

Hobbs Online Learning Academy (HOLA)

(K-12)



Student Handbook
2020-2021

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Welcome to Hobbs Online Learning Academy (HOLA)

Student Handbook

Hobbs Municipal Schools welcomes the opportunity to introduce HOLA, the newest and most innovative educational delivery system. It is our privilege to offer the best possible educational services, technology, and curriculum.

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

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

Students who wish to enroll in HOLA can do so through the HMS registration process using Skyward ([link here](#)). Students who enroll in HOLA are expected to complete a nine-week grading period before opting back to the traditional campus.

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

Our Mission

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

Who is a good candidate for HOLA?

- Self-motivated and self-disciplined students who can work independently.
- Students who know how to ask for help when necessary.
- Students who can set short-term and long-term goals and meet deadlines.
- Students who attend classes daily.
- Students who read/write on grade level. Due to the nature of online learning, struggling readers may need parent support. In addition, parents should ensure that children are engaged in learning, complete assignments and take tests on time.
- Because K-3 children are mastering critical skills such as reading, HMS recommends that younger students not participate in full-time online learning.

HOLA Staff

HOLA Principal – LaShawn Byrd	ByrdL@hobbsschools.net	(575) 433-0200
HOLA Counselor – Ashley Gaytan	Gaytana@hobbsschools.net	(575) 433-0200
Athletics – Brenda Wilson	WilsonB@hobbsschools.net	(575) 433-0200
Title IX coordinator- Godswill Barrah	BarrahG@hobbsschools.net	(575) 433-0100

Registration Requirements

ALL students - returning and new:

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

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

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

ENROLLMENT INFORMATION FOR SCHOOL YEAR 2020 - 2021

Go to the website at: www.hobbsschools.net and click on the Parent Tab, then on School Zone.

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

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

List A

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

List B

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

Attendance Policy and Procedures

Research shows that students are not successful learning the curriculum if they do not participate in the lessons prior to taking the assessments in the software.

- The student must log on daily to complete assignments. Failure to engage in lessons daily will result in the student falling behind.
- The student has a regular school calendar year to complete the course as assigned by the teachers. Daily lessons should be completed in timely fashion in order to maintain pacing and ensure completion of the course.
- Students enrolled at HOLA are required to follow PED guidelines on state testing.
- At the high school level, it is recommended that the students meet with their counselor to ensure that they are on track for graduation.
- Students utilizing an HMS computer will be required to sign the technology [user agreement](#).

Academic Requirements

Elementary Guidance –although On-Line learning is available to students K-5, Hobbs Municipal Schools encourages all students K-3 to attend school in a traditional setting if at all possible. With the realization that situations occur where it is in the best interest of a student to attend On-Line School, Parents must play a vital role in supporting the instruction of their student while at home.

Middle School Guidance - With the realization that situations occur where it is in the best interest of a student to attend On-Line School, parents must play a vital role in supporting the instruction of their student while at home. Students who are behind grade level will require much more help from an adult to make sure the student is successful in the on-line environment.

HHS GRADUATION REQUIREMENTS

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

ACADEMIC REQUIREMENTS

Units

English 4
Math 4 (one unit = or > alg. 2)
Science 3 (2 yrs. Must be lab sci.)
New Mexico History .5
Electives 9
Physical Education 1

Units

World History & Geography 1
U.S. History & Geography 1
U.S. Government & Economics 1
Career Cluster, Work Place Readiness or 1
Language other than English
Health .5

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

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

How do I know if my student is on track to graduate?

Please use the guide below to determine if your student is on schedule to graduate.

Freshman.....0-7 credits
Sophomore.....8-14 credits
Junior.....15-21 credits
Senior.....21-26 credits

B. HOLA Course Descriptions

Please click on the links below to get a description of the courses offered by grade level.

[K-5](#)

[6th](#)

[7th](#)

[8th](#)

[9th](#)

[10-12th](#)

Courses not offered at HOLA

- Some courses not offered via Edgenuity may be taken by students at the school campus, pending availability due to scheduling and enrollment.
- In order to provide students with as many opportunities as possible, HMS will offer high school students some options that are not available in the online setting, for example:
 - ACT Academy at NMJC
 - Advanced Courses
 - AP Chemistry
 - AP Studio Art
 - AP Seminar
 - Activity Courses
 - Athletics
 - Band
 - Choir
- HOLA students who attend on-site courses are subject to the rules and code of conduct enforced on that campus. This includes extra-curricular activities.

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

C. Grading System

1. Grades and Reporting - Parents and students have access to the student's progress and grades at all times in Edgenuity. It is expected that parents and students check their grades in the Edgenuity platform.
2. Grade reports will be via Skyward every 3 weeks. A student's "Actual Grade" from Edgenuity will be reported in Skyward each grading term. [Please see the link for a helpful video on edgenuity grading.](#)

Placement in HOLA/Harold Murphy Alternative School

Students, in order to recover missing credits, may be transferred to the Harold Murphy Alternative School.

How to be Successful at HOLA

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

1. Student
 - a. Set a special time and place to study.
 - b. Be an independent learner and complete assignments.
 - c. Maintain consistent communication with your course monitor.
 - d. Access tutoring systems online if needed.

Log in:

<https://www.edgenuity.com/login/>

2. Parent
 - a. Provide a quiet study place, consistent time, and materials for completion.

- b. Monitor your student’s progress and time on task by utilizing the tools within the edgenuity software.
 - c. Be positive and encouraging when discussing their online work.
 - d. Praise their efforts and good class work habits – this may be the key to success.
3. Monitor
- a. Hobbs Staff member will help facilitate students as they utilize the digital curriculum.
 - b. Provide students with guidance for finding and using resources.
 - c. Communicate concerns or positive progress.

Plagiarism

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

General Policies and Guidelines

1. Laptops for Students

Laptops will be provided to any student who wishes to use an HMS device. The usage of the device will be accompanied by an [appropriate usage agreement](#) in order to receive a device.

2. Procedures for Withdrawing from School during the Year.

In order to withdraw from HOLA, please contact the HOLA counselor.

3. Procedures for Returning back to “traditional” school.

In order to ensure that a student has a smooth transition back to “traditional” school, it is highly recommended that a student remain in the online setting for an entire grading period.

4. Student Records

Records of transferring students are released to receiving schools upon written request from the parent/guardian or student of legal age, or from appropriate authorities at the receiving school.

5. HOLA students on regular campus/transportation

In some cases, an HOLA student may have a course or activity on the main campus. The expectation is that students will check in to the office. In that case, it is the responsibility of the student/family to provide transportation to and from the home to the campus. While on campus the student is expected to adhere to all campus rules as outlined by the [School Campus Handbook](#). Examples include but are not limited to ID’s, Dress Code, usage of Personal Protective equipment (masks), and general behavior. While on campus, a user must follow the appropriate guidelines for [internet use](#).

6. Athletics & Extra-Curricular Activities

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