

# West Las Vegas



# Dons

2011-2012

Student Handbook

## Table of Contents

|  |           |
|--|-----------|
| <b>Preamble</b>                                    | <b>1</b>  |
| <b>Visitors</b>                                    | <b>1</b>  |
| <b>Time Schedule</b>                               | <b>1</b>  |
| <b>Accreditation</b>                               | <b>1</b>  |
| <b>School Telephone Directory</b>                  | <b>1</b>  |
| <b>Admissions</b>                                  | <b>1</b>  |
| <b>Attendance Policy</b>                           | <b>1</b>  |
| <b>Provisions for Granting Credit</b>              | <b>3</b>  |
| <b>Access to Education Records</b>                 | <b>3</b>  |
| <b>Withdrawal</b>                                  | <b>3</b>  |
| <b>Graduation Requirements</b>                     | <b>4</b>  |
| <b>Testing</b>                                     | <b>4</b>  |
| <b>Academic Policy</b>                             | <b>4</b>  |
| <b>Report Cards</b>                                | <b>6</b>  |
| <b>Honor Roll</b>                                  | <b>7</b>  |
| <b>School Community Service</b>                    | <b>7</b>  |
| <b>Closed Campus Guidelines</b>                    | <b>7</b>  |
| <b>Fire and Emergency Drills</b>                   | <b>7</b>  |
| <b>School Telephone</b>                            | <b>7</b>  |
| <b>Textbooks</b>                                   | <b>7</b>  |
| <b>School Rules</b>                                | <b>7</b>  |
| <b>Disciplinary Actions for Violation of Rules</b> | <b>9</b>  |
| <b>Dress Code and Prohibited Items List</b>        | <b>9</b>  |
| <b>Violations of Dress Code Consequences</b>       | <b>9</b>  |
| <b>School Board Policy Governing Gang Activity</b> | <b>10</b> |
| <b>Academic Eligibility and Participation</b>      | <b>10</b> |
| <b>Rules Governing School Sponsored Trips</b>      | <b>10</b> |
| <b>Student Activities/Sports</b>                   | <b>11</b> |
| <b>Successful Student Behavior</b>                 | <b>11</b> |
| <b>National Honor Society By-Laws</b>              | <b>12</b> |
| <b>Attachments:</b>                                |           |
| <b>Attendance Police Appeal Form</b>               | <b>16</b> |
| <b>Responsibility Release From School Form</b>     | <b>17</b> |
| <b>Gold &amp; Silver Scholars</b>                  | <b>18</b> |
| <b>District 4 – Truancy Procedures</b>             | <b>22</b> |

## Preamble

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

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

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

## Visitors

All visitors (students' babies included) must report to main office and be cleared and acquire a visitor's pass by principal or assistant principal.

## Accreditation

West Las Vegas is accredited by the New Mexico Department of Education and has been a member of the North Central Association since 1958.

## Time Schedule

|                       |                          |
|-----------------------|--------------------------|
| Warning Bells         | 7:50 a.m. & 7:55 a.m.    |
| 1 <sup>st</sup> Block | 8:00 a.m. to 9:40 a.m.   |
| 2 <sup>nd</sup> Block | 9:45 a.m. to 11:15 a.m.  |
| Lunch                 | 11:15 a.m. to 12:00 a.m. |
| Warning Bells         | 12:00 p.m. & 12:05 p.m.  |
| 3 <sup>rd</sup> Block | 12:05 p.m. to 1:30 p.m.  |
| 4 <sup>th</sup> Block | 1:35 p.m. to 3:05 p.m.   |

## School Telephone Directory

|   |   |               |
|---|---|---------------|
| Receptionist                              | 426-2500  | Fax: 426-2501 |
| Principal - Mr. John Bustos               | 426-2502  |               |
| Assistant Principal - Mr. Herman Gallegos | 426-2503  |               |
| Secretary - Patsy Pacheco                 | 426-2504  |               |
| Counselors:                               |   |               |
| Ms. Linda M. Montoya                      | 426-2506  |               |
| Mr. Thomas Trujillo                       | 426-2507  |               |
| Records Clerk - Ms. Noel Quintana         | 426-2509  |               |
| Librarian - Bettina Romero                | 426-2510  |               |
| Athletic Director - Jose Medina           | 426-2517  | Fax: 426-2518 |
| Web site                                  | <a href="http://wlvs.schooldesk.net/">http://wlvs.schooldesk.net/</a> |               |

## Admissions

- I. Parents, guardians or custodians are required to accompany their student for orientation/registration, otherwise schedules may be delayed.
- II. The following documents must be presented at the time of registration:
  - i. Copy of immunization record (NM State Law)
  - ii. Copy of birth certificate
  - iii. Copy of Social Security card
  - iv. Withdrawal form from previous school
  - v. Transcript from previous school (an unofficial copy will be accepted)
  - vi. Copy of IEP if enrolling student has been receiving special education services.
- III. Students new to the district and enrolling at West Las Vegas High School, along with their parents/guardians, will have an entrance interview with the principal. Following the interview, the students and their parents/guardians will be directed to the counselors to complete registration.
- IV. Students will be admitted upon satisfactorily completing the preceding grade level or subject matter. The principal, after consultation with, associate superintendent or superintendent may admit other students when, in his/her judgment, it is in the best interest of the student and the school.

**Attendance Policy: Students and parents should realize the importance of education for a quality of life for themselves and for the healthy future of society. It is in the best interest of students, parents, and our community that attendance at school be as high as possible. The intent of this policy is to increase opportunity for learning and accomplishments. The policy is to be administered consistently with that intent and in the best interest of students. Expectations of appropriate attendance and behavior should be consistent and prepare students for successful employment experience**

- I. The Compulsory School Attendance Law (NMA 1978 22-12.2C) states that "any parent, guardian, or person having custody and control of a person subject to the provisions of the law is responsible for the school attendance of that person."
- A. "A person shall be excused from this requirement if the person is a least *eighteen* years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or

engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or other person having custody and control consents," (NMSA, 1978 22-12-2.A.3).

- B. The responsibility for attending and being punctual to class is that of the individual student.
- C. Record keeping on attendance and tardiness is the responsibility of each teacher. This is accomplished by the teacher recording absences and/or tardies in the grade book and on official forms. A uniform method of recording absenteeism follows: S=School Related Activity, U-Unexcused, and E-Excused. An attendance report will be given to the principal or assistant principal every 20 days. Teachers will keep all written excuses on file in his/her classrooms.
- D. It is the attendance clerk who is responsible for documenting attendance and notifying parents of student's absenteeism.
- E. The Truancy Officer is in charge of notifying state officials when parents and students are in noncompliance of the Compulsory School Attendance Law, and enforcing the Board of Education's policies on compulsory school attendance.

\* See Attachment 4 – Truancy Procedures

## II. Attendance Credit:

A. Absences - 10 days **unexcused** absence in any class any term will result in earning no higher than a 'D'; 15 days **unexcused** absences in any class any term will result in failing the class and not receiving credit; however, an allowance may be made through a review process for students experiencing a long term illness or absences incurred due to circumstances beyond their control. (SAT team referral).

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

### A. Definitions:

- 1. School Related Activity: Any activity approved by the school administration with a teacher or coach in attendance and/or transportation paid for by the school is considered a school-sponsored activity. Three days advance notice shall be required except in cases of emergency.
- 2. Excused Absences:
  - i. Absence due to personal illness or injury will be considered excused; however, after the 3<sup>rd</sup> consecutive day of absence within the 9 weeks requires medical verification. In the event that the illness did not require treatment by a doctor, a parent/guardian conference, to justify the absence(s), legitimate illness will be required.
  - ii. **Other professional appointments (medical or health-related) are excused absences; however, documentation is required for professional appointments that cannot be scheduled outside the regular school day.**
  - iii. Personal or family emergencies such as funerals, etc.
  - iv. School related activities as approved by the principal.
  - v. Lack of transportation due to reported bus mechanical problem or inclement weather and approved by the principal.
  - vi. Student will be required to request work from teacher with an excused absence.
  - vii. Other justified reasons as approved by the principal.
- 3. Unexcused Absences (Truancies): Any non-attendance from class for any reason other than exempt under this policy will be considered an unexcused absence. Truancy receives a "ZERO" for any work missed.
  - i. Out of School Suspension: Students will be allowed to make up work with a reduction of grade by 30%. (Students/Parent will be required to request the homework, tests, etc.)

B. In most cases, students will be given the opportunity to complete assignments or other work with the exception of unexcused absences. The student has the responsibility to request "make-up" work following an absence. All make-up work must be completed within five days after the student returns to class. If the teacher feels that work should be completed in less than five days (tests, etc.) he/she may require it.

C. School-sponsored activities are school related activities. Students maintain the responsibility for completing work missed. A maximum of ten school related absences per semester will be approved. Teachers in charge of an activity must publish one day in advance, a list of students who are expected to attend the activity. Lists should be given to all teachers and to the principal. **Students are required to attend class on the day of the event (unless they have a professional appointment – medical or health related – in which case, written medical verification will be required).**

**D. Tardies: Tardy sweeps will be conducted periodically throughout the school year whereby teachers on preparatory periods "sweep" students into an empty room where they are reported to truancy officer and administrator for school community service.**

## IV. Notification Procedures:

### A. Responsibility of Parent/Guardian:

- 1. Parent/guardian is responsible for written notification to the school each time the student is absent (whether from a single class or for several days). The parent must also notify the school of any change in their mailing address or phone numbers.
- 2. In cases involving anticipated authorized absences, which are not of an emergency nature, parents/guardians must send a note with the student prior to the absence for approval. In cases of emergency such as illness, etc., the parent/guardian must send a note with the student as soon as he/she returns to school. The note must be dated and should include the following information: The exact date(s) of absence(s) and the exact period(s) if the absence is less than full day, the reason(s) for absence(s) and the telephone number(s) where the parent/guardian can be reached during the school day for verification.
- 3. In cases of prolonged absences due to illness, injury or other emergencies, parent/guardian should call the appropriate school official, without waiting for the student to return to school. Arrangements will be made to obtain homework assignments from the student's teacher(s). Upon return to school, the student will provide a written Doctor's Excuse.
- 4. In cases involving partial day absence for medical appointments, etc., during a school day, parents must request an off campus pass to be used in advance of departure. Parent or guardian designee may sign the Off-Campus Authorization Log located in the principal's office.

### B. Responsibility of Student:

- 1. The student is responsible for submitting written excuses from parents/guardian to his/her first class of the day according to the procedures established by the school.

2. Student must acquire an admit slip from the attendance clerk, regardless if he/she has a written excuse or not. In the event a student has no excuse from office staff, teacher will mark student unexcused and verify (or change) according to JMAC posting.
  3. Students wanting to leave campus with an authorized individual must obtain an off campus pass from principal's office. A parent/guardian must sign the permission note with a work and home phone number for verification before student is allowed to leave with authorized individual, ride different bus, etc.
- C. Responsibility of the School: The school as a reporting agent has the responsibility of informing the parent/guardian of a student's non-attendance and of arranging for parent conference as necessary. As a rule, the following provisions shall apply:
1. All of the student's teachers must ask and receive the written admit slip upon return to class. If student does not have an admit slip, he/she will be sent to get an admit slip from first period teacher, regardless if excused or not.
  2. **For every three (3) unexcused absences in any class, teachers will notify the student in writing and keep a copy of said document; if absenteeism continues, on the sixth (6) unexcused absence in any class, teachers will notify the student in writing and keep a copy of said document, if absenteeism continues, on the ninth (9) unexcused absence in any class, teachers will notify the student in writing and keep a copy of said document to assure that student is aware of the possibility of earning no higher than a "D" in the class.**
  3. After receiving six (6) unexcused absences per term, the teacher will notify the parent/guardian in writing via certified mail. (The teacher will be responsible for documenting absences and notifying assistant principal or principal and truancy officer, of excessive absences.
  4. On the tenth (10<sup>th</sup>) unexcused absence, the student will be referred to state authorities as mandated by law. The principal will inform the parents through written notice of the referral via **the truancy officer**.
  5. Parents/guardians may request permission for absences of several days duration. This will be accomplished in advance of the absence and must be approved by the principal.
  6. Students, whose absence is not explained by parents/guardians, in writing, within one (1) school day after their return to school, shall be considered an unexcused absence.

#### Provisions for Granting Credit

1. Credits from any school approved by the State Board of Education shall be accepted at WLVHS at the same relative value, which is given for other courses at WLVHS.
2. Prior approval through the counselor and/or principal will be necessary before correspondence or extensions courses can be posted in the student's permanent record.
3. A doctor's excuse exempting a student from physical education must be in evidence in the student's permanent record for a student to be exempted.
4. Credit will be given only once for a course which is successfully completed. Any required courses failed must be made up as soon as possible.
5. Student will be classified according to the number of credits earned:
  - a. Freshman            0 – 5 Credits
  - b. Sophomore        6 – 11 Credits
  - c. Junior                12– 19 Credits
  - d. Senior                20 + Credits
6. Freshmen, sophomores, and juniors are required to be enrolled in four classes each term. Seniors must be enrolled in a minimum of two classes. In the event a senior participates in extra-curricular activities, *he/she must be enrolled in and successfully passing three classes*. \* Refer to NMAA Regulations, Section IV- Athletic By-Laws Note # 4 page 77 Rev. July 1, 2003.

#### Access to Education Records

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

#### Withdrawals

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

1. All teachers for their signature, grades and indicate that all books and materials have been checked in
2. The high school office, organizations, security and library to make sure that he/ she have no outstanding debts
3. The counselor
4. The principal for final approval and signature

#### Graduation Requirements

West Las Vegas High School will require 28 credits and passage of the New Mexico High School Competency Exam in order to graduate and receive a diploma. **The class of 2011 will be the last class required to take and pass the NMHSCE. Beginning with the graduating class of 2012, students must score proficient on the NMSBA in order to receive a diploma at graduation.** Students will be given a final exam in all classes.

|           |  |              |   |
|-----------|--|--------------|---|
| English   | 4 credits                                | *Mathematics | 4 credits (beginning with Algebra I or IMP Math I)* |
| History   | 4 credits (U.S., World, Government & NM) | Science      | 3 credits (2 must be a Lab science)                 |
| Spanish   | 2 credits                                | Phys. Ed.    | 1 credit  |
| Electives | 11 credits                               | Health       |   |

**\*Beginning with the Class of 2012, students will need to earn 4 credits of math, of which one shall be the equivalent to or higher than the level of Algebra 2, unless the parent submitted written, signed permission for the student to complete a lesser math unit.**

### Testing

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

1. New Mexico **Standards Based Assessment (NMSBA)** - 11<sup>th</sup> grade
2. **MAPS** – short-cycle assessment administered to all 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> graders – **three times a year**
3. **ACCESS** – *administered to all ELL students*

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

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

### Academic Policy

West Las Vegas High School is an accredited high school. A minimum number of credits are required by the State Department of Education in order to graduate (See 1-a below). In addition to the credits required, students (**Class of 2011**) must pass the New Mexico High School Competency Exam in order to receive a high school **Diploma**. **Starting with the Class of 2012, students must score proficient on the New Mexico Standards Based Assessment in order to graduate with a Diploma.** If a student does not pass all six subtests of the NMHSCE (**Class of 2011**) or the NMSBA (**starting with the Class of 2012**) but has earned the required number of credits, that student will receive a Certificate of Completion upon graduation.

#### I. Credits:

- A. Credits required to graduate: 28 credits
- B. Transfer Credits: Transfer students may petition for a review of credits situation in regards to classification/graduation requirements.
  1. Any student enrolling late in the term *or new to the district* must agree to a written student/teacher contract with administrator's approval that would outline requirements for obtaining full credit. Counselors will oversee contract.
  2. Letter of Variance: A letter of Variance is a written document allowing a student new to the district, coming from a district which requires less than 28 credits, to graduate with less than our required 28 credits. A Letter of Variance can be submitted to the high School Administration for students transferring from out of district to determine the number of credits that they'll be allowed to graduate with. Student must be in good standing and will be required to meet with the counselor and principal to agree on requirements.
- C. Classes taken during summer before freshman year, totaling approximately 155 contact hours and covering one full term curriculum, will be granted high school credit.
- D. Gifted students who are recommended through their IEP for taking high school courses while still in middle school will receive high school credit.
- E. Regular middle school students (8<sup>th</sup> graders) will be considered for core curriculum courses at the high school for the student's educational advancement.
- F. Before a course is completed and credit given, a mid-term and final exam will be required to be given for all courses taught at the high school.
  - i. A copy of all mid-term and final exams shall be filed with the Administration.
- G. Upward Bound participants will be allowed to earn elective credit upon attending a minimum of two years at the upward bound site. (one year is composed of fall, spring, and summer sessions)
- H. A student may earn more than 8 credits within an academic year.
- I. Students who are lacking credit, wanting to better a grade, or advance may take a class in summer school at any accredited high school and receive credit if they pass the class.

#### II. Grade Point Averages and Rankings:

- A. All courses in which a grade (A-F) is earned will be used to calculate term GPA and determine class rank.
- B. Foreign Exchange Students – a grading system of “S” and “U” may be used to obtain credits from any school attended outside of the United States if their grading system differs substantially from ours.
- C. Cumulative GPA's are calculated at the end of each term. Class ranking is done at the end of each term.
- D. Grade point averages will be calculated by the computer. No rounding off. All GPA's will be checked manually for accuracy.
- E. Grading Scale:
  1. 90 – 100            A = 4 points
  2. 89 – 80            B = 3 points
  3. 79 – 70            C = 2 points
  4. 69 – 60            D = 1 points
  5. 59 & below        F = 0 points
- F. AP Curriculum: Everyone uses the Standard Curriculum grading scale. AP points are added to the cumulative GPA at the end of each term based on how many AP classes taken (AP points are added once GPA's are calculated):
  - i. 1 AP class            .05
  - ii. 2 AP classes        .10

- iii. 3 AP classes .15
- iv. 4 AP classes .20
- v. 5 AP classes .25
- vi. 6 AP classes .30

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

### III. Selection of Valedictorian and Salutatorian:

#### A. Definition:

1. Valedictorian – highest position in class using cumulative GPA, having followed a natural progression (not having retaken course(s) for improved grade or GPA).
2. Salutatorian – second highest position in class using cumulative GPA, having followed a natural progression (not having retaken course(s) for improved grade or GPA).
3. **In case of a tie, we will go to a tie breaking process.**
  - a. **Tie Breaking Procedure will be initiated if two or more students have the exact cumulative GPA, and we will refer to the following:**
    - i. **Grade % received in all AP classes regardless of what year classes were taken**
    - ii. **Highest ACT score**
    - iii. **Character – this would be reviewed & determined by an administratively appointed committee**
4. Selection of both positions will be determined at the end of the 8<sup>th</sup> term.
5. A student must attend WLVHS for at least three years before graduation to qualify for valedictorian or salutatorian. For example, if a student has studied abroad for one year the student may still qualify for either position.
6. To be eligible to be selected as valedictorian or salutatorian, a student must complete a minimum of two AP courses offered during their entire high school enrollment.
7. **Gold and Silver Scholars recognizes students who have excelled academically throughout their high school career and who meet the specific eligibility guidelines listed (see Attachment 3).**

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

- A. Eligibility will be calculated and determined every mid-term and end-of-term.
- B. Coaches/sponsors are responsible for getting mid-term grades and final report cards from students. It is strongly recommended that they monitor grades during the grading period.
- C. It will be the responsibility of the coaches and sponsors to submit a list of their participants to the Athletic Director, who will submit the list to the Principal for verification of eligibility at mid-term and end-of-term.
- D. New Mexico Activities Association (NMAA) requires that eligibility be determined based on the previous nine weeks grades.
- E. All students will fall under the general NMAA Rules of Eligibility in order to determine which students are eligible to participate.
- F. **Senior athletes: Seniors must be enrolled in a minimum of three classes. In the event a senior participates in extra-curricular activities, he/she must be enrolled in and successfully passing three classes in both the current & previous grading periods.**

### V. Procedure for change of grades:

- A. Each teacher will have two weeks after the end of the term to change a grade utilizing change of grade form.
- B. After the two week “grace” period:
  1. Incomplete grades can be changed only with fulfillment of a written Teacher/Student document by the end of the grading period. It is the responsibility of the student to confirm the change of grade. If agreement is not upheld and/or grade is not changed, grade will automatically revert to an F.
  2. Any grade change beyond the two weeks will be allowed only with written administrator approval.
  3. In case the regular teacher is out for an extended period of time, the teacher and the substituting teacher will work in conjunction to average, assign, and/or change grade. Any errors in assigning or posting of grades must be corrected within a week of notification.

### VI. Retaking course(s) for improved grade:

- A. Any course where a grade of D to B was earned will be allowed to be retaken but not for duplicate credit. The higher of the two grades will be recorded on the student transcript.
- B. Courses in which an F is earned can be retaken for credit at any time and passing grade recorded.
- C. **E2020 Credit Recovery Program –Program guidelines for the 2010-2011 school year:**
  1. **Students may use the E2020 program for credit recovery, tutoring, content review, and remediation.**
  2. **If the program enrollment allows, students can use the E2020 program to meet state learning requirements for graduation.**
  3. **Students can begin the program at any time during the school year, however, the later they begin limits the time they have to obtain credit recovery and may incur an Incomplete score instead of a grade.**
  4. **Students who miss school for non-legitimate reasons for an extended period of time (over 5 school days) can not utilize credit recovery to pass a class in which they are currently enrolled without a review of their attendance status by the academic policy committee.**
  5. **Students who miss school for legitimate reasons (such as hospitalization) for extended periods can receive credit recovery work for the section missed or for the entire course provided they submit a verifiable doctor’s excuse for review by the academic policy committee.**
  6. **Students who incur three (3) unexcused absences while enrolled in the E2020 program will be dropped from the program without the opportunity of reenrollment.**

### VII. Independent study:

- A. Independent study will be allowed specifically for students needing a course that is not offered during the term in question. The independent study must be completed within the given term. (Example: enrolling in a class in the fall semester must be completed by the end of the fall semester.)
  1. An Independent Study Contract which includes permission by the Principal, shall be followed and initiated by the student. (see Counselors for form)
  2. **Advanced Placement and upper level classes may not be taken as Independent Study.**
  3. **The duration of Independent Study courses must be for a full term unless extenuating circumstances occur.**
  4. If there are extenuating circumstances, each situation will be judged on its own merits by the Principal **and/or the Academic Policy Committee.**

VIII. Progression vs. Regression:

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

IX. Course add/drop procedures:

- A. Freshmen, sophomores, and juniors shall be enrolled in 4 classes each term (**with the exception of those students taking concurrent enrollment classes) at the college/university site.**

**B. Adding or changing a course must be done with 10 days of the beginning of the term unless initiated by administrators and/or counselors.**

**C. Dropping a course, for whatever reason, after 15 days will result in a W/F which will be included in computing the overall**

In order to do this, parent permission must be obtained and it will be understood that the parent will be responsible for the student during that block period. Administrative approval required.

- D. Hardship Clause: At the discretion of the administrator(s) and with a written petition initiated by the student and the parents, the student may be allowed to enroll in a class after the 15-day period with specific stipulations. If all stipulations are met, student may be able to receive credit for the new class. Stipulations will be stated **in writing.**

X. Advanced Placement Courses:

- A. Students enrolling in AP courses must have previous teachers' recommendation.
- B. AP teacher has a grace period of three weeks to confirm or deny each enrollee. (In event of denial, student will be placed in a general curriculum class.)
- C. Weighted Points – All students enrolling in any AP courses will be awarded weighted points. Points are added to the cumulative GPA at the end of each term based on the number of AP classes that have been completed with a C or better. (See Section II-f.)

XI. Dual Credit and/or Concurrent Enrollment: West Las Vegas High school students are able to **take classes at** Luna Community College and/or New Mexico Highlands University via our school's Concurrent/Dual Enrollment program. The program offers students the opportunity to earn college credit while also attending West Las Vegas High School. Dual Credit Enrollment students who enroll in courses at WLVS can receive a full high school credit and college credits providing that they pass with a "c" or better. Concurrent Enrollment students may also take classes taught at the college site for college credit as well as additional high school credit.

- A. Any courses taken at LCC or NMHU under the Concurrent Enrollment Agreements and paid for by the district or university (between the hours of 8:00 a.m. and 3:00 p.m.), the grade must be reported and will count toward high school credit. Students who take non-concurrent courses at a post-secondary institution may choose not to have their grades/credits transferred to the high school.
- B. **The revised Dual Credit portion of the Educational Standards – General Requirements (title 6, Chapter 30, Part 7 – p. 6 D.3. reads "...one secondary school credit shall be awarded for the successful completion of three credit hours of postsecondary institution instruction for elective courses not comparable to existing district elective courses."**

XII. Annual Review of Academic Policy:

- A. This policy will be reviewed on an annual basis by the Academic Policy Committee prior to the start of each ensuing school year.
- B. **No changes or deviations from this policy can occur without the consensus of a quorum of the Academic Policy Committee.**

**Report Cards**

Report cards are issued to the students except when the student receives one (1) or more F's on the grading period. Parents will be notified by teachers or counselors to pick up the report cards for these students. Report cards will be issued on the following months: October, March, January, June.

**Honor Roll**

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

**School Community Service**

Only administrators may place students on **School Community Service status** for being disrespectful, disturbing class, fighting, missing class, unsatisfactory work, or excessive absenteeism. If these infractions continue, teachers may recommend a **parent conference**. Habitual offenders will be considered for **OUT OF SCHOOL DETENTION**. Students will not be marked absent when they are performing school community service and will have an opportunity to do work they missed.

**Closed Campus Guidelines**

1. To promote student safety, West Las Vegas High School is a CLOSED CAMPUS school.
2. Juniors and seniors in good standing will be allowed to leave the campus for lunch by vehicle. **NO STUDENT WILL BE ALLOWED TO WALK OFF CAMPUS.**



- a. Seniors and juniors will need to present their schedules until picture ID's can be made available to them.
  - b. If ID is lost, student will be responsible for replacing ID as soon as possible.
3. Seniors that do not have full schedules and/or other students who are taking classes at NMHU or LCC, will need to be identified with a pass from the administration so they may leave campus.
4. Students who violate Closed Campus Guidelines:
  - a. 1st infraction - 2 days noon detention
  - b. 2nd infraction - 1 day ISSD and parent conference
  - c. 3rd infraction - 3 days ISSD and parent conference
  - d. 4th infraction - out-of-school suspension until parent comes in.
  - e. Any further infractions will result in long-term suspension.
5. Seniors transporting underclassmen off campus, during school hours, will lose their off campus privileges accordingly.
  - a. 1st violation - 2 weeks
  - b. 2nd violation - the remainder of the Term

Note: The entire senior and/or junior class may lose its off campus privileges should problem persist or become of a serious nature.
6. **NO STUDENTS ARE ALLOWED TO LOITER IN THE FOLLOWING AREAS DURING LUNCH HOUR:**
  - a. Plaza Park area
  - b. Bridge Street
  - c. South Pacific Street
  - d. WLV Middle School

### **Fire and Emergency Drills**

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

1. Fire and emergency evacuation drills/emergencies are signaled with a piercing, broken ring. Evacuation routes and maps will be reviewed at beginning of each term and periodically throughout the year. Everyone will evacuate in an orderly manner.
2. Teachers will carry attendance records with them and take roll call immediately upon evacuation to account for all students in their class. Students should not be permitted to carry books or excess clothing.
3. Under no circumstances should teachers and pupils return to their building until a signal has been given. The return signal will be a continuous, long ring.
4. CODE BLUE drills/emergencies, announced by an authority over the intercom or in person, indicate a danger on campus. Teachers usher students to a part of the classroom out of view of the windows and maintain absolute silence until authorities unlock the door, indicating that the drill/emergency is over.
5. LOCK DOWN, announced by an authority over the intercom or in person, requires students to remain in the classroom while the drug-detection dog tours the campus. Release from lock down will be announced by an authority over the intercom or in person.
6. Any and all drills will be taken very seriously; teachers should lead by example and try and maintain calm as possible, as this may be the determining factor in limiting casualties.

### **School Telephone**

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

### **Textbooks**

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

### **School Rules**

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

Definitions of school penalties may include but are not limited to-

1. Parent Conference
2. Loss of athletic and/or activity privileges. Loss of driving privileges on school grounds.
3. **School Community Service** - This means requiring a student to remain inside or otherwise restricting his/her liberty at times when other students are free.
4. School privileges may be revoked. (Off campus privileges, driving privileges)

Definitions of Act or Infractions of school rules-

1. "Criminal acts" are acts defined as criminal under the New Mexico Criminal Code (section 30-1-1 et seq. Under NMSA 1978), the Liquor Control Act (section 60-3-let seq. NMSA 1978) and any applicable municipal or county criminal ordinances. Such acts now include the Crime of Willful interference with the educational process of any public or private school (section 3-20-1 3D, NMSA 1978, as enacted by N.M. Law 1981, Chapter 32).
2. "Delinquent acts" are acts so defined in the New Mexico Children's Code (section 32-1-1 et seq., NMSA 1978).

3. "Gang related activity" is disruptive conduct. Zero tolerance.
4. "Sexual harassment" (among students) means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal or physical) when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the advancement of a student in programs or activities.
  - b. Submission to or rejection of such conduct by a student is used as the basis for decisions/opportunities affecting the student.
  - c. Such conduct substantially interferes with a student's learning or creates an intimidating, hostile or offensive learn environment.
5. "Disruptive conduct" means willful conduct which:
  - a. Materially and in fact disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes; or
  - b. Leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.
6. "Refusal to identify self" means person's willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.
7. "School personnel" refers to all members of the staff, faculty and administration employed by the local school board. The term includes security officers, school bus drivers and their aides, and also authorized agents of the schools, such as volunteers or chaperones, whose responsibilities include supervision of students.
8. "Refusal to cooperate with school personnel" means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.
9. "Cheating" means a student who willfully allows another student to copy is as guilty of cheating as the student copying.
10. "Aggravated assault" means assaulting or striking another person with a weapon.
11. "Aggravated battery" means inflicting an injury to another person constituting bodily harm and is inflicted with a weapon.
12. Arson maliciously or willfully igniting a fire or causing an explosion and of damaging or destroying property.
13. Assault/Battery attempting to commit a battery on another or committing an unlawful act, threat or menacing conduct towards another person who reasonably believed he/she was in danger of receiving an immediate battery.
14. Controlled substance any substance enumerated in the Controlled Substances Law.
15. **Devices (prohibited) : cigarette lighters and music devices. (The school will not held accountable for devices lost or damaged)**
16. Cell phone policy:
  - a. Students:
    - i. Students may bring cell phones onto campus and into the buildings.
    - ii. Students may not use cell phones (**either their own or anyone else's**) during school hours, with the exception of lunch break. **Cell phones must be turned off and out of site between 8:00 am and 5 minutes before the beginning of 3<sup>rd</sup>. NO EXCEPTIONS!**
    - iii. Cell phones must be turned off and out of sight during class time. First offense-phone confiscated and student may pick up at the end of the day. Second offense - same as above, but must be picked up by parent. Third offense - cell phone privileges revoked and phone confiscated and must be picked up by the parents. **Fourth offense – cell phone privileges revoked and phone confiscated for two (2) weeks. Thereafter, each violation will incur fifth offense consequences. Borrowed cell phones will incur consequences on both the student who borrowed said phone and on student who loaned the phone.**
    - iv. Cell phone usage for emergencies will be allowed if prior arrangements have been cleared with the office in written form.
    - v. Students, who habitually violate this policy, will not be allowed to bring their cell phones on campus.
    - vi. Staff members may use electronic communication with students only as frequently as necessary to accomplish an educational purpose. Communication for an educational purpose would include communication related to a staff member's position, including but not limited to teaching, counseling, athletics, extra-curricular activities, treatment of a students physical injury, or other purposes related to a staff member's job duties. The district discourages staff members from communicating with students electronically for reasons other than educational purposes.

\* Regarding prohibited items and cell phones; if confiscated, may be picked up by parent or legal guardian only!

17. Distribution of controlled substances, intentionally distributing, or on the person with the intent to distribute a controlled substance
18. Extortion, communicating, or transmitting a threat to another with the intent to obtain something
19. Forgery providing a false signature or altering school documents
20. Extortion, communicating, or transmitting a threat to another with the intent to obtain something
21. Harassment (intimidation) knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person  
The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress
22. Inappropriate attire, dressing or grooming in a manner that disrupts the educational process or interferes with teaching and learning, such as extreme make-up, attire with a visible sexually explicit message, alcohol, narcotics logos, and the wearing of all headgear such as bandanas, hairnets, extremely long coats (trench coats)
23. Leaving without permission leaving campus during school hours and/or leaving class without permission from the teacher or principal
24. Loitering **or** occupying an unauthorized place in the school or on school grounds
25. Possession of a controlled substance having in one's person or in one's personal belongings (purse, backpack, locker, vehicle etc.) a controlled substance
26. Racism verbally or physically attacking or harassing another person on the basis of their race or culture
27. Robbery stealing something of value from a person by the use or threatened use of force or violence
28. Sexual violations offenses such as indecent exposure, criminal sexual contact, criminal sexual penetration or contributing to the delinquency of another student.
29. Smoking holding a lighted cigarette, cigar, or pipe and/or drawing in and exhaling the smoke of legally or illegally sold tobacco, marijuana, etc.
30. Theft, taking anything of value which belongs to another person or entity.
31. Graffiti intentionally defacing property belonging to the school district with paint, ink, spray paint, markers, charcoal, chalk, crayon, lipstick, etc.

32. Vandalism intentionally damaging any real or personal property of another.
33. Possession of alcohol intentionally possessing an alcoholic beverage or being under the influence of alcohol.
34. Possession within the immediate physical custody of the drug paraphernalia, including a student's vehicle, locker or body.
35. Self-defense defending oneself from physical attack when escape or withdrawal is not possible: revenge cannot be construed as self-defense. Self-defense is not available if he/she instigated the attack.
36. Plagiarism is intellectual theft existing in several forms:
  - a. Copying of a work or passage without quotation marks or a footnote stating source.
  - b. The partial quotation and paraphrase of a passage without appropriate quotation marks and a footnote stating source.
  - c. The complete paraphrase of a passage without a footnote or without stating source.
37. *All school rules are in effect during any and all West Las Vegas School sanctioned activities.*

### Disciplinary Actions for Violation of Rules

Students, parents, staff and administrators will need to refer to the WLVSD Discipline Policy Handbook for a complete description of all violations of school rules. (Refer to page 8 under school rules-progression of penalties)

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

**\* Drug sniffing dogs may or will be used by the school district ...**

### Dress Code & Prohibited Items List

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

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

1. Half shirts, muscle shirts, spaghetti strap shirts, mesh and see-through clothing, shirts or tops with partial **coverage**, or **open** sides.
2. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, satanic topics, obscenities, and items such as pajamas, slippers, etc...
3. Skirts, shorts and dresses should not be shorter than 3" above the knee. Spandex, cut-offs, and other shorts without hems are not allowed.
4. Clothing must be free of tears and rips.
5. Hats, caps, and apparel with a head covering are permitted on school grounds but must be worn appropriately (i.e. brim forward) **but not** indoors.
6. Use of prescription sunglasses are allowed otherwise sunglasses are not allowed on campus.
7. Head bands armbands, wristbands, and bandanas, regardless of color or design and hair nets are not to be worn or displayed in any manner.
8. Chains (including wallet chains) are not permitted.
9. Tattoos **which are offensive or vulgar must be covered.**
10. **visible body piercing or jewelry ornamentation is prohibited; however, if a student insists upon wearing such implements and is injured on school property due to said piercing or ornamentation, school staff and personnel is not liable.**
11. Both sides of suspender straps must be fastened over the shoulders.
12. Pants must be worn around the waist in an appropriate manner (**no sagging or bagging**). Undergarments must not show. This applies to both male and female.
13. Shoes, sneakers or the appropriate footwear must be worn at all times depending upon class environment. (Woodworking, Technology, Chemistry).
14. If belts are worn, the entire belt must be worn through the belt loops.
15. Gang attire of any kind is strictly prohibited. (Shirts must be buttoned and shirt-tail must be tucked in at all times.)
16. Gang identification paraphernalia, such as beepers, gloves, rags/bandanas etc.
17. Trench coats or excessively long coats below mid thigh level.
18. All school rules are in effect during any and all West Las Vegas School sanctioned activities.

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

1. First violation student will be asked to correct the violation immediately by:
  - a. Changing or altering clothes.
  - b. If no clothing is available at school, parent/guardian will be contacted to bring clothing for child.
  - c. If parent/guardian cannot be contacted, student will remain in **an alternative in-school placement (other than the classroom)**.
2. Second violation student will be suspended from school for remainder of day.
3. Third violation student will be suspended from school for three days.
4. Fourth violation students will be suspended from school on a long term basis (4 to 10 days).

Note: School administration and staff will ultimately determine the appropriateness of clothing. However, staff, students, and parents are encouraged to support the enforcement of appropriate clothing, including that which is not specifically listed above. **ALL DRESS CODE ITEMS APPLY TO BOTH MALE AND FEMALE STUDENTS.**

### Prohibited Item List

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

1. **Electronic games, electronic devices, cameras, skates, skate boards, etc. are not allowed on school grounds. We are aware that some students use skate boards as transportation, therefore, students must request permission from administration prior to using the skate board to come to school and it must be stored throughout the school day.**

2. Gambling devices, dice, playing cards, tarot cards, etc.
3. Drugs, drug paraphernalia, alcoholic beverages, narcotics, cigarettes, kudos, cigarette lighters, matches, look-a-likes.
4. Explosive devices, firecrackers, fireballs, cherry bombs, etc.
5. Weapons, guns, knives, cake cutters, screwdrivers, chains, laser pointers, and/or other dangerous items.
6. Toys which are a realistic simulation of guns or knives.
7. **Gang identification paraphernalia such as gloves, rags/bandanas, etc.**

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

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

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

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

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

Parents are urged to use good judgment when purchasing clothing.

#### **Academic Eligibility for Participation**

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

1. Student must meet all rules outlined by the New Mexico Activities Association.
  2. A student must have a 2.0 GPA and no more than one failing grade for the nine-week grading period in order to participate.
  3. Student must be present at school all day on the day of the game or activity in order to participate. If the event is scheduled for Saturday and the student is absent on Friday, the same rules apply. *Absence(s) must be cleared by the end of the day or prior to the start of the athletic event.*
  4. Students involved in activities that are school sponsored events will be given the chance to make up missed work.
  5. Students who violate school regulations regarding truancy, tobacco, drugs, alcohol, or chronic misbehavior may be dropped immediately from participation for the duration of that activity or sport event. Suspensions based on misconduct will be made through the Principal's office.
- Note: Misconduct can be anything from disruptive behavior in the classroom, disrespectful to self, staff, and fellow students as well as to school. To be successful in athletics at WLV one must possess the following:
- Academic eligibility
  - Good character
  - Commitment to **the** sport
  - **Respectful behavior**
6. Monitoring of student grades will be the responsibility of the coaches and sponsors with cooperation of all teachers.
  7. Any student suspended from an activity or sport will not be eligible for any award or recognition for participation.
  8. All sponsors of extra-curricular groups need to make this information known to the students involved.
  9. Transfer Students: Student athletes become eligible for varsity competition when parents or legal guardians establish a "bona fide residence" within any attendance area upon meeting NMAA regulations. If a student's starts a sport, he/she is required to complete that sport before he/she can start another. If an athlete is dismissed or quits a sport, he/she may not join or participate in another sport until the season of the previous sport is completed.
  10. **All students involved in extra-curricular activities will be required to travel to and from events in school transportation unless cleared by the Principal through written administrator approval. Parents may also pick up their children at the site of the activity.**
  11. If a student is caught with possession of or under the influence of drugs or alcohol and not participating in an active sport will be suspended for 45 days before being considered for reinstatement to extra curriculum activities.
  12. **Suspended students may not participate, practice, or compete for duration of out of school suspension.**
  13. **Seniors must be enrolled in a minimum of three classes.** In the event a senior participates in extra-curricular activities, he/she must be enrolled in and successfully passing three classes **both in the current and previous grading periods.** \* Refer to NMAA Regulations Section IV – Athletic By-Laws page 77. Rev. July 1, 2003.

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

1. School personnel or administrative authorized persons must accompany students on school trips. One person will be designated for overall responsibility (head chaperone); however, students are expected to respond to directions from all chaperones.
2. Written approval by a parent/guardian will be required before a student may make a school trip.

### 3. School rules are in effect while students are on school-sponsored trip.

#### **Student Activities/Sports**

|                       |                             |
|-----------------------|-----------------------------|
| Cross Country & Track | Band – Marching and Concert |
| Baseball & Softball   | Chess Club                  |
| Football              | Ski Club                    |
| Basketball            | Student Council             |
| Volleyball            | Chorus                      |
| Tennis                | MESA                        |
| Cheerleading          | Yearbook                    |
| Dance Team            | BPA                         |
| Wrestling             | Key Club                    |
| Student Council       | National Honor Society      |
| Golf                  |                             |

#### **Successful Student Behaviors**

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

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