on file for a period of one year. It is the student's responsibility to speak with each of the teachers on their schedule and obtain the missed assignments for any excused absence.

#### TARDY POLICY

Teachers firmly believe that students must learn punctuality (i.e. be on time for appointments, etc.), because it is rude and discourteous to arrive late. Students are expected to be on time to class. Beginning with first period and all subsequent periods, teachers will be outside their doors, in the hallways, when the last bell rings they will allow students in who are making a sincere effort to get to class.

#### OFF CAMPUS REQUESTS/CLOSED CAMPUS

1. Only a parent/guardian can phone Española Valley High School for the request to be considered; all calls will be verified.
2. **Absolutely no off campus food will be allowed (example: Sonic, McDonalds etc....)**
3. Off-campus requests will be discretionary **(no requests for off-campus at lunch will be considered)**.
4. To request an off-campus pass during a scheduled school activity (e.g., assemblies, performances, job fairs, and dances), the parent/guardian will be expected to come to the school to sign their student out.
  - a) No Telephone authorizations will be accepted during these events
5. Students are not allowed to leave campus with other students unless the request has the approval of a parent and the site administrator on an emergency basis only.
6. Students who do not drive must have a parent/guardian sign them out in the office. Under no circumstances will a student be allowed to walk off campus. Española Valley High School is a closed campus.

#### DRIVING/PARKING

1. Students may pick up parking permit applications and regulations from the office.

2. Parking permits will be issued first to seniors, next to juniors, and then to sophomores upon availability.
3. Freshmen will not be allowed to purchase a decal or drive on campus.
4. Students driving motor vehicles to school must purchase a parking decal for \$10.00.
5. The decal must be displayed prominently.
6. Student drivers must park only in their assigned parking space.
7. Any students who parks illegally, violates speed limits, drives recklessly or abuses the Attendance/Tardy Policy will have parking and/or driving privileges revoked, or will be subject to other disciplinary action.
8. Failure to comply will result in the loss of driving privileges and/or a car will be towed or booted which will result in having the owner being responsible for the expense.
9. The school shall not be responsible for fire, theft, or other damage to automobiles or other vehicles that are parked or operated on school property.
10. All vehicles are subject to the search/seizure policy.
11. Concerns need to be addressed to the High School Co-Principals.
12. Students are reminded that there is a law prohibiting the transportation of students in the bed of a pickup or the exterior of a vehicle, i.e. hood or trunk of a car.
13. All speed limits and traffic regulations must be followed on school grounds as well as public roadways.
14. Students risk the permanent loss of driving privileges if any of these rules are violated.

### ACADEMIC DISHONESTY

Academic Dishonesty (cheating, plagiarism, forgery) including giving other people something to copy, using/giving the work of others to copy, or falsely making or altering a document, given by the teacher of record, this includes using a cell phone during testing or class time to look up answers. When a student is found guilty of cheating, the teacher shall collect the student's paper, mark a zero grade for the work, and notify the parent and office. The parent will be informed that a second offense will be cause for suspension. A student's membership in the National Honor Society will be revoked if a student is found guilty of plagiarism, cheating, or forgery of an authorized copies assignment, test, or original source.

### LOCKERS

Lockers are available for student use. Lockers are the property of the Española Public School District. The Española Public School District Administration reserves the right to search any or all lockers at any time without the student's knowledge and/or presence. Lockers are subject to search by the administration as outlined in search/seizure policy. Contents of the locker will be the responsibility of the student to whom it is issued.

### LIBRARY SERVICES

The services of the librarian and aide are available to all students from 7:55 a.m. to 3:20 p.m. including the noon hour. Rules and regulations set by the school librarian will be strictly enforced. Books or other items checked from the library will be the responsibility of the person checking them out. All library fines are due at the end of the school year.

### ASSEMBLIES

An indication of the cultural level of the school is the conduct of its student body at an assembly. Therefore, behavior should be quiet and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school. Unacceptable conduct includes; uncalled for remarks, talking during the program, or any conduct not conducive to the program. Students not behaving will be asked to leave the assembly and report to a set location to await consequences, if warranted. Headgear and sunglasses will not be worn inside during assemblies. All students are required to attend assemblies unless they have administrator permission to the contrary.

## CLASS/CLUB ACCOUNTS

The school Co-Principals shall approve all fund-raising activities or purchases. Fifteen dollars in class dues will be collected at the beginning of the year from all students. All students will be held responsible for dues as voted by the class.

## CLUBS/ ORGANIZATIONS AND PROGRAMS

Participants must adhere to NMAA regulations as well as to school and club policies.

Business Professionals of America	DECA
Driver's Ed. Club	Future Educators of America
Future Farmers of America	GSA Alliance
Journalism Club	JROTC
JUNTOS	MESA
National Honor Society	Student Council
Yearbook	Ski Club
<u>Note:</u> Meetings will take place during the lunch hour or after school. Sponsors are to have a copy of the club's constitution, by-laws and membership on file in the Principal's or Assistant Principal's office.	

## EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

The school administration, club and class sponsors will make every effort to provide extra-curricular activities. Only students in good standing with the school will be allowed to attend. The following regulations will apply:

1. Students who have been drinking intoxicating beverages or suspected of being under the influence of any other drug will not be allowed to attend the activity.
2. Smoking is not permitted in any of the buildings or school-sponsored activities.
3. Students attending the activity must remain inside the building or activity area. Students who leave will not be allowed to return to the activity. Española Valley High School students attending activities are subject to all in-school regulations as described in this handbook.
4. Students from outside our school district are expected to abide by all our regulations and student code of conduct.
5. Students suspended will not be allowed to attend school activities during the time of suspension (i.e., games, dances, off campus activities, etc.)

## RULES GOVERNING SCHOOL ACTIVITIES AND CLUBS *(Athletics, Cheerleading, Student Council, all clubs, etc.)*

Students must meet the eligibility standards as adopted by this school and the New Mexico Activities Association in order to participate in athletic activities. Students participating in extra-curricular activities defined as other than accredited class activities such as athletics, cheerleading, debate, etc. must meet these standards as well. To meet these standards students:

1. Must have passed 4 classes, not failed more than 1 class and have a minimum 2.0 GPA.
2. Must have satisfactory citizenship and attendance.
3. Must pass a grading period check on scholarship, citizenship and attendance.
  - a) The eligibility is in effect for the next grading period.
  - b) Excessive absences in one grading period may result in student ineligibility for the next grading period.
  - c) A suspension from school makes the student ineligible to participate in the activity during the suspension dates.
  - d) Disciplinary action by coaches may invoke ineligibility at any time.
4. Will be subject to random drug testing.



## NATIONAL HONOR SOCIETY

Membership in this organization shall be based upon scholarship, service, leadership and character. Members of the Española Valley High School National Honor Society are selected from sophomores and juniors. A grade point of 3.3 must be maintained to continue membership.

A student's membership in the National Honor Society will be revoked if a student is found guilty of plagiarism, cheating, or forgery of an authorized copies assignment, test, or original source.

## STUDENT COUNCIL

The student council provides opportunities for student leadership and management. Elections for student council and class officers are held in the spring except for incoming 9<sup>th</sup> graders. Student Council is the governing body of the high school. Elections are held each year to determine membership and elected officers must be enrolled in the leadership class.

Objectives are as follows:

1. Develop and maintain good school spirit.
2. Assist in directing and managing student life and activities.
3. Provide a forum for student expression and the exchange of student views.
4. Develop leadership qualities.
5. Assist with solving problems that may arise in the school.

## INTERSCHOLASTIC SPORTS

Athletics is an integral part of any school. Students, both boys and girls, are encouraged to participate. Some of the sports in which Española Valley High School participates in are basketball, softball, baseball, track, volleyball, cross-country, soccer, football, cheerleading, bowling, and drill team. To be eligible to participate in any sport, a student must meet scholastic requirements, have parental consent and required physical exam form completed, and must meet NMAA eligibility requirements. Athletic Department policy must be followed.

Home school students are eligible to participate in three (3) athletic actives during a school year, if eligibility met (Pursuant to Laws of 2007, Chapter 365, Section 2).

## RULES GOVERNING SCHOOL SPONSORED TRIPS

The following information will be required for school-sponsored activities:

1. The Co-Principals must approve all school sponsored trips.
2. All participants must travel to and from the event on Española Public School District transportation. Participants are not allowed to transport themselves.
3. Parental permission slips specifying the following are required:
  - a) Time, place, date of departure and return.
  - b) Adequate supervision will be provided and a list of supervisors will be included.
  - c) Student's responsibility for his/her own behavior.
  - d) Emergency contact information from parent/guardian.
  - e) In cases where a student is sent home for disciplinary reasons, it shall be done at the parent(s) student's expense or the parent(s) will be given the option to pick up the student.
  - f) List of student rules/expectations that must be followed before and/or during each trip.

- g) Medical Release Form in case of emergency.
  - h) Waiver of Liability Form freeing the Española Public School Board of Education and School Officials from liability for injury or mishap resulting from disorderly and/or neglectful conduct or action on the part of the student(s).
4. Adequate supervision will be provided and a list of supervisors will be submitted prior to the event.

#### AWARDS/TROPHIES

Students who take part in competitions and win individual trophies in a school-sponsored activity may keep trophies. Trophies won by teams will become part of the school's property and will be displayed.

#### SCHOOL DANCE RULES

1. Dances at Española Valley High School are for the benefit of Española High students only.
2. Guest passes need to be signed by the Co-Principals and presented at the door on the day of the dance. Formal dances require at least a two week advance approval.
3. The invitee will be held responsible for the behavior and actions of the guest.
4. No student below the 9<sup>th</sup> grade level is permitted to attend.
5. No one can leave the building and expect to return to the dance.
6. Students under the influence of alcohol or drugs will be detained until the proper authorities are contacted and disciplined as per district policy.
7. All other school rules will apply.
8. Age limit, 20 years old.

#### PROCEDURES FOR ADDRESSING UNACCEPTABLE BEHAVIORS

Consequences have been established and must be expected for any violation. Students will not be allowed to be a participant in or attend any extra-curricular activities while placed on disciplinary action. Each consequence will depend on the violation and whether the violation is a first offense or repeated act. The initial process to attempt to resolve problems informally will follow the action described herein. The following disciplinary actions will be administered at the Principal's (or his/her designee's) discretion.

1. Staff/Parent/Student Contract- Staff member will contact and/or conference with student and/or parent concerning acceptable behavior and may develop a student contract in order to outline or detail student's expectations.
2. Administrator/Parent/Counselor/Student Conference- Administrator, counselor, student, and parent will be involved in conversation at school.
3. Short-Term Suspension- Students are not admitted on campus and may not attend classes until their parents and school officials agree on the positive behaviors that must be demonstrated by the student prior to re-admission. A short-term suspension can range from 1 to 10 days.
4. Long-Term Suspension- To protect the majority of the student population, it is necessary to dis-enroll students whose presence may interfere with an atmosphere of calm and order. Students may be re-enrolled after they agree in writing to conform to appropriate behaviors. A long-term suspension is 11 or more days. Procedures as outlined in SBE Reg. 81.3 will be used for long-term suspensions. Special Education students require alternate due process procedures as described in this regulation. These procedures, which are designed to protect disabled children, will be followed precisely.
5. Referral for Legal Action- When the unacceptable behavior is a direct violation of state and federal law(s), the case will immediately be referred to law enforcement officials for proper disposition.
6. Expulsion- When the unacceptable behavior is very severe, a student will be giving a hearing with the district hearing officer. The Superintendent will follow State Board of Education Regulation 81.3-In making the final decision.

7. In-School Suspension (ISS) - Students will be sent to a supervised controlled environment where they will be allowed to make-up work under strict supervision. Students will be sent to ISS for non-violent or non-illegal activity.
8. Out of School Suspension- Students will be suspended off of the school properties for serious violations involving violent or illegal actions. Students may not attend any school-sponsored activities during the time of suspension. This includes field trips, games, drivers' education and dances. Students will have to make arrangements with their teachers for make-up work.
9. Suspension of School Bus Privileges- When a student has jeopardized the safe operation of a school bus, the privilege of riding a school bus will be denied. School officials will meet with guardians to discuss the problem. School officials will determine the length of this suspension. Specific procedures are described in the district's student transportation procedures document available at each school and central office.
10. Restitution- Restitution will be sought from anyone for damage or for the theft of personal or school property. This includes damage to the school facilities (bathrooms, lockers, desks, etc, damage or loss of school textbooks, materials, and supplies for which student and parents are responsible, or damage to personal property of school employees, students, or school neighborhood residents).
11. Contractual Agreements/Community Service- In any case of the disciplinary offenses, contracts may be used to clarify and define the guidelines and consequences as needed on an individual basis. Community service, Saturday School, or in-school suspension may be substituted for the punishment depending on severity.
- 12. Fighting/Substance Abuse-Anyone involved in a fight/substance abuse will be suspended for five days for the first offense, 10 days for the second offense and subsequent fights/substance abuse will go to hearing for long-term suspension.**

**\*Note:** All allegations of fighting will be investigated prior to administering a suspension.

#### WEAPONS

According to policy, the Board of Education recognizes the presence of weapons in school as not only creating unacceptable risks of injury or death but also creating a climate that undermines the educational purpose of the school. Accordingly, it is the policy to forbid the possession, custody, and use of weapons by unauthorized persons on or around school property. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion. Proper law enforcement authorities will be contacted. Action will be taken as per district policy. (See the Gun Free School Act of 1994)

#### HALL PASSES

Students must always have an official school pass during class time, including visits to the Principal, counselor, nurse other support programs, or they will be considered truant. The pass must have the date, time and destination. Students found without a pass will be taken to the office and parents called to inform them that the student will be placed in ISS.

#### DAILY BULLETIN

The bulletin shall be read first period each day to students with any school information pertinent to the students.

#### POSTERS AND SIGNS

No materials such as tape, staples, or thumb tacks are to be attached to the walls for the purpose of displaying posters, signs, etc. without clearing through the principal's office. Nails and screws are prohibited. The use of bulletin boards is strongly encouraged. Students who place items are responsible for their removal.

#### EMERGENCY/FIRE DRILLS

Fire drills will be held periodically during the school year. Students are requested to proceed in an orderly manner as instructed by their teacher. The teacher in each classroom will give the students instructions and will take attendance. There is a fire exit plan posted in each classroom. The teacher will explain the diagram on the first week of school.

Note: Each teacher will have the school emergency evacuation plan posted in their classroom.

**\*\*Turning in a false alarm is a misdemeanor, punishable by law. Anyone found guilty of such an act will be disciplined by the administrator and referred to the appropriate law enforcement agency.**

#### OPEN HOUSE

Open House is a time for parents to follow their child's schedule and become acquainted with their child's teachers, schedule and course requirements. Open House is typically scheduled the month of September. It is held in the evening, from 5:30 p.m. to 7:00 p.m. This is a good time to address general questions about the course syllabus or to provide the teacher with contact information.

#### PARENT AID

Parent Aid is our new web based communication tool that is used at Española Valley High School. The program will provide the viewer with the following information: schedule of classes, assignments, current progress, attendance and lesson plans.

School staff maintains grades on Parent Aid on a weekly basis. Parents may access Parent Aid to address questions regarding grades and progress of their student. All parties should bear in mind that the grading process is a lengthy one and that the posting of grades for assignment and exams may take longer than expected. Parents can contact Brandy Lopez at 505-367-3310 for a user name and password.

#### SCHOOL BASED HEALTH CLINIC

The school based health clinic for SY 2015-2016 is available to students five days a week, Monday, through Friday. The clinic requires that all students have a complete and signed permission form on file in order to receive services. The form is available at registration, from the nurse's office and on the district web site. The clinic staff may be reached at 753-3757.

The school based health clinic provides both physical and mental health services. School sports physicals and immunizations are part of the services provided at the clinic. The clinic does not provide reproductive/contraceptive services to any student.

#### PAC (PARENT ADVISORY COMMITTEE)

The PAC committee consists of parents, teachers, support staff and administration. Our mission is to build substantial participation school wide. We will be meeting once a month; day will be announced at a later time. We will have a parent link through the EVHS website for all PAC members to receive information about events and notifications for our school.

#### COMPUTER NETWORK ACCESS AND USE POLICY

The use of the network is a privilege, not a right. Inappropriate use will result in cancellation of the privilege. System administrator's decision as to appropriate will be final. A parent and student acceptance form must be completed each year and turned into the front office.

#### SCHOOL MESSENGER

This is an informational system used by the district to notify staff, students, parents and any contact person of pending in-school closures and delays.

#### CAFETERIA SERVICES

For further information contact district coordinator, Sennie Quintana @ 753-2295

#### BUS TRANSPORTATION

Please be advised that bus stops are designated for the purposes of safe and efficient operation of the school transportation system. All students must be dropped off and picked up ONLY at their designated bus stop. Students must not be dropped-off or picked-up at any other location.

Parents and students who do not follow these rules are violating safety rules and are subject to the loss of their transportation privileges.

### OTHER SCHOOL RULES AND REGULATIONS

1. Food and beverage other than water in a clear container are only allowed with teacher permission in the classroom.
2. Every student must have a hall pass with the date and time when in the hallway.
3. Students are not to remain in the building after school hours unless they are under direct supervision of a teacher.
4. Riding the school bus is a privilege. Improper conduct in the buses will result in the loss of the privilege.
5. Profanity will not be tolerated. Staff is instructed to report such incidents. After a staff member's warning, the student will serve a one day in-school suspension or out of school suspension.
6. Students may not operate the following electronic devices during class time, without teacher permission: IPODS, video games, CD players, DVD players, etc.
7. While students will be allowed to bring their cell phones to school the following restrictions will apply:
  - Phones must be turned off completely and stored out of sight during class time and in any office.
  - Students will not be allowed to take phones out to check voice mail or text messages.
  - Students using phones during an exam will receive an automatic zero "0" on the exam.
  - Students using cell phones to text message information that will aid and abet cheating or plagiarizing will be subject to the consequences outlined for academic dishonesty.
  - Any student using a cell phone or other media recording device to take unauthorized pictures of a student or students for any purposes will be subject to disciplinary measures up to and including expulsion.
8. Inappropriate use of electronic devices will be subject to the following disciplinary measures ex. Textual harassment:
  - On the first infraction will result in having the item confiscated, bagged, and logged. The item will be locked in a safe box in the Administrative offices. The device will be returned to the student at the end of the day.
  - On the second and subsequent infractions, the device will be confiscated, bagged, logged, and the parents will be called to come and pick it up. The item will be locked in a safe box in the Administrative offices.
9. Española Valley High School will not be responsible for loss or damage to these items.

### **ESPAÑOLA VALLEY HIGH SCHOOL CODE OF CONDUCT BEHAVIORAL EXPECTATIONS FOR STUDENS**

#### **Appropriate Learning Environment**

**EVHS EXPECTATIONS:** In order to have a safe and orderly environment for schools, students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption. Students who commit violations of these expectations are subject to the school administrative procedures including but not limited to the actions listed below.

#### **Appropriate Learning Environment expectations:**

- Students will attend all scheduled classes.
- Students will be on time to every scheduled class.
- Students will wear appropriate school attire (See page 28)
- Students will be respectful in language and behavior to all adults.
- Students will maintain appropriate classroom behavior, and not disrupt learning.
- Students will use polite and respectful language at all times.
- Students will use electronic devises when permitted for educational purposes and at certain times and areas.
- Students will follow computer and internet use policy.

- Students will behave and learn honestly (no cheating, copying other student's work).
- Students will behave in an appropriate manner, without public displays of affection or sexual behaviors.

**Possible School/Administrative Actions when the expectations are not met:**

- Official warning to student
- Conference between teacher and student(s)
- Communication between staff, parent or guardian and student
- Contract with student
- Special assignment and/or restorative action (i.e. community service)
- School counseling intervention
- Referral to outside resources (Juvenile Justice Division, Children Youth & Family)
- Response to Intervention (RTI) process
- Functional Behavior Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Loss of privileges
- Loss of grade on assignment
- Immediate removal from the situation
- Immediate removal from school
- Exclusion from extracurricular activities
- Exclusion from public school transportation
- In-School Suspension
- Out-of-School Suspension up to ten (10) days
- Repeated events may result in a Due Process Hearing and Possible Long Term Suspension.
- STUDENT TIME OUT PROGRAM (S.T.O.P.)
- OPPORTUNITY SCHOOL
- 6 AM SCHOOL IMPROVEMENT DETAIL
- ACCOUNTABILITY SCHOOL
- OR ANY OTHER ACTIONS DEEMED NECESSARY BY PRINCIPAL OR DESIGNEE

**Substance Use/Abuse (Drugs/Alcohol/Tobacco)**

EVHS EXPECTATIONS: EVHS is dedicated to establishing and maintaining drug, alcohol and tobacco free environments. Students are expected to bring only those materials necessary for instructional, athletic and other extra-curricular activities.

**Substance Use/Abuse expectations:**

- No student will possess, use, distribute/sell, and/or be under the influence of illegal drugs and other mood altering substances.
- No student will possess items used to measure, package, distribute or facilitate the use of illegal drugs, or other mood altering substances.
- No student will possess, or distribute/sell any medications. Needed medications must be administered by the school nurse.
- No student will possess, use, distribute/sell and/or be under the influence of alcohol.
- No student will possess, or distribute/sell tobacco/nicotine products or electronic cigarettes.

**Possible School/Administrative Actions when the expectations are not met:**

- *Conference with staff, parent/guardian and student*
- *Restorative action (i.e. community service)*
- *Referral to support services or outside resources (Juvenile Justice Division, Children Youth & Family)*
- *Loss of privileges*
- *Immediate removal from school*
- *Exclusion from extracurricular activities*
- *Exclusion from public school transportation*
- *In-School Suspension*
- *Out-of-School Suspension up to ten (10) days*

- *Law Enforcement Referral/Report for illegal actions*
- *Repeated events may result in a Due Process Hearing and Possible Long Term Suspension*

### **Protection of Property**

EVHS EXPECTATIONS: Students are expected to recognize the property rights of other students, staff members, public and all EVHS staff by: 1) using property for its intended purposes without damage to the property; 2) using property belonging to others only with permission of the owner or person in charge of the property; and, 3) reporting to school officials situations which may result in damage to, loss of, or misuse of property.

#### Protection of Property expectations:

- No student will display or draw inappropriate images.
- No student will write or draw on school property (graffiti).
- All students will use school property only as instructed.
- All students will use school property with care.
- No student will damage school property.
- No student will trespass on property they are not allowed to enter.
- No student will steal.
- No student will sell or solicit any product without administrator permission.
- No student will bring matches or lighters on school property.
- No student will possess firecrackers or fireworks on school property.
- No student will start or attempt to start fire(s) on any school property.

#### Possible School/Administrative Actions when the expectations are not met:

- *Conference between staff, parent or guardian and student*
- *Contract with student*
- *Special assignment and/or restorative action (i.e. community service)*
- *Functional Behavior Assessment (FBA) and Behavioral Intervention Plan (BIP)*
- *Loss of privileges*
- *Immediate removal from school*
- *Exclusion from extracurricular activities*
- *Exclusion from public school transportation*
- *Out-of-School Suspension up to ten (10) days*
- *Repeated events may result in a Due Process Hearing and Possible Long Term Suspension.*
- *Law Enforcement Referral/Report for illegal actions.*
- *Long term Out-of-School Suspension up to Expulsion pending results of the Due Process Hearing.*

### **Protection of Physical Safety and/or Mental Well-Being**

EVHS EXPECTATIONS: Students are expected to create and maintain a respectful, positive school climate. Students are expected to behave with respect for themselves and others and to promote respect for the physical safety of themselves, other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and to seek assistance from staff members as needed.

#### Expectations for Physical Safety and/or Mental Well-Being of self or others:

- All students will maintain a respectful distance from other students and will not horseplay or fight.
- No student will incite others to fight or bully other students.
- All students will respect the laws of the community, including not committing simple battery, assault, disorderly conduct, or sexual battery.
- All eligible student drivers will drive vehicles in a legal manner, which includes no reckless use of a motor vehicle on school property.
- All students will behave in an orderly manner in school.

#### Potential School/Administrative Actions when the expectations are not met:

- *In-school suspension*
- *Exclusion from public school transportation*

- *Out-Of-School Suspension for up to ten (10) days*
- *Out-of-School Suspension up to Expulsion pending the results of the Due Process Hearing.*

EVHS EXPECTATIONS: Students are expected to behave with respect for others and to promote respect for the emotional well-being of other students and staff.

Additional Expectations for Physical and/or Mental Well-Being of self or others.

- No student will stalk another student.
- No student will extort from and/or coerce another student.
- No student will gamble.
- No student will kidnap another person.
- No student will rob another student.
- No student will harass another student.
- No student will threaten or intimidate another student.
- No student will bully another student.
- No student will haze another student.
- No student will sexually harass another student.
- No student will participate in gang related activities.
- All students will report someone who possesses a prohibited item (drug, weapons, etc.).
- All students will report someone who has committed a serious incident.

Potential administrative actions for violation of expectations:

- Conference between staff, parent or guardian and student
- Contract with student
- Special assignment and/or restorative action (i.e. community service)
- Functional Behavior Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Loss of privileges
- Immediate removal from school
- Exclusion from extracurricular activities
- Exclusion from public school transportation
- Referral to support services or outside resources
- In-School Suspension
- Out-of-School Suspension up to ten (10) days
- Law Enforcement Referral/Report for illegal actions.
- Long term Out-of-School Suspension up to Expulsion pending results of the Due Process Hearing.



**Additional Expectations for Physical and/or Mental Well-Being of self or others.**

- No student will commit assault and/or battery with hands, feet or fists, knife or cutting object, firearm or destructive device or another dangerous weapon.
- No student will be in possession of or use a knife, another dangerous weapon, handgun, rifle or shotgun, other firearms or device, multiple firearms, or facsimile weapon.

**Potential administrative actions for violation of expectations:**

- Conference between staff, parent or guardian and student
- Contract with student
- Special assignment and/or restorative action (i.e. community service)
- Functional Behavior Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Loss of privileges
- Immediate removal from school
- Exclusion from extracurricular activities
- Exclusion from public school transportation
- Referral to support services or outside resources
- In-School Suspension
- Out-of-School Suspension up to ten (10) days
- Law Enforcement Referral/Report for illegal actions.
- Long term Out-of-School Suspension up to Expulsion pending results of the Due Process Hearing.

## ESPAÑOLA VALLEY HIGH SCHOOL DRESS CODE

Board policy authorizes the administration to determine appropriate standards for student dress, to the end that students dress promotes a more effective climate for learning creates opportunities for self-expression, increases campus safety and security, fosters school unity and pride, and eliminates "label competition", ensures modest dress, and minimizes cost to parents.

Coaches and sponsors of extra-curricular and co-curricular activities are granted authority to establish more stringent rules regarding dress and appearance for students participating in such activities. Such additional rules shall not be inconsistent with requirements of the activity and shall require approval from the principal.

### PROHIBITED DRESS

Students are not allowed to wear or use the following items:

#### A. General

- Muscle Shirts
  - Tank Tops: are too have a minimum 2" shoulder strap and must overlap top of pants by at least two inches all the way around and must also cover back
  - Midriff tops (no skin should show between the bottom of the shirt/blouse/sweater and the top of the pants/skirt/skort when arms are stretched upward)
  - Neckline may not be lower than one horizontal hand width from the neck
  - Armholes may not be lower than one horizontal hand width from armpit
  - Slits and lace-ups are to be no higher than one horizontal hand width from the top of the knee when standing
  - Articles of clothing with spaghetti straps
  - Underwear, including thongs, sports bars should not be visible
  - Undergarments as outerwear
  - Off-the shoulder shirts/blouses/sweaters
  - Low-cut, see-through or minimal clothing
  - Shorts or pants that fit too tightly
  - Shredded/torn clothing
  - Caps and sunglasses are only allowed outside of the building
- B.** Coats deemed to be disruptive, unsafe and/or unhealthy. Coats are defined as overcoats or outerwear.
- C.** Pants worn below the waist or in a manner that allows the underwear or bare skin to show, or which are excessively baggy with low-hanging crotches. Pants and belts must be size appropriate (no more than 3 inches greater than the waist size of the wearer) and worn around the waist in an appropriate manner.
- D.** Any attire shorter than the point where extended fingers end when the students is standing up straight.
- E.** Clothing, tattoos or accessories which advertise, display or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hate, bigotry, or gang related paraphernalia.
- F.** Inappropriate face or body painting.
- G.** Clothing or accessories that:
- Display gang affiliation by color, insignia, or symbolism;
  - Display insignias that suggest illicit or abusive behavior (violence towards others); and
  - Disrupt the orderly operations of the school.
- H.** Headgear of any kind such as hats, caps, bandanas, hairnets and other head coverings (such as sweatshirts hoods) are not to be worn in any EVHS building or facility with the following exceptions. When said headgear is part of a :
- Work uniform or needed for a specific task as deemed appropriate by the individual's teacher or supervisor;
  - Costume or uniform (e.g. mariachi)
  - Religious sect dress code within the student's tenet or faith; or
  - Prescribed.

## **GANG RELATED ACTIVITIES PROHIBITED ITEMS**

Administration/staff will determine if a student's clothing, possessions, appearance, or activities are gang related if a student's attire, possessions, appearance, or activities meet three or more of the criteria listed below. More indicators identified may increase the severity of the consequences. This list is not exhaustive.

- Clothing/items representing Insane Clown Posse in name or symbol;
- Bandanas;
- Clothing and/or possessions, including but not limited to, shirts, pant belts, shoes, hats, gloves, jewelry, notebooks, binders, and writing instruments, that are in any combination.
- Recruiting, harassing, intimidating, posturing, bullying, fighting, racketeering;
- Assault, battery, theft, trespassing, extortion, other criminal activity;
- Items with gang names, logos, or numbers that represent a gang (e.g. 13 X3) including embroidered items or colored tape used to write symbols;
- Display of signs, symbols, monikers, signals, tagging or marking. This includes displaying or throwing gang signs/gestures, using gang whistles, sing nicknames/monikers/gang names, displaying pictures, symbols, or nicknames on personal electronic devices.

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS FOR STUDENTS

### STUDENTS HAVE THE RIGHT TO:

1. Request assistance from the school site administrator and/or any other adult in authority;
2. Have access to conflict management resources;
3. Receive a copy of the Española Valley High School Code of Conduct for Students
4. Protection against discrimination regardless of gender, race, religion, color, national origin, linguistic, and language differences, sexual orientation or socio-economic status; and,
5. Be informed of the district's complaint and appeal process.

### STUDENTS HAVE A RESPONSIBILITIES AND COMMITMENT TO:

1. Read, understand and adhere to the Española Valley High School Code of Conduct for Students;
2. Adhere to Española Public Schools Board Policies;
3. Adhere to school and classroom rules, regulations and procedures;
4. Sign and return the Española Valley High School Code of Conduct for Students
5. Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework;
6. Strive for academic growth;
7. Respect the rights, feeling and property of fellow students, parents, school staff, visitors, guests, the school and school neighbors;
8. Conduct themselves in accordance with Española Valley High School Code of Conduct for Students on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn;
9. Seek peaceful solutions to conflict and encourage peers to do the same;
10. Seek assistance from an adult should a conflict situation begin to get out of control;
11. Not bring to school or to any school event a gun, knife, or any other weapon, including any objects or items used in a threatening manner that look like or can be perceived as a weapon.
12. Alert an adult if a gun, knife or other weapon is seen on campus or at a school event;
13. Follow discipline guidelines adopted by the school and district;
14. Present written excuse when tardy or absent;
15. Identify self accurately upon request from school personnel;
16. Report known school-related criminal activity to site administrator. Student option also includes contacting local law enforcement agency;
17. Not use, possess, give or sell any substance, be it narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substance or tobacco (including electronic cigarettes) while at school, on a school bus or at school-sponsored events;
18. Dress in a manner appropriate for school as defined in the Dress Code.
19. Abide by the transportation guidelines set forth by the State of New Mexico while riding in a school bus or other school-owned vehicle;
20. Abide by the technology guidelines for using computers, software and Internet access;
21. Abide by the EVHS policy for use of personal electronic and/or communication devices;
22. Report to an adult or staff for investigation, acts they suspect may be bullying; and
23. Comply with the rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state or local law.

I, the undersigned, agree to these rights, responsibilities and commitments:

Student's Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Parent's Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

**GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS FOR PARENTS/GUARDIANS**

**PARENTS/GUARDIANS HAVE A RIGHT TO:**

1. Receive quarterly official reports of their child(ren)'s academic progress, attendance and conduct;
2. Have access to their own child(ren)'s records, and review their own records if 18 years of age or older;
3. Inspect, copy and challenge according to the appropriate guidelines any and all information contained in their child(ren)'s record;
4. Receive an explanation on their child(ren)'s progress;
5. Receive a prompt report of their child(ren)'s tardiness and absence in accordance with the district's attendance and truancy procedures;
6. Receive information concerning programs offered in the school;
7. Participate in local school organizations, volunteer activities; and school governance advisory committees;
8. Be informed of the district's complaint and appeal process;
9. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, physical or mental disability.
10. Know whether the staff who are serving their child(ren) are highly qualified; and
11. Receive a prompt and timely response to requests and concerns.

**PARENTS/GUARDIANS HAVE A RESPONSIBILITY AND COMMITMENT TO:**

1. Read and discuss along with their child(ren) the *Española Valley High School Code of Conduct for Students* and other similar materials from the school and ask for clarification and/or interpretation if needed;
2. Adhere to the *Española Valley High School Code of Conduct for Students*;
3. Provide picture identification upon request from school staff;
4. Provide the school with written documentation if your child must leave school during the school day;
5. Instill in their child(ren) respect for school authority, the law, and the rights of others;
6. Monitor their child(ren)'s behavior;
7. Notify the school the day of their child(ren)'s absence;
8. Plan a time and place for homework assignments, with necessary supervision;
9. Attend all requested parent conferences;
10. Ensure prompt and regular attendance at school as per the Compulsory School Attendance Law, NMSA 1978 Sections 22-12-1 through 22-12-9;
11. Present issues, requests and concerns to staff in a calm, reasonable, and timely manner;
12. Teach children how to settle arguments without resorting to violence and encourage them to use peaceful means when resolving issues;
13. Work with the school on disciplinary matters for the best interest of their child(ren);
14. Work to support their child(ren)'s interests through the local school board, DPAC/PAC and other school organizations, committees, and volunteer activities;
15. Report known school-related criminal activity to site administrator. Parent options also includes contacting local law enforcement;
16. Encourage their child(ren) to report to an adult, guns, knives and other weapons, including any objects or items that can be perceived as a weapon, that they have seen or have knowledge;
17. Not bring to school or to any school event a gun, knife, or any other weapon, including any objects or items that look like a weapon or used in a threatening manner that can be perceived as a weapon;
18. Teach their child(ren) about the dangers and consequences of guns and weapons use;
19. Keep any guns, knives and all weapons owned under lock and key and away from their child(ren);
20. Enforce the district's policies to eliminate guns and weapons and to work with the school in developing programs to prevent violence;
21. Have their child(ren) dress in a manner appropriate for school and abide by the Dress Code;
22. Enforce and comply with the district's policy and regulation on tobacco, alcohol and other drug abuse while on campus;
23. Enforce the transportation guidelines for students set forth by the State of New Mexico, if their child(ren) ride(s) the school bus or other school-owned vehicle;
24. Enforce the technology guidelines for students set forth by the district for using computers, software and internet access;
25. Follow the procedures outlined for all appeal processes;
26. Report to an administrator, counselor, or adult on staff for investigation, acts they suspect may be bullying;
27. Seek clarification on any document received from the district;
28. Submit written notification of any changes in address, telephone numbers and emergency contact information; and
29. Teach their child(ren) not to use personal electronic devices during instructional day and abide by site procedures for the return of electronic devices.

I, the undersigned, agree to these rights, responsibilities and commitments:

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

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

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS FOR ADMINISTRATORS

### ADMINISTRATORS HAVE A RIGHT TO:

1. Work in a safe and positive atmosphere for learning and teaching;
2. Expect compliance with rules by staff and students;
3. Be free from intimidations, threats, or acts of violence while discharging duties;
4. Be trained in conflict management skills and receive staff development regarding school safety strategies;
5. Refuse to meet or continue to meet with individuals (non-student or non-employees) believed to pose a verbal, physical or psychological threat that disrupts, impairs and/or interferes with the educational process;
6. Request assistance from law enforcement officers when students, employees, parents or other individuals are believed to pose a verbal, physical or psychological threat that disrupts, impairs and/or interferes with the educational process or the administrator's discharge of his/her duties;
7. Discipline students in accordance with the *Española Valley High School Code of Conduct for Students*;
8. Discipline employees in accordance with the District Personnel Policies/Procedures; and
9. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, physical or mental disability.

### ADMINISTRATORS HAVE RESPONSIBILITY AND COMMITMENT TO:

1. Use professional ethics and confidentiality in relationship with staff, students, parents and the community;
2. Promote and develop a safe, positive and orderly atmosphere for learning and teaching;
3. Provide orientation for new teachers and continued assistance to all school personnel;
4. Seek conflict resolution training for school personnel if needed or requested;
5. Review, monitor and evaluate the program of instruction and articulate the program to parents and the community-at-large on an on-going basis;
6. Educate staff and parent community regarding strict, fair and consistent enforcement of the *Española Valley High School Code of Conduct for Students* and any other district and school site policies;
7. Ensure that all school staff enforces the *Española Valley High School Code of Conduct for Students* in a strict, fair and consistent manner;
8. Work with staff and students to develop and periodically review a school discipline plan, consistent with district-wide policies and support the staff members in fair and consistent enforcement of these regulations;
9. Communicate the school's policies on weapons to participants in the school community and focus on the responsibilities we all have;
10. Ensure that students have a confidential way to report to an adult any guns or other weapons they see on campus;
11. Report all guns, knives, and weapons to law enforcement officials, according to established procedures;
12. Not bring to school or any school even a gun, knife, or other weapon;
13. Use the school's student leadership groups and school meetings to obtain ideas to develop safe school environment;
14. Enforce the district's policy and regulation on tobacco, alcohol and other drug abuse;
15. Enforce the transportation guidelines set forth by the State of New Mexico for student who ride in a school bus or other school-owned vehicle;
16. Enforce the technology guidelines for students set forth by the district for using computers, software and internet access;
17. Abide by the EPS policy for the use of electronic and communication devices;
18. Ensure that teaching staff provide up-to-date lesson plans;
19. Confer with school personnel, parents, students and appropriate community agencies to formulate procedures and programs that will ensure socially acceptable conduct;
20. Promote alternative conflict resolution methods for all students and staff;
21. Notify the Office of the Superintendent or his/her designee and appropriate emergency services (police, fire department, etc.) as necessary;
22. Prepare school safety plans for natural disasters and emergency situations;
23. Inform parents and students of complaint procedures (due process, manifestation, grievance);
24. Support parent/guardian participation in school organizations, committees, and volunteer activities;
25. Present issues and concerns to school officials in a calm, reasonable manner;
26. Investigate all alleged acts of misconduct, including bullying;
27. Request picture identification from all school visitors;
28. Enforce rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law;
29. Notify parents when their child(ren) is/are taught, thirty (30) days or longer, by a non-highly qualified staff member;
30. Respond to parent requests in a prompt and timely manner; and
31. Establish students and staff expectations and procedures for student re-entry following student absences(s).

I, the undersigned, agree to these rights, responsibilities and commitments:

Employee's Legal Name (Please Print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This acknowledgment form will be placed in your personnel file.

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS FOR STAFF

### TEACHER, SCHOOL COUNSELORS AND OTHER STAFF HAVE A RIGHT TO:

1. Work in a safe positive atmosphere and learning and teaching;
2. Recommend to have a student, who exhibits physical or verbal violence or threatening behavior, including written or graphic threat's, as describe in the *Espanola Valley High School Code of Conduct for Students*, removed from the classroom;
3. Be full informed concerning *Espanola Valley High School Code of Conduct for Students*;
4. Expect student compliance with all district and school regulations;
5. Have administrative support when enforcing student discipline;
6. Receive education in conflict resolution skills and school safety strategies as scheduled annually;
7. Be free from intimidation, bullying threats, or acts of violence while discharging duties;
8. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, physical or mental disability; and
9. Have the right to be trained in all expectations of de-escalation skills and restorative justice.

### TEACHERS, SCHOOL COUNSELORS AND OTHER STAFF HAVE A RESPONSIBILITY AND COMMITMENT TO:

1. Use professional ethics and confidentiality in relationships with students, parents, community and other school employees;
2. Promote and develop a safe, positive and orderly atmosphere for learning and teaching;
3. Demonstrate by attitude and actions genuine concern and respect for each student;
4. Read, know, follow and uniformly enforce the *Espanola Valley High School Code of Conduct for Students*, district regulations, board policy in a fair and consist fashion using progressive disciplinary procedures;
5. Teach and review the *Espanola Valley High School Code of Conduct for Students* at the beginning of each semester;
6. Devote school hours exclusively to official duties;
7. Inform parents about the academic progress, attendance and conduct of their child in a timely manner;
8. Maintain accurate student records per school-site expectations;
9. Supervise students in the school building and grounds during extra-curricular activities in accordance with school rules, district policies and regulations and school procedures;
10. Plan, provide and conduct a program of instruction based on the Common Core State Standards;
11. Provide accurate and up-to-date lesson plans;
12. Exercise good classroom management that supports civic responsibility;
13. Use conflict resolution, de-escalation and redirections skills;
14. Be punctual and at the work station as scheduled;
15. Assist the principal in maintaining school order and discipline by assisting with the supervision of students and enforcing school rules;
16. Be present at any disciplinary conference concerning serious classroom disruption;
17. Adhere to the evaluation standards of the Espanola Public Schools;
18. Support parent and/or guardian participation in school organizations, committees, and volunteer activities;
19. Report all alleged acts of misconduct, including bullying, to administrator;
20. Report serious or repeated violations that require the administrator's intervention;
21. Follow and enforce the district's policies and regulations regard narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substances and tobacco;
22. Enforce rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law;
23. Respond to parent requests in a prompt and timely manner;
24. Positively support re-entry of students following disciplinary actions.

I, the undersigned, agree to these rights, responsibilities and commitments:

Employee's Legal Name (Please Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This acknowledgment form will be place in your personnel file.

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS FOR VOUNTEERS

### **VOLUNTEERS HAVE A RIGHT TO:**

1. Work in a safe, positive atmosphere for learning and teaching;
2. Be fully informed regarding the *Española Valley High School Code of Conduct for Students*, board policies;
3. Expect student compliance with district an school regulations;
4. Have access to education in conflict resolution skills and safety strategies as scheduled; and;
5. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, physical or mental disability.

### **VOLUNEETRS HAVE A RESPONSIBILITY AND COMMITMENT TO:**

1. Use professional ethics and confidentiality in relationship with students, parents, and school community;
2. Demonstrate by attitude and actions genuine concern and respect for students;
3. Read and uniformly support and enforce the *Española Valley High School Code of Conduct for Students*, board policies;
4. Use conflict resolution skills when appropriate;
5. Be punctual and have good attendance when scheduled to volunteer;
6. Report *Española Valley High School Code of Conduct for Students* violations to the supervising teacher and/or the site supervisor;
7. Follow and help enforce the district's policies and regulations regard narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substances and tobacco;
8. Adhere to the same behavioral expectations as students and staff (such as tobacco, alcohol, drugs, guns, knives, etc.) as described in the *Española Valley High School Code of Conduct for Students* while on school campus or at a school event.
9. Repost to an adult on staff for investigation, acts they suspect may be bullying; and
10. Enforce rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law;

I, the undersigned, agree to these rights, responsibilities and commitments:

Volunteer's Legal Name (Please Print): \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator or Designee: \_\_\_\_\_



## Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Annual Public Notification of Nondiscrimination

The Española Valley School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in the access to them, in treatment of individuals, or in any aspect of their operations. Española Valley School district Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Española Valley School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. Superintendent, Mrs. Bobbie Gutierrez 714 Calle don Diego, Española, NM 87532, and Phone No (505) 753-2254.

## Notificación Pública Annual de No Discriminación

El Distrito Escolar de Española no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión s sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras de Española Valley School District no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles.. La falta de habilidades inglesas para idiomas de hablar no sera una barrera a la admisión ni la participación en las actividades del distrito y programas. El Distrito Escolar de Española tampoco discrimina en sus contratos o practicas de empleados. Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Descriiminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitír por al coordinador de compliance. Superintendent, Mrs. Bobbie Gutierrez, 714 Calle don Diego, Española, NM 87532, and Phone No (505) 753-2254.

Española Public School District  
Handbook Signature Form  
SY 2015-2016

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Student's Name (Please Print)

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Grade

Dear Parent(s) and Student:

The preceding information has been provided for your review and information. These are the rules and regulations that will be enforced this school year. We have tried to make this handbook as informative as possible. We encourage you to review and discuss with your child, all the enclosed information and consequences for violation of school rules. However your input is certainly appreciated for future use.

Your signature will indicate a copy of the EPS Parent/Student Handbook is in your possession.

Thank you for the opportunity to serve you and your child's education needs.

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Parent/Guardian Signature

---

Date

---

Student's Signature

---

Date

# Calendars



Board Revision Approval: May 17, 2017

JULY 2017						
S	M	T	W	T	F	S
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30	31					
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NOVEMBER 2017						
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S	M	T	W	T	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						

PED Reporting Days	
Summer	- Sept 1 (K3+)
40th Day	- 2nd Wed Oct (10/11)
80th Day	- Dec 1
120th day	- 2nd Wed Feb (2/14)
EOY	- after last day (5/29)

Elementary School Hours		CFVMS & EVHS Hours	
8:20 am - 3:00 pm		7:55 am - 3:20 pm	
<u>Thursday Early Release</u>		<u>Parent/Teacher Conference Release</u>	
8:20 - 12:50 pm		Elem K-6 @ 12:00; Gr 7-12 @ 12:30	
Important Dates 2017 / 2018			
July 24-August 11		Pre-Registration for New Students	
August 7 and 8		New Teacher In-service	
August 9, 10, 11		Teacher In-service (No School for Students)	
August 14		First Day of School (Gr: 1, 3, 5, 7, 9)  <u>Kinder Orientation:</u> 8:30 AM - Classroom Meet & Greet 9:30 AM - Transportation Registration (Students do not stay for class, Parents & Students dismissed after Bus Registration)	
August 15		First Day of School (Gr: K, 2, 4, 6, 8, 10, 11, 12)	
September 4		Holiday - Labor Day	
September 29		Teacher In-service (No School for Students)	
October 27		Teacher In-service (No School for Students)	
November 22 - 24		Holiday - Thanksgiving Break	
December 22 - January 5		Holiday - Winter Break	
January 15		Holiday - Martin Luther King, Jr.	
February 19		Holiday - President's Day	
March 5-9		Holiday - Spring Break	
March 30-April 2		Holiday - Spring Recess	
May 21		Senior Check Out	
May 25		Last Day of School - Early Release: K-6@12:00; 7-12@ 12:30	
May 26		EVHS Graduation 10:00 AM at Edward Medina Gym	
Early Release (Elementary Only)			
8/24, 9/7, 9/21, 10/5, 11/2, 11/16, 11/30, 12/14 1/11, 1/25, 2/8, 2/22, 3/15, 4/12, 4/26, 5/10, 5/24			
Parent Teacher Conferences (Early Release: K-6@12:00; 7-12@ 12:30)			
October 19 and March 29 Conference Times: Elementary 1-4 PM; CVMS 3-6 PM; EVHS 4-7 PM			
Grading Periods (3 week monitoring cycle)			
1st Quarter (8/14-10/13)		Progress Reports: 9/5, 9/26	
43 student days		Report Card Conference: Oct. 19	
2nd Quarter: (10/16-12/21)		Progress Report: 11/7; 11/28	
46 student days		Report Card sent home: Jan. 16	
3rd Quarter (1/8-3/16)		Progress Reports: 1/30; 2/20	
43 student days		Report Card Conference: March 29	
4th Quarter (3/19-5/18)		43/47 Progress Reports: 4/10; 5/1	
student days		Report Card sent home: May 24	
179		Student Instructional Days	
184		Teacher Work Days	

JANUARY 2018						
S	M	T	W	T	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			

FEBRUARY 2018						
S	M	T	W	T	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			

MARCH 2018						
S	M	T	W	T	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

APRIL 2018						
S	M	T	W	T	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					

MAY 2018						
S	M	T	W	T	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		

JUNE 2018						
S	M	T	W	T	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

NM K-3 PLUS "JUMP START" Summer Program	
Pre p & Planning Day: July 3	
Program Start: July 5	
Day 15: July 25	
Program End: Aug 8	
mim 5.9.17	

# Master Schedule

## 2017-2018 MASTER SCHEDULE

DRAFT 7:  
5/18/17

ENGLISH		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th.
Dudgeon	311	English IV/ELD 1004	English IV 1004	English IV 1004	English III/ IV CR 1003/1004	AP Lang III 1012		PREP	English IV 1004
Lang	305	AVID II 0893	English III 1003	H. English III 10035	English III 1003	English III 1003		PREP	English III 1003
McGinn	315	English IV 1004	English IV 1004	English IV 1004	AP Lit. IV 1013	English IV 1004		PREP	ACT Prep 0801
Frigo	303	H English II 10025	English II/ELD 1002	English II 1002	PREP	H English II 10025		English II 1002	English II 1002
Chavarria	309	English III/ELD 1003	English III 1003	English III 1003	English III 1003	H. English III 10035		Intern Out of Building	Intern Out of Building
Dancer	312	English II 1002	English II 1002	English II 1002	PREP	Theater I 1111		Theater I Dual Credit 1111	English II 1002

MATH		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th.
Napolitano	502	Algebra II 2041	Algebra II 2041	Algebra II 2041	Fin. Lit. 2097	Fin. Lit. 2097		PREP	Fin. Lit. 2097
Montoya	505	Geometry 2034	Edgenuty CR 2034	Geometry 2034	PREP	Geometry 2034		Geometry CR 10-12	Algebra I CR 2031
Sagisi	504	Trigonometry 2043	Trigonometry 2043	Trigonometry 2043	PREP	Algebra II 2041		Algebra II 2041	Algebra II CR 11-12 2034
Mejia	503	Geometry 2034	AP Calc (A/B) 2058	Geometry 2034	Geometry 2034	MESA 0873		Geometry 2034	PREP
Suazo	501	Algebra II 2041	Algebra II 2041	AP Stats 2060	Algebra II 2041	AP Stats 2060		Algebra II 2041	PREP

TBD		PREP	Math Int. Algebra I/II 2009/2018	Math Int. Algebra I/II 2009/2018	Math Int. Algebra I/II 2009/2018	Math Int. Geometry 2010		Math Int. Geometry 2010	ACT Prep 0801
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SOCIAL STUDIES		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th.
Casias	412	W. Hist. 2706	W Hist. 2706	H. W Hist. 27065	PREP	W Hist. 2706		W Hist. 2706	W Hist. 2706
Romero	413	U.S. Hist. 2729	U.S. Hist. 2729	PREP	AVID II 0893	U.S. Hist. 2729		U.S. Hist. 2729	U.S. Hist. 2729
Roney	414	Gov't/Econ. 2730/2741	Gov't/Econ. 2730/2741	Gov't/ Econ. 2730/2741	Gov't/Econ. 2730/2741	H. Gov't/ Econ. 27305/27415		PREP	Edgenuty CR 10-12 2706/2729/2717
M. Abeyta	411	Gov't/Econ. 2730/2741	Gov't/Econ. 2730/2741	Gov't/Econ. 2730/2741	Gov't/Econ 2730/2741	Gov't/Econ 2730/2741		Strength & Conditioning 2322	PREP
Taylor	409	W Hist. 2706	W Hist. 2706	W Hist. 2706	PREP	US Hist. 2729		US Hist. 2729	US Hist. 2729

SCIENCE		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th.
TBD	404	A & P 1713	A & P 1713	PREP	Physical Science 17032	Physical Science 17032		Physical Science 17032	Physical Science 17032
Lee	401	Physical Science 17032	Physical Science 17032	PREP	Physical Science 17032	ACT Prep 0801		Earth Science 1701	Earth Science 1701
Salcedo	406	Chemistry 1721	AP Physics 1739	PREP	Chemistry 1721	MESA 0873		H. Chem. 17215	Chemistry 1721
Nanni	403	Physics I 1737	Physics I 1731	PREP	Chemistry CR 1721	Chemistry 1721		Physical Science 17032	Physical Science 17032

R. Garcia	211	Comp Assist. Art I & II 1175/0315	Yearbook 1903	Comp Assist. Art I & II 1175/0315	Comp Assist. Art I & II 1175/0315	Comp Assist. Art I & II 1175/0315		Comp Assist. Art I & II 1175/0315	PREP
Harlow	701	Intro to Art 1150	Intro to Art 1150	Creative Art 1162	Creative Art 1162	PREP		Art Portfolio I 1167	Art Portfolio II 1181
DeNuit	213	Communication 1074	Communication 1074	Piano 1127	Girls Chorus 1130	PREP		Guitar 1128	Guitar 1128
TBD		CTE 1695	CTE 1695	CTE 1695	PREP	CTE 1695		CTE 1695	CTE 1695
TBD		Robotics 1626	Robotics 1626	Network Tech 0318	Network Tech 0318	PREP		Network Tech 0318	Network Tech 0318
Dr. Vigil				Psych Dual Credit 2773					
C. Roybal		1 <sup>st</sup> Semester Dual Credit Academic Success 0890							
		2 <sup>nd</sup> Semester Dual Credit Represent Image Voice & Identity 1921							

ROTC		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
Gonzales	906	LET III & IV 2121/2199	LET II 2112	LET II 2112	LET I 2111	LET I 2111		LET I 2111	PREP
Dimmer	903	LET III & IV 2121/2199	LET I 2111	LET I 2111	LET I 2111	Supply PREP		PREP	LET I 2111

SPEC. ED.		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
Osmena	314	Alt	Alt	Alt	Alt	Alt		Alt	Alt
T. Ratliff	TBD	Inclusion Care Management	Inclusion Gov't/Econ.	Inclusion US Hist.	PREP	Inclusion NM Hist.		Pull Out S.S	Inclusion W. Hist.
R. Martinez	514	Inclusion Care	Algebra II	Geometry	PREP	Geometry		Algebra I	Geometry

FOREIGN LANGUAGE		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
Rios	513	Span I 1252	Span I 1252	Span I 1252	ESL 1062	ESL 1062		PREP	AP Span Lang 1202
Rodriguez	514	Span II 1253	Span III 1254	AP Span Lit 1203	Span II 1253	Span II 1253		PREP	Dual Credit Spanish II 1299
Rehm	512	Span II 1253	Span I 1252	Span I 1252	Span I 1252	Span I 1252		PREP	Span I 1252
Cata	302							TEWA I/II 1232, 1233	TEWA III/IV 1234, 1235
Kaiper	214		French I 1236						French-II 1237

VOCATIONAL		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
Strauss	508	1 <sup>st</sup> Semester Microsoft Word 0229	1 <sup>st</sup> Semester Hospitality & Tourism Marketing Dual Credit 2 <sup>nd</sup> Year. 0535	1 <sup>st</sup> Semester Introduction Hospitality & Tourism Marketing 1806	1 <sup>st</sup> Semester Introduction To Business Dual Credit 2 <sup>nd</sup> Year 0299	PREP		1 <sup>st</sup> Semester Microsoft Word Dual Credit 1 <sup>st</sup> Year 0229	Work Experience
		2 <sup>nd</sup> Semester Microsoft Excel 0231	2 <sup>nd</sup> Semester Introduction To Tourism Dual Credit 2 <sup>nd</sup> Year 0528	2 <sup>nd</sup> Semester Customer Service Dual Credit 1 <sup>st</sup> Year 0534	2 <sup>nd</sup> Semester Business Math (Financial Lit.) Dual Credit 2 <sup>nd</sup> Year 0230		2 <sup>nd</sup> Semester Microsoft Excel Dual Credit 1 <sup>st</sup> Year 0231		
Kaiper	214	Dig Film Pro I-IV Dual Credit 1172/1176/ 1177/1178 11764	French I 1236	Dig Film Pro I-IV Dual Credit 1172/1176/ 1177/1178 11764	Dig Film Pro I-IV Dual Credit 1172/1176/ 1177/1178 11764	PREP		Dig Film Pro I-IV Dual Credit 1172/1176/ 1177/1178 11764	French II 1237
Maes	602	Pro-Start	Pro Start II	CUL I	CUL I	PREP		Traditional Foods Dual Credit	Football Athletics 3001

SOCIAL STUDIES/HEALTH		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th		6th	7th
Archuleta	808	PREP	NM Hist. 2717	NM Hist. 2717	NM Hist. 2717	NM Hist. 2717		NM Hist. 2717	W. Hist. 2706
S. Ratliff		AVID III 0894	Health 1401	Health 1401	Health 1401	Health 1401		Health 1401	PREP

PE		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
J. Abeyta	Gym	PREP	PE 2305	PE 2305	PE 2305	Strength & Conditioning 2322		PE 2305	Athletics Basketball (G) I-IV 3004
Branch	Gym	Athletics Basketball (B) I-IV 3004	PE 2305	PE 2305	PE 2305	PE 2305		PE 2305	PREP

Other		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
M. Garcia	805	Academic Career Ex. 0887	PREP	Academic Career Ex 0887	Academic Career Ex 0887	Academic Career Ex 0887		Academic Career Ex 0887	Academic Career Ex 0887
T. Lopez	703	Keyboarding 0204	PREP	Keyboarding 0204	Keyboarding 0204	Keyboarding 0204		AVID I 0892	Keyboarding 0204
Kibad	415	Inclusion Care Management	Chemistry	Physical Science 17032	Biology 17112	PREP		Physical Science 17032	Earth Science
Poquita FS	306	Inclusion Care Management	Assist R MC 10312	Funct. Math 28022	PREP	Assist R MC 10312		Assist R MC 10312	Funct. Comm Liv. 28032
TBD	TBD	Inclusion Care Management	English IV 10042	PREP	Assist R MC 10312	English II 10022		English III 10032	English I 10012
Morada	307	LS Independ. Liv 2803	LS Read 2803	LS PE 2803	LS Comm. 2803	PREP		LS Math 2 803	LS Independ. Liv 2803

**FRESHMEN SEMINAR**

ENGLISH		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
TBD	806	English I 1001	English I 1001	H. English I 10015	PREP	English I/ELD 1001		English I/II CR 1001/1002	English I 1001
Sena	807	H. English-I 10015	English-I 1001	English-I 1001	English-I 1001	English-I 1001		Intern	Intern

MATH		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
Juarez	802	Algebra I 2031	Algebra I 2031	Algebra I 2031	Geometry 2034	Algebra I 2031		Algebra I 2031	PREP
TBD	804	Algebra I 2031	Algebra I 2031	Geometry 2034	Algebra I 2031	Algebra I 2031		Algebra I 2031	PREP

SCIENCE		8:00-8:50	8:55-9:45	9:50-10:40	10:45-11:35	11:40-12:30	12:30-1:15	1:20-2:15	2:20-3:15
STAFF	Rooms	1st	2nd	3rd	4th	5th	Lunch	6th	7th
L. Garcia	400	Biology 1711	Biology 1711	PREP	H. Biology 17115	Biology 1711		Biology 1711	Biology 1711
Cordova	407	Biology 1711	Biology CR 1711	PREP	Biology 1711	Biology 1711		Biology 1711	AVID I 0892

## 2017 EVHS Football

<b>Date</b>	<b>Team</b>	<b>Site</b>	<b>Time</b>
8/25	Clayton	Home	7:00 PM
9/1	Escalante	Home	7:00 PM
9/8	Pojoaque (HC)	Home	7:00 PM
9/15	Moriarty	Away	7:00 PM
9/22	Miyamura	Away	7:00 PM
9/29	Aztec	Away	6:00 PM
10/6	Academy	Home	7:00 PM
10/20	Capital	Away	7:00 PM
10/27	Los Alamos	Away	7:00 PM
11/3	Del Norte	Home	7:00 PM



## 2017-18 EVHS Boys Basketball

<b>DATE</b>	<b>Team</b>	<b>SITE</b>	<b>TIME</b>
Nov 24	Gallup	Away	4PM
Dec 7-9	Hope C Tourney	Hope	4PM
Dec 7-9	Sandia Prep Inv	Sandia Prep	TBA
Dec 12	Santa Fe	Home	4PM
Dec 14-16	Grants Inv	Grants	4PM
Dec 21	Robertson	Away	4PM
Dec 23	Grants	Home	4PM
Dec 28-30	Rio Rancho Inv	Rio Rancho	TBA
Jan 5	Farmington	Home	4PM
Jan 6	St Mikes	Away	4PM
Jan 9	Belen	Home	4PM
Jan 13	Rio Rancho	Away	4PM
Jan 17	Academy	Away	4PM
Jan 19	Pojoaque	Away	4PM
Jan 23	Capital	Home	4PM
Jan 26	Los Alamos	Home	4PM
Jan 31	Del Norte	Away	4PM
Feb 3	Academy	Home	4PM
Feb 9	Capital	Away	4PM
Feb 14	Los Alamos	Away	4PM

## Espanola Valley Lady Sundevils Basketball 2017-18

<u>Date</u>	<u>Day</u>	<u>Event/Opponent</u>	<u>Site</u>	<u>Time</u>
Nov 18	Sat	Carlsbad	Away	4pm
Nov 28	Tues	Taos	Home	4pm
Nov 30-Dec 2	Thurs- Sat	Capital Tournament (V)		Santa Fe TBD
Dec 7-9	Thurs-Sat	Hope C Team Tourney	Hope	TBD
Dec 7-9	Thurs-Sat	Rio Rancho Tournament (V)		Rio Rancho TBD
Dec 12	Tues	Valencia	Away	4pm
Dec 14	Thursday	Santa Fe	Home	4pm
Dec 28-30	Thurs-Sat	St. Mikes Tourney		Santa Fe TBD
Jan 5	Fri	Farmington	Away	4pm
Jan 6	Sat	Roswell	Home	4pm
Jan 9	Tues	Gallup	Away	4pm
Jan 11	Thurs	Belen	Home	4pm
Jan 16	Tues	Academy	Home	4pm
Jan 24	Wed	Capital	Away	4pm
Jan 27	Sat	Los Alamos	Away	4pm
Jan 30	Tues	Del Norte	Home	4pm
Feb 2	Fri	Academy	Away	4pm
Feb 6	Tue	Rio Rancho	Away	4pm
Feb 10	Sat	Capital	Home	4pm
Feb 13	Tues	Los Alamos	Home	4pm
Feb 16	Fri	Del Norte	Away	4pm
Feb 19-24	Mon-Sat	District Tournament		TBD TBD
March 2-3	Fri-Sat	State First Round		TBD TBD
March 5-10	Tue-Sat	State Tournament		Albuquerque TBD

## 2017-2018 Espanola Valley Wrestling Schedule

<b>Date</b>	<b>Event</b>	<b>Site</b>	<b>Time</b>
Dec 1-2	Southwest Shootout	Rio Rancho	TBA
Dec 9	Jag Invite	Capital	TBA
Dec 21	Sundevil Tri	EVHS	TBA
Jan 5-6	Al Salazar Invite	St. Mikes	TBA
Jan 12-13	Joe Vivian	Volcano Vista	TBA
Jan 17	District Tri	Del Norte	TBA
Jan 19-20	Aztec Duals	Aztec	TBA
Jan 24	District Tri	Capital	TBA
Jan 26-27	Robertson Classic	Las Vegas	TBA
Feb 12	District Championships	EVHS	TBA
Feb 17-18	State Championship	Rio Rancho	TBA