

# Las Vegas City Schools

901 Douglas Avenue Las Vegas, New Mexico 87701 Phone: (505) 454-5700 [www.cybercardinal.com](http://www.cybercardinal.com)



## 2026-2027 Parent/Student Handbook

*Los Niños Elementary*

## PARENT STUDENT HANDBOOK SUMMARIZES DISTRICT POLICIES AND RULES

The Parent Student Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at <http://www.cybercardinal.com>. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence.

This handbook's content may be changed from time to time throughout the 2026-2027 school year. An up-to-date version will be maintained online at <http://www.cybercardinal.com>. The Las Vegas City Schools District will provide notice of changes through email or campus mail. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact your student's building principal.

The District Strategic Plan can be viewed at:

<https://docs.google.com/document/d/1-6QZU1UU7PfB6aCPKm6U4inIqTctRGt0X22i9Y77SIk/edit?tab=t.0> .

All Board policies and administrative regulations for the Las Vegas City Schools are posted on the district's website, which can be accessed at <http://www.cybercardinal.com>.

## NON-DISCRIMINATION STATEMENT

It is the policy of the Board to prohibit unlawful discrimination, harassment and retaliation on the basis of any protected category by the Constitution of the United States, the Constitution of the State of New Mexico and applicable federal, state or local laws or ordinances, including but not limited to Title VI of the Civil Rights Act of 1964 (Title VI), Title VII of the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act of 1967 (ADEA), Title IX of the Education Amendments of 1972 (Title IX), the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973 (Section 504), specifically, but not limited to, discrimination, harassment or retaliation on the basis of sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union-related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in the educational programs or activities the Board operates.

Concerns or inquiries regarding sex discrimination, harassment or retaliation can be made to the Board's Title IX Coordinator in the Office of Student Protections (OSP) or the U.S. Department of Education Office for Civil Rights (OCR).

For incidents involving student victims, please see below for specific contact information:

- Office of Student Protections and Title IX (OSP) to Ashley Phelps (student-to-student) Inquiries regarding sports equity should be directed to Ashley.Phelps@ped.nm.gov
- Office of New Mexico Public Education Department Civil Rights Methods of Administration-Federal Compliance at 833-485-1335 (adult-to-student/student-to-student) or email: [ARAO.Hotline@ped.nm.gov](mailto:ARAO.Hotline@ped.nm.gov)
- U.S. Department of Education Office for Civil Rights (OCR) at 303-844-5695 or [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

For incidents involving adult victims, please see below for specific contact information:

- Equal Opportunity Compliance Office (EOCO) at 1-800-669-4000 or info@eeoc.gov
- U.S. Department of Education Office for Civil Rights (OCR) at 303-844-5695 or [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

Concerns or inquiries regarding discrimination, harassment or retaliation involving student victims on the basis of disability should be made to:

- District Manager Section 504 Compliance: Marie Martinez-mariemartinez@cybercardinal.com

Concerns or inquiries regarding discrimination, harassment or retaliation on the basis of any other protected category listed above should be made to:

- Principal of Student's School: Cassandra Estrada [cassandraallemand@cybercardinal.com](mailto:cassandraallemand@cybercardinal.com)
- Equal Opportunity Compliance Office (EOCO) at 505-454-5721 or [denisepetersen@cybercardinal.com](mailto:denisepetersen@cybercardinal.com)

Non-Discrimination Statement

### **BOARD OF EDUCATION**

Paul Gonzales, President  
Dr. Kimberly Blea, Vice-President  
Dr. Joyce Meserve, Secretary  
Dennis Romero, Member  
Elaine Gonzalez, Member

### **DISTRICT ADMINISTRATION**

(505) 454-5700

|                  |                                           |
|------------------|-------------------------------------------|
| Melissa Sandoval | Superintendent                            |
| Vanessa Gonzales | Director of Finance                       |
| Melissa Sandoval | Director of Operations                    |
| Vanessa Garcia   | Associate Superintendent                  |
|                  | Director of Bilingual Education/Title III |
| Dr. Saras Reddy  | Director of Literacy Instruction          |
| Marie Martinez   | Coordinator of Special Education          |
| Aaron Vasquez    | Director of Co-Curricular Activities      |
| Mario Salas      | Director of Information Technology        |
| Chaylene Sena    | Director of Student Nutrition             |
| Ida Sue Gonzales | Transportation Supervisor                 |
| Chris Archuleta  | Facilities/Maintenance Supervisor         |

### **PRINCIPALS**

|                          |                         |
|--------------------------|-------------------------|
| Aaron Vasquez            | Robertson High School   |
| Daniel Whalen, Assistant | Robertson High School   |
| Darlene Ulibarri         | Memorial Middle School  |
| Donna Valdez             | Sierra Vista Elementary |
| Cassandra Estrada        | Los Niños Elementary    |

|                          |
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## BOARD OF EDUCATION MISSION STATEMENT

Las Vegas City Schools partners with families and the community to soar in a safe and supportive learning environment where every student will rise as a Cardinal to achieve personal excellence and thrive in an ever-changing world.

**“Rise as a Cardinal – Excellence through character and community.”**

(Adopted: July 16, 2026)

## DISTRICT MISSION STATEMENT

At Las Vegas City Schools, our work is rooted in integrity and equity, fostering a school community of Cardinal excellence where everyone is known, challenged, and supported. Through accountability, collaboration, and resilience, we nurture leadership and realize potential, empowering students to thrive in college, career, and community.

**"Empowering Every Cardinal—Integrity, Equity, and Excellence Together"**

(Living document 2026)

## DISTRICT CULTURE

In an effort to combat instances of bullying, thoughtless cruelty, and cyberbullying among students, the Las Vegas City Schools District is employing a variety of strategies to help mold the future citizens of Las Vegas, New Mexico. Schools across the district will look to Character Counts, Kids at Hope, and PBIS structures to help our school communities teach our students to play, work, and learn safely.

### Character Counts

Character education framework characterized by the teaching of the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship

### “Character Counts”

|                               |                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b><i>TRUSTWORTHINESS</i></b> | Honesty, Respect,<br>Reliability, Courage,<br>Loyalty                                                                 |
| <b><i>RESPECT</i></b>         | Treat others with respect,<br>use good manners, be<br>considerate of others                                           |
| <b><i>RESPONSIBILITY</i></b>  | Accountability, taking pride<br>in everything they do, self-<br>control, self-discipline,<br>accepting responsibility |
| <b><i>FAIRNESS</i></b>        | Good sportsmanship, be<br>open-minded, listen to<br>others                                                            |
| <b><i>CARING</i></b>          | Be kind and considerate of<br>others, be compassionate,<br>express gratitude                                          |
| <b><i>CITIZENSHIP</i></b>     | Obey rules, respect<br>authority, protect your<br>environment                                                         |

## **Kids at Hope**

Kids at Hope's vision is that every child is afforded the belief, guidance, and encouragement that creates a sense of hope and optimism, supported by a course of action needed to experience success at life's four major destinations: Home and Family; Education and Career; Community and Service; and Hobbies and Recreation.

I am a Kid at Hope.

I am talented, smart & capable of success.

I have dreams for the future and I will climb to reach those goals & dreams every day.

All Children Are Capable of Success, No Exceptions!

As an adult and a Treasure Hunter

I am committed to search for all the talents, skills and intelligence that exists in all children and youth.

I believe all children are capable of success,

No Exceptions!

## **PBIS- 3B's**

At Las Vegas City Schools we are tapping into the school wide systems change process known as Positive Behavioral Intervention and Supports. Part of that goal is to implement procedures across the whole district. Our goal is to start in our kindergarten classroom and take it all the way through 12<sup>th</sup> grade. Procedures will be uniform so that students will always know what is expected of them no matter what school or grade they are attending.

The following behavioral expectations are being implemented and used at all school sites:

Be Safe

Be Responsible

Be Respectful

## ANTI-BULLYING, CYBER-BULLYING, INTIMIDATION, and HOSTILE or OFFENSIVE CONDUCT POLICY 344-1

The effective education of our students requires a school environment in which students feel safe and secure. The LVCS Board of Education (“Board”) is committed to maintaining an environment conducive to learning in which students are safe from cyber-bullying, threats, name-calling, intimidation, and unlawful harassment, when such conduct occurs through the use of electronic devices or services provided by the Las Vegas City Schools (“District”) or belonging to the student.

**A. Official Policy** This policy supersedes and rescinds all previous policies, statements, or practices and is the official Cyber-bullying, Intimidation, and Hostile or Offensive Conduct (“Policy”) for the district.

**B. Other District Policies** This Policy incorporates all other relevant District Policies relating to student conduct and acceptable use of the District Electronic Technologies, made available to District students in connection with the student’s academic program or other school-related activities.

**C. Application** This Policy will apply to the use of all Electronic Technologies, whether owned by the district, the student, or a third party and whether on or off District property.

### **D. Definitions**

1. **“Unlawful harassment”** means verbal or physical conduct based on a student’s actual or perceived race, color, national origin, religion, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment of students and hazing are addressed by separate Board policies. See Policy Nos. 337 and 338.
2. **“Bullying”** or **“intimidation”** means intimidating or offensive verbal or physical conduct toward a student, which may also involve electronic media, when such conduct is habitual or recurring, including but not limited to verbal or physical confrontation, threats, stalking, and name-calling.
3. **“Cyber-bullying”** means electronic communication that:
  - a. Targets a specific student;
  - b. Is published with the intention that the communication be seen by or disclosed to the targeted student;
  - c. Is in fact seen by or disclosed to the targeted student; and
  - d. Creates or is certain to create a hostile environment on the school campus that is as severe or pervasive as to substantially interfere with the targeted student’s educational benefits, opportunities, or performance.
4. **“Electronic Technologies”** means computers, laptops, tablets, smart phones, desktop computers, networks, electronic mail, Internet access, and any other form of electronic resources.
5. **“Name-calling”** means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, in appropriate, or offensive by their nature.

6. **“Social Networking Websites”** includes Facebook, Snapchat, TikTok, Twitter, YouTube, Instagram, or similar Internet-based websites, whose functions may include sharing personal information and directly communication with other members or participants or broad electronic distribution of written, graphic, photographic, or video materials or images, in a web-based format.

#### **E. Prohibitions**

1. It is the policy of the Board to prohibit cyber-bullying, threats, name-calling, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason. The Board and Superintendent will not tolerate such victim-based misconduct by students or staff.
2. No person shall be subject for good faith reporting, or participating in the investigation, of a potential violation of this Policy.
3. No employee or student may knowingly give false reports or information under this Policy.

**F. Use of Social Networking** Students are responsible for their own behavior when communicating on Social Networking Websites and will be held accountable for the content of the communications that they initiate or post on Social Networking Website locations.

1. **Inappropriate Communications.** Students are strongly discouraged from including inappropriate communications on any Social Network Website, including but not limited to:
  - a. Confidential, personally identifiable, and sensitive District information about other students, employees, and guests;
  - b. Child pornography or sexual exploitation;
  - c. Harassment in any form;
  - d. Bullying or cyber-bullying as provided in this Policy;
  - e. Defamatory or discriminatory statements and images; and
  - f. Threats of harm, damage, or injury to persons or property.
2. **Interactions with Staff.** Students are strongly discouraged from inviting District staff members to join a student’s Social Network or from accepting a friend request from a teacher or other staff member. Communications between students and staff in any electronic medium should be limited to that which is school-related and consistent with the student code of conduct and the ethical standards required of education professionals.
3. **Prohibited Use of Social Networking** A student may be subject to sanctions provided herein if:
  - a. The student’s use of Social Networking materially or substantially disrupts or interferes with the normal operations of the school;
  - b. The student’s use of Social Networking materially or substantially disrupts or interferes with the rights of other students or teachers; or
  - c. The District Administration has reasonable cause to believe that the expression would cause a material and substantial disruption of school operations.

## **G. Training and Reporting**

1. All employees shall complete training in how to recognize signs that a person is a victim of bullying or cyber-bullying.
2. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any employee or administrator at the school site.
3. Any employee who, as a result of personal observation or a report, has reason to believe that person is a victim of conduct prohibited by this Policy, whether the conduct is by another student or by another employee, shall notify the principal, the Superintendent, or both, of such observation or report in writing as soon as possible.

## **H. Investigation**

1. All reports of physical or verbal misconduct in violation of this Policy shall be promptly investigated by the school principal, the superintendent, or his/her designee.
2. Principals who receive complaints of bullying shall investigate such complaints, and shall report the complaints, the scope elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within ten (10) school days of receipt of such complaints. The Superintendent will respond to such submissions within (5) school days, approving the proposal or directing further or different action.
3. In assessing the existence of a violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

**I. Confidentiality** The identities of those reporting violations of this Policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

## **J. Sanctions**

1. Any employee who is found to have engaged in conduct prohibited by this Policy, or to have failed to discharge a duty imposed by this Policy, shall be subject to sanctions, including, but not limited to, warning, reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.
2. Any student, who is found to have engaged in conduct prohibited by this Policy, shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.
3. Disciplinary action taken pursuant to this Policy must be by the least restrictive means necessary to address a hostile environment on the school campus resulting from the confirmed cyber-bullying and may include counseling, mediation, and appropriate disciplinary action that is consistent with the legal rights of the students involved.

**K. Publication** This Policy shall be published in the Board's policies manual and on the district's website. A summary of this Policy shall be published each year in all student and employee handbooks.

**L. Health Education** The Superintendent or his/her designee shall ensure that District health education programs address bullying and related issues encompassed by this Policy.

**M. Revisions** The board shall make any necessary revisions to its disciplinary policies to ensure compliance with the provisions of this Policy.

See Policies: 230, 231, 233, 234, 290, 292, 336, 337, 338, 341, 346, and 541

References: Rule 6.12.6.7, Rule 6.12.6.6 NMAC, and amended per Section 22-2-21 (2013).

## DISCIPLINARY CODE OF CONDUCT

School rules apply everywhere on school grounds. Anything that a student does to endanger the student or others will not be tolerated. Every student has a right to be safe on the way to/from school, on the bus, on the playground, in class, in the hallways, or in the cafeteria. Any behavior which creates a willful interference with the educational process is considered misbehavior. Misbehavior is any offense which is as serious in nature as to be referred to an administrator or his/her designee for disciplinary action. The misbehavior may occur on school property, school bus, or at any activity, athletic or social. The principal or his/her designee will use his/her discretion in the process of student referrals. Offenses include the following:

### Level I Infractions

Cafeteria misbehavior

Cell phone violation

Defiance-Failure to comply with lawful directive from school personnel or school policies.

General Disruptive Conduct (rudeness, horseplay, excessive disturbance in classroom, hallway or outside)

Off/On Campus Ditching—Student found truant from class or any type of detention off/on campus.

**CONSEQUENCES: See Discipline Matrix**

### Level II Infractions

Chronic Infractions from Level I

Attempt to injure another

Attempted/damaged personal or school property

Attempted an act of hate violence

Aides, supports or encourages the infliction of physical injury to another person

Disrespect or insubordination—Disrespect toward a teacher, substitute, staff member or any other school employee or guest.

Disrupting a school activity (field trip or school sponsored event)

Inappropriate use of Technology-See Technology contract

Instigating a Fight

Misuse or falsifying document or communication (progress report, absence excuse, etc.

Threatened to injure another

Threatening an act of violence

Throwing Objects—Throwing objects such as rocks, snowballs, or any items that may harm another individual.

Vulgar language being used.

**CONSEQUENCES: See Discipline Matrix**

### Level III Infractions

Chronic Infractions from Level II

Attempt or engaged in hate violence

Bullying—Any person who terrorizes or threatens another who's weaker than himself/herself with force or intimidation. To include: extortion—blackmail, obtaining money or other object of value from an unwilling participant.

Fighting/Instigating—To struggle or battle against another in physical combat or instigate a conflict or Fight (hitting, punching, slapping, etc.).

Extortion

Failure to comply with disciplinary consequence

False Alarm—Setting off a fire alarm, calling in a bomb threat including false 911 calls

Hate Crime- Making remarks including hate speech/language based on race, ethnicity or sexual identity

Harassment/Sexual Harassment/Intimidation—Behavior toward another person that is unwanted or

unwelcome. Examples include but are not limited to unwanted touching, sexual comments, name calling, spreading rumors, pressure for sexual activity, obscene gestures, “dirty” pictures/jokes/cartoons, leering or staring at someone in a sexual way, grabbing or pulling on someone’s clothing, etc.

Hazing—To harass by requiring the performance of unnecessary, disagreeable, or degrading tasks. To play abusive and humiliating tricks on an individual by way of initiation.

Physical/Verbal Assault—Any kind of verbal/physical assault on school personnel, student or other persons on school property or at a school activity. This shall include but not limited to the acts of intentionally pushing, shoving, bumping, running into, tripping, grabbing, or any other physical aggression. This includes any kind of verbal assault.

Theft—Taking something without permission from another student, teacher, school building, or school premise and/or knowingly being in possession of stolen property, goods or contraband.

Tobacco/Possession or use of any tobacco products—In possession or using any form of cigarettes, tobacco.

Sold/furnished a material represented as a controlled substance/alcoholic beverage or intoxicant

Threats—Threatening physical harm, harassment or intimidations toward school personnel, student or other persons on school property or at any school activity.

Sexually abused another person - Unwanted touching, etc.

Spitting—Any student who deliberately spits at another student or property.

Vandalism/Graffiti—Damaging or vandalizing property owned by the district, other students, or district employees.

Verbal Abuse/Profanity to a Staff Member—Exhibiting disrespect or engaging in profanity, vulgar language, or obscene gestures in the presence of school personnel, or parents or in regard to school policy and/or rules and regulations.

Verbal Abuse/Profanity to another student—Engaging or encouraging verbal abuse, name-calling, ethnic or racial slurs, or derogatory statements addressed publicly, that may precipitate substantial disruption of the school program or incite violence.

#### **CONSEQUENCES: See Discipline Matrix**

#### **Level IV Infractions**

Aggravated Assault--Intending or performing assault and battery with weapons, or other force likely to result in personal injury, including sexual assault and offenses.

Arson

Weapons/Sharp Objects/ Explosives--Possession of weapons, including firearms, knives, clubs, explosives (firecrackers included), chains, spiked wrist bands, brass knuckles and any other items with their primary use as weapons.

Possession and/or distribution of any controlled substance/drug paraphernalia- Any narcotic, hallucinogenic, amphetamine, marijuana, barbiturate or alcoholic beverage or anything capable of altering behavior/feeling/ or state of mind.

#### **CONSEQUENCES: See Discipline Matrix**

***\*All suspensions and/or expulsion will be at the discretion of administration. \****

Computer Usage Violation - See Internet & Email Permission Contract

Truancy - Refer to Attendance Policy

## DISCIPLINE MATRIX

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

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within LVCS. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels. It is an attempt to be fair, concise and all-inclusive. Adjustments will be made for misbehaviors falling outside these listing or in cases of extreme or unusual actions. School administration reserves the right to exercise their discretionary rights to adjust punishment in any case as conditions require.

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



## **LEVEL I INFRACTIONS-White Referrals**

Minor infractions (Level 1) include, but are not limited to the following:

|    | <b>LEVEL I INFRACTIONS</b>                                                                                                                                                                                                                      | <b>1<sup>st</sup> Offense</b>                                                                                                                                                                                | <b>2<sup>nd</sup> Offense</b>                                                                                                                                                                                   | <b>3<sup>rd</sup> Offense</b>                                                                                                                                                                          |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IA | <ul style="list-style-type: none"> <li>General Disruptive Conduct (not wearing PPE facemask, rudeness, horseplay, throwing objects, excessive disturbance in classroom, hallway or outside)</li> </ul>                                          | <ul style="list-style-type: none"> <li>Detention/ISSD 1 – 3 days</li> <li>Parent(s) or Guardians contacted</li> <li>Loss of 1-3 Recesses</li> </ul>                                                          | <ul style="list-style-type: none"> <li>Detention/ISSD 3 - 5 Days</li> <li>Parent/guardian attend school all day</li> <li>Parent conference</li> <li>Loss of 3-5 recesses</li> </ul>                             | <ul style="list-style-type: none"> <li>Suspension 1-3 Days</li> <li>Parent Conference</li> <li>Forfeit school sponsored activities 3 to 6 weeks</li> </ul>                                             |
| IB | <ul style="list-style-type: none"> <li>Defiance toward school rule and/or staff member</li> </ul>                                                                                                                                               | <ul style="list-style-type: none"> <li>Detention/ISSD 1 – 3 days</li> <li>Parent(s) or Guardians notified</li> <li>Parent Conference</li> <li>Redirection/Guidance by counselor or Administration</li> </ul> | <ul style="list-style-type: none"> <li>Detention/ISSD 3 - 5 Days</li> <li>Parent(s)/Guardians notified</li> <li>Parent Conference</li> <li>Redirection/Guidance by counselor or Administration</li> </ul>       | <ul style="list-style-type: none"> <li>Suspension 1-3 days</li> <li>Parent(s) or Guardians notified</li> <li>Parent Conference</li> <li>Redirection/Guidance by counselor or Administration</li> </ul> |
| IC | <ul style="list-style-type: none"> <li>Vulgar language at other students</li> </ul>                                                                                                                                                             | <ul style="list-style-type: none"> <li>Detention/ISSD 1-3 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                                           | <ul style="list-style-type: none"> <li>Detention/ISSD 3-5 days</li> <li>Parent conference</li> </ul>                                                                                                            | <ul style="list-style-type: none"> <li>Suspended for 1-3 days</li> <li>Parent conference</li> </ul>                                                                                                    |
| ID | <ul style="list-style-type: none"> <li>Cafeteria Misbehavior</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Detention/ISSD 1-3 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                                           | <ul style="list-style-type: none"> <li>Detention /ISSD 3-5 days</li> <li>3-5 days</li> <li>Parent(s)/Guardians Notified</li> <li>Parent Conference</li> </ul>                                                   | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent conference</li> <li>Forfeit school sponsored activities 3 to 6 weeks</li> </ul>                                              |
| IE | <ul style="list-style-type: none"> <li>Ditching school or off campus without permission</li> <li>Leaving class without permission</li> </ul>                                                                                                    | <ul style="list-style-type: none"> <li>Detention/ISSD 1-3 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                                           | <ul style="list-style-type: none"> <li>Detention/ISSD 3-5 days</li> <li>Parent(s)/Guardians notified</li> <li>Parent Conference</li> <li>If needed, Follow LVCS Attendance Procedures</li> </ul>                | <ul style="list-style-type: none"> <li>Suspended 1-3 Days</li> <li>Parent Conference</li> <li>Attendance contract required</li> </ul>                                                                  |
| IF | <ul style="list-style-type: none"> <li>Use of cell phones during school hours (7:30-3:45) is <b>not allowed</b>.</li> </ul> <p>*IPODS, MP3 Players, audio equipment, smart watches, and other electronic devices are also in this category.</p> | <ul style="list-style-type: none"> <li>Teacher confiscates electronics</li> <li>Incident document by teacher</li> <li>Administrator returns phone at the end of the day</li> </ul>                           | <ul style="list-style-type: none"> <li>Teacher confiscates electronics</li> <li>Teacher sends phone to the office</li> <li>The administrator returns the phone at the <b>end of the school year</b>.</li> </ul> | <ul style="list-style-type: none"> <li>Suspended 1-3 Days</li> <li>Parent Conference</li> </ul>                                                                                                        |
| IG | <ul style="list-style-type: none"> <li>Dress Code Violation</li> </ul>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Verbal warning by school staff-review dress code</li> <li>Call home for change of clothes</li> </ul>                                                                  | <ul style="list-style-type: none"> <li>Lunch Detention 1-3 days</li> <li>Parent(s)/Guardians notified</li> </ul>                                                                                                | <ul style="list-style-type: none"> <li>Lunch Detention 3-5 days</li> <li>Forfeit school sponsored activities –to be determined by administrator</li> </ul>                                             |

- Las Vegas City Schools' students on buses or school transportation are subject to the general Discipline Matrix

### **LEVEL II INFRACTIONS-Yellow Referrals**

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

|    | <b>LEVEL II INFRACTIONS</b>                                                                                                                       | <b>1<sup>st</sup> Offense</b>                                                                                                                                                      | <b>2<sup>nd</sup> Offense</b>                                                                                                                                        | <b>3<sup>rd</sup> Offense</b>                                                                                                                                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2A | <ul style="list-style-type: none"> <li>Aids, supports, or encourages the infliction of physical injury to another person</li> </ul>               | <ul style="list-style-type: none"> <li>Detention 1-5 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent conference</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> </ul>                                                                                            |
| 2B | <ul style="list-style-type: none"> <li>Threatened to injure another person</li> </ul>                                                             | <ul style="list-style-type: none"> <li>Detention 1-5 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                        | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> </ul>                                                                                            |
| 2C | <ul style="list-style-type: none"> <li>Instigating a fight</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>Detention 1-5 Days</li> <li>Parent(s) or Guardians notified</li> <li>School/Community Service</li> </ul>                                    | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent(s) or Guardians Notified</li> <li>Parent Conference</li> </ul>                             | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> <li>Forfeit school sponsored activities 3 to 6 weeks</li> </ul>                                  |
| 2D | <ul style="list-style-type: none"> <li>Disrespecting/ insubordination towards administration or staff</li> </ul>                                  | <ul style="list-style-type: none"> <li>Detention 1-5 Days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent Conference</li> <li>Redirection/Guidance by counselor or Administration</li> </ul>         | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> </ul>                                                                                            |
| 2E | <ul style="list-style-type: none"> <li>Verbal Abuse of/or toward staff members (profanity). Includes all adult staff members.</li> </ul>          | <ul style="list-style-type: none"> <li>Detention 1-5 Days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent Conference</li> <li>Redirection/Guidance by counselor or Administration</li> </ul>         | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> </ul>                                                                                            |
| 2F | <ul style="list-style-type: none"> <li>Disrupting a school activity (field trip or school sponsored event)</li> </ul>                             | <ul style="list-style-type: none"> <li>Detention 1-5 days</li> <li>Parent(s) or Guardians notified</li> <li>Removal from future events (at discretion of the principal)</li> </ul> | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent conference</li> <li>Removal from future events (at discretion of the principal)</li> </ul> | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> <li>Removal from event &amp; suspension from events for the remainder of school year.</li> </ul> |
| 2G | <ul style="list-style-type: none"> <li>Inappropriate use of technology (viewing or distributing inappropriate material)</li> </ul>                | <ul style="list-style-type: none"> <li>Detention 1-5 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Documentation</li> <li>Parent Conference</li> </ul>                                               | <ul style="list-style-type: none"> <li>Suspended for 3-5 days</li> <li>Parent conference</li> </ul>                                                                                            |
| 2H | <ul style="list-style-type: none"> <li>Inappropriate use of/ or damage to Chromebook or school electronic property</li> </ul>                     | <ul style="list-style-type: none"> <li>Student will check-in/check-out Chromebook from their facilitator daily for up to three (3) weeks</li> </ul>                                | <ul style="list-style-type: none"> <li>Three (3) weeks of Chromebook suspension (student still responsible for required work)</li> </ul>                             | <ul style="list-style-type: none"> <li>Loss of Chromebook privileges for a length of time determined by the administration and facilitator.</li> </ul>                                         |
| 2I | <ul style="list-style-type: none"> <li>Misusing or falsifying any official document or communication (progress report, absence excuse,</li> </ul> | <ul style="list-style-type: none"> <li>Detention 1-5 days</li> <li>Parent(s) or Guardians notified</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended 1-3 days</li> <li>Parent conference</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Suspended for 1-3 days</li> <li>Parent conference</li> <li>Forfeit school activities 3 to 6 weeks</li> </ul>                                            |

|  |       |  |  |  |
|--|-------|--|--|--|
|  | etc.) |  |  |  |
|--|-------|--|--|--|

- All Level II Infractions (2nd or 3rd offense) may be subject to In-School Suspension or Home Suspension.
- Las Vegas City Schools students on buses or school transportation are subject to the general Discipline Matrix

### ***LEVEL III INFRACTIONS-Orange Referrals***

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

|           | <b>LEVEL III INFRACTIONS</b>                                                                                                                               | <b>1<sup>st</sup> Offense</b>                                                                                                                                                     | <b>2<sup>nd</sup> Offense</b>                                                                                                                                                                                                 | <b>3<sup>rd</sup> Offense</b>                                                                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3A</b> | <ul style="list-style-type: none"> <li>• Attempted to injure another</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• Detention 1-3 days</li> <li>• Parent(s) or Guardians notified</li> <li>• Redirection/Guidance by counselor or Administration</li> </ul>  | <ul style="list-style-type: none"> <li>• Suspended 1-3 days</li> <li>• Parent(s) or Guardians notified</li> <li>• Parent Conference</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>• Suspended for 3-5 days</li> <li>• Parent conference</li> <li>• Behavior contract required</li> </ul>                                                          |
| <b>3B</b> | <ul style="list-style-type: none"> <li>• Fighting (involved in a fight)</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• 1-3 days Suspension</li> <li>• Parent conference</li> <li>• Referral to proper agency.</li> </ul>                                        | <ul style="list-style-type: none"> <li>• 3-4 days suspension</li> <li>• Parent conference</li> <li>• Referral to proper agency.</li> <li>• Forfeit school sponsored activities 3 to 6 weeks</li> </ul>                        | <ul style="list-style-type: none"> <li>• 5 days Suspension</li> <li>• Parent conference</li> <li>• Referral to proper agency.</li> <li>• Forfeit school sponsored activities 6 to 9 weeks</li> </ul>   |
| <b>3C</b> | <ul style="list-style-type: none"> <li>• Attempted or engaged in an act of hate violence</li> </ul>                                                        | <ul style="list-style-type: none"> <li>• 1-3 days Suspension</li> <li>• Parent(s) or Guardians notified</li> <li>• Redirection/Guidance by counselor or Administration</li> </ul> | <ul style="list-style-type: none"> <li>• 3-4 days Suspension</li> <li>• Parent(s) or Guardians notified</li> <li>• Behavior contract required</li> <li>• Parent conference</li> <li>• Report to proper authorities</li> </ul> | <ul style="list-style-type: none"> <li>• 5 Days Suspension</li> <li>• Parent conference</li> <li>• Forfeit school sponsored activities 3 to 6 weeks</li> <li>• Report to proper authorities</li> </ul> |
| <b>3D</b> | <ul style="list-style-type: none"> <li>• Harassed, threatened or intimidated a student for the purpose of preventing them from being a witness.</li> </ul> | <ul style="list-style-type: none"> <li>• 1-3 days Suspension</li> <li>• Parent conference</li> <li>• Referral for counseling</li> <li>• Report incident to LVPD</li> </ul>        | <ul style="list-style-type: none"> <li>• 3-4 days suspension</li> <li>• Parent conference</li> <li>• Continued participation in counseling</li> <li>• Report incident to LVPD</li> </ul>                                      | <ul style="list-style-type: none"> <li>• 5 days Suspension</li> <li>• Parent conference</li> <li>• Referral to proper agency.</li> <li>• Report incident to LVPD</li> </ul>                            |
| <b>3E</b> | <ul style="list-style-type: none"> <li>• Hate Crime – Including hate speech/ language based on race, ethnicity, or sexual identity</li> </ul>              | <ul style="list-style-type: none"> <li>• 1-3 days Suspension</li> <li>• Parent conference</li> <li>• Referral for counseling</li> </ul>                                           | <ul style="list-style-type: none"> <li>• 3-4 days suspension</li> <li>• Parent conference</li> <li>• Continued participation in counseling</li> <li>• Referral to proper agency.</li> </ul>                                   | <ul style="list-style-type: none"> <li>• 5 days Suspension</li> <li>• Parent conference</li> <li>• Continued participation in counseling</li> <li>• Referral to proper agency.</li> </ul>              |
| <b>3F</b> | <ul style="list-style-type: none"> <li>• Harassment and/or Sexual Harassment (Verbal or physical harassment toward another student)</li> </ul>             | <ul style="list-style-type: none"> <li>• 1-3 days Suspension</li> <li>• Parent conference</li> <li>• Referral for counseling</li> <li>• Referral to proper agency.</li> </ul>     | <ul style="list-style-type: none"> <li>• 3-4 days suspension</li> <li>• Parent conference</li> <li>• Continued participation in counseling</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• 5 days Suspension</li> <li>• Parent conference</li> <li>• Referral to proper agency.</li> </ul>                                                               |

|    |                                                                                                                                      |                                                                                                                                                                                           |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                   |
|----|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                      |                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Referral to proper agency.</li> </ul>                                                                                                                                                        |                                                                                                                                                                                                                                                   |
| 3G | <ul style="list-style-type: none"> <li>Spitting</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Referral for counseling</li> </ul>                                                         | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Continued participation in counseling</li> </ul>                                                                                     | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Referral to proper agency.</li> </ul>                                                                                                                |
| 3H | <ul style="list-style-type: none"> <li>Bullying/Hazing</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Referral for counseling</li> </ul>                                                         | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Continued participation in counseling</li> </ul>                                                                                     | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Referral to proper agency.</li> </ul>                                                                                                                |
| 3I | <ul style="list-style-type: none"> <li>Attempted / damaged personal or school property</li> </ul>                                    | <ul style="list-style-type: none"> <li>Detention 1-3 days</li> <li>Parent(s) or Guardians notified</li> <li>Restitution</li> <li>Report to proper authorities</li> </ul>                  | <ul style="list-style-type: none"> <li>Detention 3-5 days</li> <li>Parent(s) or Guardians notified</li> <li>Restitution</li> <li>Report to proper authorities</li> </ul>                                                            | <ul style="list-style-type: none"> <li>Suspended for 1-3 days</li> <li>Parent(s) or Guardians notified</li> <li>Restitution</li> <li>Report to proper authorities</li> </ul>                                                                      |
| 3J | <ul style="list-style-type: none"> <li>Extortion– to obtain anything of value by violence, threat or abuse</li> </ul>                | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                    | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                                                                              |
| 3K | <ul style="list-style-type: none"> <li>False Alarm (Bomb threats, False 911 calls / pulling alarms falsely)</li> </ul>               | <ul style="list-style-type: none"> <li>1-3 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> </ul>                                                         | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> </ul>                                                                                                                   |
| 3L | <ul style="list-style-type: none"> <li>Possess or brandish a look-a-like gun</li> </ul>                                              | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Extend suspension pending an expulsion hearing</li> </ul> | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Forfeit activities for 3-6 weeks</li> <li>Extend suspension pending an expulsion hearing</li> </ul> | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Forfeit school sponsored activities to 4-9 weeks</li> <li>Extend suspension pending an expulsion hearing</li> </ul> |
| 3M | <ul style="list-style-type: none"> <li>Possession or use of tobacco products at school or school sponsored activities</li> </ul>     | <ul style="list-style-type: none"> <li>1-3 days Detention</li> <li>Parent conference</li> <li>Referral for counseling</li> </ul>                                                          | <ul style="list-style-type: none"> <li>3-4 days Detention</li> <li>Parent conference</li> <li>Continued participation in counseling</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Forfeit school sponsored activities 3 to 6 weeks</li> </ul>                                                                                        |
| 3N | <ul style="list-style-type: none"> <li>Possession or use of Vape or E-cigarettes at school or school sponsored activities</li> </ul> | <ul style="list-style-type: none"> <li>1-3 days Detention</li> <li>Parent conference</li> <li>Referral for counseling</li> </ul>                                                          | <ul style="list-style-type: none"> <li>3-4 days Detention</li> <li>Parent conference</li> <li>Continued participation in counseling</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Forfeit school sponsored activities 3 to 6 weeks</li> </ul>                                                                                        |
| 3O | <ul style="list-style-type: none"> <li>Sexually abused another person</li> </ul>                                                     | <ul style="list-style-type: none"> <li>5 days suspension</li> <li>Parent Conference</li> <li>Report incident to LVPD</li> <li>Extend suspension pending expulsion hearing</li> </ul>      | <ul style="list-style-type: none"> <li><b><i>Progresses to Level IV Consequences</i></b></li> <li><b><i>Long term suspension or expulsion</i></b></li> </ul>                                                                        |                                                                                                                                                                                                                                                   |

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3P | <ul style="list-style-type: none"> <li>Sold/furnished a material represented as a controlled substance /alcoholic beverage or intoxicant</li> </ul>                                                                                                                                                                       | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Referral for counseling</li> <li>Report incident to LVPD</li> </ul>                                | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Continued participation in counseling</li> <li>Report incident to LVPD</li> </ul>                                | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Referral to proper agency.</li> <li>Report incident to LVPD</li> </ul>               |
| 3Q | <ul style="list-style-type: none"> <li>Threats /Intimidation<br/>Threatening physical harm, harassment, sexual harassment or intimidations toward school personnel, student or other persons on school property or at any school activity.</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Referral for counseling</li> <li>Police Report Filed</li> <li>Referral to proper agency</li> </ul> | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Continued participation in counseling</li> <li>Police Report Filed</li> <li>Referral to proper agency</li> </ul> | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Continued participation in counseling</li> <li>Referral to proper agency.</li> </ul> |
| 3R | <ul style="list-style-type: none"> <li>Theft (Private or School Property)</li> </ul>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                            | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                                          | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                              |
| 3S | <ul style="list-style-type: none"> <li>Vandalism / Graffiti (involved in altering, defacing or destroying school or private property, including technology)</li> </ul>                                                                                                                                                    | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                            | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                                          | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                              |
| 3T | <ul style="list-style-type: none"> <li>Weapons/Sharp Objects/ Explosives</li> <li>Possession of weapons, including firearms, knives, clubs, explosives (firecrackers included), chains, spiked wrist bands, brass knuckles and any other items with their primary use as weapons without intent to harm others</li> </ul> | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                            | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                                          | <ul style="list-style-type: none"> <li>5 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                              |
| 3U | <ul style="list-style-type: none"> <li>Use and/or distribution of any controlled substance/drug paraphernalia- Any narcotic, hallucinogenic, amphetamine, marijuana, barbiturate or alcoholic beverage or anything capable of altering behavior/feeling/ or state of mind.</li> </ul>                                     | <ul style="list-style-type: none"> <li>1-3 days Suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                            | <ul style="list-style-type: none"> <li>3-4 days suspension</li> <li>Parent conference</li> <li>Report incident to LVPD</li> <li>Restitution</li> </ul>                                                          | <ul style="list-style-type: none"> <li><b>Progresses to Level IV Consequences</b><br/><b>Long term suspension or expulsion</b></li> </ul>                                         |

- All Level III Infractions (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> offense) may be subject to In-School Suspension or Home Suspension.
- Las Vegas City Schools students on buses or school transportation are subject to the general Discipline Matrix

## LEVEL IV INFRACTIONS

### Level IV Mandatory Hearing for Long Term Suspension or Expulsion

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

| LEVEL IV INFRACTIONS                                                                                                                                                                                                                                                                                                  | CONSEQUENCE                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Chronic Infractions from Level III</li> </ul>                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.</li> </ul> |
| <ul style="list-style-type: none"> <li>Aggravated Assault<br/>Intending or performing assault and battery with weapons, or other force likely to result in personal injury, including sexual assault and offenses.</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.</li> </ul> |
| <ul style="list-style-type: none"> <li>Weapons/Sharp Objects/<br/>Explosives<br/>Possession of weapons, including firearms, knives, clubs, explosives (firecrackers included), chains, spiked wrist bands, brass knuckles and any other items with their primary use as weapons with intent to harm others</li> </ul> | <ul style="list-style-type: none"> <li>Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.</li> </ul> |
| <ul style="list-style-type: none"> <li>Possession and/or distribution of any controlled substance/drug paraphernalia- Any narcotic, hallucinogenic, amphetamine, marijuana, barbiturate or alcoholic beverage or anything capable of altering behavior/feeling/ or state of mind.</li> </ul>                          | <ul style="list-style-type: none"> <li>Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.</li> </ul> |
| <ul style="list-style-type: none"> <li>Possession or use of pepper spray and/or other inflammatory agents</li> </ul>                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.</li> </ul> |
| <ul style="list-style-type: none"> <li>Arson (Deliberately started a fire)</li> </ul>                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Long term suspension that is for any period longer than ten days and may be for the remainder of the school year. Expulsion included.</li> </ul> |

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## ATTENDANCE

### OVERVIEW

Attendance is a critical factor in school success for students. Studies have shown that consistent school attendance, academic success, and school completion have a positive correlation. The educational process requires continuity of instruction and students need to experience classroom discussions, debate, and independent study in order to increase achievement. The purpose of the Las Vegas City Schools' District Attendance policy is to ensure the maintenance of an adequate record of verifying the attendance of all students during days of instruction and to establish a mechanism by which the patterns of pupil absences can be examined to develop effective intervention strategies. This procedure will permit each school to know the whereabouts of every student for safety and school management reasons and will help students succeed at meeting New Mexico Public Education Department's learning standards.

School attendance is both a right and responsibility in New Mexico. Children must attend school between the ages of 5 and 18 according to the requirements of the Compulsory School Attendance Law (SS 22-12-2, NMSA 1978). Parents are required to have their children attend school on a regular basis. To implement a successful attendance policy, we need the cooperation of the educational community members which includes parents, students, teachers, administrators, and support staff. Through the implementation of this policy the district expects to reduce the current level of unexcused absences, tardies, and early pickups.

Refer to official policy and regulation documents for specific information at <http://www.cybercardinal.com> or email Martha Pena at [marthapena@cybercardinal.com](mailto:marthapena@cybercardinal.com) Elementary Truancy at (505) 454-5720 and Secondary Truancy at (505) 454-5770.

### General Procedures

- Each absence, tardy, and early pickup will be documented as excused or unexcused along with a code noting specific reason for absence.
- **Excused absences are defined as:** an absence due to school sponsored activities, personal illness, doctor's appointment, illness or death in the family, family emergency, religious observance, quarantine, required court appearances, approved college visits, approved cooperative work programs, or military obligations.

- All other absences, lateness, or early dismissals will be considered unexcused.
- It is the parent's responsibility to notify the school within 24 hours of the absence AND to provide a written excuse upon the student's return to school. The written excuse should include the student's name, date of absence, reason for absence, parent's signature, and parent's contact number.
- All absences will be documented as unexcused until a written excuse is received.
- A parent/guardian must contact the school nurse and counselor prior to the student returning to school to set up a re-entry interview if a student is absent ten (10) or more consecutive days or is hospitalized for any period of time.
- If a student becomes sick and is sent home from school, the school reserves the right to request that the child remain at home for at least 24-hours or that the child be seen by a physician. Upon return the student is to provide the school with written documentation regarding their absence(s).
- Parents/guardians are not allowed to pick up students after 2:30, due to bus line up.

## Response to Intervention

### 1. Tier I - Classroom Interventions

1<sup>st</sup> Unexcused - Automated system will notify parent/guardian when student is absent.

2<sup>nd</sup> Unexcused - Classroom teacher will notify parent/guardian via telephone in grades K-12, (discussing individually with students in grades 6-12), and document conference.

3<sup>rd</sup> Unexcused - Classroom teacher will initiate referral to Principal (K-5) or Guidance Counselor (6-12) who will follow up with student contact and parent/guardian notification via telephone. The Administrator (K-5) or Guidance counselor (6-12) will send out a 3-Day Absentee Notification.

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

*The letter will include the student's name, date of birth, dates of absences and school.*

*Schools with available staff may conduct a home visit at this time and monitor the case for thirty (30) days.*

*The school sending out the letter will speak to the parent(s)/guardian(s) and advise them of the truancy and available resources.*

### 2. Tier II - School Interventions

5<sup>th</sup> Unexcused - Classroom teacher will initiate referral to Truancy and ReEngagement Team, who will schedule a conference with student and parent/guardian to discuss existing or potential truancy issues. Students will be placed on a 5-Day School Attendance Agreement with appropriate interventions. The school will send out a 5-Day Absentee Notification. As necessary and appropriate, the principal may refer the student for evaluation with the District's Truancy ReEngagement Team.

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

*The parent/guardian and student will be required to attend a meeting at the school to discuss the truancy. A principal or counselor will participate in the meeting.*

*The school meets with parent/guardian and student to develop a contract that describes the actions the school, students and parent/guardian will take to improve attendance.*

*Elementary age truants will be referred to CYFD, Central Intake, (1-800-797-3260)*

*Secondary age truants will be referred to the Juvenile Probation Office*

**7<sup>th</sup> Unexcused** - The District's Truancy and ReEngagement Team will send out a 7-Day Absentee Notification letter to parent/guardian. The Team will evaluate the administrative action taken on previous interventions.

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

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

### **3. Tier III - District Interventions Via Truancy Re-Engagement Team Continued breach of Truancy agreement**

#### **10-Unexcused-**

1. Set up appointment with parent/guardian to initiate a legal notarized contract (parent/guardian will need to provide ID)
2. Initiate notarized contract with parent and student to review data and nature of problem
3. Provide parent with copy of contract
4. Initiate daily admit process and give instruction

5. A. Counsel parent and student as to future consequences of the breach of contract, including the involvement of J.P.O. and C.Y.F.D.  
B. Notify parent and student that if the student amasses ten or more absences in one class period they could face failing as per district policy.
6. Notify the teacher(s) of contract details. If further infractions occur the Truancy and ReEngagement Team should be notified immediately via appropriate form for further action.

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

*Each school will identify and designate school staff that will be responsible to prepare a referral packet and submit it to the Juvenile Probation/Parole Office. The referral packet will document actions used in the 1<sup>st</sup> and 2<sup>nd</sup> level of interventions. Packets not containing the listed information will be returned to the referring school.*

*All habitual truant cases will be staffed within 30 calendar days by a multi-disciplinary team, (JPPO, CPS and a school representative), to determine the best course of action for the case.*

*The Truancy and ReEngagement Team will advise school principal of actions taken.*

*The Truancy and ReEngagement Team will identify a responsible entity to monitor progress of the case.*

*The Truancy and ReEngagement Team will recommend various action steps to include referral to the District Attorney for filing a criminal complaint.*

### **Incentives and Consequences for Attendance Patterns**

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

Field trip arranged for students who meet the attendance standards.

Participation in extra-curricular activities for students meeting attendance standards.

Recognition award for 100% attendance each term.

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

Loss of right to participate in extra-curricular activities.

Loss of right to attend school-related trips.

Attendance at meeting with parent/guardian, administration, and counselors discussing the impact of excessive absences.

Repetition of grade level due to excessive absences.

The Board prohibits the use of wireless communication devices by students during instructional hours and class time.

As used in this policy, "wireless communication device" means a portable electronic device capable of transmitting voice, text or data, including but not limited to a: 1) cellular phone, smartphone or smartwatch; 2) tablet computer; 3) laptop computer; or 4) gaming device.

Notwithstanding the foregoing, a school principal may grant approval for possession and use of a wireless communication device by a student during class time or instructional hours for the following reasons:

- Health, safety, or emergency reasons.
- An individualized education program (IEP) or Section 504 Service Agreement.
- Classroom or instructional-related activities, under the supervision of the classroom teacher.
- Other reasons determined appropriate by the building principal.

School principals may also make rules, with the approval of the Superintendent, to restrict student use of wireless communication devices during non-instructional hours within school buildings and programs, on school property, in school vehicles, and/or while students are attending school-sponsored activities. Other than as set forth herein, nothing in this policy prohibits the complete prohibition of student use or possession of wireless communication devices during the school day and/or at times during which the District has supervisory authority over students, or a school requirement that wireless communication devices be stored in a designated storage area inaccessible to students. Rules related to student use of electronic wireless communication devices during non-instructional hours may differ between the schools, locations within schools, times of day, grade level, programs, and activities, and individual students may have device privileges further limited as a consequence for violation of school rules. School principals shall notify students, staff and parents/guardians of applicable rules for the use of wireless communication devices within their buildings and programs.

Neither this policy nor any school rule shall prohibit students from using wireless communication devices for:

- text-to-speech, speech-to-text or other assistive technologies that aid in disability accessibility communication, navigation or learning; or
- use of the device for a medical necessity, an accommodation for a student with a disability, or as provided in a student's individualized education program or 504 plan.

Violations of this policy or any school rule related to wireless communication devices shall result in disciplinary action and may result in confiscation of the wireless communication device. In such an event, school officials may determine whether to withhold and not return the confiscated device until a conference has been held with the student's parent/guardian. School officials who confiscate a wireless communication device for violation of this policy or school rules shall not search the contents of the device without reasonable suspicion that a search will reveal evidence of a violation of school rules or the law, and then only in compliance with the student's constitutional or other rights and as provided by policy.

## DRESS CODE

|                            | ALLOWED                                                                                                                                                                                              | NOT ALLOWED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirts/Blouses/Sweatshirts | <ul style="list-style-type: none"> <li>-Any color</li> <li>-Any pattern</li> <li>-Collared shirts</li> <li>-T-shirts</li> <li>-Appropriate logos/text/pictures</li> </ul>                            | <ul style="list-style-type: none"> <li>-see through material</li> <li>-altered shirts (cut by hand)</li> <li>-spaghetti straps</li> <li>-halter tops, translucent blouses</li> <li>-midriff shirts/blouses</li> <li>-muscle shirts</li> <li>-must fit appropriately (not skin tight or too baggy)</li> <li>-no skin or underwear should be showing between the bottom of the shirt/blouse and the top of the pants/skirts when arms are stretched upwards</li> <li>-any attire that has inappropriate logos or wording</li> <li>-gang affiliated pictures or words</li> <li>-any apparel which advertises, displays, or promotes any drug (including tobacco, vape, E-cig, and alcohol), sexual innuendo, violence, weaponry, profanity, hatred or bigotry toward any group.</li> </ul>  |
| Pants/Shorts               | <ul style="list-style-type: none"> <li>-any color</li> <li>-cotton pants including denim</li> <li>-Stretch type pants</li> <li>-sweat pants</li> <li>-capri pants</li> <li>-skirts/skorts</li> </ul> | <ul style="list-style-type: none"> <li>-sagging</li> <li>-pants with rips or mesh that reveal the thigh, butt, or crotch area</li> <li>-shorts/skirts/skorts shorter than 2" above the knee</li> <li>-spandex</li> <li>-any apparel which advertises, displays, or promotes any drug (including tobacco, vape, E-cig, and alcohol), sexual innuendo, violence, weaponry, profanity, hatred or bigotry toward any group.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Other Attire               | <ul style="list-style-type: none"> <li>-Any color</li> <li>-hoodies (hoods must be off in buildings)</li> <li>-zip up hoodies (hoods must be off in buildings)</li> </ul>                            | <ul style="list-style-type: none"> <li>-any apparel which advertises, displays, or promotes any drug (including tobacco, vape, E-cig, and alcohol), sexual innuendo, violence, weaponry, profanity, hatred or bigotry toward any group</li> <li>-pajamas, blankets, toys not allowed. They may only be worn for special "spirit" days declared at the individual school or school district level.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Footwear                   | <ul style="list-style-type: none"> <li>-tennis shoes</li> <li>-boots</li> <li>-sandals must have a back strap</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>-flip flops</li> <li>-mandals</li> <li>-slippers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Miscellaneous              | Hats-outside only                                                                                                                                                                                    | -any items or accessories which advertise, display,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|  |                         |                                                                                                                                                        |
|--|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Sunglasses-outside only | or promote any drug (including tobacco, vape, E-cig, and alcohol), sexual innuendo, violence, weaponry, profanity, hatred or bigotry toward any group. |
|  |                         |                                                                                                                                                        |

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION AND INTERNET SAFETY POLICY (ABRIDGED)

### Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, flash drives, memory cards or other electronic data devices. The use of the services shall be in support of education, research, and the management and goals of the District.

To assure that the EIS is used in an appropriate manner and for the purposes intended, the District will require anyone who uses the EIS to take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

### Acceptable and Unacceptable Uses

1. **Educational Purposes:** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of EIS:** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the

Internet; upload a worm, virus, “Trojan horse,” “time bomb,” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

- C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

### **Privacy**

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Failure to Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**PLEASE SEE THE DISTRICT POLICY AND PROCEDURE MANUAL FOR THE COMPLETE POLICY**

## **TRANSPORTATION**

### **INTRODUCTION**

It is required that both parent/guardian and students become familiar with the contents of this Transportation Student/Parent Handbook. Discussions of the contents are to be encouraged

especially with younger children, to ensure their understanding of the importance and need for proper bus riding behavior.

**Student transportation is a privilege, not a right, extended to eligible students. Students who do not abide by the State Statutes and/or District Policy governing Student Transportation may have their transportation privileges revoked.**

### **ELIGIBLE/INELIGIBLE STUDENTS**

A Las Vegas City Schools student will be eligible for transportation to his/her assigned school under the following criteria:

Grades K-6 (Elementary-Intermediate): a student whose registered address is one mile or more one-way from his/her assigned attendance center.

Grades 7-8 (Middle): a student whose registered address is one and one half miles or more one-way from his/her assigned attendance center.

Grade 9-12 (High): a student whose registered address is two miles or more one-way from his/her assigned attendance center.

Eligible students are **required** to have an “emergency card” on file with the transportation office. Students with “Special Needs” who require modified transportation as a related service as specified in the student Individualized Education Program (IEP). Before service can be scheduled, the following information is required:

A copy of the relevant IEP section on transportation as a related service (along with specific modifications requested).

A current copy of the “Confidential IEP Transportation Request Form”. Students that do not meet the aforementioned criteria may be eligible to be transported if they meet the Public Education Department’s “Hazardous Walkway Regulation”.

Students that reside outside Las Vegas City Schools District, but choose to attend Las Vegas City Schools must provide their own transportation unless both school districts have a Transportation Boundary Agreement (regulation 6.42.2) in place.

A student attending daycare/babysitting facilities may be transported if:

1. The student’s registered address meets the distance requirement for transportation to his/her school.
2. The facility meets the required distance from the school.
3. There is space available on the school bus serving that route.
4. Added equipment, cost, and or mileage are not incurred.
5. There is no change in the bus route.
6. Change in pick-up drop-off form is in place prior to transporting of student

Parents, children not enrolled in Las Vegas City Schools, or others not directly associated with Las Vegas City Schools are not permitted to ride a school bus on regular to and from routes unless they have prior written permission from the Superintendent or Transportation Director or their designee.

### **AUDIO VIDEO USAGE**

For the protection of students all “to and from” buses have audio and video recorders. This will serve as notice to all students and parents/guardians and employees that the Las Vegas City School

District will record video and audio of students, parents, employees and all others in the buses. Due to privacy issues, only authorized school personnel will be permitted to view the videos.

### **STUDENT RESPONSIBILITIES**

Student Responsibilities for transportation services include the following:

1. Students shall not board or exit the bus at a location other than their regular assigned bus stop without the advanced written permission of the student's principal, Transportation Director or their designee.
2. Students who are required to walk a distance to meet the bus should walk on the side of the road to the left facing traffic, except on divided or multi-lane roadways.
3. Students must be at their regular bus stop **five minutes prior to scheduled stop time**. The bus driver will not wait for student who are not at the bus stop or making an effort to reach the bus stop. Students receiving modified services shall be ready five minutes prior to the assigned pick-up time.
4. Students will exhibit safe and appropriate behavior when waiting for and boarding the bus.
5. Students **MUST** follow the driver's instructions promptly.
6. Students shall not get on or off the bus when it is in motion. Students must remain seated and keep aisles and exits clear.
7. Students shall occupy the seats assigned them by the driver. If the bus is equipped with seatbelts, students must wear them. Students that are determined by the IEP committee to require a seatbelt or car seat must be in the seatbelt or car seat properly attached by the seatbelt to the seat. All car seats belonging to students will be removed from the bus at the end of each route.
8. Students are not to engage in unnecessary conversation with the driver while the bus is in motion.
9. Students are not permitted in the driver's compartment when the bus is in motion. Students shall not tamper with any equipment on the bus.
10. Students shall exhibit respect, act responsibly, be trustworthy, practice fairness, have a caring attitude and display good citizenship while on the school bus.
11. Students shall not use profane language or make obscene gestures while on the bus.
12. Students shall not eat any food or drink any beverage while on the bus.
13. Students will not leave any trash in the bus and shall cooperate with the bus driver in keeping the bus clean.
14. Rough or boisterous conduct will not be permitted on the bus. Students shall be absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the railroad tracks.
15. Students shall not extend any part of their body or any objects through the bus windows.
16. Firearms, knives, explosives, breakable glass, or other dangerous objects are not permitted on the bus.
17. Animals, except those animals authorized by an IEP or a 504 Accommodation plan are not permitted on the bus.
18. No item that will block the aisle or is unsecured will be transported on the bus.
19. Students shall not open or close the bus windows without permission of the driver.

20. Students shall not throw any items inside the bus or from the inside to the outside of the bus.
21. The use, possession or distribution of tobacco, drugs, alcohol or any other controlled substance shall not be permitted on the bus.
22. Students will not attempt to ride on the outside of the bus or attach any item to the bus.
23. Students and parents/guardians will be held responsible for malicious destruction to a bus.
24. Students will report any damage to the bus immediately to the driver and the driver will in turn report it to the proper school officials.

#### **PARENT OR GUARDIAN RESPONSIBILITIES**

For safe riding on a school bus by their child, parent/guardian responsibilities include the following:

1. Teaching their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in the Parent/Student Transportation Handbook; instructing their children **to be at the assigned stop five minutes before the scheduled arrival time of the bus and to leave the bus only at their assigned stop.**
2. Requesting a change in student drop-off location in writing at least two (2) school days prior to the change. **Only in the event of an emergency can a change be made on the same day.** If a student is to board a different bus other than his/her own, it is not the responsibility of the bus driver or transportation office to make sure the child gets on the right bus.
3. Parents/Guardians of students observed in acts of vandalism of private property while on the bus or at the bus stop may be held responsible and restitution may be pursued by the School District.
4. If a student is at a morning bus stop but is ineligible for transportation, the student will be given a ride to school and the driver will notify the Transportation Director.
5. Parents/Guardians cannot be transported on any to and from route buses.
6. Physician prescribed medication that is to be transported to school for use during the school day will be labeled appropriately and transported in a backpack or parcel and kept in the student's possession during the route. Neither the bus driver nor the attendant will administer medication during the route. Only healthcare providers accompanying students (as specified in an IEP) will be authorized to administer physician prescribed medication while on a school bus.

#### **PARENTS/GUARDIANS OF STUDENTS WHO HAVE BEEN APPROVED FOR MODIFIED TRANSPORTATION SERVICES WILL:**

1. Cooperate in the completion of the Las Vegas City Schools bus registration form by providing alternate telephone numbers and addresses of responsible persons to be contacted in case of emergency such as illness, injury, or abbreviated school day due to inclement weather or other unusual circumstances.
2. Have the student ready to board the bus **five (5) minutes before the assigned pick-up time.**
3. In the event the student does not plan to attend school on a specified day, the parent/guardian will first notify the bus driver and if unable to notify the driver, notify the Transportation Department (one school day in advance if possible).
4. If a student does not ride the bus for more than three consecutive days, bus service will cease. Parents/Guardians will have to contact the Transportation Department for resumption of bus services.
5. Meet the bus and acknowledge the driver when he/she arrives at the student's pick-up/drop-off location.
6. For students not toilet trained, ensure the students board the bus with clean diapers and that colostomy bags are not filled to capacity before boarding the bus.
7. Transport the students when exceptional situations arise which call for a deviation from established bus services, (student needs to be dropped off at a different address outside of the service area.)
8. Transport their student in the event of a bus suspension.
9. Make arrangements to have a responsible person indicated on the Transportation Form meet the bus if a student cannot be left unattended.

### **SCHOOL BUS DISCIPLINARY PLAN**

If a student chooses to ignore the established bus rules or is creating a situation the driver deems to be unsafe the driver will attempt to verbally deescalate the situation. The driver will then utilize the BUS CONDUCT REPORT to document the student's actions. The BUS CONDUCT REPORT will be submitted to the Transportation Office and then to the students Principal. The Principal upon receipt of the BUS CONDUCT REPORT takes disciplinary action utilizing the following as a guide. The Principal will have discretion according to the seriousness of the infraction.

|                      |                                                                                                                                                          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>First Offense</u> | A warning to the student with a copy of the conduct report issued to the parent/guardian. Parents/guardians are expected to help prevent a reoccurrence. |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

|                       |                                                                                                                                                                                  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Second Offense</u> | Disciplinary action will be taken at the discretion of the Principal depending on the seriousness of the infraction. A copy of the report will be sent to the parents/guardians. |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                      |                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Third Offense</u> | Suspension of riding privileges with the length of the suspension left to the discretion of the Principal depending on the seriousness of the infraction. |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

- Las Vegas City Schools students on buses or school transportation are subject to the general Discipline Matrix

The above listed is a guide and does not preclude the Principal from selecting a different sequence in handling any incident. The guide also does not prevent the driver from accessing the appropriate law enforcement agency if the driver deems the incident serious enough. In addition to the suspension of transportation privileges, legal action against the student and parent/guardian may be taken.

Students who are suspended from the bus are not necessarily suspended from School.

Transportation to and from school for a student who is suspended from the bus is a parent/guardian responsibility.

If a student or the parent/guardian of a student do not agree that the disciplinary consequences of bus riding behavior are fair and reasonable, a conference with the Transportation Director/Supervisor and or Principal may be held.

Students receiving modified transportation service may also be suspended from the bus. As stated by State Of New Mexico Standards for Providing Transportation for Eligible Students, any suspension for more than 10 cumulative days per school year of a student with a current IEP must be reviewed by the IEP committee.

A Member of the IEP committee will notify the Transportation Department if a student with a disability might exhibit any problematic behavior while on the bus. Problematic Behavior will be noted on the transportation forms, and special disciplinary interventions, restrictions or techniques contained in the IEP will be shared with the Transportation Department and the individual bus driver/attendant.

### **TRANSPORTATION OF LARGE ARTICLES**

In transporting musical instruments, school projects, or other large articles the Following shall apply:

1. The driver will not permit the transportation of any items that will block the aisle or exits of the bus.
2. No items shall be placed in the driver's compartment.
3. All items carried by the student shall be under his/her control at all times.
4. The size of the item will be such that it can be carried on the student's lap or on the floor of the bus, and shall not extend above the height of the seat in front of the student.
5. **IF SPACE IS AVAILABLE**, large items such as a musical instrument may be allowed if only one student is assigned to a seat and the musical instrument does not extend beyond or above the seatbacks and the instrument is placed on the floor next to the window.
6. Instruments **acceptable** for transportation are: Flutes, Trombones, Piccolos, Clarinet, French horn, Oboe, Snare Drum, Guitar, Alto Sax, Bassoon Trumpet.
7. Instruments not acceptable for transportation are: Baritone, Bass Drum, Baritone Sax, Tenor Sax, Tuba, Conga, Kettle Drum, Bass Clarinet.
8. Instruments are not to be played on the bus.
9. Some students may need the assistance of oxygen or mechanical ventilation devices during the bus ride. All equipment used by a student who is technologically dependent must be secured so it does not become detached from the individual dispensing unit and not become

a projectile in the event of an impact. Health plans from students who are technologically dependent will be attached to their Modified Transportation Service Form.

10. The bus driver will not allow the student on the bus if any of the above unacceptable items accompany the student.

#### **INCLEMENT WEATHER DAY SCHEDULE**

The decision to implement an abbreviated day schedule requires the coordinated efforts of several people. State, County and City Street departments may be contacted for road conditions.

The Transportation Director/Supervisor will provide the Superintendent or designee with information regarding road conditions and the ability of school buses to transport students safely to and from school. The superintendent/ designee will make the final decision to implement an inclement weather day schedule for Las Vegas City Schools.

The abbreviated schedule is a shortened school day that begins **two hours** later than the regular scheduled day and ends at the regular time. **Students must be at their bus stops two hours later than regular time.**

**LAS VEGAS CITY SCHOOLS TRANSPORTATION DEPARTMENT 505-454-5724**

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- 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.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

LVCS Board Policy J-3632 - JII-EB

## DRILL PROCEDURES

The safety and well-being of our students and staff remain our highest priority. We are committed to maintaining a secure learning environment and would like to inform you about the emergency protocols we have in place at our school.

Our campus follows established procedures to respond to a variety of emergency situations including fire drills, lock downs, shelter in place, evacuations, medical emergencies and severe weather. Staff members are trained regularly and students participate in drills throughout the school year so they understand how to respond appropriately in each situation.

In the event of an emergency, please be aware of the following:

- The school will take immediate action to protect all students and staff.
- Communication will be sent to parents/guardians via robocall, text or the district notification system as soon as it is safe to do so.
- For the safety of everyone, please do not come to the school unless directed by school or emergency personnel.
- Students will only be released to authorized individuals listed in our records, and identification will be required.

We ask that you keep your contact information current and speak with your child about the importance of following staff directions during drills as well as real emergencies.

If you have any questions about our emergency protocols, please contact the district or school office.

Thank you for your continued support and partnership in keeping our school community safe.

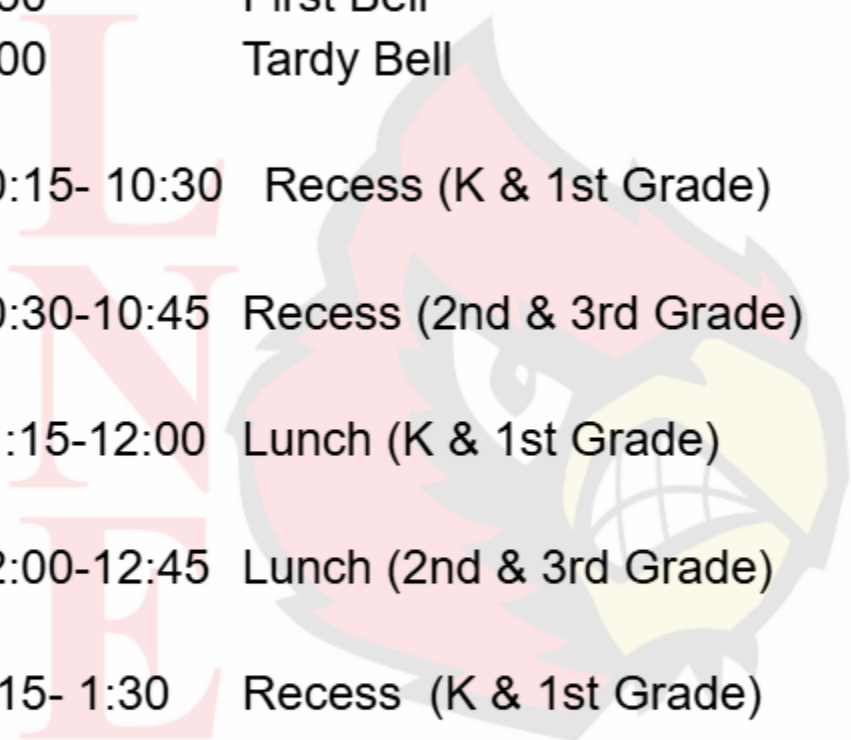
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DAILY BELL SCHEDULE

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Los Niños Elementary School

Schedule SY 2026-2027



|              |                          |
|--------------|--------------------------|
| 7:30-7:50    | Breakfast                |
| 7:50         | First Bell               |
| 8:00         | Tardy Bell               |
| 10:15- 10:30 | Recess (K & 1st Grade)   |
| 10:30-10:45  | Recess (2nd & 3rd Grade) |
| 11:15-12:00  | Lunch (K & 1st Grade)    |
| 12:00-12:45  | Lunch (2nd & 3rd Grade)  |
| 1:15- 1:30   | Recess (K & 1st Grade)   |
| 1:30-1:45    | Recess (2nd & 3rd Grade) |
| 3:45 PM      | Dismissal Bell           |

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## ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK

My signature below indicates that I have read and understand the Las Vegas City Schools Elementary Parent/Student Handbook for the 2026-2027 school year.

I understand that this handbook contains information regarding Las Vegas City School rules, regulations and benefits which may affect my child.

I also understand that Las Vegas City Schools may revise, supplement, change policies, procedures or benefits described in the Parent/Student handbook with or without notice.



*Melissa Sandoval /  
Superintendent*

Phone (505) 454-\_\_\_\_\_

Las Vegas

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

