



WEST LAS VEGAS HIGH SCHOOL AND FAMILY PARTNERSHIP 2024-2025

PARENT / STUDENT HANDBOOK

**Students Enter With a Promise and Exit
With a Purpose**



West Las Vegas High
School/Family Partnership



157 Moreno WLVHS
1314 South Gonzales Family Partnership
Las Vegas, NM 87701



(505) 426-2500 WLVHS
(505) 426-2535

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School Calendar

West

Las Vegas SCHOOLS

2024-25

Calendar



1st Day of School: Aug. 7

Last Day of School: May 23

STAFF IN-SERVICE DAYS

- Aug. 1-6
- Feb. 10; Apr. 16
- May 27-28

Oct. 18 & Mar. 21

Aug. 30; Oct. 17

Dec. 13; Mar. 28

May 9

ELEMENTARY PREP DAYS

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F			
JULY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
AUGUST						1	2	3	4	5	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
SEPTEMBER	1	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30						
OCTOBER	1	2	3	4		7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
NOVEMBER						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	29	30
DECEMBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
JANUARY '25	1	2	3			6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
FEBRUARY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28								
MARCH	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31							
APRIL	1	2	3	4		7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30					
MAY						1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
JUNE	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30							

DAYS OFF

	4th of July	Aug. 15 th	Labor Day	Indigenous People's Day	Election Day	Thanksgiving Break	Christmas/New Year's Break	Martin Luther King, Jr. Day	President's Day	Spring Break	Easter Break	Memorial Day	June Fridays Off
Students & 185-through-225-Day Employees	N/A	N/A	Sept. 2	Oct. 14	Nov. 5	Nov. 27-29	Dec. 23-Jan. 3	Jan. 20	Feb. 17	Mar. 12-14	April 17-21	May 26	N/A
240-Day Employees	July 4-5 8-19	July 12	Sept. 2	Oct. 14	Nov. 5	Nov. 28-29	Dec. 25-27 & Jan. 1	N/A	N/A	Mar. 13-14	April 18-21	May 26	June 13, 20, 27

WLV HIGH SCHOOL

DONS VS. TEXICO FIGHTING WOLVERINES
September 27, 2024, 7 p.m.

WLV High School/Partnership Graduation: May 17, 2025

Employment Contract Dates:

185-Day Employees Aug. 6 – May 23	190-Day Employees Aug. 1 – May 28	195-Day Employees July 29 – May 30
205-Day Employees July 22 – June 6	225-Day Employees July 8 – June 20	
240-Day Employees July 1 – June 30		

179 Bridge Street, Las Vegas, NM 87701
Phone (505) 426-2300 Fax (505) 426-2310

Important Dates

August 2024

First Day for Teachers - August 1

First Day of School for Students - August 7

September 2024

September 2 - Labor Day (No school)

September 23 - 27 Homecoming Week

October 2024

Indigenous Day - October 14 (No School)

Open House - October 18 (No School for Students)

November 2024

Election Day - November 5 No School

Thanksgiving Break - November 27-29

December 2024

Winter Break - December 23-31

January 2024

New Year's Break - January 1-3

Return from Winter Break - January 6

Martin Luther King - January 20 (No School)

February 2024

Teacher In-Service - February 10 (No School for Students)

Presidents Day - February 17 (No School)

March 2025

Spring Break - March 12-14

Open House - March 21 (No School for Students)

April 2024

Teacher In-Service - April 16 (No School for Students)

Easter Break - April 17-21

May 2024

Graduation Day - May 17

Last Day of School - May 23

Memorial Day - May 26

Teacher In-Service - May 27- 28

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 strive for excellence in academics, athletics, extra-curricular activities, and behavior.

As you join the West Las Vegas High School student body, you enter an environment where a positive behavior support system has been established to create a safe and healthful environment. This handbook has been prepared as a course of information for students and parents to increase understanding and communication among students, parents, and school personnel. Share this handbook with your parents and read it carefully to become acquainted with the responsibilities and obligations expected of you at West Las Vegas High School.

Visitors

All visitors must report to the main office, be cleared, and acquire a visitor's pass from the secretary.

Accreditation

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

Bell Schedule

Class Period	Start Time	End Time
Warning Bell	7:50 AM	
1st Period	7:55 AM	8:55 AM
2nd Period	8:59 AM	9:49 AM
3rd Period	9:53 AM	10:43 AM
4th Period	10:47 AM	11:37 AM
LUNCH	11:37 AM	12:22 PM
5th Period	12:26 PM	1:16 PM
6th Period	1:20 PM	2:10 PM
7th Period	2:14 PM	3:04 PM

Delay Schedule

Green Schedule	
Warning Bell	9:49
3rd Period	9:53 - 10:43
4th Period	10:47 - 11:37
Lunch	11:37- 12:20
5th Period	12:26 - 1:16
6th Period	1:20 - 2:10
7th Period	2:14 - 3:04

Gold Schedule	
Warning Bell	9:49
1st Period	9:53 - 10:43
2nd Period	10:47 - 11:37
Lunch	11:37- 12:20
5th Period	12:26 - 1:16
6th Period	1:20 - 2:10
7th Period	2:14 - 3:04

Academic Grading Terms

Semester 1 August 1, 2024 – January 5, 2025		
Quarter 1	August 1, 2024	October 13, 2024
Quarter 2	October 14, 2024	January 5, 2025
Semester 2 January 6, 2025 – May 28, 2025		
Quarter 3	January 6, 2024	March 9, 2025
Quarter 4	March 10, 2025	May 28, 2025

School Telephone Directory

West Las Vegas High School 157 Moreno Street Las Vegas, NM 87701		
Carla Pacheco	Principal	505-426-2502
Rita Arellano	Vice-Principal	505-426-2503
Sarah Gallegos	Secretary	505-426-2504
Kristen Encinias	Counselor	505-426-2506
Melissa Duran	Counselor	505-426-2506
Marilyn Aragon	District Rehab/Transition Counselor	505-426-2505
Victoria Penix	Records Clerk	505-426-2524
James Esquibel	Truancy Officer	505-426-2509

West Las Vegas Family Partnership 157 Moreno Street Las Vegas, NM 87701		
Carla Pacheco	Principal	505-426-2535
Rita Arellano	Vice-Principal	505-426-2535
Loretta Lucero	Secretary	505-426-2535
Felix Jaramillo	Counselor	505-426-2537
Victoria Penix	Records Clerk	505-426-2509
James Esquibel	Truancy Officer	505-426-2524

Admissions

- I. Parents/guardians are encouraged to attend the parent orientation at the start of the academic year. This will give you the opportunity to gain valuable insights into your child's academic journey at West Las Vegas High School or Family Partnership High School. This event will provide you with a comprehensive overview of our educational programs, support services, and extracurricular activities.
 - 1.
- II. Any New Student registering to attend WLVHS will need the following documents at the time of registration and must be accompanied by their parent or guardian:
 - a. Updated immunization records (NM State Law)
 - b. Stated issued birth certificate
 - c. Social Security card
 - d. Withdrawal form from previous school
 - e. Transcript from the previous school (an unofficial copy will be accepted).
 - f. Copy of IEP if the enrolling student has been receiving special education services.
 - g. Test data if available
 - h. Current Next Step Plan if applicable
- III. Transfer students new to the district and enrolling at West Las Vegas High School and 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.

Eligibility for student participation in extracurricular activities is determined by the New Mexico Activities Association's by-laws developed to create a level playing field for all student-athletes. Changes to enrollment, home residence, academic standing, and family status determine student eligibility. Parents/Guardians must familiarize themselves with the rules and regulations associated with student eligibility PRIOR to making changes to their student's status. Transferring schools may impact a student's opportunity to participate in extracurricular activities. New Mexico Activities Association by-law may be found at <https://www.nmact.org/nmaa-handbook/>

Attendance

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.

- II. 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 in 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 5 days. Once excuses are entered, the 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 with the Compulsory School Attendance Law, and enforcing the Board of Education's policies on compulsory school attendance.

Truancy questions or advisement should be referred to James Esquibel, WLVHS Truancy Officer 505-426-2524, or by email at james_esquibel@wlvs.org

Attendance Credit

Absences – Every 3 unexcused tardies will result in a referral to truancy and/or the Wellness Team and result in 1 hour of Community Giveback lunch detention; Unexcused absences and tardies will be subject to disciplinary action (see Discipline Matrix). Per NM State Statute, a student will be disenrolled/dropped from school and referred to the Juvenile Probation Office after 10 consecutive unexcused absences. Students who are disenrolled/dropped due to consecutive absences will need to meet with the school principal and be placed on an attendance/behavior/academic contract before being allowed to re-enroll. The student will also be referred to the Wellness Team to follow up on progress. Students experiencing any extenuating circumstances will have their situation reviewed by the High School administration and the guidance counselors and a judgment issued. If a course credit or grade is in jeopardy due to absences, teachers are responsible for informing the student and their parent/guardian and submitting a Wellness Team Referral.

Attendance Regulations

III. 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. Types of Absences:
 - 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 hours) advance notice shall be required except in cases of emergency.
 - 2. Excused Absences: Absence due to personal illness or injury will be considered excused; however, after the 3rd 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 48 hours of the absence**. Parents may notify school personnel of excused absences via written note, phone call, email, or PowerSchool.
 - i. 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 and are subject to the 24-hour submission requirement.
 - ii. Personal or family emergencies such as funerals, etc.
 - iii. School-related activities as approved by the high school administration.
 - iv. Lack of transportation due to reported bus mechanical problems or inclement weather and approved by the principal.
 - v. 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 online, with a potential grade reduction of up to 30%. (Students/Parents will be required to request homework, tests, etc.)
 - ii. Family vacations are considered unexcused absences, and the school recommends scheduling them when school is not in session.

4. In most cases, students will be allowed to complete assignments or other work except for unexcused absences. The student is responsible for requesting “make-up” work immediately the day they return after 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.
5. 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 hours) in advance of the 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).
6. Tardies: Students will be referred to the truancy officer every third, sixth, ninth tardy, etc... (This is the teacher's responsibility.) They will also be provided with disciplinary action, as appropriate. Teachers will adjust participation grades accordingly.

New Mexico Attendance for Success Act (HB 236)

To set forth the requirements for implementing the New Mexico Attendance for Success Act (HB 236). Specifically, the Attendance for Success law provides a process of absences and early intervention for students who are absent or chronically absent. This law identifies interventions related to reducing chronic absenteeism. The Attendance Success Plan is required as part of a tiered data-informed system to identify students who are chronically or excessively absent and to aid the development of whole-school prevention strategies and target interventions. In addressing this act, the goal is to keep students in an educational setting, prohibiting out-of-school suspension or expulsion with more interventions than punitive punishment for absences.

Level 1 Intervention/Early Identification
<ul style="list-style-type: none"> • Parent/Guardian will be notified by the teacher when a student has accumulated three (3) unexcused absences. <ul style="list-style-type: none"> ○ 3 unexcused tardies = 1 unexcused absence
Level 2 Intervention
<ul style="list-style-type: none"> • Parent/Guardian will be contacted by the school counselor, administrator, or truancy. <ul style="list-style-type: none"> ○ Identify root causes ○ Interventions/Strategies for improvement ○ Resources such as counseling, 504 plan, SAT process, etc. • Attendance will be monitored by truancy
Level 3 Intervention

- Truancy will notify Parent/Guardian of the five (5) unexcused absences by phone and/or mail
- Truancy person will send out 1st notification of non-compliance of the Attendance for Success Act (5-day letter).
- Truancy will identify root causes for student absences.
- Truancy will identify intervention that may assist in the prevention of the student's truancy.
- Truancy will encourage parent/student to improve attendance using multiple methods including
 - Attendance Contract
 - Referral to JPO (subject to the provisions of the Children's Code [32A-1-1 NMSA 1978])
 - Referral to CYFD
- Truancy will conduct home visits if necessary.
- If there is no contact/progress and there is an accumulation of ten (10) or more unexcused absences, a 2nd notification of non-compliance (10-day letter) will be mailed to parent/guardian.

Level 4 Intervention

- If there is no contact/progress and there is an accumulation of ten (10) or more unexcused absences the administrator will discuss the consequences of not demonstrating improvement
- Truancy will encourage parent/student to improve attendance using multiple methods including
 - Attendance Contract
 - Referral to JPO
 - Referral to CYFD
- Truancy will conduct home visits if necessary.
- Administrator will refer to CYFD/JPO
- Administrator may implement a 10-day drop for ten (10) consecutive absences with no communication.

Level 5 Intervention

- The site administrator, counselor, and truancy person will submit packet to JPO.
- JPO in coordination with CYFD will determine whether the student should be considered a neglected child or in a family in need of family services because of excessive absenteeism and, thus, subject to the provisions of the Children's Code.

Attendance Notification Procedures

Responsibility of Parent/Guardian

- Parent/guardian is responsible for written, email, or phone notifications 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.
- 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 **48 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 a 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.
- 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.
- In cases involving partial day absence for medical appointments, etc., during a school day, parents must request an off-campus pass to be used before departure. The parent or guardian designee may sign the Off-

Campus Authorization Log located in the high school administration office.

Responsibility of Student

- The student is responsible for submitting written excuses from parents/guardians to the receptionist or office personnel.
- 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 the student is allowed to leave with an authorized individual, ride a different bus, etc.
- Students are responsible for obtaining any missed work and/or assignments from their 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 student's sole responsibility.

Responsibility of the School

- The school, as a reporting agent, has the responsibility of informing the parent/guardian of the student's non-attendance and of arranging for parent conferences as necessary. As a rule, the following provisions shall apply: For every three (3) unexcused absences in any class, teachers will notify the student/parent in writing, by phone, or by email, 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 the said document to assure that student is aware of the possibility of failing the class.
- After receiving five (5) unexcused absences per term, the truancy officer will notify the parent/guardian in writing via certified mail. (The teacher will be responsible for documenting absences and notifying the Principal or Vice Principal and truancy officer of excessive absences.)
- On the tenth (10th) 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.
- 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 extension 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. Students will be classified according to the number of credits earned.

Students Graduating with Cohort 2021 and beyond:

Class	Credit
Freshmen	0 - 6 Credits
Sophomore	6.5 -12 Credits
Junior	12.5 - 19 Credits
Senior	19.5+ Credits

- V. Reclassification of students occurs at the end of each school year and the 40th Day reporting period.
- 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 may 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 extracurricular activities or athletics, he/she must be enrolled in and successfully pass four classes (51% or greater of a full-time schedule. (Refer to NMAA Regulations, Section IV- Athletic By-Laws Note # 4 page 77 Rev. July 1, 2003.)

Credit Check

The following form is used by WLVHS/FP counselors to complete a credit check for students.

CREDIT CHECK - NAME		Graduation Year			
26 Credits Needed to Graduate		Semester 1	Semester 2	Academic Year	Credit Earned
ENGLISH 4 Credits Needed	English I				9 th
	English II				10 th
	English III				11 th
	English IV				12 th
MATH 4 Credits Needed	Integrated Math				Summer
	Algebra I				
	Geometry				
	Algebra II				
	Intermediate Alg				
	College Alg				
SCIENCE 3 Credits Needed	Biology I				
	Chemistry				
	Physics				
HISTORY 3.5 Credits Needed	N.M. History				
	Government/Econ.				
	U.S. History/Geo/AP				
	World History				
SPANISH 2 Credits Needed	Spanish I				
	Spanish II				
PHYSICAL ED 1 Credit PE 1 Credit Health	Co-Ed. PE				
	Health Education				
ELECTIVES 6 Credits Needed					

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 a parent/guardian to meet with the 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 has no outstanding debts.
2. High School Administration for final approval and signature.

Graduation & Testing Requirements

Graduation

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 complete one online, dual credit, or advanced placement (AP) course and successfully complete NM State Mandated Exams in order to receive a diploma at graduation.

Testing

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

1. SAT School Day – Math and English Language Arts – 11th grade

The following are tests that all students may take, either for college admission, military admission, class placement, or scholarship opportunities. The student is responsible for paying the registration fee unless a waiver is available to qualifying students.

1. PLAN - 10th
2. PSAT - 11th (needed to qualify for the National Merit Scholarship)
3. ACT - may take any time beginning with the sophomore year
4. SAT - may take any time 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) – 11th or 12th – needed for those students considering joining the military
8. ACCESS (only for students classified as English Language Learners)

Graduation and testing requirements may be reviewed at:

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

Academic Policy & Grading

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.

Credits:

- A. Credits required to graduate: 26 credits
- B. Transfer Credits: Transfer students may petition for a review of credit, 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 the administrator's approval that would outline requirements for obtaining full credit. Counselors will oversee the contract.
 2. Letter of Variance: A letter of Variance is a written document allowing a student new to the district, coming from a district that requires less than 26 credits, to graduate with less than our required 26

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. Students 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 are 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. The 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, want 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.

Grade Point Averages and Rankings

- All courses in which a grade (A-F) is earned will be used to calculate term GPA and determine class rank.
- 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.
- Cumulative GPAs are calculated at the end of each term. Class ranking is done at the end of each term.
- Grade point averages will be calculated by the computer. No rounding off. All GPAs will be checked manually for accuracy.

Grading Scale

Traditional: Half-Credit Courses:

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

AP Requirements & Grading Scale

Students enrolled in an 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 weighted GPA purposes. One point will be added to each allowed grade for GPA purposes:

AP/Honors class *grade scale*:

A (90-100%)= 4.0 + 1 pt= 5.0
B (80-89%)= 3.0 + 1 pt= 4.0
C (70-79%)= 2.0 + 1 pt= 3.0
D (60-69%)= 1.0 + 1 pt= 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.

Selection of Valedictorian and Salutatorian:

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

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

The selection will be determined at the end of the 8th term. 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.

To be eligible to be selected as valedictorian or salutatorian, a student must complete a minimum of two weighted/AP courses. Students may have a maximum of six (6) AP courses weighted for GPA calculation taken during their entire high school enrollment.

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 High School is a cyber-academy that combines the adopted WLV District credit recovery program with student options for in-person courses at West Las Vegas High School. The Family Partnership students must adhere to the high standards and expectations outlined in this handbook. The district policy regarding the adopted WLV District credit recovery program governs student courses at the WLV Family Partnership. Students enrolled at the Family Partnership are eligible to participate in all high school extracurricular activities. Students will be enrolled in a full-time schedule (7 courses) and may choose to take some courses at West Las Vegas High School, pending administrative approval.

Eligibility for student participation in extracurricular activities is determined by the New Mexico Activities Association's by-laws that are developed to create a level playing field for all student-athletes. Changes to enrollment, home residence, academic standing, and family status are some factors determining student eligibility.

Parents/Guardians must familiarize themselves with the rules and regulations associated with student eligibility PRIOR to making changes to their student's status. Transferring schools may impact a student's opportunity to participate in extracurricular activities. New Mexico Activities Association by-law may be found at

<https://www.nmaact.org/nmaa-handbook/>

Eligibility for Athletics, Co-curricular, and other Extracurricular Activities

1. NMAA Eligibility will be calculated and determined every end-of-term/semester.
2. 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.
3. 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.
4. New Mexico Activities Association (NMAA) requires that eligibility be determined based on the previous semester's grades.
5. All students will fall under the general NMAA Rules of Eligibility in order to determine which students are eligible to participate.
6. Senior athletes: Seniors must be enrolled in a minimum of three (4) classes. In the event a senior participates in extracurricular activities, he/she must be enrolled in and successfully pass three classes in both the current & previous grading periods.
7. 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 the competition for 1 week.

Procedure for Grade Changes

1. Each teacher will have ten school days after the end of the mid-term grading period and the end of the 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)
2. After the ten-day “grace” period: Incomplete grades can be changed only with the 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 an agreement is not upheld and/or the grade is not changed, the grade will stay as is.
3. Any grade change beyond the two weeks will be allowed only with written administrator approval with the exception of adopted WLV District credit recovery program classes. 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 grades. Any errors in assigning or posting grades must be corrected within a week of notification.

Retaking Course(s) for Improved Grade

- a. Any course where a grade of D to B was earned will be allowed to be retaken for a higher grade, 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. WLV District Credit Recovery Program Guidelines:
 1. Students may use the adopted WLV District credit recovery program for credit recovery, tutoring, content review, and remediation.
 2. If the program enrollment allows, students may use the adopted WLV District credit recovery 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 adopted WLV District credit recovery program 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 adopted WLV District credit recovery program during the summer and those who have (10) unexcused absences during the school year may be dropped from the program without the opportunity for re-enrollment.

Independent Study

Independent study will be allowed at the discretion of the administration on a case-by-case basis.

- An Independent Study Contract which includes permission by the High School Administration shall be followed and initiated by the student. (See Counselors for form.)
- Advanced Placement courses may not be taken as an Independent Study.
- The duration of Independent Study courses must be for a full term unless extenuating circumstances occur.
- Extenuating circumstances will be reviewed on their own merits by the High School Administration and/or the Academic Policy Committee.

Progression vs. Regression

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.

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 administration and counselors, and will only be considered for legitimate reasons (class already taken/passed; need of a different course towards graduation; selection of different electives). Schedule changes will be limited to these reasons, pending administrative approval.

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, students may be able to receive credit for the new class. Stipulations may be stated in writing if necessary.

Advanced Placement Courses

- Students enrolling in AP courses should have previous teachers' recommendations.
- AP teachers and students have a grace period of three weeks to confirm enrollment status.
- Weighted Points – All students enrolling in any AP courses will be awarded weighted points contingent on meeting the 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. Students may be awarded weighted points for a maximum of six (6) AP courses taken throughout their high school career.

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.

"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.

- **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, which 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."**
- 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).
- 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.
- 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.
- *Students and Parents are advised to research the impact dual credit courses may have on Student Financial Aid.
- "Concurrent enrollment" refers to enrollment of high school students in courses at the postsecondary level that is not designated as dual credit. This includes courses not listed within the dual credit master agreement between the eligible LEAs and postsecondary institutions. 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 the 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 in the following months: October, March, January, and June. Parents are encouraged to request access to PowerSchool from the school office or email powerschool@wlvs.org

Multi-Level System of Supports (MLSS) and Student Assistance Teams (SAT)

MLSS is a holistic intervention framework that guides educators. It will allow those closest to the student, to intervene quickly when students need additional support. The MLSS framework reflects the support that the classroom teacher, school staff, and family offer towards readying the student to experience academic and behavioral success in school.

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 composed 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/Lunch Detention

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, In -chool suspension, expulsion, or placed on 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.

WLVS Early Warning System

The West Las Vegas School District utilizes an Early Warning System to focus on the ABCs (student Attendance, Behavior, and Course academic progress). The Multi-Level System of Supports is designed to evaluate students' school experiences, and provide interventions and support on an ongoing basis, to ensure all students are provided with the highest level of education and support possible. Below is some information on the tiered process:

- Tier 1 - evidence-based whole school/classroom prevention for the ABCs (attendance, behavior, course performance)

- Tier 2 - targeted problem-solving and moderate intensity supports when prevention does not work
- Tier 3 - case managed high-intensity supports for the neediest students

Whole School or Tier I:

Supports aimed at keeping all students engaged in school and on-track to graduation and postsecondary success. These initiatives are available to all students at the school that include:

- Core instructional strategies that engage students in processing, reflection, and analysis.
- School-wide strategies that ensure all students attend, behave and try.
- All students feel welcome and supported in school.
- Relationships between students, teachers, staff and families are positive and focused on student outcomes and build on students' strengths.

Small Group or Tier II:

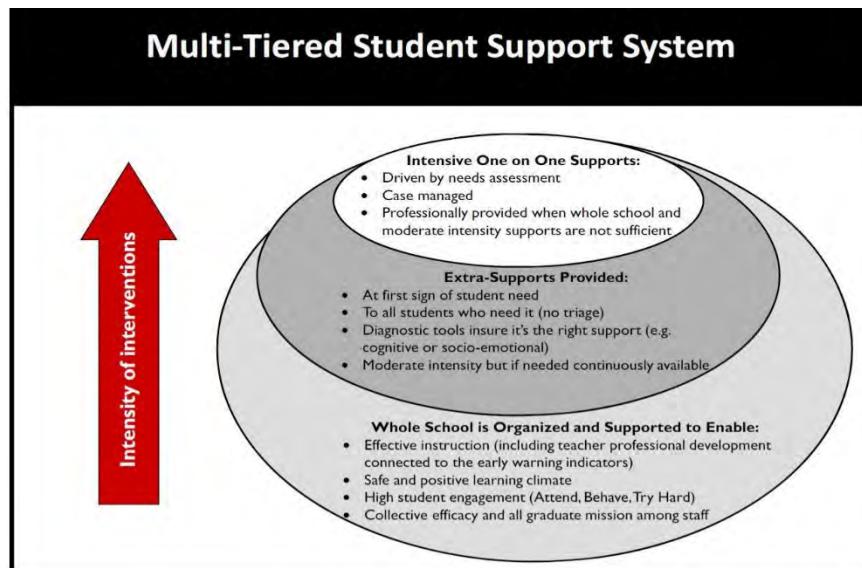
Interventions designed for a small group of students who are exhibiting some behavior issues (in any of the ABCs) and have not been successful with Tier I may include:

- Example 1: Reading/Math intervention/tutoring for students behind grade level in Reading and/or Math;
- Example 2: Lunch group discussion for a group of students centering around empowerment, targeted for students who seem to be having self-esteem challenges
- Example 3: After-school Mentoring for students who are experiencing behavioral challenges (violations of school rules) that may include group counseling sessions, work shadowing, exercise therapy, etc.

Intensive or Tier III:

Interventions designed for individuals or a few students who are continuing to exhibit inappropriate behaviors (in any of the ABCs) and have not made progress from previous interventions may include:

- Example #1: Anger management/Substance Abuse counseling
- Example #2: Home visits for chronic absenteeism



Wellness Group/Early Warning System Resource Map

	Level(Tier) I – Whole School	Level(Tier) II – Small Group	Level(Tier) III – Most Intensive
<u>Attendance</u>	<ul style="list-style-type: none"> - Weekly attendance checks (at 3 absences) - Perfect attendance recognition/awards (quarterly) (student/teacher sign-in) - Wake up Calls - Buddy system with other students - Celebrate Improvement 	<ul style="list-style-type: none"> - Check and Connect 	<ul style="list-style-type: none"> (at 5 absences) - Home Visits - Student/Parent Contract - CYFD/JPO Referral
<u>Behavior</u>	<ul style="list-style-type: none"> - Dons Dollars (Caught you doing something good) - Freshman Seminar lessons - Academy meetings - Outside Speakers - Social Skills Courses 	<ul style="list-style-type: none"> - Peer Mediation/Mentorship Group - Daily Behavior Contract - In-class interventions (seating, pairing, activity) 	<ul style="list-style-type: none"> - Prevention - Violence/Substance Abuse/Gang Intervention - Referral to Social Worker/Counselor
<u>Course Completion</u>	<ul style="list-style-type: none"> - Recognition for most-improved - Focus on using engaging instructional practices - Differentiation of content in instruction and assessment - Goal-setting practices - Bi-weekly progress monitoring 	<ul style="list-style-type: none"> - Intervention - Peer Tutoring support (in-class) 	<ul style="list-style-type: none"> - Tutoring support (after-school) - Learning logs - After-school credit recovery

Closed Campus

1. To ensure student safety, West Las Vegas High School is a **CLOSED CAMPUS** school for classified freshman and sophomores.
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 and a good attendance record (no tardies or unexcused absences).
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: See Discipline Matrix
5. Juniors & Seniors transporting underclassmen off campus, during school hours, will have off-campus privileges suspended/revoked per below:
 - 1st infraction – Off-Campus Privileges suspended for 2 weeks
 - 2nd infraction – Off-Campus Privileges revoked for the remainder of the 9-week term
 - 3rd 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 standing will be checked monthly and eligibility determined for the subsequent month.

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 the West Las Vegas High School Administration, and all decisions are final. **Students reclassified as freshmen or sophomores WILL NOT be afforded off-campus privileges.**

Student Parking

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:

- Current New Mexico Driver's License
- Current Vehicle Registration
- Proof of Current Insurance Coverage

1. Students must purchase a West Las Vegas High School Parking Permit from the high school secretary. The parking fee is \$20 per academic year.
2. Designated student parking is the parking area surrounding the high school gymnasium.
3. 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).
4. Students may be required to park in alternative areas, pending use of the student parking lot by outside entities. Students will be informed about the alternative parking areas by security and/or administration
5. Violations of the parking regulations will result in the following:
 - 1st infraction – Off-Campus Privileges suspended for 2 weeks
 - 2nd infraction – Off-Campus Privileges revoked for the remainder of the 9-week term
 - 3rd infraction – Off-campus Privileges revoked for the remainder of the school year
6. Reckless, high-speed, or otherwise dangerous/unsafe driving will result in parking privileges revocation for the year.
7. 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.
8. 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, and 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 the 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-Shelter in Place acts to seek safety within the building that is occupied rather than evacuating.
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 may be used by a student to communicate with the parent/guardian. Students will not be released from class to answer personal phone calls except in the case of an emergency.

Chromebooks

All students attending West Las Vegas Schools will be issued a school Chromebook and charger for school use. Students are responsible for the care and protection of these items and must return them to the school upon withdrawal. Students/parents are responsible for the replacement cost for lost or damaged items (\$400 per Chromebook; \$35 per charger)

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 Counseling Intervention and Mediation team
- o Students that violate school policy in regards to drugs/alcohol and aggressive behavior may be required to meet individually with the school Counseling Intervention and Mediation Program team.
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. Students may be subject to alternative educational settings.

Definitions of Act or Infractions of school rules;

Student Cell Phone Policy:

- 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 the restricted time will be penalized in the following manner: See Discipline Matrix

Borrowed cell phones will incur consequences on both the student who borrowed said phone and the 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.

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

Dress Code & Prohibited Attire/Items

Modest, clear dress is encouraged for students at West Las Vegas Middle School and West Las Vegas High School. Clothing with vulgar language or sexually suggestive words or pictures, or those encouraging the use of harmful drugs, or alcohol should not be worn on campus. Any clothing that is disruptive to the education process should not be worn to school. The dress code applies to all students.

The purpose of a dress Code and prohibited items list is not to infringe on any individual student's right to freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. When attending school-sponsored activities, students are to adhere to the dress code. This applies to any activities on school grounds or elsewhere.

Prohibited Attire/Items *See below for Discipline Matrix for Violation and Consequences

Dress Code 2024-2025

Prohibited Attire	
Tops/Shirts	Pants
<ul style="list-style-type: none">• Half shirts• Crop tops• Shirts with spaghetti straps• Off the shoulder tops• Mesh or see through shirts• Halter tops• Tube tops• Sports bras worn as shirt	<ul style="list-style-type: none">• Holes in pants above thigh area• Sagging
Shoes	Jackets/Hoodies
<ul style="list-style-type: none">• Shoes with wheels• Slides not allowed for Elementary Students• Flip-flops• Slippers	<ul style="list-style-type: none">• Trench coats• No hoods from jackets can be worn in the building.
Skirts/Shorts/Skorts	Caps/Hats/Hoods/Beanies
<ul style="list-style-type: none">• Anything shorter than 3 inches above the knee.	<ul style="list-style-type: none">• Caps, hats, hoods, and beanies are not allowed to be worn inside the school building.• Bandanas
Sunglasses	Blankets/Pillows
<ul style="list-style-type: none">• Not allowed to be worn inside the school building.	<ul style="list-style-type: none">• Not allowed for use in the classroom unless used as an accommodation for a SWD as communicated in IEP.

Note:

Some classes such as PE, Woodworking, Tech, Welding, Chemistry Labs, Automotive and CDL require a closed shoe for safety. Shoes must be worn throughout the school day.

Other Prohibited Items on Articles of Clothing
<ul style="list-style-type: none"> • Showing of undergarments • Pajamas • Gang Affiliation • Advertisement or promotion of use of paraphernalia, tobacco, or alcohol companies • Clothing items or accessories with spikes or dangling chains
Ear Pods/Headphones
<ul style="list-style-type: none"> • Prohibited use in the classroom unless used as an accommodation for a SWD as communicated on IEP or required for district/state testing.

****DRESS CODE ITEMS APPLY TO ALL STUDENTS, REGARDLESS OF GENDER IDENTIFICATION**

Prohibited Item List

In the interest of protecting the 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. Skateboards 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 that are a realistic simulation of guns or knives.
8. Gang identification paraphernalia such as caps, gloves, rags/bandanas, etc.
9. Tagging/Graffiti

**Again, everyone's support and cooperation are needed 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 the existence of gangs and gang activities as follows:

No student on or about school property or school activity

1. Shall wear, possess, use, distribute, and display, any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership or 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

Academic Eligibility for Participation in Extra-Curricular Activities

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

1. Students must meet all rules outlined by the New Mexico Activities Association.
2. A student must have a 2.0 GPA and no failing grade for the semester grading period in order to participate.
3. Students 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. *Refer to WLVHS Athletic Department Handbook
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 sports 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, disrespect to self, staff, fellow students, etc.

In regard to successful athleticism/or participation in extracurricular 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 the 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 extracurricular 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 in 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 extracurricular activities.
12. Suspended students may not participate, practice, or compete for the duration of suspension (including OSS, and SCS).
13. Seniors must be enrolled in a minimum of four classes if they participate in extracurricular activities.
14. * Refer to NMAA Regulations

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. A permission slip from a parent/guardian will be required before a student may make a school trip.
3. School rules are in effect while students are on a school-sponsored trip.
4. Excessive discipline referrals (4 or more) may result in students becoming ineligible to participate in

extracurricular activities.

Successful Student Behaviors

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 rights of my teachers and classmates who hold and express opinions different from my own.
7. Respect school property and the property of others.
8. Makeup 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 of 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 complements 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 WLVHS & WLVFP.

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 and is aligned with the Multi-Level System of Supports (MLSS) to ensure appropriate interventions and supports are afforded to all students. The use of PBIS 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. PBIS 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, and with a wide range of behaviors. For the 2022-2023 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 positive student behaviors, and awarding Dons Dollars 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 a higher level. The following disciplinary matrix may be modified at the discretion of the building principal or assistant principals, after a 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.

DISCIPLINE MATRIX ACTION GUIDELINES

The discipline matrix may be modified at the school personnel's discretion after reviewing all of the circumstances on a case-by-case basis. School personnel have the authority to impose more discipline than outlined in the guidelines if, in their judgment, the circumstances warrant such action. In addition, if appropriate under the circumstances, they may impose more severe disciplinary action if a student engages in multiple acts that violate the discipline rules in a short period or a single event. Finally, it is school personnel's discretion in the imposition of discipline when a student participates 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 a careful assessment of the circumstances of each case, reviewing factors such as:

- The seriousness of the offense.
- The student's age.
- The frequency of the misconduct.
- The student's attitude.
- The potential effect of the misconduct on the school environment.
- Short Term Suspension: Denial of attendance for more than a period or subject up to and not to exceed ten

consecutive days. Students will still be attending school daily in another format.

- Long Term Suspension: Denial of attendance for more than ten consecutive school days. Expulsion: Denial of attendance at any single subject of class or at any full schedule of subjects or classes for a period of time as defined by the District Superintendent.

The level of consequence to be imposed will take into consideration the severity of the offense, the age, and past disciplinary record and are at the discretion of school personnel. Again, the following disciplinary matrix is not all inclusive and administrators have the right to use their discretion. Administrators may assign staff as deemed appropriate to impose discipline.

ALL LEVELS OF LISTED INFRACTIONS ARE NOT LIMITED IN NATURE TO THE FOLLOWING PROVIDED.

LEVEL 1 MINOR INFRACTION: (include, but are not limited to the following)

Level 1A Infraction (In the classroom)	First Offense	Second Offense	Third Offense
Classroom Disturbance to the lesson or learning of others	- Teacher will document infraction and intervention using the DISCIPLINE FORM	- Teacher will document infraction and intervention using the DISCIPLINE FORM. - Parent contact	- Behavior Contract - Parent/Teacher Conference - Restorative Justice TBD by Administrator or Counselor
Level 1AA Infraction (On campus, outside of the classroom)	First Offense	Second Offense	Third Offense
Rudeness Horseplay Excessive Disturbance anywhere on campus	- Parent Contact - Redirected by Staff - Seating changes - Restorative Justice TBD by Administrator or Counselor	- Parent Contact - Redirected by Staff - Seating changes - Community Giveback - 1 Day Lunch Detention - Code of Conduct Reflection - Restorative Justice TBD by Administrator or Counselor	- 3-5 day lunch detention - Restorative Justice TBD by the Administrator - Community Giveback - Parent Teacher Conference - Behavior Contract
Level 1B Infraction	First Offense	Second Offense	Third Offense
Leaving classroom without permission	- Redirected by Staff - Day Lunch Detention and or Restorative Justice TBD by Administrator or Counselor - Teacher will document infraction and intervention using the DISCIPLINE FORM	- Redirected by Staff - 3 Day Lunch Detention - Contact Parent - Restorative Justice TBD by Administrator or Counselor - Teacher will document infraction and intervention using the DISCIPLINE FORM	- PTC scheduled and or Restorative Justice TBD by Administrator or Counselor - Behavior Contract
Level 1BB Infraction	First Offense	Second Offense	Third Offense
Ditching School/Leaving Campus without permission	- Contact Parent/Guardian - 3 day lunch detention - 2 week attendance contract	- Contact Parent/Guardian - 5 day lunch detention - 1 month attendance contract	- 1-3 day suspension - Parent/Guardian and student re-entry meeting - Truancy Officer/Wellness Team Referral - Behavior Contract

Level 1C Infraction	First Offense	Second Offense	Third Offense
Vulgar language directed at any individual	<ul style="list-style-type: none"> - Lunch Detention 1-3 day - Parent/Guardian Notified - Restorative Justice TBD by Admin 	<ul style="list-style-type: none"> - Lunch Detention 3-5 day - Parent/Guardian conference 	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Behavior Contract
Level 1D Infraction	First Offense	Second Offense	Third Offense
Cafeteria Misbehavior	<ul style="list-style-type: none"> - Contact Parent/Guardian - Cafeteria Community Giveback - Restorative Justice TBD by Administrator 	<ul style="list-style-type: none"> - Contact Parent/Guardian - 1 Day Lunch Detention - Code of Conduct Reflection - Restorative Justice TBD by Admin 	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator - Behavior Contract
Level 1E Infraction	First Offense	Second Offense	Third Offense
Defiance Toward Staff	<ul style="list-style-type: none"> - Contact Parent/Guardian - Code of Conduct reflection - Restorative Justice TBD by Admin 	<ul style="list-style-type: none"> - Contact Parent/Guardian - 1-3 day Community Giveback - Restorative Justice TBD by Admin 	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Behavior Contract
Level 1F Infraction	First Offense	Second Offense	Third Offense
Cell Phone Violation	<ul style="list-style-type: none"> - Warning issued to student to put cell phone away - Teacher will document infraction and intervention using the DISCIPLINE FORM - Teacher will contact parent 	<ul style="list-style-type: none"> - Security or Administrator will pick up the phone and deliver it to the office, it will be stored until the end of school day. - Administrator will contact parent and document 	<ul style="list-style-type: none"> - 1-3 day Community Giveback - Parent Notification and Restorative Justice TBD by Administrator
Level 1G Infraction	First Offense	Second Offense	Third Offense
Dress Code Violation	<ul style="list-style-type: none"> - The student will be asked to change clothing or alter clothing. If the student does not have a change of clothes, the student may have a parent or guardian deliver dress code approved clothing or the student may select approved clothing from Dons Closet on campus. - Meet with Admin to review Dress Code Policy 	<ul style="list-style-type: none"> - The student will be asked to change clothing or alter clothing. If the student does not have a change of clothes, the student may have a parent or guardian deliver dress code approved clothing or the student may select approved clothing from Dons Closet on campus. - Code of Conduct Reflection - Meet with Admin to review Dress Code Policy 	<ul style="list-style-type: none"> - The student will be asked to change clothing or alter clothing. If the student does not have a change of clothes, the student may have a parent or guardian deliver dress code approved clothing or the student may select approved clothing from Dons Closet on campus. - 3-5 Day Community Giveback - Meet with Admin to review Dress Code Policy

Level 1H Infraction	First Offense	Second Offense	Third Offense
School Bus Referral	<ul style="list-style-type: none"> - Conference with student - Parent/Guardian Notification - Restorative Justice TBD by Administrator 	<ul style="list-style-type: none"> - 3-5 day suspension from school bus - Parent/guardian Notification - Restorative Justice TBD by Administrator 	<ul style="list-style-type: none"> - 5 day suspension from school bus - Meeting with Parent or Guardian, Administrator, Transportation Director, etc.
Level 1I Infraction	First Offense	Second Offense	Third Offense
Public Display of Affection	<ul style="list-style-type: none"> - Conference with student - Parent/Guardian Notification - Restorative Justice TBD by Administrator 	<ul style="list-style-type: none"> - Code of Conduct Reflection - Parent or Guardian Notification - Meet with Counselor/School Nurse 	<ul style="list-style-type: none"> - Behavior Contract - 1-2 day Community Giveback - Parent/Guardian Notification

LEVEL 2 MINOR INFRACTION: (include, but are not limited to the following)

Level 2A Infraction	First Offense	Second Offense	Third Offense
Disrespect, insubordination, and/or verbal abuse towards staff member	<ul style="list-style-type: none"> - Community Giveback 1-3 day - Parent/Guardian notified\ - Restorative Justice TBD by Administrator 	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator - Behavior Contract 	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Wellness Team Referral - Restorative Justice TBD by Administrator
Level 2B Infraction	First Offense	Second Offense	Third Offense
Falsifying or Misuse of any official document	<ul style="list-style-type: none"> - Community Giveback 1-3 day - Parent/Guardian notified - Restorative Justice TBD by Admin 	<ul style="list-style-type: none"> - Community Giveback 3-5 day - Restorative Justice TBD by Administrator - Behavior Contract 	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator
Level 2C Infraction	First Offense	Second Offense	Third Offense
Instigating a fight Encouraging a Fight Threatening to Injure a Person	<ul style="list-style-type: none"> - 3 Day Community Giveback - Parent/ Guardian notified - Counselor Mediation with Restorative Justice TBD by Counselor or Administrator 	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Counselor Mediation with Restorative Justice TBD by Counselor or Administrator - Behavior Contract 	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Re-entry meeting with administrator, student, parent/guardian, etc. - Behavior Contract
Level 2D Infraction	First Offense	Second Offense	Third Offense
Inappropriate use of technology	<ul style="list-style-type: none"> - Community Giveback 1-3 day - Parent/ Guardian notified - Contact Law Enforcement if law is violated 	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Write a reflection on proper use of technology - Contact Law Enforcement if law is violated 	<ul style="list-style-type: none"> - 5-7 day suspension - Parent/Guardian and student re-entry meeting - Behavior contract - Contact Law Enforcement if law is violated
Level 2E Infraction	First Offense	Second Offense	Third Offense
Disrupting or violating expectations at any school activity	<ul style="list-style-type: none"> - 1 day suspension - Parent/ Guardian notified - Restorative Justice TBD by Administrator - Re-entry meeting with administrator, student and parent/guardian 	<ul style="list-style-type: none"> - 2-5 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator - Behavior Contract 	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Behavior Contract
Level 2F Infraction	First Offense	Second Offense	Third Offense
Academic Dishonesty	<ul style="list-style-type: none"> - Parent Notification - 1day Code of Conduct Reflection - Restorative Justice TBD by Administrator - Teacher will determine the 	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator - Teacher will determine the 	<ul style="list-style-type: none"> - 5 day suspension - Parent/Guardian and student re-entry meeting - Behavior contract - Teacher will determine the outcome of the assignment

	outcome of the assignment where dishonesty was seen.	outcome of the assignment where dishonesty was seen.	where dishonesty was seen.
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LEVEL 3 MINOR INFRACTION: (include, but are not limited to the following)

Level 3A Infraction	First Offense	Second Offense	Third Offense
Deliberate damage to any school issued device	- 3 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator	- 5 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by Administrator	- 7 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice or possible removal of technology privilege
Deliberate damage to someone else's property	- If item is valued \$100 or more, Law Enforcement will be notified	- If item is valued \$100 or more, Law Enforcement will be notified	- If item is valued \$100 or more, Law enforcement will be notified
Deliberate damage to school property			- District Hearing for Possible Expulsion
Level 3B Infraction	First Offense	Second Offense	Third Offense
Spitting	- Community Giveback 2- 4 day - Parent/Guardian Notification - Restorative Justice TBD by Administrator	- 1-3 day suspension - Parent/Guardian and student re-entry meeting - Parent or Guardian notification - Restorative Justice TBD by School Administrator	- 3-5 day suspension - Parent/Guardian and student re-entry meeting - Behavior Contract
Level 3C Infraction	First Offense	Second Offense	Third Offense
Attempt to Injure another individual	- 3 day suspension - Referral to school counselor for mediation	- 5 day suspension - Notification to WLVS Resource Officer	- 7 day suspension - Notification to WLVS Resource Officer
Fighting	- Re-entry meeting with parent, guardian, student, etc., to review expectations and implementation of behavior contract	- Re-entry Meeting with Parent/Guardian and student to review expectations and behavior contract will be implemented	- Re-entry Meeting with Parent or Guardian and student to review previously signed behavior contract
Harassment or intimidation	- Law Enforcement may be contacted	- Law Enforcement may be contacted	- District Hearing for Possible Expulsion - Law Enforcement may be contacted

Level 3D Infraction	First Offense	Second Offense	Third Offense
Bullying Hazing Acts of hate violence towards others including: sexuality, race, ethnicity, nationality, religious beliefs, etc.	<ul style="list-style-type: none"> - 3 day suspension - Restorative Justice TBD by School Admin - Notification to WLVS Resource Officer - Re-entry Meeting with Administrator, Student and Parent/Guardian - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 5 day suspension - Wellness Team Referral - Notify Resource Officer - Re-entry Meeting with Administrator, Student and Parent/Guardian - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 7 day suspension - Re-entry Meeting with Administrator, Student and Parent/Guardian - Law Enforcement may be contacted - District Hearing for Possible Expulsion
Level 3E Infraction	First Offense	Second Offense	Third Offense
Sexual Harassment <i>(any unwanted behavior that is physical, verbally suggestive, uncomfortable, humiliating, or mentally distressing)</i>	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Wellness Team Referral - Notify WLVS Resource Officer - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 3-4 day suspension - Parent/Guardian and student re-entry meeting - Wellness Team Referral - Notification to WLVS Resource Officer - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 5 day suspension - Parent/Guardian and student re-entry meeting - Law Enforcement may be contacted - District Hearing for Possible Expulsion
Level 3F Infraction	First Offense	Second Offense	Third Offense
Extortion <i>(the act or practice of extorting especially money or other valuables by blackmail or intimidation tactics)</i>	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Notification to WLVS Resource Officer - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 3-4 day suspension - Parent/Guardian and student re-entry meeting - Notification to WLVS Resource Officer - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 5 day suspension - Parent/Guardian and student re-entry meeting - Notification to WLVS Resource Officer - Law Enforcement may be contacted
Level 3G Infraction	First Offense	Second Offense	Third Offense
False Alarms Including bomb threats, false 911 calls, fire alarms, etc.	<ul style="list-style-type: none"> - 3 day suspension - Parent/Guardian and student re-entry meeting - Notification to WLVS Resource Officer - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 5 day suspension - Parent/Guardian and student re-entry meeting - Report to WLVS Resource Officer - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 7 day suspension - Parent/Guardian and student re-entry meeting - Report to WLVS Resource Officer - Law Enforcement will be contacted - District Hearing for Possible Expulsion
Level 3H Infraction	First Offense	Second Offense	Third Offense
Possession or use of <u>any</u> tobacco products during school hours or school sponsored activities	<ul style="list-style-type: none"> - 2 day suspension - Parent/Guardian and student re-entry meeting - Restorative Justice TBD by School Administrator 	<ul style="list-style-type: none"> - 3 day suspension - Parent/Guardian and student re-entry meeting - Wellness Team Referral - Behavior Contract 	<ul style="list-style-type: none"> - 5 day suspension - Parent/Guardian and student re-entry meeting - Wellness Team Referral - Behavior Contract

Level 3I Infraction	First Offense	Second Offense	Third Offense
Theft <i>(the taking of another person's personal property or school property during school hours or at a school sponsored activity, etc.)</i>	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Report to WLVS Resource Officer - Re-entry Meeting with Administrator, student and Parent or Guardian - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 4-5 day suspension - Parent/Guardian and student re-entry meeting - Notify WLVS Resource Officer - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 5-7 day suspension - Parent/Guardian and student re-entry meeting - Notify WLVS Resource Officer - Law Enforcement will be contacted - Possible District Hearing for Expulsion
Level 3J Infraction	First Offense	Second Offense	Third Offense
Graffiti <i>(marking, painting, drawing, etching, engraving, scratching school property, etc.)</i>	<ul style="list-style-type: none"> - 1-3 day Community Giveback - Parent/Guardian Notification - Report to WLVS Resource Officer - Restorative Justice TBD by school Administrator - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 3-5 day Community Giveback - Code of Conduct Reflection - Parent/ Guardian Notification - Report to WLVS Resource Officer - Law Enforcement may be contacted 	<ul style="list-style-type: none"> - 3 day suspension - Parent/Guardian and student re-entry meeting - Notification to WLVS Resource Officer - Law Enforcement may be contacted - Behavior Contract
Level 3K Infraction	First Offense	Second Offense	Third Offense
Vandalism <i>(Willful or malicious destruction, defacement of school property, etc.)</i>	<ul style="list-style-type: none"> - 1-3 day suspension - Parent/Guardian and student re-entry meeting - Referral to WLVS Resource Officer - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 4-5 day suspension - Parent/Guardian and student re-entry meeting - Report to WLVS Resource Officer - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 6-10 day suspension - Parent/Guardian and student re-entry meeting - Law Enforcement will be contacted - District Hearing for Possible Expulsion
Level 3L Infraction	First Offense	Second Offense	Third Offense
Use of any controlled substance/drug paraphernalia to alter behavior, feeling or state of mind. <i>Including to any narcotic, hallucinogenic, amphetamine, marijuana, forms of THC, barbiturates, alcohol, etc.</i>	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Referral to Wellness Team - Report to WLVS Resource Officer - Contact Parents - Re-entry Meeting with Administrator, Student and Parent/Guardian - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 5-7 day suspension - Parent/Guardian and student re-entry meeting - Referral to the Wellness team. - Report to WLVS Resource Officer - Mandatory Restorative Justice TBD by Administrator - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - Long-term suspension - District Hearing Possible Expulsion - Report to Resource Officer - Referral to Wellness Team - Law Enforcement will be contacted

Level 3M Infraction	First Offense	Second Offense	Third Offense
Under the Influence/ Possession of any controlled substance including alcohol	<ul style="list-style-type: none"> - 3-5 day suspension - Parent/Guardian and student re-entry meeting - Referral to Wellness Team - Report to WLVS Resource Office - Re-entry Meeting with Administrator, Student and Parent/Guardian - Behavior Contract - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - 5-7 day suspension - Parent/Guardian and student re-entry meeting - Referral to the Wellness team. - Report to WLVS Resource Officer - Law Enforcement will be contacted 	<ul style="list-style-type: none"> - Long-term suspension - District Hearing for Possible Expulsion - Report to Resource Officer - Law Enforcement will be contacted

LEVEL 4 ACUTE INFRACTION

LEVEL IV INFRACTIONS	DISCIPLINARY ACTION
4A Distribution of any controlled substance/drug /narcotic/alcohol	<ul style="list-style-type: none"> - Long-term suspension for any period longer than ten days may be the remainder of the school year. - District Hearing for Possible Expulsion - Report to WLVS Resource Officer - Law Enforcement will be contacted
4B Aggravated Assault on another individual on the school campus <i>(Unlawful attack by one person upon another for the purpose of inflicting severe or bodily injury, including sexual assault.)</i>	<ul style="list-style-type: none"> - Long-term suspension for any period longer than ten days may be the remainder of the school year. - District Hearing for Possible Expulsion - Report to WLVS Resource Officer - Law Enforcement will be contacted
4C Possession of weapons/sharp objects including: firearms, knives, clubs, chains, spiked items, brass knuckles, etc. To Include: Any other items that are used as a weapon with intent to harm others.	<ul style="list-style-type: none"> - Long-term suspension for any period longer than ten days may be the remainder of the school year. - District Hearing for Possible Expulsion - Report to WLVS Resource Officer - Law Enforcement will be contacted
4D Explosives (Any chemical compound mixture or device with the primary function by explosion.) **firecrackers included	<ul style="list-style-type: none"> - Long-term suspension for any period longer than ten days may be the remainder of the school year. - District Hearing for Possible Expulsion - Report to WLVS Resource Officer - Law Enforcement will be contacted
4E Possession or use of pepper spray and/or other inflammatory agents	<ul style="list-style-type: none"> - Long-term suspension for any period longer than ten days may be the remainder of the school year. - District Hearing for Possible Expulsion - Report to WLVS Resource Officer - Law Enforcement will be contacted
4F Arson	<ul style="list-style-type: none"> - Long-term suspension for any period longer than ten days may be the remainder of the school year. - District Hearing for Possible Expulsion - Report to WLVS Resource Officer - Law Enforcement will be contacted

This handbook is not intended to be a comprehensive list of all policies and procedures but to provide general information parents and students need.

The West Las Vegas School District reserves the right to amend the school year, modify curriculum, change programming, change policies, or otherwise make changes in the best interests of the students.

THIS HANDBOOK IS INTENDED AS A GUIDELINE AND IS NOT ALL-INCLUSIVE.

