



2022-2023

**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 ensures students are prepared to meet educational and lifelong challenges.

**Our Values**

BELIEF, ADAPT, PERSEVERE, COMMUNITY

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 Public Schools  
Board of Education

Jeremy Maestas - President  
Brandon Bustos - Vice President  
Katrina Martinez - Secretary  
Ruben Archuleta - Member  
Javin Coriz - Member

Superintendent of Schools  
Vera Trujillo

## **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](http://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—Marcella Maestas  
[Marcella.maestas@k12espanola.org](mailto:Marcella.maestas@k12espanola.org)

Sophomore Counselor—Evelyn Martinez  
[Evelyn.martinez@k12espanola.org](mailto:Evelyn.martinez@k12espanola.org)

Junior Counselor—Jeanie Martinez  
[jeanie.martinez@k12espanola.org](mailto:jeanie.martinez@k12espanola.org)

Senior Counselor—Stephanie Garduno  
[Stephanie.garduno@k12espanola.org](mailto:Stephanie.garduno@k12espanola.org)

## Bell Schedule

### Full Day Schedule

Periods	Class Time	Passing Time
1 <sup>st</sup> Hour	8:00 – 8:50	8:50 – 8:55
2 <sup>nd</sup> Hour	8:55 – 9:45	9:45 – 9:50
3 <sup>rd</sup> Hour	9:50 – 10:40	10:40 – 10:45
4 <sup>th</sup> Hour	10:45 – 11:35	11:35 – 11:40
5th Hour (10th - 12th)	11:40 – 12:10	
Lunch (10th - 12th)	12:10 – 12:40	12:40 – 12:45
Lunch (9th)	11:35 – 12:05	12:05 – 12:10
5th Hour (9th)	12:10 – 12:40	12:40 – 12:45
6 <sup>th</sup> Hour	12:45 – 1:35	1:35 – 1:40
7 <sup>th</sup> Hour	1:40 – 2:30	2:30 - 2:35
8 <sup>th</sup> Hour	2:35 - 3:25	
Tutoring/Credit Recovery <i>Mon, Tues, Thurs</i>	3:30 - 5:30	

### Half Day Schedule

Periods	Class Time	Passing Time
1 <sup>st</sup> Hour	8:00 – 8:35	8:35 – 8:40
2 <sup>nd</sup> Hour	8:40 – 9:15	9:15 – 9:20
3 <sup>rd</sup> Hour	9:20 – 9:55	9:55 – 10:00
4 <sup>th</sup> Hour	10:00 – 10:35	10:35 – 10:40
6 <sup>th</sup> Hour	10:40 – 11:15	11:15 – 11:20
7 <sup>th</sup> Hour	11:20 – 11:55	11:55 – 12:00
8 <sup>th</sup> Hour	12:00 – 12:35	
Lunch	12:35 - 1:15	

<b>2 Hour Delay</b>		
<b>Periods</b>	<b>Class Time</b>	<b>Passing Time</b>
1 <sup>st</sup> Hour	10:00 – 10:35	10:35 – 10:40
2 <sup>nd</sup> Hour	10:40 – 11:10	11:10 – 11:15
3 <sup>rd</sup> Hour	11:15 – 11:45	11:45 – 11:50
5 <sup>th</sup> Hour (10th - 12th) Lunch (9th)	11:50 - 12:20	12:20 – 12:25
5 <sup>th</sup> Hour (9th) Lunch (10th - 12th)	12:25- 12:55	12:55- 1:00
4 <sup>th</sup> Hour	1:00 – 1:30	1:30 – 1:35
6 <sup>th</sup> Hour	1:35 – 2:10	2:10 – 2:15
7 <sup>th</sup> Hour	2:15 - 2:50	2:50– 2:55
8 <sup>th</sup> Hour	2:55 – 3:30	

### **Registration**

EVHS is excited to introduce on-line registration. To access the online registration please visit the Espanola Public Schools website [www.k12espanola.org](http://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 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.

### **Synergy**

Espanola Public Schools relies on Synergy's StudentVUE and ParentVUE online information system to communicate grades and assignments for students. Both of these platforms can be downloaded as an application for your phones or can be accessed at the Espanola Public School website [www.k12espanola.org](http://www.k12espanola.org). It is the expectation that students log into their StudentVUE account weekly to ensure they are on track academically and families are strongly encouraged to do the same. After 30 days on nonuse accounts will become inactive and the password will have to be reset. You can have your account reactivated by calling EVHS and speaking with the Synergy Liaison, Registrar or the Office Manager.

### **School Fees**

Each student is required to pay a \$20.00 school fee at the beginning of each new academic school year. The collection of these fees are deposited in two accounts. The first \$15.00 is for the designated class that your student is a part of and the remaining \$5.00 is for student needs.

### **Student Badges**

All students may be issued a student badge and colored lanyard. At administrative discretion, when students are issued badges they are expected to wear their badges around their neck and keep the badge visible at all times. In the event that a badge is lost a replacement may be purchased for \$5.

### **Bus Zpass**

All students using EPS transportation will be issued a student Zpass. Students are expected to have their zpasses at all times when using EPS transportation. In the event that a badge is lost a replacement may be purchased for \$5

### **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 doctor's 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 11:40am or after 12:45pm. Families 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 a 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 district's 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/guardians schedule appointments to meet with the school principal, assistant principal, counseling department and athletic office. To schedule an appointment please call our front office staff at (505) 753-7357.

## Transcript Requests

Transcript requests will be honored once they have been formally requested. To access our request form please visit our school registrar or visit our website, hover your mouse over the students/parents menu item and click Transcript Release Form. Once the form is completed please email it to [tylon.wilder@k12espanola.org](mailto:tylon.wilder@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' needs 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, students may request schedule changes utilizing the guidance of the schedule change policy.

## Credit Reclassification Students

Upon the start of the year transcripts will be reviewed of EVHS students and their grade level based on their completed credits.

Freshman=Students with **less than** 5.5 Credits

Sophomores= Students with **at least** 5.5 Credits

Juniors= Students with **at least** 11.5 credits

Seniors= Students with **at least** 17.0 credits

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

## **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. Students and Families 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

Procedure for requesting a schedule change:

- 1) Obtain a schedule change form from the counselors office during non-instructional time
- 2) Fill out form in its entirety
- 3) Obtain existing teacher and receiving teachers signature
- 4) Obtain parent/guardian signature
- 5) Submit form to guidance counselor

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

## **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 can 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 families are required to sign an agreement accepting the workload of the rigorous curriculum and acknowledge that schedules will not be changed.

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 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 families 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.

### **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=4.5, B=3.5, C=2.5 and D=1.5)

### **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. The post-secondary institution is responsible for the tuition fee, EVHS is responsible for purchasing students' books which must be returned at the end of the semester, families/students are responsible for paying any lab fees that may be incurred for the enrollment in that course.

Students 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. Students are responsible for all deadlines of the high school and college. Grades will appear on both the high school and college transcripts and are not weighted. All dual credit courses are elective credit, unless a crosswalk/curriculum audit is completed with Northern New Mexico College and the Espanola Public Schools. Dual Credit courses are weighted (A=4.5, B=3.5, C=2.5 and D=1.5)

### **Independent Studies**

Under certain circumstances, students may request that an EVHS Staff member who is endorsed in the particular field of study by the New Mexico PED 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.

## **Credit Recovery**

Students who have failed a class and need to make up partial or full credits may recover those classes with administrative approval. Credit recovery will be offered to students who have failed a course through a computer-based program. Counselors will determine student needs and register the student in the appropriate course. The classes may be taken during school. Each .5 credit may cost the student \$50.00.

## **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.

STUDENTS MUST PASS THE STATE ASSESSMENT OR MEET ALTERNATIVE DEMONSTRATION OF COMPETENCY (ADC) in Math, English, Writing, Science, and History in order to receive a diploma.

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

## **Recommended Course Progressions**

### *Senior Courses*

- 1 credit—English IV
- 1 credit—Pre-Calculus or Financial Literacy
- 0.5 credit—Government
- 0.5 credit—Economics
- 1 Credit—Elective
- 0.5 Credit—Advisory

### *Junior Courses*

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

### *Sophomore Courses*

- 1 credit—English II
- 1 credit—Geometry and/or Algebra II
- 1 credit—World History
- 1 credit—Chemistry w/ Lab
- 3 credits—Elective (to include a Foreign Language or Dual Credit)
- 0.5 Credit—Advisory

### *Freshman Courses*

- 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
- 0.5 Credit—Advisory

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

### **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.

### **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 and is calculated quarterly. The Red Honor Roll is for Straight A students while the Gold Honor Roll is for students with at least a 3.0 GPA and no Ds or Fs for that quarter.

## **Torch Awards**

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

## **Honor Graduates**

The top ten percent of the graduating class is recognized for scholastic achievement as honor graduates. Students must be enrolled by the 20th day in order to be eligible for Academic Recognition.

## **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. Families 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, family, 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 a 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
- c. 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.

### **Grade 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 IEP.

### **COVID-19 Information and Expectations**

*Communication* - Due to the unknown nature of the COVID-19 Pandemic communication between students, families and the school is going to be essential. Each EVHS student will be provided with a chromebook and a google account to access the virtual component of their classes through Google Classroom. It is the expectation that students are accessing their google account on a daily basis to ensure they meet attendance and credit expectations. EVHS will also be communicating with families through their Synergy Email, Robocalls, the School Facebook and Website.

*School Entrance Checks* - In order to minimize the spread of COVID-19 student temperatures may be taken when they enter EVHS Campus or when they step on the bus. Students who are getting off the

bus will enter the building through the entrance designated for bus drop off students. Students who are being dropped off or drive to school will be expected to enter the building through the designated personal vehicle entrance. Students who have a temperature will be asked to return home and participate in virtual learning activities that day. In order to minimize exposure EVHS strongly encourages all students who are able to take the bus.

*In School Safety* - In order to ensure the safety of all students, families and staff members students are expected to maintain appropriate social distance in accordance with state, district and CDC guidelines. Further, students who do not have a medical exemption will be expected to wear masks at all times except when consuming food or drink in the appropriate locations. Administrators reserve the right to shift the academic setting of students who are non-compliant with these expectations.

*Attendance* - Per the Compulsory School Attendance Law dictated by the state of NM students are expected to comply with the EVHS Attendance policy and attend class daily either virtually or in-person depending on students assigned setting.

*Signage* - In order to minimize the risk of infection EVHS will have a variety of signage about student expectations regarding COVID-19 Expectations. This signage includes but is not limited to appropriate entrances and exits, use of face masks, directional flow of student traffic for hallways, and maintaining appropriate social distance. It is the expectation that students maintain awareness and compliance of these signs. Administrators reserve the right to shift the academic setting of students who are non-compliant with these expectations.

### **Attendance Policy**

Students are expected to attend school every day, whether that be in person or virtually. Maximum Absences per Semester.

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 may 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". Excessive absenteeism can result in loss of academic credit.

### **Attendance Intervention Policy**

In order to ensure students are on track for graduation and mastering the necessary content the following procedures are in place for supporting students:

- 1) Whole School Prevention (<5% Classes missed)
  - a) Families will receive an automated attendance message on the day student is absent
- 2) Individual Prevention (5% - 9.9% Classes missed)
  - a) Families will receive an automated attendance message on the day student is absent
  - b) Personal Phone Calls and mailing Reminder of Attendance Policy
  - c) Warning letter with attendance report
  - d) Referral to Attendance Team for Monitoring
  - e) Saturday School and/or other alternatives to make up missed class time

- 3) Early Intervention (10% - 19.9% Classes missed)
  - a) Referral to Attendance Team for follow up and ongoing monitoring
  - b) Attendance Team conference with family and student to discuss
    - i) Student attendance history
    - ii) Interventions or services available to student or family
    - iii) Consequences of further absenteeism, which may include escalation to the "Intensive Support" level and possible referral to the Children, Youth and Families Department for excessive absenteeism.
    - iv) Development of an Attendance intervention plan to include weekly progress monitoring and contract for attendance.
  - c) Saturday School and/or other alternatives to make up missed class time
- 4) Intensive Support (>20% Classes missed)
  - a) Referral to Attendance Review Board for further follow up and ongoing monitoring
  - b) Attendance Review Board meets with student and family to discuss
    - i) Student attendance history
    - ii) Jeopardization of students credit for current course
    - iii) Consequences of further absenteeism
    - iv) Development of an Attendance intervention plan
  - c) Saturday School and/or other alternatives to make up missed class time

### **Obtaining Work After an Absence**

In the event of an absence, students are expected to access all missed work in their Google Classroom. That 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 at 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. Security staff will conduct random checks of student agendas. Passes will only be issued after the first 15 minutes of class and before the last 10 minutes of class.

### **Student Drivers**

Parking Permits are available for \$20.00 to students that meet the following criteria:

1. Have a Valid Driver's License

2. Have current vehicle registration
3. Have current vehicle insurance
4. Have a legitimate reason to park on campus (have a job, half-day or partial schedule, involved in extracurricular 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 a 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 1<sup>st</sup> period 5 times consecutive or nonconsecutive
5. Any discipline infractions or violation of student Code of Conduct

Students that arrive tardy to 1st period 3 times or more in a Campus semester will be subject to a processive suspension of driving privileges.

### **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. This provision follows the following guidelines:

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 extracurricular 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.

### **Discipline Policy**

The school/district considers the following actions and any other criminal offences committed by a 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. The following is a nonexhaustive breakdown of actions and behaviors that are defined as unacceptable and the consequences for those actions. Administrators reserve the right to have regular penalty steps in this policy altered when circumstances dictate a different course of action.

	Behavior Infractions	Interventions/Consequences
Level 1	<ul style="list-style-type: none"> <li>● Inappropriate display of affection</li> <li>● Regulated use of electronic devices</li> <li>● Students’ dress and personal appearance</li> <li>● Inappropriate language, displays, or images</li> <li>● Dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>● Student warning</li> <li>● Student conference</li> <li>● Parent/Guardian Contact</li> <li>● Parental/Guardian Conference</li> <li>● Student Accountability/ Behavior Contract</li> </ul>

L e v e l 2	<ul style="list-style-type: none"> <li>● Refusal to cooperate with school personnel</li> <li>● Tobacco Use</li> <li>● Disruptive conduct</li> <li>● Criminal damage to property and vandalism (&lt;\$250.00)</li> <li>● Trespassing</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to school support services (Counselor / SAT)</li> <li>● Exclusion from extra-curricular activity (must be within two weeks of infraction)</li> <li>● Restitution for damages</li> <li>● Detention</li> <li>● In School Suspension (ISS)</li> </ul>
L e v e l 3	<ul style="list-style-type: none"> <li>● Sexual Harassment</li> <li>● Knowledge of alcohol, drugs or weapons*</li> <li>● Instigation (of disruptive misconduct)</li> <li>● Disorderly conduct</li> <li>● False Fire Alerts</li> <li>● Academic Dishonesty</li> <li>● Gang Related Activity*</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to a community based agency</li> <li>● Temporary Suspension (1 - 3 days, invokes due process)</li> </ul>
L e v e l 4	<ul style="list-style-type: none"> <li>● Larceny/Theft (&gt;\$100.00)*</li> <li>● Criminal damage to property and vandalism (&gt;\$250.00)*</li> <li>● Sexual battery (includes attempts)*</li> <li>● Alcohol Violation*</li> <li>● Fighting (mutual)</li> <li>● Assault, battery and bullying*</li> <li>● possession or use of fake weapon*</li> <li>● Other delinquent acts (per NM statutes as determined by law)*</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to law enforcement</li> <li>● Mid-term out of school suspension (5 - 10 days, invokes due process)</li> </ul>
L e v e l 5	<ul style="list-style-type: none"> <li>● Extortion/Coercion*</li> <li>● Robbery*</li> <li>● Battery*</li> <li>● Possession of weapon*</li> <li>● Arson*</li> <li>● Drug Violation*</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to Law Enforcement</li> <li>● Long-term out of school suspension (specified time, exceeding 10 days, invokes time specific due process)</li> <li>● Expulsion (permanent or indefinite time exceeding 10 days, invokes time specific due process)</li> </ul>

\*Indicates behaviors for which referral to law enforcement is either (1) required by law; (2) based on the totality of the circumstances, severe enough to merit referral to law enforcement upon the first occurrence; or (3) merit referral to law enforcement if the behavior is repeated. Referral to law enforcement may result in a secondary referral by law enforcement to Juvenile Probation, the District Attorney, or Children’s Court.

**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 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 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 their family 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 violate this policy will be referred to law enforcement and may face out of school suspension or expulsion.

### **Dress Code**

Board policy authorizes the administration to determine appropriate standards for student dress to establish a safe and secure campus environment. Coaches and sponsors of extra-curricular activities 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 include the following items:

- A. General
  - a. Muscle shirts
  - b. Tops must 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 the back
  - c. Midriff tops (No skin should show between the bottom of the shirt/blouse/sweater and the top of the pants/skirts/shorts when arms are stretched upwards)
  - d. Neckline may not be lower than one horizontal hand width from the neck
  - e. Armholes may not be lower than one horizontal hand width from the armpit
  - f. Slits and lace-ups are to be no higher than one horizontal hand wider from the top of the knee when standing
  - g. Undergarments should not be visible, this includes undergarments as outerwear.
  - h. Off-the shoulder shirts/blouses/sweaters
  - i. Low-cut, see through or minimal clothing
  - j. 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 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. Size appropriate **does not** include pants which are excessively baggy and/or have low-hanging crotches.
- D. Any attire shorter than the point where extended fingers end when the student is standing up straight, this includes rips and tears.
- 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:
  - a. Display gang affiliation by color, insignia, or symbolism
  - b. Display insignias that suggest illicit or abusive behavior (violence towards others)
  - c. Disrupt the orderly operations of the school
- H. Headgear such as bandanas, hairnets, sweatshirt hoods are not to be worn in any CVMS or EVHS building or facility, except when said headgear meets one of the following exceptions:

- a. Work uniform as needed for a specific task as deemed appropriate by the individual's teacher
- b. Costume or uniform (e.g. mariachi)
- c. Religious sect dress code within the student's tenet or faith
- d. Prescribed