

# Hobbs Online Learning Academy (HOLA)



Secondary Student Handbook  
2023-2024

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**Welcome to Hobbs Online Learning Academy (HOLA)  
Student Handbook**

**HOBBS MUNICIPAL SCHOOLS  
2023-2024 School Year**

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## **Introduction**

Hobbs Municipal Schools believes that every child deserves the highest quality educational opportunities, regardless of his or her abilities or location. HOLA Secondary provides 6th-12th grade students access to courses from the students' own home. We have invested our resources to develop a strong distance learning school, where the needs of students are our priority.

Students in grades K-12 who opt out of in-person instruction may enroll in the HMS full time online school (HOLA). Online video instruction will be delivered by our contracted learning management system, Edgenuity, and monitored by HMS staff who will respond to student/parent questions within a 24-hour period. Instruction in HOLA is at grade level and meets district/state learning requirements. Courses offer flexibility in scheduling, and Advanced Placement content will be offered. HOLA students are still HMS students and have access to activities offered to students on campus.

Students who wish to enroll in HOLA can do so during the registration window in the spring semester. Students who enroll in HOLA are expected to complete a semester grading period before opting back to the traditional campus.

### **Every interested and prospective new student/parent must complete the following:**

- A pre-enrollment form, available via Skyward, during a specified window of time
- An online self-assessment for virtual learning, available after registration

### **Other important enrollment information:**

1. Students Eligible for HOLA should have
  - a. A history of success in online school
  - b. A history of good attendance
  - c. Passing grades in English, math, science and social studies courses
  - d. (High School) No more than 2 missing credits
2. If classes are filled, students are put on a waiting list for the following semester or school year.
3. We do our best to work with those who are in need of additional support and each request will be considered based on the student's individual need and the ability of HOLA to meet the need. Students are expected to follow their Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and they are expected to stay on target (in the blue or green) in their assignments. This may require a student to work 5-7 hours daily. Students who will not take initiative to stay on target may be asked to return to in-person learning. Since much of the course work is independent, students must have adequate reading comprehension to complete online coursework at grade level.
4. Edgenuity is a mastery program that prepares students to be more successful in college classes, personal responsibility and scheduling. Students are expected to pass assignments and assessments with 60% mastery.
5. Students are required by law to participate in standards based assessments.
6. Re-Enrollment for Subsequent Years - Students will be pre-enrolled each semester based on an evaluation of progress and work habits. Students who have not been successful in completing their courses with passing grades may not be re-enrolled for the following term. All students returning and new students entering HOLA are on a probationary status.

### **Students Receiving Special Services**

Students who are receiving Special Education services may enroll at HOLA. Services are provided based on their Individual Education Plan (IEP) and available space. For English learners, limited ESL supports are available.

HOLA students may take specified courses at the home campus of their school with permission from their advisor and the principal. Credit will be awarded upon successful completion of the course. HOLA students must comply with the Student Handbook for their home school.

We look forward to providing one of the most innovative and effective educational experiences available anywhere.

## HMS Registration Requirements

ALL students - returning and new:

Parent/Guardian must provide two (2) forms of proof of residence dated within the last 30 days (please see the list of items that will be accepted);

NEW students enrolling in the Hobbs Municipal Schools must have the following documents:

- Official Birth Certificate – State Issued (not hospital certificate);  
Immunization Records (due to State laws, if immunization records are not available, student(s) will not be enrolled)
- Information from previous school student(s) attended (phone, address, etc.);
- Other Information you may be required to provide:
  - If student(s) has guardian(s), you will need to provide guardianship papers, court documents and/or Power of Attorney showing your guardianship to enroll student(s);
  - Court documents providing custody information; parental involvement.

### ENROLLMENT INFORMATION FOR SCHOOL YEAR– 2023-2024

You may go to the website at: [www.hobbsschools.net](http://www.hobbsschools.net) and click on the Parent Tab, then on School Zone Assignment on the website page to find out which school zone you reside in.

All school locations will use the lists approved below for residency purposes. Two (2) proofs of residence must be provided for Enrollment and for an Out-of-Zone Request.

- 1) One must come from List A and one from List B, or:
- 2) Both receipts may come from List A.
- 3) Proofs must have the individual and/or spouse's name on bill/receipt.

#### List A

Gas Bill  
Electric Bill  
Water Bill  
Cable Bill  
Waste Management Bill  
Rent Receipt  
Mortgage Statement  
Property Tax Bill  
Lease Agreement  
Voter Registration Card  
Landline Phone Bill (not cell phone)  
Propane Bill  
House Closing Documents

#### List B

Cell Phone Bill  
Bank Statement  
Medicaid Letter  
Doctor Bill / Dental Bill / Hospital Bill  
Pay Stub  
Car Insurance / Registration  
Car Payment  
Credit Card Statement  
Court Documents  
Tax Forms  
Child Support Letters / Checks  
NM Driver's License (Must match current address)

(Lease Agreement/Rent Receipt – may count as two, IF utilities are included. Both must show that utilities are included).

(Rent Receipt must contain: Date, Name of Renter, Address, Amount Paid, if Utilities are included and signed by the Landlord).

## Our Mission

**Hobbs Online Learning Academy** believes that every child deserves the highest quality educational opportunity regardless of circumstances. Our mission is to provide students and parents with a quality-learning environment that is flexible and maximizes student potential.

### Who is a good candidate for HOLA?

- Self-motivated and self-disciplined students who can work independently.
- Students who know how to ask for help when necessary.
- Students who can set short-term and long-term goals and meet deadlines.
- Students who attend classes daily.
- Students who read/write on grade level. Due to the nature of online learning, struggling readers may need parent support. In addition, parents should ensure that children are engaged in learning, complete assignments and take tests on time.
- **How to be Successful at HOLA**

Make sure you know and understand your lesson before you begin answering the questions. Remember that your responsibility is to learn as much as you can. Don't be afraid to communicate with your teacher through email, or make an appointment with your teacher for help. Help is available, but you have to ask for it.

By developing good study habits, the student accepts the responsibility for completing assignments promptly, for using time wisely, and for becoming better learners. Since student success is a shared concern, parents are asked to encourage their children to maintain good study habits and ensure an environment conducive for independent study.

#### 1. Student

- a. Set a special time and place to study.
- b. Submit lessons equivalent to one lesson per subject per week.
- c. Know that redo lessons must be redone before grade is complete.
- d. Be an independent learner and do your own work.
- e. Get extra help by asking your instructor for help via email.
- f. Access tutoring systems online if needed.
- g. Seek tutoring if you are having trouble in any subject.

#### 2. Parent

- a. Provide a quiet study place, consistent time, and materials for completion.
- b. It would be realistic to expect your child to average 5 -7 hours of work per school day.
- c. Be positive and encouraging when discussing their online work.
- d. Praise their efforts and good class work habits – this may be the key to success.
- e. Support self-study and refrain from doing your child's work.
- f. Parents may need to invest in a personal tutor to insure academic success.

#### 3. Teacher

- a. Check all submitted lessons and provide intermittent instructional feedback.
- b. Provide students with guidance for finding and using internet resources.
- c. Communicate concerns or positive progress.
- d. Be available for extra tutoring needs, as necessary.

## **Student and Parent Responsibilities**

By enrolling at the Hobbs Online Academy, the student and parent/guardian understand and agree to abide by the requirements listed below:

1. The parent/guardian must report absences to their main campus.
2. ALL students are expected to be working on their courses every school day.
3. Students are required by law to participate in standards based assessments.
4. Edgenuity is a mastery program, and students are expected to pass assignments and assessments with 60% mastery. Students must complete the planned number of quizzes per day/week to stay on pace as determined by their individualized course schedules.
5. Students are expected to follow their Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and they are expected to stay on target (in the blue or green) in their assignments. This may require a student to work 5-7 hours daily. Students who will not take initiative to stay on target may be asked to leave HOLA and return to face-to-face learning.
6. Students must adhere to the HMS Academic and Behavior policies.
7. Establish and maintain a study center at home and a regular schedule of studies.
8. Make a conscientious effort to communicate promptly and effectively with their teacher by e-mail, telephone, or in person.
9. Ask for help whenever they have an assignment they do not understand or cannot complete without assistance.
10. Monitor the grade level expectations and daily course progress (or in the case of high school students) the graduation requirements.
11. Students are expected to do their own work. Plagiarism is not tolerated. (See page 14 of handbook)

Parent/Guardian Commitment: I understand that it takes a considerable amount of motivation and commitment on the part of my child as well as myself. I agree to check my child's progress weekly and I will encourage my child to stay on target.

Student Commitment: I agree to follow the Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and I agree to stay on target (in the blue or green) in my assignments. I understand this may require me working online 5-7 hours daily.

## **Attendance Policy and Academic Procedures**

Students cannot learn the curriculum if they do not log on and read the lesson before trying to answer the questions. Students will be responsible for their own lessons and will usually be given only two chances on each lesson to acquire a grade for that lesson.

The Learning Management System (Edgenuity) provides teachers, parents and students with consistent and current updates of student performance. All student activity is recorded. This includes: log in and log out time, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course which requires them to prepare a weekly work schedule to keep pace with the semester timeline. Attendance is based on you submitting and completing the assigned weekly assignments. Attendance is recorded in Skyward and a record of school attendance is kept in the student's file.

By enrolling in HOLA, the student and parent/guardian understand and agree to abide by the requirements listed below.

Students and parents/guardians should be aware that our computer system provides us with the data necessary to track the student's attendance and progress.

For attendance purposes:

- The student must log on daily to complete assignments. Students must maintain a minimum performance standard and maintain an identified pace. Failure to log on and engage in lessons will result in absences being recorded for the student which could result in being

- removed from the HOLA program
- State testing must be taken at a Hobbs Municipal Schools facility and will be proctored by HOLA staff.
- At the high school level, students must choose their courses carefully, as they are not permitted to enroll in and drop a course. Contact your counselor for more information.

### **Attendance for Success**

Student attendance is a vital component to the educational process. Students, families and HMS personnel must work together to promote student success by encouraging daily student attendance. Attendance positively correlates to student success and should not be treated as a disciplinary issue, but rather lead to conversations with students and families to improve attendance.

#### **Excused and Unexcused Absences**

Schools shall comply with state statute and the Hobbs Municipal Schools Handbook when determining excused and unexcused absences. Unexcused and excused absences and out-of-school suspensions all count toward student absences that require student intervention plans when the number of absences reach the standards for chronic or excessive absenteeism. Students may obtain make-up work for any absence, excused or unexcused.

#### **Excused Absences**

Absences may be excused for the following reasons with proper notification:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies
- Family deaths
- Medical, health or legal appointments
- Religious commitments
- College visits
- Deployment of a military parent/guardian
- Limited extenuating circumstances as approved in advance by the school principal
- Tribal obligations

#### **Interscholastic and Extracurricular Activities and Absences**

No student shall be absent from school for school-sponsored interscholastic and extracurricular activities in excess of fifteen (15) days per semester, and no class shall be missed in excess of fifteen (15) times per semester.

#### **Religious Instruction Excusal**

A student may, subject to the approval of the school principal, be excused from school to participate in religious instruction for not more than one class period each school day with the written consent of the student's parent(s)/guardian(s) at a time period not in conflict with the academic program of the school.

#### **Tribal Obligations Excusal**

A student may be excused from school to participate in tribal obligations with the written consent of the student's parents/guardians.

#### **Pregnant/Parenting Student Excusal**

Hobbs Municipal Schools shall permit ten (10) days of excused medical absences for a student who provides documentation of the birth of the student's child and parentage. Hobbs Municipal Schools shall provide additional excused absences to a student after the birth of the student's child if deemed medically necessary by the student's physician. In addition, pregnant and parenting students of a child under the age of thirteen (13) shall be permitted four (4) days of excused absences for a child needing care upon the provision of proper documentation.

#### **Unexcused Absences**

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks



## Attendance Success Plan – Tiers of Support



### District Attendance Plan and Reporting

The district shall establish and implement an annual School Attendance plan. The attendance plan will include:

- Establishing expectations for schools with targeted deliverables around school attendance efforts
- Establishing targeted district supports to schools with a priority based on school need
- Monitoring and reporting of school and district activities, progress and needs
- Reporting of progress to the Board of Education and to the public (via the district’s website)

The district shall track, utilize, and report the following data in support of the District Attendance Plan:

- Specific district supports and resources available to schools at each level to further the implementation of their attendance improvement plans
- Attendance improvement targets for schools or subpopulations with chronic absence rates of ten percent or greater, developed in collaboration with each school
- An overall attendance improvement target for the district

### Remote, Online and Hybrid Learning

Remote and hybrid learning also require compliance monitoring of daily attendance for student intervention and supports for adherence to the Attendance for Success Act. Schools shall develop and demonstrate efforts to maintain and document student engagement for any expected instructional time outside of school. Schools shall develop strategies and accountability reporting to demonstrate student engagement for remote, online and hybrid learning.

#### HMS Remote Learning Attendance Policy

Elementary - The student must log on daily to the instructional platform, virtual check-in, or Class Dojo to be marked as present for that day.

Secondary - The student must log on daily to Edgenuity, Google classroom, or Zoom to be marked as present for that day.

## Checking Grades and Attendance

Hobbs Municipal Schools made the switch to a Skyward parent Internet Viewer (PIV) system at the beginning of the 2012-2013 School Year. The switch gives parents and students access to a larger collection of individual student data than past systems.

Go the Hobbs Schools website: [www.hobbsschools.net](http://www.hobbsschools.net). Log in by clicking on Check Grades-PIV, the first link on the top left side of the home page. Type your student's last name first and the entire first name in the login ID box (no spaces or capital letters). Next, enter your student's password- the student identification number they were assigned when they first entered Hobbs Schools. (If you are unfamiliar with the password or your student has lost the number, telephone the office at your child's school. Secretaries have access to each student's identification number. Select Family/Student Access in the drop-down box under login area.

Once you have gained access to your student's Parent Internet Viewer, 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. (Please Note: Students can print this course schedule prior to the beginning of each semester to avoid long lines at their school office.)

## Academics

Weekly progress reports are sent to parent's home e-mail. Parents/guardians are encouraged to check student progress twice a week and read the Edgenuity announcements at least weekly. Students are expected to read Edgenuity announcements and e-mails daily. Students must also check google classroom frequently for pertinent information and class end dates

Core courses offered at HOLA are two semester courses, intended to be completed over the period of a standard academic year. Students may work ahead, but must at least maintain the minimum established pace as indicated by the HMS published calendar and meet a minimum mastery level which is 60%. Parents are sent weekly progress reports and may also check progress at any given time. Progress reports in student Edgenuity accounts track pace with a color coded bar. A red bar indicates that the student is not maintaining the minimum pace. The Actual Grade is used to report grades in Skyward's Grade Book which will reflect on report cards and transcripts. Students are required to complete their Edgenuity coursework within the semester time frame. Students should achieve 50% target completion by Q1 or Q3 and 100% course completion by the end of semester (Q2/S1 or Q3/S2). Upon 100% course completion, the Overall Grade equals the Actual Grade. 90% - 100% = A 80% - 89% = B 70% - 79% = C 60% - 69% = D

## A. High School Requirements

### GRADUATION REQUIREMENTS

- Students are required to earn 26 credits and pass all portions of required examinations as required by the State of New Mexico to be eligible to receive a diploma from Hobbs Municipal School. Students who earn 26 credits but do not pass all sections of the required examinations are eligible to receive a Certificate of Completion.

### ACADEMIC REQUIREMENTS

#### Units

English 4

Math 4 (one unit = or > alg. 2)

Science 3 (2 yrs. Must be lab sci.)

New Mexico History .5

Electives 9

Physical Education 1

Students shall earn at least one credit as an advanced placement, honors, dual credit, or distance learning course.

#### Units

World History & Geography 1

U.S. History & Geography 1

U.S. Government & Economics 1

Career Cluster, Work Place Readiness or 1

Language other than English

Health .5

If a student exits from the school system at the end of the 12th grade without having satisfied the requirements of this subsection, the student shall receive an appropriate state certificate, non-diploma.

**HOLA Course Offerings for Grades 6-12**

<b>6th Grade</b>	Common Core Math 6
	Common Core ELA 6
	Social Studies 6
	Earth Science
	Lifetime Fitness
	Strategies for Academic Success

<b>7th Grade</b>	Common Core Math 7
	Pre-Algebra
	Common Core ELA 7
	MS World Cultures and Geography
	MS New Mexico History
	Life Science
	Lifetime Fitness
	Strategies for Academic Success
	Keyboarding and Applications
	Career Explorations

<b>8th Grade</b>	Common Core Math 8
	Common Core Algebra I**
	Common Core ELA 8
	Social Studies 8
	Physical Science
	Lifetime Fitness
	Strategies for Academic Success
	Keyboarding and Applications
	Career Explorations
	Health Quest
	Online Learning and Digital Citizenship

<b>9th Grade</b>	Common Core ELA 9	Language Arts 9 Honors**	
	Common Core Algebra 1	Honors Geometry**	Algebra II Honors**
	HS New Mexico History*		
	Health*		
	Biology 1		
	Career Explorations		
	Introduction to Art		
	Spanish 1		
	Lifetime Fitness		

<b>10th Grade</b>	Common Core ELA 10	Language Arts 10 Honors**	
	Common Core Geometry	Common Core Algebra II	Algebra II Honors**
	World History and Geography		
	Biology	Health Science Concepts	Earth Science
	Spanish I	Spanish II	
	Introduction to Art		
	Lifetime Fitness		
	Personal Finance*		
	Foundations of Personal Wellness		
	Psychology (not AP)		
	Sociology*		
	Animal Systems*		
	Food Products and Systems*		

<b>11th Grade</b>	Common Core ELA 11	AP English Language and Comp**		
	Common Core Geometry	Common Core Algebra II	Algebra II Honors**	Common Core Precalculus
	US History and Geography			
	Chemistry	Health Science Concepts	Earth Science	Biology
	Spanish I	Spanish II	Spanish III	
	Introduction to Art			
	Lifetime Fitness			
	Personal Finance*			
	Foundations of Personal Wellness			
	Psychology (not AP)			
	Sociology*			
	Animal Systems*			
	Food Products and Systems*			
Introduction to Agriculture, Food and Natural Resources*				
Plant Systems*				
Introduction to Careers in Education and Training*				
Food Safety and Sanitation*				

<b>12th Grade</b>	Common Core ELA 12			
	Common Core Algebra II	Algebra II Honors**	Common Core Precalculus	Financial Math
	US Government*			
	Economics*			
	Chemistry	Health Science Concepts	Earth Science	Biology
	Spanish I	Spanish II	Spanish III	
	AP Psychology**			
	Introduction to Art			
	Lifetime Fitness			
	Personal Finance*			
	Foundations of Personal Wellness			
	Sociology*			
	Animal Systems*			
	Food Products and Systems*			
	Introduction to Agriculture, Food and Natural Resources*			
	Plant Systems*			
	Introduction to Careers in Education and Training*	*One semester courses	**Honor graduate status eligible	
	Food Safety and Sanitation*			

Courses not offered at HOLA

- Some courses not offered through HOLA may be taken by students at the school campus, online, or at NMJC\*.
- AP Classes
- In order to provide students with as many opportunities as possible, HMS will offer high school students some options that are not available in the online setting, for example:
  - ACT Academy at NMJC (Juniors/Seniors)
  - Online Dual Credit (NMJC)
  - Activity Courses

- Athletics
  - Band
  - Choir
  - Piano
  - Theater
- Job Experience
- HOLA students who attend on-site courses are subject to the rules and code of conduct enforced on that campus.
- HOLA students who select on-campus courses are required to attend in-person during the time that course is offered on the main campus.

\*Non-HOLA course offerings are subject to enrollment availability.

### C. Grading System

1. Grades and Reporting - Parents and students have access to the student's progress and grades at all times in Edgenuity.
2. Grade reports will be via Skyward every 3 weeks. A students' "Actual Grade" from Edgenuity will be reported in Skyward each grading term.
3. Progress reports published in Skyward every 3 weeks, using Actual Grade from Edgenuity (pg. 13). Check grades during every 3 week progress report.
4. 3 week letter and phone call to parent from campus principal about any deficiencies (failures) and copied to overseeing HOLA principal
5. 6 week in person meeting with parents, student, grade level principal, PAL or counselor and plan for success is developed and agreed upon copied to overseeing HOLA principal (MLSS process)
6. 9 week return to in-person if progress is still not made

### Academic Dishonesty

Academic dishonesty occurs when a student or students obtain or assist others in obtaining credit for work which is not their own. This is commonly referred to as "cheating" and comes in many different forms from copying another student's work, to using unauthorized aids or smuggling in answers on a test. Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and to resist peer pressure to violate these high standards of integrity. Consequences for academic dishonesty can be severe and reflect on a student's character.

Prior to taking disciplinary action related to this policy, the following rudimentary due process procedural steps will be followed:

1. Student is given oral or written notice of the charges,
2. Student is given an explanation of the evidence giving rise to the charges, and
3. Student is given an opportunity to present his or her side of the story before the punishment is imposed.

Disciplinary actions for academic dishonesty (Offenses are cumulative for the school year):

First offense:

- Student found to have violated this policy will be issued a 0 on assignment or test
- Teacher has phone conference with parent
- A discipline referral, outlining the incident as a Class 1 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 1, Disciplinary action.

If Student is found in violation of academic dishonesty, the findings will be placed in the student's file and can prevent the student from being considered an "Honor" graduate during graduation

Second offense:

- Student found to have violated this policy will be issued a 0 on assignment or test
- Mandatory conference with student, teacher, parent, principal
- Student is removed from any and all elected and/or honorary leadership positions for 90 school days or the remainder of the school year, whichever is longer. (Club offices, student council, honor society, team captains etc.)
- A discipline referral, outlining the incident as a Class 2 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 2, Disciplinary action.

If Student is found in violation of academic dishonesty, the findings will be placed in the students file and can prevent the student from being considered an "Honor" graduate during graduation

Third offense:

- Student found to have violated this policy will be issued a 0 on assignment or test

- Mandatory conference with student, teacher, parent, principal
- Student is removed from any and all elected and/or honorary leadership positions for 90 school days or the remainder of the school year, whichever is longer. (Club offices, student council, honor society, Honor Graduation consideration, team captains etc.)
- A discipline referral, outlining the incident as a Class 2 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 2, Disciplinary action.
- Student is removed from all extracurricular activities for 180 school days or the remainder of the school year, whichever is longer. The Student Appeal Process outlined below is adopted to meet the provisions of the Public Education Department regulation 6.11.2.12 (G)(n) NMAC, in which a student aggrieved by a decision to deny or restrict the student's privileges for a semester or longer is granted the right to have the penalty imposed by a disciplinary review.

#### Student Appeal Process:

Any student who wishes to appeal these consequences may do so in writing to the building Principal within 10 days of being notified of the disciplinary action. A committee consisting of the building principal, assistant principal, and counselor will review the appeal and the committee's decision will be final.

#### **Plagiarism**

Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in whole or part by anyone other than the student who claims credit. Copying homework, computer work, test answers, or creative productions of any kind is plagiarism. Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism. Although teachers often encourage students to seek help from friends or family in completing assignments, that help must be limited to suggesting ways that students could correct or edit their own work. Plagiarism can occur from printed material, the internet, as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source. Students must submit their own work for credit. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer. See below for consequences of plagiarism.

#### **Honor Graduates**

Please see the criteria below.

Class of 2020 and beyond

- o Must meet academic honesty requirements
- o Must have 18 honors courses
- o Must meet GPA levels listed below
- o Must meet Proficiency Standards listed below

The following criteria will be used to determine the honor graduates. A student must earn 26 academic credits in grades 9, 10, 11, and 12. Courses receiving a grade of S or U do not fulfill the requirement of an academic class.

All courses must be taken for the entire year. Half (1/2) credits for courses will not be counted.

1. Of the 26 academic credits, 16-18 must be from the courses listed on the following page:

A minimum of ten (10) credits must be AP and Pre-AP.

- a. Eight (8) must be from each of the academic areas - a minimum of two (2) each of English, math, science, and social studies.
- b. Two (2) additional AP and Pre-AP credits

At least six (6-8) other credits from the courses listed.

2. Only Pre-AP, AP, and Dual Credit classes will receive bonus points for weighted averages. Bonus points are used solely for class ranking and do not affect the cumulative GPA.

3. Beginning with the class of 2019, all students must meet the Academic Proficiency Guidelines set forth in the topics of Reading, Writing, Math, Science, and Social Studies. Failure to participate in these assessments will affect a student's Honor Graduate Status.

Students must demonstrate Primary Demonstration of Competency by passing the State mandated test for their cohort. Examples of Primary Demonstration of Competency include: PARCC for English 3, PARCC for Algebra 2, History EOC, Science SBA, PSAT, Grade Level SAT.

Or, as an alternative, students may substitute the following secondary demonstrations of competency.

4. Students are responsible for tracking the classes they take and ensuring that they meet the Honors Criteria. If a student makes a schedule change after completing the application, it could affect a student's Honor Graduate status.

5. Any student meeting the Honor Graduate academic criteria will be eligible to be recognized on one of the following three levels:

Graduation with Highest Honors—Any student with a GPA of 4.0

Graduation with High Honors—Any student with a GPA of 3.75 to 3.999%

Graduation with Honors—Any student with a GPA of 3.50 to 3.749%

6. A student may challenge their honor graduate level within 24 hours of notification of their final status by submitting a request for review in writing to the high school principal.

**Honor Roll**

Excellence in scholastic achievement will be recognized each nine weeks. Those students who have an average of 3.5 based on the collegiate system of scoring grade point averages will be listed on the honor roll. Students must be carrying four (4) solid subjects which can be averaged for the honor roll. Student office assistant, athletics, student assistant, and library assistant are not included in determining grade point averages. The grading system is below:

- A (90-100) ..... Excellent
- B (80-89) ..... Good
- C (70-79) ..... Average
- D (60-69) ..... Poor
- F (Below 60) ..... Failing
- W (Withdrawn)

The Hobbs High School Honors Banquet is held each year to recognize those students who have made the honor roll in two of the three grading periods. The Honors Banquet serves to recognize honor students and provides for the induction of newly selected National Honor Society members.

The point value of the letter grades for determining the Honor Roll for students is:

A B C D F

Regular/Honors Courses 4 3 2 1 0

**Course Credit**

Courses receive one-half (1/2) credit per semester upon successful completion. Minimum grade required to receive credit for a course is 60.

**Early Graduation**

The Hobbs Municipal Schools does not allow early graduation, however, in a few individual cases with extenuating circumstances early high school completion may be allowed to meet the needs of a student. Students desiring early high school completion must submit a written request to the high school principal and the class guidance counselor

during the fall of the junior year. The principal may accept requests after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student's parent or guardian. All graduation requirements must be met by the early completion date. In no case will students be allowed to graduate earlier than after completion of their third year of high school. All requests for early graduation must be approved by the Superintendent or his designee.

Each request will be evaluated individually. Students who request early high school completion will be given the rank in class of the junior class they will be leaving. In no situation will the student be considered for honor graduate status with the senior class. The student may participate in the graduation ceremony. All participation in extracurricular and co-curricular activities will terminate with the graduation.

Diplomas will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

Forms to request early graduation may be picked up from any high school counselor. General rules for early graduation:

- Students may not "double up" sequential courses at Hobbs High School. For example, a student would not be allowed to take English 3 and English 4 at the same time in order to graduate early.
- All courses taken for credit must be from an accredited provider.
- Early graduates will not be eligible for any academic honors in their new graduating class.
- The graduation ceremony will only be held in the spring of each year and diplomas will only be awarded at that time.
- All early graduates must pass the required graduation exam for the State of New Mexico.

### Summer School

Students and parents make the decision to attend this program in order to make up required credits. A sufficient number of students must enroll before a class will make. Counselor may recommend a student to attend summer school.

### Transfer Credit Policies

- A. Policies regarding all transfer students
  - The counselor evaluates all requests for transfer credit. Transfer credit is only awarded for high-school level courses.
  - No more than 1.0 credit will be recorded on the student transcript for each course, even if the course is taken in different schools.
  - Transfer credits are accepted for all courses on transcripts from public high schools.
  - Students pursuing a diploma from Hobbs High are required to complete at least 2 credits at Hobbs High School, regardless of how many credits are transferred.
- B. Policies regarding students with course credit from public high schools and other accredited sources Hobbs High School recognizes accreditation from:
  - CITA – Commission on International and Trans-regional Accreditation
  - AdvancED- formerly North Central Association
  - SACS – Southern Association of Colleges and Schools
  - WASC – Western Association of Schools and Colleges
  - NEASC – New England Association of Schools and Colleges
  - MSA – Middle States Association
  - NCPA- National Council of Private School Accreditation
  - IB – International Baccalaureate
  - GAC – Georgia Accrediting Commission
  - Transfer credits are accepted for all courses on transcripts from public high schools or high schools accredited by one of the above-listed organizations.
  - Credits are transferred with the numeric grade awarded by the previous high school.
  - Transferred credits will count toward the total number of credits required by Hobbs High School, but may not fulfill specific course requirements for graduation.
- C. Policies regarding students with course credit from non-accredited homeschool program not affiliated with a homeschool association
  - Credits may be transferred when validated. However, the following additional limitations apply to non-affiliated homeschool credits:
    - Transfer credit may be awarded in English courses if the student earns a passing grade in the next sequential English course from Hobbs High School.
    - Transfer credit may be awarded in mathematics courses if the student earns a passing grade in the next sequential mathematics course from Hobbs High School.
    - Transfer credit may be awarded in Science, Social Studies and other disciplines upon taking and passing an End of Course Assessment or SBA in the subject.
    - Transfer credits are recorded with a grade of "Pass;" no letter grade will be recorded.



## Student Code of Conduct

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, just and constructive punishment.

### Introduction

Education is a process which requires reasonable order and decorum. Conduct is the manner in which students are expected to act so that order and decorum can be maintained. Conduct of a student is the joint responsibility of the student, home, school, and community. Each has responsibility to work with the others in assuring that students at Hobbs High School respect authority and observe high standards of personal conduct.

A person who obstructs any teaching, administrative, or extracurricular activity or who presents a threat to the physical well-being of others or themselves shall be subject to such disciplinary procedures as set forth in this document or as otherwise authorized by law. Every student is strictly accountable for any disorderly conduct in the school or during any school-sponsored function.

All employees of the Hobbs Municipal Schools have the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself/herself, other students, staff or anyone else who is present in the school or on its grounds. This action may be taken when it is necessary to maintain discipline or to enforce school rules. Such action must be taken in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in this action. This section of the handbook has been developed to assist students, parents, and staff in maintaining the desired and essential learning environment.

### Discipline Issues

Are grouped into three classes:

Class I (minor)    Class II (intermediate)    Class III (major)

Each classification designates a suggested disciplinary procedure or action to be implemented by the teacher, principal, or designee.

The school district endeavors to provide a variety of disciplinary options for the students who exhibit inappropriate and/or unacceptable behavior. These options include, but are not limited to, the suggested disciplinary actions listed for the designated Class I, II, and III Behavior.

#### Class I: Behaviors

- Cheating or other inappropriate actions related to academic behavior or academic dishonesty;
- Use of profane or obscene language;
- Creating a disturbance in the class and/or on the campus;
- Minor disruption on a school bus;
- Tardies (see Tardy Policy);
- Excessive absences;
- Inappropriate public display of affection;
- Failure to bring to class the necessary classroom materials, homework, or other required items;
- Violating the dress code;
- Truancy from school-cutting class;
- Leaving campus without permission;
- Using or possessing tobacco products;
- Gambling (participating in a game of chance for reward or prizes);
- Needing to shave;
- Inappropriate behavior on field trips;
- Minor misuse of the Internet, electronic equipment, computer lab equipment;
- Throwing an object that could cause harm;
- Agitating/instigating a fight;
- Body piercing that distracts from a conducive learning environment (which

includes, but not limited to nose rings, eyebrow loops, lip, studs, etc.);

- Failure to properly display HMS ID;
- Use of cell phones or other electronic devices in violation of policy;
- Possession of a nuisance item;
- Any other offense which the principal reasonably judges to fall with this category.

#### Class I: Disciplinary Actions

- Any and/or combination of the following suggested disciplinary actions may be used:
- Student-Teacher Conference;
- Office Referral;
- Teacher-Parent Conference;
- Teen Court may be used as a disciplinary action as determined by the building administrator and agreed upon by the student and parent(s).
- Administrative Conference (Student-Principal; Parent-Principal);
- Detention
- After school D-Hall
- Teacher Directed Classroom D-Hall
- Saturday Detention
- On-Campus Suspension;
- Suspension

## Class II: Behaviors

- Disrespect for authority/willful disobedience;
- Three or more violations of Class I Behaviors;
- Intentionally providing false information to any employee of Hobbs Municipal school or failing to identify ones' self when requested to do so by a school employee;
- Trespassing – entering or remaining on the campus as described below:  
When and/or where the student has no legitimate business or student has been forbidden or;  
While the student is on suspension;
- Written or oral proposition or engaging in a sexual act;
- Use of written or oral profane /obscene language;
- Threats toward any school employee;
- Fighting;
- Committing or engaging in extortion, coercion, or blackmail of any school employee or student;
- Participation in, identification with, or promotion of gang-type activities during the school day or at school-related activities, including association and membership. JPO will be notified;
- Possession of and/or igniting fireworks or firecrackers;
- Theft;
- Major disruption on a school bus;
- Hazing/sexual harassment toward any student or school employee;
- First offense-violation of substances abuse policy;
- Identification with or promotion of drugs/drug paraphernalia and or alcohol on school premises and/or at a school related activity;
- Having knowledge and being in the presence of alcohol illicit drugs, or harmful substance on school premises and/or at a school related activity;
- Vandalism of school or student property;
- Plagiarism, continued cheating or other inappropriate actions related to academic behavior or academic dishonesty;
- Assault ( threats to any student);
- Continued misuse of the Internet, electronic equipment, or computer lab equipment;
- Damage to Staff Property – The willful damage and/or destruction of any personal property on or off campus and including, but not limited to vehicles, classroom materials, furniture, and equipment. This can be defined as a Class II or Class III behavior at the discretion of the School Administration;
- Lying to staff;
- Repeated use of cell phones or other electronic devices in violation of policy.
- Repeated cheating or other inappropriate actions related to academic behavior or academic dishonesty
- Any other offense which the principal may reasonably judge to fall within this category.

## Class II: Disciplinary Actions

Depending on the severity of the offense, any and/or a combination of the following disciplinary actions may be used:

- Assignments to Saturday Detention;
- Assignment to after school On Campus Suspension
- Assignments to On Campus Suspension;
- Suspension with a progression of three (3) to ten (10) days;
- Pursue long term suspension;
- The administrator shall have the option of recommending the student for placement in an Alternative learning program;
- Teen court may be used as a disciplinary action as determined by the building administrator and agreed upon by the student and parent(s).

## Class III: Behaviors

- Repeated cheating or other inappropriate actions related to academic behavior or academic dishonesty
- Repeated suspensions;
- Assault (threats to any school employee);
- Battery (bodily injury) to another student at school or school employee at any school related activity;
- Second offense of the substance abuse policy;
- Arson (willful burning of any part of the school building or property therein);
- Theft (stealing) extortion of \$100 or more, or property valued at \$100 or more;
- Robbery - taking of anything of value from another by use of force;
- Burglary of school property-unauthorized entering of any school building or vehicle;
- Burglary of vehicle-unauthorized entering of any vehicle parked on or near school property with the intent to commit theft or damage;
- Possession, use or concealment of weapons – defined as firearms, knives, explosives, flammable material,

or any other items that may cause bodily injury or death;

- Firearms—including, but not limited to, pistol, rifle, zip gun, shot gun, BB gun, starter gun, explosive, propellant, or destructive device—operable or inoperable, loaded or unloaded;
- Knives—including, but not limited to switch blade, hunting knife, and similar objects;
- Other—including, but not limited to, ice picks, dirk, razor blade, or other sharp instruments; nunchucks, brass knuckles, pipe, Chinese star, billy club, machete, mace, tear gas gun, or other chemical weapons; electric weapons or devices (stun gun);
- Participating in or causing a disturbance at school or school-related activities—riot, gang fights, bomb threats, satanic cults, or similar disturbances;
- Causing a disturbance at school or disrupting learning atmosphere via the spreading of unfounded rumors, including but not limited to bomb threats or violence;
- Continued offense of substance abuse policy;
- Sale and/or distribution of harmful substances;
- Use of weapons to commit battery, robbery, extortion, or any act against any person on school grounds during school hours, or at school-related activities;
- Major misuse of the Internet/Electronic equipment/ Computer Lab equipment, laptops;
- Damage to staff Property – The willful damage and/or destruction of any personal property on or off campus and including, but not limited to vehicles, classroom materials, furniture, and equipment. This can be defined as a Class II or Class III behavior at the discretion of the School Administration.
- Any other offense which the principal may reasonably judge falls within this category.

Class III: Disciplinary Actions:

- On Campus Suspension
- Suspension
- Alternative Learning Programs;
- Long Term Suspension;
- Expulsion

Explanation of Disciplinary Action Detention

Detention may be used as a disciplinary measure. Such detention will be appropriately supervised. Examples are after school D-Hall, Teacher Directed Classroom D-Hall, or Saturday Detention. The parent is responsible for providing transportation to and from school for a student assigned detention outside the regular school day. If the student misses the assigned day, parents or guardians are responsible for contacting the school by 10:00 a.m. of the first school day following the assignment.

- I. Immediate Removal - Immediate removal is removal of a student from class or school for a period of one day or less.
- II. Temporary Suspension - Temporary suspension defined as the removal of a student from the class for a specified period of 10 days or less.
- III. On Campus Suspension - The student is removed from classes and placed under supervision to perform assigned work for a period of ten (10) days or less.
  - A. Conditions of On Campus Suspension
    1. A student will attend OSC during the regular school day.
    2. A student may not participate in, or attend extracurricular activities.
    3. A student may practice for extracurricular activities outside the regular school day.
- IV. Off Campus Suspension - The student is removed from classes and school for a specified period of ten (10) days or less.
  - A. Conditions of Off Campus Suspension
    1. A student may not practice or participate in extracurricular activities;
    2. A student may not attend extracurricular activities;
    3. A student may not be on any school campus without prior approval of that campus principal or principal designee;
    4. A student will be required to complete/make-up any class assignments missed during the student's suspension. Make-up work will be due upon the student's return to class. Students will have the same number of class days to make up work that they were suspended. Work turned in will receive full credit. Any exceptions must be approved in writing by the building principal.

Process for Short Term Suspension or Lesser Forms of Discipline

All students are entitled to and shall receive due process in all disciplinary cases. The following guidelines must be followed:

1. The student and/or parent/legal guardian will be given oral or written notice of the charges against the student.
2. The student is entitled to an explanation of the evidence the school has as a basis for the charge(s).
3. The student and/or parent/legal guardian shall have an opportunity to give an explanation of the reported incident in conference with the principal/designee.
4. principal/designee will informally discuss the alleged misconduct with student and/or parent/legal guardian.
5. In the event the student is found guilty and the principal or designee imposes Temporary Suspension or On Campus Suspension, parent or legal guardian will be given an oral and /or written notice of the charges against the student and the possible consequences, as soon as practicable but in no event later than the beginning of the first full day of the suspension. If parents/legal guardian cannot be notified the JPO or Social Services will be notified.
6. "Hearsay evidence" may be utilized if such evidence has been carefully and diligently reviewed.
7. A student whose presence poses a danger to persons or property or a threat of disrupting the educational process may be immediately removed from the school or school-sponsored event. The parent/legal guardian will be given oral and/or written notice of the charges against the student as soon as possible.
9. The parent/legal guardian of the student who is suspended will be notified, and appropriate arrangements will be made to get the student home and under the care and supervision of his/her parent/legal guardian. If the parent or legal guardian cannot be notified, the JPO or Social Services will be notified.

#### Long Term Suspension

Long Term suspension is the removal of a student from school for a specified period of time exceeding 10 days. \*All students who are being processed to go through the long term suspension hearing will be placed on a short term suspension (10 days). The Long Term Suspension hearing will take place during this (10) day period following Board Policy JCA which addresses Due Process as it relates to Long Term Suspension.

#### Due Process JCA

The constitutional right of individuals assures the protection of due process. Since the hallmark of administrative authority shall be fairness, every effort shall be made at the building level by administrators and faculty member to resolve problems through effective utilization of the school district resources in cooperation with the student and the student's parents/legal guardian. The provision established in SBE Regulation 6.11.2.12 will be followed.

#### Hearing Procedure

In the cases of long term suspension or expulsion the student must be given an opportunity for a hearing. (Ref.JD).

The parent/legal guardian will be notified in writing of the following information regarding the administrative hearing:

1. Allegations
2. Date, Time, and Place
3. Right to be represented by legal counsel, parent/legal guardian
4. Name, address, and phone number of the contact person
5. Opportunity to waive the hearing and agree to the proposed disciplinary action.

The student will be suspended for a period of ten (10) school days. The hearing will be scheduled no sooner than five (5) school days nor later than ten (10) school days from the date of the receipt by the parent/legal guardian of notification.

The following procedural guidelines will govern the hearing:

- 1) The school shall have the burden of proof;
- 2) The hearing shall be conducted to afford the student due process, and shall provide:
  - a) An opportunity for the student and his/her parent/legal guardian to respond at the hearing;
  - b) The right to present evidence;
  - c) The right to confront adverse witnesses;
  - d) The right to cross-examination;
  - e) The right to have a decision based solely on the applicable legal rules and the evidence presented at the hearing;
  - f) The right to be represented by legal counsel.
- 3) The hearing authority shall impose the requested sanction or the other appropriate measure if he/she finds there to be a preponderance of the evidence that the allegations are correct;
- 4) A tape recording or minutes of the proceedings shall be kept by the administrative authority, but a verbatim transcript or transcript setting forth the substance of the evidence presented is not required;

- 5) Within five (5) school days of the hearing, the hearing authority shall prepare and mail to the student, through his/her parent/legal guardian, a written decision and the reason therefore;
- 6) If the hearing authority decides in favor of the student, the matter shall be closed. If the hearing authority decides against the student, the student shall be suspended or expelled from school five (5) school days from the date of the mailing of the decision.

#### Appeal

The student has the right to appeal the decision of the hearing authority to the Superintendent of schools. This appeal is available if the student and/or parent/legal guardian has made a written request to the Superintendent of school within five (5) days of the notification of findings by the hearing authority. Such appeal shall be a review of the procedure and the findings of the hearing authority, and shall not be set aside unless it is established, by a preponderance of the evidence presented, that insufficient cause exists for the decision. The student has the right to appeal the decision of the Superintendent to the Hobbs Municipal School Board of Education. This appeal is available if the request to the Superintendent is within five (5) full days of notification of findings by the Superintendent. In such an appeal, the Hobbs Municipal Schools Board shall review procedure following the process.

#### Hearing Authority

The hearing authority will be designated by the Superintendent. The building principal/designee is the person authorized to suspend a student.

#### Expulsion

Expulsion is defined as the dismissal of a public school pupil for breach of regulation or requirement of the school authorities.

When applicable, the administrator may deny, restrict, or remove a student from participating in or being a spectator in an activity, class, program or facility.

#### Procedural Steps

Each teacher will address classroom misconduct. Disciplinary action taken by the teacher may include:

- Conference with the student concerning inappropriate behavior;
- Making personal calls to the parent or guardian;
- Scheduling conferences with the parent or guardian;
- Conferring with other school staff;
- Saturday Morning Detention Hall

Whenever action taken by the teacher is not successful or when misconduct is sufficiently severe, the student will be referred to the principal or designee.

#### Cooperation with Law Enforcement Officers/Agencies

Students who engage in activities which violate the New Mexico Education Code and/or the New Mexico Penal Code while at school, at any school facility, at any school sponsored activity, or on a school bus may be subject to arrest and prosecution. Administrators are instructed to cooperate with local, state, and federal law enforcement officers in the detention, prevention, and prosecution of any and all possible law violations.

In serious cases of student misconduct when there is a law violation, administrators are required to notify the appropriate law enforcement agency of the violation. The law officers may take the student into custody or leave the student in the custody of the administration. The administrators will make a sincere effort to notify the parent(s) when a student is released to law enforcement officials.

Security cameras are in use on the Hobbs High School Campus.

The district will reasonably cooperate with governmental agencies and community organizations providing service within the district to students expelled during the school year. In serious cases of student misconduct when there is a law violation, administrators are required to notify the appropriate law enforcement agency of the violation. The law officers may take the student into custody or leave the student in the custody of the administration. The administrators will make a sincere effort to notify the parent(s) when a student is released to law enforcement officials. Security cameras are in use on the Hobbs High School Campus.

The district will reasonably cooperate with governmental agencies and community organizations providing service within the district to students expelled during the school year.

#### Crisis Management Plan

Each school in our District has a Crisis Management Plan which is located in the main office of that building. In the event there is a crisis, the plan gives specific guideline for students and staff to follow.

Parents will be notified and given directions through our school administration or our local agencies, including but not limited to the Police Department, Sheriff's Department, Fire Department, and the local media should a crisis occur. 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.

#### Placement of Student in Alternative Learning Programs Alternative School

Placement of ninth grade through twelfth grade student for the majority of a semester, an entire semester, or a school year by a joint agreement of the parent, building principal, and principal of the Alternative School. Placement as a result of the long term suspension due process hearing.

### **Extra-Curricular Activity Eligibility** Athletics & Extra-Curricular Activities

HOLA students are eligible to participate in Hobbs athletic programs and extra-curricular activities that are sanctioned by NMAA, providing that they meet all eligibility guidelines for that activity. All students who choose to participate in athletics and/or extra-curricular activities will fall under the district tobacco/alcohol/drug policy.

#### **Grade Requirements for Participation in Extracurricular Activities**

Semester grades will be used for eligibility. A student must have a minimum GPA of 2.0 and No F's in order to be eligible for activities/athletics.

If a student has no more than 1 F, the cumulative provision can be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. The student must have a 2.0 to be eligible. If a student has more than 1 F, they are not eligible for the cumulative provision.

Cumulative provision cannot be used for 9<sup>th</sup> graders or mid school students.

Students must be in school on the day of a scheduled activity or game in order to participate. If the scheduled game or activity is on a non-school day (Saturday), the student must be present on the previous school day. Should extenuating circumstances exist, the student must contact the principal.

Parental permission is required in writing before a student may take part in a school-sponsored activity that involves the student being away from the school campus. Special forms will be provided by the office for this purpose.

When it is necessary for a student to miss school to participate in an activity as a representative of the Hobbs Schools, it is the student's responsibility to properly notify each teacher personally and make necessary arrangements for review work and make-up work. The student will be given a time, agreed upon by the teacher and the student, in which to do the necessary make-up work.

#### **Extra-Curricular Activity Drug and Alcohol Testing Policy**

- I. Purpose of Drug and/or Alcohol Testing for School-Sponsored Extra-Curricular Activities
  - A. Recognizing an increase in the use of drugs and alcohol by Hobbs School's students, a program will be instituted as a pro-active approach to a truly drug and alcohol free school. Evidence of a problem in Hobbs has come to our attention by way of information about increased referrals through the Hobbs Police Department, Secondary Discipline Reports and the HMS Violence and Vandalism Report.
  - B. Through their participation in school sponsored, extra-curricular activities and athletics, students using drugs and alcohol pose a threat not only to themselves, but to the health and safety of all students. This program was adopted in the interest of the health and safety of all students.
  - C. To undermine the effect of peer pressure by providing an additional legitimate reason for students to refuse to use drugs and alcohol.
  - D. To encourage students who use drugs and alcohol to participate in drug and alcohol treatment programs. It is designed to create a safe, drug-free environment for students that participate in extra-curricular activities and assist them in getting help when needed.
- II. Objectives
  - A. To provide a deterrent to the use of drugs and/alcohol by students participating on athletic teams or school sponsored activities.
  - B. To give students an additional legitimate reason to resist peer pressure to use drugs and alcohol.

- C. To protect the health and safety of our students from the use and abuse of drugs and alcohol.
  - D. To provide any student found to be using or abusing drugs and/or alcohol with assistance in overcoming this use or abuse.
  - E. To ensure that students involved in extra-curricular activities set an appropriate example for their fellow students, for whom they are often role models.
- III. Testing Procedures
- A. Students in grades 8 – 12 who participate in any school-sponsored, extra-curricular activities and athletics will be subject to random drug testing. The Hobbs Municipal Schools athletic program is sponsored by the NMAA (New Mexico Activities Association) and sanctioned by the Hobbs Municipal Schools Board of Education. All Hobbs High School activities are sanctioned by the Hobbs Municipal Schools Board of Education.
  - B. No student shall be allowed to practice or participate in any extra-curricular program until the student has returned a properly signed Extra-Curricular Activity Drug and/or Alcohol Testing Consent Form. Refusal to cooperate with the requirements of this policy including failure to provide a urine and/or breath sample will be treated as a resignation from all extra-curricular activities for one calendar year beginning from the date of refusal.
- IV. Violation Procedure
- A parent / legal guardian, coach or sponsor, program director and site administrator conference will be required when a student commits a first violation.
- A. SUBSTANCE VIOLATIONS
1. First Violation
    - a. The student will be suspended from participating for fifteen (15) consecutive school days beginning from the date of verification of the first violation.
    - b. The student will miss a minimum of 20% from games, contests and / or performances. (\*See Chart)
    - c. The student will be required to attend their extra-curricular activities scheduled at home (sit with group, not in uniform). The student will not be allowed to attend out-of-town events.
    - d. Following a first violation, the student will be immediately suspended from attending after-school practices, rehearsals or meetings of their activity. This suspension will last for the duration of their suspension from their activity. However, the student will continue to attend practices, rehearsals or meetings of their activity which take place during the school day for which they receive credit.
    - e. As a condition of continued participation in extra-curricular activities, the student must attend a mandatory drug and alcohol education program or drug and alcohol counseling at the student's expense. The counseling or drug education program must last a minimum of four (4) weeks and the student must attend the program a minimum of one (1) hour per week. Students are required to submit verification of attendance before resuming participation in extra-curricular activities.
    - f. As a condition of continued participation in extra-curricular activities, upon the student's reinstatement to their activity, the student will submit to bi-weekly drug and/or alcohol tests on random days for the next four (4) weeks. A positive result that does not show a drop in drug levels, compared to the original test, will be considered a second violation. Bi-weekly submissions will be provided at the expense of the Hobbs Municipal School District.
    - g. Following a first violation, the student will sign an acknowledgement of the consequences of a second offense.
  2. Second Violation
    - a. Following a second violation, the student will be suspended from all extra-curricular activities for one (1) calendar year.
    - b. As a condition of continued participation in extra-curricular activities, the student must successfully complete a drug and alcohol education or drug and alcohol counseling program at the student's expense. This program must be approved by the Superintendent or designee.
    - c. As a condition of continued participation in extra-curricular activities, the student must provide, at the student's expense, results of drug and/or alcohol use tests on a monthly basis. A positive result will be considered a third violation.
    - d. Following a second violation, the student will sign an acknowledgment of the consequence of a third offense.
  3. Third Violation
    - a. The student will be suspended from participation in all school-sponsored extra-curricular activities and athletics for as long as he / she attends the Hobbs Municipal Schools.
- V. Appeals
- A. A student may appeal a suspension under this policy to the Superintendent by filing a written

notice within five (5) days of the positive report of drug and/or alcohol use. The student will remain suspended from their activity pending an appeal. The Superintendent shall conduct an investigation

- B. to determine whether or not the original finding and suspension from their activity were justified. The Superintendent's decision may be appealed in accordance with the existing school policy.

\*Game Suspension Table  
Number of Regular Season Games,  
Contests, & Performances  
20%  
9 or less 1  
10 - 14 2  
15 - 19 3  
20 - 23 4  
24 - 26 5

## **SELF REFERRAL POLICY**

### **Purpose**

Students who voluntarily come forward to ask for help with drug or alcohol problems should be given help. Coaches and sponsors occupy special roles in the lives of their students. Often a student will choose to talk about a personal problem with his or her coach or director while at the same time that student may feel uncomfortable discussing the same problem with a parent or other important adult in their life. Our coaches, sponsors and directors want to maintain this position so that students feel free to come to them if there is a drug or alcohol problem. This policy allows the student to voluntarily come forward to ask for help.

### **Informing Athletes About the "Self-Referral Policy"**

The coach or sponsor will advise the students at the beginning of the season that if they have a problem with drugs or alcohol, they should talk with a coach or sponsor. The coach or sponsor will also let the students know that there are others they can talk to about drug or alcohol related problems such as the athletic trainer, athletic director, school nurse or any other administrator. The students will also be given a copy of the self-referral policy at the first meeting or practice or the activity.

### **Participation in the Self-Referral Program**

The coach or sponsor will first meet with the student to discuss the problem. With the consent of the student, the coach / sponsor will meet with the parent or guardian. Together, they will arrange drug and alcohol education or drug and alcohol counseling. A list of agencies will be provided to the family. They will select an agency and begin the program. The student must submit to a drug and alcohol test, at the District's expense, to begin participation in the self-referral program. A positive result for drug or alcohol use WILL NOT be considered a violation of the Extra-Curricular Activity Drug and/or Alcohol Testing Policy.

The student will be required to attend a minimum of four (4) hours of drug and alcohol education or counseling. If the student discontinues their participation in the drug and alcohol education or counseling program prior to attending four (4) hours of the program, the student must submit to a drug and/or alcohol use test. A positive result for drugs and/or alcohol use WILL be considered a violation of the Extra-Curricular Activity Drug and/or Alcohol Testing Policy. If all other requirements have been completed, a negative result will be considered successful completion of the self-referral program. The student will then return to the random testing pool.

A student may only self-refer one (1) time while they are enrolled in the Hobbs Municipal School District. A student may not self-refer on the day of random drug and/or alcohol testing.

## **STUDENT PLEDGE**

I understand the Hobbs Municipal School Policy regarding alcohol/drugs and the consequences of the violations. I will not use, or have a possession of any controlled/illegal substance. I will not be in the company of any person who is or may be involved in the sale, distribution, transportation of, or possession of alcohol or illegal drugs, or other harmful substances (constructive possession).



## **Rules of Appropriate Use (Technology)**

### Overview

Devices for Students assigned to a student in the Hobbs Municipal Schools. Every student has a responsibility to maintain their device in good working condition for the duration of their involvement in the Hobbs Municipals Schools.

### Device Acceptable Use

#### Usage

Devices are provided to students to assist student learning at home. The device should be used in a manner that achieves this goal.

#### Storage and Transport

When not in use the device should be stored in its protective case. The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat. The device must be transported in a protective case. The device will be best protected if used while secured in the protective case.

#### Battery/Charging

It is the student's responsibility to ensure their device battery is fully charged each night. To keep the battery in good condition students should completely drain the battery once a month.

#### Cleaning and Care Responsibility

Students are responsible for ensuring their device is kept clean. The device can be kept clean by regularly wiping down the outside case with a damp (not wet) cloth. Students are not to deface the device by adhering anything to any part of the device.

#### Other Usage

Devices are not to be used by other students or family members except for the parent or caregiver when assisting with school work. Hobbs Municipal Schools will not be liable for the use of devices outside the Hobbs Municipal Schools' network to access the internet, this includes any networks other than Hobbs Municipals Schools network. Parent(s) will be responsible in overseeing their child's Device internet access activities at home.

#### Food & Beverages

Students are not permitted to eat or drink while using devices.

### Unacceptable Use

#### Inappropriate Usage

Students must not use the device inappropriately or tamper with the device, software applications and operating system.

Inappropriate usage includes (but is not limited to):

- deleting any software included in the initial Hobbs Municipal Schools' build,
- installing additional software that impacts on the performance of the device as a learning tool.
- changing any programming code (excluding the allowed configuration settings),
- modifying, removing, damaging or installing any inappropriate hardware components,
- adding applications or code that modifies or circumvents the intended purpose of an installed application,
- engaging in any activity that has the potential to compromise the security of the Hobbs Municipal School's network infrastructure
- connecting to any non-Hobbs Municipal Schools' network or internet device while at school.
- Wasting school resources through improper use of the District's technology resources, including sending spam
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language

#### Inappropriate Material

Parents are responsible for determining and monitoring the appropriateness of material in accordance with Hobbs Municipal School's policies.

Inappropriate material should neither be stored nor installed on the device. Material that is deemed inappropriate by Hobbs Municipal Schools' includes (but is not limited to):

- material that infringes copyright laws, such as illegal or unlicensed software and pirated music or videos,
- offensive documents
- inappropriate or offensive images, and
- any content not suitable for viewing, publication and/or distribution to person(s).

#### Cyber Bullying

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/guardian or supervising teacher as soon as is possible. Students must seek advice if another user, internal or external to Hobbs Municipal Schools' seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student. Students must never initiate or knowingly forward emails or other messages containing:

- a message sent to them in confidence,
- a computer virus or attachment that is capable of damaging the recipient's computer,
- chain letters or hoax emails,
- spam (e.g. unsolicited advertising), or
- Inappropriate material.

#### Commitment to Privacy

Students accessing devices must comply with the following privacy policies:

- Students will never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Students will not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.
- Students must ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

#### Intellectual Property and Copyright

Students must observe copyright laws and avoid plagiarism by acknowledging the original author or source of any information used. Students will ensure that permission is gained before electronically publishing other people's works. Material published by a student on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

#### Misuse and Breaches of Acceptable Usage

Students will be held responsible for their actions while using their device. Students will be held responsible for any breaches caused by allowing any other person to use their device or account to access internet and online communication services. The misuse of the device or internet and online communication services may result in disciplinary action including, but is not limited to, the withdrawal of access to services or usage of the device.

### Lost or Stolen Device Process

How to report my device as Lost or Stolen?

If your device is lost or stolen, it is important that you note the following.

- You will need to report the incident to the police and ensure you have the following:
  - Your device Incident Report
  - Police crime number
  - Statutory declaration
- As the device belongs to the Hobbs Municipal Schools', you will need to inform your school and provide the details when logging the incident with the school.
- The full cost of replacement will be charged to parents.

### Missing or Damaged Charger Process

- The full cost of replacement will be charged to parents.

Device Incident Report Form

The Incident Report is to be completed by the Parent/Guardian and the Supplemental Information sheet is to be completed by the Student.

### Damaged Device Process

#### Overview

There is an expectation that students will be responsible and take care of this valuable asset

#### Repair

Under NO circumstances should devices be taken by parents or students to outside service providers for repair. All repairs must be done through Hobbs Municipal Schools. Only Hobbs Municipal Schools technical staff are authorized to approve repair off site

#### What is accidental damage?

Accidental damage occurs where a device is damaged as the result of an unexpected and non-deliberate external action. For example, a student trips dropping the device and resulting in damage to the device.

#### What is willful or malicious damage?

Deliberate damage occurs where a reasonable person could expect that their action will cause damage to the device but completes the action anyway.

For example, a student forces a foreign object into the USB port. Where the damage is determined to be willful or malicious, then the full cost of repairs will be charged to parents.

#### How to report my device as damaged

If your device is damaged Parents must immediately inform the school office so that the damage can be accessed. Failure to notify the school office of damages can cause further damage, and delay the time it takes to repair the device. If a student repeatedly requires their device to be repaired due to accidental damage this may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.

### **HOLA Frequently Asked Questions**

May I work ahead?

Yes, we expect you to stay caught up in the course you are taking, and we encourage you to work ahead as much as possible. If you finish your course before the end of the semester, we will work out the details for your final exam, whether you can register for another class.

What if I get behind and can't complete my class when I'm supposed to?

All course work **MUST** be completed by the end of the semester—a date given to students during the last week of the semester. Required completion dates may vary but will occur during the window of the last week of the semester. ; there are no extensions, no exceptions. Edgenuity requires that you complete each lesson before moving forward, so you cannot wait until the last week of the semester to get caught up.

Why can't I move on in my class?

If you are stuck then contact your teacher. Let them know that you have run into a problem or that you need a test opened. Be specific when you contact your instructor: include your name, ID, the class you're talking about, and what needs to happen. Don't delay contacting them when you run into a problem or need something so that you don't fall behind.

When may I take the final?

You may take the final when you have finished all of your course work and/or when final exam day arrives at the end of the semester. A date for completion of the course will be communicated to the students in google classroom.

My instructor hasn't responded to me, what should I do?

Keep in mind that your instructors aren't online 24/7. Prepare to wait one school day for a response. You can also contact the main office at 575-433-0200 or [wilsonb@hobbsschools.net](mailto:wilsonb@hobbsschools.net)

