Student rights and responsibilities are part of the life of every high school. In the educational setting, rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are a part of the Independence High School community must adhere to certain guidelines in the daily activities of this campus.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in a safe and orderly manner.

Please read this document carefully and note particularly the changes in policy from the past school year. Your signature at the bottom of page 31 acknowledges that you have read the 2012-13-2012 Discipline Code, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.
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ABOUT INDEPENDENCE HIGH SCHOOL

Independence High School opened in 1999. The school is designed to help students graduate by offering an alternative high school schedule and environment. The program is available to qualifying students in the Rio Rancho Public School system.

We stress high academic standards and an atmosphere of respect and acceptance that celebrates cultural diversity, creativity, and personal growth.

As a result of our commitment to diversity and individuality, we have many types of students at Independence High School. However, our students generally fit into one of four categories:

_Students in need of a second chance_
We have students who have had some difficulty with the traditional educational setting, or have had personal issues that impeded their academic progress. We believe that young people sometimes make mistakes, and that they deserve to try again.

_Students interested in an accelerated paced curriculum_
Our program is based on individual work, which means students can generate credit hours faster here than they would in a traditional setting. This helps students who are behind in credits, and students who are accelerating through high school.

_Students who are parents_
We are the only school in the district that offers child care and parenting classes for high-school aged mothers and fathers.

_Students interested in career education programs_
We offer a variety of dual credit courses in partnership with Central New Mexico Community College (CNM). Currently, we offer programs in certified nursing assistant, financial algebra, fire science, early childhood education, IT1010, and film.

MISSION STATEMENT

Our mission is to enhance student knowledge, making it possible for the students to set and reach their individual goals in order to experience a productive and positive future.
ATTENDANCE REQUIREMENTS

Independence High School recognizes attendance to be a primary factor toward student success. School attendance contributes to positive job performance and future career success. The IHS staff identifies attendance as a major requirement for success at Independence High School as the coursework is classroom based instruction.

Excused Absences:
To request an absence to be excused, the parent or legal guardian must call 338-4658, ext. 53803 the day of the absence, stating the student's name and reason for absence. Calls must be made within 48 hours of the absence.

Absences may be excused for the following reasons:
- Doctor/Counseling appointment
- Illness (A doctor’s note is required after the third absence)
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- Court documented meeting
- School sponsored activity
- Extenuating circumstances as agreed by the school administration prior to the absence

Unverified/Unexcused Absences:
An unverified absence is one for which no parent contact is made to the school that explains the student’s absence and will be considered as a truancy violation. A student will be marked absent/unexcused if he/she is late to class by 10 minutes or more.

If the student has a history of poor school attendance, the parent or legal guardian is encouraged to speak with the attendance office on a daily/weekly basis to verify that the student has been in school.

IHS is a closed campus, therefore, students are not allowed to leave the campus for lunch.

Tardiness:
A student will be considered tardy if they are not in class within the first five minutes of class. If a student accumulates 3 or more tardies, they will be assigned after school detention, Wednesdays from 1:20-2:15 PM, in order to make up lost time and missing work.

Truancy:
Truancy is defined by the State of New Mexico and the Rio Rancho School District as any unexcused absence from school for the entire day. Truancy will result in the consequences listed below and may include a referral to the Rio Rancho Public School’s Truancy Officer and Probation Services Center.
1) Letters to parents will be mailed after the 3rd, 5th, and 10th unexcused absence.
2) After the 5th unexcused absence, the teacher of that class will notify the parent/guardian/18-year-old.
3) After the 10th unexcused absence in any class, the student may be dropped from IHS. A referral may be made to the Juvenile Probation Office for truancy.
4) Students who are withdrawn must reapply by going through the admissions process.

**Electronic Devices:**

The Board is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term “Electronic Devices” shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, radios, video cameras, laser pointers, portable video game players, laptop computers, personal digital assistants (PDA’s), cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited. The “school day” shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned “off” and stored in a student’s backpack or purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes.

Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student may recover the Electronic Device from the school’s administrative office at the end of the school day. After the second offense, the student’s parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the school’s administrative office. After the third offense, the Electronic Device will be confiscated for the remainder of the school year. Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. A student who violates this policy more than two (2) times during the school year also may be subject to discipline under District Policy 336 for engaging in willfully disruptive conduct.

The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy.

This policy does not prohibit the use of Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

**Scheduling Policy**

Independence High School requires all students to have a full schedule for the school year.

**School Wear Policy**

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and
while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities.

Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual’s religious beliefs or protected free speech.

**Dress Code and Standard of Decency**

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Rio Rancho Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency.

*The Dress Code and Standard of Decency includes but is not limited to the following:*

A. **Allowed:**
   - All colors including, prints, checks, stripes, and plaids
   - Shirts with or without collars

B. **Not allowed:**
   - Revealing or see-through clothing
   - Exposed underwear including boxers, sports bras, and bras
   - Saggy pants revealing underwear or any portion of the body below the naval.
   - Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee.
   - Sleeveless tops: all tops (male and female) are to have a sleeve
   - Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
   - Ripped or torn clothing
   - Bandanas, ‘do-rags’, shower caps, and hairnets
   - Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
   - Belt loop chains, wallet chains, and extended belts
   - Trench coats
   - Heelys
   - Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
   - Clothing and/or articles in violation of Policy 1016, Gang Activity, which states that students shall not “wear . . . any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang”
   - Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt / blouse and the top of the pants/skirt when arms are stretched upward
   - Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses
Other provisions:
• Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
• If a coat or jacket is worn inside a building, it must remain open
• Hair shall be groomed so that it is clean and safe for participation in any school activity
• Hats and sunglasses may not be worn inside buildings, but are allowed outside
• Spandex is only allowed under approved shirts, shorts, skirts, and dresses
• Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
• Approved special event day dress is permitted
• Mid-School and high school students’ school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code/Standard of Decency

First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:
1) Change into other clothing they may have with them if it conforms to this policy,
2) Change into clothing provided by the school
3) Be sent home

The time missed from class will be considered “unexcused.” Clothing that is “borrowed” must be returned clean to the main office on the day following the incident.

Second and subsequent offenses: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Waivers
Waivers may be granted by the principal or site administrator subject to the following criteria:

1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified

2. Health or Physical Disability - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time

3. Financial Hardship – families who for a period of time meet one of the following criteria and who can document this situation:
   a. Homelessness
   b. Head of family is unemployed or on disability
   c. Families with children who receive general public assistance or some other form of documented financial aid
The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

**Application process for waivers**

Parents of students who qualify for a waiver must fill out a waiver request form at the student’s school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student’s enrollment. During the two-week period students must meet the district’s dress code expectations.

Parent’s requesting temporary waivers for health reasons must apply for a waiver at the student’s school site prior to the student’s return to school.

**Appeal of denial of waiver**

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrators’ denial. The Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

**Annual policy review**

This policy will be subject to annual evaluation and review in a manner to be determined by the Rio Rancho Board of Education. Replaces Policies:

1016- Dress Code
1016 - School Uniforms
See Policy (1013) Gang Activity
Rio Rancho Public Schools

Adopted: February 23, 2009
**Vaccinations**

All students must show proof of vaccinations required by New Mexico state law. Students delinquent in vaccinations will receive notification by the school nurse. Student not abiding by the set policy will be withdrawn from school.

### ACADEMIC EXPECTATIONS

#### 2019-2020 GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>English 9</td>
<td>1</td>
</tr>
<tr>
<td>English 10</td>
<td>1</td>
</tr>
<tr>
<td>English 11</td>
<td>1</td>
</tr>
<tr>
<td>English 12</td>
<td>1</td>
</tr>
<tr>
<td><strong>Math (1 credit ≥Alg. 2)</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra 1</td>
<td>1</td>
</tr>
<tr>
<td>Geometry</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total: 4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1</td>
</tr>
<tr>
<td>Earth Science</td>
<td>.5</td>
</tr>
<tr>
<td>Conceptual Physics</td>
<td>.5</td>
</tr>
<tr>
<td><strong>Total: 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>24.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Studies</strong></td>
<td></td>
</tr>
<tr>
<td>New Mexico History</td>
<td>.5</td>
</tr>
<tr>
<td>Geography</td>
<td>.5</td>
</tr>
<tr>
<td>World History US</td>
<td>1</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Government</td>
<td>.5</td>
</tr>
<tr>
<td>Economics</td>
<td>.5</td>
</tr>
<tr>
<td><strong>Total: 4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Required Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Career/World Language</td>
<td>1</td>
</tr>
<tr>
<td>Technology</td>
<td>.5</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Elective Credits</td>
<td>6.5</td>
</tr>
<tr>
<td><strong>Total: 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>24.5</td>
</tr>
</tbody>
</table>

- Each student must accumulate a total of 24.5 credits based on the graduation requirements set by the state of New Mexico. Students should consult their Personal Education Plan (PEP) to review core and elective requirements.
• Students are required to earn a credit in at least one of the following:  
  ○ AP course  
  ○ Dual enrollment course with a college  
  ○ Distance learning/online course

• Students must take all state mandated tests in order to remain enrolled at IHS. A student classified as a Junior must take the Standards Based Assessment test even if he/she tested the previous year.

• Students must pass the New Mexico High School Competency Exam to graduate, in accordance with state laws.

• Students must complete their state-mandated “Next Step Plan” in order to graduate.

**Grading Policy**

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade</th>
<th>%</th>
<th>Grade</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-97</td>
<td>B+</td>
<td>89-87</td>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>A</td>
<td>96-93</td>
<td>B</td>
<td>86-83</td>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
<td>B-</td>
<td>82-80</td>
<td>C-</td>
<td>72-70</td>
</tr>
</tbody>
</table>

F (Failing) is any grade below 60%.

**Dual Enrollment:**
IHS has dual enrollment agreements with CNM, SIPI, and UNM Los Alamos. Dual enrollment provides an opportunity for high school students to take college level courses. Dual enrollment courses may only be taken for elective credit and cannot have a weighted grade. In accordance with our agreements with the postsecondary institutions, students may not take a dual enrollment course to meet a core graduation course requirement or take a course that is offered at the high school. Three college credits equal 1 high school credit. Tuition at these colleges is waived. Distance learning fees, course/lab fees, and transportation costs are the responsibility of the student. Students are eligible for dual enrollment beginning as sophomores. Eligibility requirements to enroll in dual enrollment courses are established by the postsecondary institution and vary with the institution and the desired course. It is the student’s responsibility to provide the IHS registrar with an official college transcript to get the course included on the student’s IHS transcript.

**IHS Work Credit:**
Graduation from Independence High School requires a student to earn 6.5 elective credits. Credits may be earned by the student’s employment during the summer and the school year. In order to receive an elective half-credit, students must complete 90 hours of work.
Grade Point Average (GPA):
Grades in all classes will be calculated on a 4.0 scale. All classes completed outside of the regular school day will have course grades included in calculating GPA. Independence High School will have course grades of A through C, except for Work Credits and Physical Education, which will use a “P” for “Passed.” IHS does not rank students.

Progress Reports:
Progress reports are provided by classroom teachers during the traditional marking periods.

Parent-Teacher Conferences:
District-wide parent conferences will be offered twice per year, or as needed.

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**Rio Rancho Public Schools**  
**Discipline Matrix for High Schools**

The following high school code of conduct has been adopted to protect and foster respect for the rights of RRPS high school students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences.

These represent the recommended guidelines in the disposition of discipline situations for the high school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

*In all cases administrative discretion will be exercised.*

<table>
<thead>
<tr>
<th>Level</th>
<th>Behavior Level I</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Behavioral disruption (rudeness, acting disrespectfully, dishonesty, etc. on campus or school activity)</td>
<td>1 day ASD and appropriate contract if necessary</td>
<td>1 day ASD</td>
<td>1 days ISS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Bus Disruptions</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1 ASD for infractions 2-5 & parent contact | Options:  
- Change into dress code compliant personal clothing  
- Change into dress code compliant school-owned clothing  
- Obtain parent permission to be sent home for change of clothing | Options:  
- Change into dress code compliant personal clothing  
- Change into dress code compliant school-owned clothing  
- Obtain parent permission to be sent home for change of clothing | Options:  
- Change into dress code compliant personal clothing  
- Change into dress code compliant school-owned clothing  
- Obtain parent permission to be sent home for change of clothing | 1 Day ISS & parent contact |

12
Excessive dress code violations could lead to habitually disruptive behavior and 10 Days OSS/Pending Hearing. Sponsors/Athletic Coaches may require participants to adhere to a different or more stringent dress code.

<table>
<thead>
<tr>
<th><strong>Electronic Devices</strong></th>
<th>Item confiscated and student may pick-up at the end of the day. Electronic Device Agreement (EDA) contract to be signed</th>
<th>Item confiscated and parent may pickup in the office. EDA contract to be signed</th>
<th>Item confiscated and held until the end of the school year as per RRPS School Board policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID Badge Violation</strong></td>
<td>1st - 4th offenses, ASD (Student responsible for replacing ID if lost)</td>
<td>5th &amp; 6th offense, 1 day ISS &amp; behavior contract</td>
<td>7th offense, 1 day OSS</td>
</tr>
<tr>
<td><strong>Public Display of Affection (PDA)</strong></td>
<td>Written Warning on Referral</td>
<td>1 day ASD</td>
<td>1 day ISS</td>
</tr>
</tbody>
</table>
| **Tardy** (Tardies are accumulated over the course of the entire semester and not per individual class) | 1st - 4th offenses will result in classroom warnings & unexcused tardy in PowerSchool Attendance
* 5 tardies will result in 1 day of ASD | 10 tardies will result in 1 Day of ISS | Habitual Offender (15 or more) 2-3 days of ISS |
<table>
<thead>
<tr>
<th>Behavior Level II</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating or plagiarism</td>
<td>Parent contact by teacher 1 day ISS</td>
<td>Parent contact by teacher, 2 days ISS</td>
<td>Parent contact by teacher, 3 days ISS</td>
</tr>
<tr>
<td>Ditching-On Campus</td>
<td>1 day ASD</td>
<td>1 day ISS</td>
<td>1-3 day ISS</td>
</tr>
<tr>
<td>Ditching – Off Campus</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
</tr>
<tr>
<td>Truancy</td>
<td>1 day ISS for truancies 1-3</td>
<td>2 days ISS for truancies 4-5</td>
<td>2 days ISS for each truancy, parent meeting for signing of attendance contract</td>
</tr>
<tr>
<td>Failure to comply with disciplinary consequences</td>
<td>1 day ISS- 1 day OSS</td>
<td>2 days OSS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Hostile or Aggressive Behavior or Rough Housing (use of profanity)</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Inappropriate use of a motor vehicle at school or at a school-sponsored event</td>
<td>Loss of parking privileges for 10 school days, vehicle may be booted and a fine assessed</td>
<td>Loss of parking privileges for the remainder of the school year, vehicle will be booted and a fine assessed</td>
<td></td>
</tr>
</tbody>
</table>
**Level II - RRPD referral may be filed on all Level II infractions**

<table>
<thead>
<tr>
<th>Behavior Level II</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating or plagiarism</td>
<td>Parent contact by teacher 1 day ISS</td>
<td>Parent contact by teacher, 2 days ISS</td>
<td>Parent contact by teacher, 3 days ISS</td>
</tr>
<tr>
<td>Ditching-On Campus</td>
<td>1 day ASD</td>
<td>1 day ISS</td>
<td>1-3 day ISS</td>
</tr>
<tr>
<td>Ditching- Off Campus</td>
<td>1 day ISS</td>
<td>2 days ISS</td>
<td>3 days ISS</td>
</tr>
<tr>
<td>Truancy</td>
<td>1 day ISS for truancies 1-3</td>
<td>2 days ISS for truancies 4-5</td>
<td>2 days ISS for each truancy, parent meeting for signing of attendance contract</td>
</tr>
<tr>
<td>Failure to comply with disciplinary consequences</td>
<td>1 day ISS - 1 day OSS</td>
<td>2 days OSS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
<td>3 days OSS</td>
</tr>
<tr>
<td>Hostile or Aggressive Behavior or Rough Housing (use of profanity)</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
<td>5 days OSS</td>
</tr>
<tr>
<td>Inappropriate use of a motor vehicle at school or at a school-sponsored event</td>
<td>Loss of parking privileges for 10 school days, vehicle may be booted and a fine assessed</td>
<td>Loss of parking privileges for the remainder of the school year, vehicle will be booted and a fine assessed</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Any student caught in a tardy sweep is subject to consequences ranging from 1 day ASD to 1 day OSS dependent on individual circumstances unless student has legitimate pass from staff or administration.
<table>
<thead>
<tr>
<th><strong>Inappropriate possession or use of technology</strong> – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video or audio recording via electronic device, posting of inappropriate material on web sites, including video or audio recording of activities violating school policy, such as fights, bullying, hazing, or other misconduct without their knowledge or consent and using social media to do so.)</th>
<th>1-3 day OSS and restitution if applicable</th>
<th>3-5 days OSS, loss of Internet privileges for remainder of the school year, and restitution if applicable</th>
<th>7 days OSS and parent contact by Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Misuse of or falsifying any official document or communication</strong> (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.)</td>
<td>1 day ASD</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
</tr>
<tr>
<td><strong>Possession of inappropriate materials</strong> (including laser pens, pornography, etc.)</td>
<td>1 day ASD and items confiscated</td>
<td>1 day ISS</td>
<td>2 days OSS</td>
</tr>
<tr>
<td><strong>Possession/use of tobacco</strong> (including e-cigarettes), rolling papers or incendiary devices</td>
<td>1 days OSS</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
</tr>
</tbody>
</table>
Level III - RRPD referral may be filed on all Level III infractions

<table>
<thead>
<tr>
<th>Behavior Level III</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination, Defiance of authority, or disrespect to school authorities</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
</tr>
<tr>
<td>Arson</td>
<td>10 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault or Battery with extremely serious injuries</td>
<td>10 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault or Battery (physical) of a staff member (including threats)</td>
<td>10 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault (verbal/written) of a staff member (including profanity, intimidation, written/electronic means)</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
<td></td>
</tr>
<tr>
<td>Assault or Battery (physical) of a student or students by one or more students</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
<td></td>
</tr>
<tr>
<td>Assault (verbal) of a student (including intimidating or threatening remarks via written or electronic means)</td>
<td>3 days OSS</td>
<td>5 day OSS</td>
<td>10 days OSS pending hearing</td>
</tr>
<tr>
<td>Bomb Threats/Explosives Threats/School Threats/False Alarms (including electronic and social media)</td>
<td>10 days OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullying or Harassment (Physical, racial, verbal, disability, electronic, at school or school sponsored event (all tobacco products and all e-cigarettes will be confiscated and disposed of))</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS</td>
</tr>
<tr>
<td>Behavior Description</td>
<td>Punishment</td>
<td>Pending Hearing</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>Intimidation toward another student - bullying)</td>
<td>1 day OSS, removal from event, and suspension from like events for the remainder of the term</td>
<td>5 days OSS</td>
<td></td>
</tr>
<tr>
<td>Disrupting a school activity (field trip, PAC event, game, etc.)</td>
<td></td>
<td>10 days OSS pending hearing</td>
<td></td>
</tr>
<tr>
<td>Fighting (including instigating, pushing, physical contact)</td>
<td>3-5 days OSS, fight contract</td>
<td>10 days OSS pending hearing, RRPD referral</td>
<td></td>
</tr>
<tr>
<td>Gang Related Activity**</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
<td></td>
</tr>
<tr>
<td>Habituallly Disruptive</td>
<td>10 days OSS</td>
<td>pending hearing</td>
<td></td>
</tr>
<tr>
<td>Inappropriate use of Site technology – (using non-academic sites, using bandwidth, tampering, damage to computers or network)</td>
<td>5 days OSS, loss of Internet privileges for the remainder of the year, suspension contract, counseling, restitution</td>
<td>10 days OSS pending hearing</td>
<td></td>
</tr>
<tr>
<td>Interfering and obstructing a school official which leads to severe disruption</td>
<td>5-10 days OSS, possible hearing</td>
<td>pending hearing</td>
<td></td>
</tr>
<tr>
<td>Making a false 911 call</td>
<td>5-10 days OSS, possible hearing</td>
<td>pending hearing</td>
<td></td>
</tr>
<tr>
<td>Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, or other controlled substances including OTC, prescription, and synthetic drugs or paraphernalia)</td>
<td>5 days OSS and referral to AES program for remainder of suspension</td>
<td>7 days OSS and referral to AES program for remainder of suspension</td>
<td>10 days OSS and pending hearing</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Selling and/or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC, prescription, and synthetic drugs</td>
<td>10 days OSS pending hearing</td>
<td>10 days OSS pending hearing</td>
<td>10 days OSS pending hearing</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
<td>10 days OSS pending hearing</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>3 days OSS, counseling, behavior contract</td>
<td>5 days OSS, counseling, suspension contract</td>
<td>10 days OSS pending hearing</td>
</tr>
<tr>
<td>Indecent Behavior</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
<td>10 days OSS pending hearing</td>
</tr>
<tr>
<td>Theft/Extortion/Counterfeiting</td>
<td>3 days OSS and restitution</td>
<td>10 days OSS pending hearing, restitution</td>
<td>10 days OSS pending hearing, restitution</td>
</tr>
<tr>
<td>Using incendiary devices</td>
<td>5 days OSS and restitution</td>
<td>10 days OSS pending hearing, restitution</td>
<td>10 days OSS pending hearing, restitution</td>
</tr>
<tr>
<td>Vandalism (involved in altering, defacing or destroying school or private property)</td>
<td>1-5 days OSS, and restitution, suspension contract</td>
<td>10 days OSS pending hearing, restitution</td>
<td>10 days OSS pending hearing, restitution</td>
</tr>
<tr>
<td>Violating a behavior contract/conflict resolution agreement</td>
<td>3 days OSS</td>
<td>5 days OSS</td>
<td>10 days OSS pending hearing</td>
</tr>
</tbody>
</table>
**Possession of Weapons**

| 5-10 days | OSS pending hearing, suspension contract, counseling |

**This includes any clothing, items in personal possession (backpacks, etc.), activity, language, gestures, or combination thereof, which is known by any law enforcement agency, gang task force unit, or RRPS staff to be affiliated with any gang including, but not limited to, gang-related writing/drawings/graffiti in possession of the student. For safety and security reasons, this policy applies to all affiliated and non-affiliated gang members.**

**Fighting:**

Independence High School provides a safe and secure atmosphere for students, staff, parents/guardians and visitors; IHS has established a ZERO TOLERANCE Policy in dealing with fights on the school campus and surrounding area. Students are encouraged to seek mediation for all problems that may disturb the educational process.

1. Students involved in fighting will be subject to an open investigation that may result in suspension for 9 weeks. If students return the following semester, they must participate in a Student Success Plan or alternative placement.

2. Depending on the severity of the fighting, a DPS report may be filed and participants may be arrested.

3. Students involved in fighting will be suspended. See Level III.

4. Students observed to be encouraging other to fight will be suspended for three (3) days. These three days will be “unexcused” in accordance with the Attendance Policy.

5. Students suspended for the semester for fighting will have the opportunity to earn credits through work or through an on-line course. Trespassing on any RRPS property while suspended will result in arrest.

**Counseling:**

The counselor will maintain records, transcripts and Next Step Plans for students. Students must confer with the counselor for any issue that affects the permanent school record, such as scheduling or credit checks. The counselor is also available for academic counseling and facilitating parent/guardian/teacher conferences. Crisis counseling is available to all students. Career counseling and college-planning information will be available to parents and students.

**Social Work:**

The social worker provides services for parents and other family members to promote student success and serves as an advocate for students and their families. The social worker also provides services to help individual students alleviate social, emotional, and behavioral problems that impede school progress, consults and collaborates with school
administrators and school based professionals, and works in partnership with community agencies to coordinate services for students and families.

**Student Success Plan**
Students may be asked to participate in a Student Success Plan to help ensure the student is on track for graduation. Plans will be scheduled on an as-needed basis by administration.

**Drugs and Substance Abuse:**
Prescription drugs and over the counter drugs must be given to the nurse and will be dispensed by the nurse providing the proper forms have been completed. Illegal drugs, substance abuse and drug paraphernalia on the school campus and surrounding area will not be tolerated. Any student found in possession of drugs while on the Independence High School campus will be suspended from IHS for 5 to 10 days. A police report will be filed with the Rio Rancho Department of Public Safety. Students confirmed to be under the influence of illegal drugs while at school will be suspended. Students suspended for drug-related issues will be required to participate in drug-related counseling in order to return.

**Class Disruption:**
Independence High School promotes education as the number one activity and goal for students. To ensure that the educational process goes forward, class disruptions will not be tolerated. Students who disrupt the educational process will be removed from the classroom.

**Smoking or Possession of Tobacco Products on Campus:**
Independence High School is a smoke-free campus. Smoking of tobacco products on the campus will not be tolerated. The student will be assigned to an Alternative to Smoking Program (ATS) on the first offense.

**Habitual Behavior:**
It is possible under these policies to be referred to the administration for misbehavior on several occasions in the various clarifications without reaching the level of recommended expulsion. In order to discourage such a practice, students attending Independence High School who are referred to the administration for disciplinary action three (3) times during a semester, or five (5) times during a school year, may be recommended to the Hearing Authority for “Long Term Suspension” during the semester. If the student is allowed to remain in school and subsequent offenses occur, a recommendation for expulsion may be made by the administration.

**School Bus Discipline:**
It is the responsibility of the school bus driver to enforce all rules governing the conduct of students on the school bus. The driver shall report student noncompliance with these rules to the principal/designee in accordance with local school district policy. The following plan is used as a guide for all school sites:

**1st Offense** – First warning to student regarding loss of future riding privileges with continued offense. Student will be required to sit in front seat for five days. Notification to parent/guardian.

**2nd Offense** – One (1) to five (5) day suspension of riding privileges, depending on the seriousness of the infraction. Notification to parent/guardian.

**3rd Offense** - Five (5) day minimum suspension of riding privileges. The actual length of the suspension depends on the seriousness of the infraction. Meeting with school administration, DOST, and parents/guardians will be held.
Serious behaviors will result in suspension of transportation privileges for the remainder of the current school year. These may include but are not limited to:

- Physical harm to self or any student
- Possession and/or use of drugs
- Possession and/or use of weapons
- Physical harm to the driver
- Physical damage to the bus
- Bullying
- Objects thrown from the bus
- Other behaviors that interfere with school bus safety

In addition to suspension of transportation privileges, legal action against the student and/or parents/guardians maybe taken. In addition, students may be subject to disciplinary action for violation of district policies while on school buses or at authorized stops. Transportation to and from school for students who are suspended from school bus privileges is the responsibility of the parents/guardians

Guidelines for Student Removal:
The following guidelines will be utilized in determining the removal of a student from Independence High School:

1) **Attitude**: Does the student have a genuine interest in attending school and participating in a positive manner?
2) **Performance**: Is the student’s behavior having a negative influence on his/her fellow classmates and/or teachers?
3) **Options**: Does the student have other opportunities or alternatives to earn his/her High School Diploma?
4) **Progress**: Is the student making satisfactory progress toward graduation for each grading period and progress report?

STUDENT COMPUTER USE POLICY:
These guidelines, along with RRPS Board Policies, must be followed to prevent the loss of network and Internet privileges at Rio Rancho Public Schools.

1. Do not use a computer to harm or harass other people or their work (Board Policy, Article 477).
2. Do not damage the computer or the network in any way (Board Policy, Article 477).
3. Do not install your own software, shareware or freeware (Board Policy, Articles 477 and 478).
4. Do not violate copyright laws (Board Policy, Articles 475 and 477).
5. Do not view, send or display offensive messages or pictures; for examples, offensive message or pictures are those that you would not want your teachers or parents to see (Board Policy, Article 477).
6. Tell an adult in charge (teacher or administrator) immediately if you encounter materials that violate the rules of appropriate use (Board Policy, Article 477).
7. Do not share your password with another person (Board Policy, Article 477).
8. Do not open someone else’s folders, work or files without permission (Board Policy, Article 477).
9. Do not waste limited resources such as disk space or printing capacity.
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network and Internet privileges and be subject to disciplinary action (Board Policy, Article 477).
Privacy – Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students and staff are using the system responsibly.

Storage Capacity – Users are expected to delete material that takes up excessive storage space.

Illegal Copying – Users should never download or install any commercial software, shareware or freeware onto network drive, hard drives or disks. Extra care should be used in downloading e-mail since unknown files may be attached to the email. Students should not copy other people’s work or intrude into another person’s file.

Inappropriate Materials or Language – No profane, abusive, racial or sexist language or material should be used to communicate using the school’s network or the Internet, nor should materials be accessed that are not in accordance with RRPS Board Policy. A good rule is never to view, send or access materials that you would not want your teachers and parents to see. If you encounter such material by accident, please notify the supervising adult immediately. All use of RRPS computers; networks and the Internet must be in support of educational goals.
to allow the RRPS to include this type of information from your child's education records in certain print and electronic school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members and
- Activities, accolades and awards in school and district newsletters and on school websites

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and authorized media covering school academic and athletic activities.

For the 2019-2020 school year, RRPS has designated the following information as directory information:
1. Student’s name
2. Grade in school
3. Name of school
4. Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events
5. Weight and height of members of athletic teams
6. Honors and awards received
7. Yearbooks
8. Identification in visual media, including photographs, videotapes, and video images, depicting school programs or activities

If you do not want RRPS to disclose directory information from your child's education records without your prior written consent, you must notify the Principal of the School where the records are kept within 15 days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

**Information Supplied to Military Recruiters:** Two federal laws require local educational agencies such as RRPS receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. Forms are available at all schools serving students in grades 9-12 for notification of objections to such disclosures.

Complaints about failure of the Rio Rancho Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

**Protection Of Pupil Rights (“PPRA”) Notice**
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent
  2. Mental or psychological problems of the student or student's family
  3. Sex behavior or attitudes
  4. Illegal, anti-social, self-incriminating, or demeaning behavior
  5. Critical appraisals of others with whom respondents have close family relationships
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious practices, affiliations, or beliefs of the student or parents
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use—
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. RRPS administers an annual "Student Safety and Satisfaction Survey" to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their
child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:
1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901

Teacher, Instructional Support Provider, and Principal Qualifications

The federal No Child Left Behind Act and the New Mexico Public School Code afford parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children’s teachers, instructional support providers including paraprofessionals, and school principals. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 136.

August 2012 V. Sue Cleveland, Ed,D., Superintendent

GENERAL INFORMATION

Items Required for School:
Students should bring paper and writing instruments. (Students are NOT allowed to go to vehicles once school has started.)

Telephones:
Office telephones may be used in case of an emergency. Cell phones must be turned off during class time. The teacher has the right and authority to take the cell phone away for whatever time is deemed appropriate. The phone will be turned over to the school administrator.

Electronic Equipment:
All recreational electronic equipment use inside classrooms is at the teacher’s discretion. Cell phones are not allowed in the classrooms.

Textbooks:
Textbooks used at Independence High School are furnished through the Textbook Division of the New Mexico State Department of Education and, by law, are considered State Property. Students are held entirely accountable for reasonable care of textbooks and materials. Lost or damaged texts must be paid for by the student to whom the text was issued. The student must pay the replacement cost for any lost or stolen textbook before a replacement text will be issued. Diplomas and Official Transcripts may be withheld until all fines for lost or damaged textbooks or materials are paid.

**Our Students’ Children:**
Students who are parents may not bring their children to school during the regular school day unless their children are enrolled in the Presbyterian Medical Services Daycare. Students’ children will only be permitted in specified classes when requested by an instructor with the approval of the Principal.

**Emergency Procedures:**

**“Lockout”**

**Condition**
“Lockout” is called when there is a threat or hazard outside of the school building.

**Examples of Lockout Conditions**
The following are some examples of when a school or emergency dispatch might call for a Lockout.

1. Dangerous animal on school grounds
2. Criminal activity in area
3. Civil disobedience Lockout utilizes the security of the physical facility to act as protection.

**“Lockdown”**

**Condition**
“Lockdown” is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat.

**Examples of “Lockdown” Conditions**
The following are simply some examples of when a school or emergency dispatch might call for a Lockout.

1. Dangerous animal within school building
2. Intruder
3. Angry or violent parent or student
4. Active shooter

**“Evacuate”**

**Condition** “Evacuate” is called when there is a need to move students from one location to another.
Examples of “Evacuate” Conditions
a. Fire 
b. Gas Leak
c. Bomb threat
d. Post incident evacuation

“Shelter”

Condition
“Shelter” is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants.

Examples of “Shelter” Conditions
1. Tornados or Earthquakes
2. External explosive devices
3. External airborne irritants or hazardous materials
4. Flood

Secondary Evacuation Plan

Once it has been determined, that entry cannot be made back into the building steps will be taken to do a secondary evacuation.

1. In situations that only involve Independence High School
   a. Students will be walked over to the Police Station
   b. No parent pick up will be done at Independence High School.
   c. Parents will be directed to the appropriate pick up point (Parent Pick-up at the Police Station) and will go to the command post to check out their student(s).

2. In the event that there are multiple situations in the school district going on at the same time and evacuation cannot be done to the high school(s), alternative preparations will be made for students to be picked up.

3. In the event of a secondary evacuation Parents will be notified by phone (Robo-call) as to the situation and the location to pick up students.
   a. Only designated pickup points will be utilized.

Releasing Students

Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student. The coordinator will communicate with radio or runner to the station that have those students to have them meet at the pickup zone.

Leaving School Prior to the End of a Semester:

Students are permitted to end a semester early with administrative approval. In such cases, the parent/guardian(s) must make a request to the Principal. Approval will allow for provisions to be made for the student to complete his/her required schoolwork in a setting conducive to promoting student excellence and success.

Parking on Campus:

Students who drive a vehicle to school and park on campus must purchase a parking permit for $20.00 (cash only please). Please provide a photo copy of the applicant’s driver’s license, proof of insurance, and the vehicle’s registration. Campus parking is
a privilege. Students are reminded this privilege may be revoked if you fail to operate your vehicle in accordance with state law and school policy and procedures. IHS will not be held responsible for any loss, theft or damage to vehicles. As per school board policy, student(s), their personal effects, lockers, desks, and vehicle on school property are subject to search. These searches may be planned and/or random and do not require parental consent, or presence of a parent. If you drive on campus you agree to these terms.

**Fees:**

A fee of $5.00 will be charged for lost IDs.

**Graduation Exercises:**

Independence High School will have one graduation in May of 2015. Students must have earned 24.5 academic credits and EOC’s (no exceptions due to state law) to be eligible to receive a High School Diploma. Students who have received their 24.5 academic credits but did not pass the SBA will receive a Certificate of Completion.

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**Title IX**

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. The RRPS Title IX Coordinator, Tonna Burgos, is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact the RRPS Title IX Coordinator at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, (505) 896-0667.

**Section 504**

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). **This provision applies** to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS’s Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact the RRPS 504 Coordinator, Theresa Griffin-Golden, at the Rio Rancho Public Schools District Office, 500 Laser Rd. NE, Rio Rancho, NM 87124, and (505) 896-0667. Contact the principal’s secretary at IHS to obtain the name and phone number of the Site 504 Coordinator.
# Bell Schedule 2019-2020

## MONDAY, TUESDAY, THURSDAY, FRIDAY

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Hour</td>
<td>7:00 am - 7:43 am</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td>7:45 am – 9:10 am</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>9:12 am – 10:37 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:39 am – 11:09 am</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>11:11 am – 12:36 pm</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>12:38 pm – 2:03 pm</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Hour</td>
<td>2:05 pm – 3:35 pm</td>
</tr>
</tbody>
</table>

## Wednesdays

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Hour</td>
<td>7:00 am - 7:43 am</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td>7:45 am – 8:50 am</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>8:52 am – 9:57 am</td>
</tr>
<tr>
<td>Credentialing</td>
<td>9:59 am – 10:29 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:31 am – 11:01 am</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>11:03 am – 12:08 pm</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>12:10 pm – 1:15 pm</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Hour</td>
<td>1:17 pm – 2:57 pm</td>
</tr>
</tbody>
</table>

## INDEPENDENCE HIGH SCHOOL STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bollman, Christy</td>
<td>Registrar</td>
<td>505-962-1804</td>
</tr>
<tr>
<td>Carley, Sue</td>
<td>Principal</td>
<td>505-962-1801</td>
</tr>
<tr>
<td>Cook, Jennifer</td>
<td>Counselor</td>
<td>505-962-1834</td>
</tr>
<tr>
<td>McKinney, Raelani</td>
<td>Receptionist/Attendance</td>
<td>505-338-4658</td>
</tr>
<tr>
<td>Moore, Stephany</td>
<td>Assistant Principal</td>
<td>505-962-1807</td>
</tr>
<tr>
<td>Satriana, Shanae</td>
<td>Social Worker</td>
<td>505-962-1833</td>
</tr>
<tr>
<td>Solivan, Nicole</td>
<td>Administrative Assistant</td>
<td>505-962-1802</td>
</tr>
</tbody>
</table>
SUPPLY LIST

1 PACKAGE #2 PENCILS
2 3-RING BINDERS (1 inch)

1 PACKAGE NOTEBOOK PAPER
BLACK/BLUE PENS

1 BOX OF TISSUE
HIGHLIGHTERS

MATH STUDENTS:

1 BASIC SCIENTIFIC CALCULATOR

E2020 STUDENTS:

HEADPHONES – 1 SET
I HAVE READ AND REVIEWED THIS HANDBOOK WITH MY SON/DAUGHTER.

_________________________________  _______________________
Parent’s Signature                        Date

_________________________________  _______________________
Student’s Signature                        Date

_________________________________  _______________________
Advisor’s Signature                        Date

Please return this page to your Advisor within two weeks of enrollment to earn 1 Point of Service Learning Credit.

1 Point of Community Service Credit

Awarded to: ____________________________
(Please print student’s name.)

Advisor’s Signature: ____________________

Student Signature Page

I, ____________________________ , have read and acknowledge all policies and procedures as outlined in the 2019-2020 Student Handbook.

Signed this date, _____________2019

_________________________________
Student Signature