

WAGON MOUND

PUBLIC SCHOOLS

PARENT/STUDENT HANDBOOK



2019 - 2020

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Ms. Judy Muniz	Administrative Assistant
Ms. Claudia Martinez	Business Office

WELCOME

Welcome to Wagon Mound Public Schools. We believe you will find WMPS to be exciting, challenging, and rewarding. Wagon Mound Public Schools has a core academic program that ensures success for students, empowers teachers and administration to foster positive experiences for students. We are providing this handbook to help you familiarize yourself with WMPS. This handbook is intended as a resource for parents, students and staff. The handbook is filled with important information regarding school policy, procedures, and programs. We suggest that parents and students review the handbook together. If you have any questions that remain unanswered, please call the school district. We at Wagon Mound Public Schools feel that an open and clear communication between school and home is important to the success of your child's education. We welcome and encourage your participation and support during the school year. Working together, we will be able to reach our goals.

WAGON MOUND PUBLIC SCHOOLS VISION STATEMENT

We envision a school where all students are being prepared for the future, where they become college and career ready as responsible and productive members of society.

HIGH SCHOOL MISSION STATEMENT

The mission of Wagon Mound High School, through parent collaboration and a strong nutritional program, will promote a non-prejudicial, high quality education for all students so that they may become caring, contributing, life-long learners in an ever-changing society.

ELEMENTARY SCHOOL MISSION STATEMENT

The staff of Wagon Mound Elementary will provide engaging opportunities for students so they can grapple with problems of today. We will provide them with the tools necessary to achieve their goals for the future. We will teach, model, and provide the expectations for students to portray the Seven Pillars of Character with alacrity.

**WAGON MOUND PUBLIC SCHOOLS
STAFF LIST
2019 – 2020 SCHOOL YEAR**

PRINCIPAL

Monica Montoya

COUNSELOR

Lisa Yescas

SECRETARY

Denise Baca

LIBRARY

Denise Baca

Judy Muniz

ELEMENTARY

Ernesto Juarez – PreK

Patricia Duran – Kinder & 1st

Jessica Turner – 2nd & 3rd

Jaylyn Maestas – 4th

Nichole Duran – 5th & 6th

Josie Peralta – Instructional Aide

SECONDARY

John Lance – English

Robert Mondragon – Math

Raul Bustos - Science

Felipe Garcia – Social Studies

SPECIAL PROGRAMS

Daniel Esquibel

ELECTIVES

Elayne Sena – Trades & Yearbook

Janice Encinias – Business/Computers

CUSTODIAN/ MAINTINANACE

Mike Arrellin

John Romero

CAFETERIA

Sharon Garcia

Valerie Lopez

WAGON MOUND PUBLIC SCHOOLS BELL SCHEDULES

Elementary Schedule

Reading and Math Blocks are **UNINTERRUPTED**.

Kinder/1st Grade		2nd/3rd Grade		4th/5th Grade		6th Grade	
7:35 - 7:50	Breakfast	7:35 - 7:50	Breakfast	7:35 - 7:50	Breakfast	7:35 - 7:50	Breakfast
7:55 - 8:00	Announcements	7:55 - 8:00	Announcements	7:55 - 8:00	Announcements	7:55 - 8:00	Announcements
8:00 - 9:30	Reading Block (90)	8:00 - 9:30	Reading Block (90)	8:00 - 9:30	Math Block (90)	8:00 - 9:30	Math Block (90)
9:30 - 10:00	Science (30)	9:30 - 10:00	Social Studies (30)	9:30 - 11:00	Reading Block (90)	9:30 - 10:15	Library/Tech (45)
10:00 - 11:00	Bilingual (60)	10:00 - 11:00	Bilingual (60)			10:15 - 11:00	Social Studies (45)
11:05 - 11:35	Social Studies (30)	11:05 - 11:35	Science (30)	11:05 - 11:35	Science (30)	11:05 - 11:35	PE (30)
11:35 - 12:05	Lunch	11:35 - 12:05	Lunch	11:35 - 12:05	Lunch	11:35 - 12:05	Lunch
12:05 - 12:35	PE (30)	12:05 - 12:35	Writing/Art (30)	12:05 - 12:35	Library/Tech (30)	12:05 - 12:35	Science (30)
12:35 - 2:05	Math Block (90)	12:35 - 1:20	Library/Tech (45)	12:35 - 1:20	PE (45)	12:35 - 2:05	Reading Block (90)
		1:20 - 2:05	PE (45)	1:20 - 2:05	Writing/Art (45)		
2:05 - 2:20	Recess	2:05 - 2:20	Recess	2:05 - 2:20	Recess	2:05 - 2:20	Recess
2:20 - 2:30	Nutrition Education	2:20 - 2:30	Nutrition Education	2:20 - 2:30	Nutrition Education	2:20 - 2:30	Nutrition Education
2:30 - 3:15	Library/Tech (45)	2:30 - 4:00	Math Block (90)	2:30 - 3:00	Social Studies (30)	2:30 - 3:00	Writing/Art (30)
3:15 - 4:00	Writing/Art (45)			3:00 - 4:00	Bilingual (60)	3:00 - 4:00	Bilingual (60)

Secondary Bell Schedule

Breakfast	7:35 – 7:50
First Bell	7:50
Tardy Bell	7:55
Announcements	7:55 – 8:00
Period 1	8:00 – 9:03
Period 2	9:04 – 10:07
Period 3	10:08 – 11:11
Period 4	11:12 – 12:15
Lunch	12:15 – 12:45
Period 5	12:46 – 1:49
Period 6	1:50 – 2:53
Nutrition (in 6 th period)	2:54 – 2:56
Period 7	2:57 – 4:00

CLOSED CAMPUS

Wagon Mound Public School district operates as a closed campus every school day. Upon arriving to school, students will not be allowed to leave campus. Leaving school grounds at any time without permission is construed as ditching. When picking up your child for appointments you must sign your child out in the office. Only legal guardians may pick up students. If a student is signed out by a parent, the student must leave campus with or be in the presence of their parent. Students may not be signed out and remain on campus without a parent. If a student becomes ill during the day, they must be signed out through the office before going home. Students are only allowed to leave the campus during school hours with a parent or guardian.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast is served free of charge to all students and is served from 7:35 – 7:50.

Lunch is served free of charge to all students. Elementary lunch is from 11:30 – 12:05 and secondary lunch is from 12:15 – 12:45.

SCHOOL NURSING SERVICES

Students who become ill during the school day should report to the office. The office will contact the parent. If the illness or injury requires the student to be taken home, the principal/secretary will inform the parent or guardian and the student will be signed out in the office. The school nurse is only available one day per week.

All medication will be kept and dispensed **ONLY** through the administrative office. The school administration are the only people authorized to dispense medication to students.

Many communicable diseases affect school-aged children. Schools are excellent sites for recognition of communicable-disease problems. Parents of a student with a communicable or contagious disease should notify the school office so necessary steps can be taken. All students must be current on their immunizations.

LOCKERS

Every secondary student is offered the use of a locker through the Principal's office. Lockers remain the property of the school, not the student, and as such remain under the authority of the school. In the event a student needs a locker change, they must see the Principal for any and all changes. Students are not to use a locker that has not been assigned to him/her. Locker combinations should not be given to another student at any time. Students are required to keep their combination confidential. **The school is not responsible for any articles or books lost from the student's locker.**

EXTRACURRICULAR ACTIVITIES

Students at Wagon Mound Public Schools are provided a wide range of extracurricular activities. We strongly urge every student at to be involved in a least one extracurricular activity. Research shows a direct correlation between participation in these activities and student success. Participation is considered a privilege and students should carry a minimum grade point average of 2.0 or better during the previous semester. To be eligible to participate in extracurricular activities, students shall have passed a minimum of four classes and **not failed any classes**. Extracurricular activities include all athletics, student council, BPA, yearbook, etc. To be allowed to participate, the student must be in class the entire day of the activity and attend school the following day. Administration will monitor athlete/club member grades and upon their discretion, may keep an athlete/club member from participating in their next event.

Students will be required to read and sign the **Wagon Mound Public Schools Athletic/Extracurricular Activity Code of Conduct**.

STUDENT INVOLVEMENT

ATHLETICS

Any student wishing to participate in athletics will report to the coach of the respective sport in session. Students participating in athletics will be subject to the rules and regulations adopted by the school and district. Students must be eligible to play and follow the rules and directives of the New Mexico Activities Association. WMPS athletic programs are listed below:

Basketball Track and Field Volleyball

ORGANIZATIONS/CO-CURRICULAR ACTIVITIES

There are a variety of activities for students at WMPS. Students are encouraged to get involved with extra-curricular activities. Listed below are some of the clubs and organizations students may join:

Yearbook Student Council Business Professionals of America

ATTENDANCE FOR ATHLETICS/CLUBS

Students participating in clubs and/or athletics are required to be in school the day of an activity and/or up to departure time for the activity. Students are also required to be in school the following day after the activity if it is during the school week. Should an absence/tardy occur, student must bring in a signed Doctors note. Consequences for violating either of the requirements will result in the student having to sit out from the next activity.

ENROLLMENT AND WITHDRAWAL

Prior to enrollment, students who are new to the school/district must meet with the Principal and Counselor. A student who enrolls at WMPS must list a legally-responsible parent/guardian whether the student resides in the home. New to the district students' previous school will be called by administration before they are officially enrolled.

State law dictates students can register only after furnishing proof of current immunization records. It is the responsibility of the parents to notify the attendance office when emergency information changes.

When withdrawing during the last two weeks of school, the parent/guardian is required to submit a letter including the reason for withdrawal from the school which should include whether the student plans to reenroll in the following school year.

To withdraw from WMPS, parents must notify the school and complete and sign all clearance and withdrawal forms. All textbooks, library books, and/or equipment must be returned, and all fees paid in order for information to be released to any other school district/organization.

SCHEDULE CHANGES

Any change to a student's schedule must be requested and approved by the counselor, an administrator, and parent within the first week of the semester. An Add/Drop form must be taken to those teachers affected by an approved change of schedule for their signatures. This must then be returned to the counselor's office to complete the procedure and make the new schedule effective.

PLANNERS/AGENDAS

Elementary students will be provided an agenda book. Secondary students are encouraged to purchase and use an organizational planner.

HALL PASSES

Restrooms and drinking fountains should be used between class periods. Teachers must provide a pass to any student who is asking to leave the classroom for any reason. Any student found outside the classroom during class periods without a pass is considered TRUANT. Running, misbehavior, graffiti in the restroom, and shouting in the halls is not permitted and is subject to disciplinary action under the discipline matrix.

POWER SCHOOL

Wagon Mound School's PowerSchool electronic student information system is a web-based application which allows parents to view their child's assignments, grades, attendance, and schedule. PowerSchool request forms can be printed at www.wm.k12.nm.us. For additional information on how to begin utilizing this electronic student information management system contact the school secretary or your child's counselor.

HOMEWORK

Homework is an integral part of the curriculum. We also believe that homework must be age appropriate. Parent support and supervision of homework is an extremely important factor in building good study habits and personal responsibility. Students are encouraged to purchase planners/agendas which will help maintain organizational skills with their homework assignments.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks to all students. The report card is a useful document in that it gives parents an account of their child's progress in each subject during the school year. Parents should feel free to contact the teacher(s) concerning grades or other class related problems. Parent/Teacher conferences are encouraged. Progress reports are sent to parents in the middle of each grading period to give them the opportunity to schedule conferences if it is deemed necessary. Students are responsible for taking the progress report home and having the parent sign it and return it to school. Parents/guardians also receive the following written communication throughout the school year regarding their student's progress. If you would like to schedule a parent teacher conference, please call the school counselor.

Parents/Guardians are highly encouraged to regularly confer with their child's teachers, counselor, or the principal when academic concerns may arise. If you would like to schedule a parent teacher conference, please call the school counselor.

Elementary Grading Scale		Secondary Grading Scale	
90-100	A	90-100	A
80-89	B	80-89	B
70-79	C	70-79	C
60-69	D	60-69	D
0-59	F	0-59	F

GRADUATION REQUIREMENTS

Requirements for graduating classes of 2019 - 2020

24 units to include:

- 4 units English
- 4 units Math (one unit equal or greater than Algebra 2)
- 3 units Science (2 with lab)
- 3.5 units Social Science; including United States History and Geography, World History and Geography, Government & Economics, and ½ unit New Mexico History
- 1 unit Physical Education
- 1 unit Spanish/workplace readiness/career cluster
- 7.5 units of electives; including ½ unit of health education if not completed in middle school.

One of the above units must be honors, Advanced Placement, dual credit, or distance learning.

HIGH SCHOOL CLASS CREDITS

Full credit classes meet for one period per day, 150 days per year. These classes count for 1 graduation credit per year, ½ credit per semester, for grades 9-12. High School students will be classified based on the amount of credits earned per year as follows:

- Freshman – 7 or fewer credits
- Sophomore – 8 – 14 credits
- Junior – 15 – 21 credits
- Senior – 22 or more credits

GRADUATION

The date of graduation will be set by the superintendent. Beginning with the class of 2021, students will graduate in WMHS colors (Cardinal Red and Columbia Blue).

VISITORS

Parents are always welcome at WMPS however, please check in at the office upon arriving and acquire a visitor's badge to be worn while visiting the school. Violators are guilty of trespassing and police officials will be notified. Visitations to the school by friends, relatives, or students from other schools will not be allowed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) protect the privacy of your child's education record. This protection includes the right to refuse that:

- Graded student work be displayed in the classroom or in the school building
- Student's name on the honor roll or other grade list in the newspaper, school newsletter be published
- Student's name or photo is used on the district website.

FERPA allows parent's inspection of their student's records and the correction of those records if the parent believes that they are misleading or incorrect. A form is given during registration and parents must indicate whether or not they want their child's work displayed in the school building, classroom, newspaper for honors and awards received, school newsletter, WMPS web page, bulletin boards in classroom, merchant displays, and radio broadcasts.

FIRE/EVACUATION/LOCKDOWN DRILLS

Fire drills are conducted monthly at irregular intervals. Teachers will inform students of the procedures that must be adhered to. We take these exercises seriously and students will be disciplined for misbehavior and/or non-compliance during drill and emergency simulations.

Lockdown, Bomb threat, fire and evacuation alerts are practiced for the possibility of personal threat or other dangers that might occur at our school. These are conducted at irregular intervals. These drills execute campus lock-downs and bomb evacuations are conducted by school administration. We ask that parents refrain from coming to the school during lock down situations. Information

regarding the lock down will be provided by the superintendent over the radio, school messenger system and via the district web site.

An Emergency Plan is posted in each room of the school. Students should study and familiarize themselves with the plan in each of their classes. When a signal or sound is given, students will immediately respond appropriately as per the plan. When leaving the building is required, all students will leave the room in a quiet and orderly manner following the prescribed route to clear the building. Students and teachers must report to their designated areas and remain there until the signal or alarm sounds for the return to the classroom.

DELAYS, CANCELLATION, OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure student's safety. It is the parent's responsibility to monitor news reports via television or radio. Notification is usually given by 6:00 a.m. Information concerning closures of school or delayed schedules may be heard on television stations KOB Channel 4, KOAT Channel 7, KRQE Channel 13 or Radio Station KFUN 12.30 AM, KFUN 100.7 FM and KNMX 540 AM. Additionally, information regarding closures or delays will be posted on the district's website and will go out over school messenger, the district's automated notification system.

SCHOOL MESSENGER SYSTEM

Notices of school closures, school events, as well as general information will be sent via the school messenger system. Parents are encouraged to update their phone and email information regularly to ensure that district and school information is received by the parent.

PUBLIC DISPLAYS OF AFFECTION

Wagon Mound Public School District recognizes that genuine feelings of affection may exist between students; however, being overly affectionate in school and public displays of affection, (including but not limited to kissing, hugging, etc.) are not in good taste. This type of behavior is not allowed and may lead to disciplinary action and parents being notified.

DANCES/ACTIVITIES

All school dances or activities are for WMPS students only. If a student has been suspended from school, they are not allowed to attend. Students may be banned from school dances due to disciplinary infractions. If a student misbehaves at a school dance, he/she will be required to call a parent and be picked up immediately. Dance admission fee will not be refunded. Students are not allowed to walk home from night dances, students must be picked up by a parent. Students **MUST** be picked up at the designated time and no later.

PERSONAL PROPERTY

Students should not bring large sums of money or personal valuables to school. There is always a chance of damage, theft or loss and the school and/or district is not responsible for these items. (i.e., PSPs, iPod, iPad, Kindles, MP3 players, electronic games, cell phones etc.). The school, staff and administration are not responsible for lost, damaged or stolen items. **Skateboards/roller-blades/skates/scooters and roller-shoes are not allowed on campus because of concerns for safety and security.**

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, computers, furniture, and the school facility. Students who damage or break school property or equipment will be required to make restitution. Other disciplinary measures will be taken, and a referral will be made to the police and juvenile probation office in severe cases of vandalism.

INTERNET ACCESS

In order to access a computer or computer lab, every student must have an Internet and E-mail Permission Contract provided by the district, signed by the student and parent/guardian, and on file at the school office. Violation of the contract content and requirements may constitute loss of device, computer and/or lab privileges. The following is a copy of the Internet and E-mail Permission Contract which will be signed by each student and his/her parent or guardian prior to the commencement of the school year.

TEXTBOOKS AND EQUIPMENT

All textbooks are inventoried and distributed by the teacher. The following criteria are important for all students and parents to be aware of before school starts:

- Students will be responsible for all lost or damaged books. A student will be responsible for replacement costs. **All students must clear their textbook account at the end of each school year.**
- If a student changes classes after he/she has picked up their textbooks, that student is responsible for returning the book to the teacher and checking out the correct one.
- The teachers will conduct book checks throughout the year. If a student does not have his/her book(s) or has not paid for the lost books, they will not be allowed to receive their report cards.

POSITIVE BEHAVIOR SUPPORT/CHARACTER COUNTS

At the beginning of each school year, the Positive Behavior Support system will be presented, explained, and modeled to all students at WMPS. Expectations of appropriate behavior will be taught and reinforced regularly during the course of the school year. Students will be reminded often of how they should act and treat fellow students and school staff based on the Character Counts philosophy.

Teachers will have their own individual classroom discipline plans and deal with the majority of minor infractions within the classroom setting.

The student will be sent directly to the office along with a discipline referral for **major infractions** or behavior that is not conducive to the learning environment.

Major office referrals include infractions such as physical aggressions/abuse towards other students or adults, truancy or “skipping” classes, damage to school property, bring a weapon or illegal substance to school. Other infractions may become a major office referral based on the severity of the incident or resulting behavior from the parties involved.

Regardless of the type of infraction, a written referral will be made on all incidents in order to develop a database of information to be used in immediate and/or future decisions regarding school effectiveness. The referral is filled out by the appropriate person and is reviewed by the administration. Data will be entered into the school data-based system by those individuals so designated.

Additional interventions may be followed from the office may include follow-ups with the students, with parents, counseling, or with local agencies. Consequences will be determined based on the findings and individual knowledge of the student.

*Procedures are subject to change based on what is determined to be the best for the students, staff, and school. *

POSITIVE BEHAVIOR SUPPORT – TROJAN BUCKS

Students may earn positive behavior rewards throughout the school year. Trojan Bucks are issued to students for exhibiting good character, good behavior, good citizenship and academic achievement. Students may spend their Trojan Bucks at the PBS store which is open one day per week.



Wagon Mound Public Schools

Anti-Bullying Pledge

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students at Wagon Mound School have reviewed the Wagon Mound Public School district anti-bullying policy and have agreed to:

1. Learn about less obvious forms of bullying like gossiping and exclusion.
2. Utilize the Positive Behavior Support (PBS) and Character Counts programs to understand expected school behaviors and good character.
3. Discuss pro-active anti-bullying measures (such as having lunch with a student who has been excluded in the past).
4. Participate in support systems such as peer counseling and mediation.
5. Help promote an atmosphere where students feel safe reporting incidents of bullying and confident that they will be dealt with and not ignored.
6. Report all incidents of bullying immediately to any staff member.
7. Understand that consequences for bullying may include verbal warnings, removal from a classroom or school grounds, a verbal or written apology to the victim, peer counseling, mediation, a parent teacher conference, and detention (Detention) or suspension/expulsion for repeat offenders, depending on offense.

Student Signature: _____ Date: _____

Print Name: _____

Parent Signature: _____ Date: _____



Wagon Mound Public School District
Student Formal Bullying/Intimidation
Harassment/Discrimination Complaint Form

COMPLAINANT INFORMATION

Full Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Student Employee Other (Specify) _____

Place of Work/School _____ Title/Grade _____

INCIDENT INFORMATION

Name of Alleged Perpetrator _____ Title _____

When did the alleged incident(s) occur? _____

Where did the alleged incident(s) occur? _____

WITNESS INFORMATION

List any witness(es) who may have seen or who may know something about the alleged incident:

Are you aware of others who may be subject to alleged behavior by the individual against whom this complaint is made?

Yes No

If so, who? _____

STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

Definitions

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

- "Bullying" by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

- "Cyberbullying" means electronic communication that:
 - targets a specific student;
 - is published with the intention that the communication be seen by or disclosed to the targeted student;
 - is in fact seen by or disclosed to the targeted student; and
 - creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers.

Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include:

- counseling and mediation,
- discipline up to expulsion, in addition to other civil and criminal prosecution.

These punishments may be in addition to other civil and criminal prosecution. Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

ATTENDANCE POLICY

Staff will follow the Truancy Procedures as stated below:

I. Terms and Definitions

1. School day – a portion of the school day that is at least one-half of a student’s approved program.
2. Absent – not in attendance for a class or school day for any reason, whether excused or not, provided that “absent” does not apply to participation in interscholastic extracurricular activities.
3. Absence – the period of time that a student is absent from school.
4. Absentee – refers to a student who is absent.
5. Chronically absent or chronic absenteeism – a student who has been absent 10% or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.
6. Excessively absent or excessive absenteeism – a student who is identified as needing intensive support and has not responded to intervention efforts implemented by the public school.
7. Excused Absences – refers to an absence from a class or school day due to school sponsored activities, personal illness, doctor’s appointment, illness or death in the family, family emergency, religious observance, quarantine, required court appearances, approved college visits, approved cooperative work programs, or military obligations.
8. Medical absence or medically absent – a student who is not in attendance for a class or a school day for a parent- or doctor- authorized medical reason or the student is a pregnant or parenting student.
9. Unexcused Absence – an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board.
10. Truant refers to a student who has accumulated five (5) excused (excluding school sponsored activities) or unexcused absences within a twenty (20) day period.
11. Habitual Truant refers to a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.

II. Interventions

1. Tier I – Classroom Interventions

1st Unexcused – Classroom teacher will contact parent/guardian via telephone K-12, discuss individually with student (6-12), and document conference.

2nd Unexcused – Classroom teacher will notify parent/guardian via telephone in grades K-12,

(discussing individually with students in grades 7-12), and document conference.

3rd Unexcused – Classroom teacher will initiate referral to Principal (K-12) who will follow up with student contact and parent/guardian notification via telephone. The administrator will send out a 3-Day Absentee Notification.

The parent/guardian will be notified when a student has accumulated three (3) unexcused absences during the school year.

- *The letter will include the student's name, date of birth, dates of absences and school.*
- *Schools with available staff may conduct a home visit at this time and monitor the case for thirty (30) days.*
- *The school sending out the letter will speak to the parent(s)/guardian(s) and advise them of the truancy and available resources.*

2. Tier II – School Interventions

5th Unexcused – Classroom teacher will initiate referral to Principal, who will schedule conference with student and parent/guardian to discuss existing or potential truancy issues. Student will be placed on a 5-Day School Attendance Agreement with appropriate interventions. The school will send out a 5-Day Absentee Notification.

The parent/guardian will be notified by certified mail or personal service when a student has accumulated five (5) unexcused absences during a twenty-day period.

- *The parent/guardian and student will be required to attend a meeting at the school to discuss the truancy. A principal or counselor will participate in the meeting.*
- *The school meets with parent/guardian and student to develop a contract that describes the actions the school, students and parent/guardian will take to improve attendance.*
- *Elementary age truants will be referred to CYFD, Central Intake, (1-800-797-3260)*
- *Secondary age truants will be referred to the Juvenile Probation Office*

7th Unexcused – Classroom teacher will initiate referral to Principal who will send out a 7-Days Absentee Notification letter to parent/guardian.

1. Copies all notes and/or excuses from home
2. Get background data from teachers/administrators/ ISSD Coordinator and suspension book regarding case
3. **If necessary**, access I.E.P. to collect any pertinent data pertaining to the student's behavior as it relates to truancy
4. Assess the case to determine if the case is strictly truancy or if there are other factors that need to be considered (i.e. mental health or medical issues)
5. Print current attendance sheet
6. A. Call meet at school, or conduct a home visit with parents to get assessment of problem
B. Meet with student to discuss problem
7. Document meetings with parents and student

Note: If the attendance problem continues the matter of truancy intervention will then move to the next phase to the Truancy officer for further action (a legal notarized truancy contract).

3. Tier III – District Interventions Via Superintendent for Continued breach of Truancy agreement

10th-Unexcused-

1. Set up appointment with parent/guardian to initiate a legal notarized contract (parent/guardian will need to provide ID).
2. Initiate notarized contract with parent and student to review data and nature of problem.
3. Provide parent with copy of contract.
4. Initiate daily admit process and give instruction.
5. A. Counsel parent and student as to future consequences of the breach of contract, including the involvement of J.P.O. and C.Y.F.D.
B. Notify parent and student that if the student amasses ten or more absences in one class period they could face failing as per district policy.
6. Notify teacher(s) of contract details.

The schools will notify the parent/guardian by certified mail or personal service when the student has accumulated ten (10) or more unexcused absences during the school year.

- *Each school will identify and designate school staff that will be responsible to prepare referral packet and submit it to the Juvenile Probation/Parole Office. The referral packet will document actions used in the 1st and 2nd level of interventions. Packets not containing the listed information will be returned to the referring school.*
- *All habitual truant cases will be staffed within 30 calendar days by a multi-disciplinary team, (JPPO, CPS and a school representative), to determine the best course of action for the case.*
- *The Superintendent will recommend various action steps to include referral to District Attorney for filing a criminal complaint.*

III. Incentives and Consequences for Attendance Patterns

Each school, where administration deems appropriate, may use the following list of incentives to encourage good attendance:

- Community donated gifts are given or raffled to students meeting attendance standards.
- Students meeting attendance standards will be allowed to eat in a special area or with a special person in the school.
- Field trip arranged for students who meet the attendance standards
- Participation in extra-curricular activities for students meeting attendance standards
- Recognition award for 100% attendance each term
- Students with perfect attendance selected to park in choice locations
- Attendance record used when considering issuance of working papers

Each school, where the administration deems appropriate, may use the following list of sanctions to discourage poor attendance:

- Loss of privilege to play sports
- Loss of privilege to participate in extra-curricular activities
- Loss of privilege to attend school-related trips
- Attendance at meeting with parents, administration, and counselors discussing impact of excessive absences

- Repetition of course or grade level due to excessive absences

IV. Procedure Review

Each building will select a staff member(s) responsible for initiating appropriate action to address excused and unexcused absence patterns. This person will lead all subsequent meetings with Attendance Team. The Attendance Team of teachers, administrators, students, and parents will meet yearly to review attendance policy.

The committee will prepare a report providing recommendations and alterations to the District's Attendance Policy. The Principal will provide the Superintendent and the Board of Education with evaluation data and statistics on the implementation of this procedure at the end of each school year. Data will include, but is not limited to, a comparison of attendance data of the current year to previous years and a comparison of attendance data of surrounding schools.

RETENTION PLAN

Regular Education

The District is dedicated to the continuous development of each student.

The Board shall approve school-district-developed remediation programs and academic improvement programs to provide special instructional assistance to students in grades one through eight who do not demonstrate academic proficiency. The cost of remediation programs and academic improvement programs shall be borne by the school district. Remediation programs and academic improvement programs shall be incorporated into the school district's educational plan for student success and filed with the department.

Remediation programs and academic improvement programs include tutoring, extended day or week programs, summer programs and other research-based interventions and models for student improvement.

Diagnosis of weaknesses identified by a student's academic achievement may serve as criteria in assessing the need for remedial programs or retention.

Grades One through Eight

At the end of grades one (1) through seven (7), three (3) options are available, dependent on a student's academic proficiency:

- The student is academically proficient and shall enter the next higher grade;
- The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, he shall enter the next higher grade; or
- The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall either be:

- Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
- Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to become academically proficient at the end of that year as measured by grades, performance on school district assessments and other measures identified by the school district shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.

At the end of the eighth (8th) grade, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the student assistance team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

Grades Nine through Twelve

The cost of summer and extended day remediation programs and academic improvement programs offered in grades nine through twelve shall be borne by the parent; however, where parents are determined to be indigent according to guidelines established by the department, the school district shall bear those costs.

Special Education

Any student qualified as a special education eligible student who is unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized educational program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education.

**Wagon Mound Public Schools
Standard of Dress
Grades Pre-K - 12**

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or at school-sponsored activities. Interpretation of the following dress code is subject to administrative discretion.

Students May Not Wear:

- 1. Clothing that is sexually suggestive, short or extremely tight or low cut. Blouses, shirts or tops may not show the midriff, belly button or cleavage, no spaghetti straps, tube tops, low-cut blouses. Shorts, skirts and dresses must extend three inches above the knee while standing upright and should not ride up excessively when a student is sitting.**
- 2. Long flannel or other shirts buttoned on top and then unbuttoned on the rest of the shirt.**
- 3. Clothing with tears and/or rips that appear to be sexually suggestive. Pants/shorts with tears will be allowed only from mid-thigh down unless under clothing such as spandex and leggings are worn under to cover skin.**
- 4. Hats, caps, knit beanies, visors, or sunglasses are not allowed in the building. Hairnets are not allowed.**
- 5. Clothing or jewelry depicting the following: vulgar slogans, pictures, or words, satanic symbols or drug/cult symbols, clothing with eight-ball symbols or wording.**
- 6. Clothing with advertising for tobacco, drug, or alcohol products.**
- 7. No sagging allowed, students shall not wear pants or other garments more than two sizes above their own measurements, or gang-associated attire as determined by the administration.**
- 8. No clothing or jewelry with spiked or sharp objects.**
- 9. Shirts or blouses that do not have a full front, sides, and/or back. Underwear cannot be visible. Pajamas are not allowed except for school sponsored dress up days.**
- 10. Bandanas, regardless of color or design. Bandanas may not be worn or displayed in any manner by male students. Female students may wear bandanas only in the form of a hairpiece, not as a headband.**
- 11. Chains, including wallet chains, belts that hang more than six (6) inches below the belt loops or waist.**

12. Uncovered tattoos that are deemed by the administration to be offensive. Offensive tattoos must be covered.

13. Shoes, sneakers, or appropriate footwear must be worn at all times. No sandals, slides, open toed shoes, flip-flops, slippers, and/or house shoes, etc.

Note: The dress code pertains to both male and female students and will be enforced at school and all school-related functions. Violations of the dress code will be referred to the administration. The administration will make a judgment on the appropriate consequences for the violation. The administrator will contact the respective parent/guardian to bring their student a change of attire. If it is not possible to get a change of attire, the administration may place the student in an alternative school setting for the remainder of the day.

CONSEQUENCES FOR NON-COMPLIANCE

Time spent in detention will be determined by office or designated staff member.

ALL SCHOOLS AND TEACHERS must adhere to the enforcement of the Standard of Dress equally!

INFRACTION	DATE	CONSEQUENCES	SIGNATURE
1 st Infraction		Written Warning – Parents/Guardians have signed for a student handbook at Registration.	
2 nd Infraction		Contact parent/guardian to bring appropriate clothing or have student change into appropriate clothing from clothing bank.	
3 rd Infraction		Contact parent/guardian to bring appropriate clothing to school, and student will receive 1-day lunch detention or recess detention.	
4 th Infraction		Contact parent/guardian to bring appropriate clothing to school and schedule Parent/Teacher/Principal conference. 2 days lunch detention.	
5 th Infraction		Parent/Teacher/Principal conference and privileges withdrawn from student. 1 week of lunch detention.	

PLEASE NOTE: If you are uncertain about a rule or item, be sure to ask before purchasing or wearing something that may earn you an infraction!

BUSES

While law requires the school district to furnish transportation as per transportation requirements, it does not relieve parents from supervising their children until they board the bus in the morning and after they leave the bus at the end of the school day. Once a student boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility ends when student is delivered to their regular bus stop at the close of the school day.

Students transported by the school are required to comply with all school and PED rules and regulations including the Student Code of Conduct. Any student failing to comply with established rules of conduct while on school provided transportation may be denied transportation services and shall also be subject to disciplinary action. In such cases, the student's parents are responsible for their child's transportation to and from school and/or activities.

Riding the bus school and to and from an activity is a privilege. Improper conduct on a bus will result in the bus-riding privilege being denied. Only regularly-scheduled bus students are to ride the buses to and from school. Only students who are academically eligible will be allowed on the pep bus.

The following rules regulate student conduct while on school-provided transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated stops nearest their home.
- Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers should remain seated at all times.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend any part of their bodies, or any object, out of the window of the bus.
- Passengers shall not throw any object within or out of the bus.
- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

Consequences for violating bus rules will be given as follows:

First warning Bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Depending on the incident, a call to parents and/or a letter from the principal is sent to the parents with the report attached. The letter informs the parents that bus privileges may be revoked should a student receive a third bus incident report.

Second warning Bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. A second letter from the principal along with the Report is sent to the parents. The letter reminds the parents that a third incident report will result in bus privileges being revoked.

Third warning Bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. A third letter from the principal along

with the Report is sent to the parents. The letter informs the parents that bus privileges are revoked until a conference can be arranged with the parents, bus driver, and the principal. At that meeting bus privileges are reinstated on a probationary basis. The student may ride the bus until which time there is a fourth incident. A fourth incident will result in bus privileges being revoked for the remainder of the school year.

Fourth warning Bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Bus privileges are immediately revoked for the remainder of the school year.

Any further problems may result in further suspensions of bus privileges' or dismissal from the bus.

Bus Arrangements – Please be sure your child knows where to go after school each day. Children who normally ride the bus will always be placed on the bus. Any bus changes should be approved by the Transportation Office.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's IEP.

TELEPHONE USE IN OFFICE

Student use of the school telephone is to be limited to emergency calls and only with staff permission. The student must have a pass to the office. If a student receives a phone call, a message will be taken and delivered to the student. Students and parents should understand that forgotten homework, books, uniforms etc. is not considered an emergency. Arrangements for appointments, rides home, going to someone else's house after school or staying after school for games should be made prior to coming to school.

CELLULAR TELEPHONES

Student cell phones are **prohibited** during the school day; 7:55 a.m. to 4:00 p.m. Students who possess cellular telephones in school, on school property, at after-school activities and at school-related functions shall assume responsibility for their care. **At no time shall WMPS be responsible for preventing theft, loss or damage to cell phones brought onto its property.** Any student who has possession of a cell phone shall have their cell phones off and concealed (out of sight) during instructional time.

Possession of cell phones by WMPS students will be forfeited by students who fail to abide by the terms of the policy and procedures appearing below. Violation by students will result in confiscation of their cell phones.

Expectations are outlined clearly, and students are given the opportunity to meet them.

OFFENSE	PROCEDURES
FIRST OFFENSE	<ul style="list-style-type: none"> • Teacher confiscates phone* • Teacher returns phone to student at the end of class • Incident documented by teacher • Teacher will contact parent
SECOND OFFENSE	<ul style="list-style-type: none"> • Teacher confiscates phone* • Teacher sends phone to the office • Administrator returns phone to student at the end of the day • Incident documented by teacher and administrator • Administrator will contact parent
THIRD OFFENSE	<ul style="list-style-type: none"> • Teacher confiscates phone* • Teacher sends phone to the office • Administrator will notify parent, returns phone to parent at the end of the day • Incident documented by teacher and administrator
FOURTH OFFENSE	<ul style="list-style-type: none"> • Teacher confiscates phone* • Teacher sends phone to the office • Administrator secures phone until the end of the day. • Incident documented by teacher and administrator • Possession of phone on campus forfeited, Contact Parent, Loss of school activity, privileges to includes dances & field trips • In the event another phone is brought to school by this particular student, this phone will also be confiscated, since he/she has previously forfeited his/her cell phone privileges

* Should a student for whatever reason refuse to comply with a teacher's request at this point, the student shall be automatically referred to the administration for disciplinary action. Teachers are to complete and submit a STUDENT DISCIPLINARY REFERRAL immediately following the student's failure to comply. According to the school discipline matrix failure to comply is a three-day suspension.

****New Mexico Assessments requires cell phones to be left at home or collected by staff during testing time.**

Parent's Signature	Print Student's Name	Grade	Date
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HONESTY POLICY

Academic Honesty Policy

A violation can be considered against a student who is cheating and anyone who is helping him/her cheat.

1st Offense

- Zero on assignment with no possibility of making it up
- Verbal warning – (Documentation by teacher)
- Call to parents(s) – (Documentation by teacher)
- Referral-one day detention
- Notification to other teachers of this violation
- Student signs a form admitting that he/she cheated (Parent Signature Required)
- Elimination from next activity (academic, social trips, clubs and sporting events) are included.

2nd Offense

- Zero on assignment with no possibility of making it up
- Call to parent(s)
- Referral – 1 day in detention
- Elimination from next activity (academic, social trips, clubs and sporting events) are included.

3rd Offense

- Call to parent(s)
- Referral – 1 day in detention
- Out of all activities, including sports for the remainder of that season

Student Signature

Date

Parent Signature

Date

*Referral will be entered into the school computer records as a discipline referral.

DISCIPLINE

The discipline policy addresses general disruptive conduct. This is defined, as conduct that disrupts the educational process, constitutes a health or safety hazard, is in violation of state or municipal law, or is in violation of school rules and policies. The focus of the discipline policy is to identify appropriate conduct/behavior for students with the focus of changing inappropriate behavior and encouraging appropriate behavior. Students may request or be recommended for counseling at any time.

Any behavior, which creates a willful interference with the educational process, is considered misbehavior. Misbehavior is any offense, which is as serious in nature as to be referred to an administrator or his/her designee for disciplinary action.

The misbehavior may occur on school property, school bus, or at any activity, athletic or social. The principal, or his/her designee, will use his/her discretion in the processing of student referrals. The student will have the right to present to the principal any relevant information that will support his/her defense.

Administrative personnel have the right to search or to request the search of a student when there is reasonable suspicion. They may also conduct or request random and periodic searches of backpacks, bags, lockers, classrooms and building. If any illegal substances, stolen property, or weapons are found, they will be confiscated, and proper disciplinary and legal action taken.

DISCIPLINE MATRIX

The following discipline guidelines will be used at the discretion of the school administration when decisions are made regarding individual incidents. These guidelines pertain to incidents which occur at school, going in or from school, during lunch period, and during or while going to, on or coming from a school sponsored activity.

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within the Wagon Mound Public School District. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels (1-5). It is an attempt to be fair, concise and all-inclusive.

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

DISCIPLINARY CONSEQUENCES

Behavior contract required	Parent Conference	Parent notified by phone
Parent/Guardian attend school all day	In-School Suspension (ISSD-Detention)	Out of School Suspension (OSS)
Lunch Detention	Redirection/Guidance by administration/counselors	School/Community Service
Restitution	Report incident to Mora County Sheriff or New Mexico State Police.	Refer to proper agency
Forfeit school sponsored activities 3 – 6 weeks	Forfeit school sponsored activities 6 – 9 weeks	Forfeit school sponsored activities 9 - 12 weeks
Refer to Truancy Officer	Recommend expulsion	Extend suspension pending an expulsion hearing

MINOR INFRACTIONS

Minor infractions include, but are not limited to the following:

Minor INFRACTIONS	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> • Incomplete or missing assignments (grade issues) 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Internet surfing that does not violate internet policy 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Making whistling or other noises 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Not prepared for class (pencil, paper, books, instruments, etc.) 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Not returning school issued equipment 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Refuses to work (but is not disruptive) 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Sleeping in class 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Student request to go to detention 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Talking at inappropriate times 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>
<ul style="list-style-type: none"> • Tardiness (within first five minutes of class) 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Teacher documents on referral and calls parent. 	<ul style="list-style-type: none"> • Detention 1-3 mods and Lunch Detention-2 days 	<ul style="list-style-type: none"> • <i>Progresses to Level I</i>

LEVEL 1 INFRACTIONS

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

LEVEL I INFRACTIONS	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> • Cafeteria Misbehavior 	<ul style="list-style-type: none"> • Lunch Detention • Parent(s) or Guardians notified 	<ul style="list-style-type: none"> • Detention 1-3 days • Parent Conference 	<ul style="list-style-type: none"> • Progresses to Level II Consequences. 	
<ul style="list-style-type: none"> • General Disruptive Conduct 	<ul style="list-style-type: none"> • Lunch Detention 1-2 days 	<ul style="list-style-type: none"> • Detention 1-2 days • Parent conference 	<ul style="list-style-type: none"> • Progresses to Level II Consequences. 	
<ul style="list-style-type: none"> • Unexcused Tardiness (more than five minutes but less than 15) 	<ul style="list-style-type: none"> • Lunch Detention-1 day 	<ul style="list-style-type: none"> • Lunch Detention-2 days 	<ul style="list-style-type: none"> • Detention 1 day • Parent(s) or Guardians notified 	<ul style="list-style-type: none"> • Progresses to Level II Consequences.
<ul style="list-style-type: none"> • Use of cell phone during the school day (includes using as a timepiece, calculator, etc. Phones may not be visible to any person during the school day. • CD/IPODS, MP3 Players, audio equipment and other electronic devices also in this category. 	<ul style="list-style-type: none"> • Teacher confiscates phone • Teacher returns phone to student at the end of the day • Incident documented by teacher 	<ul style="list-style-type: none"> • Teacher confiscates phone • Teacher sends phone to the office • Administrator returns phone at the end of the day • Incident documented by teacher and administrator 	<ul style="list-style-type: none"> • Teacher confiscates phone • Teacher sends phone to the office • Administrator returns phone to parent at the end of the day • Incident documented by teacher and administrator 	<ul style="list-style-type: none"> • Teacher confiscates phone • Teacher sends phone to office • Administrator secures phone until the end of the school year. • Incident documented by teacher and administrator • In the event another phone is brought to school by this particular student, this phone will also be confiscated

LEVEL 2 INFRACTIONS

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

LEVEL II INFRACTIONS	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> Chronic Infractions from Level I 	<ul style="list-style-type: none"> In School Suspension (ISS-Detention) 	<ul style="list-style-type: none"> In School Suspension (ISS-Detention) 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences Out of School Suspension (OSS)</i> 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>
<ul style="list-style-type: none"> Aides, supports, or encourages the infliction of physical injury to another person 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Behavior contract required Parent conference 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>
<ul style="list-style-type: none"> Attempted / damaged personal or school property 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified Restitution Report to proper authorities 	<ul style="list-style-type: none"> Detention 2-3 days Parent(s) or Guardians notified Restitution Report to proper authorities 	<ul style="list-style-type: none"> 1-3 days suspension Parent(s) or Guardians notified Restitution Report to proper authorities 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>
<ul style="list-style-type: none"> Attempted an act of hate violence 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Behavior contract required Parent conference Parent/Guardian attend school all day 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks Report to proper authorities 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>
<ul style="list-style-type: none"> Attempted to injure another 	<ul style="list-style-type: none"> Choice 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Behavior contract required Parent conference Report to proper authorities 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>
<ul style="list-style-type: none"> Cheating or Plagiarism 	<ul style="list-style-type: none"> Refer to Academic Honesty Policy 			
<ul style="list-style-type: none"> Defiance toward school rule and/or staff member 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified Behavior contract Redirection/Guidance by counselor or Administration 	<ul style="list-style-type: none"> Detention 2-3 days Parent(s) or Guardians notified Redirection/Guidance by counselor or Administration 	<ul style="list-style-type: none"> 1-3 days suspension Parent(s) or Guardians notified Redirection/Guidance by counselor or Administration 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>
<ul style="list-style-type: none"> Disrespect or insubordination to Administration or Staff 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent Conference 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i>

<ul style="list-style-type: none"> Disrupting a school activity (field trip or school sponsored event) 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified Removal from event and suspension from like events for 3-6 weeks 	<ul style="list-style-type: none"> Detention 2-3 days Behavior contract required Parent conference Removal from event and suspension from like events for the remainder of the semester 	<ul style="list-style-type: none"> 1-3-day Suspension Parent conference Removal from event and suspension from all extra events for the remainder of the school year. 	<ul style="list-style-type: none"> Progresses to Level III Consequences
<ul style="list-style-type: none"> Ditching Class (Single period or unexcused tardy to class than 15 minutes) 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent(s) or Guardians notified 	<ul style="list-style-type: none"> 1-3 days suspension Parent Conference 	<ul style="list-style-type: none"> Progresses to Level III Consequences
<ul style="list-style-type: none"> Excessive Disruptive Conduct 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent Conference Forfeit activities 3 to 6 weeks 	<ul style="list-style-type: none"> 1-3 days suspension Parent Conference 	
<ul style="list-style-type: none"> Inappropriate use of technology (viewing or distributing inappropriate material, NOT of a sexual nature) 	<ul style="list-style-type: none"> Detention 1 day Loss of Computer privileges for the remainder of school year. Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent Conference 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference 	<ul style="list-style-type: none"> Progresses to Level III Consequences
<ul style="list-style-type: none"> Misuse or falsifying any official document or communication (progress report, absence excuse, etc. 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent conference 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> Progresses to Level III Consequences
<ul style="list-style-type: none"> Possession of lighter/matches 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent(s) or Guardian notified 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference 	<ul style="list-style-type: none"> Progresses to Level III Consequences
<ul style="list-style-type: none"> Throwing Objects 	<ul style="list-style-type: none"> Detention 1 day Parent(s) or Guardians notified 	<ul style="list-style-type: none"> Detention 2-3 days Parent conference 	<ul style="list-style-type: none"> 1-3 days suspension Parent conference 	<ul style="list-style-type: none"> Progresses to Level III Consequences

LEVEL 3 INFRACTIONS

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

LEVEL III INFRACTIONS	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> Chronic Infractions from Level II 	<ul style="list-style-type: none"> Out of School Suspension (OSS) 	<ul style="list-style-type: none"> Out of School Suspension (OSS) 	<ul style="list-style-type: none"> Out of School Suspension (OSS) 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Arson (Deliberately started a fire) 	<ul style="list-style-type: none"> 5 days suspension Parent Conference Report incident to Mora County Sheriff or NMSP Extend suspension pending expulsion hearing 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i> 		
<ul style="list-style-type: none"> Bullying/Hazing 	<ul style="list-style-type: none"> 3 days suspension Parent conference Referral for counseling 	<ul style="list-style-type: none"> 5 days suspension Parent conference Continued participation in counseling 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Referral to proper agency. 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Extortion-to obtain anything of value by violence, threat or abuse 	<ul style="list-style-type: none"> 3 days suspension Parent conference Report incident to Mora County Sheriff or NMSP Restitution 	<ul style="list-style-type: none"> 5 days suspension Parent conference Report incident to Mora County Sheriff or NMSP Restitution 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Report incident to Mora County Sheriff or NMSP Restitution 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Failure to comply with disciplinary consequences 	<ul style="list-style-type: none"> 3 days suspension Parent conference 	<ul style="list-style-type: none"> 5 days suspension Parent conference 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> False Alarm (Bomb threats, False 911 calls / pulling alarms) 	<ul style="list-style-type: none"> 3 days suspension Parent conference Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> 5 days suspension Parent conference Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> 6-10 days Suspension Parent conference Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Fighting/ Instigating a fight (involved in a fight) 	<ul style="list-style-type: none"> 3 days Suspension Parent conference Referral to proper agency. 	<ul style="list-style-type: none"> 5 days suspension Parent conference Referral to proper agency. Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> 6-9 days Suspension Parent conference Referral to proper agency. Forfeit school sponsored activities 6 to 9 weeks 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>

<ul style="list-style-type: none"> Harassed, threatened or intimidated a student for the purpose of preventing them from being a witness. 	<ul style="list-style-type: none"> 3 days suspension Parent conference Referral for counseling Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> 5 days suspension Parent conference Continued participation in counseling Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Referral to proper agency. Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Harassment and/or Sexual Harassment (Verbal or physical harassment toward another student) 	<ul style="list-style-type: none"> 3 days suspension Parent conference Referral for counseling Referral to proper agency. 	<ul style="list-style-type: none"> 5 days suspension Parent conference Continued participation in counseling 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Referral to proper agency. 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Hate Crime – Including hate speech/ language based on race, ethnicity, or sexual identity 	<ul style="list-style-type: none"> 3 days suspension Parent conference Referral for counseling 	<ul style="list-style-type: none"> 5 days suspension Parent conference Continued participation in counseling Referral to proper agency. 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Continued participation in counseling Referral to proper agency. 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Off Campus Ditching/Truant all day 	<ul style="list-style-type: none"> 1-2 days suspension Parent conference 	<ul style="list-style-type: none"> 3 days suspension Parent conference Referral for counseling 	<ul style="list-style-type: none"> 3-5 days suspension Parent conference Continued participation in counseling Referral to proper agency. 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>
<ul style="list-style-type: none"> Possession or use of tobacco products at school or school sponsored activities 	<ul style="list-style-type: none"> 3 days suspension Parent conference Referral for counseling 	<ul style="list-style-type: none"> 5 days suspension Parent conference Continued participation in counseling 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i>
<ul style="list-style-type: none"> Sexually abused another person 	<ul style="list-style-type: none"> 5 days suspension Parent Conference Report incident to Mora County Sheriff or NMSP Extend suspension pending expulsion hearing 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i> 		
<ul style="list-style-type: none"> Spitting 	<ul style="list-style-type: none"> 3 days Suspension Parent(s) or Guardians notified 	<ul style="list-style-type: none"> 5 days suspension Parent Conference Redirection/Guidance by counselor or Administration 	<ul style="list-style-type: none"> 6-9 days suspension Parent conference Forfeit school sponsored activities 3 to 6 weeks 	<ul style="list-style-type: none"> <i>Progresses to Level IV Consequences</i> <i>Long term suspension or expulsion</i>

<ul style="list-style-type: none"> • Sold/furnished a material represented as a controlled substance/alcoholic beverage or intoxicant 	<ul style="list-style-type: none"> • 3 days suspension • Parent conference • Referral for counseling • Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> • 5 days suspension • Parent conference • Continued participation in counseling • Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> • 6-9 days suspension • Parent conference • Referral to proper agency. • Report incident to Mora County Sheriff or NMSP 	<ul style="list-style-type: none"> • Progresses to Level IV Consequences Long term suspension or expulsion
<ul style="list-style-type: none"> • Threats /Intimidation Threatening physical harm, harassment or intimidations toward school personnel, student or other persons on school property or at any school activity. 	<ul style="list-style-type: none"> • 3 days suspension • Parent conference • Referral for counseling • Police Report Filed 	<ul style="list-style-type: none"> • 5 days suspension • Parent conference • Continued participation in counseling • Police Report Filed 	<ul style="list-style-type: none"> • 6-9 days suspension • Parent conference • Continued participation in counseling • Referral to proper agency. 	<ul style="list-style-type: none"> • Progresses to Level IV Consequences Long term suspension or expulsion
<ul style="list-style-type: none"> • Theft (Private or School Property) 	<ul style="list-style-type: none"> • 3 days suspension • Parent conference • Report incident to Mora County Sheriff • Restitution 	<ul style="list-style-type: none"> • 5 days suspension • Parent conference • Report incident to Mora County Sheriff • Restitution 	<ul style="list-style-type: none"> • 6-9 days suspension • Parent conference • Report incident to Mora County Sheriff • Restitution 	<ul style="list-style-type: none"> • Progresses to Level IV Consequences Long term suspension or expulsion
<ul style="list-style-type: none"> • Vandalism / Graffiti (involved in altering, defacing or destroying school or private property, including technology) 	<ul style="list-style-type: none"> • 3 days suspension • Parent conference • Report incident to Mora County Sheriff • Restitution 	<ul style="list-style-type: none"> • 5 days suspension • Parent conference • Report incident to Mora County Sheriff • Restitution 	<ul style="list-style-type: none"> • 6-9 days suspension • Parent conference • Report incident to Mora County Sheriff • Restitution 	<ul style="list-style-type: none"> • Progresses to Level IV Consequences Long term suspension or expulsion
<ul style="list-style-type: none"> • Verbal Abuse of/or toward staff members (profanity). Includes all adult staff members. 	<ul style="list-style-type: none"> • 3 days suspension • Parent conference • Referral to proper agency. 	<ul style="list-style-type: none"> • 5 days suspension • Parent conference • Referral to proper agency. 	<ul style="list-style-type: none"> • 6-9 days suspension • Parent conference • Referral to proper agency. 	<ul style="list-style-type: none"> • Progresses to Level IV Consequences Long term suspension or expulsion

Parents will be called and/or notified regarding all Level II and Level III infractions. In some cases, the parents will be requested to conference with the teacher, counselor and/or administrator. Some situations will require referrals to social service agencies, mental health counselors, substance abuse counseling and other types of referrals, including the police. The consequence of “Campus Cleanup” and “Parent Shadowing” may be implemented for any Level I, Level II, or Level III infractions as needed. This consequence is determined by the Administration.

LEVEL 4 INFRACTIONS

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

LEVEL IV INFRACTIONS	Consequence
<ul style="list-style-type: none"> Chronic Infractions from Level III 	<ul style="list-style-type: none"> Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.
<ul style="list-style-type: none"> Aggravated Assault Intending or performing assault and battery with weapons, or other force likely to result in personal injury, including sexual assault and offenses. 	<ul style="list-style-type: none"> Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.
<ul style="list-style-type: none"> Weapons/Sharp Objects/ Explosives Possession of weapons, including firearms, knives, clubs, explosives, chains, spiked wrist bands, brass knuckles and any other items with their primary use as weapons. 	<ul style="list-style-type: none"> Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.
<ul style="list-style-type: none"> Possession of any controlled substance/drug paraphernalia- Any narcotic, hallucinogenic, amphetamine, marijuana, barbiturate or alcoholic beverage or anything capable of altering behavior/feeling/ or state of mind. 	<ul style="list-style-type: none"> Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.
<ul style="list-style-type: none"> Breaking and entering into any WMPS property. 	<ul style="list-style-type: none"> Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.

Level V Mandatory Hearing for Long Term Suspension or Expulsion

Some infractions are so severe that they require a formal hearing with the Wagon Mound Public School Hearing Officer per regulations of the School Board. The result of the hearing may be long-term suspension that is for any period longer than ten days and may be for the remainder of the school year. The results of the hearing may also be permanent expulsion from the Wagon Mound Public School District indefinitely.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Any request by law enforcement agencies and/or other government agencies (i.e., Children, Youth & Families Department) to see a student, interview a student or make an arrest at school, must be verified by the principal and/or his designee, to be assured that such request is authorized by that individual's agency. The principal will request identification and written authorization from the individual and will verify the legitimate request by the individual's agency by telephone. The principal must notify the Office of the Superintendent each time the police are on campus.

Interviews

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by Children, Youth, and Family Department workers or a peace officer.

Except in child abuse and abandonment situations, should a peace officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified, and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Searches

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

Who may search. Certificated school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

When search is permissible. Unless Local School Board policy provides otherwise, an authorized person may conduct a search when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.

Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons:

- School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are

not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

- Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
- Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction. Strip searches are inappropriate without approval of school district counsel.

Seizure of items. Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

Notification of law enforcement authorities. Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

Arrest

When a peace officer enters a campus and indicates intent to take a student into custody or arrest a student, the office staff shall request the peace officer to establish proper identification, complete, and sign a "Form for Signature of Arresting Officer." The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may contact the parents, if necessary, to explain the relinquishment of custody by the school and the location of the student, if known.

Adopted: date of manual adoption

LEGAL REF.: [32A-4-3 NMSA](#) (1978)
[6.11.2.10 NMAC](#)

FIELD TRIP ELIGIBILITY REQUIREMENTS

The Wagon Mound Public School District faculty have established the following rules. This criterion determines eligibility for participation on a trip of long distance with several overnight stays and is based on factors of safety and liability. Consequently, there will be no negotiations regarding eligibility requirements.

ELIGIBILITY POLICY REMAINS IN EFFECT UNTIL THE DATE AND TIME OF DEPARTURE

- | | |
|---|--|
| 1. Students who have been referred to Principal 1 to 4 times (for what faculty has determined as being "minor" offenses, this includes but is not limited to dress code referrals). | MAY ATTEND TRIP WITH NO RESTRICTIONS. |
| 2. Students who have accumulated 5 or more referrals for any reason and who have NOT been suspended from school. | MAY ATTEND TRIPS WITH HIS/HER PARENTS AS A PERSONAL CHAPERONE |

Parents who are required to accompany their child will provide their own transportation to and from trip and will assume total financial responsibility for all personal expenses (i.e. accommodations, meals, fees, etc.) this trip will incur. Additionally, your child will have to ride with you, their parent, to and from the trip destination.

- | | |
|--|--|
| 3. Students who have not settled their fundraiser accounts (Students will have several opportunities to raise money to defray the cost of the trip). Students who did not settle their fundraiser accounts in the previous school year are automatically ineligible for this year's trip. **All monies fundraised will not be refunded and will remain with the school. | MAY NOT ATTEND TRIP UNDER ANY CIRCUMSTANCES. |
| 4. Students who have been suspended for bullying, theft, vandalism, (willful or malicious destruction or defacement of property) substance abuse (including but not limited to possession of cigarettes and/or alcohol). | MAY NOT ATTEND TRIP UNDER ANY CIRCUMSTANCES. |
| 5. Students who have been suspended from school 2 or more times for whatever reason. | MAY NOT ATTEND TRIP UNDER ANY CIRCUMSTANCES. |
| 6. Students who have been under the supervision of Juvenile Probation Officer at any time during the school year. | MAY NOT ATTEND TRIP UNDER ANY CIRCUMSTANCES. |
| 7. Students who have a grade point average lower than 2.0 on their 3 rd nine weeks report card or are ineligible on the day of departure. | MAY NOT ATTEND TRIP UNDER ANY CIRCUMSTANCES. |
| 8. Students who have accumulated a total of 10 unexcused absences during any semester. | MAY ATTEND TRIP ONLY IF HE/SHE SETTLES HIS/HER ACCOUNT PAYS APPLICABLE FEES AND PAYS ALL HIS/HER TRAVEL EXPENSES. |

Field Trip Eligibility Requirements

The following acknowledgement must be signed and returned to WMPS within one week of distribution.

I have been given a copy of the field trip eligibility requirements.

I understand the trip eligibility requirements as written.

I understand that if my child becomes ineligible for the trip he/she will not be able to attend.

Students who become ineligible for the trip or choose not to attend the trip are required to attend school on these days.

I have read the requirements with my child and understand that these policies are in effect until the day and time of trip departure.

I understand that the requirements for eligibility are not subject to negotiation.

I understand that absolutely no refunds will be given should my child become ineligible prior to the trip, become ill or choose not to go.

I understand that trip payments must be made by the specified due date.

I understand that once tickets, entries etc. have been purchased absolutely no refunds will be made, regardless of reason; special circumstances will not be considered.

I understand that should my child become ineligible or choose not to participate in the trip; money raised through fundraising efforts is the property of the school and will not be refunded.

I understand that no special circumstances will be considered with regard to refunds.

I understand that if my child becomes ineligible for the trip, he/she is still required to attend school on those days.

I understand that assignments will be given to the students who do not attend the trip and that if my child is not in school, he/she will not be allowed to make up the work.

I understand that if my child does not attend the trip and is absent from school on those days, he/she will earn a zero for the missed assignments.

It is the sole discretion of the grade level teachers to determine whether or not a field trip will be planned.

Parent/Guardian Signature

Date

Student Signature

Date

FUNDRAISING ACKNOWLEDGMENT

FUNDRAISING POLICY

Please read, initial each line and sign below.

I understand that fundraising is optional, and I may choose not to have my child participate in fundraising activities. _____

I understand that I am financially responsible for merchandise and money owed as a result of my child participating in fundraising activities (This includes any money or merchandise that is lost or stolen while in the possession of my child). _____

I understand that if all fundraiser money is not turned in by the specified due date that my child will be excluded from further fundraising activities, school field trips, dances, etc. until the money is paid. _____

I understand that if all fundraiser money is not turned in by the specified due date that my child forfeits all prizes and sales incentives. _____

I understand that if all fundraiser money is not turned in my child's yearbook will be held until all money has been paid. _____

I understand that if all fundraiser money has not been paid by the last day of school, I along with my child will be referred to law enforcement officials for prosecution of theft. _____

I understand that if all fundraiser money has not been paid by the last day of school, my child will not be eligible for trips. _____

I understand that if my child raises money and is unable to attend the trip/trips or functions for which the money is designated, that the money will not be refunded. _____

I understand that if my child raises money and is unable to attend the trip/trips or function for which the money is designated; the money cannot be transferred to another student. _____

I understand that if my child raises money and transfers or leaves school for any reason the money raised will not be refunded and becomes the property of WMPS. _____

I understand that if my child raises the money for a sport and/or club activity and then chooses to quit the sport/club for any reason, my child will not receive the items that were purchased, nor will the money be refunded. The money and merchandise become the property of WMPS. _____

I understand that all unused fundraiser money becomes the property of WMPS. _____

I understand that the unused money will be used at the discretion of the coach, club or trip sponsor(s). _____

I understand that trip payments must be made by the specified due date and refunds for cash payments made by parents or students will not be refunded. _____

I understand that **absolutely no refunds** will be made, regardless of reason; special circumstances **will not** be considered.

_____ I understand that my child must meet the behavior requirements to be eligible to attend all field trips. _____

I understand that if my child does not meet the behavior and academic eligibility requirements, he/she will not be able to attend.

_____ Yes, _____ will be participating in fundraising activities. I have read and understand the above Fundraiser information. I have reviewed the above policy and expectations with my child.

Parent/Guardian Signature

Date

Student Signature

Date

_____ No, _____ will not be participating in fundraising activities. I understand that if my child wishes to attend any trips that he/she will be required to pay the specified amounts. I have reviewed the above policy and expectations with my child.

Parent/Guardian Signature

Date

Student Signature

Date

All monies that are fundraised through the school will be the responsibility of the student. All monies must be turned in within 24 hours of sale and all accounts must be cleared by the end of the year. If the district receives an insufficient funds/closed account check, that individual will not be allowed to submit another check to the district until the account has been cleared.

Wagon Mound Public Schools

Athletic & Extracurricular Activities Code of Conduct

Discipline is fundamental and basic to having a successful athletic & activity program in Wagon Mound Public Schools. Consequently, a student must know that he or she will have to accept restrictions of his/her behavior that other non-participants will not have to accept. Participation in extracurricular activities is a privilege that can be withdrawn at any time when a student's behavior is determined to the team, club, or school. If a student's participation in extracurricular activities is to be prohibited or terminated, the determination will be made by the Athletic Coordinator and school administration. There has to be a common understanding between those who discipline and those who are disciplined. Therefore, the guidelines for behavior are described below and each student participant and their parents shall read and sign these guidelines. The following are basic guidelines for all extracurricular activities and athletics. These rules pertain to all student participants anytime, anywhere, starting any extracurricular activity and continuing through the last day of school. Student athletes in grades 6 through 12 who turn in the policy by September 1 of each year will be allowed to participate in activities that school year.

Exceptions to these rules are:

1. Someone one upon the direct recommendation of the athletic coordinator.
2. Those cases of transfers during the year, subject to NMAA transfer rules.

I. GENERAL BEHAVIOR

Students will conduct themselves in such a manner that they will never give cause or reason for criticism of themselves or the group they represent.

The behavior code as it appears in the Parent/Student Handbook will be enforced. Possible student participant violations are detailed below:

- A. Any abusive and/or negative attitude or behavior during practices and/or events.
- B. The sponsor/coach shall discipline fighting among team members. Any disciplinary action taken will be documented and given to administration. If a student is involved in fighting on a regular basis, the matter will be turned over to administration. If the coaches/sponsors do not provide consequences for fighting, the administration will intervene.
- C. Student participants found guilty of theft will be disciplined with immediate termination from the team/club.
- D. Other situations as determined by coaches/sponsors.
- E. if a student participant is found guilty of a felony, upon official documents, that student will be terminated from any extracurricular program for the year.
- F. Any out of school suspension due to violation of school policy may result in the immediate termination from extracurricular programs.
- G. A student receiving a behavior detention on the day of an athletic event may result in disciplinary action at the discretion of the coach/sponsor, athletic coordinator, and/or administrator.

II. STUDENT COMMITMENT TO THE EXTRACURRICULAR PROGRAM

Student participants should be committed to the program they have chosen to be a part of. Therefore, any behavior that shows a lack of commitment may result in penalties to be assigned by the coach/sponsor. Examples are detailed below:

- A. If a student quits a sport or club, the coach/sponsor can refuse to re-admit the student to the same sport/club in the school year. The coach/sponsor may place a student on suspension (no practice or competing).
- B. Attendance to practice is essential to a successful athletic program or club. The coaches/sponsors will consider student attendance records when assigning playing time. Any absences from practices may result in the loss of playing time or participation for that student. Coaches and sponsors will keep accurate attendance records of their participants.
- C. Student participants will not use school issued uniforms, parts of uniforms, or warm-ups other than authorized times. Students will return uniforms and/or equipment issued to them in good condition. Students will not receive a "letter" or award until all issued equipment has been returned or paid for.
- D. Students participating in clubs and/or athletics are required to be in school the day of an activity and/or up to departure time for the activity. Students are also required to be in school the following day after the activity if it is during the school week. Should an absence/tardy occur, student must bring in a signed Doctors note. Consequences for violating either of the requirements will result in the student having to sit out from the next activity.

III. USE OF TOBACCO PRODUCTS (including e-cigarettes & vaping jewels), ALCOHOL, AND/OR ILLEGAL DRUGS.

Student participants who indulge in the use of tobacco products to include e-cigarettes and vaping jewels, alcoholic beverages, and/or illegal drugs serve as poor examples of student participants in general. Student participants using and/or in possession of any of the above stated, any time during the school year will not be tolerated and will be dismissed for the remainder of the school year from that extracurricular program. Any Wagon Mound School staff member or law enforcement officer who personally witnesses a student participant involved in the use of tobacco products (including e-cigarettes & vaping jewels), alcohol, and/or illegal drugs will report that incident, in writing, to the Principal. Upon receipt of report, WMPS discipline matrix will be followed. The student participant will be terminated from the program on the first offense; there is no second chance.

IV. ACADEMIC ELIGIBILITY

A student's participation in extracurricular activities is contingent upon satisfactory achievement in academics. WMPS will follow the NMAA Academic Eligibility guidelines below.

A. Academic Eligibility

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine-week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester for the course to be utilized for eligibility purposes.

a. All class work counted for eligibility must be acceptable for graduation.

b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.

c. Cumulative provision

1. A student who is ineligible at the end of a semester may utilize the cumulative provision.

2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)

3. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.

4. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.

d. Stricter guidelines may be imposed by the school/district.

2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.

V. EXTRACURRICULAR SCHOOL VEHICLE BEHAVIOR

The following regulations govern the use of school vehicle transportation: All student participants must use the school vehicle to the event to participate.

A. Vehicle drivers have the same authority and responsibility that coaches/sponsors have. Students who do not obey school vehicle regulations may lose the privilege of riding in that school vehicle.

- B. Students will remain in their seats while the vehicle is in motion. If on a school bus, students will only enter and leave the bus through the front door unless there is an emergency.
- C. All parts of the body are to remain inside the vehicle while riding.
- D. Tobacco (including e-cigarettes and vaping jewels), alcohol, drugs, and profanity are not allowed in any school vehicle.
- E. Electronic devices with headphones may be used at the discretion of the coach/sponsor.
- F. Passengers will not exceed seating capacity in a school vehicle. No student will be allowed to sit in the aisle or in the stairwell while in a school bus. Behavior violations while traveling in any school vehicle will be enforced by any supervisory staff member in the vehicle. Consequences will be assigned for behavior violations.
- G. Students may not throw items of any kind out of a school vehicle window.

VI. STUDENT PHYSICAL AND INSURANCE

All student participants must provide proof of medical insurance and have on file a current, complete physical form, along with a signed statement from the parent giving him/her permission to participate in extracurricular activities.

VII. PRACTICES

The coaches/sponsors will set practice schedules and adhere to them as closely as possible. When there are changes necessary, parents will be notified in advance. If there is not adequate notification of the change, the students will not be held accountable for his/her absence. The coach/sponsor has the right to declare closed practices.

VIII. GENERAL APPEARANCE

A student participant must always be neat, well groomed, and follow the established school dress code. Wearing clothing which attracts undue attention, shall be regarded as inappropriate. Piercings (facial, ear, nose, tongue, etc.) are prohibited by NMAA regulations.

IX. EXTRACURRICULAR TRIPS

- A. When on a school sponsored trip, the students must stay with the coach/sponsors and group. He/she will not be allowed to leave with anyone other than the parents. Release forms signed by the parent/guardian are required.
- B. No student(s) may be left unsupervised at the hotel/motel.
- C. If the students are participating in a competition, they are subject to the rules and regulations of the school if they are with the school group. If parents wish to assume responsibility for their student after the scheduled competition, they may do so AFTER the competition is over. Parents/guardians must contact the coach/sponsor and sign a release form accepting responsibility of the student.
- D. No persons may stay in rooms occupied by Wagon Mound students other than those students who are approved to go on the trip. No overnight visitors are allowed. Students should respect the rules of the hotel and be considerate of other guests.

- E. Students traveling with a school group are to obey the curfew guidelines set by the coach/sponsor. They are NOT to leave their rooms after the curfew.
- F. No visitors are allowed in the rooms. Wagon Mound student participants are not allowed to visit other rooms unless it is another WMPS students room and only with the permission of the sponsor.

We have reviewed and understood all of the guidelines as set forth in this document.

Please sign, detach and return to the Athletic Coordinator.

Athletic Coordinator

Principal

Parent/Guardian

Student Participant

Date Signed