

SECTION I. ACADEMICS

I N T R O D U C T I O N

This Handbook is intended to acquaint the Elementary Students of Hondo Valley Public Schools and their parents with the rules and procedures by which the school is governed. The registration of a student means that both student and parent agree to abide by these rules. Please go over this handbook with your child and make sure he/she understands the rules and regulations.

Hondo Valley Public Schools Mission Statement

The Mission of the Hondo Valley Public Schools is to effectively use state and local resources to provide an appropriate and equal education for all students in the District, enabling our students to master skills and knowledge so they may be properly prepared to function as responsible, intelligent citizens of the county, state and the nation.

HONDO ELEMENTARY STAFF AND FACULTY

Kindergarten_____Mrs. Iva Gutierrez
First Grade_____Mrs. Kathy Herrera
Second Grade_____Mrs. Yvonne Sanchez
Third Grade_____Mrs. Michelle Thurston
Fourth Grade_____Mrs. Yvonne Montes-Rich
Fifth Grade_____Ms. Justin Ortiz
Sixth Grade_____Mr. Adam Romero
Nurse_____Ms. Bonnie Bourland
Counselor_____
Special Ed_____Ms. Donna Sisneros
Special Ed_____Mr. Dale English
Bilingual_____Ms. Lynda Chavez
Athletic Director-----Mr. Gerald Montes

Special Ed. Associate_____Ms. Elizabeth Gutierrez
Title I Associate_____Ms. Tina Torrez
Librarian_____Ms. Martha Perez
Tutors_____Ms. Betty Stokes
Ms. Diane Romero

Registrar_____Ms. Nikole Lopez
Administrative Secretary_____Ms. Cindy Gomez
Business Manager_____Ms. Mary Prudencio
Superintendent_____Ms. Andrea M.Nieto

SECTION I. ACADEMICS

SCHOOL OFFICE HOURS AND TELEPHONE NUMBERS

School Office Hours ----- 7:30 am - 4:15 pm

School Telephone Numbers ---653-4411

School Hours

Hondo Valley Public Schools is operated on a four-day week, starting at 7:55 a.m. and ending at 4:00 p.m. Please do not bring your child to the school before 7:30 a.m. We also ask that you refrain from leaving your child after school unless he/she is with an adult.

Attendance

If a child is late to school or is absent, he/she must first report to the office of the registrar for an admit slip. We ask that the parents either call or send a note explaining why the student was late or absent. If a student needs to leave during school hours, he/she must check out with a parent or legal guardian in the office.

After five (5) days of absences, the parent or guardian will be contacted by certified mail. Upon reviewing the twenty-day attendance report, letters will be sent to parents or guardians informing them of excessive absences during that twenty-day period.

If excessive absences persist, the student will be referred to the Juvenile Probation Office. They will determine to which agency the student should be referred.

Students who are absent ten (10) consecutive days will be dropped from the attendance roll. Parents will be notified by certified mail informing them of the drop and a copy will be sent to the Probation Office.

Excessive Absence Policy

Following a determination by the superintendent that a student has been absent 6 times in one semester in any one class without reasonable explanation, he/she will be placed on academic probation with an "I" (Incomplete grade) which may turn into an "F" grade resulting in loss of credit for that semester.

A certified letter will be sent to the parents/guardians to schedule a conference to determine what course of action will be taken. Excessive absences may result in loss of grade or retention in the same grade.

Any student that is absent for 10 days during a school year will be considered a habitual truant and referred to the appropriate agency.

Transfer Students

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

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

If a school-aged child has been suspended or expelled from another school within the last twelve (12) months, he/she may be denied entrance into Hondo Valley Public Schools.

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

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

Parent/Teacher Conferences

(PLEASE REFER TO THE SCHOOL CALENDAR FOR SPECIFIC DATES)

Conferences at other times may be scheduled at the request of a teacher, parent, or the Superintendent as needed. If you feel you need the assistance and support of the Superintendent during any conference, please do not hesitate to ask for it.

Concerns from parents/guardians should first be discussed with the student's teacher.

Grading Policies

The following grading scale has been established for the Hondo Valley Public School District:

A	-----	90-100
B	-----	80- 89
C	-----	70- 79
D	-----	60- 69
F	-----	0- 59

Progress Reports

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

Report Cards

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

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

A	-----	Almost Always
S	-----	Sometimes
N	-----	Not Yet

Honor Roll

Students receiving straight 'A's will be awarded a Superintendent's Honor Roll Certificate of Achievement at the end of the academic school year.

Students with a grade point average of 90-100 will receive an "A" Honor Roll Certificate of Achievement at the end of the academic school year.

Students with a grade point average of 80-89 will receive a "B" Honor Roll Certificate of Achievement at the end of the academic school year.

All Honor Rolls will be taken from the front page of the Report Card, which includes the following subjects:

Reading
Language/English
Spelling
Math
Science
Social Studies
Spanish/Bilingual

Retention

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

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

SECTION II DISCIPLINE

Elementary Discipline Policy/Plan

Teachers must have discipline in their classroom in order to provide instruction and ensure classroom safety and a healthy learning environment. Each teacher will have specific classroom rules posted and will reward or discipline students as necessary.

Positive Referral Plan

Positive referrals will be given to students for good conduct, academics, improvement, etc. Once a month, a reward will be given to students who reach the designated goal agreed upon by the staff.

Elementary Rules

The following rules have been established for the safety and welfare of all students attending Hondo Valley Public Schools. If the following rules are broken, the teacher will send a disciplinary notice home. Please review and discuss these policies with your child or children.

1. Students are expected to show respect and consideration to all people at all times.
2. Students are required to be prepared for school everyday. For example, students should have all school supplies, have all assigned school/homework completed by the time limits set by the teacher.
3. Elementary students are not to wear inappropriate clothing; for example, undershirts as tank tops, "see through" clothing, clothing with drug/alcohol advertisements or references, profanity, sexually suggestive pictures or references, clothing showing midriff, headcoverings in the building, spiked shoes or make-up, or any attire which may create a distraction or safety hazard.
4. Students should not bring valuables from home. Hondo School is not responsible for damage or loss of any materials or supplies lost on school grounds or property.
5. Disruptive/Boisterous behavior is not allowed on school grounds.
6. Cheating will not be tolerated. Students will receive a "zero" will be given for that assignment. Disciplinary action will also be taken by the Superintendent.

Discipline Procedure for Misbehavior

1. Teacher Discipline - Once a student has been given a disciplinary referral, he/she must return a parent notification. Lack of such notification will result in a second offense by the student.
2. When a student is referred to the Superintendent, a parent may be notified by letter or telephone call.
3. Generally, the following disciplinary action will be taken when a student is referred to the Superintendent's Office.
 - a. One or more days of lunch and/or recess detention may be assigned for the first offense.
 - b. Should a student receive a second referral and plus they will have to attend **Friday School**. Hours put forth by the Superintendent, but begin at 8:00 sharp.
 - c. One (1) day Out of School Suspension (OSS)- Parent notified. Teachers will provide assignments for OSS, which are due upon student's return. Failure to turn in assignments will result in zeros.
 - d. Two (2) Days OSS- Parent notified. Teachers will provide assignments for OSS, which are due upon student's return. Failure to turn in assignments will result in zeros.

Behavior at Athletic Events

Students should be seated watching the athletic game or school event. Should a student be up running around, playing, or misbehaving at the game or school event that student will receive detention the following school day. The students need to sit with parents or adults at all times.

Serious Misbehavior

Certain misbehavior and actions on the part of students are considered to be more serious than others. These actions are generally identified as deliberate, willful, and/or malicious

acts done in flagrant violation of school rules. They may also be defined as acts that are potentially hazardous or even life threatening. When an act is judged as "serious" in this sense of the word, the implementation process described above will be bypassed and strong disciplinary action will be imposed. Contact with a parent or guardian will be made after appropriate discipline has been decided. A partial list of such misbehavior is included below. The professional judgement of the teachers and administrators involved will determine if an individual misbehavior is judged as "serious".

1. Theft/Vandalism of School Property - Students and parents/guardians shall be held fiscally and legally responsible for loss due to theft/vandalism done to school property.
(see discipline for serious misbehavior on p. 12)
2. Bringing Weapons to School - A student shall not possess, handle, or transmit any object that can be reasonably considered a weapon. For purposes of this policy, any object, even if manufactured for a nonviolent purpose, that has a potentially violent use is defined as a weapon. This rule does not apply to normal school supplies (pencils and compasses) when being used for their intended purpose, but does apply to any firearm and/ or explosive, including fireworks. Any weapon that is found by any employee of the Hondo Schools, visible or concealed, will be confiscated immediately and the student will be suspended from the district for a period of not less than one calendar year.
3. Harmful Substances - Students are not allowed to bring or use harmful substances such as alcohol, marijuana, tobacco or narcotics of any type.
4. Use of Profanity/Abusive Language - The use of profanity/abusive language or obscene gestures is prohibited.
5. Leaving School Grounds - No pupil shall leave the school grounds during school hours without the permission of the school authorities and parents/guardians.
6. Disrespectful Behavior/Refusing to Obey - An attitude of respect for authority will be displayed at all times. Belligerence, hostility, and uncontrolled anger will not be tolerated.
7. Rock Throwing - Throwing rocks (or any object that can cause physical damage) is a serious misbehavior. Severe physical harm can result from throwing objects even though the act was not done maliciously.
8. Fighting/Physical Contact - Students will not threaten, harass, intimidate or inflict bodily injury to any person while under jurisdiction of the school or on school premises.

Discipline for Serious Misbehavior

Serious offenses will result in an immediate office referral. The possible consequences are as follows:

- a. OSS = 1- 9 days
- b. Restitution, either monetary or through school services, as deemed necessary
- c. Law enforcement involvement
- d. Long term suspension
- e. Expulsion

**Refer to Elementary Rules for Serious Misbehavior.

Tobacco Free Campus

The Hondo Valley Public Schools is a tobacco free campus. We ask that all persons refrain from smoking and using tobacco products on school grounds.

Weapons Free Campus

It is school board policy, State and Federal law that no student shall bring a weapon on to school property, nor carry or keep any weapon while attending or participating in any school activity including the transportation to and from school activities.

Search and Seizure

Students and their possessions may be searched according to the Hondo Valley Public School Education Policy 6.23.

Bus Conduct

Students who ride the bus are to obey the Bus Driver and rules for bus safety. Children who become serious disciplinary problems on a school bus may have their riding privileges suspended. In such cases the parents of the children involved become responsible for seeing that their children get to and from school. It is very important that you let the teacher and driver know if you want your child to ride a different bus than normal in the afternoon. You must send a note and ask your child to give it to the teacher if this is the case. **The drivers will not let a child ride a different bus without a note from you giving specific instructions.**

SECTION III. STUDENT SERVICES

Administering Medicines to Students

Students will not be permitted to take medication while at school unless such medicine is given by the appropriate school personnel acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

If medication must be administered by school personnel, it must be under the following conditions:

1. A signed order by the physician with specific directions for administration must be submitted to the nurse and Superintendent.
2. The bottle with the pharmacist's label designating the patient's name, instructions, name of drug, and name of physician must be submitted to the nurse.

NON-PRESCRIPTION MEDICINE

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

Closing School During the Day Due to Weather

On those rare occasions when weather conditions change significantly enough during the course of the day to warrant closing school early, the media listed below under Inclement Weather will be notified. Additionally, the teachers will inform as many parents as possible by phone. If the teacher is unable to contact the parent, the student will go home on his/her regular school bus route. The Kindergarten Teacher will have priority to call parents first.

Inclement Weather Schedule

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

Radio - Ruidoso	Roswell	Television - Roswell
KBUY 93.5FM	KMOU 104.7FM	KBIM
	KCKN 1020AM	KOBR
	KBIM 94.9FM	KOAT

Please DO NOT call school officials, as they will be on the telephones coordinating the communications with the radio and the television stations. You may expect an announcement sometime between 6:00 to 7:00 a.m. If school is called off, no buses will run and there will be no classes that day. However, if a delay is determined, the buses will run and students may expect to arrive at school around 10:00 a.m. for the start of classes at that time. If school is cancelled, plan to make up the day the following Friday after the week of the missed day.

Lost and Found

During the course of the year a great number of lost items are found and turned into the office. Please come by the office at any time and check for things that might be yours.

Lunch Procedures

Breakfast and lunch are provided to all students free of charge. Faculty, staff, and visitors meals are \$2.00 for breakfast and \$3.00 for lunch.

Telephone Usage

Students may use the school telephone before school, during lunch, and **after school with the approval of office personnel**. However, excuses such as forgotten homework assignments or last minute permission to go home with a friend will be denied.

Textbooks and Library Books

If a textbook or library book shows abuse, damage, or is lost, a student is required by law to pay the replacement value of the damaged/lost book. Report cards and school records will be held until fees are paid. The student cannot participate in any extra curricular activity for the following year unless the book is returned or payment is made. This will also to

apply to any athlete who does not return his/her uniform to the district.

Valuable Items

We cannot assume responsibility for the personal property of children or adults. Because of the possibility of loss or damage to radios, money and other items of value, please do not bring those items to school. Personal property of students is not covered by school insurance.

Visitors on Campus

All visitors to the school need to sign-in at the office and receive a visitor pass. The visitor pass must be returned to the office before leaving. For the safety of students and staff we ask that everyone sign in prior to going to the classroom. School aged friends who are not enrolled at HVPS will not be allowed to stay the day at HVPS during regular school hours.

Volunteers

Parents are encouraged to volunteer in the classroom and around the school. It is an excellent opportunity to become involved with your child's education. Please ask the classroom teacher, or the superintendent for information on volunteering your services. All volunteers are required to have a background check and copies must be given to the front office.

Plan de Disciplina De la Escuela Elemental de Hondo Valley Public Schools

Hemos recibido el Plan de Disciplina de la Escuela Elemental de Hondo y entendemos y estamos de acuerdo con las reglas que tienen que seguir nuestro/s niño/os.

Firma padres

Fecha

Firma estudiante

Fecha

**Elementary Handbook
Agreement 2010-2011**

I/We have received the Elementary Handbook and are aware of the policies and procedures established at Hondo Elementary School.

Student Name

Date

Parent Signature

Date