

Hobbs Municipal Schools Student/Parent Elementary Handbook 2023 – 2024 School Year

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ADMINISTRATIVE PHONE NUMBERS

Central Office (575) 433-0100
Superintendent (575) 433-0100
Data Processing (575) 433-0100
Advanced Placement (575) 433-0100
Mentoring/Parent Liaison (575) 433-0100
Human Resources (575) 433-0120
Business Office (575) 433-0130
Fax Line..... (575) 433-0140
Bilingual/Title I, III, Testing..... (575) 433-0400
Computer Aided Instruction..... (575) 433-0218
Special Education (575) 433-0600
Maintenance (575) 433-1728
Nutritional Services (575) 433-0220
Athletic Department (575) 433-0209
HMS Training Center (575) 433-0247
Bus Barn (575) 392-8514

SCHOOL PHONE NUMBERS

Central Office (575) 433-0100
Donna Jones Deputy Director Secondary Instruction
Dixie Rosier Deputy Director Elementary Instruction

Hobbs High

800 N. Jefferson (575) 433-0200
Jason Parish Principal
Chanelle Scott Assistant Principal
Alex Lopez Assistant Principal
Heath Lakin Assistant Principal
Lorna Jackson Alternative School Principal
Brenda Wilson Athletic Director
Jeremy Soria Assistant Athletic Director

Hobbs Freshman High

1401 E. Sanger (575) 433-0300
Lana Weldy Principal
Kris Otto Assistant Principal

Heizer Middle School

101 Stanolind Rd (575) 433-1100
Eligio Gonzalez Principal
Veronica Arguello Assistant Principal

Highland Middle School

2500 N. Jefferson (575) 433-1200
Michael Ryan Principal
Casey Griffin Assistant Principal
Ralph Skinner Assistant Principal

Houston Middle High

300 N. Houston (575) 433-1300
Jon Gilcrease Principal
Drew Rickman Assistant Principal
Stacy Williams Assistant Principal

Booker T Washington Elementary

1200 E. Humble (575) 433-2100
Carolyn Jefferson Principal

Broadmoor Elementary

1500 N. Houston (575) 433-1500
Galinda Everhart Principal

College Lane Elementary

2000 College Lane (575) 433-2600
Heather Campbell Principal
Kayla Stratton Assistant Principal

Coronado Elementary

2600 N. Brazos (575) 433-2300
Laura Otto Principal

Edison Elementary

501 E. Gypsy (575) 433-1600
Pat Duran Principal

Jefferson Elementary

1200 W. Park (575) 433-1700
Araceli Armendariz Principal
Angela Reyna Assistant Principal

Mills Elementary

200 W. Copper (575) 433-2400
Jennifer Carlson Principal

Murray Elementary

510 N. Dal Paso (575) 433-2700
Nick Bartlett Principal
Jennifer Scheller Assistant Principal

Sanger Elementary

2020 N. Adobe (575) 433-1800
Kelly Inman Principal

Southern Heights

101 E. Texas (575) 433-1900
Diana Salinas Principal
Azeneth Cottingham Assistant Principal

Stone Elementary

1015 Calle Sur (575) 433-2500
Joe Clarkson Principal

Taylor

1520 N. Breckon (575) 433-2000
Melanie Kjerimi Principal

Will Rogers Elementary

1200 E. Humble (575) 433-2100
Lupe Saldana Principal

WELCOME

We wish to welcome you to the elementary schools in Hobbs, New Mexico. This information has been prepared for the students and their parents to help them understand elementary schools. It is hoped the information presented will enable you and your child to have a more successful school year.

We have included information which will be of benefit to you and perhaps answer many questions. If there is something you do not understand, please feel free to call the school office.

Hobbs Municipal Schools offer many educational opportunities. It is our wish that your school years be both profitable and pleasant. The faculty and administration are here to help you and to be of service to you. We want you to feel this is your school and you are partly responsible for its success. Remember, you are always welcome at our school!

VISION STATEMENT:

The Hobbs Municipal School District believes that **all children will learn** the basic skills to be independent, productive citizens.

MISSION STATEMENT:

The mission of the Hobbs Municipal Schools is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments.

HOBBS SCHOOLS' PHILOSOPHY:

It is believed that the Hobbs Schools should provide, through continuing improvement, an educational program that gives each student the greatest opportunity to develop as an individual and as a contributing member of the community and our democratic society. The schools should motivate and help each student develop:

1. A wholesome attitude toward our democratic government and toward family life and an appreciation of the achievements of others;
2. A compliance with and respect for the rules and regulations of society;
3. The spiritual, moral and aesthetic values to lead a full, productive and rewarding life;
4. An understanding of the working world and the possibilities and responsibilities within it;
5. General knowledge and basic skills;
6. Emotional stability, social adjustment and physical health;
7. Creative, analytical thinking enabling him/ her to solve problems arising in our changing world.

PROGRAMS:

The Hobbs Municipal Schools provide a variety of programs to meet the unique needs of its students. These include but are not limited to:

Title I, Bilingual, Special Education, Gifted and Talented, Section 504 Compliance, Advanced Placement, Student Assistance Team (SAT), and Professional Learning Communities, Career Technical Education (CTECH).

ACTIVITY TICKETS:

Elementary school students may purchase activity tickets for \$25.00 each. These tickets will admit students to all junior high and high school sports activities.

With the exception of playoff games and tournaments, activity tickets will not be honored at tournament and Border Conference games.

Elementary students are expected to be supervised by their parents or guardians at HHS sporting events.

SCHOOL ARRIVAL:

There is no one on supervisory duty before school each day. Please do not bring your child before 7:30 a.m. Breakfast is served from 7:30 a.m. to 7:40 a.m. Please see that your child arrives at school by 7:45 a.m.

ATTENDANCE/TARDIES:

ATTENDANCE FOR SUCCESS ACT ATTENDANCE

Regular attendance is a key to school success. Hobbs Municipal School students can learn only if they are on time and participating in all classes daily. The ***Federal Every Student Succeeds Act*** requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards.

Significant changes were made to State Law regarding student attendance during the 2019 legislative session for the 2020-2021 school year.

Board Policy J-0500, J-0511, J-1550

WHAT IS AN ABSENCE?

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

WHEN DO ABSENCES BECOME A PROBLEM?

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

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

Attendance Records

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

INTERVENTIONS AND SUPPORT

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

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

- Attempts to notify the parent of student absence on any given day,
- Attempts to improve attendance by a talk with parent

- Attempts to meet with the parents to discuss intervention strategies, and
- Intervention strategies implemented to support keeping the student in an educational setting.

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

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

The attendance team may be convened to establish;

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

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

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

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

If the student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, student shall be reported to the Children, Youth & Family and/or probation services office for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services. Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting. Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for the child services should be accomplished before such action.

ANTI-BULLYING POLICY

Purpose

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

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

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

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

Reporting Procedures

1. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct, harassment on the basis of protected characteristics, or hazing to report such claims and/or conduct to the principal, assistant principal, or to the Superintendent.
2. Students or their parents may report such conduct to the school principal, assistant principal, or the Superintendent.
3. Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student, another employee, or other person subject to the authority of the District, shall notify his or her principal, assistant principal, or the Superintendent, of such observation or report in writing within twenty-four (24) hours.

4. No person shall knowingly make a false charge, or give false information in the investigation, of a possible violation of this policy.

Investigation

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

TITLE IX

Title IX Requirement

"No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance." Hobbs Schools employees are required to inform the Title IX Coordinator, of any instance they observe regarding sexual discrimination or sexual harassment. Failure to do so may result in disciplinary action.

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

The District Title IX Coordinator is: Godswill Barraha, Director of Student Services, 1515 E. Sanger Hobbs, NM Phone: 575-433-0100, Fax: 575-433-0140 email: barrahg@hobbsschools.net; Investigators: Brian Byrd, & Campus Principals, Decision Makers- Doug Young & Debbie Cooper, Appeal Officer Superintendent Gene Strickland.

In compliance with regulations implementing Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or

past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

BILINGUAL, DUAL and ELD (English Language Development) Programs finished

The Hobbs Schools Bilingual Multicultural Education program provides the opportunity for students to become bilingual and biliterate in two languages, English and Spanish. The English Language Development program consists of lessons targeting Language Arts in English only. The Bilingual and Dual Language Programs consist of instruction in both English and Spanish. The lessons target Language Arts, as well as the different content areas.

How students in the district are identified, assessed and placed into the Alternative Language Programs:

- Students are identified using the Language Usage Survey. The parent/guardian will fill out this form when a student is first enrolled into the Hobbs Schools. The questionnaire is based on the language used at home other than English. This questionnaire will qualify the student to be screened for language support.
- The student, after being identified, is then given a language proficiency assessment in English and/or Spanish. The district uses the WIDA Placement Test and AVANT STAMP for placement purposes.
- The students will be assessed, and if they qualify, will be placed into a language program based on their language assessment scores. They may be placed into an ELD, Bilingual or Dual Language program. In order to exit from the program student are tested annually and must score a 5.0 on ACCESS assessment.
- Dual Language programs exist at Jefferson (K-5) and Southern Heights (K-5).

BUS TRANSPORTATION AND RULES

Riding the school bus is a privilege, not a right. Rules are established to ensure the safety of all students who ride the bus.

Students who do not obey the rules will be reported to school officials.

These rules will ensure safe transportation between the home and the bus stop:

- Students should be at the bus stop on time because the bus must run on schedule.
- The bus will not wait for students who are not at the bus stop on time.
- Students who walk a distance to meet the bus should walk on the side of the road to their left, facing the traffic, except on divided highways.
- Student should not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.
- Students should never stand in the traveled portion of the roadway while waiting for the bus
- Students who cross the road after exiting the bus should cross in front of the bus. They should cross so that the driver can see them, approximately 10 feet ahead of the bus. An exception to this rule would be in urban areas where pedestrian crossings are provided at intersections. Students may be instructed to cross after the bus leaves the unloading zone or traffic signals direct them to cross.
- Students should look both ways before crossing to the opposite side of the road.
- Cars are not allowed in the bus zone. Parents who drive to school to pick up children, must park in approved areas.
- Students should cross the road only when the driver signals all is clear.

The bus driver is in full charge of students who ride the school bus. The following rules will ensure safe transportation while on the bus:

- Students should obey the driver promptly.
- Students should be courteous to the driver and obey all rules
- Students should cooperate in keeping the bus clean.
- Students should occupy the seats assigned to them by the bus driver or school officials
- Students may converse in a normal tone while on the bus.
- Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- Students should remember that to be careless or to take a chance not only endangers their own safety, but the safety of others as well.

The following activities are prohibited on the school bus:

- Unnecessary conversation with the driver while the bus is in motion
- Leaving the bus on the way to and from school without advance permission from school officials
- Getting in the driver's seat
- Tampering with equipment
- Carrying on any object that might block the aisle or be tossed around in an accident (exceptions must be approved by school administrator)
- Getting on or off the bus or moving around the bus while it is in motion

- Extending hands, arms, head or bodies through the bus windows
- Riding on the outside of the school bus
- Throwing items inside or outside the bus
- Rough or boisterous conduct
- Possession of tobacco, alcohol or drugs in any form
- Any damage to the bus
- Animals, firearms, explosives or other dangerous objects

Please refer to the Transportation Handbook for consequences for failure to follow these rules.

CAFETERIA

Meals: All students are eligible for one free breakfast and one free lunch daily. All extras must be paid for by the student at the time of purchase.

LUNCH PRICES

Full Pay Student Lunch	Free
Reduced Student Lunch	Free
Adult Lunch	A-la-Carte
Milk	\$.50
<i>Lost or Damaged Card Replacement Fee</i>	\$1 .50

CALENDAR AT A GLANCE

August 09, 2023	First Day School
September 04, 2023	Labor Day Holiday
September 13, 2023	Parent/Teacher Conference
November 22 - 24, 2023	Thanksgiving Holiday
December 25, 2023 – January 09, 2024	Christmas Holiday
January 15, 2024	Martin Luther King Day
February 07, 2024	Parent / Teacher Conference
February 19, 2024	President’s Day
March 18 - 22, 2024	Spring Break
March 29, 2024	Spring Holiday
May 24, 2024	Last Day of School

COMPUTER LABS

Student Use Guidelines

Students will have access to all the Computer Labs.

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

1. All students must have returned the Parent Permission Form for Internet with their parent/guardian’s signature before they will be allowed to use the computer lab facilities.
2. Students may use the computer labs facilities for only those

activities and projects approved by their instructor, and must use the lab under the guidelines of the Hobbs Municipal Schools Acceptable Use Policy.

3. Students may use the Computer Labs only with the permission of their instructor, and while the instructor/computer lab manager is present.
4. Students may not bring any food or drink including gum and candy, opened or packaged, into the computer labs.
5. Students must have instructor/computer lab manager permission to print documents.
6. Students may not use the teacher workstation, printers, scanners, or facilities of the computer lab manager’s office.
7. Students may not access any records or software other than those materials assigned by their instructor, and may not use e-mail. Students are not to send any message which is harassing, discriminatory or likely to be offensive or objectionable to recipients.
8. Students may not bring or use any personal disks, USB Flash Drives, music CD, or software in the labs. (Unless Lab Manager or Teacher has given permission)
9. Students may not download, or burn programs, games, music or other software to the computer hard drives in the labs.
10. HMS strives to provide headphones when necessary. Students who damage or destroy headphones will be responsible for the cost of replacement.
11. Students who do not comply with the Hobbs Municipal Schools Acceptable Use Policy, Computer Lab Guidelines, individual teacher classroom/ computer lab policies, or who in any way damage or abuse computer lab facilities, will forfeit their privileges.

COMPUTING AND INTERNET ACCEPTABLE USE POLICY

A. Purpose

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

B. Access rights and privileges.

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employees’ access or post through the system. Students and employees are also expected to follow the rules set forth in the District’s rules and regulations governing conduct, disciplinary code, and the law in their use of the District’s equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. All District employees and students will have access to the Internet through the District’s private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.

3. No student will be given or have access to District-provided e-mail.
4. Guests/contractors are not automatically eligible for a District e-mail account. E-mail or network access accounts may be granted if directly sponsored by a District administrator.

C. System Security Obligations

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

D. Filtering

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

E. Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
3. Users may not attempt to gain unauthorized access to any computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
4. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.
5. Users may not use the District's private network to engage in illegal acts, such as threatening the safety of another person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
6. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange

of copyrighted or unauthorized music, movies, and other materials.

7. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
8. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
9. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
10. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
12. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
13. Users may not engage in personal attacks, including prejudicial or discriminatory attacks. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
14. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
15. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users also must refrain from abusing email distribution lists. Acts of abuse include, but are not limited to: forwarding non-school/work related emails, advertising and solicitation.
16. Users will not install software of any kind on district machines. Authorized software will be installed by authorized personnel only (Lab Managers or CAI Staff). Users will not install or reproduce unauthorized or unlicensed software on District resources.
17. Users may not plagiarize works that they find on the Internet or other resources.
18. Users may not use technology resources and Internet for private business activities or unreasonable personal use.
19. Users may not use the District's private network for political lobbying.
20. Students will not download files unless approved by their teacher.
21. Users may not use any type of internet proxy service or proxy server to bypass district filters.
22. Users may not alter machine configurations or attempt to perform diagnostics or repairs on district machines. Diagnostics and repairs must be performed by authorized personnel only (Lab Managers or CAI Staff).
23. Students have access to headphones while at school. If damages occur and are determined to be intentional then parent/guardian may be responsible for the cost to replace the headphones.

F. Due Process

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.

2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, disciplinary actions may be taken.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with law, School Board Policy or collective bargaining agreement(s), as applicable.

G. Administration

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

COUNSELING

Our schools have guidance counselors available to work with students in kindergarten through fifth grade. The counselors work with students individually, in small groups, and in the classroom. Counselors consult with teachers concerning academic, social, and emotional needs of the individual student.

The counselors are of service to you as a parent by arranging conferences, discussing such topics as discipline, communication skills or testing.

The emphasis of the elementary counseling program is on the prevention of problems. Parents and students are encouraged to use this service.

Emergency Response Plan

Each facility in the Hobbs Municipal Schools has a Emergency Response Plan. The Emergency Response Plan gives specific guidelines for students and staff to follow in the event there is a crisis. Included in the plan are procedures for notifying parents with specific directions through our school administration and/or local agencies such as Police, Sheriff's

Department, Fire Department, State Police, local media or other such agencies.

The Emergency Response Plan is located in the main office of each facility for parents and public to view as needed. In order to avoid a breach in the security at the time of the incident, wait to be notified before coming to school. Contact the school office if you have any questions.

DISCIPLINE MANAGEMENT PLAN

I. Content of Program

- A. Parent Message - It is a pleasure to have your child in our school this year. We are looking forward to meeting and working with you in promoting your child's educational growth. In order to provide your child an excellent learning environment, it is important to ensure all students adhere to this discipline plan. We are sharing this discipline plan with you in order to enable our students' parents and guardians to assist us in implementing it.

B. School Philosophy - We strive to provide all students the opportunity to learn in a safe and orderly and disciplined environment.

C. History of the Plan - In 1992, the Hobbs Municipal School Board adopted the Effective School Strategic Plan for the Hobbs Schools. In order to have a Safe and Orderly Environment, we must address and adhere to the following responsibilities.

D. Responsibilities

1. It is the student's responsibility to:

- a. Attend school daily, except when ill or otherwise lawfully excused, and be on time to all classes.
- b. Pursue and attempt to master the essential elements of the curriculum of study prescribed by the district and the state.
- c. Express opinions and ideas in a respectful manner, so as not to insult or offend others.
- d. Be aware of all rules and regulations for student behavior and conduct himself or herself in accordance with them.
- e. Dress and appear in accordance with the district's standards of propriety, safety, health and good grooming (see Grooming/Dress Code).
- f. Be prepared for each class with appropriate materials and completed assignments.
- g. Exhibit an attitude of respect toward individuals and property and conduct himself or herself in a responsible manner.

2. Parents have the responsibility to:

- a. Make every effort to provide for the physical needs of your child.
- b. Provide appropriate school supplies, as needed, throughout the year.
- c. Strive to prepare your child emotionally and socially to be receptive to learning and discipline.
- d. Ensure your child's compliance with school attendance requirements, and promptly report and explain absences and tardies to the school. (See Attendance Policy).
- e. Encourage and lead your child to develop proper study habits at home.
- f. Work for the success and improvement of the school program.
- g. Participate in meaningful parent-teacher conferences, as needed, to discuss your child's school progress and welfare.
- h. Ensure your child is appropriately attired at school and school-sponsored activities.
- i. Discuss report cards and work assignments with your child.
- j. Bring to the attention of school authorities any learning problem or condition that may relate to your child's education.
- k. Maintain up-to-date home, work, and emergency telephone numbers, addresses and other pertinent information at the school

3. Administrators have the responsibility to:

- a. Provide appropriate support for teachers in dealing with student discipline problems.
- b. Implement a flexible curriculum to meet the needs of

all students.

- c. Promote effective training and discipline based upon fair and impartial treatment of all students.
- d. Encourage parents to keep in regular communication with the school, and encourage parental participation in required parent-teacher conferences.
- e. Develop a cooperative working relationship among staff and students.
- f. Assist students by providing appropriate assistance in learning mature self-discipline.
- g. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
- h. Ensure students' safety through maintenance of the school grounds.
- i. Serve as an appropriate role model for the students on their campus, in accordance with the standards of the profession.

4. Teachers have the responsibility to:

- a. Strive to perfect discipline management techniques developed in the district's discipline management plan.
- b. Ensure good student discipline by being in regular attendance and on time, being prepared to perform teaching duties with appropriate preparation, assignments and resource materials.
- c. Respect other individuals and property, and conduct themselves in a responsible manner.
- d. Comply with district and school policies, rules, regulations and directives.
- e. Maintain an orderly classroom atmosphere conducive to learning.
- f. Teach to the standards of performance required by the district.
- g. Establish rapport and an effective working relationship with parents, students, and other staff members.
 - h. Teach students to strive toward self-discipline.
 - i. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.
 - j. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.
 - k. Release a student only to authorized personnel during regular school hours.

II. Student Code of Conduct

A. Requirements

This Student Code of Conduct has been developed to assist students, parents, and staff in maintaining the desired and essential learning environment.

B. Expectations

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

1. We expect our students to abide by the following rules and/or procedures established by the school, teachers, and district:

- a. Leaving School Grounds: No pupil shall leave the school grounds during school hours without

permission of the principal and/or secretary.

- b. Loss of School Property: Pupils and parent or guardians shall be held responsible for loss or damages to school property, equipment, textbooks, library books, buildings and furniture.
- c. Chewing Gum/Eating: Pupils shall not chew gum; eat candy, etc., during the time they attend school. (Special permission from the teacher would be an exception).
- d. Personal Cleanliness: Pupils shall be required to pay proper attention to personal cleanliness and the rules and regulations of the Department of Health.
- e. Dress Standards: All pupils shall adhere to the Grooming/Dress Code for the School District. (See Grooming/Dress Code).
- f. Pupils are discouraged from bringing valuables or toys to school unless it is a part of class or school project. In the event a student brings one of these items to school, they shall be brought to the office for safe-keeping. The school is **NOT RESPONSIBLE** for the loss of personal property.
- g. Supervision While at School: Students are under the supervision of all teachers, not just those in whose class students happen to be placed.
- h. Bicycles: Bicycles are permissible for transportation to and from school. Bicycles are to be walked, not ridden, on school property and/or crosswalks. Bicycles are to be parked in the areas assigned for bicycles. Bicycles should be locked. **THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN BICYCLES WHILE THEY ARE ON SCHOOL GROUNDS.**
- i. To and from School: Students should not accept rides from strangers. Crosswalks are provided for the safety of students and should be used - do not

cross in the middle of the street. Once a student enters the crosswalk, he/she should cross quickly, stopping only if an approaching vehicle is not stopping for the student to cross. Students should use the side-walks. Students are not to play or walk among the cars or through the parking lot. Students are to follow the directions of the crossing guard.

- j. Students are not to play in the trees or flowerbeds, or climb on backstops, fences or school buildings.
- k. There will be no excuse for rock throwing, fighting, or profane language by the students of our school.
- l. Guns, knives, replicas or any item that could be used as weapons are not to be brought to school.
- m. Lasers of any form, beepers, Hookah pipes or pens, electronic cigarettes or any other electronic device are not allowed.
- n. Cell phones are to be turned off and kept in the student's backpack during the school day. Devices that are visible or can be heard during the school day shall be considered in violation of this policy.
- o. Students are not to take pencils or pens to the playground or restroom.
- p. Bus students are to obey all regulations pertaining to riding the bus.
- q. Students should follow the arrival times as given in the handbook under (S) School Schedule.

- r. Students must obtain a note from their teacher before using the office telephone. The phone may only be used in case of emergencies.
- s. Students are not to be in the halls during class time unless they have permission from their teacher and have a hall pass.
- t. Students are prohibited from being in possession of or under the influence of alcohol, mind altering substances, non-prescriptive drugs or tobacco.
- u. When returning to the building after an outside activity, recess, lunch, etc., students should line up and enter quietly in order not to disturb others.
- v. Travel in the hallways should be quiet and orderly at all times. No running or loud talking will be allowed in the halls.
- w. Students are not allowed to bring pre-school brothers or sisters to school. School-age friends or relatives from out of our district are not allowed to visit school.
- x. Talking in the cafeteria must be in a low voice.
- y. Students are to wait outside the building for brothers and sisters.
- z. Students are not allowed to sell items of any kind at school without principal permission.
- aa. Participation in, identification with, or promotion of gang-type activities during the school day or at school related activities, including association and membership is prohibited. The Juvenile Probation Officer will be notified of any conduct in violation of this policy for an appropriate investigation and follow-up action.

- aa. Students shall refrain from using derogatory terms, offensive names or nicknames, or vulgar or profane language directed to, in the vicinity of, or when referring to other students or staff.

2. Playground rules:

- a. Respond immediately and appropriately to directions given by a staff person on duty.
- b. Play in designated areas only.
- c. Use playground equipment appropriately.
- d. Do not fight.
- e. No cussing, hurtful teasing or bullying.
- f. Display the Six Pillars of Character: Respect, Caring, Fairness, Citizenship, Responsibility, and Trustworthiness.
- g. Get permission to enter the building.
- h. When playing with playground balls, play far enough from the building to avoid balls kicked or thrown on top of the building.
- i. Bring balls back into the building after recess periods.
- j. No tackle football.
- k. No students are to be tackled, pushed, or pulled to the ground.

3. Cafeteria Rules:

- a. Respond immediately and appropriately to directions given by duty person
- b. Speak in soft voices. Do not yell.
- c. Do not throw food.
- d. Walk, don't run.
- e. Stand quietly in lunch line.

4. Classroom Rules:

- a. The teacher will establish the classroom rules and regulations.

5. Consequences

- a. The school district endeavors to provide a variety of disciplinary options for students who exhibit inappropriate and/or unacceptable behavior. The recommended options are as follows but not limited to:
 - Written warning
 - Loss of playground privileges (recess and/or noon)
 - Student/teacher conference
 - Parent-teacher conference
 - Detention (D-Hall - OCS)

6. Suspension.

- a. For a maximum of ten (10) days with a progression up to, but not limited to, one day for the first offense, three days for the second offense, five days for the third offense, depending on the severity of the offense.
- b. When applicable, the administrator may deny, restrict, or remove a student from participating or being a spectator in an activity, class program, or at a school facility.
- c. Long term suspension for the removal of a student from school for a specified time exceeding ten (10) days.

ENTRANCE AGE

Students must reach the age of four (4) prior to September 1 the year of enrollment, to be eligible for entrance into the PreK program.

Students must reach the age of five (5) prior to September 1, the year of enrollment, to be eligible for entrance into the kindergarten program.

Please remember when enrolling your child, you will need an **official birth certificate (not a hospital certificate)**, immunization records and two proofs of where you are living. We cannot enroll students without these items.

GROOMING/DRESS CODE

Hobbs Municipal Schools Appearance Standard

It is the aim of the Hobbs Schools to have displayed to the public at all times a standard of morals, conduct, dress, attitudes, courtesy and friendliness on the part of the students which will be above reproach or criticism.

The public will judge our schools on the basis of any or all of these characteristics as found, or not found, in each student at all times. Therefore, in keeping with the above aim, the following appearance standards have been adopted for the Hobbs Municipal Schools:

Elementary Appearance Standards K-5 (Girls/Boys)

- A. Must wear shoes.
- B. Hemline of all garments will be hemmed, can be no shorter than approximately four (4) inches above the knee and cannot drag the ground.
- C. Hair must be kept neat, clean, and well-groomed.
- D. Coverall straps will be fastened over the shoulder.

- E. Shirts or blouses shall be worn at the waist.
- F. The following is not permitted:
 1. Bare midriff garments; halters; tops with low necklines, spaghetti straps or low armpit openings; or, tank-tops.
 2. Coarse knit, transparent, torn, and/or “see through” garments.
 3. “Cut-offs” or spandex garments (example: biker shorts) and soccer shorts.
 4. Any clothing or accessories that advertises or depicts: tobacco products; alcoholic beverages; drugs; lewd, offensive, vulgar, or obscene writings and pictures; death and dismemberment or association with or promotion of gangs.
 5. Flip-flops, backless shoes, shoes with cleats or any shoes with wheels (heellies and/or skates).
 6. Pants that are saggy or baggy.
 7. Oversized pants legs (no wider than 10”) or pants with oversized pockets (no larger than 6 inches wide and 7 inches deep).
 8. Temporary or permanent tattoos or stamps on the skin that are exposed to public viewings or jewelry in pierced locations on the student’s body other than the earlobe. No enlarged earlobe piercings (gauging) and no “cutting” of the eyebrow.
 9. Make-up or glue on nails (fake nails) during school or school sponsored activities unless prior authorization from the principal has been obtained for specific events or purposes.

The school reserves the right at all times to regulate all students’ appearances that create a disruption, are a distraction to learning, are of questionable decency, and/or create a health or safety hazard.

HEALTH

Illness and Accidents at School:

If your child becomes ill or has an accident at school, you will be immediately notified. It is important that all information on the enrollment card be accurate and complete. **Parents should notify the school when there is any change in the enrollment information.** Your child will not be sent home without prior arrangements. See section M for information about the Medical Release Form. To protect your child and other students from the dangers associated with blood borne pathogens (AIDS - Hepatitis B); parents will be notified to bring a change of clothing if their child gets blood on clothing.

Medication Policy:

Only Health Care Practitioner prescribed medication will be given during the school day and only when absolutely necessary for a student to remain in school.

Parents may visit the school and give the medication if they so desire. If the medicine is to be given/supervised by a school employee, certain steps will need to be followed in order to ensure maximum safety for all concerned:

1. A medication form signed by the doctor and parent must be completed and presented to the school along with the medicine to be given. You may pick up this form at the school office or get a copy from your local doctor. The

parent will be responsible for bringing and picking up the medication. Medicine will not be accepted nor sent home with the student.

2. In addition, medication (including samples from the doctor) must be labeled by the doctor or pharmacist with your child’s name, name of medication, dosage and the time the medication is to be given. Medication without proper labeling or packing will not be accepted. For example: medication cannot be sent to school in “baggies” for any reason.
3. **NO over** the counter medicine will be accepted by the school. This includes aspirin, Tylenol, cough syrup, non-prescription inhalers, etc. Should the child need any of the above during the school day, either the parent will have to come to school and administer the medicine or the labeling described in #2 above must be followed for the school to administer the medication.
4. Students may carry and self-administer health care practitioner prescribed asthma treatment medication and anaphylaxis emergency treatment medication if certain conditions are met. Please see your school nurse.

Medication required for school sponsored activities, such as field trips, must meet all the above rules and requirements.

We appreciate your cooperation, and hope you will feel free to call the school nurse if you have any concerns.

INVITATIONS

Families or students may not distribute private invitations to students unless all children in the classroom receive them.

SCHOOL INSURANCE

Student accident insurance is available to all students K-6. Enrollment forms will be sent home after school starts. Claim forms are available through the office. Claims are handled directly with the insurance company.

JOIN PARENT ORGANIZATIONS

Our parent organizations do an excellent job of serving the needs of the staff and students. We would like to invite all parents to become members of these organizations.

LEAVING SCHOOL EARLY

Students leaving school during the school day must be picked up **in the office**. There are times when emergencies arise (leaving early to avoid the after-school traffic is not considered an emergency) and the students must leave school before dismissal time. When this occurs, please come to the office and request that your child be allowed to leave. You will be requested to sign your child out, with time and date noted. No student will be allowed to leave school during the day with any person other than a parent/guardian or designated person.

LOST AND FOUND

A lost and found location is provided at our school for

coats, gloves, lunch kits, etc. We recommend that your child check the lost and found container periodically for any items he/she may have lost. **Student clothing and other items should be clearly labeled.**

LUNCHES

(See Cafeteria) It is the parents' responsibility to see that the child has a purchased lunch or brings a sack lunch.

MEDICAL FORM HMS EMERGENCY INFORMATION & PERMISSION FORM

Parents are required to complete the HMS Emergency Information and Permission Form for their child. This release would enable parent(s) and/or guardian(s) to authorize emergency medical treatment for their child should he/she becomes ill or injured while under school authority when parent(s) and/or guardian(s) cannot be reached. This form is included in the handbook packet. It must be returned to the school. It must be completed annually.

MONEY

Students should not carry extra money to school. They should carry lunch money in a safe place. Helping children take care of money is very important.

Please be concerned if your child "comes up" with extra money found at school or if he/she comes home with items bought from other students. Students **are not allowed** to sell or trade items of any kind at school.

NOTIFICATION TO SCHOOLS

It is the responsibility of parent(s) and/or guardian(s) to notify the school of any changes in the following areas:

1. Change of address and/or phone number;
2. Family status (provide a current copy of court documents showing a change in custody of child);
3. Health issues of child (provide current doctor's orders for identified health issues);
4. Child's doctor;
5. Checking out to move to another school, town, etc.

OPEN ENROLLMENT POLICY

The Board of Education adopts this policy pursuant to the terms of SB 64 of the 1998 New Mexico Legislature, also known as the Open Enrollment Act, amending N.M. Stat. Ann. 22-1-4:

1. The attendance area of each school within the district shall be established annually by the Board of education.
2. Students shall be enrolled or re-enrolled in each district school according to the following priorities:
 - a. First, persons residing within the attendance area of the

- school;
 - b. Second, students enrolled in a school ranked as a school that needs improvement or a school subject to corrective action;
 - c. Third, students (and their siblings) who previously attended the public school; and
 - d. Fourth, all other applicants for enrollment at the school.
3. Transportation shall be provided by the district for transportation-eligible students residing within the attendance area of the school they attend. Transportation of students residing outside the attendance area of the school they attend shall be the responsibility of the parent(s)/guardian(s) or the student.
 4. The Superintendent shall determine the maximum allowable class size in the district by administrative regulation.
 - a. So long as the maximum allowable class size established by the Superintendent or as permitted by law is not exceeded by the enrollment of first-priority students (those residing in the attendance area) the school shall continue to enroll students on the basis of the priorities established in this policy.
 - b. If the maximum allowable class size would be exceeded by enrollment of an applicant in the second or third priority category, the school may deny such student enrollment.
 - c. Each school shall establish a waiting list of second and third priority students who are seeking enrollment in the school and enter the names of such students on the list in the order in which each student sought enrollment.
 - d. As classroom space becomes available in each school, students within the appropriate grade level shall be invited to enroll on the basis of:
 - (1) The student's enrollment priority category, and then
 - (2) The order of the student's entry on the waiting list.

OUT-OF-ZONE REQUEST PROCEDURES

The Superintendent of Schools approves and/or denies **all** Out-of-Zone Requests. (Please review the Open Enrollment Policy).

- April 3rd is the first day to complete Out-of-Zone Requests. This will take place On-Line, beginning at 7:30 a.m. at www.hobbsschools.net If you do not own a computer, you may go to the school that your student presently attends and use a computer, the public library, or other computer in which to complete your request. All requests will be dated and time-stamped in the order received. All requests **MUST** BE submitted on-line.
- Requests will be accepted from April 3, 2023, thru July 21, 2023 for the first semester. Contact Ms. Terry Lopez, Administrative Assistant, at 575-433-0100 with any questions.
- Requests will be accepted December 11, 2023, thru January, for the second semester.
- **Any other requests** (new requests and renewals – that did not meet deadline), will receive notification of approval/denial by July 28, 2023, by direct mail (unless

otherwise noted).

- Requests will be processed in the order in which they are received.
- All Approved Requests will be sent to the school locations for completion.
- Parents/Guardians will receive notification of approval/denial by direct mail (unless otherwise noted). They will then go to the approved school location with their two (2) proofs of residence (not older than 30 days), to complete the Out-of-Zone Approval.

Principal/Secretary WILL ATTACH copies of the proof of residence (received by parent/guardian) to Out-of-Zone Approval for the school site.

- If denied due to enrollment numbers, student(s) will be placed on a waiting list in accordance with NMSA Section 22.1.4, and student(s) will then enroll in the home school in which they reside. Parents will receive, by email (unless otherwise noted), a copy of the Out-of-Zone Request, showing the denial and reasons for denial.
- If denied due to absenteeism, tardiest, behavior and/or discipline problems, the student must enroll in the home school in which they reside.
- All requests must be completed in full prior to submission. If all information is not completed, you will not be able to submit your request. The contract portion must be checked, as an understanding of the Request being submitted by a parent and/or guardian.

PARENT INTERNET VIEWER

Check Grades & Attendance on the Internet

-As a parent you have access to all of your children with a single login. You are not required to know your child's ID and login.

-Acquire Family Access Web Login from one of your child's schools.

-Go to www.hobbsschools.net

-Click on Family Access/check Student Grades

- Enter Web Login information

-You can view each student's progress, cafeteria balance and any calendar dates that teachers place on calendar.

Once you've gained access to your student's information, follow the links at the left of the page to check a calendar of assignments for your student; an attendance calendar (providing information on individual class attendance at the secondary level, daily attendance at the elementary level) missing assignments; report cards, and a course schedule. (Note that students can print out this course schedule prior to the beginning of each semester to avoid long lines at their school office.)

In the rare instance where two students share a name or parents experience difficulty accessing the site, please call your school office for further direction. Thank you and we hope this site will help you keep track of your student's progress through Hobbs Schools.

PARENT-TEACHER CONFERENCE

Parent/teacher conferences are scheduled for September 13, 2023 and February 7, 2024. Three-week progress reports will be posted in family access according to the district schedule. We would like to stress, however, that the evaluation of your child's progress is a result of daily monitoring of his/her work. Contact the office to schedule a conference with the teacher.

Here is a checklist that may help you get ready for your conference.

** HOW TO GET READY

1. Make a list of questions and concerns.
2. Ask your child if he/she has questions for the teacher. Arrange for a babysitter for small children.

*** QUESTIONS YOU MAY WANT TO ASK

1. In which subjects does my child do well? Is my child having any trouble?
2. Does my child get along with other children?
3. Does my child obey the teacher?
4. How can I help at home?

***QUESTIONS THE TEACHER MAY ASK YOU

1. What does your child like best about school?
2. What does your child do after school? (What are his/her interests?)
3. Does your child have time and space set aside for homework?
4. How is your child's health?
5. Are there any problems which may affect your child's learning?
6. What type of discipline works well at home?

***AT THE CONFERENCE

1. Please arrive on time.
2. Discuss your questions and concerns. (Use your checklist).
3. Share information which will help the teacher know your child better.
4. Take notes if you wish.

***AFTER THE CONFERENCE

1. If you have more questions, or if you run out of time, make another appointment.
2. Tell your child about the conference.
3. Plan to keep in touch with the teacher.

PRE-KINDERGARTEN PROGRAMS

“Pre-K, Kid's First”

“PreK, Kid's First” is the voluntary Pre-K Grant Program funded by the New Mexico Public Education Department. The program addresses the total developmental needs of 4-year-old children including physical, cognitive, social and emotional needs, and includes health, nutrition, safety, and multicultural sensitivity.

The nine (9) NM PreK program classrooms now include Booker T. Washington Elementary, Edison Elementary, Jefferson Elementary, Mills Elementary, Will Rogers Elementary, Southern Heights Elementary, Stone Elementary and Taylor Elementary. Each classroom has a certified teacher.

According to State Pre-K guidelines, students qualifying to attend the program must live in the Booker T

Washington, Broadmoor, College Lane, Coronado, Edison, Jefferson, Mills, Murray, Sanger, Southern Heights, Stone, Taylor, or Will Rogers Elementary districts. Registration is held during Kindergarten Roundup each year. Students must be 4 years old by September 1st. Parents must provide birth certificate, shot record, and proof of address at registration. Transportation is not provided. For more information, contact: 433-0100.

Child Find Services

Child Find is a special education service provided by Hobbs Schools for identifying children from ages three through twenty-one who are suspected of having an educational disability and who may be eligible for special education and related services.

The process begins with a review or screening of available information about the child. When screening indicates the possibility of an educational disability, the child is evaluated in relevant areas. Screening, assessments and evaluation services are available at no charge to eligible children. When results indicate that a child is disabled and in need of special education services, an individualized plan is developed. This will be either an Individualized Education Program (IEP) or Individualized Service Plan, depending on the age and residency of the child. Special education services are provided free of charge.

Most referrals are made directly by a child's parents. Referrals (with parental consent) can also be made by health care providers, social workers, child care providers, and other individuals familiar with the child's development. For additional information about special education services or to request a review or screening for a child please call 433-0600 and ask to speak to the Child Find Representative.

RECOGNITION PROGRAM

Each elementary school in Hobbs has a recognition program. This enables the school to recognize excellence in attendance, academics, and citizenship.

REPORT CARD SCHEDULE

To Be Announced

REPORTING PUPIL PROGRESS

Reporting pupil progress is the result of daily evaluation of your child. Parent/teacher conferences are scheduled for the school year. In addition to this, report cards will be issued to students who are enrolled in the Hobbs Schools thirty (30) days during the nine-week period. If a student fails to receive a report card, a note of explanation will be sent to the home containing the reason or reasons for withholding grades. Such reasons as failure to pay school fees, damage to textbooks or school property, or less than thirty (30) days enrollment may be the reasons for not sending the report card home. Please feel free to call teachers to schedule a conference. We want to assure that our conferences are conducted in a professional and adult

manner. Our discussions with parents will be conducted in an honest and respectful climate. We ask that parents conduct themselves in the same manner.

RESTRAINT POLICY

Crisis Prevention Intervention

Purpose

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

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

RETENTION POLICY

Promotion with a Plan

When a child fails to make adequate yearly progress, the parent and teacher will meet to discuss specific academic deficiencies and remediation strategies. Remediation can include tutoring or extended day or week programs, summer school, or other plans for student improvement. A referral to the Student Assistant Team (SAT) should be initiated. When a child does not make adequate progress, the child will be retained in the same grade for no more than one year with an assigned academic improvement plan.

SCHOOL SCHEDULE

(Daily Schedule)

7:30 a.m.	Breakfast Served / Busses Arrive
7:30 a.m.	Teachers report to building
7:45 a.m.	Students report to classroom K-5
7:50 a.m.	tardy bell rings
11:00-12:30	Lunch - Check with your school for the Exact lunch times
2:40 p.m.	Classes are dismissed for K-5
2:40 - 3:15 p.m.	Teacher conference time
3:15 p.m.	Teachers are dismissed

***Minor variations at each school location

SCHOOL SUPPLIES

School Supplies will be asked to be replenished throughout the school year as needed for individual students.

Kindergarten

Colored crayons, regular size in diameter, 24 count
Pencils, No. 2, 24 count
Small scissors, blunt
1 - 8 oz. bottle of white glue
4 - glue sticks
2 2-pocket folders without fastener

School box
Facial tissues (2 boxes)
2 wide ruled spiral notebooks
1 pkg dry erase markers – black fine tip
2 large erasers
Backpack

First Grade

Colored crayons, regular size in diameter, 24 count
Pencils, No. 2, 24 count
Small scissors, blunt
1 - 8 oz. bottle of white glue
4 - glue sticks
2 2-pocket folders with fasteners
School box
Facial tissues (2 boxes)
2 wide ruled spiral notebooks
1 pkg dry erase markers – black fine tip
2 large erasers
Backpack
2 pkgs wide ruled notebook paper

Second Grade

Colored crayons, regular size in diameter, 24 colors Pencils, No. 2, 24 count
Small scissors, sharp point 1 - 8 oz. bottle of white glue 4 - glue sticks
2 2-pocket folders with fasteners 4 pkgs wide ruled notebook paper School box
Facial tissues (2 boxes)
1 Ruler (inches and centimeters) 2 large erasers
Backpack
2 wide ruled spiral notebooks
1 pkg dry erase markers – black fine tip 1 pkg assorted highlighters

Third Grade

Colored crayons (24 count) Pencils, No. 2, 24 count Small scissors, sharp point
4 pkgs Notebook paper (wide rule) 1 – 8 oz. bottle of white glue
4 - glue sticks
3 2 -pocket folders with fasteners 1 ruler (inches and centimeters) Facial tissues (2 boxes)
1 school box
3 wide ruled spiral notebooks
1 pkg. dry erase markers-black chisel tip 1 box colored pencils
2 large erasers
1 pkg assorted highlighters Backpack

Fourth

Colored crayons (24 count) Pencils, soft lead, No. 2, 24 count Small scissors, sharp point
1 - 8 oz. bottle of white glue 4 - glue sticks
3 2-pocket folders with fasteners 1 ruler (inches and centimeters) Facial tissues (2 boxes)
1 school box
4 wide ruled spiral notebooks

1 pkg. dry erase markers-black chisel tip 1 box colored pencils
2 large erasers
4 pkgs wide ruled notebook paper
1 pkg assorted highlighters Backpack 1 box red pens 1 protractor

Fifth

Colored crayons (24 count)
Pencils, soft lead, No. 2, 24 count
Small scissors, sharp point
1 - 8 oz. bottle of white glue 4 - glue sticks
3 2 -pocket folders with fasteners
1 ruler (inches and centimeters)
Facial tissues (2 boxes)
1 school box
3 wide ruled spiral notebooks
1 pkg. dry erase markers-black chisel tip 1 box colored pencils
2 large erasers
4 pkgs wide ruled notebook paper
1 pkg assorted highlighters
Backpack
1 box red pens
1 box blue pens

SUBSTANCE ABUSE POLICY

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

Harmful Substances Defined

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

are represented as "harmful substances" are also included under this policy.

Drug Paraphernalia Defined

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

Parents of students in grades K-5 should leave all medications, prescription and non-prescription, and instructions for their use with the school principal or school nurse. These students are not to keep medication in their possession unless medically necessary and prescribed by a doctor and the necessary forms have been returned to the school nurse.

TEXTBOOKS

Our school provides each student with textbooks or necessary resource materials. It is the student's responsibility to care for the books according to the following school procedures:

1. Textbooks are to be returned in the condition in which they were issued, subject to normal wear and tear.
2. Textbooks are to be brought to class each day.
3. Loss of a textbook is to be reported immediately to the teacher by the student.
4. Lost textbooks are to be returned to the school.
5. Payment for lost or damaged textbooks is to be made to the school.

WEATHER

When it becomes necessary to **delay** school because of inclement weather, a decision will be made by 6:00 am. the local radio stations, www.hobbsschools.net, Hobbs Schools Facebook and Twitter accounts will report the delay. In addition to the reporting, a call will be made to all emergency contact phone numbers listed for each child.

The delayed day elementary schedule will be as follows:
10:45 a.m. to 2:40 p.m. grades K-5
Please do not bring your child to school before 10:45 a.m. on delayed school days.

In the event of a **cancellation** due to weather, the local radio stations, www.hobbsschools.net, Hobbs School Facebook and Twitter accounts will report the cancellation. In addition to the reporting, a call will be made to all emergency contact phone numbers listed for each child.

WEAPONS

The carrying or storing of any type weapon (real or replica) on school grounds, on school buses, or during school activities on or off school grounds is prohibited. Weapons include firearms, knives, or any object designed to inflict bodily injury. Any replica of these items is also prohibited. **STUDENTS WHO BRING WEAPONS TO SCHOOL WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

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