

Jemez Valley High School

Supplemental Handbook

FY 17 - 18

## **Grade Point Average**

For purposes of computing a student's grade point average (GPA), the following point system is used: A=4.0, B=3.0, C=2.0, D=1.0, F=0.

Jemez Valley Schools will use the following scale for informational purposes for students when dealing with an outside entity that uses or asks for + (plus) or – (minus) grading identification.

A	4.0
A-	3.66
B+	3.33
B	3.0
B-	2.66
C+	2.33
C	2.0
C-	1.66
D+	1.33
D	1.0
D-	.66

## **Extra-Curricular Eligibility Requirements**

Starting the 2<sup>nd</sup> nine weeks of the 2017 – 2018 school year all students involved in extracurricular activities must have a 2.0 G.P.A. for either the 9 weeks grading period or for the semester grading period with NO "F's."

Grade checks will be done on the following dates:

8/21/17	9/5/17
9/18/17	10/2/17
10/23/17	11/5/17
11/20/17	12/4/17
1/22/18	2/5/18
2/20/18	3/5/18
3/26/18	4/30/18
5/14/18	

Extracurricular individuals who have a "F" in a class(s) will be required to attend after school tutoring on either Tuesday or Thursday from 3:50 – 5:15, with no early release, until the grade is a minimum of a letter grade of "C" before the next check date. If an extracurricular

student does not attend the after school tutoring opportunity they will not be allowed to practice/play/participate in next event or game and still attend tutoring. Any student who misses tutoring on more than 3 occasions will be removed from the extracurricular team or organization.

Any student who is failing any class for two dated grade checks will be academically ineligible for any games or practices until the next weekly grade check or the 9 weeks grade check.

A student must be academically eligible to attend Homecoming Dance and Prom. That is a 2.0 G.P.A. with no "F's."

Students/advisors/coaches can opt for daily tutoring during their lunch instead of the Tuesday/Thursday option by providing documentation to the athletic director each day until the student has a minimum of a c before the next grade check date.

Now that JVPS is going to the four (4) day school week there is the possibility of a Friday School, TBD, will be afforded the students and can be used in place of the Noon Time Detention/Study Hall. However, students must still meet the above stated academic procedures stated in Step 4.

### **Distance Learning/Edgenuity Courses**

Those students who are enrolling in DL courses the first day of the new semester must complete the courses according to the same 9 weeks and semester's timelines as traditional students in the traditional classroom setting. This means, if the DL learning class says that the student needs to be at a certain "**Target Date**" the student's eligibility and report card will reflect the "**Actual Grade**" at that point in time for eligibility purposes.

For students who are already in DL Courses and have not completed the courses already enrolled in, they must complete all of those DL courses before 9//17 to receive a final grade for transcript purposes. If a student does not complete the course they will be receive the "**ACTUAL GRADE**" and re-enroll into that course and then still complete the course before the last day of the school year according to traditional timelines.

### **Parking Lot Privileges**

1. There will be a \$15.00 parking pass fee for the school year.
2. Obey all New Mexico Motor Vehicle driving rules and regulations

3. Obey the 10 MPH speed limit on all school grounds.
4. You must be in good standing with the school, in regards to:
  - A: Grades 2.00 and above with no "F's".
  - B. Follow same eligibility requirements as extracurricular students
  - C: "F's" on weekly progress reports students will be required to attend after school tutoring at least 1 day per week until the "F" is a "C"
  - D: No more than 8% schools days absent
  - E: On the 4<sup>th</sup> tardy a 30 school day parking suspension will be invoked. The students with a parent may petition in person with the principal after the 30<sup>th</sup> day to have parking privileges reinstated.
  - F: Students who lose their parking privileges for tardies or absences will be required to pay a new \$10 parking fee.
5. You may NOT return to your car once you have parked it in the school parking lot during the school day unless you have signed out and are leaving campus. Office personnel/staff must escort you to your car if necessary to get something from personal vehicle.
6. You must display your parking permit on the rear-view mirror at all times.
7. Violation of rules may warrant privileges taken away and/or loss of parking privileges.
8. Your vehicle is subject to search at any time while in the school parking lot.
9. Obey the "One Way up the Hill" and a "One Way down" the hill signs.
10. **You may not leave the parking lot from 7:44 AM and 3:53 PM without Parent/Office communication.**
11. You must use the appropriate entrance and exit gates.
12. The Administration can revoke all parking privileges if deemed necessary..
13. Jemez Valley Public School District is not responsible for any damages to your vehicle while on campus. You drive and park your vehicle at your own risk.
14. **YOU CANNOT GO TO YOUR CAR UNTIL AFTER THE BUSES LEAVE THE HIGH SCHOOL.**
15. Student parking will only be along the fence side. No parking in staff parking area.
16. Students who have a Cumulative G.P.A. of 3.75 will not have to pay for their parking permit.

## **Excused Absences**

1. **Parent Notification of School.** A parent shall notify the school where the student attends each day the student is absent and provide the reason(s) for the absence or, if the school has been notified, the parent anticipates the absence will extend beyond

one school day, the parent may provide a written explanation of the reasons, signed by the parent, to be presented on the first day of the student's return to school. The principal or his/her designee may, in addition, require a written verification from the student's licensed health care provider if a student is absent for three (3) or more consecutive days due to the student's health. If a parent has not contacted the school on the first day of the student's absence, the school will make a reasonable attempt to contact the parent before the end of the day and shall document the contact and reasons for the absence. **Parents must provide a note or verbal communication to the school secretary within 3 days of the absence(s). If a parent does not communicate their child's absence(s) within 3 days of the absence(s) they will be given an unexcused absence for the days in question.**

**When a student shows up to class after the first 20 minutes after the tardy bell in each period of the school day they will be given an excused or unexcused absence slip by the office. Parents will be contacted.**

**When a student is less than 20 minutes late after the tardy bell to a class will be given an excused or unexcused tardy slip by the office. Parents will be notified on the 4<sup>th</sup> tardy.**

### **Approved Use of Student Phones**

Students may use their phones before school, lunch time, and immediately after school outside the building. Phones and the music loaded on them is unacceptable in the classroom. iPhone with music and with ear buds are acceptable before school, in the hallways, at lunch time and immediately after school.

If a student has a phone out when they are not allowed teachers/staff will ask them to put it away.

If a student does not put the phone away or gets it out a 2<sup>nd</sup> time during the same day and period of instruction the teacher/staff member will ask for the and collect that phone until the end of the instructional period.

If a student takes out a phone in the class period on a different day and same period of instruction the teacher/staff member will ask for the phone and the student must now pick up the phone in the office after school.

If the student has a 3<sup>rd</sup> event of inappropriate phone usage incident the teacher/staff member will ask for the phone and take it to the office. The student's parent must now come in and get the phone for the office secretary or principal.

### **Student Drop or Transfers Classes**

If a student drops or transfers to another class or section of a class before the 10<sup>th</sup> day into that nine (9) weeks they will start the new class with no grade.

If a student drops or transfers to another class or section of a class after the 10<sup>th</sup> day of the nine (9) weeks they will take the grade from the departing class to the new class.

### **Students Wanting to take Finals Early**

1. It is the responsibility of the student and their parent/guardian to obtain and provide the school district with the following documentation.
  - a. Doctor's Appointment – student must have a doctor's excuse with the appointment date and a penned signature for verification.
  - b. Unforeseen Life Event (i.e. death in the family) – student must have a letter with a penned signature from their parent/guardian.
  - c. Other (i.e. cultural obligation) – prior to exam date, the student must provide a letter with a penned signature from the Governor of their respective tribe on official tribal letterhead requesting exemption from the test on the regularly scheduled exam date.
2. No final exam or its equivalent will be allowed without a prior 1 week (7 calendar days) request and approval by the principal prior to the 1<sup>st</sup> day of the scheduled semester exam time period.

If a student does not meet the requirement stated above for an excuse or approved absence from the final exam the student will receive a zero for the semester final exam test.

**Signatures**

By signing below, I acknowledge that I have received and reviewed the attached Jemez Valley High School Supplemental Handbook for 2017 – 2018 school year. I also acknowledge that I understand the changes noted in this supplemental handbook from the Jemez Valley School Common Student Handbook. These changes are unique and different than the common handbook used for the middle and elementary school.

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Student's Signature

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Student's Printed Name

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Date

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Parent's Signature

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Parent's Printed Name

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Date