



DON CECILIO MARTINEZ ELEMENTARY



LUIS E. ARMIJO ELEMENTARY



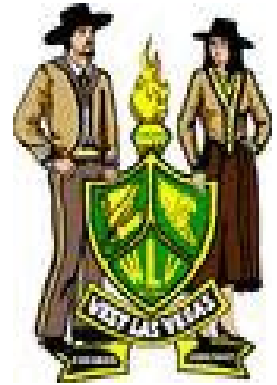
TONY SERNA JR. ELEMENTARY



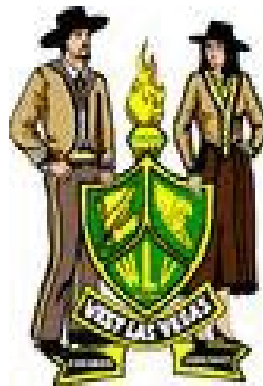
UNION STREET ELEMENTARY



VALLEY ELEMENTARY



**WLV
ELEMENTARY
SCHOOLS
PARENT/STUDENT
HANDBOOK
2012-2013**



Message from the Superintendent

Dear Parents:

This handbook is an important source of information for each one of you. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind that more detailed policies and procedures are available on each campus. If you have any questions, please see your child's classroom teacher and the building principal. We sincerely hope you all have an enjoyable and successful year. Please let us know how we can help you.

Yours in the interest of children,

Dr. Ruben Cordova
Superintendent
179 Bridge Ave.
Las Vegas, NM 87701
(505) 426-2311

WEST LAS VEGAS DISTRICT WEST LAS VEGAS DISTRICT MISSION STATEMENT MISSION STATEMENT

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

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

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I. ACADEMICS#

A. EVALUATION OF STUDENT PROGRESS

The school year is divided into four grading periods for Kinder through 5th grade students. Report cards are given out at the end of the 9 Weeks grading period. A student must be present one day more than half of a reporting period to receive a report card. An exception to this rule exists if, after an extended illness, the student has made up all his/her work before the end of the six weeks.

Progress reports will be sent four weeks into a reporting period. Conferences are encouraged whenever the parent, principal, or classroom teacher feels that the child would benefit. The teacher will arrange a conference time with the parent prior to the student receiving a failing grade on the report. **Parents are requested to call the school or send a note to verify their intent to attend the conference.**

B. OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

If a child is experiencing academic and/or behavior difficulties, the parent may contact the school counselor to learn the district's overall general education support system that exists prior to a section 504 referral, special education referral, or other district placement. Students having difficulty in the regular education classroom should be considered for individualized interventions that may include: tutorials, small group accelerated instruction, or other support services that are unavailable to all students including tiered interventions based on Response to Intervention (RTI). WLV Elementary Schools holds that failure is not an option and therefore RTI strategies will be determined for struggling students through campus level Student Assistance Team (SAT) meetings. It is also the responsibility of WLV Elementary Schools' Staff to try every available option before submitting a formal referral for section 504, special education, or other district placement. At any time, a parent is entitled to request an evaluation for special education services. The parent can submit a written letter to the school counselor, who will forward it to District Special Education Department. The Special Education Director for WLVS can be reached at (505) 426 -2781

C. FORMAL TESTS

State-mandated testing will be administered during the school year. The test results of the individual students are made available soon after the results are received. Students in Kinder through Second grade do not participate in the Standards Based Assessment; however Students in grades third through fifth do participate in the Spring semester. These tests are a diagnostic tool to be used for classroom instruction and assist in determining individual student skills. Test results will be reported to students and parents. Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

D. GRADES AND GRADING

Each student's academic progress and conduct are evaluated using progress reports and reports cards. Report Cards are issued after the first 9 weeks for Kinder through 5th grades and every 9 weeks thereafter. In addition, a progress report is also issued mid-way through each 9 weeks period.

A symbol/grade/percentage conversion scale follows:

Kinder- First	Second-Fifth	
+ = Excellent	90-100 = A	E = Excellent
x = Satisfactory	80-89 = B	S = Satisfactory
^ = Needs Improvement	70-79 = C	N = Needs Improvement
- =Unsatisfactory	Below 70 = failing	U = Unsatisfactory

E. HOMEWORK

Homework may be required; specifics on Homework procedures please contact your child's teacher.

F. HONOR ROLL (Kinder through 5th Grade)

Kinder-1st- Every 9 weeks a certificate will be given to students who achieve excellence in all academic areas.

2nd through 5th Grade

"A" Honor Roll (4.0) - The following criteria must be met on semester/term report cards:

- Students must have a grade average of 90 or above in each class/subject.
- Students must have satisfactory or above in citizenship grades.

“A-B” Academic Recognition Roll (3.5) - The following criteria must be met on semester/term report cards:

- Students must have a grade average of 80 or above in each class/subject.
- Students must have satisfactory or above in citizenship grades.

G. STUDENT RECOGNITION

Teachers will select and recognize students each 9 weeks period for **“ABA” (Academics, Behavior, and Attendance)**. Selected students will be recipients of a certificate and their picture will be published in the local newspaper.

H. PROMOTION GUIDELINES

Promotion, grade-level advancement shall be based on mastery of the District curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compulsory attendance and state standards.

I. STUDY HABITS

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

- Respectful to Adults and Peers
- Be a good listener.
- Follow directions carefully.
- Talk at the proper times.
- Continue working when a visitor comes into the room.
- Have necessary supplies.
- Always do your homework, and return it at the assigned time.
- Read at every opportunity

J. STUDENT RECORDS

Both federal and state law safeguards student records from unauthorized inspection or use and provides parents and “eligible” students certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of post secondary education.

A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of the student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

All information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records and may be released to the following:

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

- A school to which a student transfers

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

K. NO CHILD LEFT BEHIND

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

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

II. ATTENDANCE#

A. COMPULSORY ATTENDANCE – KINDERGARTEN through 12th Grade

During the 2012-13 school year, we will continue to emphasize using instructional time productively. Our intent is to clearly establish teaching and learning tasks as a priority activity. This emphasis will mean that class interruptions must be limited only to emergencies. In order for students to benefit from this strong emphasis on instruction, they must attend school regularly and be on time. Compulsory attendance begins in Kinder and continues through 12th grade.

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

Students are expected to be in school on a regular basis to receive instruction as required by the New Mexico Department of Education. When absences occur, immediate attention is to be given by the student, parent, and teacher to work missed by the student. The students will have the same number of days as they are absent to make up work. For example, one day absent gives one day for make-up; two consecutive days absent gives two days for make-up work. After the teacher has made an effort to get the student to turn in make-up assignments without success, a zero may be given. Ultimately, the student and the parent or guardians are responsible for getting and turning in the make-up work.

C. EXCESSIVE ABSENCES

When returning to school after an absence, a student must bring a note, signed by the parent, which describes the reason for the absence. The absence will be unexcused until a note is received. A student must attend at least 90% of the school year. A student who attends fewer than 90% of the school year may be recommended for retention unless the absences are the result of extenuating circumstances.

D. TRUANCY NOTIFICATION

All students that enroll in school are required to attend school. It is the duty of the parent or guardian to monitor and require the student's attendance. If a student has been marked unexcused for 3 or more days during a one month, parents will receive notification from the District Truancy Coordinator. It is the responsibility of the parent or guardian to provide prior notification of absences, provide documentation of medical visits when requested and to attend a conference with school officials to discuss the absences.

E. PROCEDURES FOR REPORTING STUDENT ABSENCES

- 1) When a student is absent from school, **the parent or guardian is required to send a note.** The absence will be unexcused until proper written documentation is received.
- 2) If absences are excessive, verification from a physician will be required.

F. SCHOOL DAY

Kinder through Fifth Grade: 8:00 a.m. – 3:00 p.m.

Students should not arrive at school before 7:30 a.m. and should be picked up between 3:00 p.m. and 3:30 p.m. There is no direct adult supervision prior to 7:30 a.m. and after 3:30 p.m. Tardies are marked after 8:00 a.m. **Daily attendance is taken at 10:00 a.m.**

G. TARDY / SIGN-IN PROCEDURES

Students with excessive tardies shall be referred to the District's Truancy Coordinator. It is important for students to arrive on time and remain in school all day. **Students are to be at school no later than 8:00 a.m. and remain in school until 3:00 p.m.**

H. SIGN-OUT/EARLY PICK-UP PROCEDURES

Students will not be released unless a parent, guardian or individuals listed on the emergency release form comes personally to the school office to sign them out. Identification will be required to sign a student out of school. Students will not be released to anyone who is not listed by the parent on the enrollment/emergency form.

Early sign-out means lost instructional time for the student and it is also disruptive to the teaching and learning activities being conducted in the classroom. Excessive early pick-ups shall be referred to the District's Truancy Coordinator. **It is important for students to remain in school, daily from 8:00 a.m. until 3:00 p.m.**

III. STUDENT NUTRITION#

Menus will be posted in each classroom, on the web site and in local newspapers. Breakfast is served daily and if **a child needs a special menu, a physician's written recommendation is required and should be submitted by the parent to the district Food Service Director.**

A. MEALS

WLVS provides Breakfast and Lunch Free of charge to all students.

IV. DISCIPLINE#

Applicability of School Rules and Discipline

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

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

A. BUS

It is important to remember that the bus drivers are in complete charge of the pupils on their buses, and their instructions must be followed at all times. Drinking, smoking, chewing gum, eating, excessive noise, profane language, sexual misconduct, or throwing objects are not allowed on the bus. Students must remain seated while the bus is in motion. When students are waiting for the bus before school, they must stay in the appointed areas until the bus arrives. **Offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges. If you have any questions you may contact the WLVS Director of Transportation at (505) 426- 2313.**

B. DISCIPLINE MANAGEMENT PLAN

All students are entitled to enjoy the basic rights of citizens recognized and protected by law for persons of their age and maturity. WLVS Elementary schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of others. Students shall exercise their rights responsibly in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures. WLVS Elementary has developed a school-wide plan that covers not only the classroom but also the cafeteria, the hallways, the playground, and other areas on the campus.

C. DISCIPLINE TECHNIQUES

The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own. Discipline techniques may include: reinforcement, behavioral contracts, verbal correction, counseling, and withdrawal of privileges, detention, conferences, removal from class, suspension, cool down time, alternative setting, and expulsion.

D. GANG-FREE ZONE

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

E. PARENT/ STUDENT-CONCERNS/COMPLAINTS.

A parent/student having a complaint/concern shall request a conference with the principal regarding the event or series of events causing the complaint. The purpose of this is to secure prompt and equitable resolution of parent/student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap or limited English proficiency. If the outcome of the conference with the principal does not produce an equitable resolution the parent may request a conference with the Superintendent or designee.

F. MISCONDUCT

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

G. NOTICE TO STUDENTS AND PARENTS REGARDING

DRUG-FREE SCHOOLS

The District's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be suspended for up to three school days or expelled for a period of time ranging from seven school days to the end of the school year; in addition they may be referred to appropriate law enforcement officials for criminal prosecution. The District believes that student use of alcohol and illicit drugs are both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol, tobacco, tobacco products and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

WEAPONS

It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. WLVS will call authorities and will file charges under the Judicial Code and/or under State Firearms Code when any violation occurs.

A student shall not go onto the school premises with a firearm, explosive weapon, or knife. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or knife. Students are also prohibited from bringing to school or a school related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

- Fireworks of any kind
- Clubs or night sticks
- Razors
- Metallic knuckles
- Chains
- Knives
- Guns of any kind
- Any other object used in a way that threatens to inflict bodily injury on another person

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

BULLYING

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

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

V. STANDARD OF DRESS - BOARD POLICY#

The District's dress code is established to prevent disruption and avoid safety hazards. Clarification regarding apparel should be obtained **prior to wearing it to school**. All WLV Elementary Schools are uniform schools.

TOPS

- Any Solid /Stripped Collar shirt or Blouse (any color)
- No Oversize Tops

PANTS

- Khaki
- Black
- Navy
- Black or Blue Jeans
- No Pants with holes in them
- No Oversized Pants or Shorts
- Girls shorts and skirts must be not shorter than 3 inches above the knee
- No Sweats or Leggings

FOOTWEAR

- No flip Flops and Open Toed shoes are permitted (These types of shoes do not protect the wearer's feet properly.)

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

Specific on colors, types of tops, shorts, pants, skirts etc. may be obtained at each elementary school. In addition the following items are considered under the dress code policy:

- Students are expected to be clean and neatly groomed while attending school and all school-sponsored functions.
- Clothing will be neat, clean and appropriately sized.
- Students will not wear clothing with offensive, suggestive, obscene, or risqué writing or drawing on it.
- Items of apparel, jewelry or grooming, that are considered to be extreme or that advertise illegal substances, alcohol, tobacco, or that could be associated with gang-related activities will not be worn.
- Caps, hats, and sunglasses can be worn on the playground for protection from the sun. Such items cannot be worn inside the gymnasium or buildings at any time. Headbands, bandanas, and gang-related apparel will not be worn on campus.
- Shoes with wheels may not be worn.

The administration has the authority to determine the inappropriateness of dress of students. In determining the inappropriateness of dress the administration will take just, sound, and consistent action.

The campus administration has the authority to determine any inappropriateness of dress of students on that individual campus, pursuant to these policies. The final decision with regard to dress code rests with the campus principal.

VI. HEALTH RELATED MATTERS#

A. PHYSICAL EDUCATION

All elementary students will receive scheduled physical activity per week. In addition to the regularly scheduled physical education class, students may be asked to participate in other physical activities

B. IMMUNIZATIONS/ILLNESS/INJURY

Immunization Requirement:

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

Medication Administration:

- Medication Authorization Form is available at individual School Sites. Prescribed medication will not be given without written parental consent and doctor's written authorization. **For further information contact the District Nurse at (505) 429-3329.**
- Medication required three times a day can be given before school, after school and before bedtime at home.
- All medication, brought to school, must be in its original packaging, properly labeled.
- Over-the-counter medication requires written parental consent stating that the child has no known allergies to the medication. The medication can only be given as directed by the manufacturer and must be FDA approved. For further information contact the District Nurse at (505) 429-3329.

Communicable Diseases:

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

Emergency Information:

In addition to the regular enrollment form, an emergency contact form is required for all students. It is important that you, the parent/guardian complete the emergency contact form and return it to your child's school. Parents/guardians must provide current telephone numbers, for emergency purposes. Your support and cooperation helps us promote a healthy environment for your children. In order for us to better serve your child, we need to know if he/she has any physical limitations or chronic illness. Immunizations are vital to the elementary age student. When notices for required immunizations are sent home, please have your child properly immunized as soon as possible. Please send proof of the vaccine to the school so the student's health record will be updated. When two notices are sent and the immunization(s) remains delinquent, the student may be excluded from school until the vaccine(s) is received and proper proof is submitted to the school nurse. Proof of immunization must be on file prior to the 30th day following enrollment.

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

When a student comes to the School Office during school hours with illness symptoms they will be assessed. If the temperature is above 100.0 degrees or the student is vomiting, has diarrhea, a suspicious rash, discoloration and/or drainage of the eyes, suspected communicable disease or head lice, the parent will be notified, and the student will be sent home. In the case of communicable disease, proper physician documentation may be required for the student to re-enter school. If a student sustains an injury while at school, he/she will be taken to the School Office and the District Nurse will be notified. In the case of major injuries such as fractures, large lacerations, severe contusions, or eye injury, the parent will be notified immediately, and emergency measures will be taken. Minor injuries such as abrasions, small cuts, nosebleeds, etc., are treated, and the parent will be notified if necessary.

VII. PROCEDURES AND ROUTINES#

A. BAD WEATHER DISMISSAL

District Superintendent and Transportation Director will make decision before 6:00 a.m. if the buses can safely run, school will be in session. If school is closed, KFUN and KNMX radio stations and KOAT- TV, KOB-TV will be notified..

B. COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted for students working under a teacher's supervision and for approved instructional purposes only.

C. COUNSELING SERVICES

Counseling guidance is part of the curriculum offered at our school. Topics might include friendship, conflict resolution, and making good choices. The School Counselor is available to help students, teachers, and parents. It is important that students become aware of services available so they can take advantage of all the services offered by the School Counselor. The counselor is available to assist and advise each student about personal problems and academic problems.

D. DISASTER DRILLS

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

E. EQUAL EDUCATIONAL OPPORTUNITIES

The District shall provide a free appropriate public education to each qualified handicapped student within the District's jurisdiction, regardless of the nature or severity of the student's handicap.

The Section 504 Committee shall be facilitated by the school counselor and shall include persons knowledgeable about the student, the modification options, and the legal requirements regarding least restrictive environment and comparable facilities for disabled students. Students may be referred by

parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if they are in need of special instruction or services.

F. PROCEDURES FOR ACCELERATION REVIEW

WLVS provides Exams in grades K through 4 for the purpose of grade acceleration. Testing occurs at the enrolled school site.

Areas of Testing: The student will be tested and scored in minimally 2 designated core areas: mathematics, language arts.

Passing Standards/Fees:

Acceleration: A student taking the test(s) without prior instruction must score at least 90% on each tests and have written consent by the parent or guardian before acceleration will be granted. Tests are free of charge.

Notification/Placement: Parents/Guardians will be notified of the student's acceptance or denial for acceleration.

G. LIBRARY

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

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

H. PARENT ADVISORY COMMITTEE

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

I. PUPIL INFORMATION

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

J. MONEY MATTERS

When it is necessary to send money to school, please enclose it in a marked envelope with the child's name and teacher name. Teachers will not be responsible for keeping up with student money. In the event that a check written to a WLVS Elementary and is returned unpaid by your bank, you understand and agree that we shall collect the amount of the check, and the returned check fee plus any applicable sales tax. The use of a check for payment is your **ACKNOWLEDGMENT** and **ACCEPTANCE** of this policy and its terms. Students are not allowed to sell or trade any items.

K. ELECTRONIC DEVICES AND TOYS

Items not allowed at school electronic games, IPODs/MP3 players, CD players, toys, stuffed animals. **Do not bring them to school.** They will be taken up and kept in the office until a parent/guardian can come to school to reclaim the item. The district will not be responsible for damaged, lost, or stolen items.

L. SPECIAL OCCASIONS

Students will be allowed to pick up items, such as flowers, balloons, etc., delivered to school for special occasions the last few minutes of the day.

M. STUDENT MESSAGES

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

N. TEXTBOOK CARE

Lost textbooks must be paid for before another book will be issued or before cumulative records will be released in the event a student transfers to another school in the WLVS or to any other school district.

O. VISITATION

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

P. WITHDRAWAL POLICY

- Withdrawals require at least one (1) day's notice.
- Parents wishing to withdraw a student from school must notify the school and inform them of the reason for the withdrawal and the effective date.
- Teachers will inform the office if the student has a book that is outstanding. It is the parent's responsibility to pay for any fines or lost books.
- All other money matters must be cleared prior to the release of the student's withdrawal forms.

Q. PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Students are expected to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the New Mexico flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges.

R. PRAYER

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

S. LAW ENFORCEMENT

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer has a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

T. CELL PHONES AND PAGING DEVICES

The District prohibits the use of all telecommunications devices during the instructional day, including cellular phones and pager/beepers. All telecommunication devices should be turned off during the instructional school day, from the morning entry bell to afternoon dismissal bell. Students shall be allowed to possess such devices; however, such devices shall not be visible and shall remain turned off during the instructional school day. Students who violate this policy shall be subjected to established disciplinary measures. The district will not be responsible for damaged, lost, or stolen devices.

VIII. STUDENT TECHNOLOGY ACCEPTABLE USE POLICY#

A. STUDENT TECHNOLOGY ACCEPTABLE USE SUMMARY AND CONSEQUENCES

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

PRIVILEGES

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

SECURITY

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

NON-COMPLIANCE

Violations will be referred to a campus administrator for disciplinary or legal action. Consequences will be based on policies disciplinary or legal action. Consequences will be based on school discipline policies. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of study, placement in an alternative education program, or criminal prosecution. Faculty members will be notified of the student's loss of privileges.

IX. RELEASE OF INFORMATION#

If you do not want WLV Elementary Schools to disclose information of your child for educational purposes indicate this preference on the FERPA form.

X. STUDENT CODE OF CONDUCT#

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the West Las Vegas School District. The behaviors are identified as offenses. When a student is found to have engaged in misconduct which is classified into any of the offenses, that student will be subject to disciplinary action by the classroom teacher, assistant principal and/or principal.

The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school-sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the actions affect the missions or operations of the WLVS.

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

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

All students, parents and school personnel should understand that, in addition to taking disciplinary action at the school level, administrators will report all illegal acts to the appropriate authorities.

WLV Elementary Schools utilizes a philosophy known as “progressive discipline in conjunction with positive behavioral support”:

What is “progressive discipline”?

Progressive discipline means there are different levels of student misbehavior with corresponding levels of appropriate disciplinary consequences. A student who repeatedly does not respond to the appropriate consequence for misbehavior “progresses” to the next level of discipline.

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

In a system of progressive discipline, two students who have committed the same offense may receive different disciplinary consequences. The reason for this is that one student may be a first-time offender, having no previous record of misbehavior, while the other student may have a previous history of misbehavior. **Under the progressive discipline plan, repeated or multiple violations of the Code of Conduct at a lower level may automatically progress to a consequence from a higher level.**

What is “Positive Behavioral Support”?

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

A. CAMPUS DISCIPLINE MANAGEMENT OFFENSES

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

B. DISCIPLINARY MATRIX ACTION GUIDELINES

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

PRE-INTERVENTIONS	Class 1 Offense	Class 2 Offense	Class 3 Offense	Class 4 Offense
<ul style="list-style-type: none"> * Oral correction *Cooling-off time *Seating changes within the classroom *Counseling by teachers, counselor or administrative personnel *Behavioral Contracts *Withdrawal of privileges *Referral to outside agency *In-school noon detention *Parent/Guardian Conference 	<ul style="list-style-type: none"> ● Disruption ● Dress code violation ● Inappropriate language with peers ● Inappropriate physical contact ● Property misuse ● Truancy 	<ul style="list-style-type: none"> ● Bullying ● Lying/Cheating/Gossiping ● Computer policy issues ● Defiance/insubordination ● Physical contact ● Abusive/Inappropriate language ● Fighting/Physical Aggression 	<ul style="list-style-type: none"> ● Arson ● Assault ● Fighting/encouraging others to fight ● Gang related activity ● Harassment, ongoing bullying intimidation ● Sexual harassment ● Theft/Forgery ● Threat 	<ul style="list-style-type: none"> ● Possession/use of combustible items ● Possession/use of controlled substance ● Bomb Threat/False Alarm ● Possession/use of weapon or look-alike weapon ● Possession of drug paraphernalia ● Offering/selling drugs, look-alike drugs, alcohol or substances or material claimed to be drugs or alcohol
1 st Offense	Discipline	Discipline to Short Term Suspension	Short Term to Long Term suspension	Long Term Suspension to Expulsion
2 nd Offense	Discipline to Short Term Suspension	Discipline to Long Term Suspension	Short Term Suspension to Expulsion	
Further Offenses	Short Term to Long Term suspension	Long Term Suspension to Expulsion	Long Term Suspension to Expulsion	

Definitions

Discipline: any form of corrective action other than suspension or expulsion (refer to Pre-Interventions and classroom discipline plan)

Short Term Suspension: Denial of attendance for more than a period or subject up to and not to exceed ten consecutive days.

Long Term Suspension: Denial of attendance for more ten consecutive school days.

Expulsion: Denial of attendance at any single subject of class or at any full schedule of subjects or classes for a period of time as defined by District Superintendent.

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

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

The following discipline management techniques may be used, alone or in combination, for misbehavior that violates the Student Code of Conduct or campus or classroom rules:

- Oral correction
- Cooling-off time
- Seating changes within the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the education process
- Behavioral contracts
- Sending the student to the office or other assigned area
- Assigned school duties other than class tasks
- Withdrawal of privileges
- Consequences
- Withdrawal or restriction of bus privileges
- Referral to outside agency and/or legal authority for criminal prosecution in addition disciplinary measures imposed by the District
- In-school noon detention
- Suspension from school, not to exceed three school days at one time
- Formal removal from class by the teacher