

WAGON MOUND

PUBLIC SCHOOLS

STAFF HANDBOOK



2019 - 2020

Wagon Mound Public Schools 2019 - 2020

GRADES & GRADING

Grades will be entered by teachers for assignments, homework, class work, projects, assessments, etc. Teachers must enter a minimum of 2 grades per week OR an average minimum of 18 grades per 9 weeks. Grade breakdowns must be reflected on the class syllabus.

The semester grade will be determined by the following method:

- Secondary (grades 7 – 12)
 - 1st 9 weeks – 40%
 - 2nd 9 weeks – 40%
 - Semester 1 Exam* – 20%
 - 3rd 9 weeks – 40%
 - 4th 9 weeks – 40%
 - Semester 2 Exam* – 20%

*All students in Wagon Mound High School are required to take a semester exam both semesters.

- Elementary (grades K – 6)
 - 1st 9 weeks – 50%
 - 2nd 9 weeks – 50%
 - Average of 1st 9 weeks and 2nd 9 weeks = Semester 1 grade
 - 3rd 9 weeks – 50%
 - 4th 9 weeks – 50%
 - Average of 3rd 9 weeks and 4th 9 weeks = Semester 2 grade

Secondary Grading Scale

| | |
|------------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 59 – Below | F |

Elementary Grading Scale

| | |
|------------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 59 – Below | F |

Gradebook

- Utilize PowerSchool for all grade recording. Keeping accurate records is part of Domain 4
- At the end of the school year print a hard copy of your grade book for the year as part of the check-out process.
- If you would like to periodically print your grade book or keep a hard copy grade book, you may do so.

Report Cards

Report cards will be given out at the end of every 9-week period. Report cards will be printed and given to the teachers for dissemination to the students or to parents during Parent Teacher Conference days. The final 9-weeks report card will be mailed shortly after the school year ends.

Honor Roll

A published academic honor roll list will be posted at the end of each grading period (parent approval required). There will be an "A" honor roll and a "B" honor roll. Honor roll is based on a student's grade point average (GPA). The students on A honor roll have achieved a 4.0 GPA on their report card, the students on B honor roll have achieved a 3.0 – 3.9 GPA on their report card. GPA's are calculated using 4-point scale and dividing by the number of classes; A = 4, B = 3, C = 2, D = 1, F = 0.

Students making the Honor Roll will be given certificates to document their achievement.

Progress Reports

Teachers are responsible for printing and sending out progress reports for their individual classes once per 9-weeks. The dates for progress reports are set on the calendar. It is recommended that progress reports require a parent signature and are returned for either a grade or extra credit.

Permanent Records

The elementary teachers are responsible for recording grades on the permanent records before they check out at the end of the school year. **Teachers are NOT to go to the records room to get the records. Teachers are to go to the superintendent's secretary who will get the records and check them out to the teacher; No record must leave the records room without the secretary documenting who has them.**

Expectations of Teachers

Below are general expectations of all staff. Not adhering to these expectations will result in sequential consequences for the staff member.

- Be on time to work and to your assigned duty. Teacher contract time is 7:30 – 4:10: assigned morning duty is 7:30 – 7:50 (20 minutes), assigned afternoon duty is 4:00 – 4:10 for a total of 30 minutes.
- Be professional in appearance; no warm-up suits, T-Shirts, jean shorts, sweatshirts. Jeans will be allowed **if** they are “dressed up.” Thursday’s will be “Spirit Day”; t-shirts with school logo and jeans are permitted.
- Maintain a professional demeanor and utilize appropriate language.
- Remain accurate and up to date on PowerSchool; you may print your gradebook periodically and save it for your records, but it is not required.
- Post a **minimum** of 2 grades per week OR an average of 18 grades per 9-weeks.
- Submit lesson plans via email to Ms. Montoya no later than the Monday of the week the lesson plan is for.
- Follow the New Mexico Standards and Benchmarks/CCSS for each subject area taught. To include pacing guides, curriculum maps, etc.
- Make frequent parent contact regarding grades, attendance, discipline, etc. Keep a log of contacts (email, text, phone call, etc.) School Messenger is an available resource to use as a means of parent communication. Maintain a contact log for evidence of parent contact.
- Parents must be notified when a student’s grade falls below a C.
- Follow all accommodations and modifications for any student on an IEP and/or SAT.
- Have a written & posted discipline plan and a class syllabus.
- Handle your own classroom discipline according to policy.
- **Serious behaviors** as outlined in the student handbook may constitute a discipline referral. A referral **MUST** accompany students to office.
- Bell to bell instruction is expected.

- Daily learning objectives must be posted for each class that is taught. Daily learning objectives are **NOT** the NM standards & benchmarks, but rather what you would like the students accomplish for the day.
- Hall passes must accompany any student out of class for any reason.
- Students not enrolled in your class are **NOT** to be in your classrooms; do not harbor fugitives.
- Attend every meeting/professional development or ensure that you have made prior arrangements with administration. Get with your colleagues and get the information you missed.
- Utilize differentiated instruction; various strategies, modalities, assessment, etc.
- Do not accept friend requests from students on social media. If you use your personal cell phone to contact students, make sure that all correspondence is professional and school related.
- Any type of harming physical contact, or other inappropriate interactions with students will constitute a letter of reprimand and/or potential termination.
- Follow the district Truancy Guidelines.
- Maintain an accurate inventory of classroom equipment and textbooks.
- Deposits, purchase requisitions, transportation requests, etc. must be done **ONLY** during your prep, before school or after school (unless on duty).
- Fill out leave slips for any and all absences.
- No food or drinks are allowed in the classrooms except for a water bottle with a lid. Certain circumstances will require permission from the administrator.
- Movies shown in class must have a curricular connection and must be approved by administration.
- Smoking/Tobacco Products are not permitted on the school grounds.
- Chain of command must be followed for any type of complaint or concern.

Expectations of General Staff

- Be on time to work.
- Maintain a professional demeanor and utilize appropriate language.
- Do not accept friend requests from students on social media. If you use your personal cell phone to contact students, make sure that all correspondence is professional and school related.
- Foul language, any type of harming physical contact, or other inappropriate interactions with students will constitute a letter of reprimand and/or potential termination.

Attendance Reporting

Accurate attendance must be kept at all times. Students who are leaving before school is out must check out through the office. Students who arrive late should check in through the office and get a tardy slip.

Both Elementary and High School teachers must log into PowerSchool and enter the day's attendance. High School teachers must enter their attendance for every period. Elementary teachers must enter their attendance at the beginning of the instructional day.

Students who are have excused absences are allowed to make up the work they missed. Students may ask for it prior to the absence OR upon return.

Students who are out for an extended amount of time, due to illness, death in the family, etc., are encouraged to call the school and have the counselor run a homework request form for the duration of their absence. If a student does not call for a homework request, they may ask for their work upon their return. Students are afforded time equivalent to their absence to make up their work. The teacher may also decide to give the student an alternate assignment as make up work.

Students out for school activities, i.e. sports, clubs, etc. are allowed up to the amount of time of absence to turn in make-up work. For example, a student is out for 2 days with basketball, the student asks for their work when they return. They are then afforded 2 days to turn in their make-up assignments.

As per House Bill 236, teachers should consider carefully before reducing grade and preventing credit on make up assignments.

Attendance for Success

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.

Truancy documents can be found in the appendix.

Assemblies/Performances/Presentations

There will be assemblies, performances, and/or presentations periodically throughout the school year. Teachers are required to accompany their students to any of the above mentioned. If a performance, presentation, or assembly occurs when a teacher is on prep, that teacher is encouraged to attend but it is not required. If the performance/assembly/performance goes passed the teachers prep, they will then be required to attend and collect their students at the end.

Care of Classrooms and Buildings

Staff members can help the maintenance staff keep the buildings clean and neat by teaching good housekeeping in their classrooms. Keep the wastebaskets handy for the students to use and insist that they pick up all papers before leaving the room. Careful attention to temperature, ventilation, and lighting is essential to the health and best work of the students. Notify the maintenance staff or the principal if an emergency occurs which requires custodial assistance. Staff members should periodically check the desks and other equipment to see that the students do not mark or damage them in any way, and to report that damage when it does occur.

Field Trip Protocols

Field Trip Approval

Prior approval by the Superintendent is required for every field trip. Field Trip Request forms must be filled out and returned to the executive secretary's office. It will then be given to the superintendent for approval and then be scheduled on the master calendar. If a conflict exists on the calendar, the person requesting the Field Trip will be notified immediately of the conflict so that an alternate date can be chosen.

If there is an expected expense tied to the field trip the person coordinating must fill out a Purchase Requisition and turn it into the business office. Proper paperwork for transportation should also be filled out and turned in to the business office.

Permission Slips

All students must have a parent or guardian signed permission slip in order to participate in a field trip. Permission slips will be handed out by the sponsor of the field trip at least one week prior to departure along with the trip itinerary. Signed permission slips should be returned to the sponsor of the field trip at least 24 hours prior to departure. The sponsor is responsible for collecting and copying the permission slips. A copy of the permission slips should be given to the executive secretary and be kept with the field trip request form and itinerary.

Notification of Parents

A parent letter should be sent home along with the permission slip and itinerary with contact information for the sponsor at least one week prior to the field trip. Include in the parent letter if a student will need money for food or other costs while on the trip.

Notification of High School Teachers

It is the sponsoring teacher's responsibility to leave a list in the office of the students participating. If the trip is extra-curricular, a student eligibility list is required. If a student is not eligible as per NMAA Interscholastic Eligibility policy and district policy, they will not be allowed to attend. A list of students on the trip must be left for substitutes.

Field Trip Lunch Room Notification

If a lunch is to be packed by the lunchroom for the field trip, the cafeteria must be notified one week in advance. If students are going to be absent from school on a field trip, the cafeteria should be notified in advance so that the meal planning for that day will be reduced by the number of students on the trip. Sponsors must provide a list of students on the trip to the cafeteria.

Field Trip Supervision

All sponsors on field trips must actively supervise students at all times. Any unethical behavior by adult sponsors will constitute an investigation and possible disciplinary action.

Field Trip Vehicle Request

A vehicle request form must be filled out in advance in order to reserve a bus. These must be submitted to the superintendent's secretary.

School Credit Cards

School credit cards must be checked out from the Business Office. The credit card must be returned, along with receipts, the next school day after the trip.

Field Trip Ticket

A trip ticket with the names of students on the field trip must be signed in advance by the superintendent and must be kept on the bus. State Police may check any activity bus or school vehicle at any time for the trip ticket.

Field Trip - Cleaning School Vehicles

The vehicle used for any field trip must be cleaned as soon as possible following the trip; preferably the students should pick up their trash before they get off the vehicle. The driver is responsible for checking to see if the bus has been cleaned or not, and for arranging for the cleaning of the bus.

Field Trip - Fueling of School Vehicles

A WEX Gas card shall be picked up when the vehicle keys are picked up. Only fuel for school vehicles should be purchased with the WEX Gas card. Each employee shall be assigned a 6-digit PIN for use when fueling school vehicles.

In an effort to support local businesses in the community, a fueling calendar notifying school employees which gas station to use for a particular month is posted in the Business Office.

When fueling outside of Wagon Mound, make an effort to purchase at the best price. The vehicle must be filled with gas following each use. The receipt for the fuel purchase

must be turned in with the keys and the fuel card. Indicate on the receipt what the trip was, so that the fuel can be paid out of the correct fund.

School Vehicles

No school vehicle should be driven without proper authorization. The Business Manager shall assign vehicles.

Vehicle Request Forms

A vehicle request form must be completed and approved by the superintendent or designee for the use of a school vehicle. If a school vehicle is available for the dates of approved travel, you will be assigned a vehicle. If a school vehicle is going to the same destination as your training, you must ride in that vehicle or accept responsibility for the expenses for taking your own vehicle. If no school vehicle is available or going to the same destination, the school will reimburse mileage as indicated on the Travel Request Form, and by superintendent permission only.

Vehicle Keys

Vehicle keys will be given out following the approval of the vehicle request form. These keys must be returned as soon as possible following the return of the vehicle.

Cleaning School Vehicles

The vehicle must be cleaned after each use by the driver. Please remove all trash and personal belongings from the vehicle. The district will not be responsible for any items left in the vehicle.

Final Exams

High school teachers will give final exams at the end of each semester. These exams should be a comprehensive review of the material taught during the semester and may be project based, a written test, etc. There will be a semester exam schedule; finals should be given according to schedule. Copies of final exams and/or rubric must be turned into the Principal via email prior examination time. End of Course exams may not be utilized **solely** as a semester exam.

Emergency Drills

The procedure for emergency drills is as follows:

Teachers should go over the fire drill & other emergency drill procedures for your room with your students within the first week of school. Evacuation maps must be posted in each room.

Emergency Drill Procedure

When the alarm sounds for fire drill or other emergency drill, listen for the intercom to determine if the drill is legitimate and continue with protocol.

- Fire drills – all students evacuate to designated area; make sure all doors and windows are closed.
- Active Shooter/Shelter in Place drill – turn out all lights, move students to a safe area in classroom, remain quiet until all clear is given.
 - Students move out of the building quickly, quietly, and safely. Students are to remain with their group and should return to class with their teacher when the “*all clear*” signal is given.
 - When designated area is reached, the class roll should be checked to ensure that all students are present. The students must stand quietly in this area. Teachers actively monitor to prevent disorderly conduct.
 - Upon return to the building, teachers must turn in a Drill Report Form to the office. All teachers, even if on prep, must do this.

Tornado Alert Procedure

- Windows on north side of building are to be opened.
- Go to nearest east-west hallway. Keep all doors open. Sit on floor with back against the inner wall in an east-west hallway.
- Under no circumstances do you leave the building.
- Gym classes go into the locker room.
- Students, who are outside, enter building and follow the same procedure.
- At the “*all clear signal*” re-enter the classroom area.

Guidance and Counseling

Guidance and counseling at Wagon Mound Schools are provided for the benefit of each individual student. The counselor attempts to help the student understand himself/herself better and to help himself/herself to ascertain his/her strengths and weaknesses. If a staff member observes that a student needs the services of the counselor, please notify the counselor about the student and your observations. If a student is in need of being placed on a SAT or 504, please let the counselor know.

The counselor will be the School Site Test Coordinator and will schedule all state mandated and interim assessments.

Student Registration

The school counselor is responsible for registering all students. Students new to the district are to enroll with the counselor with proper registration forms. No student should be allowed into a classroom without official documentation that they have registered.

Student Withdrawals

When a student withdraws from school, they must have a withdrawal form from the counselor’s office. Each teacher and the administrator must sign this form. Do not sign the form unless fees have been paid and books have been turned in. The completed form must be returned to the counselor. No student will be officially withdrawn until all books have been returned or paid for and proper clearance has been secured.

Class Sponsorship/Clubs/Athletics

Eligibility

Students who participate in clubs and/or athletics will abide by the NMAA Interscholastic Eligibility Scholastic Requirements (specific guidelines in Appendix).

To attend a national competition, a student must first qualify and/or finish in the top 3 at the state competition level. Only qualified students will be allowed to travel to a national competition.

Supervision

The high school class/club sponsor should actively supervise the students under his/her care. Do not leave your activity until ALL students have been picked up; students may not remain by themselves. Sponsors/coaches/chaperones must be approved by the Superintendent, be fingerprinted and pass a background check.

Sponsors/Coaches/Chaperones

All Sponsors, Coaches, Chaperones and any parent/guardian spending more than 2 hours per week on campus must be background checked and have a clear background check. Also, any person sponsoring, coaching, chaperoning or working with students must be pre-approved by the Superintendent before working with students. No exceptions.

Money

Any money collected by a class/organization should be submitted within 24 hours of the fundraiser or the next school day. All staff will need to refer to the Activities and Athletics Fundraising Handbook for all fundraising.

If change is required for an activity, the Purchase Requisition process must be followed. The Purchase Requisition (green sheet) must be turned in two weeks prior to the activity for processing.

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.

Fund Raisers/Bake Sales

Each class/club is allowed three (3) bake sales (on and/or off campus) and three (3) other fundraisers. If a class/club needs more than this, the class will need to get special permission from the superintendent.

Please adhere to the following procedure for fundraising:

- Fundraising form must be filled out and submitted for approval to include donation letters and/or off campus solicitations.
- When approved, fundraiser will be placed on a master calendar (first come, first served).
- Unapproved fundraisers will not be allowed; all funds will be placed in the general fund and a letter of reprimand will be issued to sponsor, coach, etc.
- Administration has the right to request financial records at any time.
- Sponsors must keep accounting of fundraising for each individual student to ensure equity.

High School Class Meetings

Grades 7 - 12 will hold class meetings at the discretion of the sponsors, either before school, after school or at lunch.

Homecoming

Homecoming activities will fall under the purview of Student Council and the Student Council Sponsor.

Purchase Requests and Payment of Bills

Items to be acquired through the business office must be approved by the Principal and the Superintendent prior to the purchase. Purchase requisitions must be submitted at least 2 weeks prior to making the purchase. **Do not** expect purchase orders or checks to be printed immediately. Purchases over \$300.00 will require that 3 written quotes be attached. Incomplete purchase requisitions may cause a delay in ordering or the payment of bills. Make sure to attach all back up documentation on purchase requests.

All items to be purchased must be submitted to the school secretary.

In Service Days

All staff members will be expected to attend all in-service sessions. If an absence is unavoidable, prior approval should be obtained through the superintendent's office. All in-service days will be scheduled on off days as per four-day work week.

Inventory

Inventory of a staff member's room (books and equipment) are the responsibility of the staff member. Each teacher is responsible for checking out textbooks for their content areas. The teacher is also responsible for collecting the textbooks at the end of the year or if a student withdraws early.

Beginning of Year

Inventory of books, equipment, and furniture will be conducted at the beginning of the year, comparing to the list provided from the high school secretary's office. Notify the office in writing of anything that is not on the list, or not in your room.

During the Year

Keep track of your books, equipment, and furniture during the year. If any is taken from your room, first write the number and description of the item. If any item is transferred to your room, document the number and description, and where it came from.

End of Year

Inventory of books, equipment, and furniture will be conducted at the end of the year. Attempt to find anything that is on the list that is not in your room. Notify the office in writing of anything that is in your room that is not on the list. Your completed inventory is part of your end-of-the year checkout.

Leave/Leave Requests

Leave Requests

A leave form is to be filled out for all staff absences, including short periods of time (20+ minutes) or portions of days. If a leave form was not filled out in advance of the absence due to illness, it must be submitted immediately upon return. Leave forms must be turned in for approval to the principal. Annual and personal leave must be pre-approved.

Teaching Staff Absences

Any teacher finding it impossible to attend school on any day must notify the Principal and school secretary as soon as possible, preferably no later than the evening before such absence occurs. In the event the call must be made in the morning, call by 6:00 a.m. If calls are habitually made later than the 6:00 a.m. deadline, the teacher may be subject to a dock in pay, depending upon the circumstance.

Provide lesson plans, a class list, your teacher duties, names of key (helpful) students, and other such information as may be necessary to assist the substitute. Do not leave your grade book. If you have students with special needs, leave specific directions regarding modifications, discipline procedures, etc. A copy of the lesson plans and instructions to the substitute needs to be turned into the principal's office.

If a substitute is not available, students will be farmed out to other teachers.

Professional Leave

Professional leave shall be granted based upon the submittal of a leave request form and copies of agendas, or description of the professional leave. All the requests must be submitted to the Superintendent for approval **prior** to the date of leave.

Personal Leave

Each staff member is allowed 1 (one) day per school year of personal leave. Personal leave, whole days or portions of days, must be submitted on leave request forms for pre-approval prior to the day of absence. Personal Leave cannot be accrued from one year to the next.

Sick Leave

Each staff member has an allotted/accumulated number of hours for sick leave. The schedule is as follows: 9 month employees earn 9 days (72 hours) per year, 10 month employees earn 10 days (80 hours) per year, 11 month employees earn 11 days (88 hours) per year, and 12 month employees earn 12 days (96 hours) per year. Hours for sick leave are posted to the payroll system on the 15th of each month, beginning with the 1st full month of employment. Sick leave will cease to accrue after 60 days (480 hours) have accumulated. Note that a payroll adjustment shall be made if sick leave absences exceed accrued sick leave.

Parent Communication

Notices to Parents

It is the goal of the school district to maintain clear lines of communication with the parents. It is requested that all staff members communicate regularly with the parents regarding the academic progress of the students, as well as the behavior of the students. Parent communication can be in the form of email, text, in person conversation, scheduled Parent Teacher Conferences, etc. Teachers are expected to maintain a log of parent contacts

Progress Reports

Progress reports will be sent to all parents at least once per 9-weeks or upon parent request. A progress report may also be requested for SAT documentation, parent teacher conference, 504 and/or IEP meeting.

Per Diem Forms

Staff members who are on school business away from school may place request for per diem, which will be paid according to the per diem schedule if approved by the superintendent. Please submit per diem form at least two weeks before travel to the school secretary.

Teacher Preps

The teacher's preparation period is to be used for class preparation, conferences with parents or students, for a break, if necessary, or to take care of other matters that might otherwise take a staff member away from students under his/her supervision.

If a teacher must leave the school grounds during prep time, it must be with the approval of the administration. The administration must be able to locate any staff member during the school day at any given time. If leaving campus, you **must** sign out in the office.

If a teacher is asked to cover a class because a substitute is not available, the teacher may earn trade time.

Student Schedule Changes

Every student is given all possible assistance in selecting his/her classes. The main purpose of a schedule change is to assist in a student's academic placement. All other reasons for changes are of lesser priority and will not be considered until the process noted below is followed:

- Request for Schedule Change form to be picked up in counselor's or principal's office.
- Form must be completed, signed by faculty members involved, and returned to the counselor. A
- counselor/principal may initiate a request for schedule change for reasons deemed appropriate for the best educational development of the student.

- These changes require the approval of the principal and the parents.
- The principal will not consider a change unless the above procedure is followed.
- If a student is placed in a class, he/she is not able to function academically, it is the responsibility of the teacher to recommend (in writing) to the principal, the possibility of a class change. The teacher should determine this within two weeks from the time the student enrolled in the class.

Contracted School Day

Full-time teaching staff and educational assistants are to report to school by 7:30 a.m. and are to remain on campus until 4:10 p.m.

Staff Meetings

Staff meetings will take place once per month, on a designated day and should not last longer than an hour. All staff members are expected to attend all staff meetings. In case of unavoidable absences, staff must notify the principal in advance and make arrangements to get information.

Staff Duty

All staff members will be assigned to a weekly duty schedule. Duty time is 7:40 – 7:50 and 4:00 – 4:10 or as soon as the campus is cleared in the afternoon. The expectation is that all staff will be at their assigned duty stations on their assigned days. Staff members are responsible for their assigned duty, and if an emergency arises when they will be unable to perform this duty, it is his/her responsibility to assure that another staff member covers the duty. Failure to provide adequate coverage of duty is a serious matter and could lead to disciplinary consequences.

Staff members are expected to be in the hall outside their classrooms during passing period. All staff members must share in the responsibility of supervising the conduct of students, thus, all staff members are “on duty” at all times during the school day/activities. If a staff member is a witness to an incident, it is the teacher’s duty to report said incident.

Staff members are expected to carry out the policies and regulations necessary to insure orderly conduct of the students at those stations under their supervision.

Supervision of Students

Students are under a teacher’s direct supervision from the time they enter the classroom until the time they depart the classroom. Teachers are to supervise and monitor students at all times, be aware of potential dangers, and keep the students safe.

When attending assemblies or presentations, staff members are expected to stay with the students under their supervision. All staff members are expected to report promptly to assemblies and school programs.

Between classes, staff members are expected to be in the hall outside their classroom area. The idea is to supervise traffic on the school grounds, to prevent any type of conflict or inappropriate behavior, and to report and take care of any problems, which arise. Should student safety become an issue, teachers may restrain students.

Students in the high school are required to have a hall pass when out of the classroom. This hall pass can be written, or it can be an item unique to the teacher's classroom. There should be no more than one student out at a time from any classroom. Students not enrolled in your class are NOT allowed to "hang out" in your classroom.

Personal Cell Phone Use

Personal calls are permitted on a limited basis but may be made only during prep time or before or after school. Classes should not be interrupted for personal calls to a staff member unless it is an emergency or from office staff. **Cell phone use by staff during class time is not permitted; we must lead by example.**

Visitors

Adult visitors must report to the school secretary's office for a visitor's badge. Classroom interruptions are discouraged.

If a staff member observes an unknown person on school grounds, ask that person to go to the office for a visitor pass.

It is school policy that student visitors are not allowed.

Non-Discrimination Policy

It is the policy of the School District of the Wagon Mound Schools not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight, or handicap, in its employment practice, as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with the Title VII of the Civil Rights Act, of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

APPENDIX



Wagon Mound Public Schools Discipline Referral Form



**** Referral must accompany student ****

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| STUDENT'S NAME: | GRADE LEVEL: | DATE: | TIME: | REPORTING SCHOOL OFFICIAL: |
| OTHERS INVOLVED: <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Parent <input type="checkbox"/> Substitute <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Bus Driver <input type="checkbox"/> Other | Minor Infractions: <input type="checkbox"/> Broke class rule <input type="checkbox"/> Minor class disruption <input type="checkbox"/> Unprepared for class <input type="checkbox"/> Refused to work <input type="checkbox"/> Inappropriate internet use <input type="checkbox"/> Other _____ Date of infraction and parent contact: 1 st Infraction _____ Response _____ 2 nd Infraction _____ Response _____ 3 rd Infraction _____ Response _____ | | | |
| INCIDENT IS CONSIDERED: <input type="checkbox"/> Level I: Varied Consequences including detention with number of days at teacher recommendation. <u>Recommended consequences will be considered however, administration has the right to implement consequences as seen as appropriate for infraction. (on the 4th referral, offense progresses to Level II consequences)</u> <input type="checkbox"/> Level II: In School Suspension from 1-5 days depending upon number of referrals. (on the 3rd offense, progresses to Level II consequences) <input type="checkbox"/> Level III: Out of School Suspension 3-9 days depending upon number of referrals (on the 4th offense progresses to Level IV) <input type="checkbox"/> Level IV/Zero Tolerance: Long Term Suspension pending expulsion proceedings. Type of infraction _____ <input type="checkbox"/> Requires Parent Conference <input type="checkbox"/> Other _____ | Level I INFRACTIONS: Recommended consequences: DETENTION _____ Period _____ NOON DETENTION _____ Days _____ | | CONSEQUENCE: (Administration Use Only) <input type="checkbox"/> Conference with student <input type="checkbox"/> Warning issued <input type="checkbox"/> Parent conference arranged <input type="checkbox"/> Reimbursement for damage required <input type="checkbox"/> Choices _____ mod / noon <input type="checkbox"/> Parent contacted: Date _____ Time _____ <input type="checkbox"/> Forfeit school sponsored activities <input type="checkbox"/> Parent/Guardian attend school all day <input type="checkbox"/> Redirection/Guidance <input type="checkbox"/> Detention #Days _____ <input type="checkbox"/> Dates: _____ <input type="checkbox"/> Suspension # of days _____ Dates: _____ <input type="checkbox"/> Expulsion <input type="checkbox"/> Report mailed Date: _____ <input type="checkbox"/> Other _____ | |
| | LOCATION: <input type="checkbox"/> Auditorium <input type="checkbox"/> Board Room <input type="checkbox"/> Bus/Bus Loading Zone <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Computer Lab <input type="checkbox"/> Field Trip/Special Event <input type="checkbox"/> Gym (Old/New) <input type="checkbox"/> Hallway <input type="checkbox"/> Library <input type="checkbox"/> Office <input type="checkbox"/> Outside Area: _____ <input type="checkbox"/> Parking Lot <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Weight Room | | | |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROBLEM REPORTED: | | |
| <input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Arson <input type="checkbox"/> Attempted injury to another <input type="checkbox"/> Bomb Threat/Fire Alarm/False Alarm <input type="checkbox"/> Bullying/Teasing <input type="checkbox"/> Cheating/Plagiarism (see Honesty Policy) <input type="checkbox"/> Cell Phone/Mobile Device Violation <input type="checkbox"/> Disrespect/Defiance <input type="checkbox"/> Disruption in classroom, hallways, etc. <input type="checkbox"/> Extortion | <input type="checkbox"/> Falsifying Documents <input type="checkbox"/> Fighting/Physical Aggression/Instigating <input type="checkbox"/> Forgery <input type="checkbox"/> Harassment: Sexual or Intimidation <input type="checkbox"/> Hate Crime <input type="checkbox"/> Misbehavior <input type="checkbox"/> Possession of Tobacco, Drugs, Alcohol <input type="checkbox"/> Possession/Use of Combustible Items <input type="checkbox"/> Social Media Violation/Cyberbullying <input type="checkbox"/> Spitting | <input type="checkbox"/> Tardy <input type="checkbox"/> Technology/Property Misuse <input type="checkbox"/> Theft <input type="checkbox"/> Threats <input type="checkbox"/> Truancy/ On Campus <input type="checkbox"/> Truancy/ Off Campus <input type="checkbox"/> Throwing Objects <input type="checkbox"/> Vandalism <input type="checkbox"/> Weapon Use/Possession <input type="checkbox"/> Other Behavior: _____ |

Please use reverse side for comments, if needed.

STUDENT SIGNATURE

ADMINISTRATOR

DATE

Description of Event (Please be as specific as possible to include exact language used):

Lined writing area consisting of 25 horizontal lines for text entry.



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-Choices) | 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 |

**Parents are notified by phone/mail for each suspension*

Minor Infractions

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

| Minor INFRACTIONS | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th 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"> Choices 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"> Choices 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"> Choices 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"> Choices 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"> Choices 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"> Choices 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"> Choices 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 choices | <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"> Choices 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"> Choices 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"> Choices 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 | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th 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 says • 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"> • CD/IPODS,MP3 Players, pagers, 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 oat 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 | 1 st Offense | 2 nd Offense | 3 rd 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 | <ul style="list-style-type: none"> Detention 2-3 days Behavior contract required Parent conference Removal from event and suspension from | <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 | <ul style="list-style-type: none"> <i>Progresses to Level III Consequences</i> |

| | like events for 3-6 weeks | like events for the remainder of the semester | school year. | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <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"> <i>Progresses to Level III Consequences</i> |
| <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"> <i>Progresses to Level III Consequences</i> |
| <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"> <i>Progresses to Level III Consequences</i> |
| <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"> <i>Progress to Level III Consequences</i> |
| <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"> <i>Progress to Level III Consequences</i> |

Level 3 Infractions

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

| LEVEL III INFRACTIONS | 1 st Offense | 2 nd Offense | 3 rd 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"> <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"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <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"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <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"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <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"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <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"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <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"> Progresses to Level IV Consequences Long term suspension or expulsion | | <ul style="list-style-type: none"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <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"> Progresses to Level IV Consequences Long term suspension or expulsion |
| <ul style="list-style-type: none"> Sold/furnished a material represented as a controlled | <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"> Progresses to Level IV Consequences Long term |

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| substance/alcoholic beverage or intoxicant | <ul style="list-style-type: none"> Report incident to Mora County Sheriff or NMSP | <ul style="list-style-type: none"> Report incident to Mora County Sheriff or NMSP | <ul style="list-style-type: none"> Report incident to Mora County Sheriff or NMSP | <i>suspension or expulsion</i> |
| <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"> <i>Progresses to Level IV Consequences Long term suspension or expulsion</i> |
| <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 LAW ENFORCEMENT Restitution | <ul style="list-style-type: none"> 5 days suspension Parent conference Report incident to LAW ENFORCEMENT Restitution | <ul style="list-style-type: none"> 6-9 days suspension Parent conference Report incident to LAW ENFORCEMENT Restitution | <ul style="list-style-type: none"> <i>Progresses to Level IV Consequences Long term suspension or expulsion</i> |
| <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 LAW ENFORCEMENT Restitution | <ul style="list-style-type: none"> 5 days suspension Parent conference Report incident to LAW ENFORCEMENT Restitution | <ul style="list-style-type: none"> 6-9 days suspension Parent conference Report incident to LAW ENFORCEMENT Restitution | <ul style="list-style-type: none"> <i>Progresses to Level IV Consequences Long term suspension or expulsion</i> |
| <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"> <i>Progresses to Level IV Consequences Long term suspension or expulsion</i> |

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.

WAGON MOUND PUBLIC SCHOOLS BELL SCHEDULES 2019 – 2020

Elementary Schedule

| 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 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 |

School Calendar

Wagon Mound Public Schools 150 School Day Calendar¹

| July 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | 12 |

| September 2019 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | 16 |

Notes:

- Aug 5: Registration

- Aug 6-8: Staff Orientation

- Aug 12: First Day of School

- Sep 02: Labor Day

- Oct 18: PTC Day/Report Card Dist.

- Nov 4-7: NDI Performance 11-7 5:00

- Nov 11: Veteran's Day

- Nov 27-29: Thanksgiving Break

- Dec 23-Jan 2: Christmas Break

- Jan 10: PTC Day/Report Card Dist.

- Jan 20: Martin Luther King Jr. Day

- Feb 17: Presidents' Day

- March 9-12: Spring Break

- Apr 3: Credentialing Day

- Apr 9-13: Easter Break

- May 22: Graduation

- May 25: Memorial Day

- May 27: Pre-K Graduation

- May 28: Last day of school

| October 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | 20 |

| November 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | 13 |

| December 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| | | | | | | 12 |

| January 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | 16 |

| February 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | 15 |









| March 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| | | | | | | 14 |

| April 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | 17 |

| May 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | 15 |

| June 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

2019-2020

-  End of 9 Weeks
-  PTC/Credentialing Day/PD
-  Teacher In-Service
-  Holiday-No School
-  Midterm-progress reports issued
-  NDI-Performance on the 7th
-  First/Last Day of School
-  No School- Students/Staff

WAGON MOUND PUBLIC SCHOOLS



300 Park Ave. PO BOX 158 Wagon Mound, NM 87752

ATTENDANCE REFERRAL TIER I

Must be submitted to Counselor or Administrator

NAME: _____ GRADE: _____ STUDENT I.D. _____

SCHOOL: Wagon Mound High School _____ Wagon Mound Elementary School _____

DATE: _____

REFERRAL SOURCE: _____ CLASS PERIOD _____

PARENT/GUARDIAN: _____

PHONE NUMBER: _____ WORK: _____ CELL: _____

ADDRESS: _____

- Please attach a copy of your attendance report from Tyler SIS.
- Please provide documentation of interventions executed.
- Please initial the following as it applies.

____ **1st Unexcused Absence** – Teacher contact student during class (document date, time, and contact)

____ **2nd Unexcused Absence** – Teacher contact parent via phone (document date, time, and contact)

____ **3rd Unexcused Absence** – Teacher referral to Administrator (K-5) or Counselor (grades 6-12).

____ **3rd Unexcused Absence** - Administrator/Counselor sends out 3rd day absentee notification
Administrator/Counselor please provide documentation (student/parent contact)

WAGON MOUND PUBLIC SCHOOLS



300 Park Ave. PO BOX 158 Wagon Mound, NM 87752

ATTENDANCE REFERRAL TIER II

Must be submitted to Counselor or Administrator

NAME: _____ GRADE: ___ STUDENT I.D.# _____

SCHOOL: Wagon Mound High School Wagon Mound Elementary School

DATE: _____

REFERRAL SOURCE: _____ CLASS PERIOD _____

PARENT/GUARDIAN: _____

PHONE NUMBER: _____ WORK: _____ CELL: _____

ADDRESS: _____

- Please attach a copy of your attendance report from Tyler SIS.
- Please provide documentation of interventions executed.
- Please initial the following as it applies.

____ **5th Unexcused Absence** – Teacher referral to Administrator

____ **5th Unexcused Absence** – Administrator holds student/parent conference, implements the 5 Day School Attendance Agreement, and sends out 5th day absentee notification letter. Document all of the above interventions, including dates.

____ **7th Unexcused Absence** – Teacher referral to Administrator

____ **7th Unexcused Absence** – Administrator referral to Truancy and Reengagement Team (Please refer using Tier III Attendance Referral)

WAGON MOUND PUBLIC SCHOOLS



300 Park Ave. PO BOX 158 Wagon Mound, NM 87752

ATTENDANCE REFERRAL TIER III

Must be submitted to Counselor or Administrator

Truancy and Re-Engagement Team

NAME: _____ GRADE: ___ STUDENT I.D. # _____

SCHOOL: Wagon Mound High School Wagon Mound Elementary School

DATE: _____

REFERRAL SOURCE: _____ CLASS PERIOD _____

PARENT/GUARDIAN: _____

PHONE NUMBER: _____ WORK: _____ CELL: _____

ADDRESS: _____

Please turn in complete packet including:

- TIER I Attendance Referral
- TIER II Attendance Referral
- TIER III Attendance Referral
- 3 Day Notification Letter
- 5 Day Notification Letter
- 5 Day School Attendance Agreement
- Documentation for each Intervention

Acknowledgement of Receipt of Staff Handbook

My signature below indicates that I have received the Wagon Mound Public Schools staff handbook. I understand that it is my responsibility to be aware of the information within the handbook and the expectations and procedures contained therein.

Printed Name

Date

Signature

*Please print and return this page to Principal.