



WLV Valley Middle School
&
West Las Vegas Middle School

2017-2018
PARENT/STUDENT HANDBOOK

WEST LAS VEGAS DISTRICT MISSION STATEMENT

The West Las Vegas School District consistently continues to revise its curricula and implement new and innovative programs to allow its graduates from West Las Vegas High School to enter society and the general workforce with the ability to solve problems, be aware of technological changes, and employ technological applications. Graduates will possess skills allowing them to effectively utilize free time on task. Students will be prepared to utilize critical thinking skills and capitalize on logic and common sense in the resolution of day-to-day problems.

More importantly, the district upholds the human aspect and respect for individuals of different cultural backgrounds and races as well as respect for the environment, nature, wildlife, and those with whom it shares its existence in a democratic society within our community, state, country, planet and universe. The district's ultimate goals are to produce graduates who can compete globally for employment and will continue to pursue education for the sake of self-growth.

WEST LAS VEGAS CARES

C-----CONSIDERATE

A-----ACCOUNTABLE

R-----RESPECTFUL

E-----ENTHUSIASTIC

S-----SAFE

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 C. Students must not have more than three unexcused absences in the field trips grading period
 D. No refunds will be given from funds raised at fundraisers, should a student not be able to attend the trip

XII. Chain of command must be followed
 A. Parents will speak to classroom teacher
 B. Parents will speak to building principal
 C. Parents will speak to Superintendent

I. ACADEMICS

A. EVALUATION OF STUDENT PROGRESS

Progress reports will be sent midway through the reporting period. Conferences are encouraged whenever the parent, principal, or classroom teacher wants to discuss a student's academic and social progress. Parent Aide is available for parents to monitor student grades. Parents/students may request a printed/written progress report at any time. A conference with the grade level team may be arranged through our school counselor.

Teachers will provide exam reviews prior to final exams for each grading period. Final exams will be administered at the end of the grading period. ***Final exams may carry a greater weight than classroom assignments and homework.*** Thus, it is important that students attend school on final exam days.

FIRST SEMESTER

First Grading Period

Beginning of 1 st Grading Period	August 14, 2017
Progress Reports	September 12; October 3
Final Exams	October 12, 13, 14, 2017
Grades Due	October 21, 2017
Open House/Report cards	October 26, 2017

Second Grading Period

Beginning of 2 nd Grading Period	October 17, 2017
Progress Report	November 9; December 5
Final Exams	December 14, 15, 16, 2017
Grades Due	December 20, 2017
Report cards issued	January 9, 2018

SECOND SEMESTER

Third Grading Period

Beginning of 3rd Grading Period	January 4, 2018
Progress Report	January 23; February 13; February 27, 2018
Final Exams	March 1, 2, 3, 2018
Grades Due	March 7, 2018
Report cards	March 17, 2018

Fourth Grading Period

Beginning of 4 th Grading Period	March 14, 2018
Progress Report	April 3, May 1, May 22, 2018
Final Exams	May 23, 24, 25, 2018
Grades Due	May 26, 2018
Report cards for pick up	June 5-9, 2018

B. GRADING SYSTEM

Each student's academic progress and conduct are documented using progress reports and reports cards. Report Cards are issued after each grading period. A student must be present one day more than half of a reporting period to receive a report card. An exception to this rule exists if, after an extended illness, the student has made up all his/her work before the end of the nine weeks.

Grades are determined by the classroom teacher based on student mastery of Common Core State Standards/New Mexico Standards and Benchmarks on assignments such as daily assignments, special projects, quizzes, and exams. Grades reported at each nine-week period on a student report card.

The following is the Valley/WLVMS Grading Scale:

Percentage	Letter Grade	Grade Description
90-100	A = 4 points	Superior
89-80	B = 3 points	Above Average
79-70	C = 2 points	Average
69-60	D = 1 point	Below Average
59 and below	F = 0 points	Failing

C. RESPONSE TO INTERVENTION

When a student is experiencing academic and/or behavior difficulties, the WLVS School District has the responsibility of providing additional support for our students. Students are identified for these classes through our short cycle assessment and /or state mandated testing. **Due to our School Grade students must remain in the designated Intervention class until they test proficient on the short cycle (MAP) assessment or SBA/PARCC.**

If a student is experiencing behavioral/social difficulties, our school counselors provide support for students. If additional support is deemed necessary, we will make referrals to the Student Health Center and other outside agencies that work with WLVS School District. Students that continue to demonstrate academic and/or behavioral/social difficulties will be referred to a Student Assistance Team (SAT) which documents difficulties and creates a plan to address student academic/behavioral/social needs.

D. TESTING

State-mandated testing is conducted each school year. The test results of the individual students are made available soon after the results are received. These tests are a diagnostic tool to be used for classroom instruction and assist in determining individual student skills. Test results will be reported to students and parents. Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

The following is a list of tests that are required of Valley/WLV Middle School students:

- New Mexico Standards Based Assessment /PARCC Assessment
- NWEA Measure of Academic Progress (MAP)—Short cycle assessment administered three times per year

- ACCESS—administered to all English Language Learners (ELL)
- LAS Testing—any student in which a second language is in the home
- WPT Testing---New students to the district to determine English Language Proficiency.
- School Counselor will send reports with child.

E. HOMEWORK

Homework is a very important part of the educational process. There is a positive correlation between classroom learning, homework and student achievement. Please check your child's homework regularly to ensure your child is being responsible in getting assignments complete and turned in on time.

F. STUDENT RECOGNITION

Students will be recognized for academic achievement and exhibiting exemplary character after each grading period. Students with a GPA of 3.0 or above will be considered Honor Roll students.

- Students of the month per grade

G. PROMOTION/RETENTION GUIDELINES

Students are required to make adequate yearly progress. **Options for Grades 1-7**

1. If adequate yearly progress is made, the student is promoted to the next grade.
2. If adequate yearly progress is not made, the student shall participate in a remediation program. School District personnel will certify that the student has made adequate progress, and shall be promoted to the next grade.
3. If adequate yearly progress is not made upon completion of the remediation program and upon recommendation of the teacher and school principal, the student shall:
 - a. Be retained in the same grade for not more than one school year with an academic improvement plan developed by the student assistance team (SAT), or
 - b. Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. Students failing to make adequate yearly progress at the end of the year with the implemented plan will be retained in the same grade for no more than one year in order to master the required content standards.

At the end of eighth grade, a student who fails to make adequate yearly progress in core areas, and shall be retained in the eighth grade for no more than one school year to make adequate yearly progress. If the student assistance team determines that retention of the student in the eighth grade will not assist the student to make adequate yearly progress, the team will design a high school graduation plan to meet the student's needs. This plan will clearly define the student's deficiencies and prescribe a specific remediation plan at the high school.

H. SUCCESSFUL STUDENT BEHAVIORS

Staying on task during academic learning time is vital. Students should practice the following behaviors at school and home:

- Be on time
- Have necessary supplies
- Respect adults and peers

- Be a good listener
- Follow directions carefully
- Talk at the proper times
- Ask questions if you do not understand
- Always do your homework, and return it at the assigned time
- Read at every opportunity
- Take care of yourself before you take care of others

I. STUDENT RECORDS

Both federal and state law safeguards student records from unauthorized inspection or use. The Law also provides parents and “eligible” students certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of post secondary education. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of the student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records only if the school is given a copy of the court order terminating these rights. All information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential.

Educational records may be released to the following:

- Parents – married, separated or divorced unless parental rights have been legally terminated.
- District staff members who have a “legitimate educational interest”.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers.

The principal is the custodian of all records for currently enrolled students at the assigned school. A parent may review and inspect their student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights.

J. TITLE I

WLVS receives Title I funds. As a parent at a Title I Schools you have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- To request information about the qualifications of any paraprofessional who may provide services to your child and to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum.

K. Schedule Changes

Schedule are designed to meet your child’s specific needs, therefore, schedule changes will not be allowed. (If a schedule change is necessary, only the Principal can approve changes.)

L. Grade Policy to Participate in Clubs/Sports

NMAA Eligibility Bylaws:

- Student participation in interscholastic activities plays a significant role in personal and educational development. It is used as a means of developing wholesome attitudes and well-rounded citizens, who are better prepared to face the challenges of adult life as a result of their interscholastic experiences. **Participation is a privilege, not a right.** Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Personal conduct and attitude of Student participants must reflect high standards of respect, integrity and responsibility.
- **Note:** Participant shall be defined as a Student who represents his/her school for any period of time. A participant is any Student who has an official role with an New Mexico Activities Association sanctioned program, including, but not limited to, managers, statisticians, team videographers, etc. Participating students are required to compete in the gender listed on their original or amended birth certificate.
- Students participating in interscholastic activities represent the school, depict its character, and serve as role models to other Students. Accordingly, participants are subject to a standard of academic performance and to higher standards of conduct both in and out of the school setting. Continued participation in interscholastic activities is conditioned upon observing and maintaining such standards. It is the responsibility of the Local School District to ensure that necessary disciplinary measures are strictly enforced.
- **Note:** The Student and his or her Parent(s) or Legal Guardian(s) are responsible for becoming familiar with the rules and regulations of the New Mexico Activities Association and the Student's respective school. If a Student, the Student's Parent(s) or Legal Guardian(s) falsify information to the school or the New Mexico Activities Association, the Student shall be declared ineligible for participation for a period of 180 school days/365 calendar days in all sports at all levels from the date of discovery that information has been falsely presented.
- **Academic Eligibility**
 - A Student shall have a 2.0 grade point average with no more than one (1) F, based on a 4.0 grading scale, or its equivalent, either cumulatively or for the six or nine week grading period immediately preceding participation. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
 - All class work counted for eligibility must be acceptable for graduation.
 - The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - Cumulative Provisions
 - The cumulative provision may be applied only at the beginning of a semester.
 - Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 - The cumulative provision MAY NOT be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
 - A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately

preceding participation to take advantage of the cumulative provision option.

- Stricter guidelines may be imposed by the local school board/district.

Middle School Extracurricular Activities Eligibility:

- Report cards will go out every 9-weeks to determine the student's eligibility for that whole 9-weeks. NMAA eligibility bylaws are followed at each report card time.
- Progress reports will be sent out to parents and coaches/sponsors every three weeks throughout each 9-week period. Students CANNOT have a "D" in any class, during a nine-week period, to be eligible to participate in any extracurricular activity.
- Students will be able to participate in practice, games, or competitions during the week after progress reports have been sent out and they have that week to bring up their grades. Once the week is over, if the students have not brought their grades up to higher than a "D" then they will be unable to participate in any practices, games, or competitions until they fulfill what is required by them to bring their grades higher than a "D". In the event that progress reports go out right before a vacation or break, the students will be able to participate in all activities during that break, but will have to meet with the teachers of the grades lower than a "C" once regular school returns to session. They will then have that week to bring all grades up to the requirement of the school to be able to participate in all activities of the sport or extracurricular activity.

II. ATTENDANCE

A. STUDENT ATTENDANCE

Students are required to attend school for a total of 1080 hours per school year according to Public Education Department Regulations. Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. We strive to stay above a 95 percent attendance rating. We encourage your child to attend school every day.

B. ABSENCES, MAKE-UP WORK, AND STUDENT GRADING

- It is the responsibility of the parent/guardian to provide written notification of absences.
- Written notes must include:
 - Student Name
 - Date(s) of absence
 - Explanation of absence(s)
- Student/Parent are responsible for obtaining missing assignments.
- Students will have the same number of days, as they are absent, to make up work.
- Out of school suspension: Students will be allowed to make up work with a reduction of a grade up to 30%. Student/Parent is responsible for requesting the work and returning it by deadline.

C. TRUANCY NOTIFICATION

Our JMAC Reporting system will automatically notify parents in the event of an absence. Students who miss 3 days are referred to the WLVS D Truancy Officer. Upon missing 10 days an attendance contract will be executed. Continued absences will result in a referral to Juvenile Probation Office

(JPO).

D. SCHOOL DAY

WLVMS— 8:00 a.m. - 3:05 p.m. (subject to change)

VMS — 7:55 a.m. - 3:00 p.m. (subject to change)

Students should not arrive at school before 7:30 a.m. as there is no direct adult supervision.

E. TARDY / SIGN-IN PROCEDURES

If your child is late to school, please walk your child to the office, and sign the child in. Failure to follow this procedure may result in an absence.

Students are marked tardy if they are not in class when tardy bell rings. Students with excessive (3) tardies will be referred to the District’s Truancy Officer.

F. SIGN-OUT / EARLY PICK-UP PROCEDURES

Parents are required to report to the office and sign the student out of school on the appropriate form. Students will **NOT** be released unless a parent, guardian or individuals listed on the emergency release form comes personally to the school office to sign them out. Identification will be required to sign a student out of school. Students will not be released to anyone who is not listed by the parent on the enrollment/emergency form. Please provide a written excuse.

Excessive early pick-ups shall be referred to the District’s Truancy Officer. It is important for students to remain in school for the duration of the school day.

III. STUDENT NUTRITION

A. MEALS

WLVS participates in Provision II, which allows the district to provide Breakfast and Lunch **free of charge** to all students.

****Outside food must be delivered to the Cafeteria during the designated times. Office personnel will NOT handle or deliver any outside food. ABSOLUTELY NO FOOD WILL BE ALLOWED IN CLASSROOMS.**

****Concessions are available ONLY after the students have eaten lunch.**

****Students cannot sell food/items for personal profit on school campus/school property during school time**

IV. DISCIPLINE

To achieve the best possible learning environment for all our students, campus rules and discipline will apply:

- During the regular school day or while a student is going to and from school on district transportation.
- During lunch periods.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.

- Any time a student is on school property.

A. BUS

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations **as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised**, may have their transportation privileges revoked by school officials.

It is important to remember that the bus drivers are in complete charge of the students who ride on their buses. The Bus Driver's instructions must be followed at all times.

Students must adhere to the following:

- Students must remain seated while the bus is in motion.
- When students are waiting for the bus before school, they must stay in the appointed areas until the bus arrives.

WLV Schools have outlined procedures and regulations to deal with any misbehavior on school buses. Students will be disciplined for the following infractions:

- Unacceptable Behavior (Drinking, smoking, chewing gum, eating, excessive noise, profane language, sexual misconduct, or throwing objects are not allowed on the bus.)
- Bringing weapons onto school buses
- Possession and/or use of illegal drugs
- Failure to remain seated
- Refusing to obey driver or bus assistant
- Fighting/pushing/tripping
- Destroying school property
- Other behavior that compromises the safety of self or others

Consequences for Bus Infractions

- 1st Bus Referral: Conference with Student and Parent Notification.
- 2nd Bus Referral: 3-day suspension from bus transportation
- 3rd Bus Referral: 5-day suspension from bus transportation. Possible meeting with parent/student/ Transportation director/ Driver.
- 4th Bus Referral: Student loses bus privileges for the remainder of the year/term

If a student chooses to ignore a rule, the principal, upon receipt of a written Bus Conduct Report signed by the driver, will take disciplinary action at his/her building site. Serious violations may result in suspension of transportation privileges and possible legal action with charges being filed. If you have any questions, you may contact the WLVS Director of Transportation at (505) 426- 2313.

B. DISCIPLINE MANAGEMENT PLAN

WLV Middle School has developed a school-wide plan that covers, not only the classrooms but also the cafeteria, the hallways, the playground, and other areas on the campus.

C. DISCIPLINE TECHNIQUES

The guiding principle of this or any other good system of school and classroom management is that its purpose is teach and encourage students to accept responsibility for their actions, decisions and

regard the rights of others. Discipline techniques may include: reinforcement, behavioral contracts, verbal redirection, counseling, and withdrawal of privileges, detention, conferences, removal from class, suspension, cool down time, alternative setting, and/or expulsion.

D. GANG-FREE ZONE

Every school in WLVS has been designated as a gang-free zone. This designation includes all school property, school buses, and 300 feet from any school property. Any student that engages in conduct determined to be gang related within this zone will be disciplined as per established code of conduct.

E. PARENT / STUDENT-CONCERNS / COMPLAINTS

A parent/student having a complaint/concern shall request a conference with the principal.. If the outcome of the conference with the principal does not produce an equitable resolution, the parent may request a conference with the Superintendent or designee.

F. SEXUAL MISCONDUCT

The WLVS Middle School student conduct should not involve any sexual misbehavior or harassment, which includes any form of pornography, sexting, physical contact, suggestive language, or profanity. Strict discipline measures will be taken.

G. NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS

The District's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be suspended for a minimum of three school days or placed on a long-term suspension; in addition they will be referred to appropriate law enforcement officials for criminal prosecution. The law states student use of alcohol and illicit drugs are both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol, tobacco, tobacco products, E-Cigs, and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory.

H. WEAPONS

It is unlawful for any individual to possess a firearm in a school zone. WLVS will call authorities and will file charges under the Judicial Code and/or under State Firearms Code when any violation occurs.

A student shall not enter onto the school premises in possession of a firearm, explosive, weapon, or knife. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive, weapon, or knife. Students are also prohibited from bringing to school or a school related activity any other weapons.

Weapons include, but are not limited to:

- Guns of any kind
- Fireworks of any kind
- Clubs or night sticks
- Razors
- Metallic Knuckles
- Chains
- Knives

- ANY object used in a threatening manner with intent to inflict bodily injury on another person.

The possession or use of articles not generally considered weapons may be prohibited when, in the building administrator's or designee's judgment, a reasonable perception of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

I. BULLYING

Bullying is defined as a 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, 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.

If you feel you have been a victim of Bullying you have thirty (30) calendar days to notify the school administrator or designee. The sooner the administrator is notified, the sooner it can be investigated. If you need more information or guidance, please contact the principal as soon as possible.

V. STANDARD OF DRESS

West Las Vegas School District authorities encourage a positive attitude toward the student's conduct and appearance. Dress and grooming have a definite bearing on attitude and behavior within the school environment. Dressing within the boundaries of decency, modesty, responsibility and social acceptability is our school's expectations. Appropriate attire should be practiced at school and all school sponsored activities.

Students and their parents/guardians have the right to determine the dress and personal appearance of students. Exceptions to this right, however, are:

- When dress or appearance presents a health or safety hazard;
- When dress or appearance is in violation of municipal or state law;
- When dress and appearance presents a potential for disruption to the instructional program to include body piercing, other than ear piercing, revealing or overly distracting attire, a display of violent, anti-social behavior, gang activity, the occult, profanity or vulgarity;
- When dress and appearance advertises, displays, or promotes any drug including alcohol or tobacco;
- Depicts sexual or related activity;
- When dress and appearance displays disrespect, and/or bigotry towards any group, or person.

If there are questions about apparel, clarification should be obtained prior to wearing it to school.

The administration has the authority to determine the appropriateness of student dress. In

determining the inappropriateness of dress the administration will take just, sound, and consistent action. The campus administration has the authority to determine any inappropriateness of dress of students on that individual campus, pursuant to these policies. The final decision with regard to the standard of code rests with the campus principal.

The following standard of dress applies to the WLVMS and VMS:

A. DRESS CODE

- Clothing will be neat, clean, and appropriately sized.
- Students are expected to be clean and neatly groomed while attending school and all school-sponsored functions.
- Hats, caps, and apparel with a head covering are permitted to be worn onto school grounds; however they may **not be worn inside the building**, and must be worn appropriately (i.e. brim forward, hood down).
- Use of prescription sunglasses are allowed to be worn outdoors. Non-prescription sunglasses are not allowed.
- Visible body piercing or jewelry ornamentation is not encouraged, however, ***injuries due to piercings are not the liability of WLVMS/VMS school personnel or WLW School District.***
- Tattoos which are offensive or vulgar must be covered.
- If belts are worn, the entire belt must be worn through the belt loops.
- Pants must be worn around the waist in an appropriate manner (**no sagging or bagging**). Under garments must not show. This applies to both males and females.
- Girls' and boy's shorts and skirts must not be shorter than 3 inches above the knee.
- No half shirts, muscle shirts, spaghetti strap shirts, mesh and see through clothing, shirts with partial coverage or open sides will be allowed.
- No clothing which contains symbols, pictures and/or printing referring to drugs, alcohol, satanic topics, obscenities, etc.
- No pajamas and no slippers may be worn to school.
- Clothing must be free of rips and tears, especially above the knee. (Decision is Administrator's discretion)
- Headbands, armbands, wristbands, and bandanas (regardless of color or design), hair picks/combs with metal tines and hairnets are not allowed. (Decision is Administrator's discretion)
- Chains (including wallet chains)
- Both sides of suspender straps must be fastened over the shoulders.
- Gang attire of any kind is strictly prohibited.
- Gang identification paraphernalia such as gloves, rags/bandanas are prohibited.
- Rosaries that are worn, must be tucked into their shirt or blouse.
- Trench coats or excessively long coats below mid thigh level are prohibited.
- **FOOTWEAR:** Shoes, sneakers or the appropriate footwear for classroom environment must be worn at all times. Flip-flops, open toed shoes, or wheels on shoes pose a danger to students and are unacceptable at school. (These types of shoes do not protect feet properly).
- Parents will be notified about bringing in a change of clothing or student will be provided with a t-shirt

GREEN & GOLD OR DISTRICT EMBLEM SHIRTS & JEANS CAN BE WORN ON ANY DAY OF THE WEEK.

*****Dress Code Violations will follow the WLVMS/VMS Discipline Matrix***

*****Continued dress code violations result in Level II Discipline Matrix Consequences.****

VI. HEALTH RELATED MATTERS

A. PHYSICAL EDUCATION

All 7th grade students will receive physical education as required by NMPED. Students are required to bring a change of clothing (T-shirt, shorts/sweats and tennis shoes) to participate in PE class. Failure to dress out and participate will affect student's grade. If a student has medical limitations for PE a doctor's note is required. For those seventh graders that do not pass PE, there will be an 8th PE class that they will be placed in to fulfill this requirement.

B. IMMUNIZATIONS/ILLNESS/INJURY

Immunization Requirement:

- All students must comply with the New Mexico Department of Health & Human Services Guidelines. A student must submit proof of a complete immunization record prior to entering New Mexico Public Schools. Failure to comply with state requirements may result in delayed enrollment or withdrawal from that school until immunizations are current.

Medication Administration:

- Medication Authorization Form is available at individual school sites. Prescribed medication will not be given without written parental consent and doctor's written authorization. For further information contact the district nurse at (505) 429-3329.
- All medication, brought to school, must be in its original packaging, properly labeled.
- Over-the-counter medication requires written parental consent stating that the child has no known allergies to the medication. The medication can only be given as directed by the manufacturer and must be FDA approved. For further information contact the school nurse at (505) 429-3329.

Communicable Diseases:

To protect our school community, students with known contagious diseases are excluded from attending school until they provide a doctor's release. Symptoms that could warrant exclusion from school are: a temperature of 100 degrees or more, vomiting, diarrhea, head lice (students will be checked twice a year in the early fall and early spring), an undiagnosed rash, discoloration of eyes and/or suspected bacterial meningitis. In such situations, a parent/guardian must pick up the student. A student must be fever free for 24 hours without the use of medication before returning to school.

Emergency Information:

In addition to the regular enrollment form, an emergency contact form is required for all students. It is important that you, the parent/guardian complete the emergency contact form and return it to your child's school. **Parents/guardians must provide current telephone numbers, for emergency purposes.**

Vision and hearing screenings will be conducted throughout the school year for Eighth Grade students. If there is a problem with the student's screening, the parent will be notified and be expected to take the student to the appropriate health care provider for a professional evaluation. Please notify the school nurse of the evaluation's outcome (i.e., glasses prescribed, ear infection).

If a student's temperature is above 100° or the student is vomiting, has diarrhea, a suspicious rash, discoloration and/or drainage of the eyes, suspected communicable disease or head lice, the parent

will be notified, and the student will be sent home. In the case of communicable disease, proper physician documentation may be required for the student to re-enter school. If a student sustains an injury while at school, he/she will be taken to the School Office and the District Nurse will be notified. In the case of major injuries such as fractures, large lacerations, severe contusions, head injury or eye injury, the parent will be notified immediately, and emergency measures will be taken. Minor injuries such as abrasions, small cuts, nosebleeds, etc., are treated, and the parent will be notified if necessary.

VII. PROCEDURES AND ROUTINES

A. BAD WEATHER DISMISSAL

District Superintendent and Transportation Director will make decision before 6:00 a.m. if the buses can safely run, school will be in session. If school is closed, KFUN and KNMX radio stations along with KOAT-TV, KOB-TV, and KRQE-TV will be notified. Voice Messenger System will contact the number that was provided in the registration packet.

B. COMPUTER RESOURCES

Consequences for students caught accessing games and other unauthorized sites will be addressed through the WLVMS/VMS Discipline Matrix.

Parents and students must have a signed Internet agreement form on file.

C. COUNSELING SERVICES

Counseling guidance is part of the curriculum offered at our school. The counselor is available to assist and advise each student about personal problems and academic problems.

D. DISASTER DRILLS

One fire drill is conducted weekly for the first month of school, thereafter, monthly in accordance with state regulations. Teachers will instruct students in the proper procedure. Other drills such as lock-downs etc., will be conducted during the year. Parents and other visitors are expected to participate in all disaster drills being conducted while they are on campus.

E. EQUAL EDUCATIONAL OPPORTUNITIES

The District shall provide a free appropriate public education to each qualified disabled student within the District's jurisdiction, regardless of the nature or severity of the student's disability. The Section 504 Committee shall be facilitated by the school counselor and shall include persons knowledgeable about the student, the modification options, and the legal requirements regarding least restrictive environment and comparable facilities for disabled students. Students may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if they are in need of special instruction or services.

F. LIBRARY

Some rules may vary from campus to campus according to the school schedule; however, the following basic rules apply to all WLV school libraries:

- The book becomes the student's responsibility when he/she checks out the book.
- Books are checked out on a rotating basis.
- Lost or damaged books must be paid for at the current cost of replacement.
- If a student has an overdue book, or owes for a book, he/she will not be allowed to check out

a book until the record is cleared.

G. PARENT ADVISORY COMMITTEE

Parent Advisory Committee (PAC) is designed to support and inform parents regarding the educational program at the school site. The PAC Chairperson will send notices home prior to regular meetings and special events. All parents and teachers are encouraged to participate.

H. STUDENT INFORMATION

It is a requirement that all student records reflect the child's legal name. It is imperative that we have current information on file for you and your child. If your last name, street address, or telephone number changes at any time during the school year, please notify the office. This is very important in keeping our records up to date and also being able to contact a parent/guardian in the case of an emergency. If custodial care of your child changes during the school year, it is a parental responsibility to provide the school with a copy of the legal documentation. We must have a legal birth certificate, immunization record, FERPA release form, Internet permission form, and a home language survey for each child enrolled at WLVS and VMS.

I. MONEY MATTERS

Teachers will not be responsible for keeping up with student money. In the event that a check written to a WLVS or VMS and is returned unpaid by your bank, you understand and agree that we shall collect the amount of the check, and the returned check fee plus any applicable sales tax. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its terms.

J. ELECTRONIC DEVICES AND TOYS

Electronic devices (e.g. IPODs/MP3 players, iPads, earphones, CD players, toys, etc.) are not allowed at school. Do not bring them to school. If these items are brought to school, they will be collected and kept in the office until a parent/guardian can come to school to reclaim the item.

****Students are not allowed to sell or trade any items.**

****The district is not responsible for damaged, lost, or stolen items, on school property.**

K. SPECIAL OCCASIONS

We encourage honoring students on birthdays, Valentine's Day, etc. When parents have flowers, balloons, etc., delivered to school, students will be allowed to pick up items during the last few minutes of the day.

L. STUDENT MESSAGES

Messages to students will be delivered to students, but we ask that arrangements for routine matters, such as rides to and from school, house key delivery, meeting places, etc., be made before students arrive at school. We try to minimize interruptions to classroom instruction.

M. TEXTBOOKS

Students are expected to take care of their textbooks. If a student damages or loses a textbook, it must be paid for before another book will be issued. If a student has an outstanding balance when transferring to another school in the WLVS District or to any other school district cumulative records will not be released until the balance is reconciled.

N. VISITATION

Parents are always welcome and encouraged to visit the school. We also invite parents to join their

child to eat lunch at school. Parents should advise the school secretary at the beginning of the school day that they will be guests at lunchtime so that a reservation can be made. Parents may not bring preschool children or infants and/or visiting school age guests into the classroom, helping with parties, recess or on field trips. Parents and other visitors must register in the office before going to any other part of the building. When visiting your child's room, remember you are an observer unless the teacher has asked you to volunteer or conference. Please limit your time in the classroom to 20-30 minutes, as it may become a distraction to your child and the other children.

O. WITHDRAWAL POLICY

A parent/guardian must come to the school office to request a withdrawal notice. Withdrawal will be expedited if you call our office a day in advance. At that time the school secretary may refer you to the school counselor or principal for a formal exit review. The school will then provide a withdrawal form. The form must be taken to and signed by:

1. All teachers for grades, indication that all books and materials have been returned and a signature,
2. The librarian to ensure that the student does not have outstanding books or fines.
3. Any coaches/sponsors to return any uniforms.
4. The Counselor
5. The Principal for final approval and signature

P. PLEDGE OF ALLEGIANCE AND A MINUTE OF SILENCE

Students may recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the New Mexico flag each day. Parents may submit a written request to the principal to excuse their child from reciting the pledge.

Q. PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in this activity.

R. LAW ENFORCEMENT

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will immediately notify the parent/guardian that Law Enforcement Officers would like to interview their child.
- Law Enforcement Officers will not be allowed to interact with a student unless a parent/guardian is present or permission has been granted.
- In the event of a child abuse investigation the principal will cooperate fully regarding the conditions of the interview.

S. CELL PHONE POLICY

Students may bring cell phones onto campus and into the building. However, students must adhere to these expectations:

1. Students may not use cell phones (either their own or anyone else's) during school hours. Phones may be used during their lunch break.
2. Cell phones must be turned off and out of sight during class time and passing periods.
3. Cell phone during any testing period is a serious violation of test security and will result in disciplinary action.

4. Teachers will utilize cell phones as an educational tool, as per lesson plan.

Students that violate this policy will be subject to the following:

1. First Offense: Phone will be taken and turned in to the office or security to be returned at the end of the school day.
2. Second Offense: Phone will be taken and turned in to the office or security to be returned at the end of the school day, however, a parent or guardian will be required to pick up the phone.
3. Third Offense: Phone will be taken to the office and banned for the remainder of the semester.

****Lost, stolen, or damaged cell phones are not the responsibility of the school district. We will make an effort to help recover items; however, we cannot guarantee it will be recovered.**

T. COMMUNICATION

Please visit our website for upcoming events. School Messenger will also be utilized to notify parents of upcoming events/important information. Please feel free to call or visit with any questions or concerns you have about your child or our campus.

VIII. STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

A. STUDENT TECHNOLOGY ACCEPTABLE USE SUMMARY AND CONSEQUENCES

Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the district and may be accessed at any time by the district for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the technology tools and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved.

1. PRIVILEGES

The use of the district network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges. The Superintendent with the campus administrator will deem what is inappropriate use and may deny, revoke, or suspend access to specific users.

2. SECURITY

Security on any computer system is a high priority. If you can identify a security problem within the network, you must notify the teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to any system as any other user may result in cancellation of user privileges. Attempts to login to the district networks as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems in using other computer systems may be denied access to district network services.

3. NON-COMPLIANCE

Violations will be referred to a campus administrator for disciplinary or legal action. Consequences will be based on policies disciplinary or legal action. Consequences will be based on school discipline policies. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of

study, placement in an alternative education program, or criminal prosecution. Faculty members will be notified of the student's loss of privileges.

IX. RELEASE OF INFORMATION

If you do not want WLVMS or VMS to disclose information of your child for educational purposes indicate this preference on the FERPA (Family Educational Rights & Privacy Act) form.

X. STUDENT CODE OF CONDUCT

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the West Las Vegas School District. The behaviors are identified as offenses. When a student is found to have engaged in misconduct, which is classified into any of the offenses, that student will be subject to disciplinary action by the classroom teacher, assistant principal and/or principal. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school- sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the actions affect the missions or operations of the WLVS. Additionally, the Education Code provides unique procedures and specific consequences for categories of serious offenses whereby the District may expel a student:

- The date on which the student's conduct occurred,
- The location at which the conduct occurred,
- Whether the conduct occurred while the student was enrolled in the District, or
- Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

All students, parents and school personnel should understand that, in addition to taking disciplinary action at the school level, administrators will report all illegal acts to the appropriate authorities. WLVMS and VMS utilize a philosophy known as "progressive discipline in conjunction with positive behavioral support." Progressive discipline means there are different levels of student misbehavior with corresponding levels of appropriate disciplinary consequences. A student who repeatedly does not respond to the appropriate consequence for their misbehavior will "progress" to the next level of discipline. In a system of progressive discipline, two students who have committed the same offense may receive different disciplinary consequences. The reason for this is that one student may be a first- time offender, having no previous record of misbehavior, while the other student may have a previous history of misbehavior. Under the progressive discipline plan, repeated or multiple violations of the Code of Conduct at a lower level may automatically progress to a consequence from a higher level.

Positive Behavioral Support (PBS) is a function-based approach to eliminate challenging behaviors and replace them with pro-social skills. Use of PBS decreases the need for more intrusive or aversive interventions (i.e., punishment or suspension) and can lead to both systemic as well as individualized change. PBS can target an individual student or an entire school, as it does not focus exclusively on the student, but also includes changing environmental variables such as the physical setting, task demands, curriculum, instructional pace and individualized reinforcement. Thus it is successful with a wide range of students, in a wide range of contexts with a wide range of behaviors.

A. CAMPUS DISCIPLINE MANAGEMENT OFFENSES

Under the progressive discipline plan, repeated or multiple violations of the Code of Conduct at a lower level may automatically progress to a consequence at higher level.

B. DISCIPLINARY MATRIX ACTION GUIDELINES

The level of consequence to be imposed will take into consideration the severity of the offense, the age of the student and student's past disciplinary record.

Definitions:

- Discipline is any form of corrective action other than suspension or expulsion (refer to Pre-Interventions and classroom discipline plan)
- Short Term Suspension: Denial of attendance for more than a period or subject up to and not to exceed ten consecutive days.
- Long Term Suspension: Denial of attendance for ten or more consecutive school days.
- Expulsion: Denial of attendance at any single subject of class or at any full schedule of subjects or classes for a period of time as defined by District Superintendent.

When administering discipline, students will be treated fairly and equitably. Discipline management techniques will be based on careful assessment of the circumstances of each case, reviewing factors such as:

- The seriousness of the offense
- The student's age
- The frequency of the misconduct
- The student's attitude
- The potential effect of the misconduct on the school environment

Adjustments will be made for misbehaviors that fall outside of these listings or in cases of extreme or unusual actions. It should be stated that the school administration reserves the right to exercise their discretionary rights to adjust punishment in any case, as conditions require.

DISCIPLINE MATRIX

Level I Infractions

Level I (Minor Infractions) include, but are not limited to the following:

LEVEL I INFRACTION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	
General Disruptive Conduct --Rudeness --Horseplay --Excessive disturbance anywhere on campus	-Oral correction -Seating changes -Student/teacher conference -Teacher contacts Parent(s)/Guardian -Teacher documents a referral	-Teacher referral -Parent Contact -Seating changes -Parent/Teacher Conference(PTC) -Behavior Contract	-Teacher referral -Detention 1-3 Days -Parent/Guardian shadows student for 1 day -Forfeit school sponsored activities 1 month	-Detention 3-4 days -Parent/Guardian shadows student for 2 days -Forfeit school sponsored activities remainder of semester	*
<ul style="list-style-type: none"> • Ditching School/ leaving campus without permission • Tardies • Cafeteria Misbehavior Defiance -towards staff <ul style="list-style-type: none"> • -following classroom expectations/ school rules Spitting -as disrespect <ul style="list-style-type: none"> • -in anger • Cafeteria Misbehavior 	-Teacher referral -Contact parents - Counselor/Administrator conference -Detention 1-3 days -Parent(s)/Guardian notified	-Detention 3-5 days -Parent(s)/Guardians notified -Behavior Contract	-Parent Shadow 1-3 days -Parent conference -Forfeit school sponsored activities 1 month	-Parent Shadow 3-5 days -Parent conference -Forfeit school sponsored activities remainder of semester	*
Tardies	-Contact Parents -Student referred to Counselor/Administrator -One day of lunch detention for every class tardy without a valid note	-Parent(s)/Guardian notified -One day of lunch detention for every class tardy without a valid note	-One day of lunch detention for every class tardy without a valid note -Parent(s)/Guardians notified -Behavior Contract	-Parent Shadow 1-3 days -Parent conference -Forfeit school sponsored activities for 1 month	*
Bus Referrals	-Conference with Student - Parent Notification.	-3 day suspension from bus transportation -Parent Notification	-5 day suspension from bus transportation. -Parent Conference -Possible meeting with parent/student/ Transportation director/ Driver.	-Student loses bus privileges for the remainder of the year.	*

School Activities: Special activities held during the school day, including but not limited to: Assemblies, purchases during lunch time concessions, dances, field trips, etc.

DISCIPLINE MATRIX
Level II Infractions

Moderate infractions (Level II) include, but are not limited to the following:

LEVEL II INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Chronic Infractions from Level I	Suspension 1-3 days	Suspension 3-5 days	Progress to Level III Consequences (OSS)	Progress to Level III Consequences (OSS)
Attempt to injure another	-Parent(s)/Guardians notified -Detention 3-5 days -Referral to School Counselor/Principal/SBHC	-Parent(s)/Guardians notified -Suspended 1-3 days -Parent Conference -Behavior contract	-Parent(s)/Guardians notified -Suspended 3-5 days -Behavior contract required	*
Attempted/Damaged other's personal or school property	-Parent(s)/Guardians notified -Detention 1-3 days -Restitution -Report to Law Enforcement (value of \$100.00 or more)	-Parent(s)/Guardians notified -Detention 3-5 days -Restitution -Report to Law Enforcement	-Parent(s)/Guardians notified -Suspension 1-3 days -Restitution -Report to Law Enforcement	*
Aides, supports or encourages the infliction of physical injury on another person	-Parent(s)/Guardians notified -Detention 1-3 days -Mediation (if appropriate)	-Parent(s)/Guardians notified -Detention 3-5 days -Parent conference -Referral to Counseling	-Parent(s)/Guardians notified -Suspension 1-3 days -Behavior contract required	*
Disrespect/Defiance with School Personnel	-Parent(s)/Guardians notified -Detention 1-3 days	-Parent(s)/Guardians notified -Detention 3-5 days -Parent/School Personnel conference -Referral to Counseling	-Parent(s)/Guardians notified -Suspension 3-5 days -Parent conference w/ Principal -Referral to Counseling	*
Disrupting a school activity (field trip or school sponsored event)	-Parent(s)/Guardians notified -Immediate Removal from activity -Detention 1-3 days	-Parent(s)/Guardians notified -Immediate Removal from activity -Detention 3-5 days -Suspension from events/activities for remainder of quarter	-Parent(s)/Guardians notified -Immediate Removal from activity -Suspension 1-3 days -Suspension from events/activities for remainder of semester	-Parent(s)/Guardians notified* -Immediate Removal from activity -Suspension 3-5 days -Suspension from events/activities for remainder of school year
Inappropriate use of technology, computer, iPad, cell phones, iPod; (viewing/distributing/recording inappropriate material)	-Parent(s)/Guardian(s) notified -Loss of computer privileges for semester -Detention 1-3 days -If personal technology (cell phone, iPad, iPod), Parent Conference and Behavior Contract	-Parent(s)/Guardian(s) notified -Loss of computer privileges for remainder of the year -Detention 3-5 days -If personal technology (cell phone, iPad, iPod), Parent Conference and forfeit school activities remainder of semester	Parent(s)/Guardian(s) notified -Suspension 1-3 days -If personal technology (cell phone, iPad, iPod), Parent Conference and forfeit school activities for remainder of school year.	*
Instigating a fight or being a "Messenger"	-Parent(s)/Guardians notified -Detention 1-3 days	-Parent(s)/Guardians notified -Detention 3-5 days -Parent Conference	-Parent(s)/Guardians notified -Suspension 1-3 days -Forfeit school activities 1 month	
Misuse or falsifying any document or communication (Progress report, absence excuse etc.)	-Notify parent(s) or Guardians -Detention 1-3 days	-Notify parent(s) or Guardians -Detention 3-5 days -Parent Conference	-Notify parent(s) or Guardians -Suspension 1-3 days -Forfeit school sponsored activities for 1 month	
Cheating	-Notify parent(s) or Guardians -Detention 1-3 days	-Notify parent(s) or Guardians -Detention 3-5 days -Parent Conference	-Notify parent(s) or Guardians -Suspension 1-3 days -Forfeit school sponsored activities for 1 month	

Threats/Hate violence/racial/sexual discrimination.	-Notify parent(s) or Guardians -Detention 1-3 days -Referral to Counselor/SBHC	-Notify parent(s) or Guardians -Detention 3-5 days -Parent Shadows student 1 day	-Notify parent(s) or Guardians -Suspension 1-3 days -Report to authorities\ -Forfeit school sponsored activities for 1 month	
Threats to injure	-Notify parent(s) or Guardians -Detention 1-3 days	-Notify parent(s) or Guardians -Suspension 1-3 days -Behavior contract	-Notify parent(s) or Guardians -Suspension 3-5 days -Report Law Enforcement -Parent Shadow 1-3 days Forfeit of school activities for 1 month	
Throwing objects	-Notify parent(s) or Guardians -Detention 1-3 days	-Notify parent(s) or Guardians -Detention 3-5 days -Parent Conference	-Notify parent(s) or Guardians -Detention 5-10 days -Behavior Contract	
Vulgar Language	-Notify parent(s) or Guardians -Detention 1-3 days	-Notify parent(s) or Guardians -Detention 3-5 days -Parent Conference	-Notify parent(s) or Guardians -Detention 5-10 days -Behavior Contract	
Verbal abuse of/or toward any staff member (profanity)	-Notify parent(s) or Guardians -Detention 1-3 days	-Notify parent(s) or Guardians -Detention 3-5 days -Behavior contract	-Notify parent(s) or Guardians -Detention 5-10 days -Forfeit school activities for remainder of the month	Progress to Level III Consequences: Out of School suspension *

**School Activities: Special activities held during the school day, including but not limited to: Assemblies, purchases during lunch time concessions, dances, field trips, etc.*

**DISCIPLINE MATRIX
Level III Infractions**

Severe infractions (Level III) include, but are not limited to the following:

LEVEL III INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Chronic Infractions from Level II	-Out of School suspension 1-3 days	-Out of School suspension 3-5 days	-Out of School suspension 5-10 days	Progress to Level IV Consequences: Long term suspension or expulsion
Arson (Deliberately started a	-Parent(s)/Guardians notified -Suspension 1-3 days -Referral to School Counselor/Principal/SBHC -Report incident to Law Enforcement	-Parent(s)/Guardians notified -Report to Law Enforcement -Extend suspension(3-5) pending expulsion hearing	Progress to Level IV Consequences: Long term suspension (5-10 days) or expulsion	
Bullying/Hazing	-Parent(s)/Guardians notified -Detention 5 days -Referral to Counselor/SBHC -PTC	-Parent(s)/Guardians notified -Suspension 3-5 days -Continued counseling -PTC	-Parent(s)/Guardians notified -Suspension 5-10 days -Referral to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
Attempted or engaged in an act of hate violence	-Parent(s)/Guardians notified -Suspension 1-3 days -Mediation (if appropriate) -Referral to Counselor/Principal/SBHC	-Parent(s)/Guardians not -Suspension 3-5 days -Parent conference -Behavior Contract -Report to Law Enforcement	-Parent(s)/Guardians notified -Suspension 5-10 days -Parent conference -Forfeit school sponsored activities -Report to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
Extortion (to obtain anything of value by violence, threat,	-Parent(s)/Guardians notified -Suspension 1-3 days	-Parent(s)/Guardians notified	-Parent(s)/Guardians notified	Progress to Level IV Consequences:

or abuse)	-Report to Law Enforcement -Restitution	-Suspension 3-5 days -Parent conference -Restitution -Report to Law Enforcement	-Suspension 5-10 days -Parent conference -Restitution -Report to Law Enforcement	Long term suspension or expulsion
False Alarm (Bomb threats, false 911 calls/pulling fire alarm)	-Parent(s)/Guardians notified -Suspension 1-3 days -Report to Law Enforcement -PTC referral	Parent(s)/Guardians notified -Suspension 3-5 days -Report to Law Enforcement -PTC	-Parent(s)/Guardians notified -Suspension 5-10 days -Parent conference -Report to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
Fighting	-Parent(s)/Guardians notified -Suspension 1-3 days -Report to Law Enforcement (at discretion of administration)	Parent(s)/Guardians notified -Suspension 3-5 days -Report to Law Enforcement (at discretion of administration) -Forfeit school sponsored activities for 1 month -PTC referral	-Parent(s)/Guardians notified -Suspension 5-10 days -Parent conference -Report to Law Enforcement -Forfeit school sponsored activities for remainder of 9 weeks	Progress to Level IV Consequences: Long term suspension or expulsion *
Harassed, threatened or intimidated by a student for the purpose of preventing them from being a witness	-Parent(s)/Guardians notified -Suspension 1-3 days -Parent Conference Referral to Counselor/SBHC -Report incident to Law Enforcement (at discretion of administration)	-Parent(s)/Guardians notified -Suspension 3-5 days -Parent Conference -Continue Counselor/SBHC -Report incident to Law Enforcement	-Parent(s)/Guardians notified -Suspension 5-10 days -Parent conference -Report to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
Harassment and/or sexual harassment (verbal or physical toward school personnel or students)	-Parent(s)/Guardians notified -Suspension 1-3 days -Parent Conference Referral to Counselor/SBHC -Report incident to Law Enforcement (at discretion of administration)	-Parent(s)/Guardians notified -Suspension 3-5 days -Parent Conference -Continue Counselor/SBHC -Report incident to Law Enforcement	-Parent(s)/Guardians notified -Suspension 5-10 days -Parent conference -Report to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
Hate Crime (including hate speech/language based on race, ethnicity or sexual identity.	-Notify parent(s) or Guardians -Suspension 1-3 days -Referral to Counselor/SBHC -PTC referral	-Notify parent(s) or Guardians -Suspension 3-5 days -Parent Conference -Continue Counseling/SBHC -Referral to Law Enforcement	Notify parent(s) or Guardians -Suspension 5-10 days -Parent Conference -Continue Counseling/SBHC -Referral to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
Possess or brandish a look-a-like gun, knife or other weapon.	-Notify parent(s) or Guardians -Suspension 10 days -Referral to Law Enforcement -Extend suspension pending expulsion hearing	Progress to Level IV Consequences: Long term suspension or expulsion		
Possession or use of tobacco products at school or school sponsored activities (inclusive of e-cigarettes)	-Notify parent(s) or Guardians -Suspension 1-3 days -Referral to Counseling/SBHC	-Notify parent(s) or Guardians -Suspension 3-5 days -Continue Counselor/SBHC	-Notify parent(s) or Guardians -Suspension 5-10 days - Forfeit of school activities for 1 month	Progress to Level IV Consequences: Long term suspension or expulsion
Sexually abused another person	-Notify parent(s) or Guardians -Suspension 10 days -Referral to Law Enforcement -Extend suspension pending expulsion hearing	Progress to Level IV Consequences: Long term suspension or expulsion		
Sold/furnished a material represented as a controlled substance/ alcoholic beverage or intoxicant	-Notify parent(s) or Guardians -Suspension 10 days -Referral to Counselor/SBHC -Referral to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion		
Threats/Intimidation, threatening physical harm, harassment, sexual	Notify parent(s) or Guardians -Suspension 3-5 days -Referral to Counseling/SBHC	-Notify parent(s) or Guardians -Suspension 5-10 days	Progress to Level IV Consequences: Long term suspension	*

harassment or intimidations toward school personnel, student or other persons on school property or at any school activity	-Referral to Law Enforcement - Parent conference	-Continue Counselor/SBHC -Referral to Law Enforcement - Parent conference	or expulsion	
Theft (Private or School Property valued over \$100.00)	-Notify parent(s) or Guardians -Parent conference -Contact Law Enforcement -Restitution -Suspension 1-3 days	-Notify parent(s) or Guardians -Suspension 3-5 days -Referral to Counselor/SBHC -Contact Law Enforcement -Restitution	-Notify parent(s) or Guardians -Suspension 5-10 days -Continue Counselor/SBHC -Contact Law Enforcement -Restitution	Progress to Level IV Consequences: Long term suspension or expulsion
Vandalism/graffiti (involved in altering, defacing or destroying school or private property, including technology)	-Notify parent(s) or Guardians -Parent conference -Contact Law Enforcement -Restitution -Suspension 1-3 days	-Notify parent(s) or Guardians -Suspension 3-5 days -Referral to Counselor/SBHC -Contact Law Enforcement -Restitution	-Notify parent(s) or Guardians -Suspension 5-10 days -Continue Counselor/SBHC -Contact Law Enforcement -Restitution	Progress to Level IV Consequences: Long term suspension or expulsion

**School Activities: Special activities held during the school day, including but not limited to: Assemblies, purchases during lunch time concessions, dances, field trips, etc.*

DISCIPLINE MATRIX

Level IV Infractions

Level IV Mandatory Hearing For Long Term Suspension or Expulsion

Some infractions are so severe that they require a formal hearing with the West Las Vegas Schools Hearing Officer per regulations of the School Board.

The result of the hearing may be long-term suspension that is for any period longer than ten days and may be for the remainder of the school year. The results of the hearing may also be permanent/indefinite expulsion for the West Las Vegas School District.

LEVEL IV INFRACTION	CONSEQUENCE
Chronic Infractions from Level III	Long-term suspension that is for any period longer than ten days and may be the remainder of the school year. Expulsion is an option.
Aggravated Assault Intending or performing assault and battery with weapons, or other force likely to result in personal injury, including sexual assault and offenses.	Long-term suspension that is for any period longer than ten days and may be the remainder of the school year. Expulsion is an option. Law Enforcement Report
Weapons/Sharp Objects/Explosives Possession of weapons, including firearms, knives, clubs, explosives (firecrackers included), chains, spiked wrist brands, brass knuckles, and any other items with their primary use as weapons.	Long-term suspension that is for any period longer than ten days and may be the remainder of the school year. Expulsion is an option. Law Enforcement Report
Possession of any controlled substance/drug paraphernalia. Any narcotic, hallucinogenic, amphetamine, marijuana, barbiturate or alcoholic beverage or anything capable of altering behavior/feeling/ or state of mind.	Long-term suspension that is for any period longer than ten days and may be the remainder of the school year. Expulsion is an option. Law Enforcement Report

***IT IS TO BE NOTED THAT THIS HANDBOOK IS INTENDED AS A GUIDELINE AND IS NOT ALL INCLUSIVE.**

PRINTED STUDENT NAME

2017-2018 STUDENT HANDBOOK ACKNOWLEDGMENT

Each student enrolled must have this form signed and returned to school office during registration of your receipt of the handbook.

STUDENT

- I agree to obey/follow the policies described in the *STUDENT HANDBOOK*.
- I will abide by the *TRANSPORTATION GUIDELINES* set forth by the State of NM and West Las Vegas Schools.
- I have read and understand WLVS School Board Policy regarding the *TECHNOLOGY USE POLICY* and will abide and be responsible for my use of the Internet.
- I agree to obey/follow the WLVS School policy regarding *CODE OF CONDUCT*.
- Cell phone regulations will be followed during school hours.
- Students are not allowed to sell or trade food items, candy, and beverages on school property.
- I will support the school's NO CELL PHONE POLICY/REGULATIONS
- Chain of command must be followed.

Student Signature	Date	Grade
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PARENT

- I have read and helped my child understand his/her expectations outlined in the *STUDENT HANDBOOK*.
- I will support the *TRANSPORTATION GUIDELINES* set forth by the State of NM and West Las Vegas Schools.
- I have read and understand WLVS School Board Policy regarding the *TECHNOLOGY USE POLICY* and I permit/authorize my son/daughter to use the Internet.
- I have read and helped my child understand his/her expectations outlined in the West Las Vegas Schools policy regarding *CODE OF CONDUCT*.
- I will support the school's NO CELL PHONE POLICY/REGULATIONS

Parent Signature	Date
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