

**West Las Vegas High School  
West Las Vegas Family Partnership High School  
2020-2021**



**Student Hand Book**



# STUDENT HANDBOOK

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## Preamble

Welcome students, parents, and staff to West Las Vegas High School. West Las Vegas is a drug-free school where opportunities await you. Students here at West Las Vegas traditionally have outstanding performances in academics, athletics, extra-curricular activities, and behavior.

As you join the student body at West Las Vegas High School, you enter an environment where a positive behavior support system has been established to create a safe and healthful environment. Your best high school experiences will result from your active participation in your classes and extra-curricular activities. Our staff is committed to providing an atmosphere where you can fulfill your expectations and make your dreams a reality.

This handbook has been prepared as a course of information for students and parents in order to increase understanding and communication among students, parents and school personnel. Share this handbook with your parents and read it carefully in order to become acquainted with the responsibilities and obligations that are expected of you during your stay at West Las Vegas High School.

## Visitors

All visitors must report to main office and be cleared and acquire a visitor's pass from the principal or Vice Principal.

## Accreditation

West Las Vegas is accredited by the New Mexico Public Education Department.

## Time Schedule

Warning Bell	7:40 a.m. & 7:50 a.m.
1 <sup>st</sup> Period	7:55 a.m. to 8:55 a.m.
2 <sup>nd</sup> Period	8:59 a.m. to 9:49 a.m.
3 <sup>rd</sup> Period	9:53 a.m. to 10:43 a.m.
4 <sup>th</sup> Period	10:47 p.m. to 11:37 p.m.
(Lunch)	11:37 p.m. to 12:20 p.m.
Warning Bell	12:25 p.m. & 12:30 p.m.
5 <sup>th</sup> Period	12:26 p.m. to 1:16 p.m.
6 <sup>th</sup> Period	1:20 p.m. to 2:10 p.m.
7 <sup>th</sup> Period	2:14 p.m. to 3:04 p.m.

## Academic Grading Periods

### **Semester 1**

First Day of 1 <sup>st</sup> 9-week period/Semester 1	August 19, 2019
End of 1 <sup>st</sup> 9-Week Period	October 20, 2019
End of 2 <sup>nd</sup> 9-Week Period/Semester 1	January 5, 2020

### **Semester 2**

First Day of 3 <sup>rd</sup> 9-Week Period/Semester 2	January 6, 2020
End of 3 <sup>rd</sup> 9-Week Period	March 15, 2019
End of 4 <sup>th</sup> 9-Week Period/Semester 2	May 29, 2020

**\*See WLV Student Calendar on page 20 for Other Important Dates**

## School Telephone Directory

Receptionist	505-426-2500	Fax: 505-426-2538
Principal - Ángel K. Archuleta	505-426-2502	Cell: 505-429-0204
Vice Principal – Rick Bustos	505-426-2503	505-429-3894
Athletic Director- Valerie Villa-López	505-426-2556/505-426-2517	505-429-5617
Counselors:		
Rhea Martínez	505-426-2506	
Melissa López	505-426-2507	
Marilyn Aragón	505-426-2505	
Secretary – Jenny Argüello	505-426-2504	
Records Clerk – Miranda Martínez	505-426-2509	Fax: 505-426-2538
Truancy Officer – James Esquibel	505-426-2524	
Librarian - TBA	505-426-2510	
Athletics Secretary – David Bustos	505-426-2519	Fax: 505-426-2518
Website	wlvs.schooldesk.net	

## Admissions

- I. Parents/guardians are required to accompany their student for orientation/registration; otherwise schedules may be delayed.
- II. The following documents must be presented at the time of registration:
  - i. Updated immunization records (NM State Law)

- ii. Stated issued birth certificate
- iii. Social Security card
- iv. Withdrawal form from previous school
- v. Transcript from previous school (an unofficial copy will be accepted).
- vi. Copy of IEP if enrolling student has been receiving special education services.
- vii. Test data if available
- viii. Current Next Step Plan if applicable

III. Transfer students new to the district and enrolling at West Las Vegas High School, along with their parents/guardians, will have an entrance interview with the principal or vice principal. Following the interview, the students and their parents/guardians will be directed to the counselors to complete registration.

**Attendance Policy:**

**The intent of this policy is to increase each student’s opportunity for learning. The policy is to be administered consistently with that intent and in the best interest of students. Expectations of appropriate attendance and behavior should be consistent and prepare students for college and career readiness.**

- I. The Compulsory School Attendance Law (NMA 1978 22-12.2C) states that “any parent, guardian, or person having custody and control of a person subject to the provisions of the law is responsible for the school attendance of that person.”
  - A. “A person shall be excused from this requirement if the person is a least *eighteen* years of age and has been excused by the local school board or its authorized representative upon finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person’s educational needs and the parent, guardian or other person having custody and control consents,” (NMSA, 1978 22-12-2.A.3).
  - B. The responsibility for attending and being punctual to class is that of the individual student.
  - C. Record keeping on attendance and tardiness is the responsibility of each teacher. This is accomplished by the teacher recording absences and/or tardies in the grade book, in the PowerSchool student information system, and on official forms. A uniform method of recording absenteeism follows: SA=School Related Activity, UX-Unexcused, and EX-Excused absence. An attendance report will be given to the principal or Vice Principal every 20 days. Once excuses are entered, truancy officer will keep all written excuses on file in the office.
  - D. It is the receptionist who is responsible for documenting attendance.
  - E. The Truancy Officer is in charge of notifying state officials when parents and students are in noncompliance of the Compulsory School Attendance Law, and enforcing the Board of Education’s policies on compulsory school attendance.  
*(Truancy Procedures – Contact Truancy Officer for information @ 426-2524)*

**II. Attendance Credit:**

Absences –Every 3 unexcused tardies will result in a referral to truancy and result in 1 hour of PANDA; Unexcused absences and tardies will be subject to disciplinary action (see Discipline Matrix) and/or Intervention. 10 days unexcused absence in any class any term will result in earning no higher than a ‘D’; 15 days unexcused absences in any class any term will result in failing the class and not receiving credit; however, a student may be dis-enrolled from school after 10 consecutive unexcused absences, and the instructors also have discretion to override said policy if the student is amiable to corrective action or make-up work, pending approval by High School administration. Students who are experiencing any extenuating circumstances, will have their situation reviewed by High School administration and guidance counselors and a judgment issued. If credit or grade is in jeopardy due to absences, teachers are responsible to inform the student, their parent/guardian, and relevant staff.

III. **Attendance Regulations:** There are four types of absences: school related activity, administrative, excused, and unexcused. An absence is any non-attendance from class for any reason.

**A. Definitions:**

- 1. School Related Activity: Any activity approved by the school administration with a teacher or coach in attendance and/or transportation paid for by the school is considered a school-sponsored activity. Two days (48 hour) advance notice shall be required except in cases of emergency.
- 2. Excused Absences:
  - i. Absence due to personal illness or injury will be considered excused; however, after the 3<sup>rd</sup> consecutive day of absence within the 9 weeks, medical verification is required. In the event that the illness did not require treatment by a doctor, a parent/guardian conference, to justify the absence(s) as a legitimate illness, will be required. Parent excuses for absences must be submitted within 24 hours of the absence. Parents may notify school personnel of excused absences via phone call **and** email.
  - ii. Other professional appointments (medical or health-related) are excused absences; however, documentation is required for professional appointments that cannot be scheduled outside the regular school day.
  - iii. Personal or family emergencies such as funerals, etc.
  - iv. School related activities as approved by the high school administration.

- v. Lack of transportation due to reported bus mechanical problem or inclement weather and approved by the principal.
  - vi. Other justified reasons as approved by the high school Administration.
3. Unexcused Absences (Truancies): Any non-attendance from class for any reason other than exempt under this policy will be considered an unexcused absence. Truancy receives a “ZERO” for any work missed.
- i. Out of School Suspension: Students will be allowed to make up work with a reduction of grade by 30%. (Students/Parent will be required to request the homework, tests, etc.)
  - ii. Family vacations are considered unexcused absences, and it is the school’s expectation that vacations be scheduled when school is not in session.
- B. In most cases, students will be given the opportunity to complete assignments or other work with the exception of unexcused absences. The student has the responsibility to request “make-up” work following an absence. All make-up work for excused absences must be completed within two days after the student returns to class, pending teacher approval. If the teacher feels that work should be completed in less than two days (tests, etc.), he/she may require it. Previously assigned work and/or projects and exams will be conducted per teacher scheduling and are not subject to the 2-day make-up allowance.
- 1. School-sponsored activities are school related activities. Students maintain the responsibility for completing work missed. Sponsor(s) in charge of an activity must publish two days (48 hour) in advance of activity, a list of students who are expected to attend the activity. Lists should be given to all teachers and to the records office. Students are required to attend class on the day of the event (unless they have a professional appointment – medical or health related – in which case, written medical verification will be required).
  - 2. Tardies: Students will be referred to the truancy officer every third, sixth, ninth tardy etc... (This is the responsibility of the teacher), and will also be provided disciplinary action, as appropriate. Teachers will adjust participation grade accordingly.

**IV. Notification Procedures:**

**A. Responsibility of Parent/Guardian:**

- 1. Parent/guardian is responsible for written notification to the school each time the student is absent (whether from a single class or for several days). The parent must also notify the school of any change in their mailing address or phone numbers.
- 2. In cases involving anticipated authorized absences, which are not of an emergency nature, parents/guardians must send a note with the student prior to the absence for approval. In all cases of absence, the parent/guardian must send a note within **24 hours** of the student’s return to school. The note must be dated and should include the following information: The exact date(s) of absence(s) and the exact period(s) if the absence is less than full day; the reason(s) for absence(s) and the telephone number(s) where the parent/guardian can be reached during the school day for verification.
- 3. Prolonged absence due to illness, injury, or other emergencies should be reported to the appropriate school official as soon as possible. Arrangements will be made to obtain homework assignments from the student’s teacher(s). Upon return to school, the student will provide a written Doctor’s Excuse.
- 4. In cases involving partial day absence for medical appointments, etc., during a school day, parents must request an off campus pass to be used in advance of departure. Parent or guardian designee may sign the Off-Campus Authorization Log located in the high school administration office.

**B. Responsibility of Student:**

- 1. The student is responsible for submitting written excuses from parents/guardian to the receptionist or office personnel.
- 2. Students wanting to leave campus must obtain an off-campus pass from one of the high school administrators. A parent/guardian must sign the permission note with a contact number for verification before student is allowed to leave with authorized individual, ride different bus, etc.
- 3. Students are responsible for obtaining any missed work and/or assignments from their individual teachers, and adhering to submission deadlines imposed by teachers for said work. Students should not assume that teachers will approach them to offer make-up assignments. The requirement for obtaining and submitting allowable make-up assignments is the **sole responsibility of the student.**

**C. Responsibility of the School:** The school, as a reporting agent, has the responsibility of informing the parent/guardian of student’s non-attendance and of arranging for parent conference as necessary. As a rule, the following provisions shall apply:

- 1. For every three (3) unexcused absences in any class, teachers will notify the student/parent in writing, by phone, or by e-mail, and submit a contact log to the truancy officer and high school administration at mid nine weeks. If absenteeism continues the same procedure will be followed. Teachers will notify the student/parent in writing and keep a copy of said document to assure that student is aware of the possibility of earning no higher than a “D” in the class.
- 2. After receiving six (6) unexcused absences per term, the teacher will notify the parent/guardian in writing via certified mail. (The teacher will be responsible for documenting absences and notifying Principal or Vice Principal and truancy officer of excessive absences.)
- 3. On the tenth (10<sup>th</sup>) unexcused absence, the student will be referred to state authorities (Juvenile Probation Office, Children Youth and Families Department, District Attorney) as mandated by law. The high school office will inform the parents through written notice of the referral via the Truancy Officer.

4. Parents/guardians may request permission for extended absences. This will be done prior to the absence and must be approved by the high school administration.

### **Provisions for Granting Credit**

- I. Credits from any school approved by the State Board of Education shall be accepted at WLVHS at the same relative value, which is given for other courses at WLVHS.
- II. Prior approval through the counselor and/or high school administration will be necessary before correspondence or extensions courses can be posted in the student's permanent record.
- III. A doctor's excuse exempting a student from physical education must be in evidence in the student's permanent record for a student to be exempted.
- IV. Student will be classified according to the **number of credits earned**.
  - Students Graduating with the 2019 or 2020 cohorts:
    - a. Freshman 0-7
    - b. Sophomore 8-13
    - c. Junior 14-21
    - d. Senior 22+
  - Students Graduating with Cohort 2021 and beyond:
    - a. Freshmen 0 - 6 Credits
    - b. Sophomore 6.5 -12 Credits
    - c. Junior 12.5 - 19 Credits
    - d. Senior 19.5+ Credits
- V. Reclassification of students occurs at the end of each school year.
- VI. Freshmen, sophomores, and juniors are required to be enrolled in a full class load each term. Juniors who have completed the requirements for graduation will be required to enroll in dual credit/online/concurrent classes to fulfill this requirement. Seniors must be enrolled in a minimum of two classes, **which may include dual credit**. In the event a senior participates in extra-curricular activities or athletics, he/she must be enrolled in and successfully pass three classes. (Refer to NMAA Regulations, Section IV- Athletic By-Laws Note # 4 page 77 Rev. July 1, 2003.)

### **Access to Education Records**

West Las Vegas High School shall provide parents/guardians of students, or eligible students who have been in attendance at school within the district, access to the education records of such students.

### **FERPA**

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-8520**

### **Withdrawals**

When a student withdraws, he/she must be accompanied by parent/guardian to meet with High School administration in a formal exit interview. The school will then furnish the student with a withdrawal form to be taken to:

1. All teachers for their signature, grades and verification that all books and classroom materials have been returned, the high school office, organizations, security, library, counselor and registrar, to verify that he/she have no outstanding debts.
2. High School Administration for final approval and signature.

### **Graduation Requirements**

West Las Vegas High School will require 26 credits beginning with the 2021 cohort. Students must meet all NMPED requirements for graduation. Students must also pass **n order to receive a diploma at graduation.**

- **2021 Cohort and Beyond** - Beginning with the class of 2021-(requirement – A score of **4** or better in Reading, Writing, and Math. SBA – 38 in Science. End of Course Exam (EOC) – In Social Studies.)

<b>English</b>	4 credits	<b>Mathematics</b>	4 credits
<b>History</b>	3.5 credits (U.S., World, Government & NM)	<b>Science</b>	3 credits (two must be a Lab Science)
<b>Spanish</b>	2 credits	<b>Phys. Ed.</b>	1 credit
<b>Electives</b>	8 credits	<b>Health</b>	.5 credit

### **Testing**

The following is a list of tests that are required of all high school students:

1. New Mexico Standards Based Assessment (NMSBA) - 11<sup>th</sup> grade Science
2. ACCESS – administered to all ELL students
3. New Mexico Standards-Based Assessment 11<sup>th</sup> graders in Math, Reading, and Writing.
5. End of Course Exam (EOC) – Administered in all available subject areas as per NMPED.

The following are tests that all college-bound students are required to take, either for college admissions, or scholarship qualification. The student is responsible for paying the registration fee unless a waiver is available to qualifying students.

1. PLAN - 10<sup>th</sup>
2. PSAT - 11<sup>th</sup> (needed to qualify for the National Merit Scholarship)
3. ACT - may take anytime beginning with the sophomore year
4. SAT - may take anytime beginning with the sophomore year
5. Advanced Placement Exams – Completion of the AP course and AP Teacher recommendation
6. **Accuplacer** Test – required for students to take dual credit courses at LCC or NMHU
7. ASVAB (Armed Services Vocational Aptitude Battery) – 11<sup>th</sup> or 12<sup>th</sup> – needed for those students considering joining the military

### **Academic Policy**

A minimum number of credits are required by West Las Vegas High School in order to graduate (See 1-a below). In addition to the credits required, students must adhere to the *aforementioned* graduation requirements. If a student does not meet the testing requirements but has earned the required number of credits, that student will receive a Certificate of Completion upon graduation.

#### **I. Credits:**

- A. Credits required to graduate: 28 credits
- B. Transfer Credits: Transfer students may petition for a review of credit situation regarding classification/graduation requirements.
  1. Any student enrolling late in the term or new to the district must agree to a written student/teacher contract with administrator's approval that would outline requirements for obtaining full credit. Counselors will oversee contract.

2. Letter of Variance: A letter of Variance is a written document allowing a student new to the district, coming from a district which requires less than 28 credits, to graduate with less than our required 28 credits. A Letter of Variance can be submitted to the High School Administration for students transferring from out of district to determine the number of credits that they'll be allowed to graduate with. Student must be in good standing and will be required to meet with the counselor and High School administration to agree on requirements.

C. Middle school students will be considered for core curriculum courses at the high school if courses are not offered at the middle school and needed for the student's educational advancement. In order for a student to be considered, the following guidelines need to be met and reviewed by the academic policy committee and a recommendation made.

1. Middle school targeted core area teacher recommendation
2. Entrance exam for the course requested with 80% passage rate
3. Standardized test scores
4. Criterion referenced test scores
5. Previous middle school grades and exams for the core class requested

D. Students who are lacking credit, wanting to better a grade, or advance may take a class in summer school at any accredited high school and through an accepted credit recovery program.

## II. Grade Point Averages and Rankings:

A. All courses in which a grade (A-F) is earned will be used to calculate term GPA and determine class rank.

B. Foreign Exchange Students – a grading system of “S” and “U” may be used to obtain credits from any school attended outside of the United States if their grading system differs substantially from ours.

C. Cumulative GPA's are calculated at the end of each term. Class ranking is done at the end of each term.

D. Grade point averages will be calculated by the computer. No rounding off. All GPA's will be checked manually for accuracy.

E. Grading Scale:

Traditional: Half-Credit Courses:

1. 90 – 100 A = 4 points
2. 89 – 80 B = 3 points
3. 79 – 70 C = 2 points
4. 69 – 60 D = 1 point
5. 59 & below F = 0 points

F. **AP Curriculum:** Students enrolled in any AP course will be REQUIRED to take the correlating AP exam. If a student fails to take the AP exam, the student will not receive weighted credit for the course. Everyone uses the Standard Curriculum grading scale. AP points are added to the *student's grade at the end of each completed AP class. Points will be added to the grade before the cumulative GPA has been calculated and six maximum AP classes are allowed for GPA purposes. One point will be added to each allowed grade for GPA purposes:*

AP class grade scale: A (90-100%)= 4.0 + 1pt= 5.0

B (80-89%)= 3.0 + 1pt= 4.0

C (70-79%)= 2.0 + 1pt= 3.0

D (60-69%)= 1.0 + 1pt= 2.0

Note: If scheduling conflicts or dropping of an AP course from the schedule makes it impossible for any student to enroll in one or more AP classes the student desires, the student can enroll in a comparable course—to be determined by department—at the post-secondary level and still receive the weighted point.

## III. Selection of Valedictorian and Salutatorian:

A. **Definition:**

1. **Valedictorian** – highest position in class using cumulative GPA, having followed a natural progression (not having retaken course(s) for improved grade or GPA).

2. **Salutatorian** – second highest position in class using cumulative GPA, having followed a natural progression (not having retaken course(s) for improved grade or GPA).

3. Selection of both positions will be determined at the end of the 8th term.
4. Per WLVS Regulation I-7461, Policy IKFB-R, in case of a tie for valedictorian or salutatorian, as many per rank or position will be honored.
5. To be eligible to be selected as valedictorian or salutatorian, a student must complete a minimum of two weighted courses and no more than six weighted courses offered during their entire high school enrollment.
6. Gold and Silver Scholars will be recognized as students who have excelled academically throughout their high school career and who meet the specific eligibility guidelines (Gold – 3.75 and above & Silver 3.5 to 3.74).

### **West Las Vegas Family Partnership**

WLV Family Partnership is our cyber academy that combines the Edgenuity Credit Acquisition program with student options for in-person courses at West Las Vegas High School. Partnership students must adhere to the same high standards and expectations of all West Las Vegas students. The district policy regarding Edgenuity/E2020 governs student courses at WLV Family Partnership. Partnership students are eligible to participate in all high school extracurricular activities.

#### **I. Early Graduation:**

The normal and expected program leading to a diploma anticipates four years of full-time attendance. It is possible, however that some students may fulfill all requirements for graduation in less than four years. **If early graduation is planned, it should be a planned program involving parents, students, and school personnel.** In those instances, the following guidelines will be followed:

- A. The student must have definite and acceptable purposes and goals and state them in written form on the application for early graduation. The application can be obtained from the student’s guidance counselor. The application must be turned in at that time.
- B. The student must have a conference with his/her counselor at the beginning of the intended graduation school year during registration.
- C. Student must demonstrate testing proficiency by passing the PARCC and SBA exams prior to early graduation approval.

#### **II. Eligibility for Athletics, Co-curricular, and other Extra-curricular activities:**

- A. NMAA Eligibility will be calculated and determined every end-of-term/semester.
- B. Coaches/sponsors are responsible for getting mid-term grades and final report cards from students. It is strongly recommended that they monitor grades during the grading period.
- C. It will be the responsibility of the coaches and sponsors to submit a list of their participants to the Athletic Director, who will submit the list to the Principal for verification of eligibility at mid-term and end-of-term.
- D. New Mexico Activities Association (NMAA) requires that eligibility be determined based on the previous semester grades.
- E. All students will fall under the general NMAA Rules of Eligibility in order to determine which students are eligible to participate.
- F. Senior athletes: Seniors must be enrolled in a minimum of three (3) classes. In the event a senior participates in extra-curricular activities, he/she must be enrolled in, and successfully passing three classes in both the current & previous grading periods.
- G. Progress reports for co-curricular and extra-curricular students will be monitored every 2 weeks by the Athletic Director/Sponsor to determine eligibility. Students that are deemed ineligible will be required to sit out of competition for 1 week.
- H. Students who are earning a grade of “D” in any class at any time are subject to the provisions of the WLV D Policy (see pg. 16)

**\*Refer to “Academic Eligibility for Participation in Extra-Curricular Activities” on pg. 16 for more information.**

#### **III. Procedure for change of grades:**

- A. Each teacher will have ten school days after the end of the mid-term grading period and end of term to change a grade utilizing a Grade Change Form. (for athletes, it is seven school days as per NMAA eligibility section VI-7 6.2.6)
- B. After the ten day “grace” period:
  1. Incomplete grades can be changed only with fulfillment of a written Teacher/Student document by the end of the grading period. It is the responsibility of the student to confirm the change of grade. If agreement is not upheld and/or grade is not changed, grade will stay as is.
  2. Any grade change beyond the two weeks will be allowed only with written administrator approval with the exception of Edgenuity classes.
  3. In case the regular teacher is out for an extended period of time, the teacher and the substituting teacher will work in conjunction to average, assign, and/or change grade. Any errors in assigning or posting of grades must be corrected within a week of notification.

#### **IV. Retaking course(s) for improved grade:**

- A. Any course where a grade of D to B was earned will be allowed to be retaken but not for duplicate credit. The better of the two grades will be recorded.

- B. Courses in which an F is earned can be retaken for credit at any time; the failing grade will remain on the transcript, but the passing grade will be added to reflect the passing grade.
- C. E2020 Credit Recovery Program – Program guidelines:
  1. Students may use the E2020 program for credit recovery, tutoring, content review, and remediation.
  2. If the program enrollment allows, students can use the E2020 program for enhanced study.
  3. Students can begin the program at any time during the school year; however, the later they begin limits the time they have to obtain credit recovery and may incur an incomplete score instead of a grade. If a student receives an incomplete at the end of a semester, the student must finish the course during the next scheduled E2020 session to receive the earned grade and credit.
  4. Students who miss school for non-legitimate reasons for an extended period of time (over 5 school days) cannot utilize credit recovery to pass a class in which they are currently enrolled without a review of their attendance status by the appropriate high school personnel.
  5. Students who miss school for legitimate reasons (such as hospitalization) for extended periods can receive credit recovery work for the section missed or for the entire course provided they submit a verifiable doctor’s excuse for review to the High School Administration.
  6. Students who incur three (3) unexcused absences while enrolled in the E2020summer program and (10) unexcused during the school year may be dropped from the program without the opportunity for reenrollment.

**V. Independent study:**

- A. Independent study will be allowed at the discretion of the administration on a case by case basis.
  1. An Independent Study Contract which includes permission by the High School Administration, shall be followed and initiated by the student. (See Counselors for form)
  2. Advanced Placement **courses** may **not** be taken as Independent Study.
  3. The duration of Independent Study courses must be for a full term unless extenuating circumstances occur.
  4. If there are extenuating circumstances, each situation will be judged on its own merits by the High School Administration and/or the Academic Policy Committee.
  - 5.

**VI. Progression vs. Regression:**

- A. Students are encouraged **not** to regress to a lower level course for a grade within the same discipline after having progressed in grade-level and course work.

**VII. Course add/drop procedures:**

Freshmen, sophomores, and juniors shall be enrolled in a full class load each term. Adding or changing a course must be done within the designated time set by the high school counselor.

- A. Hardship Clause: At the discretion of the administrator(s) and with a written petition initiated by the student and the parents, the student may be allowed to enroll in a class after the designated period with specific stipulations. If all stipulations are met, student may be able to receive credit for the new class. Stipulations may be stated in writing if necessary.

**VIII. Advanced Placement Courses:**

- A. Students enrolling in AP courses should have previous teachers’ recommendation.
- B. AP teacher and student have a grace period of three weeks to confirm enrollment status.
- C. Weighted Points – All students enrolling in any AP courses will be awarded weighted points contingent on meeting requirements of AP courses outlined in academic policy (See section II-f). Points are added to the cumulative GPA at the end of each year based on how many AP classes have been completed with a C or better.

**IX. Dual Credit and/or Concurrent Enrollment:**

West Las Vegas High school students are able to take classes at Luna Community College and/or New Mexico Highlands University via our school’s Concurrent/Dual Enrollment program. The program offers students the opportunity to earn college credit while also attending West Las Vegas High School. Concurrent Enrollment students may also take classes taught at the college site for college credit **but not** high school credit.

- A. “Dual credit program” means a program that allows high school students to enroll in college-level courses offered by a postsecondary institution that may be academic or career technical but **not remedial or developmental**, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.
- B. **All dual credit courses** taken by West Las Vegas High School students with a post-secondary institution that has a Dual Credit Agreement with West Las Vegas High School (NMHU and LCC) **must** be posted to student high school transcripts **per NMAC 6.30.7.18, that requires that Local Education Agencies “record, unchanged, the grade given to the dual credit student by the postsecondary institution on each student high school transcript.”**
- C. For any courses taken at the post-secondary level (physical attendance or online attendance) at institutions **without** a dual credit agreement with West Las Vegas High School, students must declare in advance, in writing (within the week in which they enroll for the class) when registering with their counselor, whether they want the grade they earn to appear on their high school transcript. (This is done by requesting a declaration form from the guidance office).
- D. One secondary school credit shall be awarded for the successful completion of three credit hours of post-secondary institution instruction for elective courses not comparable to existing district elective courses.

- E. **Students who have earned a grade of “D” or “F” in any dual credit course will be subject to a 1-Semester Suspension from dual credit enrollment, to be enforced the subsequent semester.**
- F. \*Students and Parents are advised to research the impact dual credit courses may have on Student Financial Aid.
- G. “Concurrent enrollment” refers to enrollment of high school students in courses at the postsecondary level that are not designated as dual credit. This includes courses not listed within the dual credit master agreement between the eligible LEAs and postsecondary institution. Students who are concurrently enrolled may also be enrolled in the dual credit program if they meet eligibility requirements as specified in 6.3.7 NMAC. Concurrent enrollment is NOT eligible for high school credit, nor will the textbook be provided by the school.

### **Annual Review of Academic Policy:**

This policy will be reviewed on an annual basis by the Academic Policy Committee prior to the start of each ensuing school year. All recommendations and changes will be referred to Administrator for final approval.

### **Report Cards**

Report cards are issued to the students except when the student receives one (1) or more F’s on the grading period. Report cards will be issued on the following months: October, March, January, June. Parents are encouraged to request access to Parent Aide at wlv.schooldesk.net in order to monitor their child’s progress.

### **Honor Roll**

An honor roll will be published in the local newspaper at the mid-term (nine-week) grading period and at the end of each term. There are two honor rolls: “A” Honor Roll and “B” Honor Roll. Any grade lower than a “C” will eliminate a student from the honor roll.

### **Multi-Level System of Supports (MLSS) and Student Assistance Teams (SAT) (from the NM PED website: <https://webnew.ped.state.nm.us/bureaus/title-i/multi-layered-system-of-supports-mlss/>)**

**MLSS is a holistic intervention framework that guides educators, those closest to the student, to intervene quickly when students need additional supports. The MLSS framework reflects the supports that the classroom teacher, school, family, health and wellness staff offer toward readying students to experience academic and behavioral success in school resulting in students being ready for success.**

When a student is experiencing academic and/or behavior difficulties, the WLV School District has the responsibility of providing additional support for our students. West Las Vegas High School will utilize the NM PED Approved **SAT/MLSS Framework** to provide individual student interventions using the Multi-Tier Model. Students who are identified as needing intervention classes through our short cycle assessment and /or state mandated testing will be placed in intervention courses designed to assist students in their areas of need. .

If a student is experiencing behavioral/social difficulties, our school counselors provide student support. If additional support is deemed necessary, we will make referrals to the Student Health Center and other outside agencies that work with WLV School District. Students that continue to demonstrate academic and/or behavioral/social difficulties will be referred to a **Student Assistance Team (SAT)** which documents student challenges/difficulties and creates a plan to address student academic/behavioral/social needs. The **Student Assistance Team** may be comprised of the student, parent(s)/guardian(s), teacher(s), guidance counselor(s), administration, coach(es), and/or any other individuals and stakeholders who can provide input on the student’s overall well-being and progress.

### **School Community Service/PANDA**

Only administrators may place students on School Community Service status for disciplinary infractions. If these infractions continue, teachers may recommend a parent conference. Habitual offenders will be considered for Out of school suspension, expulsion, or placed on an alternate home placement. School community service will be completed during the student’s lunch break.

### **Mentoring, Tutoring, and Counseling**

West Las Vegas High School believes in supporting the physical, intellectual, and mental well-being of our students and staff. Student mentorship, tutoring, counseling, and group therapy are integral components of our academic and disciplinary systems. These will be offered in an ongoing basis to promote student and staff health.

### **Closed Campus and Student Parking Guidelines**

#### **Closed Campus -**

1. To ensure student safety, West Las Vegas High School is a **CLOSED CAMPUS** school for **classified freshman and sophomores (see “Provisions for Granting Credit – IV; pg. 6)**
2. **Classified** Juniors and seniors **in good academic, attendance, and behavioral standing** will be allowed to leave the campus for lunch. Seniors and juniors will need to present their schedules upon exiting. Good standing is defined as:
  - a. Minimum 2.0 GPA; no “F” grades in any classes; no “D” (per WLV “D” Policy; see pg. 16);
  - b. No more than 3 unexcused tardies in any single week; no more than 5 tardies in any month
  - c. No more than 2 unexcused absences in any single week; no more than 4 unexcused absences in any month
  - d. No more than 2 disciplinary referrals for the prior month;
  - e. **Student standing will be checked monthly and eligibility determined for the subsequent month.**
  - f. **West Las Vegas High School administration’s decisions on off-campus privilege suspension/revocation are final.**

**Off-campus and student vehicle privileges may be suspended/revoked for student disciplinary issues, not necessarily related to being off-campus, on a case by case basis. The decision to suspend/revoke off-campus privileges is the sole discretion of West Las Vegas High School Administration, and all decisions are final.** Students reclassified as freshmen or sophomores **WILL NOT** be allowed off campus privileges.

3. Seniors who do not have full schedules and/or other students who are taking classes at NMHU or LCC, will need to be identified with a pass from the administration so they may leave campus.
4. Students who violate Closed Campus Guidelines:
  - a. 1st infraction—3 lunch hours of community service (PANDA)
  - b. 2nd infraction—5 lunch hours of community service (PANDA) and subject to parent contact
  - c. 3rd infraction— Placement in community service (PANDA) for 9 weeks, parent conference,
  - d. 4th infraction - Suspension until parent/legal guardian meets with Administrator, student contract, long-term/full year placement in community service(PANDA)
  - e. Any further infractions will result in long-term suspension or other forms of discipline deemed appropriate by administration
5. Juniors & Seniors transporting underclassmen off campus, during school hours, will have off-campus privileges suspended/revoked per below:
  - a. 1<sup>st</sup> infraction – Off-Campus Privileges suspended for 2 weeks
  - b. 2<sup>nd</sup> infraction – Off-Campus Privileges revoked for the remainder of the 9-week term
  - c. 3<sup>rd</sup> infraction – Off-campus Privileges revoked for the remainder of the school year

Note: The entire senior and/or junior class may lose its off-campus privileges should rampant tardiness and/or other issues or concerns persist or become of a serious nature.

### **Student Parking**

1. To ensure student and staff safety, West Las Vegas High School will require students who wish to park their vehicle on campus to submit the following:
  - a. Current New Mexico Driver's License
  - b. Current Vehicle Registration
  - c. Proof of Current Insurance Coverage
2. Students must purchase a West Las Vegas High School Parking Permit from the high school secretary. Parking fee is \$10 per academic year. **Deadline to purchase parking permits is August 31, 2019.**
3. Designated student parking is the parking area surrounding the high school gymnasium.
4. Students are **not allowed to park in the employee and visitor parking (in front of the high school, between Phase 1 and the Auxiliary/Old Middle School gymnasium, or behind the Music building/cafeteria.**
5. Students may be required to park in alternative areas, pending use of student parking lot by outside entities. Students will be informed about the alternative parking areas by security and/or administration
6. Violations of the parking regulations will result in the following:  
**Parking in Restricted Areas/No Permit:**
  - a. 1<sup>st</sup> infraction – Placement of vehicle immobilization boot; \$25 fine for removal; vehicle parking privileges suspended for 2 weeks.
  - b. 2<sup>nd</sup> infraction – Placement of vehicle immobilization boot; \$25 fine for removal; vehicle parking privileges suspended for 9-weeks.
  - c. 3<sup>rd</sup> infraction – Placement of vehicle immobilization boot; \$50 fine for removal; vehicle parking privileges revoked for remainder the school year.
7. **Reckless, high-speed, or otherwise dangerous/unsafe driving will result in parking privileges revocation for the year.**
8. Students are not allowed to loiter in the parking lots, vehicles, or Family Partnership/ West Las Vegas middle school areas at any time during the school day.
9. **Student Parking Privileges may be suspended or revoked for disciplinary action not necessarily related to parking/driving.**

### **Searches at School**

West Las Vegas High School administration may conduct a search when they believe that a delinquent or criminal act or other act in violation of disciplinary rules is occurring or has occurred (reasonable suspicion). Said search may reasonably be deemed useful in protecting individuals, in preventing further or continued acts of the same nature or in preventing the loss of evidence of that act. A person and their belongings, including wallets, purses, backpacks, along with lockers and vehicles can and will be searched if there is a reasonable suspicion that a violation has occurred.

### **Fire and Emergency Drills**

Fire and other emergency drills are a requirement. Teachers will explain the procedures to their classes:

1. Fire and emergency evacuation drills/emergencies are signaled with a piercing, broken alarm ring. Evacuation routes and maps will be reviewed at beginning of each term and periodically throughout the year. Everyone will evacuate in an orderly manner.
2. Teachers will carry attendance records with them and take roll call immediately upon evacuation to account for all students in their class. Students should not be permitted to carry books or excess clothing.
3. Under no circumstances should teachers and pupils return to their building until a signal has been given.

4. **SHELTER-IN-PLACE**
5. **LOCK-DOWN/ACTIVE SHOOTER** drills/emergencies, announced by an authority over the intercom or in person, indicate a danger on campus. Teachers usher students to a part of the classroom out of view of the windows and maintain absolute silence until authorities unlock the door, or provide the staff with a code word indicating that the drill/emergency is over.
6. Any and all drills will be taken very seriously; teachers should lead by example and try to maintain a calm and quiet environment if possible, as this may be the determining factor in limiting casualties.

### **School Telephone**

Office telephones are for school business and are not available for students except in the case of an emergency. Students will not be released from class to answer personal phone calls except in the case of an emergency.

### **Textbooks**

Textbooks are issued by title and number and are provided to the students from the annual allotment made available from the NM State Textbooks Fund. Each student must sign for and will be responsible for seeing that each book checked out to him/her is well cared for. If books show excessive damage or are lost, students will be charged accordingly, and will not be cleared for graduation.

### **School Rules**

The faculty at WLVHS takes pride in creating and maintaining a school environment, which contributes to academic and social growth. In order to accomplish this, every student must know and follow the rules and policies regarding discipline and supervision. All students are under the authority of the administration, teachers, bus drivers, and high school staff. The school administration hopes that disciplinary measures will not be needed. It is our desire that students will make every effort to act as responsible youth at all times; that they will treat fellow students, teachers, and administration as they would like to be treated. If this is done, then discipline will not be a problem. However, if some type of discipline is needed, the administration will take action. It is the responsibility of the teacher to handle classroom situations. Please abide by the rules and regulations set forth by your teachers. If student behavior does not conform to these requests, then administrative action will be taken; we hope this will not be needed. Definitions of school penalties may include but are not limited to:

1. Intervention
  - Mediation contract
  - Referral to STIC Program/Counseling Intervention and Mediation Program
    - Students that violate school policy in regards to drugs/alcohol and aggressive behavior may be required to participate in the school **Counseling Intervention and Mediation Program** and/or **STIC Program**.
2. Parent Conference
3. Loss of athletic and/or activity privileges.
4. Loss of driving/off-campus privileges on school grounds.
5. School Community Service/PANDA - This means requiring a student to remain inside or otherwise restricting his/her liberty at times when other students are free.
6. A zero-tolerance contract will be established.
7. Student may be subject to alternate educational setting.

### **Definitions of Act or Infractions of school rules;**

1. "Criminal acts" are acts defined as criminal under the New Mexico Criminal Code (section 30-1-1 et seq. Under NMSA 1978), the Liquor Control Act (section 60-3-1 et seq. NMSA 1978) and any applicable municipal or county criminal ordinances. Such acts now include the Crime of Willful interference with the educational process of any public or private school (section 3-20-1 3D, NMSA 1978, as enacted by N.M. Law 1981, Chapter 32).
2. "Delinquent acts" are acts so defined in the New Mexico Children's Code (section 32-1-1 et seq., NMSA 1978).
3. "Gang related activity" is disruptive conduct. Zero tolerance.
4. "Sexual harassment" (among students) means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal or physical) when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the advancement of a student in programs or activities.
  - b. Submission to or rejection of such conduct by a student is used as the basis for decisions/opportunities affecting the student.
  - c. Such conduct substantially interferes with a student's learning or creates an intimidating, hostile or offensive learning environment.
5. "Disruptive conduct" means willful conduct which:
  - a. Disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes; or
  - b. Leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.
6. "Refusal to identify self" means person's willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.
7. "School personnel" refers to all members of the staff, faculty and administration employed by the local school board. The term includes security officers, school bus drivers and their aides, and also authorized agents of the schools, such as volunteers or chaperones, whose responsibilities include supervision of students.
8. "Refusal to cooperate with school personnel" means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.

9. Academic Dishonesty/Plagiarism is willful misconduct of any type that occurs in relation to a formal **academic** exercise that includes plagiarism and cheating. Plagiarism is the adoption or reproduction of ideas or words or statements of another person without due acknowledgment. "Cheating" is any willful effort to manipulate, falsify, or otherwise compromise the integrity of student records and/or work. A student who willfully allows another student to copy is as guilty of cheating as the student copying.
10. "Aggravated assault" means assaulting or striking another person with a weapon.
11. "Aggravated battery" means inflicting an injury to another person constituting bodily harm and is inflicted with a weapon.
12. Arson maliciously or willfully igniting a fire or causing an explosion and of damaging or destroying property.
13. Assault/Battery attempting to commit a battery on another or committing an unlawful act, threat or menacing conduct towards another person who reasonably believed he/she was in danger of receiving an immediate battery.
14. Controlled substance any substance enumerated in the Controlled Substances Law.
15. **Cell phone policy:**
  - Students:
    - i. Students may bring cell phones onto campus and into the buildings.
    - ii. Students may not use cell phones (**either their own or anyone else's**) during class time unless under the direct supervision of teachers.
    - iii. Phones being used during restricted time will be penalized in the following manner:
      - First offense-phone confiscated and student may pick up at the end of the day.
      - Second offense - same as above, but must be picked up by parent/legal guardian.
      - Third offense - cell phone privileges revoked and phone confiscated and must be picked up by the parents/legal guardian.
      - Fourth offense – cell phone privileges revoked and phone confiscated for two (2) weeks.
      - Borrowed cell phones will incur consequences on both the student who borrowed said phone and on student who loaned the phone.
    - iv. Cell phone usage for emergencies will be allowed if prior arrangements have been cleared with the office in written form.
    - v. Students who habitually violate this policy will not be allowed to bring their cell phones on campus.
    - vi. Staff members may use electronic communication with students only as frequently as necessary to accomplish an educational purpose. Communication for an educational purpose would include communication related to a staff member's position, including but not limited to teaching, counseling, athletics, extra-curricular activities, treatment of a student's physical injury, or other purposes related to a staff member's job duties. The district discourages staff members from communicating with students electronically for reasons other than educational purposes.
16. Distribution of controlled substance intentionally distributing or on the person with the intent to distribute a controlled substance.
17. Extortion communicating or transmitting a threat to another with the intent to obtain something.
18. Forgery providing a false signature or altering school documents.
19. Gambling playing any unauthorized game of skill or chance for money or other items of value.
20. Harassment (intimidation) knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.
21. Inappropriate attire, dressing or grooming in a manner that disrupts the educational process or interferes with teaching and learning, such as extreme make-up, attire with a visible sexually explicit message, alcohol, narcotics logos, and the wearing of all headgear such as bandanas, hairnets, extremely long coats (trench coats).
22. Leaving without permission leaving campus during school hours and/or leaving class without permission from the teacher or principal.
23. Loitering or occupying an unauthorized place in the school or on school grounds.
24. Possession of a controlled substance having in one's person or in one's personal belongings (purse, backpack, locker, vehicle etc.) a controlled substance.
25. Racism verbally or physically attacking or harassing another person on the basis of their race or culture.
26. Robbery: stealing something of value from a person by the use or threatened use of force or violence.
27. Sexual violations offenses such as harassment, indecent exposure, criminal sexual contact, criminal sexual penetration or contributing to the delinquency of another student.
28. Smoking/Vaping: holding a cigarette, cigar, e-cig, or pipe and/or drawing in and exhaling the smoke of legally or illegally sold tobacco, marijuana, etc.
29. Theft: taking anything of value which belongs to another person or entity.
30. Graffiti: intentionally defacing property belonging to the school district with paint, ink, spray paint, markers, charcoal, chalk, crayon, lipstick, etc.
31. Vandalism: intentionally damaging any real or personal property of another.
32. Possession of alcohol: intentionally possessing an alcoholic beverage or being under the influence of alcohol.
33. Possession within the immediate physical custody of the drug paraphernalia, including a student's vehicle, locker or body.
34. Self-defense defending oneself from physical attack when escape or withdrawal is not possible: revenge cannot be construed as self-defense. Self-defense is not available if he/she instigated the attack.
35. Plagiarism is intellectual theft existing in several forms:
  - a. Copying of a work or passage without quotation marks or a footnote stating source.
  - b. The partial quotation and paraphrase of a passage without appropriate quotation marks and a footnote stating source.
  - c. The complete paraphrase of a passage without a footnote or without stating source.

**\*\*All school rules are in effect during any and all West Las Vegas School sanctioned activities.**

### **Disciplinary Actions for Violation of Rules**

Students, parents, staff and administrators will need to refer to the WLVSD Discipline Policy for a complete description of all violations of school rules. (Refer to page 12 – School Rules, page 17 – Progressive Discipline, and page 18 – Disciplinary Matrix Action Guidelines)

1. Habitual offender:
  - a. Students referred four or more times, within a school year, for a variety/combo of infractions of school policy will be considered a habitual offender and will be subject to harsher consequences defined in the WLVSD Discipline Policy.

### **Dress Code & Prohibited Items List**

Modest, clean dress is encouraged for students at WLVHS. Clothing with vulgar language or sexually suggestive words or pictures, or those encouraging the use of harmful drugs, are not to be worn on campus. Any clothing that is disruptive to the educational process should not be worn to school.

The purpose of adopting this dress Code and Prohibited Items List is not to infringe on any individual student's rights to freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared for participating in the education process. When attending school-sponsored activities, students are to adhere to the dress code. This applies to any activities on school grounds or elsewhere.

1. Half shirts, muscle shirts, spaghetti strap shirts, mesh and see-through clothing, shirts or tops with partial coverage including excessive tears or rips, or open sides.
2. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, satanic topics, obscenities, and items such as pajamas, slippers, etc...
3. Skirts, shorts and dresses should not be shorter than 3" above the knee, or student fingertips when standing upright with hands to the side. Spandex, cut-offs, and other shorts without hems are not allowed.
4. Leggings, yoga pants, or tights that are transparent/see-through without coverage (skirt, shorts, dress, etc.)
5. Hats, caps, and apparel with a head covering are permitted on school grounds but must be worn appropriately (i.e. brim forward).
6. Sunglasses are prohibited from being used indoors.
7. Headbands, armbands, wristbands, bandanas, and hairnets regardless of color or design should not be displayed in any manner in connection to gang affiliation.
8. Chains (including wallet chains) are not permitted.
9. Tattoos which are offensive or vulgar must be covered.
10. Visible body piercing or jewelry ornamentation is strongly discouraged; however, if a student insists upon wearing such implements and is injured on school property due to said piercing or ornamentation, school staff and personnel are not liable.
11. Pants must be worn around the waist in an appropriate manner (**no sagging or bagging**). Undergarments must not show. This applies to both male and female.
12. Shoes, sneakers or the appropriate footwear must be worn at all times depending upon class environment. (Woodworking Technology, Chemistry).
13. If belts are worn, the entire belt must be worn through the belt loops.
14. Gang attire of any kind is strictly prohibited. Shirts must be buttoned and shirt-tail must be tucked in at all times.
15. Gang identification paraphernalia such as colors, jewelry, hats rags and bandanas.
16. Trench coats or excessively long coats below mid-thigh level are prohibited.

### **Students in violation of district dress code are subject to the following consequences:**

1. First violation student will be asked to correct the violation immediately by:
  - a. Changing or altering clothes. If student does not have access to a change of clothes, a laundered t-shirt and/or warm up pants will be lent to student for the day. In this situation, the article of clothing that violates dress code will be held in the office/exchanged for the items that are lent. Students will be allowed to change their clothes at the end of the day to return the lent items to the school and obtain their personal items.
  - b. If no clothing is available at school, parent/guardian will be contacted to bring clothing for child.
  - c. If parent/guardian cannot be contacted, student will remain in an alternative in-school placement (other than the classroom).
2. Second and subsequent violations will follow aforementioned interventions and require students be placed on a Student Assistance Team (SAT) intervention to address the repeated/frequent dress code violations. Interventions may include loss of privileges, PANDA, alternative school placement (non-classroom), and others (to be determined).

Note: School administration and staff will ultimately determine the appropriateness of clothing. However, staff, students, and parents are encouraged to support the enforcement of appropriate clothing, including that which is not specifically listed above.

**\*\*ALL DRESS CODE ITEMS APPLY TO BOTH MALE AND FEMALE STUDENTS.**

### **Prohibited Item List**

In the interest of protecting health and safety of all district students, the following Prohibited Items List has been adopted by West Las Vegas High School. Any violations will be documented on a disciplinary referral form and will be processed for action by the principal.

1. Skate boards are not allowed on school grounds.
2. E-Cigarettes, Cigarette lighters, music devices, electronic games or gaming devices at school or on school property. (The school will not be held liable/accountable for devices lost or damaged).

3. Gambling devices, dice, playing cards, tarot cards, etc.
4. Drugs, drug paraphernalia, alcoholic beverages, narcotics, cigarettes, kudas, flavored cigarettes/cigars, matches, look-a-likes.
5. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
6. Weapons, guns, knives, box cutters, screwdrivers, chains, laser pointers, and/or other dangerous items.
7. Toys which are a realistic simulation of guns or knives.
8. Gang identification paraphernalia such as caps, gloves, rags/bandanas, etc.
9. Permanent Markers

**\*\*Again, we ask for your support and cooperation in providing a safe and orderly environment in which everyone's safety is ensured.**

### **School Board Policy Governing Gang Activity**

The Board of Education believes that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang," as defined in this policy, is any group of two or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

#### **No student on or about school property or school activity**

1. Shall wear, possess, use, distribute, display, any clothing, jewelry, emblem, badge, symbol, sign or other items which are evidence of membership of affiliation in a gang.
2. Shall commit any act or omission, or use any speech, verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
  - a. soliciting others for membership in a gang
  - b. requesting any person to pay for protection or otherwise intimidating or threatening any person
  - c. committing any other illegal act or other violation of school district policies
  - d. enticing other students to act with physical violence upon any other person
  - e. the branding of one's body to show affiliation with a group

Parents are urged to use good judgment when purchasing clothing.

### **Academic Eligibility for Participation in Extra-Curricular Activities**

Requirements to participate in extra-curricular activities and athletics are as follows: (All questions concerning athletics will directed to the school's athletic coordinator)

1. Student must meet all rules outlined by the New Mexico Activities Association.
  2. A student must have a 2.0 GPA and no more than one failing grade for the nine-week grading period in order to participate.
  3. Student must be present at school all day on the day of the game or activity in order to participate. If the event is scheduled on Saturday and the student is absent on Friday, the same rules apply. Absence(s) must be cleared by the end of the day or prior to the start of the athletic event.
  4. Students involved in activities that are school sponsored events will be given the chance to make up missed work.
  5. Students who violate school regulations regarding truancy, tobacco, drugs, alcohol, or chronic misbehavior may be dropped immediately from participation for the duration of that activity or sport event. Suspensions based on misconduct will be made through the High School Administration office.
- Note: Misconduct can be anything from disruptive behavior in the classroom, disrespectful to self, staff, fellow students, etc.

In regard to successful athleticism/or participation in extra -curricular activities at WLV, one must possess the following:

- Academic eligibility
  - Good Character
  - Commitment to the sport/club
  - Respectful behavior
6. Monitoring of student grades will be the responsibility of the coaches and sponsors with cooperation of all teachers.
  7. Any student suspended from an activity or sport will not be eligible for any award or recognition for participation.
  8. All sponsors of extra-curricular groups need to make this information known to the students involved.
  9. Transferring student athletes become eligible for varsity competition when parents or legal guardians establish a "**bona fide residence**" within any attendance area upon meeting NMAA regulations. If a student starts a sport, he/she is required to complete that sport before he/she can start another. If an athlete is dismissed or quits a sport, he/she may not join or participate in another sport until the season of the previous sport is completed.
  10. All students involved in extra-curricular activities will be required to travel to and from events in school transportation unless cleared by the Principal. Parents may also pick up their children at the site of the activity.
  11. If a student is caught with possession of or under the influence of drugs or alcohol and not participating in an active sport will be suspended for 45 days before being considered for reinstatement to extra curriculum activities.
  12. Suspended students may not participate, practice or compete for duration of suspension (**includes OSS, and SCS**).

13. Seniors must be enrolled in a minimum of three classes. In the event a senior participates in extra-curricular activities, he/she must be enrolled in and successfully passing three classes both in the current and previous grading periods.\* **Refer to NMAA Regulations Section IV – Athletic By-Laws page 77. Rev. July 1, 2003.**

### **Additional High School Extracurricular Activities and Privileges Eligibility: WLVS “D” Policy**

- 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, off-campus privileges, or student parking.
- Students will be able to participate in practice, games, competitions, off-campus, and student parking 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”, 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.

### **Rules Governing School-Sponsored Trips**

1. School personnel or administrative authorized persons must accompany students on school trips. One person will be designated for overall responsibility (head chaperone); however, students are expected to respond to directions from all chaperones.
2. Written approval by a parent/guardian will be required before a student may make a school trip.
3. School rules are in effect while students are on school-sponsored trip.
4. Excessive discipline referrals (4 or more) may result in student becoming ineligible to participate in extra-curricular activities.

### **Student Activities/Sports**

Cross Country & Track	Band – Marching and Concert	Golf	Volleyball	Yearbook
Baseball	Chess Club	Tennis	Cheerleading	Business Professionals of America
Softball	Choir	Boys State	Dance Team	Key Club
Football	Ski Club	Girls State	Wrestling	National Honor Society
Basketball	Student Council	Soccer	M.E.S.A.	Mariachi

### **Successful Student Behaviors**

The following is a list of positive behaviors that are common among our most successful students. They are placed here to serve as a guide for all students.

1. Meet class commitments by attending class punctually and regularly.
2. Bring needed materials to school and to class.
3. Listen attentively in class, take notes, answer questions, participate in class discussions, and respond appropriately to the situation.
4. Follow classroom rules and procedures.
5. Recognize my responsibility to create a classroom environment conducive to learning.
6. Respect the right of my teachers and classmates who hold and express opinions different from my own.
7. Respect school property and the property of others.
8. Make up schoolwork missed because of excused absences.
9. Initiate communication with a teacher, counselor, or principal when I’m having difficulties in class or in school.
10. Make efficient use of time in school and at home.
11. Understand the grading procedures of each teacher and keep track or my progress.
12. Understand the graduation requirements and keep track of my credits.
13. Write down my assignments and study schedule.
14. Develop a study center at home that compliments good study habits.
15. Complete assignments on time and on a regular basis.
16. Discuss my progress and difficulties with my parents.
17. Attend tutoring sessions when needed.
18. Use language and behavior that is respectful and courteous towards all teachers, administrators, staff members, and visitors/guests as well as classmates.

### **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 WLYS.

Additionally, the Education Code provides unique procedures and specific consequences for categories of serious offenses whereby the District may expel a student:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, or
4. 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.**

### **Progressive Discipline**

WLVHS utilizes a philosophy known as "progressive discipline in conjunction with positive behavioral intervention support":

What is "progressive discipline"?

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 misbehavior "progresses" to the next level of discipline.

#### **Why can two students receive different consequences for the same act of misbehavior?**

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.**

#### **What is "Positive Behavioral Intervention Support"?**

Positive Behavioral Intervention Support (PBIS) 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. For the 2018-2019 school year, West Las Vegas High School will be implementing an incentive based program in which all students will participate. The PBIS program will assist with Interventions that will assist our teachers and staff with maintaining positive behaviors throughout our campuses, monitoring of positive student behaviors, and awarding points that can be used to purchase items from the PBIS Store. The incorporation of a PBIS Store and incentives for limited discipline issues will be implemented throughout West Las Vegas Middle and High Schools.

### **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.**

The following disciplinary matrix may be modified at the discretion of the building principal or assistant principals, after review of all of the circumstances on a case-by-case basis. The principal or assistant principal has the authority to impose more discipline than set forth in the guidelines if, in his/her judgment, the totality of the circumstances warrants such action. In addition, if appropriate under the circumstances, the principal or assistant principal may impose more severe disciplinary action if, in a short period of time or in a single event, a student engages in multiple acts which violate the discipline rules. Finally, the principal or assistant principal may use discretion in the imposition of discipline when a student engages in a pattern of unacceptable conduct or otherwise displays a persistent refusal to comply with school rules.

In addition, when administering discipline, students will be treated fairly and equitably.

**Discipline will be based on careful assessment of the circumstances of each case, reviewing factors such as:**

- 1. The seriousness of the offense**
- 2. The student's age**
- 3. The frequency of the misconduct**
- 4. The student's attitude**
- 5. The potential effect of the misconduct on the school environment**

**\*All Disciplinary decisions are at the discretion of administrative staff.**

## DISCIPLINE MATRIX

### Level I Infractions

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

LEVEL I INFRACTION	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE	4 <sup>th</sup> OFFENSE
<b>General Disruptive Conduct</b> --Rudeness --Horseplay --Excessive disturbance anywhere on campus	-Oral correction -Seating changes -Student/teacher conference -Teacher contacts Parent(s)/Guardian -Teacher documents on 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
<b>Ditching School/ leaving campus without permission</b>  <b>Tardies</b>  <b>Cafeteria Misbehavior</b>  <b>Defiance towards staff</b>  <b>Not following classroom expectations</b> <b>school rules</b> <b>Spitting</b> <b>-as disrespect/in anger</b>	-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
<b>Tardies</b>	-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
<b>Bus Referrals</b>	-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: Any school-related activity, including, but not limited to: athletic/club competitions, field trips, etc.\**

## DISCIPLINE MATRIX

### Level II Infractions

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

LEVEL II INFRACTION	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>Chronic Infractions from Level I</b>	Suspension 1-3 days	Suspension 3-5 days	Progress to Level III Consequences (OSS)	Progress to Level III Consequences (OSS)
<b>Attempt to injure another</b>	-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	*
<b>Attempted/Damaged other's person or school property</b>	-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	-Parent(s)/Guardians notified -Suspension 1-3 days -Restitution -Report to Law Enforcement	*

		Enforcement		
<b>Aides, supports or encourages the infliction of physical injury on another person</b>	-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	*
<b>Disrespect/Defiance with School Personnel</b>	-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	*
<b>Disrupting a school activity (field trip or school sponsored event)</b>	-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
<b>Inappropriate use of technology, i.e. computer, iPad, cell phones, iPod; (viewing/distributing/recording inappropriate material, unauthorized recording other students, staff, faculty, or classes, online or in-person)</b>	-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.	*
<b>Instigating a fight or being a "Messenger"</b>	-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	
<b>Misuse or falsifying any document or communication (Progress report, absence excuse,</b>	-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	
<b>Cheating</b>	-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	
<b>Threats/Hate violence/racial/sexual discrimination.</b>	-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	
<b>Threats to injure</b>	-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	
<b>Throwing objects</b>	-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	

<b>Vulgar Language</b>	-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	
<b>Verbal abuse of/or toward any staff member (profanity)</b>	-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 *

**DISCIPLINE MATRIX  
Level III Infractions**

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

<b>LEVEL III INFRACTION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
<b>Chronic Infractions from Level II</b>	-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
<b>Arson (Deliberately started a</b>	-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	
<b>Bullying/Hazing</b>	-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
<b>Attempted or engaged in an act of hate violence</b>	-Parent(s)/Guardians notified -Suspension 1-3 days -Mediation (if appropriate) -Referral to Counselor/Principal/SBHC	-Parent(s)/Guardians notified -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
<b>Extortion (to obtain anything of value by violence, threat, or abuse)</b>	-Parent(s)/Guardians notified -Suspension 1-3 days -Report to Law Enforcement -Restitution	-Parent(s)/Guardians notified -Suspension 3-5 days -Parent conference -Restitution -Report to Law Enforcement	-Parent(s)/Guardians notified -Suspension 5-10 days -Parent conference -Restitution -Report to Law Enforcement	Progress to Level IV Consequences: Long term suspension or expulsion
<b>False Alarm (Bomb threats, false 911 calls/pulling fire alarm)</b>	-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
<b>Fighting</b>	-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 *

<b>Harassed, threatened or intimidated by a student for the purpose of preventing them from being a witness</b>	-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
<b>Harassment and/or sexual harassment (verbal or physical toward school personnel or students)</b>	-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
<b>Hate Crime (including hate speech/language based on race, ethnicity or sexual identity.</b>	-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
<b>Possess or brandish a look-a-like gun, knife or other weapon.</b>	-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		
<b>Possession or use of tobacco products at school or school sponsored activities (inclusive of e-cigarettes)</b>	-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
<b>Sexually abused another person</b>	-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		
<b>Sold/furnished a material represented as a controlled substance/ alcoholic beverage or intoxicant</b>	-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		
<b>Threats/Intimidation, threatening physical harm, harassment, sexual harassment or intimidations toward school personnel, student or other persons on school property or at any school activity</b>	Notify parent(s) or Guardians -Suspension 3-5 days -Referral to Counseling/SBHC -Referral to Law Enforcement - Parent conference	-Notify parent(s) or Guardians -Suspension 5-10 days -Continue Counselor/SBHC -Referral to Law Enforcement - Parent conference	Progress to Level IV Consequences: Long term suspension or expulsion	*
<b>Theft (Private or School Property valued over \$100.00)</b>	-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
<b>Vandalism/graffiti (involved in altering, defacing or destroying school or private property, including technology)</b>	-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 many also be permanent/indefinite expulsion for the West Las Vegas School District.

<b>LEVEL IV INFRACTION</b>	<b>CONSEQUENCE</b>
<b>Chronic Infractions from Level III</b>	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.
<b>Aggravated Assault</b> 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
<b>Weapons/Sharp Objects/Explosives</b> 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
<b>Possession of any controlled substance/drug paraphernalia.</b> 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
<b>Assault/Battery of a School Employee</b> Intentionally performing assault or battery on a school employee, especially in a violent manner, including any physical contact or action that deliberately causes harm or injury to school employee.	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.**

### 2020-2021 COVID-19 PANDEMIC INFORMATION

Due to the 2020 worldwide COVID-19 Pandemic, West Las Vegas Schools will follow Governor Lujan-Grisham’s directives regarding school return, based on recommendations from the Centers for Disease Control (CDC), New Mexico Department of Health (NM DOH), Governor Michelle Luján-Grisham, and the New Mexico Public Education Department (NMPED). We will begin the school year on the Red Level, which will mean school will be conducted in a virtual environment. All school rules and expectations detailed in this handbook will be enforced, with necessary adaptations to the virtual learning platform being considered. Students are required to attend and participate in class daily, whether online or in-person. Please refer to the school and district webpages for more information.