



Moreno Valley High School Student Handbook

2018 - 2019

Director: Tammy Dunn

**Moreno Valley High School
PO Box 1037 56 Camino Grande
Angel Fire, NM 87710
Phone: 575-377-3100 FAX: 575-377-3100
www.mvhsnm.org**

MISSION STATEMENT

The mission of Moreno Valley High School is to provide a world-class public education for students of all abilities and backgrounds and to create a partnership that maximizes student potential among parents, teachers, students and community members.

We believe parental involvement is essential for academic success. MVHS supports innovation, critical thinking, and active student participation. We will foster an environment where educators, parents and students work together, thereby strengthening the community.

The primary means for implementing this mission is through the *Paideia* Program, a curriculum that embodies three approaches to teaching: Didactic Instruction, Intellectual Coaching and Socratic Seminar. The curriculum aligns with NM State Standards and Benchmarks and is designed to meet or exceed state requirements for graduation.

MVHS goals are to prepare each graduate to be a lifelong learner, to be a responsible citizen, and to earn a living. We will have reached these goals when MVHS graduates demonstrate preparedness to enter a college or profession of their choice. Student achievement will be assessed by administering state standardized tests as well as methods developed internally by staff that are designed to measure student mastery of state and school competencies.

The vision of MVHS is to cultivate a high school where thoughtful conversation spills over into the lunchroom and soccer field, and where the pursuit of intellectual curiosity is perceived as a pleasure. Our vision is to foster students who are enthusiastic about learning and a school community dedicated to the process of lifelong learning.

PROGRAM AND PHILOSOPHY

MVHS is a public charter school open to all students in grades nine through twelve of all abilities and backgrounds. It opened in 2002 with 71 students. The primary means for accomplishing the Mission is the *Paideia* Program, which was proposed in 1984 by Mortimer J. Adler and the *Paideia* Group. The *Paideia* Program is a whole school reform model that uses three columns of instruction:

- *Didactic Instruction* – what many people think of as conventional education; direct, lecture-format delivery of factual information
- *Intellectual Coaching* – guides and supports students' development of curricular skills while applying information often through individual and group projects; in this model teachers model and encourage good thinking habits and questioning techniques
- *Socratic Seminar* – a collaborative, intellectual conversation facilitated by open-ended questions about a text. The conversation is intended to expand understanding of ideas and values. The teacher's primary role is to ask questions that help students think further about ideas under discussion.

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School Governance

As required by NM State Law and the MVHS Charter, MVHS is governed by a Governing Council. The Governing Council consists of volunteers from the community who perform essential tasks for the school; they are the final voice in many decisions and in the future growth of MVHS. Even though Moreno Valley High School is Chartered within the Cimarron School District, the District does everything in their power to protect our autonomy. All information will come to you through MVHS, not the District. All automated calls will come to you through MVHS, not the District. If you have questions concerning the relationship between a Charter school and the Charter authorizer please contact the MVHS Director.

Student Rights and Responsibilities: With Rights Come Responsibilities

MVHS students have the right:

- To a free and appropriate high school education
- To a rigorous quality high school education
- To a safe school environment, free from intimidation, violence and hazardous environmental conditions
- To request counseling
- To be guaranteed fair treatment in every aspect of the educational system
- To an explanation of the basis for any marks received
- To timely information about school policies and rules
- To appeal decisions pertaining to absences
- To make up class work for credit after an excused absence
- To reasonable, fair and consistent treatment that does not violate students' rights
- To due process in disciplinary actions
- To receive educational services when married and/or pregnant under the same conditions afforded other students
- To privacy in personal possessions, subject to the rights of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules
- To participate in authorized student organizations and sports activities, presuming grade eligibility and attendance requirements have been met

MVHS Students have the responsibility:

- To do their best to achieve excellence in personal conduct and academic performance
- To make every effort to graduate from high school
- To contribute to and assist in creating a good learning environment
- To attend school and classes every day school is in session, to be on time, and arrive prepared to learn
- To make every effort to improve their performance upon notification of unsatisfactory progress
- To respect the individual rights of fellow students, school personnel and others
- To respect the property of others
- To exhibit good sportsmanship in all school activities
- To provide proper identification when necessary
- To submit required medical reports to the appropriate school personnel
- To respect school property
- To avoid and report cheating of any kind

ACADEMICS

Graduation Requirements

MVHS follows the regulations of the North Central Accrediting Association of Secondary Schools and Colleges, the New Mexico Department of Education, and the Moreno Valley High School Charter, regarding high school graduation requirements.

To graduate from MVHS:

Students must meet State as well as MVHS graduation requirements.

A. Number of Credits: All students must earn 25 credits to graduate

B. Types of Credits:

- 4 credits of Language Arts
 - 3.5 credits of Social Studies to include: New Mexico History (.5 credits), World History, U.S. History, U.S. Government (.5 credits) and Economics (.5 credits)
 - 4 credits in Mathematics (one of which must be Algebra II)
 - 3 credits in Science including one lab science
 - 2 credits in the same Foreign Language
 - 2 credits in Physical Education
 - 2 credits in fine arts, including a credit in music, art, and/or drama
 - 1 credit in Life Management and Health
 - .5 credits in Senior Portfolio
 - 3 elective credits
3. All students must complete a Senior Portfolio or Senior Project. Every senior student will be given a packet with the requirements for each option in the spring before their senior year. The packet will contain criteria for completion and timelines that students must meet.

Advisory Class

Goals

- To promote a sense of active involvement within the school community
- To assist students in the development of self-understanding and effective interpersonal relationships
- To guide students in making good decisions related to academic performance and future growth
- **To provide academic support to assist students in their learning**
- To foster communication among students, teachers and parents

Requirement for Attendance

Students are required to take advisory class. The faculty, with input from students, has developed the content of the advisory class over the course of several years. Advisory is intended to be a “homework free” class that attempts to help individualize and personalize the MVHS experience while exploring ideas not covered in regular classes.

Topics/Activities:

- Semester goals (setting and reflections) plus the state-mandated Four Year and Next Step Plans
- School-wide seminars, activities, and collaborative projects
- Class Activities: College/After High School Planning, Preparation for SAT/ACT/PSAT, Learning Styles, Vocations and the Future, and Transition to High School.
- Topics: School, Community, Nation, and International Issues
- Individualized academic counseling

- Any additions which are applicable to the individual Advisory class which may vary year-to-year
- A single weekly study hall

Grades and Grading

- MVHS utilizes two grading scales to calculate the Grade Point Average shown on the student’s transcript and report cards.

For standard courses:

A= 4.0

B= 3.0

C= 2.0

D= 1.0

F= 0

For Advanced Placement & Honors courses:

A= 5.0

B= 4.0

C= 3.0

D= 2.0

F= 0

Standard: A+ = 4; A=3.67; B+=3.33; B-= 2.67; C+=2.33; C-=1.67; D+=1.33; D-=.67; F=0

AP/Honor: A+ = 5; A=4.67; B+=4.33; B-=3.67; C+=3.33; C-=2.67; D+=2.33; D-=1.67; F=0

- A student who has incomplete grades at the end of the semester will be given one week to make up the missing work. After one week, the incomplete grade will automatically convert to an “F” on the student’s transcript for that semester, unless a plan for an extension has been approved by the Director.
- Students choosing to withdraw from a class after 2 calendar weeks will have a “WF” (withdraw with an “F”) placed on their transcript for that semester. This grade will be included in the Grade Point Average.
- It is the responsibility of the student to complete a drop/add form for each course they are dropping or adding. The teacher’s signatures, the Dean of Student’s signature and a parent’s signature are required before a change becomes final. Two calendar weeks at the beginning of each semester are the days to change a schedule.
- Any student who earns an F for a course will have that failed grade placed on his or her transcript. When a student retakes that course, the student’s new grade is entered onto the transcript. The failing grade remains on the transcript as well. Both grades are averaged into the student’s grade point average (GPA).
- Academic Achievement:
To recognize students whose work and focus has resulted in high achievement in academics, MVHS will recognize at the graduation ceremony:
 - Summa Cum Laude (with highest honors) students whose overall GPA is a 4.0 or higher
 - Magna Cum Laude (with great honor) students whose overall GPA is a 3.75-3.99
 - Cum Laude (with honor) students whose overall GPA is a 3.5 – 3.74

Report Cards

MVHS sends home progress grade reports every four weeks. Those progress grade reports include quarterly grades and semester grades. Parents and students may check a student’s grades and attendance by logging onto PowerSchool. The required passwords and instructions will be sent home at the beginning of the school year. Students receiving a failing grade on Progress Reports or Quarter Grades will be encouraged to have weekly meetings with his/her teacher during the reporting week until the grade is raised to a passing grade. Semester grades are the only grades to be recorded on a student’s permanent transcript. Semester grades are used for calculating class rank and cumulative GPA. Below are ending dates for grade reporting periods and the dates report cards will be mailed to parents:

Grading Period	End of Grading Period	Report Cards Sent home
First Progress Report	Friday, September 7	Thursday, September 13
First Quarter	Friday, October 12	Thursday, October 18
Second Progress Report	Friday, November 9	Thursday, November 15
First Semester	Friday, December 21	Friday, December 21
Third Progress Report	Friday, February 8	Thursday, February 14
Third Quarter	Friday, March 8	Thursday, March 14
Fourth Progress Report	Friday, April 12	Thursday, April 18
Second Semester	Friday, May 24	Friday, May 31

Grade Change Policy

If a student or parent disputes a semester or final grade they have 10 days from the issuance of that grade [defined as the “mailing date” on the calendar information provided to all students and parents and demonstrated by the postmark/e-mail date] to file a dispute with the teacher. If a solution cannot be reached during a conference with the teacher, the student or parent may ask for a conference with the Director. Within five days of the request a conference will be held with the Director. If that conference does not result in a suitable solution, the student/parent may take their complaint to the Governing Council. The Governing Council will schedule a hearing within a 45-day period to make a final and binding decision.

Credit/No Credit Grading (Pass/Fail)

Students may choose to take one class per semester “Pass/Fail” rather than the conventional grading system. If the student passes, they will receive credit for the class, but it will have no bearing on the student’s GPA. If the student fails the class, they will not receive credit, and it will not affect the student’s GPA. If a student decides to change a class to the credit/no credit option, this change must be made within the first two weeks of the class. All necessary paperwork must be completed by the student and signed by the student, a parent/guardian, plus the teacher of the class and given to the Dean of Students.

Promotion/Retention

The number of credits a student has earned in high school determines his/her grade classification at the beginning of each year, as follows:

- Freshman.....0 credits
- Sophomore.....6 credits
- Junior12 credits
- Senior18 credits

Other Credits

- Upon successful completion and demonstrated proficiency, students will receive high school credit for pre-approved, advanced eighth grade courses. These will be noted on the transcript as Pass/Fail.
- With the Director's prior approval, students may receive credit for courses taken with other education institutions during summer vacations.
- Credit may be given for Foreign Language after passing a proficiency test and with the approval of the Director and the Language Instructor.
- Students may receive credit for Correspondence courses that have an official transcript from the correspondence institution plus prior approval of the Dean of Students.

STUDENT RECORDS

The correct handling of student records is a prime responsibility of all personnel, especially teachers, counselors, and principals. These persons should be thoroughly familiar with the records, how they must be maintained, where they are kept, and how the information may be disclosed to parents, students, school personnel, and persons outside the school system. Confidentiality is of utmost concern. Any questions concerning student records and their management may be directed to the Director and/or the Dean of Students.

MVHS adheres to the Family Education Rights and Privacy Act of 1974. Before releasing any information covered by statute, written consent must be given by the student's parent or guardian if the student is under 18, or by the student if over 18.

MVHS will honor requests for information by prospective employers or institutions of higher learning. The information will be taken from the student's cumulative record. This includes the records of a student's scholastic standing, citizenship, testing information and counseling interviews. By maintaining a good school record, it is possible for a student to get a favorable recommendation for jobs and/or admission to a post-secondary institution.

ATTENDANCE POLICY

MVHS provides students with a rigorous educational experience that follows the guiding principles of the *Paideia* philosophy. Therefore, classes are designed to actively include students in the acquisition of knowledge and skills, and to minimize instructional strategies that cause students to be passive learners. Students gain academic prowess from dynamic, relevant and authentic learning experiences; these can only happen if students are in the classroom. When a student is not present for a class, it is impossible for the experience to be "made up" by an alternative assignment of lessons or activities. Furthermore, when absent, a student cannot contribute to the class direction, nor gain from the contributions of peers. Additionally, the State of New Mexico mandates compulsory school attendance.

The New Mexico School Act (Sec. 22-12-1C-7D) states that "Parents, guardians, or others having custody of children of compulsory school age must insure that children in their care attend school, and may be held criminally responsible for causing their children to violate the law. Students also may be subject to a Children's Court prosecution as delinquent for committing the criminal offense or as a child in need of supervision because of truancy."

MVHS Attendance Policy

Absences

Excused: **All** excused absences must have a written note submitted to the office:

1. Medical Appointment (with a note from the doctor)
2. Illness (More than 4 days requires a note from the doctor)
3. Diagnostic Testing
4. Death in the Family
5. Religious holidays or religious instruction
6. Family emergency (e.g. car accident, family illness, death)
7. School-related educational activity (e.g. travel for academic or athletic events, travel abroad, etc.)
8. Weather related travel difficulties with notification/verification from the parents.

Unexcused

1. An absence that does not have an accompanying written note signed by a parent becomes an unexcused absence after **TWO** days.
2. Any absence with a note from the parent or medical professional that does not fit the prescribed “excused absences” definition is an unexcused absence.
3. Reporting to class 15 minutes late is an unexcused absence unless accompanied by a note. *The NM Public Education Department requires that each school report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence.*

Extended Absences / Illness

1. If students are sick or injured and under a doctor’s care, the school should be notified ASAP and a doctor’s note verifying the illness / treatment, sent to the school. If the student is to be “excused” from participation in a specific class, (i.e. Physical Education) the doctor’s note must specify the timeframe covering the excused absence. If the student should need to surpass the specified timeframe they must provide another doctor’s note indicating the continued excused period. The student will need to provide a written note from the doctor to allow them back into class, clearing the injury or illness.
2. If a student is sick or injured and under a doctor’s care and must be out of class for more than 12 school days (a three week period) a conference will be held with the parents and a decision will be made concerning removing the student from the class (Withdraw Passing), and a study hall assigned to them. If necessary the student will be placed on a 504 Plan in lieu of removal from the class.
3. Students who plan to be absent due to a family vacation or other family related reasons that exceeds one week of school may submit a Planned Absence Request Form ten days before an extended absence. If approved by the Director, the student’s absence is excused so long as the student fulfills the requirements of agreements with individual teachers contained in the Planned Absence Request Form. Make up work will be given as much as possible before the student leaves. All work must be made up within one week of the student’s return to school.

Policy Consequences

The New Mexico School Act (Sec. 22-12-1C-7D) states “...a student also may be subject to a Children’s Court prosecution as delinquent for committing the criminal offense [excessive absence] or as a child in need of supervision because of truancy.”

MVHS is responsible for keeping and maintaining records of a student’s attendance and informing students when their attendance is not meeting minimal standards. Parents and students may

check absences and tardiness on the PowerSchool site. The following consequences apply to students with unexcused absences or who are habitually absent from school.

Unexcused class absences (cutting class or as defined above)

1. The 1st unexcused absence will result in a brief conference between the student and the Advisory Teacher.
2. The 2nd unexcused class absence will result in detention during the lunch period, and a brief conference with the Director. The student will bring lunch or lunch will be provided (if student or parent makes prior arrangements with the Director). The advisory teacher will schedule a meeting with the parent(s)/guardian(s).
3. The 3rd-5th unexcused absence will result in Monday School days to make up the class time missed, and additional meetings will be scheduled with the parent(s)/guardian(s).
4. Six or more unexcused absences will result in Monday School and a parent/student conference with the Director and the teacher(s) involved. ***The conference will include the development of a corrective action plan which will identify causes for the absences, possible resources to address the causes and actions that will be taken to prevent further absences.***

Students in Need of Early Intervention (Previously defined as Truancy)

1. At the 5th unexcused absence the school sends home a 5-day absence notification; a copy of the notification is included in the student's permanent file;
2. At the 7th unexcused absence the school sends home a 7-day absence notification. ***A conference will be scheduled to review the corrective action plan which was set up to identify and remediate the causes for absences.***
3. At the 10th unexcused absence the school sends home a written notice of habitual truancy by certified mail; Credit for the classes affected by the absences is withdrawn pending a student appeal (see below); a copy of the notification is also sent to the Juvenile Probation Parole Office.
4. Any unexcused absence after receipt of the certified letter will result in Informal Truancy Referral to the Juvenile Justice Services – Children, Youth and Families Department **plus withdrawal of credit from the class.**

Unexcused or Excused Absences – Loss of Credit

1. More than 10 unexcused absences per semester in a class will result in the student losing credit for the class. Credit **MAY** be reinstated through an appeals process if the student has completed all coursework for the missed class(es), the student has a passing grade in the course, AND a written appeal is submitted to the administration. All appeals must be made in writing to the administration.
2. Students who are habitually absent from any class (including advisory) may be ineligible for extra-curricular activities and will experience the same policy consequences. Students absent the day of extra-curricular activities will not be allowed to participate in those activities.

Morning Tardy:

1. Students who are tardy in the morning for the first period must sign in at the office and request a pass for permission to enter their class late.
2. Per semester, on the fourth morning tardy, a detention will be served during the lunch period. The student must bring lunch to school that day.
3. Any future morning tardy will result in a lunch period of detention per tardy.

Policy Requirements for Returning to School

Students returning to school after an absence can avoid the consequences of this policy by submitting a note explaining the absence to the office. Notes are accepted the day of return and the day thereafter. Absences without a note by the end of the second day will remain unexcused. The note must include the following information:

- Student name
- Parent or guardian signature

- An explanation or reason for the absence
- Date(s) of the absence

The student is responsible for all work missed during an absence. The student must consult with his/her teachers and determine all work missed. Teachers will provide students with adequate time to complete missed assignments, at least equivalent to the amount of time missed during the absence, not to exceed 5 days in the case of an extended absence.

Miscellaneous Policy

Student attendance is the number one factor affecting overall achievement. Students are strongly discouraged from leaving campus during the day for any reason other than during the lunch hour. Students should consider the consequences of leaving campus for any reason. Students who leave campus must meet one of the following criteria:

1. The student has parental permission in the form of a written note to leave campus during the school day.
2. The student is leaving campus during lunch. Students who return late from lunch will have their privilege revoked.
3. The student is a senior, leaving campus during study hall, who is passing all classes with a C or better and who has submitted the permission slip for checking out.

Procedures for Seniors Leaving Campus - Study Hall

1. The privilege will be revoked for misuse.
2. The student must sign out and sign in at the office. Failure to do so constitutes misuse.
3. The student must return on time for the next class. Failure to do so constitutes misuse.
4. If a student's study hall falls in the first period, the student must notify his/her study hall teacher the day before the intended absence. Failure to do so constitutes misuse.
5. These procedures apply to study hall only, NOT to advisory or other classes.

Lunch Tardiness

Students returning late from lunch must sign in at the office and request a pass for permission to enter class late.

Off campus lunch privilege will be revoked if students habitually return to school late:

- 1st Offense – Warning given with late pass to class
- 2nd Offense – One week loss of privilege
- 3rd Offense – Four weeks loss of privilege (Parent Notification)
- 4th Offense – Loss of privilege for the remainder of the semester. If the fourth offense occurs within one month of the end of the semester, there will be a nine-week “carryover” to the next semester. (Parent Notification)

Policy Definitions

- **Student in Need of Early Intervention (formerly TRUANT)** – a student who has accumulated five unexcused absences (class or school day) within a 20-day period
- **Habitual Truant** – a student who misses class ten or more times unexcused. House Bill 106 states, “Habitual truants will lose their driving privileges for as many as 90 days if they have 10 unexcused absences in a semester.”
- **Truancy** – unexcused absence of a student from school or class that results in the student being declared truant
- **Unexcused Absence** – an absence from school or a class for which the student does not have an allowable excuse.

SCHOOL DELAYS AND CLOSURES

MVHS follows Cimarron Municipal School District closure decisions since many MVHS students use the District's bus transportation. In order to inform parents in the event of a school closure or delay, an automatic phone notification system has been implemented. When school is cancelled or delayed, the phone system will begin calling parents at 6:00 a.m. All parents should be called by 6:30 a.m. unless the weather makes a change after that time.

Parents and students should provide and update telephone numbers for the phone system. If cell phone numbers are given, the cell phones should be kept charged and turned on.

STUDENT ACTIVITIES

- **Co-Curricular Activities:** Co-curricular activities are those activities that are an extension of the classroom, which are required by law, New Mexico educational standards, or local school board policy. These activities should require no more than 20 hours per month of time for a student outside of the regularly scheduled instructional day. These activities may include field trips, practices, meetings, events or performances. Co-curricular activities are required as part of the course grade if a student is to receive credit for the course. Co-curricular activities may require students to be absent from their other classes. Should that be the case, students must submit a completed Planned Absence Form prior to the absence.
- **Extra-Curricular Activities:** Extra-curricular activities are school-sponsored activities, which are not required by law or New Mexico educational standards. These activities include practices, meetings, events, performances, and inter-scholastic competitions (ex. soccer, basketball, BPA, etc.). By law, school time cannot be used for these activities. However, with prior approval, notification of teachers and ability to obtain missed work, students are allowed time for travel for away games and other extra-curricular activities. This information is to be included in student "contracts" with each of their teachers.
- **Eligibility for Extra-Curricular Activities:** Extra-curricular activities provide worthwhile contributions to student growth and development. However, to be eligible to participate in extra-curricular activities a student must have a C grade or higher in all classes AND a grade point average of 2.0 or better for the previous grading period (progress reports and quarter/semester report cards). Students with D's or F's are not eligible to participate in extra-curricular activities. For this purpose, the grade point average is based on a 4.0 grading scale, allowing for the consideration of AP points. If a student is deemed eligible for extra-curricular activities, eligibility will remain until the next progress report or report card is published and mailed. This includes out of district and/or in district (Cimarron HS) participation in activities.
- **Student Organizations:** Students who wish to organize clubs may do so and meet on campus at scheduled times for the purpose of participating in club activities. Students must first have a faculty sponsor and permission from the Director.
- **Fundraising:** Student organizations wishing to sell anything must have the approval of the Director before ordering, purchasing and/or acquiring the items to be sold. Sponsors will be held strictly responsible for collecting all money owed and seeing that all members are held accountable for anything they are selling. The school will not be held responsible for the soliciting of funds or other donations within the school or community by students unless authorized by the Director. Products sold by school organizations must be consistent with the school's nutritional policy.
- **Title IX**
Title IX of the Education Amendments of 1972 prohibits discrimination or exclusion of any student or employee on the basis of sex in any federally-funded education program.

PARENT/TEACHER/STUDENT ORGANIZATION [PTSO]

The purpose of the PTSO is to provide a voice in the direction of MVHS, and to be a positive force, creating a partnership among all community members by fostering open communication with all groups integral to the school. The members of PTSO give their time and expertise to further school projects. The PTSO is purely a local organization and does not have the obligation to affiliate with a state or national organization, elect specific officers or adhere to national organizational regulations. Membership is open to all parents, teachers, students, administration, MVHS Governing Council members, Moreno Valley Educational Foundation members, and to members of the community at large. Meetings will be announced.

SCHOOL POLICIES

Nutritional Policy

One of the most important ways in which MVHS can actively help students perform better is to provide them with the physical activity, knowledge of nutrition, and the skills necessary for the healthy growth and development of their minds and bodies. Nutrition education involves both an educational and an implementation process that takes place within the school environment.

MVHS recognizes that:

- Good nutrition is key to optimal growth and development;
- Good nutrition plays a highly significant role in both short and long-term effects of health;
- There is a demonstrated relationship between students' nutritional practices and their behavior;
- Students can be taught healthy nutrition within their classrooms and healthy nutritional values by examples set within the school environment. **[MVHS prohibits food in the classrooms unless specifically approved by teachers/administration.]**
- While school food service programs have a fiscal component, they are basically nutrition programs aimed at helping children learn.

MVHS attempts to provide nutritional integrity in its school and its activities. **For more information about MVHS Nutritional Policy, see the School Policies in the Director's Office.**

Lunch Policy: Students may choose to eat lunch on or off campus. Lunch set up- and clean up- duty schedules will be posted in the lunch room hall and announced.

On-Campus Lunch: Students who eat lunch on campus must eat in designated areas: the Gathering Hall in the multi-purpose building, outside in the commons area or in the courtyard. Students may eat in the classrooms only under specifically designated conditions. Students must clean up after themselves, picking up and appropriately disposing of trash, recyclables, food and crumbs. Students are also responsible for wiping their eating areas and cleaning the microwave ovens.

Off-Campus Lunch

Students who choose to eat lunch off campus, must:

1. Leave and return to campus in a timely, orderly manner;
2. Be on time for class;
3. Be prepared for class;
4. Respect all laws, property rights and norms of polite behavior;
5. Refrain from illegal or intoxicating substances;
6. Have a parent permission slip for off-campus lunch privileges signed and on-file in the office.

Off-campus lunch privilege will be revoked if students habitually return to school late:

- 1st offense – warning
- 2nd offense – one week loss of privilege
- 3rd offense -- four weeks loss of privilege

4th offense – loss of privilege for the remainder of semester. If the fourth offense occurs within one month of the end of the semester, there will be a nine-week “carryover” to the next semester.

Students who have lost their lunch privilege must report to the Commons or designee at noon. Failure to do so will result in further revocation of off-campus lunch privileges.

Food/Drink in the Classroom

Students are encouraged to bring water to school in **clear** bottles. No other beverages or food of any kind should be eaten in classrooms. No drink or food should ever be placed or consumed near computers.

Student Dress Code Policy

MVHS prefers to emphasize general principles in dress policy rather than specific rules. The guideline is that dress should be consistent with adult community standards. Observe how working adults dress and behave, and act accordingly. Typically, there are no specific rules concerning dress in the adult world. However, in most professional settings there are standards of dress that reflect the purpose and values of the work environment. With that in mind, students are expected to be clean, neat, and appropriately dressed in all situations. In the case of a teacher questioning the appropriateness of a student’s clothing, the student must be willing to abide by the teacher’s request to change or adjust clothes.

Electronic Devices

Students may bring electronic devices to school. However, electronic devices may not be used in a classroom without the explicit permission of the teacher. Students must turn cell phones off and place them in a designated container. Failure to follow this policy will result in:

First Offense: the student will give device to the teacher, and receive a warning/reminder to follow the policy above. The student may request their electronic device from the teacher at the end of class.

Second Offense: the device will be brought to the Director, and it can be retrieved by the student at the end of the school day from the Director.

Third Offense: the device will be brought to the Director, and will only be returned to the parent, with a recommendation that the device not be utilized at school. This falls under a class one offense, and the resulting consequences. (see Disciplinary Code table at the end of the handbook)

Opt-Out Policy

Parents have the option to request that their child be exempted from the parts of the required health education curriculum that address the sexuality performance standards. Students should not be exempted from the entire class, only the lessons addressing the sexuality performance standards. The following procedure must be followed in order to request an exemption from the parts of the health education curriculum that addresses the sexuality performance standards. This procedure should be looked upon as a partnership between the parents and the school, designed to best meet the needs of each student and family. The following steps must be taken:

- A. The parent must contact the teacher and request a meeting.
- B. The parent and teachers (and administrator if deemed necessary) should review the entire curriculum and come to an agreement to identify specifically which areas of the sexuality performance standards from which to exempt the student.

- C. The teacher should supply the parents with the state standards that are met by the requested exempt lessons and agree upon an alternative assignment(s) that will meet these standards.
- D. A written agreement should be drawn up that includes the following:
 - 1. Specific dates the student will be out of class.
 - 2. Where and to whom the student is to report on these days.
 - 3. The assignment that has been agreed upon by both teacher and parent(s).
 - 4. The standards that are being met.
 - 5. How the student will be evaluated for this assignment.
 - 6. Principal's approval.

The teacher should make available any resources (lesson plans, books, and videos) that are ordinarily used in the class or are available as alternative materials. However, the parent may use alternative materials that meet the state standards.

If any teacher is presenting material which may be a potential concern to parents, a letter will be sent to parents explaining their options. Any communication will be approved by the Director prior to sending to parents.

Student Injury While at School

If a student is injured at school during the school day, the following may/will occur based on the seriousness of the injury:

- 1. Parents will be called immediately.
- 2. If necessary 911 will be called and an ambulance dispatched to the campus.
- 3. No student will be allowed to leave campus after an injury without the explicit permission of a parent and accompanied by an adult.
- 4. If a parent is not available, the professional on hand will make a judicious decision and leave a message for the parent. A follow-up note will be sent home with the student.
- 5. The teacher-on-duty will fill out an accident report form, which will be signed by the teacher, the student in question, any witnesses to the incident and the Director. A copy will be provided to the parents.
- 6. The student must present documentation of a doctor's visit (if the injury warrants a doctor's visit) before the student is allowed to return to school or physical activity.

Student Medications

Any medication that a student must take while at school must be stored in the Director's office during school hours. This includes prescription and over-the-counter medication. **Over the counter medications such as Ibuprofen, etc. must be supplied by the parent and stored in the original container in the front office. The school will not provide any over-the-counter medication to students.**

Student Parking

Students may drive their cars to school. They must park in the student parking area west of the school. To register for the privilege of parking, a student must show vehicle registration, proof of insurance, and his/her driver's license to the Director. **Students should drive slowly** and watch for pedestrians in the parking lot. Music volume must be kept low enough that it is not heard from the Administration Building. Violation of these courtesies may result in parking privileges being withdrawn. Students may not loiter in or around vehicles during school hours including the lunch period.

Books and School Equipment

Books and equipment issued to students remain property of MVHS. Textbooks are available in all classes for all students as appropriate to the specific curriculum. MVHS does not follow a state

“adoption” schedule and is governed by the MVHS Charter for curriculum materials. Teachers must follow a check-out plan and are required to keep an inventory and check-out spreadsheet which is sent to the Director. Students are responsible for the condition of the book while it is in their charge. Damaged books and equipment will be the responsibility of students. MVHS will not send transcripts to subsequent schools or employers unless students have paid any damage or replacement fees for lost or damaged items.

Complaints

- **Student Complaints:**

A student should attempt to respectfully resolve classroom-related issues with the classroom teacher first. If that effort is unsuccessful, the student may discuss the issue with the Advisory Teacher and/or Director.

After consulting with the teacher and the student, the Director will provide the final decision with respect to the student issue.

- **Parent Complaints:**

Parents should first discuss issues with respect to specific classes with the classroom teacher. If the issue involves athletics, parents should first discuss the issue with the coach. If discussion with the teacher or coach does not result in resolution, parents may discuss the issue with the Director, who will make a decision. If parents continue to be dissatisfied with the outcome of that discussion they may appeal that decision to the MVHS Governing Council. In that case, parents should write a letter of appeal fully explaining the situation and a proposed resolution to the President of the Governing Council. This letter should be placed in the Governing Council mailbox located in the Faculty Fileroom in the Administration Building. If the Governing Council chooses to hear the appeal, the issue will be placed on the agenda of the next regularly scheduled Governing Council meeting and the issue may be discussed in executive session.

Student Assistance Team (SAT)

The Student Assistance Team (SAT) is not a disciplinary body, but rather a means for students to get help for substance use issues, academic issues, attendance issues, and/or behavior issues. Referrals to SAT can be done by the student, teachers, parents, or any school personnel. All referrals are confidential. The SAT team will meet as soon as possible to identify the issue and present relevant information leading to a plan of action to help the student referred. A Parent/Guardian may appeal the SAT decision by submitting an appeal letter in writing to the Director within three school days of the SAT recommendation. If the Director cannot resolve the issue satisfactorily, the parent may submit a written appeal to the MVHS Governing Council. The Governing Council will review the appeal within eight school days of receipt of the appeal. A hearing will be conducted in accordance with hearing procedures set forth in Public Education Regulation 81-3. The decision of the Governing Council is final.

STUDENT CONDUCT

Substance Use/Abuse

MVHS recognizes that alcohol and drug dependency is a health problem. A student’s health is primarily the responsibility of the student’s family. However, the school shares that responsibility when alcohol and drug use interfere with student learning and behavior at school. MVHS will intervene when students display behaviors of concern, and will make a concerted, consistent effort to educate and assist them.

MVHS will endeavor to educate all students concerning the use/abuse of alcohol and other drugs. Every reasonable effort shall be made to provide all students with an environment free of alcohol and other drugs. MVHS will train its faculty and staff in issues related to alcohol and

drug use by youth. MVHS will support community education activities as they relate to the MVHS program.

School authorities shall protect the health, safety and educational rights of all students when prescribing interventions or disciplinary actions for students who use, are under the influence of, or who possess or distribute alcohol or other drugs on school premises, or while engaged in school-sponsored activities.

Prohibition

In accordance with the State Board of Education Regulation 81-3, MVHS prohibits students from using, possessing, distributing or being under the influence of alcohol or other drugs; and from possessing, using or distributing drug paraphernalia while on school property or at school-sponsored activities. Student use or possession of tobacco on campus or at school-sponsored activities is also prohibited.

Definitions

Alcohol – Any liquor, wine, beer or other beverage containing alcohol.

Distribution – Selling, passing on, or giving away alcohol or other drugs.

Drugs – Any drug, including illegal drugs, legal prescriptions, over-the-counter drugs; legal substances that are used for the purpose of getting high, such as spray glues, paints or fixatives; counterfeit (look-alike) substances.

Drug Paraphernalia – Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or using drugs.

SAT (Student Assistance Team) – A group consisting of faculty members and the student, who discusses the student's situation and creates a plan to help the student.

Tobacco – Any product containing tobacco, which can be smoked or used in a non-smoking form, such as snuff, chewing tobacco, etc.

E-Cigarette – Any cigarette-like device which dispenses nicotine, flavored-oils or other vapor emitting substance.

Substance or Drug Use – the use of alcohol or other illegal drugs, which are in violation of state and/or federal laws, or in violation of school policy.

Enforcement

If a faculty or staff member reasonably suspects that a student is in possession of or under the influence of a substance in violation of MVHS policy, any of the following may occur:

- A student may be searched by “pat-down.” Any such search shall be conducted in private by an authorized school official of the same sex as the student to be searched, and in the presence of a witness of the same sex.
- Backpacks and purses may be searched by a school employee, regardless of the sex of the student.
- Lockers or similar facilities may be searched.
- Student vehicles may be searched.

Search and Interrogation

Students, while on school property or attending a school-sponsored or school-sanctioned activity, who possess, distribute, sell, use or give evidence of consumption of alcohol or other drugs shall be subject to disciplinary action as detailed in the disciplinary code.

Lockers and Vehicles

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by school policy in lockers or in vehicles parked on school property.

School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by MVHS policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the School shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the School may turn the matter over to local law enforcement officials.

Parent Notification

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

Discipline

MVHS was established for the purpose of allowing choice in education for students and their parents. The goal is to maintain a positive, yet well-disciplined learning environment based on mutual respect among staff and students. Students are expected to be responsible as partners in this process. Students and parents should read the MVHS Student Behavioral Contract found at the end of this Handbook.

This policy is based on the premise that rules must be consistently enforced. The rules must be fair and firm, and comply with the individual's constitutional and other legal rights. However, staff members who implement this policy will recognize that there are differences in age and maturity as well as mitigating circumstances that may require different types of disciplinary actions. Therefore, the enforcement of negative consequences will follow the guidelines in this Handbook, while taking into consideration other relevant factors. Guidelines for appropriate negative consequences are detailed in the MVHS Discipline Code.

The MVHS discipline policy fulfills State and District requirements. Students should be aware that they are under the jurisdiction of MVHS from the time they leave home for school until the time they return home including off-campus lunch. This jurisdiction includes any school-sponsored activity, regardless of time and location.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through a legal process. The right to attend public school may be temporarily or permanently lost for violations of school rules. An expulsion from MVHS can jeopardize the student's right to attend another public high school, Cimarron High School, and vice versa.

The enforcement of negative consequences as detailed in this policy may include detention, in-school suspension, conferences, suspension, expulsion, or the notification of police authority, when necessary, by school administration when required by school policy or by the New Mexico Criminal Code.

Any discipline problem arising from a Special Education student shall be addressed pursuant to the appropriate statutes and regulations. As allowed by law, these students may be moved to an appropriate alternative educational setting. These students will continue to participate in the general curriculum. For more information, please read the MVHS Special Education policy.

In all situations where a discipline problem arises in a conflict between students or between student and staff, MVHS staff and administration shall make all reasonable efforts to intervene before a situation escalates to physical conflict. Should a situation escalate to physical conflict, staff and

administration shall intervene, if possible, in a timely and calm manner, while taking into account the safety of other students and of themselves. Persons involved in a physical conflict shall be separated for a “cool-down” period in separate locations while staff and the Director investigate the facts of the situation.

Possible Disciplinary Actions: Parents are notified in a timely manner of all disciplinary actions.

- Detention: Usually served during the lunch period. Students will bring their own lunch or lunch will be provided.
- Monday School: detention scheduled to take place on a non-school day Monday.
- Suspension: Student is not allowed on school grounds for classes or any school-sponsored activity. Suspensions may be short-term (less than ten days), long-term (ten days or more), or in-school (not attending classes but in a secluded area on campus).
- Expulsion: Permanent removal of a student from MVHS and the Cimarron Municipal School District. A specified amount of time may be determined by the MVHS Governing Council.
- Incident Reports to the Angel Fire Police Department: Certain actions by law must be referred to local police departments, such as theft, vandalism, assault, etc.

Due Process

This guideline cites standards of conduct, prohibited activities, and disciplinary actions that may be taken for inappropriate behavior. School authorities shall follow procedures that provide a student with due process when taking appropriate disciplinary actions. The following points are intended to acquaint staff, students and parents with these procedures. A fuller explanation of due process procedures is contained in State Board of Education Regulation NMAC Title 6, Chapter 11.

1. A student who is immediately removed from school or class or who is given a temporary suspension shall have a rudimentary hearing with the Director at which the following will occur:
 - a. The student will be notified in writing of the charges against him/her.
 - b. The student shall be told what evidence supports the charge(s), and there will be an opportunity to present his/her version of the facts.
 - c. The hearing may be an informal discussion and may follow immediately after the notice of the charges is given, unless the administrative authority decides a delay is essential to permit further exploration of the facts. Before a student is removed from class or school for more than the remainder of a school day, reasonable effort must be made to notify the parent and offer the opportunity for a conference with the parent/student and school personnel.
 - d. The administrative authority is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s), to call witnesses to verify the student’s version of the incident, or to appeal the decision.
2. A student recommended for long-term suspension or expulsion shall have a right to be given notice, a formal hearing, and have the right to appeal. In such cases the student and parent are provided with a copy of State Board of Education Regulation NMAC Title 6, Chapter 11, which contains clear and explicit information as to due process rights.

DISCIPLINARY CODE: GUIDELINES FOR DISCIPLINE

Certain offenses may be reported to the police, at the discretion of the school Director (as noted by *), and other offenses MUST be referred to the police (as noted by **).

STUDENT ACTION	DISCIPLINE
<p>Class One Offenses: Dress Code Violation: Clothing/accessories that disturb the learning environment inside or outside of the classroom Actions that disturb the learning environment inside or outside of the classroom</p>	<p>Consequences:</p> <ol style="list-style-type: none"> 1. Conference with Director and parental notification. 2. Lunch detention 3. Monday School detention 4. Suspension depending on severity of offense.
<p>Class Two Offenses: Disrespect toward staff or other students including sexual, racial or religious harassment, bullying, hazing, verbal or physical intimidation.* Willful Disobedience: failure to follow a reasonable direction issued by authorized school personnel. Misbehavior on a bus or school vehicle: failure to follow directions of the driver or other school personnel. Verbal Assault: threatening or hostile verbal comments Vandalism/Graffiti* Possession of Drug Paraphernalia* Truancy</p>	<p>Consequences:</p> <ol style="list-style-type: none"> 1. Conference with Director and parental notification 2. Depending on the severity of the action: <ol style="list-style-type: none"> a. Monday School or one day suspension b. Three to five day suspension c. Ten Day suspension d. Recommendation of expulsion
<p>Class Three Offenses: Battery of Another Student or of School Personnel: intentional physical contact without consent that causes fear of or actual bodily harm** Weapons on campus: knives, clubs, etc.* Theft, extortion/coercion* Substance Abuse: Possession and/or use of illegal drugs/alcohol/tobacco or obvious intoxication on school property or school activity.**</p>	<p>Consequences:</p> <ol style="list-style-type: none"> 1. Suspension of three days 2. Ten days suspension. 3. Repeat occurrences: Recommendation of expulsion
<p>Class Four Offenses: Firearms: possession on campus or threatening to use** Bomb Threat/Arson**</p>	<p>Consequences:</p> <ol style="list-style-type: none"> 1. 10 day suspension 2. Disciplinary Hearing

<p>Miscellaneous Offenses: Skateboarding on campus in non-designated areas Reckless Vehicle use on campus</p> <p>Electronic Device use that does not follow policy</p> <p>Violating Computer Use Agreement*</p> <p>Academic Cheating: Knowingly using another student’s work or allowing your work to be used by another student or using unauthorized information during a test or quiz.</p>	<p>Consequences: Confiscate skateboard</p> <p>Restrict use of vehicle; Revoke right to have vehicle on school grounds</p> <p>Confiscate/and confiscate; revoke right to have device on campus</p> <p>Restriction of computer use; possible suspension</p> <p>First offense: Failed assignment or test that cannot be made-up Second offense: Withdrawal from class with a failing grade</p>
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Changes to the Handbook

The MVHS administration and Governing Council understand that not every issue can be covered in a handbook. They therefore reserve the right, by verbal or written proclamation to make changes, as needed, to rules or policies. Such changes will have the same weight of enforcement as those contained in this handbook. Students and parents will be informed of changes to the Handbook in a timely manner.

MVHS Student Behavior Contract (see signature page)

I understand that as a student enrolled in this institution of learning I am expected to behave in a civilized, mature manner similar to the best-behaved adults in my community. As an individual who has willingly chosen to attend and be a part of the MVHS community, I hereby make a commitment to respect the learning environment, faculty, staff, volunteers and my peers at all times. I understand that the faculty considers learning to be a sacred activity, and I respect their commitment to giving all students the best possible preparation for a successful adult life.

I also understand that, although I may not always agree with everyone in the community, as a responsible citizen thereof, it is my responsibility to treat each individual respectfully and to actively encourage my peers to treat each individual respectfully. We are not only responsible for our own behavior; we are also responsible for the ways in which we encourage or discourage the behaviors of others.

Specifically, I understand that respectful behavior in my community consists of:

- Being polite and considerate in my interactions with other people in my community;
- Not insulting, pushing, shoving, shouting at inappropriate times, or otherwise exhibiting rude or distracting behaviors;
- Using the language of politeness, including “please,” “thank you,” and “you’re welcome”;
- Making eye contact when speaking with others;
- Being attentive throughout a given conversation;
- Not breaking off an interaction until the other party has given verbal or non-verbal signals that the interaction has concluded;
- Being attentive and considerate to those around me.

I understand that should I violate these norms of behavior I may face consequences depending on the severity of the offense.

Finally, if I do not agree with the behavioral expectations set at MVHS in this contract, handbook, classroom policies and syllabi, I understand that I have educational options other than MHS that may be more

appropriate for me. In making a deliberate, conscious decision to attend MVHS, I have hereby also made a conscious decision to do my best to adhere to all of these behavioral expectations.

MORENO VALLEY HIGH SCHOOL, ANGEL FIRE, NEW MEXICO WELLNESS POLICY **SOCIAL AND EMOTIONAL WELL BEING**

(ANTI-BULLYING AND ANTI-HAZING POLICY) (see signature page)

When students are afraid to attend school/classes they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and students can learn. When a student is intimidated his or her ability to participate in and benefit from the school's educational programs or activities is adversely affected. The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

Moreno Valley High School believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Definitions

1. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
2. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
3. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Nonverbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
4. "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

- c. Otherwise adversely affects an individual's academic opportunities.
5. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.
 6. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

1. The prohibition against bullying and hazing shall be publicized by including the following statement in the student handbook(s):

"Bullying behavior by any student in at **Moreno Valley High School** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" or "Hazing" is defined as any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or

- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

2. Staff will be reminded at the beginning of each school year about the Anti-Bullying and Anti-Hazing Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.
3. The Anti-Bullying/Anti-Hazing Policy will be available on the **Moreno Valley High School** website, and in all student, and staff handbooks.

Reporting Intimidation, Harassment, or Bullying Behavior

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the Director or other district personnel.
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify designated staff.
4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form available from the Director. A copy of this form will be submitted to the Safe Schools coordinator.
5. School Director or designee is *required* to accept and investigate all reports of intimidation, harassment, hazing or bullying.
6. School Director or designee is *required* to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, hazing or bullying of the response of the school staff and consequences that may result from further acts of bullying.
7. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
8. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
11. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is *required* to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Investigating Intimidation, Harassment, or Bullying Behavior

The Director of the Charter School, or their designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.

1. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing *prior* to the investigation taking place.

2. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.
3. The district may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.
4. The investigation shall be completed as soon as possible. The Director (or investigator) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report shall be filed directly with the New Mexico Public Education Department, Educator Ethics Bureau. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district Safe Schools Coordinator.

Consequences for Bullying, Hazing and Harassment

1. Verified acts of bullying, hazing or harassment shall result in intervention by the Director or his/her designee that is intended to ensure that the prohibition against the behavior is enforced.
2. Intimidating behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to this intimidation. While conduct that rises to the level of “bullying, hazing or harassment” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building Director.

Consequences for Knowingly Making False Reports

1. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Anti-Bullying included in Health Education Curriculum

“Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of intimidating behavior beginning in Kindergarten and continuing throughout their school years. It imperative that students are comfortable with understanding, describing, and recognizing intimidating behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills.

Our curriculum does recognize the importance of bully prevention skills in all grade levels.

Threats of Violence

1. Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.
2. All employees and students are required to report evidence of threats of violence to their principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the Director.
3. In cases of threats that may constitute a violation of criminal law, the Director, superintendent or designee shall notify law enforcement authorities.

4. Students who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion. For Special Education students administrators will consult with the Director of Special Education regarding the appropriate process.

Computer “Acceptable Use Policy” (see signature page)

Personal Safety

1. Students will not post personal contact information about themselves or other people. Personal contact information includes home, school or work addresses, telephone numbers, etc.
2. Students will not agree to meet with someone they have met online without the Approval of their parents or legal guardians.

Illegal Activities

1. Users will not attempt to gain unauthorized access to the school’s system or to any other computer system through the school's system, or go beyond their authorized access. This includes attempting to log in through another account or accessing or attempting to access another person's files without authorization. Unauthorized access is illegal, even if only for the purpose of browsing.
2. Users will not deliberately attempt to disrupt the school's system performance or destroy data by spreading computer viruses or by any other means.
3. Users will not use the school's system to send, receive, view or download any illegal materials or engage in any other illegal act (e.g. arranging for the sale/purchase of drugs, engaging in criminal gang activity, pornography or threatening the safety of another individual).

System Security

1. Users are responsible for the use of their individual account and should take all precautions to prevent others from being able to use their account.
2. Users will immediately notify the school’s Administrative Assistant if they have identified a possible security breach.

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages. Students and employees will conduct themselves in a material that is appropriate and proper as representatives of MVHS.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
3. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
4. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not harass other individuals. Harassment in this context is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages to them, they must stop.
6. Users will not knowingly or recklessly post false or defamatory information about a person organization.

Respect for Privacy

1. Users will not post private information about another person.

Respecting Resource Limits

1. Users will use the school's system only for education and school-sponsored and/or authorized professional activities.
2. Users will not download or transmit large files unless absolutely necessary for school business. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system to their personal computer.
3. Users will not engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. Users should use e-mail system and g-mail account as prescribed.

Plagiarism and Copyright Infringement

1. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or the writings of others and presenting them as if they were original to the user. Users will use proper methods of attribution such as footnotes or bibliography.
2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
Inappropriate Access to Material MVHS agrees to abide by the Children Internet Protection Act (CIPA).
3. Users will not use the school's system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature only if the purpose of such access is to conduct research and access is approved both by the teacher and the parents or legal guardians.
4. All resources accessed by students via school computers or other technology equipment must support the curriculum.

Personal Laptop Use at School

1. A student may bring their personal laptop to school for use in class only if they have a signed Electronic Usage Agreement on file with the Director.
2. Any student bringing a personal laptop to school must sign a Laptop Agreement Form and have their laptop examined by the MVHS computer tech. They will be issued a special sign-in for use of their laptop with the school network.



MVHS Consent Form

(Signature Page)

I have reviewed the MVHS Student Handbook including:

- The Student Behavior Contract
- The Attendance Policy
- The Bullying and Harassment Policy
- The Lunch Policy
- The Electronic Devices Policy
- The Dress Code Policy
- The Student Computer “Acceptable Use” Policy
- The Disciplinary Policy
- The Substance Abuse Policy

I have reviewed the Moreno Valley High School’s policies as outlined in the MVHS Student Handbook and in other communications from the school.

Student’s Signature

Date

Student’s Name (printed)

MVHS Parent Consent Form

I have reviewed the MVHS Student Handbook with my son/daughter. I understand Moreno Valley High School’s policies as outlined in the MVHS Student Handbook and in other communications from the school.

Parent’s Signature

Date

Parent’s Name (printed)