

Disciplinary Matrix

The goal for WME is to provide a positive and safe environment for all students. The following consequences will be applied for violation of the WME and school board policy. All provisions of the Ruidoso Municipal School District policies will be enforced.

Disciplinary infractions may require parent conferences and/or suspensions based on the severity of the infraction.

Make-up work will be allowed during suspensions at the discretion of the individual instructors.

*It is the student and/or parent's responsibility to request the make-up work assignments from the instructors.

The discipline matrix is a guide for administrators to follow. Severity and frequency of behavioral issues assist in determining the consequences.

Teachers may hold morning/lunch or afternoon detention. Individualized Alternative Educational Setting (IAES), afternoon detentions, suspensions and

Expulsions will **only** be assigned by administrators.

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequences
Live Ammunition	5-10 Day suspension/detention, AES or hearing. or File criminal report Legal citation. Mental/safety Assessment by SBHC	Long-term suspension File criminal report or expulsion Legal citation	
Arson	5-10 Day suspension Seek restitution File criminal report Legal citation. Mental/Safety Assessment by/counselor/SBHC	Long-term suspension Seek restitution File criminal report or expulsion Legal citation	
Assault/Bullying/Verbal Intimidation Hazing, electronic (Aggravated) Assault w/spray, mace, etc. Throwing rocks, food or other objects.	Parental contact by administrator or 3-5 Day suspension or Hearing, Detention. Intervention course work.	Parental contact by administrator. 5-10 day suspension. File Criminal report Disciplinary Contract or Hearing with attacks	Parental contact by administrator, or court hearing. or alternative setting (AES) or modified class schedule.
Aggression or harm to another student. Battery Biting. (Aggravated)	3-5 day suspension. Parental contact. At WMED activity, No attendance allowed. or Hearing with attacks. Detention or AEIS. Intervention course work.	Parental contact by administrator 5-10 day suspension or long term suspension Disciplinary Contract or Hearing with attacks	Parental contact by administrator or court hearing and expulsion Report to WMED SRO/PD
Bikes/Skateboards /Toys (These items are not to be used on campus)	Confiscate and return to student at the end of the day.	Staff member write up referral. Confiscate and return to Parent at the end of the day.	Staff member write up referral. Confiscate and return to parent at the end of the semester.
Bomb or fire/WME threat and/or False alarm. Shooting Threat. Pulling of fire alarm	Parental contact by administrator 5-10 day suspension and hearing. File 4th degree felony or misdemeanor.	Parental contact by administrator 10-45 day suspension to expulsion or long-term suspension	Parental contact by administrator or court hearing and expulsion or AES assignment.

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequences
Falsifying Reports of Emergency or Unlawful Activities	Mental/Safety Assessment by Counselor/SBHC	Legal citation.	Legal citation by RMSD SRO/PD
Bus disruption	or 1-10 day suspension determined by the bus contractor and school administrator by offense	Parental contact by administrator 3-10 day bus suspension or long-term suspension from the bus. Afternoon Detention	Parental contact by administrator or semester suspension from bus services in addition to or school consequences.
Cheating Plagiarism Lying	Parental contact by teacher Loss of assignment points or detention or ISS or suspensions.	Parental contact by teacher Loss of assignment points or disqualification from awards/clubs or detention or ISS	Parental contact by teacher Loss of assignment points 1-3 day suspension.
Closed campus violation Leaving campus/class without parental withdrawal. In an inappropriate location.	Parental contact by administrator 1-3 day suspension ISS and/or detention assignments Parent support in school supervision	Parental contact by administrator 5-10 day suspension or long-term suspension Parental conference and/or hearing.	Parental contact by administrator Long term suspension Parental conference. or Hearing.
Conspiracy/Instigation Promoting others to break the rules. Promote a fight, or a crime to occur on campus or during a school sponsored event.	Parental contact by administrator or 1-3 Day suspension	Parental contact by administrator. 3-10 day suspension. File criminal report Disciplinary Contract or Hearing	Parental contact by administrator. District hearing
Controlled substance (Including paraphernalia) drugs and/or alcohol use and/or tobacco possession. Lighters, papers, etc. Under the influence Vaping	Parental contact by administrator Legal citation/arrest Substance Abuse education with counselor 3-5 day suspension & SBHC intervention Intervention course work. (INDEPTH)	Parental contact by administrator Legal citation/arrest 5-10 day suspension or SBHC intervention	Parental contact by administrator Long term suspension SBHC intervention District hearing and or 45-365 suspension.
Controlled substance (Including paraphernalia, e-cig.) and/or alcohol/under the influence sales or DISTRIBUTION.	Parental contact by administrator Legal citation/arrest. Long term suspension Substance Abuse education with counselor	Parental contact by administrator Legal citation/arrest Seek expulsion in Hearing SBHC intervention	Parental contact by administrator District disciplinary hearing. Seek expulsion SBHC intervention

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Dangerous & unsafe acts or actions Performing dangerous stunts. Climbing the facility inside or outside. Running in the building. Laser Pointer Actions that may injure self or others. Throwing pencils, rocks, food or snow.	Write up office referral for documentation. Parental contact by teacher. (Send to Office only if disrupting class) or Detention or ISS or suspensions.	Write up office referral for documentation. Parental contact by teacher. Meet with grade level team (Send to Office only if disrupting class) Disciplinary Contract or Hearing	Office referral for documentation. Parental contact by administrator. Meet administrators, grade level team, students and parents. or after school detention or suspension.
Dangerous & unsafe acts or actions Unsanitary acts with bodily fluids, bodily excrement from self, others, or animals. Include blood, snot. Spit Indecent exposure, or attempting to poison. Climbing on the furniture Wiping, throwing, or projecting sanitizer.	Write up office referral for documentation. Parental contact by teacher. (Send to Office only if disrupting class) or Detention or ISS or suspensions, 3-10 days.	Write up office referral for documentation. Parental contact by teacher. Meet with grade level team (Send to Office only if disrupting class) Disciplinary Contract	Office referral for documentation. Parental contact by administrator. Meet administrators, grade level team, students and parents. or after school detention or suspension.
Defiance of school personnel Disrespectful Refusal to obey, Insubordination, Rude Refusal to comply with assignments. Refusal to obey administrative instructions. In the classroom or school grounds. Food, drink, backpack, phone or backpack (To a Substitute teacher increase penalty)	Write up office referral for documentation. Parental contact by teacher. (Send student to the office, only if disrupting the class) or detention, or suspensions or ISS. or suspensions. Intervention course work.	Write up office referral for documentation. Parental contact by teacher. Meet with grade level team, student and parents. (Send student to the office immediately, only if disrupting the class) or detention.	Referral for documentation. Parental contact by administrator. Meet administrators, grade level team, students and parents.
Disruptive behavior in class Profanity Talking, walking around. Bodily noises. throwing objects, anything to that breaks the continuity or operation of the class. Throwing snowballs. (To a Substitute teacher increase penalty)	Referral for documentation. Parental contact by teacher. (Send to Office only if disrupting class) or Detention:Lunch or PM or suspension for inappropriate. or suspensions during State Testing	Write up office referral for documentation. Parental contact by teacher. Meet with grade level team (Send to Office only if disrupting class) Disciplinary Contract or Detention:Lunch or PM	Referral for documentation. Parental contact by administrator. Meet administrators, grade level team, students and parents. or after school detention or suspension.
Dress Code Violation Correctly worn pants. Inappropriate print, slogans, pictures, items.	Immediate change of clothing. Send to counselor. Call parents to get clothes if necessary Correct the behavior or PM Detention	Immediate change of clothing. Call parents to get clothes Write up office referral for documentation. Continual is defiance/insubordination or ISS or detention for defiance.	Immediately change of clothing. Call parents to get clothes Referral for documentation. Afternoon detention. Parent conference.
Dress Code Violation Head covering worn in the building Facial Piercings - i.e. hats, sunglasses, scarves, sandals, slides, flip-flops, etc.	Call parents to correct the issue. if necessary. Correct the behavior. Confiscate and return to student at the end of the day.	Confiscate and return to parent. Write up office referral for documentation. Move to insubordination and defiance.	Confiscate and return to parent at the end of the semester. Behavioral referral for documentation



Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Electronic Devices (Phones, Etc.)/Smart Watch Stored in back packs. No Photos/videos, laser pointers	Referral, Confiscate and return to parent. Might not bring phone to school for 30 days. or PM detention. May be "Defiance" if refusal to surrender device. surrender the device. Photo/Video will lose phone privilege.	Confiscate and return to parent during school Photo/Video will lose phone privileges. Assigned PM detention. Write up office referral for documentation. Will not return phone for 30 days Long term loss of phone privileges.	Confiscate and return to parent. assigned 2nd PM detention. Referral for documentation. Loss of electronic devices for remainder of the school year.
Extortion	Parental contact by administrator Suspension pending parent Conference. or legal consequences. Mental/safety assessment by counselor or SBHC.	Parental contact by administrator Suspension pending parent conference. Seek legal consequences. or Disciplinary Contract	Legal Consequences.
Face Coverings, Masks For medical and disease prevention No inappropriate accessories or display on the covering.	No bandanas, scarfs, gaiters. The school will provide a disposable mask for the student. A level 2 form will be submitted for documentation.	The 2nd time in a day a students is reminded to wear a face covering correctly, the student will be place in quarantine until a parent/ guardian can pick the student up. Class work will be provided.	The student could be sent home, for a quarantine period. The school will provide class work, or asked to work on the APEX platform.
Fireworks Smoke, stink bombs, , etc. (possession or use)	Parental contact by administrator 3-5 day suspension Legal citation/arrest	Parental contact by administrator Long term suspension Legal citation/arrest	
Forged pass or note Forgery of any documents related to school business.	Parental contact by teacher Write up office referral for documentation. or Afternoon Detention	Parental contact by teacher Write up office referral for documentation. Parent conference Disciplinary Contract or 3 day suspension	Parental contact by teacher Referral for documentation. Parent conference or 5-10 day suspension
Gambling	Parental contact by teacher Confiscate gambling material. or detention or 1-2 day suspension	Parental contact by teacher Confiscate gambling material. or detention or 3-10 day suspension	Parental contact by teacher Parent conference Referral to SBHC. or 5-10 day suspension

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Gang related activity (As defined by district policy.) Drawing/flashing gang signs. Exhibiting tattoos, pictures, or signs.	Parental contact by administrator or detention. or 5-10 day suspension or legal citation/arrest	Parental contact Long term suspension. or legal citation/arrest. Disciplinary Contract	Parental contact by administrator or. Long term suspension. or legal citation/arrest. Referral to gang intervention
Harassment, electronic bullying (Habitual) Social media or texting. Sexual offenses can automatically move to the consequences of the highest level.	Parental contact to all parties Loss of electronic device Privilege. or detention or suspension. Referral to Counselor	Parental contact 3 day suspension or legal citation/arrest. Referral to Counselor	Disciplinary Contract by an administrator. 5-10 day suspension or legal citation/arrest.
Harassment, verbal or written. (Bullying) Physical harassment is assault(students/staff) Sexual offenses can automatically move to the consequences of the highest level.	Parental contact to all parties. Afternoon detention or suspension Parent conference. Counselor referral. Intervention course work.	Parental contact 3 day suspension or legal citation/arrest. or ISS	Parental contact of all parties by an administrator, 5-10 day suspension or legal citation/arrest.
Hickeys A skin blemish, especially a mark caused by another person biting or sucking the skin.	Notify parents Referral to Counselor for a SBHC referral. Cover the blemish with a bandage.	Notify parents Referral to Counselor for a SBHC referral. Cover the blemish with a bandage.	Notify parents Referral to Counselor for a SBHC referral. Cover the blemish with a bandage.
Horseplay Inappropriate rough-and-tumble play. Inappropriate by location, time, or directions of an adult. Roughhousing when instructed to stop. Chasing in the building	Write up office referral for documentation. Parental contact by teacher: (Send to Office only if disrupting class) or Detention or ISS or suspensions.	Write up office referral for documentation. Parental contact by teacher. Meet with grade level team (Send to Office only if disrupting class) Disciplinary Contract or ISS	Referral for documentation. Parental contact by administrator. Meet administrators, grade level team, students and parents. or after school detention, ISS or suspension
Inappropriateness: Drawing, exhibiting, wearing, or displaying anything Inappropriate at school. I.E. Drugs, music, alcohol, racism, bigotry, sex, gangs, etc.	Immediately correct the issue. Send to counselor. Level 2 referral for documentation or detention.	Immediately correct the issue. Call parents to address issue. Write up office referral for documentation. Continual is defiance/insubordination	Immediately correct the issue. Call parents to get clothes Referral for documentation. Afternoon detention.
Inappropriate touching Sexual offenses can automatically move to the consequences of the highest level. Inappropriate actions/insinuations.	Parental contact of all parties by administrator 3 day suspension or ISS Legal citation/arrest	Parental contact of all parties by administrator 5-10 day suspension or legal citation/arrest. Referral to Counselor	Parental contact of all parties by an administrator. Long term suspension/hearing or legal citation/arrest.
Intimidation Threat of physical violence and/or with or without a weapon. Bullying	Parental contact by administrator or 3 Day suspension or ISS Intervention course work.	Parental contact by administrator. 5-10 day suspension. File criminal report Disciplinary Contract	Parental contact by administrator. or court hearing or long term suspension

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Language, profane and/or Sign or written abusive toward students or staff Inappropriate touching of a staff member or personal space/property.	Parental contact by administrator or 3 day suspension Referral to Counselor or	Parental contact by administrator 5-10 day suspension or legal citation/arrest. or ISS	Parental contact by administrator Long term suspension or legal citation/arrest. Hearing w/or expulsion.
Language, profane and/or abusive toward other student(s)/staff Inappropriate use of Profane pictures. Casual use of profanity or sign Language	Parental contact by teacher, or afternoon detention or ISS or 3 day Suspension.	Parental contact by teacher. or 3-5 day suspension. to office for documentation. Afternoon detention or ISS.	Parental contact by teacher. Write up referral and turn in to office for documentation. or suspension.
Littering or inappropriate trashing. Littering on school grounds or out of the school bus. Any extension of WME or during activities	Write up office referral for documentation. Clean up mess or referral, &/or non-traffic citation or community service.	Write up office referral for documentation. Parental contact by teacher. or referral, &/or non-traffic citation or, detention and citations.	Referral Parental contact by teacher, Citation or, detention or ISS.
Public Display of Affection. (PDA) Inappropriate touching in unacceptable manner for Middle School students. (Sexual nature elevates consequences to highest	Parental contact by teacher Contact administrator w/name Teacher contact Administrator w/names or afternoon detention or suspension	Parental contact by administrator Contact administrator w/name Teacher contact Administrator w/ name for afternoon detention	1 = Documentation 2 = Detention 3 = ISS 4 + = ISS
Robbery/Theft/ Larceny/Breaking and Entering	5-10 day suspension Seek restitution Legal citation	Parental contact by administrator Long-term suspension Restitution Legal referral	District Hearing w/or expulsion or Long-term suspension.
Sprays: Chemical Spray Pepper Spray, Mace, Bear spray, tear gas. Any chemical spray causing physical discomfort.	Parental contact by administrator 1-3 day suspension Follow WMED board policy	Parental contact by administrator 5-10 day suspension or Counselor/SBHC intervention Follow WMED board policy	Parental contact by administrator Long term suspension Legal citation/arrest Follow WMED board policy
Tardy to class	Documented warning by teacher 2nd tardy per quarter, detention will be assigned.	Parental contact by teacher Contact administrator w/name Detention	1 = Documentation 2 = Detention, added detentions.
Technology Violation Computer abuse or damage. Lasers. Internet misuse or inappropriate sites. To include tablets & all school property. Inappropriate use of technology.	Parental contact by administrator Referral with 3-10 day suspension Seek restitution. or detention or ISS or legal citation/arrest or total loss of privileges	Parental contact by administrator Long term suspension Seek restitution Legal citation/arrest Loss of privileges	Parental contact by administrator or expulsion Seek restitution Legal citation/arrest
Tobacco, Vaping, possession or use. (Including paraphernalia) Including e-cigarettes, vapes and devices.	Parental contact by administrator 1-3 day suspension Follow WMED board policy	Parental contact by administrator 5-10 day suspension or Counselor/SBHC intervention	Parental contact by administrator Long term suspension Legal citation/arrest

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Truancy-ditching/skipping/class or activity. Leaving/absent from without permission. Hiding out and not attending class. In halls w/out reporting to current class and teacher. Unprepared for Class. Attending class without supplies. Attending class without homework completed. Not participating	Parental contact by teacher or administrator-notify of Afternoon school detention or ISS or suspension Write up referral for documentation. Parental contact by teacher. Lend student supplies and document. or community service.	Parental contact by administrator PM detention for each period missed. or community service or ISS or suspension Write up referral for documentation. Parental contact by team. Teacher referral and teacher detention or PM detention o PM Detention	Parental contact by administrator Set up parent conference. or ISS or suspension or community service Write referral for documentation. Meet administrators, grade level team, student and parents. or ISS assignments. 1-2 days
Vandalism & Graffiti Destruction of others' personal property or school, facilities or buses. Notebooks, phones, backpacks, etc.	Parental contact by administrator Referral & 3-10 ISS or suspension. Seek restitution or legal citation/arrest	Parental contact by administrator Long term suspension Seek restitution Legal citation/arrest	Parental contact by administrator or expulsion Seek restitution Legal citation/arrest

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Video, filming or taking pictures or video with electronic devices. Use of Electronic media. Misuse of school technology	Confiscate device and return to Parent. Loss of electronic privileges for the rest of the year.	Write up referral for documentation. Parental contact by team. Teacher referral for afternoon detention. or detention or ISS.	
Brandishing Dangerous Objects Weapon/Firearm, possession or use Definition: Instrument of attack or defense for combat. Knives, clubs, pins, needles, mace, razors pepper spray, stun guns, or imitations.	Parental contact by administrator Legal citation/arrest 3-10 day suspension & hearing. Follow WMED board policy Mental Safety Assessment - Counselor/SBHC	Parental contact by administrator Legal citation/arrest Long term suspension Follow WMED board policy	Parental contact by administrator Legal citation/arrest or expulsion Follow WMED board policy

30-20-16. Bomb scares and shooting threats unlawful.

- A. Making a bomb scare consists of falsely and maliciously stating to another person that a bomb or other explosive has been placed in such a position that property or persons are likely to be injured or destroyed.
- B. Making a shooting threat consists of intentionally communicating to another person the intent to bring a firearm to a property or use of the firearm with the intent to:
 - 1. Place a person or group of persons in fear of great bodily harm;
 - 2. Prevent or interrupt the occupation or use of a public building; or
 - 3. Cause a response to a threat by a law enforcement official or volunteer agency organized to deal with emergencies.
- C. Whoever commits making a bomb scare is guilty of a fourth-degree felony.
- D. Whoever commits making a shooting threat is guilty of a misdemeanor.

Any offense that occurs during an emergency drill will be dealt with severely. Insubordination, horseplay, or misconduct will not be tolerated during emergency drills.

Any offense involving a substitute teacher will be dealt with stronger consequences.

WME expects all students and staff to exhibit a standard of behavior based on respect for all individuals.

Acts of discrimination related to race, religion, gender, ethnicity, sexual orientation, disability or national origin will not be tolerated.

Reporting a Crime

Reporting a Crime: It is against school policy for anyone to knowingly withhold information from school authorities regarding life-threatening activities.

(i.e. weapons, suicidal behavior, overdosing, drinking or using drugs, etc.) that will be or have been on campus at WME.

It is required that all students use the WME lock on their locker to eliminate issues with missing items from students' lockers.

WME and WMED will not be responsible for missing items from lockers, large amounts of cash, valuables or electronic items.

WME recommends students leave these items at home. WME is providing combination locks for all students.

Transfer students who live outside the boundaries of the Ruidoso Municipal School District must sign an out of district contract and may be dealt with more severely and/or be removed from the school district and sent back to their home school district school.

The Matrix may be revised, as necessary at the discretion of the administration. Technology and situations are constantly changing.

"Intervention course work" refers to an on line course platform to work to educate the student as an alternative to punitive consequences.

The administration at Ruidoso Middle School reserves the right to make reasonable changes to the handbook and policies throughout the year as deemed necessary to maintain organization and safety for students and staff.