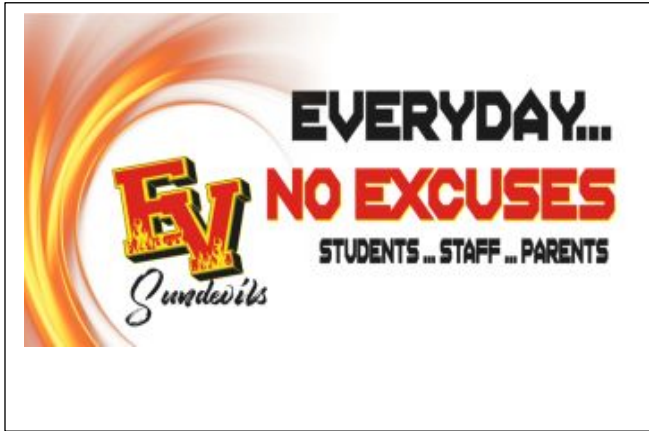


2019-2020
Student Handbook



District Mission

The mission of the Española Public School District is to provide and continuously improve a quality education for all students in a safe environment by implementing an educational program that insures students are prepared to meet educational and lifelong challenges.

Española Public Schools
Board of Education

Ruben Salazar-President
Yolanda Martinez-Salazar- Vice President
Gilbert Serrano- Secretary
Pablo Lujan- Member
Matthew Pana- Member

Superintendent of Schools
Mrs. Bobbie Gutierrez

Española Valley High School Information

Española Valley High School Information

Physical Address:

1111 El Llano
Española NM, 87532

Mailing Address:

PO Box 3039
Fairview NM, 87533

Website:

www.k12espanola.org

Main line: 505-753-7357

Fax: 505-753-6177

Principal: 505-367-3409

Assistant Principal: 505-367-3406

Office Manager: 505-367-3405

Registrar: 505-367-3408

Bookkeeper: 505-367-3412

Athletic Director: 505-367-3401

Attendance: 505-753-7357

Freshman Counselor—Stephanie Garduno

Stephanie.garduno@k12espanola.org

Sophomore Counselor—Marcella Maestas

Marcella.maestas@k12espanola.org

Junior Counselor—Evelyn Martinez

Evelyn.martinez@k12espanola.org

Senior Counselor—Landen Elliott-Knaggs

Landen.elliottknaggs@k12espanola.org

Registration

EVHS is excited to introduce on-line registration. To access the online registration please visit the Espanola Public Schools website @www.k12espanola.org and click the ParentVue tab under Student/Parent.

Parents/Guardians must have an active ParentVue account to access online registration. If Parents/Guardians have had an active account before and need for their accounts to be reset please contact the school. For those requiring assistance with the online registration process please feel free to call and/or visit our Office Manager or school registrar with any questions you may have.

School Fees

Each student is required to pay school fees at the beginning of each new academic school year. The collection of these fees are deposited in two accounts. The first is a designated class fund and the second is for student handbooks/agendas. For an updated list of school fees please visit our school website.

Student Badges

All students will be issued a student badge. Students are expected to wear their badges at all times. In the event that a badge is lost a replacement may be purchased for \$5.

Student Agendas

Students agendas will be issued the first week of school. All students are expected to bring their agendas on a daily basis. Agendas will be required for students to obtain passes outside of their designated classrooms.

Closed Campus

EVHS is a closed campus. Once students are on the premises they are to remain on campus until the end of their scheduled day. Students are not allowed to leave for lunch and then return onto campus. In the case that a student has an appointment during the lunch hour a doctors note, appointment card and visit summary must be presented at the guard shack for students to regain entry to the campus.

Student Pick Up

Parents/Guardians will not be allowed on campus during the lunch hour. Parents/Guardians are asked to pick up students by 12:25pm or after 1:40pm. Parents are required to sign their child out in the main office. Please ensure that individuals that are allowed to pick up your child are listed on the emergency contact. If they are not listed your student will not be allowed to leave.

Off Campus Passes

Parents/Guardians ONLY are allowed to call and request an off-campus pass for their child. Parents will be asked to verify a phone number; caller ID is also used. Please make sure that EVHS has updated contact information to avoid the denial of an off-campus pass. Off campus passes are for the intended student ONLY. No passes will be issued to friends. If siblings also attend EVHS and will be leaving for the day each sibling must have a pass of their own.

Outside Food

Espanola Public Schools is 100% free and reduced district. This means that all students attending school receive breakfast and lunch free of cost. The presence of outside food and/or beverages can jeopardize the districts continued eligibility. Therefore, no outside food or beverages are allowed on campus. Students found in possession of outside food will be asked to leave it in the office or to throw items away. EVHS appreciates your understanding in this matter.

Scheduling Appointments

EVHS is committed to serving the needs of our parents/guardians and students. To ensure that families are given equal opportunities to meet with staff we ask that parents/guardian schedule appointments to meet with the school principal, assistant principal, counseling department and athletic office. To schedule an appointment with any of these individuals please visit our school website and click the link [schedule an appointment](#). Parents/guardians are also welcome to call our office staff to schedule an appointment.

Transcript Requests

Transcript requests will be honored once they have been formally requested. To access our request form please visit or school registrar or visit our website and click the link [transcript request](#). Once the form is completed please email it to yvonne.baros@k12espanola.org or bring it to the registrar's office. Transcripts will be available 24-48 hours after the formal request is received. Transcripts will be available for pick up Monday-Friday from 7:00am-11:30am.

Scheduling Procedure for Returning Students

Students will enter their course requests into StudentVue with guidance from their counselor to assess both students need and long-term goals as per Next Step Plans. Every attempt will be made to place students in their requested courses. After receiving their schedules, student may request schedule changes utilizing the guidance of the schedule change policy.

Scheduling for Transferring Students

Students will be enrolled in courses based on transcripts provided from the previous school. Students will be placed elective courses based on availability.

Grade Level Classification for Transferring Students

Upon the review of a transfer students' transcripts EVHS will categorized a student's class standing based off their completed credits.

Freshman=Students with 4 credits or **less**

Sophomores= Students with **at least** 11 credits

Juniors= Students with **at least** 18 credits

Seniors= Students with **at least** 21 credits

Schedule Change Policy

If a student needs a schedule change after pre-registration occurs, counselors will work with students on an individual basis to correct their schedule. Dislike for a teacher or disciplinary problems **ARE NOT** valid reasons for requesting a scheduling change. Student and Parents may not request a specific teacher. In addition, all schedule change requests will be based upon space availability

Acceptable reasons for schedule changes are as follows:

- “ Students needing courses for graduation
- “ Students with a partial schedule
- “ Students who lack a prerequisite for a class
- “ Incorrect placement as determined by the teacher and administration
- “ As appropriate for students with an IEP

Schedule Change Procedure

Procedure for requesting a schedule change:

- “ Student can obtain a schedule change form from the counselors office
- “ Forms must be filled out in their entirety
- “ Existing teacher and receiving teacher must both sign the schedule change form

“ Students and parent/guardian signatures are also required

Completed forms will not be accepted past the second week of a semester.

are weighted (A=4.0, B=3.0, C=2.0, D=1.0 and F=0.0).

Advanced Placement

The Advanced Placement Program (AP) is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the program has provided motivated high school students with the opportunity to take college level courses in a high school setting. Students who participate in the program not only gain college-level skills, but in many cases also earn college credit while they are still in high school which in turn saves on tuition costs. AP teachers follow course guidelines developed and published by the College Board. To enroll in an AP course, students and parents are required to sign an agreement accepting the work load of the rigorous curriculum and acknowledge that schedules will not be changed. AP grades are weighted (A=5.0, B=4.0, C=3.0)

Honors

Honors classes often offer the same curriculum as regular classes but are tailored for high-achieving students — covering additional topics or some topics in greater depth. To enroll in honors courses students should select honors on pre-selection sheets during pre-registration. Teachers will also make recommendations for students. Honors courses are weighted (A=4.0, B=3.0, C=2.0 and D=1.0)

Dual Credit Enrollment

Dual credit is a program that allows high school students to enroll in college-level courses offered by a post-secondary institution that may be academic or career-technical but not remedial or developmental. Dual enrollment allows students to simultaneously earn credit toward high school graduation and a post-secondary degree or certificate (Statewide Dual Credit Master Agreement). Students receive one high school credit for each 3-5 college credit class completed. Some courses require placement exams. Dual Credit courses do not receive weighted credit. University is responsible for the tuition fee, EVHS is responsible for purchasing students book, parents/students are responsible for paying any lab fees that may be incurred for the enrollment in that course.

Credit Recovery

Credit recovery will be offered to students who have failed a course through a computer-based program. Counselors will determine student need and register the student in appropriate course.

Course Progressions

Senior Course Requirements

- “ 1 credit—English IV
- “ 0.5 credit—Government
- “ 0.5 credit—Economics
- “ 1 credit—Pre-Calculus or Financial Literacy

Junior Course Requirements

- “ 1 credit—English III
- “ 1 credit—Algebra II or Pre-Calculus
- “ 1 credit—US History & Geography
- “ 1 credit—Chemistry w/lab
- “ 3 credits—Elective (to include a Foreign Language, Dual Credit or a Career Cluster/Workplace Readiness)

Sophomore Course Requirements

- “ 1 credit—English II
- “ 1 credit—Geometry or Algebra II(if students have taken and passed Geometry)
- “ 1 credit—World History
- “ 1 credit—Physical Science
- “ 3 credits—Elective (to include a Foreign Language, Dual Credit or a Career Cluster/Workplace Readiness)

Freshman Course Requirement

- “ 1 credit—English I
- “ 1 credit —Algebra I or Geometry (if students have taken and passed in Middle School)
- “ 1 credit—Physical Education /Can be replaced by LET I
- “ 1 credit—Biology w/lab
- “ 0.5 credit—New Mexico History
- “ 0.5 credit—Health
- “ 1 credit—Elective

Any student seeking an alternate progression will be evaluated on an individual basis.

Graduation Requirements

24 units to include:

- 4 units English
- 4 units math (one unit = or > than algebra 2)
- 3 units science (2 w/lab)
- 3.5 units social science, including United States history and geography, world history and geography, and government and economics, and .5 unit New Mexico history
- 1 unit physical education, which may include marching band, JROTC, or interscholastic sports sanctioned by NMAA
- 1 unit career cluster, workplace readiness or language other than English
- 7.5 units electives (including .5 unit of health education* if not completed in middle school) One of the above units must be honors, Advanced Placement, dual credit, or distance learning.

* Note for students in the classes of 2017 and beyond, a course in health education is required, either as a high school elective or as completed in middle school.

For updated assessment criteria please meet with your student's counselor.

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.

Report Cards

Student report cards and progress reports will be distributed through first period classes in accordance with the district calendar. Parents can also access grades via ParentVue. Parents may also request additional copies of their students report card through the counseling department.

Grade Change 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.

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.”

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.

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.

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.

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.

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 1st or 2nd 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.

Students and families requesting independent study are to contact their counselor.

Attendance Policy

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 academic school year
2. Students are allowed up to fifteen (15) absences per class for formal school activities.
3. Upon exceeding the 10-day limit, the students will go before an Attendance Review board.

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".

Attendance Review Board

All efforts will be made to work with students and families to ensure that students are meeting up to State, District and School expectations as it pertains to school attendance. As the final tier of intervention students will go to an attendance review board. Students along with Parents/Guardians will

Obtaining Work After an Absence

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.

Tardy Policy

Students are considered tardy once the bell rings. Students will be marked absent after 15 minutes. Students are expected to arrive to each class on time. A 5-minute passing period is provided between each class which allows ample time for students to make it to their appropriate classroom.

Obtaining Passes

Both staff and students will be monitored closely. Students that may have appointments in the teen center, with a school social worker or a school counselor must first attend class to ensure that all students are accounted for.

Regular passes (restroom, nurse) will be monitored through student agendas. Students must have their agenda to receive a pass. Security staff will conduct random checks of student agendas. Passes will only be issued after the first 15 minutes of class and the last 10 minutes of class.

Student Drivers

Driving Permits are available for students that meet criteria.

Students must:

1. Be a Junior or Senior
2. Have a Valid Drivers License
3. Have current vehicle registration
4. Have current vehicle insurance
5. Have a legitimate reason to park on campus (have a job, half-day or partial schedule, involve in extra curricular activities, enrolled in dual credit courses).

Maintaining Eligibility

Because academics is our main purpose students must maintain academic eligibility to drive on campus.

Students that drop below a 2.0 will no longer be eligible to drive. EVHS administration will check grades at each 9 weeks. Students will be notified within a week of 9 weeks period if they are no longer academically eligible to drive. Students are also expected to:

1. Display parking permit
2. Park in the designated student parking area
3. Drive a safe speed through the campus
4. Arrive to school on time
5. Properly checking out with security

Any disciplinary violation may result in the suspension and/or revocation of a parking permit.

Students, parents and guardians are reminded that driving to school is a privilege. Below are all possible causes that may result in loss of driving privileges.

1. Forging a parking permit
2. Being caught in parking lot during class or during the lunch hour
3. Transporting unauthorized students
4. After being tardy to 1st period 5 times consecutive or inconsecutive
5. Any discipline infractions or violation of student Code of Conduct

Interscholastic Activities

Academic Eligibility

A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six- or nine-week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.

All class work counted for eligibility must be acceptable for graduation.

Cumulative provision

A student who is ineligible at the end of a semester may utilize the cumulative provision.

Guidelines for Cumulative Provision

1. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
2. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
3. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
4. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.

NOTE Stricter guidelines may be imposed by the school/district. *** NOTE***

Code of Conduct

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 at 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.

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.

- ✓ School board policy prohibits the possession and used of any firearms and weapons(knife, explosives, etc.) in and around school buildings

- ✓ Verbal assault/bullying
- ✓ Fighting/battery
- ✓ Aggravated Battery/assault
- ✓ Sexual Harassment
- ✓ Hazing
- ✓ Arson
- ✓ Insubordination, disrespect, uncooperative and inappropriate behaviors
- ✓ False or misuse of hall passes
- ✓ Forgery of documents
- ✓ Ditching or truancy
- ✓ Violation of suspension/trespassing
- ✓ Theft/extortion
- ✓ Bomb Threats
- ✓ Pulling of fire alarms
- ✓ Refusal to give name or giving false identification when asked by a staff member, or fleeing from staff

Prohibited Illegal Activities

Illegal and Controlled Substances—All EPS campuses are drug and alcohol free. Use and/or possession of, or odor of such a substance will result in an out of school suspension with a recommendation for expulsion. Law enforcement will be notified and a reported to Juvenile Probation.

Sale or Distribution—Selling or distributing on campus, in any vehicle, or at a school sponsored activity will result in an out of school suspension with a recommendation for expulsion. Law enforcement will be notified and a reported to Juvenile Probation.

Vandalism, Graffiti, Property Damage/Destruction—Students are expected to respect property of the school and individuals.

These offenses deliberately or maliciously destroying, damaging or defacing school or personal property will result in suspension or expulsion. The student and parents are responsible for the cost of cleaning and/or replacing damaged property, as indicated in Board Policy.

Gang Activity—Any gang activity (non-fighting), gang signs, gang display if colors including language or dress, etc., is prohibited. Students who violates this policy will be referred to law enforcement and may face out of school suspension or expulsion.