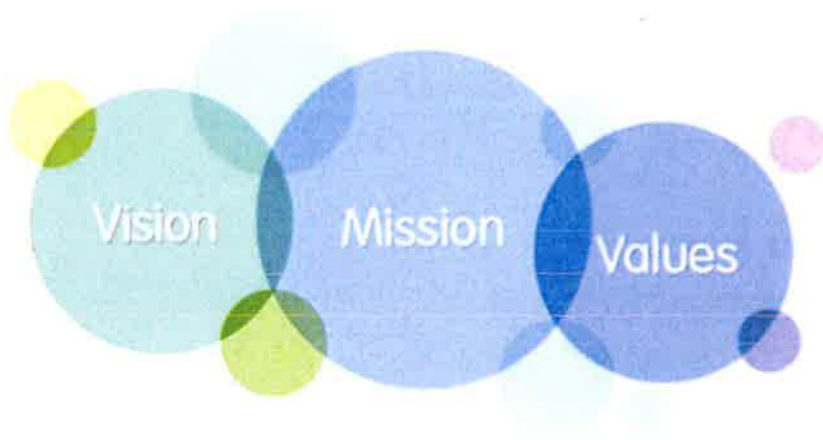




**Ruidoso Municipal Schools  
White Mountain Elementary School**



**Student/Parent Handbook  
2024-2025**



## **Ruidoso Municipal School District Mission Statement**

RMSD in partnership with students, families and the community ensure a rigorous and relevant student-centered learning environment that cultivates character, fosters academic excellence and embraces diversity.

### **Vision Statement**

White Mountain Elementary School strives to educate the whole child intellectually, emotionally, culturally, socially, and physically by offering rich and engaging instruction in a safe, respectful, and caring environment. Our students and staff strive to be independent thinkers and life-long learners.

### **Our Values**

We believe that collaboration among school, home, and community is essential in ensuring students meet our high academic and behavioral standards and achieve their fullest potential.

### **Ruidoso Municipal Schools Administrative Office**

Becca Ferguson	Superintendent of Schools
Morgan Hawk	Director of Learning and Student Services
Carmen Spann	Director of Finance
Dr. Melvina Edmister	Special Education Director

200 Horton Circle  
Ph. 575-630-7000  
Fax 575-257-4150  
Website Address: <http://www.ruidososchools.org>  
Monday – Friday  
Office Hours: 7:10AM-2:55PM

### **White Mountain Elementary**

Mike Speck	Principal
Patti Nesbitt	Assistant Principal
Sheila Davis	Administrative Assistant
Celeste Dodd	Secretary/Receptionist

203 White Mountain Dr.  
Ph. 575-258-6300  
Fax 575-258-5578  
Monday – Friday  
Office Hours: 7:10AM – 3:00PM

School Nurse  
Patricia Ordorica-Woody, BSN, RN  
Ph. 575-258-6303  
Fax 575-258-0008  
Monday – Friday  
Office Hours: 7:30 AM – 3:30 PM

**2024-2025 SCHOOL CALENDAR – See Appendix A**

All school information can be found on the Ruidoso website [www.ruidososchools.org](http://www.ruidososchools.org) or "like" us on Facebook at <https://www.facebook.com/pages/White-Mountain-Elementary-School/105573229499197>.

## DAILY SCHEDULES

(Appendix B)

### Daily

7:15 AM Parent Drop Off Begins/ Buses Arrive

7:20 AM School Begins/Breakfast

7:35 AM All Doors Locked

\*Late Arrivals after 7:35 AM: WME parents/guardians will be required to accompany their child to the main entrance door where they will be met by office staff and signed into school TARDY.

11:00 AM 3<sup>rd</sup> Grade Lunch/Recess (Staggered)

11:50 AM 4<sup>th</sup> & 5<sup>th</sup> grade Lunch/Recess (Staggered)

2:30 PM Dismissal/Load Buses

2:40 PM Buses Depart

2:55 Teachers Release

**Wednesdays-Early Release at 1:30 p.m.**

### SNOW DAY / INCLEMENT WEATHER / DELAY

When snow or ice creates hazardous driving conditions in Ruidoso, your cooperation in observing the following information will be appreciated:

1. In the case of a two-hour delay or school Ruidoso Municipal Schools will use the Robocall dialer to notify families. In the case of a two-hour delay or school cancellation, all parents will be called. Please ensure your preferred phone number is on file in the office.
  2. In addition to the phone call, the local radio and television stations (Ruidoso Schools Cable Channel 15) and the Ruidoso School website ([www.ruidososchools.org](http://www.ruidososchools.org)) will begin broadcasting any changes from the regular school day by 6:30 a.m. By this time, it will have been determined whether school will be canceled, have a two (2) hour delayed start, or a three (3) hour delayed start.
  3. If weather conditions develop to require an early dismissal from school, the radio stations will broadcast the bulletin as soon as a decision has been made. 4. During days of "questionable" weather, please listen to the radio stations. 5. Should conditions exist that a delay is called; the instructional day will begin exactly two (2) or three (3) hours from regular time. Breakfast will not be served on these abbreviated days. However, lunch will be served at the normal times.
- Local radio stations: 93.5, 101.5, and 1490 a.m.
  - Local cable TV: 15 and Satellite: 4, 7, and 13.

## **Communication**

- Communication is of the utmost importance. Ruidoso Municipal Schools will communicate important health issues and school closures via the RMSD Facebook page, the RMSD web page, Robocall, and texts, as appropriate.
- In the event of emergency communication concerning medical/health issues, the school nurse or designee will inform families as appropriate.
- We believe communication between home and school regarding a child's progress is vital, however since the teacher's duty day is 7:10 AM. to 2:55 PM, it is important to call or message your teacher for an appointment. Together, you and the teacher can work out a conference time that is mutually convenient.
- Opt-in to receive text messages- Using the cell phone you want to receive messages, text YES to the number 67587
- WME uses a schoolwide electronic communication platform for parents and teachers to communicate with each other. Please double check with your teacher to receive that code.

**\*\*Please contact the office if you have any questions about topics or concerns not specifically covered in this handbook.** The school retains the right to make changes to this handbook to meet the needs of students and the school community. In the event changes are made, parents/guardians will be notified through one or more of the school's communication platforms.

Commented [1]: added this language here

## **Early Checkout Procedure**

- Students will not be permitted to leave school during school hours with any adult whose name is not listed on school records (unless prior arrangements have been made).
- Parent/Guardian must report to the office to check out the child, at which time the student will be called from the classroom to the office.

## **BUS INFORMATION / TRANSPORTATION- (Appendix L)**



- Bus Transportation Information
- Please do not park in the bus loading areas during the school hours.
- Please advise anyone picking up your child of the specific locations and procedures.
- Telephone bus change requests need to be received before 1:30 p.m. To be valid, written requests will need to have the parent's signature, phone number(s), and address of where the student is to be dropped off. The note will need to be turned into the teacher as soon as the student arrives at school. Please advise the office, with a written notice, if a younger child is to ride or depart a bus with an older sibling. Please, do not call the classroom teacher.
- No student will be allowed on a different bus without a note from the office.
- Please observe all posted speed limit signs to ensure safety for all children.
- School bus transportation is a privilege extended to any student who qualifies for transportation pursuant to Standards for School Bus Operations; State Board of Education Regulation No. 83-3.
- Riding a bus is a privilege, which may be revoked for behavior which endangers the lives of students riding the bus. If your child rides a bus, please review the Ruidoso Municipal School District Transportation Handbook, and review the rules with your child. This will ensure the safety of your child and all students riding the bus.
- Reminder!!! Please call (575) 257-6301 before 1:30 pm for bus change requests!!!!
- Lincoln Transportation: (575) 378-5410

### Pick-Up and Drop-Off Procedures

All students need to be picked up and dropped off at the designated area. Please observe speed limits and avoid crossing the paths of any of the buses while they are on school grounds. As a safety issue, students will not be permitted to cross the street to be picked up.

In an effort to help with morning and afternoon traffic flow & student safety we are asking for your help with the following areas:

There are no walk-ups during drop off and pick up at WME. All parents dropping off and picking up must stay in their vehicles and utilize the car lane. Staff will be available to assist.

★ Parents, in order to help with traffic flow please enter the WME drop off/pick up lane via White Mountain Drive/Warrior Drive.

★ 3rd, 4th and 5th Grade students should be seated behind the driver's seat for fast unloading and loading if at all possible.

**MULTIPLE SIBLINGS AT SVP and WME:**

★ Morning Drop-Off: (7:15-7:30 AM)

Parents with both Pre-K/ Kindergarten student(s) and 3-5 Grade student(s) may drop off the younger grade siblings on the Southeast back of SVP (right across Kids Connection Parking Lot).

★ Afternoon Pick-Up: (2:30 PM)

Parents with multiple students at SVP and WME may pick all students up at one location. Older WME siblings will meet their youngest sibling and be picked up via the youngest sibling's designated pick-up area (PreK & Kindergarten-Southeast Side). Parents, please communicate IN WRITING to the older sibling's teacher the younger sibling's full name and teacher that they will need to go to in the afternoon for pick up. i.e. Johnny Appleseed (2nd grade-Ms. Frizzle) will meet Jill Appleseed (Kindergarten- Mrs. Puff) for pick-up.

Please pick up your student in a timely manner. Teachers and office personnel have a contract that ends each day at 2:55.

### Ruidoso Municipal School Board Policy:

- a. If a student is not picked up 30 minutes after release time and we are unable to contact a parent/guardian or any of the emergency contacts, the school Resource Officer will be contacted to transport the student to CYFD or the police station.
- b. Monday, Tuesday, Thursday, Friday the student release time is 2:30.  
Wednesday release time is 1:30.
- c. If the SRO is unavailable. The police department or CYFD will be called.
- d. Teachers will not transport students in teacher-owned vehicles. When a student is not picked up, a staff member may not transport the student in a private vehicle.

### MAPS OF PICK-UP DROP-OFF

(To be attached)

#### ATTENDANCE (Appendix F)

We encourage you to support your child's regular attendance to maximize his/her learning and to increase his/her chances of having a successful school career.

The following guidelines will apply to attendance:

1. Phone calls regarding absences are appreciated but are not accepted as an explanation of absence. In order for an absence to be considered "explained", it must be in writing.
2. Written notices should be brought to school on the student's first day back.
3. If a student checks out before 11:00 a.m., he/she will be considered absent for 1/2 day.
4. All parent/guardian written notes will be filed and maintained for the current school year.
5. Written notes shall contain the name of student, the date(s) absent, an explanation of the absence, a parent signature, and a current phone number.

**\*\* Please attach any doctor's notes or recommendations if available. General Attendance Guidelines:**

1. A student may have no more than TEN (10) absences (explained or unexplained).
2. On the 3rd absence, written notification will be sent to the parents.
3. On the 6<sup>th</sup> absence, written notification will be sent to the parents.
4. On the tenth (10) absence, written notification will be mailed to the parents.
5. On the eleventh (11) absence, and any ensuing absences, provisions of the Children's Code and the Mescalero Tribal Code will be implemented and referrals to the appropriate agencies made.
6. Designated and/or prior approved school related trips/activities will be counted as days in attendance, providing the student is attending the event or activity.
7. Out of school suspension for any reason, will be counted as part of the ten (10) day accrual.
8. A student who is absent for ten (10) consecutive school days without office notification will be dropped from the school's attendance records and will need to be re-enrolled.

#### TARDINESS

Students are considered "Tardy" to school after 7:30 AM. WME parents/guardians will be required to accompany their child to the main entrance where they will be met by office staff for temperature check and health questions.

#### WME- Student/Parent Handbook 11 (Appendix)

##### Make-up Work Following Absences:

1. Students with "explained absences" will be allowed and encouraged to make up work that was missed. It is the student's responsibility to contact the teacher(s) and secure the missed assignments.
2. The number of days allowed for makeup work is the same as the number of documented "explained absences".
3. School work will only be provided ahead of time with (3) days' notice to the school or teacher. All work picked up ahead of time will be expected to be turned in on the student's first day back. No additional days will be allowed. School work provided ahead of an absence will be at the discretion of the classroom teacher.

#### Medical/Dental Appointments

If possible, medical and dental appointments should be scheduled outside of the regular school day hours. Students should stay at school as much as possible to receive the full benefit of the teacher's planning and instruction. Please support and respect our goal of providing uninterrupted instruction.

ADMINISTERING MEDICATION / HEALTH OFFICE – Protocol defined below in School Nurse section.



## EMERGENCY INFORMATION/SCHEDULED SAFETY DRILLS

Please make sure you have completed an EMERGENCY CARD for your child with current information. Emergencies occasionally happen within the school setting and updated phone numbers and contact persons are extremely important should contact be needed. Please notify the office of any changes through the year.

The New Mexico Legislature passed SB 147 (effective July 1, 2019) which requires schools to conduct emergency drills throughout the school year. There are new requirements for school evacuation and active shooter drills. An emergency drill shall be conducted in each public and private school once a week during the first four weeks of the school year. Of these:

- 1 shall be shelter-in-place that includes preparation to respond to an active shooter.
- 1 shall be an evacuation drill.
- 2 shall be fire drills.
- During the rest of the school year, each school shall conduct at least 4 additional emergency drills, at least 2 of which shall be fire drills.

## OFF CAMPUS EMERGENCY EVACUATION



Each school has specific Off Campus Emergency Plans in case the need arises for all students/staff to vacate or be removed to a separate location away from the school building. The plans will be provided to you at the beginning of the school year. Please become familiar with the locations your child may have to be moved to.

Please be advised that you will not be able to remove/pick-up any students or enter any building until a safe environment and civil order has been established. No student may be picked up by anyone other than the person/persons listed on the student's emergency form/card. A designated sign out location will be determined by the administration and the circumstances surrounding the situation. Your cooperation, patience, and understanding of the situation will assist the school staff and administration should an event occur that requires an emergency evacuation. As always, student safety will determine the course of action taken.





The school has a full-time nurse to meet the needs of the students. The school and the school nurse are committed to maintaining a healthy environment that will enhance the learning and well-being of all students.

**Accidents** – Should a student be involved in a serious accident; the school will make every effort to contact a parent immediately. Therefore, it is extremely important that the health information form has current emergency contact information. Office personnel will call 911 only in a situation deemed appropriate by the school nurse.

**Medication** – No medication shall be taken during the school day unless prescribed by a physician. If a student must receive medication in school, it is the parent's responsibility to ensure that the medication arrives at school in the properly labeled container with all required documentation to the school nurse. A complete Ruidoso Authorization to Administer Medication Form, signed by parent or guardian, requesting that the medication be given during the school day, and Doctor's orders specific to time and dosage completed on that form is required. The school nurse or other designated employee may assist the student in taking the prescribed medication. The parents are invited to school to administer medication to their child.

**Health Protocols:** (UPDATE WITH INFORMATION FROM STAFF HANDBOOK ON ALLERGIES)

- Depending on the student's health care needs, the Nurse will schedule times to address the student's needs.
- Students who wake up feeling sick should stay home.
- Students arriving sick to the school setting or reporting illness during the school day, will be: Isolated in a separate room immediately pending assessment and evaluation
- All ill students will be assessed and evaluated by the school nurse. WME- Student/Parent Handbook 7
- Students will be sent home when it is determined the individual is too ill to remain in school.
- Students must be retrieved by the parent/guardian within two hours. All parents/guardians will be met at the entrance door to escort their child home. • CYFD/local authorities will be notified if any child left longer than two hours without reasonable notification.
- 911 WILL be called for situations which are life-threatening in nature.

#### IMMUNIZATIONS

ALL students must be properly immunized to attend school. Please check with the school's nurse if there are any questions regarding current shot records. An immunization clinic is held every Monday, except holidays, from 8:30-11:00am at the Ruidoso Health Office located in the Lincoln County Sub-Station near the Village of Ruidoso Offices.

## SECTION 2 – Students

### DRESS CODE (Appendix E)

A generally accepted practice in education is that cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health and provide a productive learning atmosphere. We want all students to have a good day at school and for that reason; we ask that you support your child in making appropriate choices.

Included in appropriate dress is clothing appropriate for the weather. Weather can change rapidly, and students should be prepared for that eventuality.

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and student safety, WME has established the following dress code. WME students' personal attire should reflect self-respect and school pride as well as promote safety. Appropriate dress for school should be respectful and in good taste. Therefore, we ask that WME parents support their children in making appropriate choices in their daily attire.

**SHIRTS** - As a safety precaution, absolutely no inappropriate logos, advertising, drug, violent or alcohol related tops are allowed. Furthermore, no sleeveless shirts or spaghetti straps are allowed.

**PANTS** - All pants should be rip and tear free (no exceptions). Pajama pants and sweats are not allowed. "Pajama days" given as earned rewards/incentives will need prior approval from administration to the classroom teacher.

**SHORTS/SKIRTS** - Will not be shorter than the point where extended fingers end when the student is standing up straight with shoulders relaxed. Students wearing skirts are encouraged to wear shorts under.

**SHOES** - Safe and appropriate footwear for school and activities is required. Therefore, the following are not allowed: platform heels, flip flops, house slippers, Crocks, or slides. Students must be able to run in foot ware.

**ACCESSORIES** - Hats, bandanas, and sunglasses are not allowed to be worn during the regular school day in classrooms or the hallways. They may be worn on certain field trips and special days as designated by administration. Furthermore, the administration has the sole authority to determine appropriateness of and level of modesty of the students' attire as well as dress accessories (jewelry, scarves, headbands, etc.).

**\*\*The Administrator reserves the right to revise the dress code during the school year as needed.**

## FIELD TRIPS

All field trips are considered a privilege that students must earn through academic effort, good behavior, and responsible attendance. A general permission slip is filled out at the beginning of the year and kept on file at the school. A "Field Trip Permission Slip/Behavior Contract" must be filled out before any student will be allowed to leave the building.

Parents will be notified prior to the field trip if their child is determined ineligible. A student must meet the 90% attendance criteria to be eligible to go on field trips. The "BRAVES factor" may assist in determining if the student is eligible to travel. The parents, teacher, and principal will review any special circumstances that could cause a student not to go.

All students are required to travel with the rest of the class in school vehicles and not in private cars. Parents who participate as school volunteers are required to provide their own transportation and follow the group. If parents would like to take the student home following the field trip, a permission form must be filled out and signed by the parent and teacher prior to the field trip.

The students will be assigned seats when traveling by bus or suburban.

### The "BRAVES FACTOR"

The curriculum-based field trips are considering a privilege to attend. The effort, organization and structure that it takes the classroom teacher(s) to produce the field trips demands that students are on their best behavior and assist in maintaining safety for the entire group. With that in mind we use the B.R.A.V.E.S. Factor to determine the students who may or may not be eligible to travel with the group.

In the case of misbehavior addressed through the WME school BRAVES expectations matrix, and disciplinary matrix, students may lose the privilege of traveling with the group. Each nine weeks, each student begins the semester with the six (6) letters, BRAVES. When there is an event or misbehavior by a student that is corrected by the teacher or supervisor, a letter of the B.R.A.V.E.S. may be removed from the acronym. If the student loses the entire BRAVES acronym, the student will not be allowed to attend the field trip for that particular nine weeks.

The student may regain a letter to be determined by the classroom teacher. In the event that a student receives a level 2 referral anywhere on campus, the student will lose two (2) letters. In the event a student receives a level 3 behavioral referral, the student will lose three (3) letters.

## HOMEWORK (Appendix G)

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the White Mountain Elementary staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades may be modified based on students' individual needs (i.e. IEP, 504 Plans).

### Criteria

- Homework will be planned so students see the relationship of their homework to intended learning targets. Teaching staff will ensure that students understand the purpose of assignments and how they connect to classroom learning.
- Teachers are legally required to ensure that homework is accommodated/modified as necessary in accordance with students' IEPs and Section 504 Plans. Classwork and homework accommodations must be provided per students' IEPs and Section 504 Plans.

- Homework assignments may not be assigned or due on day schools are closed due to inclement weather or unplanned closures.

Teachers assign homework for a variety of reasons, including:

- To help students understand skills/concepts currently being learned.
- To help students review prior skills/concepts learned.
- To help students prepare for upcoming skills/concepts about to be learned.
- To assess student understanding.
- To instill good study and work habits.
- To develop independence and responsibility.
- To help students learn how to research and use information.
- To provide an important communication link between school and home that shows parents what children are learning.

Parents are encouraged to offer supportive guidance and feedback as needed. Homework should never be completed by an adult. If your child is having difficulty completing homework, please contact your child's teacher. WME teachers are committed to ensuring that every child's homework experience is worthwhile and successful.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

#### BICYCLES / SCOOTERS / SKATEBOARDS / SKATES



In an effort to further promote the safety of our students, the Ruidoso School District provides bus transportation to and from numerous locations in very close proximity to the school. Therefore, the school requests that bicycles and other similar forms of transportation be left at home. The school will not be responsible for items brought to school that do not need to be there.

#### ELECTRONIC DEVICES (Appendix H)



Electronic devices are not allowed in school. These devices may cause distractions and disruptions to the instructional setting. However, if you feel your child must carry a cell phone or smart watch, it must be turned off and secured in the child's backpack during school hours and given to the teacher labeled with your child's name. The school will not be held responsible for lost and/or stolen items.

**\*\*Emergency messages should be handled through the office personnel. Please do not call your child's phone/device during school.**

#### PETS

Due to liability concerns and the welfare of students with allergies, pets will NOT be allowed at school.

#### TOYS/PERSONAL ITEMS

Students should not bring toys or other personal items not necessary for academic purposes unless specifically requested by the classroom teacher.

## LOST AND FOUND

Please write your child's name on coats, sweaters, gloves, backpacks, personal books, and any other items brought to school. By marking the student's personal items, the school staff can assist in returning the belongings to the rightful owner. Parents are welcome to view the items to see if anything belongs to their child. Unidentifiable items that are not claimed by the end of the year will be donated to charitable organizations.

## CAFETERIA

The Ruidoso School District provides dining services for all students. Students will be taught the cafeteria expectations of behavior at the beginning of the year.

Please review the following lunchroom rules with your child:

- Use a soft voice
- Stay in line with your class
- Hands to yourself – not on others
- Students will have assigned seats in the cafeteria
- Sharing of food and drinks is unacceptable
- Raise your hand for anything you might need
- Leave large bags of chips, snacks and sodas at home
- Be quiet in the hall and walk when going outside from the cafeteria • Keep all foods and drinks in the cafeteria
- Keep playground clean

Kindergarten-5th grade students qualify for free breakfasts and lunches for the 2024-2025 school year.

If you have any food service-related questions, please contact the Food Service Office at 575-630-7993 or email at [lanea@ruidososchools.org](mailto:lanea@ruidososchools.org).

## COMPUTERS / INTERNET ACCESS



Your child may be participating in class/school projects that involve the use of the Internet. An Internet Agreement will be sent home to you to read, sign, and return prior to your child's using the Internet.

Students will use the Internet only under the supervision of an authorized adult.

Students who violate conditions of the Internet Agreement may lose privileges for the remainder of the school year and be subject to appropriate school disciplinary measures. Misuse of the computers, including access into unauthorized areas of the Internet, "trashing" programs, opening files not belonging to you, and taking apart computers without permission will result in an office referral being made.

## DISTRICT POLICY STATEMENT

[https://docs.google.com/document/d/1XGBBabi1rIZpZrU79mFKZTGB6XKHi\\_a-uurXgAWRqa4/edit?usp=sharing](https://docs.google.com/document/d/1XGBBabi1rIZpZrU79mFKZTGB6XKHi_a-uurXgAWRqa4/edit?usp=sharing)



## LIBRARY

Ruidoso students are offered a complete library service at school. Specific skills are taught throughout the year, so students become independent users of the library resources. Students are expected to demonstrate respectful and responsible behavior while in the library. Students should always bring their library books when they attend the library as a class.

Each school's library collection contains books, magazines, reference materials, cassettes, and CDs. A maximum of three books can be checked out at a time with the exception of students doing research for class projects. Books are checked out on a weekly basis and a fee will be charged for any lost or damaged books. The library catalog can be viewed from any computer having Internet access at the following website:

<http://www.youseemore.com/RuidosoMSD/default.asp>

## PHYSICAL EDUCATION / P.E.

The Ruidoso School District recognizes the importance of promoting good student health through a well-developed, organized, and professionally staffed physical education program. All students will participate in a physical education program while attending our schools. Students are made aware of various self-awareness topics such as proper training techniques, weight monitoring, and individual/team sport concepts.

Please see that your child is dressed appropriately for this activity (shoes, jeans, etc.)

The P.E. teacher will need to be advised of any health-related concerns that may affect the student's participation. A note from the parent/guardian will be necessary in order to excuse a student from the P.E. program. A doctor's note will be required to excuse the student for more than three (3) days from participation in P.E.

## SECTION 3 - PARENT SECTION

### Visitor Protocols

Please bring a valid driver's license or ID card with you if you intend on entering the building.

Our visitor protocols help the school avoid incidents of a disruptive nature by controlling the flow of visitors, including parents and guardians. These procedures help ensure accountability in regard to who visits a school at any given time and will provide administrators with the names of all visitors in the school in the event of a school emergency.

Our students, employees, and visitors deserve a safe learning and work environment. We appreciate your understanding and support as we work to ensure the safety of our school. To ensure the safety of all adults and children in our facilities and to ensure the speed and accuracy of our visitor check-in process:

- Upon arrival, all visitors must check in at the main office, present a state-issued picture identification and state the purpose of their visit.
- Administrators or office staff will verify appointments or other reasons for the visit.
- Visitors are required to wear a visitor's badge sticker provided by the school at all times while the visitor remains in the school building or on school premises.
- Any person seen on the school site without an RMSD ID,

or a visitor pass must be directed to the front office. The principal shall be notified immediately if refusal to cooperate exists.

- Visitors must remain in approved areas only.
- Visitors must at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.

#### WME- Student/Parent Handbook 8

- The district reserves the right to deny an individual entry to any school building when there is reason to believe that such an individual's presence would be detrimental to the operation of the school and the learning environment.
- School office staff will be glad to help ensure that any items that parents or guardians have to drop off will be taken down to the child's classroom as soon as possible.
- If you are a visitor during a special event that takes place during the day, the administrators will ensure there is sufficient intentional monitoring. Visitors will still be required to sign in at the main office.
- Visitors shall use the "parent table" if eating in the cafeteria. Visitors are asked to call ahead of time to make arrangements.
- Visitors shall at no time be alone with any student other than their own child. • If a parent or guardian needs to speak to their child's teacher, they may make an appointment with their child's teacher by emailing him/her, sending a note via the child, or stopping by the office to request a meeting, etc.
- At the conclusion of the visit, visitors shall sign out using the Visitor Registration form and return the Visitor's Pass.
- Students are NOT allowed to bring visiting children to school because of problems involving responsibility for supervision, disturbance of class routines, and liability.

Visitors wanting to meet with administration are encouraged to make an appointment prior to visiting to ensure that the administrator is available and has time blocked off to meet or fill out a Principal Meeting Request Form if dropping in and administration is unavailable. One administrator will reach out within 24 hours, if at all possible, to schedule an appointment time.

\*\*School administrators and office staff will help facilitate communication in any way they can.

Partnerships with parents/guardians are valued, and communication with your child's teacher is encouraged.

## STUDENT PLACEMENT

White Mountain Elementary recognizes that parents have invaluable insight about how their children learn. Therefore, we offer you an opportunity to address your concerns and wishes by completing a "Parent Input Form." These must be received in the office no later than April 20<sup>th</sup>.

Placements decisions will be made using the following criteria:

- Heterogeneous grouping, academically
- Equal ratio of boys and girls
- Equal number of students among teachers

Student schedules will be prepared at the end of each year and finalized in August. Student schedules will be available at the beginning of August (TBD).

#### COUNCILS: PARENT, SCHOOL ADVISORY / VIPS

In an effort to further improve communication, community acceptance, decision-making, and overall credibility, Parent Advisory Councils will be established at each school site at the beginning of each new school year. Meeting times and places will be determined at the first meeting. The administrator will attend meetings to assist in informing all parents of pending topics and in answering questions related to the specific school.

Participation in the school's advisory council is a great way to get involved in various operations of the school and to stay informed about issues affecting education. Please plan on helping out this year by joining other great supportive parents who work to make the school a better place for all students. The work is a rewarding time spent with kids and other caring parents/guardians which further strengthen the Ruidoso Schools.



The Parent Advisory Committee helps to build a sense of community among families and staff through activities and ongoing school wide communication. With the help of parent volunteers, PAC coordinates fundraisers and provides support for all school programs and is an avenue for parent feedback which is used to shape the direction of the school.

#### Community, Parent and Volunteer Participation

Generally, volunteers work four or more hours a month in classrooms, the library, and on field trips, etc. to support programs and students. A volunteer usually contributes on a regular schedule.

All those wanting to volunteer in the district are required to follow the steps below:

1. Complete the Volunteer in Public Schools Application, which may be picked up in the school office.
2. Complete a one-hour site-based training and submit signed confirmation of training.
3. Applications from parents and grandparents will be screened utilizing an appropriate licensed background check service. Other applicants will be screened additionally through the FBI Criminal History Background Check and Department of Public Safety (DPS) Background Check. The DPS cost may be paid by the volunteer or by the requesting school.

4. Once the volunteer is cleared by Central Office, the volunteer will reach out to the teacher and/or administration to schedule their volunteer days/times and duty expectations in the building. Parent involvement is crucial to our school and student success. Every attempt will be made to have a Parent Advisory Committee (PAC). One teacher representative will be chosen as official representative. Guidelines for Parent/Volunteers working with students We have many activities or field trips planned with support from parents and volunteers. Here are some helpful guidelines for you to give volunteers when participating and interacting with children in the classroom and on fieldtrips:

1. Remember that the teacher is responsible for all students in the classroom and is in charge.
2. The teacher directs and gives students their assignments.
3. We treat children and other adults with respect.
4. Primary discipline must come from the teacher.
5. The parent/volunteer may support and reinforce the teacher's directions in a non-aggressive manner. If a student is non-compliant, please refer the student to the teacher.
6. Parents/Volunteers should not touch students that are not their own child unless it is an emergency, or it is part of an activity that the teacher has prepared.
7. We treat all children the same.

## COUNSELING / GUIDANCE / SOCIAL SERVICES

The Ruidoso Schools provide counseling and guidance services on an as needed or referral basis. Students can also request to visit with counselors. School-wide, individual, and group services are provided in order to educate and assist our students in dealing with character development and/or difficult situations. The counseling personnel are here as a resource for students and parents in special times of need. Please advise the school of any situation that could potentially affect your child's behavior or academic performance. The staff and administration will assist you to the fullest extent of our abilities and resources.

## SEXUAL HARASSMENT OR PHYSICAL ABUSE REPORTING

Incidents of sexual harassment may be defined as any physical contact such as touching, pinching, patting, pulling at clothes, or intentional brushing against another person. Furthermore, sexually oriented verbal comments such as joking, kidding, or teasing will be considered harassment. All reports of student contact of a sexual nature will be thoroughly investigated by the principal and/or authorities. Reports of physical abuse will be reported to authorities without question. The school staff and administration are obligated by law to report any incident as reported to them by a student or parent. Please discuss these topics with your children so they fully understand the definitions and the importance of reporting such acts.

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one 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

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

A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty 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.



## WEAPONS IN SCHOOL

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, 22-5-4.7, and it is the intention of the Board that it be interpreted broadly to conform to these provisions of law.

Accordingly, it is the policy of the Board that no student shall bring a weapon onto school property, nor carry or keep any weapon or "look-a-like" weapon on school property while attending or participating in any school activity, including during transportation to or from such activity.

Penalties for Violations: In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

### Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact Gordon King, the district's designated asbestos coordinator at 575-257-5919.

#### PHOTO OPT OUT

Throughout the school year, your child may be photographed to highlight school events: field trips, celebrations, assemblies, events with guest speakers, etc.

If you choose the district/school to not use your child's picture anywhere, parents need to fill out the Photo Opt-Out Form and return it to the Main Office. Please get a form from our school secretary.

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Parent/Guardian Handbook Receipt Page (Appendix J)

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#### ASBESTOS MANAGEMENT PLAN

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact Gordon King, the district's designated asbestos coordinator at 575-257-5919.

# B.R.A.V.E.S.

## WME Daily Schedule 2024 – 2025

(Appendix B)



### Monday/Tuesday/Thursday/Friday

7:10 – 7:20	-	Student Drop off
7:20	-	Student Breakfast
7:30	-	Student Engagement/Instruction, (Tardy after 7:30)
8:00	-	Considered absent for the day.
8:15 – 9:00	-	3 <sup>rd</sup> Grade Student Pullouts for Special instruction
9:05 – 9:50	-	4 <sup>th</sup> Grade Student Pullouts for Special instruction
9:55 – 10:40	-	5 <sup>th</sup> Grade Student Pullouts for Special instruction
11:00	-	3 <sup>rd</sup> Grade lunch/Recess
11:50	-	4 <sup>th</sup> /5 <sup>th</sup> Grade Lunch/Recess
12:35	-	Classroom Engagement/Instruction
2:40	-	Student release for bus/parent pick up.



### Wednesday

7:10 – 7:20	-	Student Drop off
7:20	-	Student Breakfast
7:30	-	Student Engagement/Instruction, (Tardy after 7:30)
8:00	-	Considered absent for the day.
8:15 – 9:00	-	3 <sup>rd</sup> Grade Student Pullouts for Special instruction
9:05 – 9:50	-	4 <sup>th</sup> Grade Student Pullouts for Special instruction
9:55 – 10:40	-	5 <sup>th</sup> Grade Student Pullouts for Special instruction
11:00	-	3 <sup>rd</sup> Grade lunch/Recess
11:50	-	4 <sup>th</sup> /5 <sup>th</sup> Grade Lunch/Recess
12:35	-	Classroom Engagement/Instruction
1:00	-	Student release for bus/parent pick up.



<b><u>Setting</u></b>	<b>B</b> <b>e</b> <b>R</b> <b>e</b> <b>s</b> <b>p</b> <b>e</b> <b>n</b> <b>s</b> <b>i</b> <b>b</b> <b>l</b> <b>e</b>	<b>R</b> <b>e</b> <b>s</b> <b>p</b> <b>e</b> <b>c</b> <b>t</b> <b>f</b> <b>u</b> <b>l</b>	<b>A</b> <b>c</b> <b>c</b> <b>o</b> <b>u</b> <b>n</b> <b>t</b> <b>a</b> <b>b</b> <b>l</b> <b>e</b>	<b>V</b> <b>i</b> <b>g</b> <b>i</b> <b>l</b> <b>a</b> <b>n</b> <b>t</b>	<b>E</b> <b>x</b> <b>e</b> <b>m</b> <b>p</b> <b>l</b> <b>a</b> <b>r</b> <b>y</b>	<b>S</b> <b>a</b> <b>f</b> <b>e</b>
<b><i>Everywhere</i></b>	Always be honest. Respect others' property. Be a leader. Take responsibility for own actions.	Look for ways to help others (substitutes, new students, parents, etc.)  Keep voices at an appropriate level.  Use "please" and "thank you", "sir" and "ma'am".	Look for ways to help others (substitutes, new students, parents, etc.)  Be kind to your peers.	Greet everyone in a polite manner.  Come to school with a positive attitude	Look for ways to help others.  Be an up stander, not a bystander.  Remind others of expectations.	Report inappropriate behavior or unsafe situations to an adult.  Keep hands and feet to yourself.  Follow dress code (tuck in, no hoodies, etc.)  Throw trash into trashcans.  Please walk.  Move quickly and quietly to your destination.
<b><i>Hallways</i></b>	Remind others of expectations.  Always be honest.  Head quickly and quietly to your destination.  Respect others' property.	Keep voices at an appropriate level.  Hold doors for people coming in behind you.  Throw trash into trashcans.	Look for ways to help others (substitutes, new students, parents, etc.)  Be kind to your peers.	Greet teachers and peers in a positive manner.  Use "please" and "thank you".  Keep conversations positive.  Thank custodians for their work.	Be an "up stander", not a "bystander".  Look for ways to help others.	Report inappropriate or unsafe behavior to an adult.  Keep hands and feet to yourself. Monitor your own behavior.  Follow dress code (tuck in, no hoodies, etc.)  Walk on the right-hand side of the hallway.
<b><i>Cafeteria</i></b>	Always be honest  Head quickly and quietly to your destination.  Respect others' property.	Use table manners and keep food on a tray or plate.  Respect others' personal space.  Keep a straight line  Stay in designated areas.	Help others keep the area clean.  Be kind to one another  Invite others to join you	Use quiet and friendly voices and appropriate language.  Respect others' personal space.	Thank custodians and cafeteria staff.  Use please and thank you.	Shirts tucked in  Help others to keep the eating area clean.  Clean up after yourself and throw away trash.  Benches up after use.  Please walk.
<b><i>Playground</i></b>	Always be honest.  Take responsibility for your own actions.	Respect others space on playground  Follow rules for accessing restrooms during recess Food and drinks remain in the Commons.	Invite others to play.  Help keep rocks off the turf.	Monitor your own behavior and make corrections as needed so you can meet expectations.  Keep playgrounds neat and free from trash	Be kind to your peers.  Report issues to duty teachers as problems arise.  Be an "up stander" not a "bystander".	Play games by the rules, which everyone agrees.  One person with permission from duty teachers may retrieve the ball.  Stay in designated areas (i.e. lounging, football, volleyball, etc.).
<b><i>Gym Activities/ Assemblies</i></b>	Always be honest.  Stay with your class.	Be considerate of the presenter.  Focus on presentation.	Participate appropriately.  Sit in the assigned area.	Be quiet and attentive.  Applaud presenters/recognized individuals appropriately	Give me 51 (Eyes on Speaker, Lips Closed, Sit up Straight, Listening Ears On, Hands and Feet Quiet	<b>Wait for dismissal instructions.</b>  Walk when leaving the designated area.  Keep hands, feet and objects to self.
<b><i>Restrooms</i></b>	Keep it short and sweet; get in and get out!  Report any concerns or issues.	Keep the restrooms clean by cleaning up after yourself	Share bathroom supplies if necessary.  Remind others of positive expectations	Recognize personal space and give each other privacy	Help by picking up any trash on the floor (use a paper towel)	<b>Wash your hands before you leave.</b>  Use equipment for its intended use.
<b><i>Bus</i></b>	Always be honest.  Follow procedures for having a note to ride a different bus	Wait in line patiently.  Pick up litter.  Keep food, gum, and drinks in your backpack.	Respect the property of others' personal space.  Be kind to others seated with you and around you.	Treat others' property with respect.  Have a positive/good attitude.  Use appropriate language	Thank the bus driver for picking up and dropping off.  Know where you are going after school before you get to school	Hands and feet to yourself  Keep hands inside the bus  Remain seated while the bus is moving.  Stay back from the curb (respect safety zone).
<b><i>Bus &amp; Parent Pick-up &amp; Drop-off</i></b>	Arrive on time.  Be mindful to have parents sign in if you arrive after 8:45.	<b>Be aware of other vehicles.</b>  Watch for your vehicle.  Load quickly.  Use appropriate language.	Respect others and their property.  Share knowledge of procedures.	Remind others of expectations.  Look for ways to help others (substitutes, new students, parents, etc.)  Hold doors for people coming in behind you.	Stay alert for your ride.  Respect school property.  Stay on sidewalks.  Know where you are going after school before you get to school	Keep hands and feet to yourself.  Enter the right door immediately after drop off.  Walk directly to the parent pick up between orange cones for pickup.

**Students will receive a cookie card when awarded the BRAVES card.**

**Every month there will be a 15 minute recess for all students that received a BRAVES card that month.**

**Every 9 weeks the students that received a BRAVES card will walk through the school to receive cheers and congratulations.**

Level 3, Major and level 2, Minor Referrals

Discipline action will follow this basic format

The goal for WME is to provide a positive 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. Failure to follow discipline guidelines may result in disqualification from certain clubs and/or extracurricular activities and awards (Clean Card activities, field trips, extra recess, awards ceremonies, attending events, etc.)

1. Level 1 is mild misbehavior that will be handled by the classroom teacher through management techniques. Level 1 misbehaviors will be communicated to the parent/guardian by the teacher. Level one will be documented by the teachers.
2. Level 2 behaviors will be documented on a level two referral and submitted to the office for documentation in PowerSchool. The teacher will communicate the incident and referral to the parent guardian. The White Mountain Elementary school disciplinary matrix.
3. Major referrals will be addressed by classroom teachers and administrators.
  - a. 1<sup>st</sup> through 4<sup>th</sup> referral will be addressed and followed using the discipline matrix as a guide for consequences.
  - b. 5<sup>th</sup> major referral will result in parent meeting with administration.
  - c. 6<sup>th</sup> major referral will result in a disciplinary contract meeting with parents.
  - d. 7<sup>th</sup> major referral and/or inability to fulfill the disciplinary contract will result in a long-term suspension hearing with RMSD district hearing officer.

Any level 3 referral will disqualify the student from participating in the Quarterly "rewards" activities. Multiple level 2 referrals may also disqualify the student from participating in the "Rewards" programs. Students regain eligibility for the rewards program at the beginning of each 9 weeks grading period.

3. **Out of District Students-** If a minor or major referral is received by a student from outside the boundaries of the Ruidoso Municipal School District he/she may be immediately placed on a disciplinary contract and/or asked to return to their home district.

## WME 3 Level System for Responding to Misbehaviors

Mild Behavior - Level 1	Moderate Behavior - Level 2	Severe Behavior - Level 3
<p>Minor behaviors that can be adequately corrected at the time and in the setting in which they occur and which <u>do not require documentation</u>.</p>	<p>Misbehaviors that, while not requiring administrative involvement, <u>do require documentation using level 2 form</u>. These are behaviors that require a consequence (e.g. detention, lose a privilege, phone call/note home, etc.)</p>	<p>Serious misbehaviors that require immediate <u>administrative involvement and written documentation from the person observing or documenting behavior</u>.</p>
<p>A staff member observing a Level 1 infraction corrects the student at the time, in the setting.</p> <ul style="list-style-type: none"> <li>• Blurting/calling out in class</li> <li>• Touching (non-sexual)</li> <li>• Making noises</li> <li>• Not following directions</li> <li>• Name calling (put-downs)</li> <li>• Excessive talking</li> <li>• Profanity (accidental)</li> <li>• Throwing objects (no harm intended)</li> <li>• Out of seat/not paying attention</li> <li>• Spitting on the ground</li> <li>• Walking/climbing on furniture</li> <li>• Gum/candy, chips/seeds</li> <li>• Work not complete</li> <li>• Cutting in line</li> <li>• Misuse of equipment</li> <li>• Toys at school</li> <li>• Electronic devices</li> <li>• Dress code violation</li> <li>• Running in the hallways/passing areas</li> <li>• 1st bell infraction</li> <li>• Cheating</li> <li>• Tardy (1-2)</li> <li>• Unprepared for class</li> </ul>	<p>A staff member observing a Level 2 infraction corrects the student at the time and assigns a correction, and completes a behavior incident report (other side of the document).</p> <ul style="list-style-type: none"> <li>• Repeated Level 1</li> <li>• Tripping/Pushing (no injury) Intentional</li> <li>• Stealing (minor, one time, e.g. pencil)</li> <li>• Profanity to other students</li> <li>• Refusal to do work</li> <li>• Talking back to Staff</li> <li>• Damaging property, vandalism</li> <li>• Playing in hallways/restroom</li> <li>• Habitual misuse of equipment</li> <li>• Inappropriate play (e.g., picking up someone, tackle football, etc.)</li> <li>• Throwing food</li> <li>• Use of cell phone/smart watch</li> <li>• Photos, Videos, and Social Media, or electronics</li> <li>• Not following directions (insubordinate)</li> <li>• Habitual lying</li> <li>• Chronic tardies, 3+ per quarter</li> <li>• Throwing objects</li> <li>• Bus disruption</li> <li>• Habitual unpreparedness</li> <li>• Truancy from class</li> <li>• </li> </ul>	<p>A staff member observing a Level 3 infraction has the student escorted to the office or notifies the office for assistance then completes the referral form (other side of the document).</p> <ul style="list-style-type: none"> <li>• Physical Fighting (Throwing punches)</li> <li>• Assault on student or staff</li> <li>• Defiance (disrupting instruction/bus or not safe to continue activity)</li> <li>• Threatening (Weapons/extreme bodily harm)</li> <li>• Spitting on someone on purpose</li> <li>• Sexual Harassment (touching or verbal)</li> <li>• Stealing (habitual)</li> <li>• Bullying (habitual/targeted)</li> <li>• Profanity (habitual/to an adult)</li> <li>• Possession of dangerous objects</li> <li>• Brandishing dangerous object (gun, knife, sharp object, drugs, live ammunition)</li> <li>• Extortion</li> <li>• Leaving school grounds</li> <li>• Habitual misuse of equipment</li> <li>• Photos, Videos, and Social Media, or electronics</li> <li>• Habitual Cheating</li> <li>• Misuse of school technology</li> <li>• Habitual bus disruptions</li> <li>• Controlled substances</li> <li>• Vaping, tobacco, alcohol</li> </ul>

## Level 1 Behavior

No Incident Referral Generated; Corrected Immediately by Adult		
BEHAVIOR	LOOKS/SOUNDS LIKE	SUGGESTED INTERVENTIONS
Negative response that is out of character for a student.	Not working, sighing, mumbling under breath.	Move closer to the student, visit one-on-one with the student, repeat directions, ignore.
Argumentative	"I am doing my work." Wanting to negotiate request.	Remind student of classroom policy, visit one-on-one, change seats, keep after class, call parents
Not bringing materials	Lacking paper, pencil, agenda, class book, etc.	Conference with the student, offer supplies, loss of participation points
Student passively refuses to comply (do work/take notes)	Out of seat, digging in backpack/ purse, writing, erasing, writing repeatedly	Move closer to the student, verbal reminder, remind of SPIRIT, respond consistently, loss of participation points, keep after class
Wearing earbuds	Earbuds in ears	Visit one-on-one with a student, point to earbuds & gesture to put them away, take earbuds and/or device (return at end of class)
Dropping books on the floor	The sound of books hitting the floor, dropping books in the middle of lecture/ directions	Verbal reminder, visit one-on-one with the student
Off task	Engaged in activity, not class related, talking, head down, out of the seat, not following SPIRIT	Teach students how to stay on task, SPIRIT, pre-correct students right before they usually become off task, 3:1 positive interaction, respond consistently to student behavior
Head on desk	Head down, snoring, drooling, not responding to name being called	Move closer to the student, visit one-on-one with student, tap desk to refocus, wake student up, encouragement, talk in the hall to discover what's going on, instruct the student to stand if he/she can't remain awake
Talking out of turn	Shouting out, talking over and/or interrupting others	Verbal correction, SPIRIT, positive reinforcement
Out of seat	Wandering room, standing up	Verbal correction, SPIRIT, positive reinforcement
Horseplay	"Playful" misbehavior, non-safety issue	SPIRIT, verbal correction, visit in hall one-on-one, change seats
Teasing	Mutual and not meant to harm, first offense, no victim	Verbal correction, SPIRIT, change seats, keep after class

## Level 1 Behavior

No Incident Referral Generated; Corrected Immediately by Adult		
BEHAVIOR	LOOKS/SOUNDS LIKE	SUGGESTED INTERVENTIONS
Disrespect/Rudeness	Arguing with the teacher, refusing a request, raised voice, rolling eyes, sarcastic remarks, negative tone, smacking lips	Verbal correction, visit one-on-one in the hall, SPIRIT, review class policy
Public displays of affection	Kissing, students sitting on one another's lap, lingering hugs, standing & leaning together against the wall/locker, inappropriate hand placement	Verbal correction, redirect or replacement behavior offered.
Inappropriate/Foul language	Not in anger, not directed, not appropriate to the school setting, vulgar or slang, no victim or target, not intended to disrupt	Verbal correction, visit one-on-one in the hall, SPIRIT, keep after class
Disruptive behavior	Tapping, pestering, rudeness, noises, throwing things	Verbal reminder, SPIRIT, visit one-on-one, keep after class, redirect, replacement behavior offered
Littering	Throwing waste on floor/school lawn, leaving lunch remains on the hallway floor	Verbal reminder
Cheating 1	Copying someone else's homework or daily work, sharing answers on homework when not expressly allowed, intentionally allowing another student to duplicate work	The student will receive a 0 for the assignment
Phone	Texting, surfing the Internet, playing a game, head down looking in lap for long periods of time	Move closer to the student, review classroom policy, point out phone policy
Wandering the halls	The student is seen on multiple floors with the same pass, using restrooms on a different floor than where the class is located, taking the long way to get to the destination	Ask to check pass, escort the student (or ask another staff member) to the desired destination.

## Level 2 Behavior

Documented through Level 2 Form (Google); Parent Contact Is Needed. Corrected Immediately by Adult		
BEHAVIOR	LOOKS/SOUNDS LIKE	SUGGESTED INTERVENTIONS
Repeated Level 1 behavior	Ignoring a teacher request while continuing to display unwanted behavior.	Give student a choice of two acceptable corrections, call parent with notice of problem and next step when problem persists.
Student stands up and says, "I'm not doing this work."	Student stands during class. Student speaks out of turn, raises voice, perhaps throws a tantrum by dropping objects on the floor.	Remain calm. Restate request with a calm voice. If student still refuses, ask student to step into hall; visit with student to find out what is going on. If this is a frequent occurrence, set up a behavior contract with the student. If the student doesn't change his/her tone in the hall, give him/her the option of returning to class or going to administrator.
Throws material at someone or across room.	Items are seen flying through the air. Thrown with intent to harm or in an aggressive manner to distract class. You hear someone ask for a student to stop throwing items. A student approaches a teacher about items being thrown while class is going on	Teacher picks up items to ensure the safety of students and conferences with student. Restate classroom policy, revisit SPIRIT, Contact parent about incident and discuss setting up a behavior contract.
Student routinely uses inappropriate language during class time. Though not directed toward staff or students, student disrupts the learning process.	Use racial, stereotypical, or culturally insensitive words. Talk about inappropriate things and/or make sexual comments. Use sensitive words in an insulting or joking manner, "gay," "fag," etc.	Verbal warning. Hallway discussion. Remove/isolate student. Call or email parent. Contact counselor or administrator
Physical contact/Safety: arising from horseplay	Aggressive behavior, student safety a concern, student-to-student physical contact made, property damage, "neck," "tap"	Verbal reminder, remind students of RMS Code of Conduct, change seats if needed, call or email parent about behaviors.
Walks out of classroom	Student leaves academic area without permission	Ask student to please have a seat, conference in hall, make call to administrator about AWOL student, refer to BIP if applicable, call or email parent about situation.
Cheating 2	Cheating on daily work/homework— second offense. Cheating on test or major assignment	Student will receive 0 on the assignment. Parent will be contacted, and administration will be notified.
Wandering halls	Repeatedly seen in the halls during instruction time, repeatedly seen on wrong floor to use restroom	Ask to check student's pass, escort back to class (or get another staff member to) ,gather student's name so that you can make parent contact, either by phone or email, discuss consequences for repeated behavior.

## Level 3 Behavior

Disciplinary Referral (Paper Form) Generated; Requires Administrative Action	
BEHAVIOR	LOOKS/SOUNDS LIKE
General fighting	Aggressive, obvious victim/suspect(s), student-to-student physical contact made, injury occurs
Profanity/Vulgar language	Directed at another student, spoken in anger or derogatory tone, causes a disruption, cursing at a staff member
Threatening speech	Obvious victim/suspect(s), spoken in anger or derogatory tone, causes a disruption, directed at a staff member
Physical contact/Safety: arising from horseplay	Aggressive misbehavior that has been taken to another level (mood changes), student safety a concern, obvious victim/suspect(s), physical contact made, property damage
Bullying	Purposeful behavior that intends to cause harm or distress; is repeated over time; occurs in a relationship where there is an imbalance of power; includes cyberbullying, which is sending or posting harmful text or images using the Internet or other digital media sources
Harassment	Verbal or physical behavior that puts another person down or shows hostility toward another person and group of persons based on their race, color, religion, gender, national origin, age, sexual orientation, or disability
Sexual harassment	Unwanted and unwelcome sexual behavior that interferes with your right to get an education or to participate in school activities; may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten, or threaten because of gender; may cause the target to feel uncomfortable, embarrassed, or threatened; can happen once or many times
Acting to incite/Verbal escalation to fight	Any language whose intent is to instigate a conflict with an individual or group. Can also be participating in a group whose purpose is to instigate or continue a conflict.
Major disruption to room	Intentional behavior that hinders students' learning and teacher's ability to maintain classroom control.
Gang-like behavior	Graffiti, complex hand gestures or signs and multistep handshakes, bandanas, tagging, referring to sets, folks, etc., any activity deemed by the administration as gang-related.
Refusing to leave the classroom	The student remains in the area and refuses to comply with a request to go to the office.
Cheating 3	Repeat offense of any type listed on Level 1 & 2
Cheating 4	A further repeat of any type listed on Level 1 & 2
Gross misbehavior	Extortion, gambling, exploding of fireworks, causing a false fire alarm, carrying or using weapons, drugs, or alcoholic beverages

## 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.	Long-term suspension	
	or File criminal report Mental/safety Assessment by SBHC	File criminal report or expulsion Legal citation	
Arson	5-10 Day suspension Seek restitution File criminal report	Long-term suspension Seek restitution File criminal report or expulsion Legal citation	
Assault/Bullying/Verbal Intimidation (Aggravated)	Parental contact by administrator or 3-5 Day suspension or Hearing. Detention. Intervention course work.	Parental contact by administrator. 5-10 day suspension, Disciplinary Contract or Hearing with attacks	Parental contact by administrator, or court hearing. or alternative setting (AES) or modified class schedule.
Aggression or harm t on another student. Battery (Aggravated)	3-5 day suspension. Parental contact. At WMED activity, No attendance allowed. or Hearing with attacks. Detention or AES. 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 firea 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	Parental contact by teacher	Parental contact by teacher	Parental contact by teacher
Plagiarism	Loss of assignment points	Loss of assignment points	Loss of assignment points
Lying	or detention or ISS	or disqualification from awards/clubs or detention or ISS	1-3 day suspension.
Closed campus violation	Parental contact by administrator	Parental contact by administrator	Parental contact by administrator
Leaving campus/class without parental withdrawal.	1-3 day suspension	5-10 day suspension	Long term suspension
In an inappropriate location.	ISS and/or detention assignments Parent support in school supervision	or long-term suspension Parental conference and/or hearing.	Parental conference. or Hearing.
Conspiracy/instigation	Parental contact by administrator	Parental contact by administrator.	Parental contact by administrator.
Promoting others to break the rules.	or 1-3 Day suspension	3-10 day suspension.	District hearing
Promote a fight, or a crime to occur on campus or during a school sponsored event.		File criminal report Disciplinary Contract or Hearing	
Controlled substance (including paraphernalia) drugs and/or alcohol use and/or tobacco possession, Lighters, papers, etc.	Parental contact by administrator Legal citation/arrest Substance Abuse education with counselor 3-5 day suspension & SBHC intervention Intervention course work.	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
Under the influence Vaping	(INDEPTH)		4-5-365 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	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 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 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.	Referral, Confiscate and return to parent. Might not bring phone to school for 30 days. or PM detention.	Confiscate and return to parent during school Photo/Video will lose phone privileges. Assigned PM detention.	Confiscate and return to parent, assigned 2nd PM detention, Referral for documentation.
No Photos/videos, laser pointers	May be "Defiance" if refusal to surrender device. surrender the device. Photo/Video will lose phone privilege.	Write up office referral for documentation. Will not return phone for 30 days Long term loss of phone privileges.	Loss of electronic devices for remainder of the school year.
Extortion	Parental contact by administrator Suspension pending parent Conference. or legal consequences.	Parental contact by administrator Suspension pending parent conference.	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 or 3 day suspension Disciplinary Contract	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 (Habbtial) 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	Parental contact of all parties 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.	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
Chasing in the building 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/subordination	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.	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.
Inappropriate actions/innuendos. Intimidation Threat of physical violence and/or with or without a weapon.	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
Bullying			

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

Offense	1st Offense Consequence	2nd Offense Consequence	Additional Consequence
Truancy-ditching/skipping/class or activity.	Parental contact by teacher	Parental contact by administrator	Parental contact by administrator
Leaving/absent from without permission.	or administrator-notify of	PM detention for each period missed.	Set up parent conference.
Hiding out and not attending	Afternoon school detention	or community service	or ISS
class. In halls w/out reporting	or ISS	or ISS	or suspension
to current class and teacher.	or suspension	or suspension	or community service
Unprepared for Class.	Write up referral for documentation.	Write up referral for documentation.	Write referral for documentation.
Attending class without supplies.	Parental contact by teacher.	Parental contact by team.	Meet administrators, grade level
Attending class without homework	Lend student supplies and document.	Teacher referral and teacher detention	team, student and parents.
completed.	or community service.	or PM detention o PM Detention	or ISS assignments. 1-2 days
Vandalism & Graffiti	Parental contact by administrator	Parental contact by administrator	Parental contact by administrator
Destruction of others' personal property	Referral & 3-10 ISS or suspension.	Long term suspension	or expulsion
or school, facilities or buses.	Seek restitution	Seek restitution	Seek restitution
Notebooks, phones, backpacks, etc.	or legal citation/arrest	Legal citation/arrest	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 devices.	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.	
Misuse of school technology	Parental contact by administrator	Parental contact by administrator	Parental contact by administrator
Weapon/Firearm, possession or use	Legal citation/arrest	Legal citation/arrest	Legal citation/arrest
Definition: Instrument of attack or defense for combat.	3-10 day suspension & hearing. Follow WMED board policy	Long term suspension Follow WMED board policy	Legal citation/arrest or expulsion Follow WMED board policy
Knives, clubs, pins, needles, mace, razors pepper spray, stun guns, or imitations.	Mental Safety Assessment - Counselor/SBHC		

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.



## Appendix E

### WME Dress Code 2024-2025

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and student safety, WME has established the following dress code. WME students' personal attire should reflect self-respect and school pride as well as promote safety. A generally accepted practice in education is that cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health and safety and provide a productive learning atmosphere. Appropriate dress for school should be respectful and in good taste. Therefore, we ask that WME parents support their children in making appropriate choices in their daily attire.

**SHIRTS** - As a safety precaution, absolutely no inappropriate logos, advertising, drug, violent or alcohol related tops are allowed. Furthermore, no sleeveless shirts or spaghetti straps are allowed.

**PANTS** - All pants should be rip and tear free (no exceptions). Pajama pants and sweats are not allowed.

**SHORTS/SKIRTS** - Will not be shorter than the point where extended fingers end when the student is standing up straight with shoulders relaxed. Students wearing skirts are encouraged to wear shorts under.

**SHOES** - Safe and appropriate footwear for school and activities is required. Therefore, the following are not allowed: platform heels, flip flops, house slippers, Crocks, or slides. Students must be able to run in foot ware.

**ACCESSORIES** - Hats, bandanas, and sunglasses are not allowed to be worn during the regular school day in classrooms or the hallways. They may be worn on certain field trips and special days as designated by administration. Furthermore, the administration has the sole authority to determine appropriateness of and level of modesty of the students' attire as well as dress accessories (jewelry, scarves, headbands, etc).

**Entering the school/classroom late (tardy)**

**Students are released from vehicles and buses at 7:10 AM.**

**Breakfast and classroom engagement begins at 7:20 AM**

**Students will be considered late (tardy) at 7:30 AM**

**Tardy is defined by WME as not physically present in the classroom at 7:30 AM**

**The student is recorded as absent after 8:00 AM**

1<sup>st</sup> Tardy to a class is a verbal or written warning by the teacher. It may be on a referral for documentation purposes.

2<sup>nd</sup> Tardy to a class is a verbal or written warning by the teacher. It may be on a referral for documentation purposes.

3<sup>rd</sup> Tardy to class is documented on a referral and will have consequences of an assigned penmanship/math lunch detention.

The 3 tardy process begins over after each 3<sup>rd</sup> tardy to school.

Tardy to the first class is not an excused tardy, it is still considered a tardy and consequences are the same. The 3 tardy process begins over after each 3<sup>rd</sup> tardy to school.

**THIRD AND SUBSEQUENT TARDIES WILL RESULT IN LUNCH DETENTION. THIS WILL BE DOCUMENTED ON A BEHAVIORAL REFERRAL AND MAY AFFECT CLEAN CARDS AND PARTICIPATION IN CLASS ACTIVITIES. THE CLASSROOM TEACHER WILL CONTACT THE PARENT/GUARDIAN TO NOTIFY THE PARENT OF THE DOCUMENTED 3<sup>RD</sup> TARDY, REFERRAL AND CONSEQUENCES.**

Students who arrive late to the classroom will be directed to the cafeteria for their breakfast. At 7:45 the students will be taken to their respective classroom by the cafeteria monitors. Breakfast will not be served after 7:45.

There is a reward system for students with perfect attendance and no tardies each 9 weeks.

## ATTENDANCE POLICY

## ATTENDANCE:

Tardy 1<sup>st</sup> tardy to a class is a verbal or written warning by the teacher. It may be on a referral.  
 2<sup>nd</sup> Tardy to a class is a verbal or written warning by the teacher. It may be on a referral.  
 3<sup>rd</sup> tardy to class is documented on a referral and will have consequences of an assigned penmanship/math lunch detention.  
 Additional tardies will result in additional consequences of assigned penmanship/math detentions.  
 Tardy to first period is not an excused tardy, it is still considered a tardy and consequences are the same. All late entries to class will be documented in PowerSchool

Absences – Attendance for Success Act, July 1, 2019

There are three (3) types or categories of school absences that are documented in PowerSchool:

1. School sponsored (S): an absence from a class or school day (half of the student's approved program) for which the student is participating in school-sponsored activities; include: school sports, school club activities, and other school activities approved by the Superintendent.

**School-sponsored absences are not counted as part of "total absences" for the information that follows; however, under the new law, a student shall not be absent from school or a class in excess of fifteen (15) days per semester for school sponsored events/activities.**

2. Unexcused absence (A): an absence from a class or school day (half of the student's approved program) for which the student does not have an allowable excuse;
3. Explained absence (E): an absence from a class or school day (half of the student's approved program) for which the student does have an allowable excuse. Allowable excuses include: parent – or doctor-authorized medical absences, pregnancy, parental care for child under 13, religious instruction, tribal obligations, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith; and

**You may use the Attendance Form on the RMDS website to provide documentation for "Excused" absences.**

School/District requirements per total absences:

At 5 Total Absences: Parents will receive an "Early Alert" Attendance letter

At 9 Total Absences: Parents will receive an "Attendance" letter requesting a parent meeting to establish an attendance success plan for their child.

At 18 Total Absences: Parents will receive a letter with a required meeting date and time to establish an attendance success plan for their child.

At 36 Total Absences: Parents receive a letter informing them that the School/District has submitted a mandatory report to local Juvenile Probation Department.

**TOTAL ABSENCES PER SCHOOL YEAR, PER HOUSE BILL 236 =**

**UNEXCUSED ABSENCES + EXCUSED ABSENCES + EXPLAINED ABSENCES.**

ENTRANCE INTO THE CLASSROOM AFTER 8:00 AM IS CONSIDERED ABSENT

# News - Legislature passes HB236, the Attendance for Success Act

HERE ARE THE FACTS: NEW MEXICO LEGISLATURE - ATTENDANCE FOR SUCCESS ACT 2019 (SECTIONS 1 THROUGH 14)

→ The New Mexico "School Compulsory Law" has been replaced by the above titled "Act".

- **Absence for "any reason"** - The state expects schools to actively collaborate with you and your student to problem solve for a student who misses 5% (9 or more) school days for **any reason**.

*(This is a "change" in attendance laws. "Any reason", not just "unexcused" absences.)* The goal of the ACT is "Student Success". The message of the act is "if your student is not here, research has shown absences can affect your child's success."

Our "State" expects the School District to keep "accurate" records of your child's attendance and absences.

Important Definitions:

- **Excused Absences** – Absence from a class or school day *for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse* pursuant to the policies of the local school board. This also includes those activities sponsored by a public school.
- **Chronically Absent** - A student has been absent for ten percent (10%=17 days) or more of classes or school days for **any reason, whether excused or not**. The ATTENDANCE ACT directs the school to work with the parent and student, informing the parent of the student's attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family and the consequences of further absences. (See "Excessively Absent" definition below.) In fact, the ACT directs that the local **Probation Services Office**, as part of Children Youth and Family Department-CYFD be informed when a student's absences reach "15". *(They will require information from the school as to what efforts have been made to help your student be in school.)*
- **Unexcused Absence** – An absence from a class or school day for which the student does not have an "allowable" excuse pursuant to the Attendance for Success Act or policies of the local school board.  
Parent notes explaining reasons for absences ***are to be turned into the front office the day*** your child returns after the absence. *If the parent authorization note is not given on the day of return, after two (2) school days of the absence without a parent note being provided, the absence will remain UNEXCUSED.*  
*Remember that all absences are recorded and subject to Attendance for Success Act guidelines.*
- **Excessively Absent** – A student who is identified as needing **intensive support** and **has not responded** to *intervention efforts* implemented by the public school. The ACT defines "intensive support" as interventions for students who are missing twenty percent (20% = 34 absences) or classes or school days **for any reason**.

**\*NOTE:** At this stage the ATTENDANCE FOR SUCCESS ACT directs that the "local school board" **shall report** the excessively absent student to the probation services office of the judicial district in which the student resides for an investigation as to whether the student should be considered to be a "neglected child" or a "child in a family in need of family services" because of **excessive absenteeism** and, thus, subject to the provisions of the Children's Code.

The State of New Mexico and our District are committed to help your child to **be here and be successful!**

## APPENDIX G

### Daily and Homework Policy

In support of developing time management skills and creating individual responsibility while encouraging college and career readiness, students will be taught the essential skills of timeliness and meeting deadlines. And so, all assignments may be made up due to absences in accordance with the following guidelines.

WME- Student/Parent Handbook

#### Make-up Work Following Absences:

1. Students with “explained absences” will be allowed and encouraged to make up work that was missed. It is the student’s responsibility to contact the teacher(s) and secure the missed assignments.
2. The number of days allowed for makeup work is the same as the number of documented “explained absences”.
3. School work will only be provided ahead of time with (3) days-notice to the school or teacher. All work picked up ahead of time will be expected to be turned in on the student’s first day back. No additional days will be allowed. School work provided ahead of an absence will be at the discretion of the classroom teacher.

Makeup assignments will be coded as a zero (0) in PowerSchool until the makeup assignment is turned in. This allows students and families to be aware of the student’s class average if the assignment is not made up and this also helps students realize the connection between good attendance and successful grades.

If students fail to complete work or fail to turn work in at the prescribed deadline, the student will earn a zero (0) in PowerSchool. Support by parents and teachers will be developed to prevent subsequent zeros (0s) in the grade book

**PLEASE ALLOW ONE FULL DAY WHEN REQUESTING WORK FOR YOUR CHILD WHEN HE/SHE HAS BEEN ABSENT FROM CLASSES.**

**WHITE MOUNTAIN ELEMENTAR SCHOOL ELECTRONIC DEVICE POLICY**

**Electronic Devices:** (Examples but not limited to) Radios, CD/DVD players, beepers, games, laser pointers, toys, cameras, I-pods and video cameras (except as provided for student classroom activities) and other items not necessary for school work are not to be brought to school. The school will not be responsible for lost or damaged electronic devices. Such items brought to school will be confiscated and given to the principal. Confiscated items **may** be returned to students or parents at the discretion of the principal. This list may not be fully inclusive and may be added to at administration's discretion.

**Personal Headphones may not be used on campus at any time.**

**Ear-buds may be used, but only in one ear when approved by the teacher during use.**

**Cell phone:** It is recommended that students do not bring cell phones or smart watches to school. Cell phone usage during the classroom and passing periods is prohibited. Cell phones must be locked in the student's locker. No phone is allowed to be carried by a student at any time. Cell phones must be turned off while they are in lockers. If a student is found using a cell phone (during class time hours), it will be confiscated and taken to the office for a parent to pick up and further consequences will be according to the RMSD disciplinary matrix. A 30-day phone suspension or up to the remainder of the school year may be imposed on the students. **The school will not be responsible for lost or damaged cell phones or electronics.** If there is a concern about security, don't bring cell phone to school. Cell phones used as a camera or to video will be confiscated and held in the office for parents to pick up and the student may lose phone privileges for the remainder of the school year. If the cell phone or electronic device is taken up more than one (1) time, the student will not be allowed to bring the phone to school for the remainder of the school semester or school year. Cell phones, smart watches, and handheld electronic devices may be used prior to the first bell each morning, and afterschool only. At no time may a student carry or use these devices between classes or during class periods. If a device is in a student's pocket, notebook or in view of teachers or administrators, the device will be confiscated and returned to a parent at the end of the school day. Subsequent confiscations will refer to the disciplinary matrix, Appendix B and may not be brought back to school the remainder of the semester or school year.

Students are not allowed to use social media sites or platforms of any type during school hours. Students may not use Facebook, Facetime, YouTube, Snap Chat, Instagram, Twitter, Tik Tok or any other type of social media on any device during school hours or activities.

**THE PHONE MIGHT NOT BE RETURNED TO THE PARENT OR STUDENT ON THAT DAY IF A PHONE IS CONFISCATED LATE IN THE DAY.**

The term personal electronic device includes any personal, non-educational device with an on-off switch, which may send or receive Wi-Fi or cellular data, excepting media correspondence, most commonly:

This includes devices such as Cell phones, Smart phones, MP3 players, iPod, or other music players, iPad, tablets, laptops, or other computers, Pagers, Smart Watches, and or I-watches. Data, music or entertainment may be received through a wired connection, Bluetooth technology, or wirelessly.

First time a device is confiscated – Parent may pick up during school hours. Circumstances may dictate that the student may not bring any phone back to school for a period of time to include the remainder of the semester or school year.

2<sup>nd</sup> Offense – Parent may pick up and the student may not bring any phone to school for the rest of the semester or school year.

The use of personal electronics on campus is a privilege, not a right, and it can be taken away at the discretion of the administration at any time.

(Electronics may be returned to parents during school hours only or immediately after school)

If you choose to bring your cell phone to school, please be sure you have good insurance on your device. WME will not be responsible for lost, damaged, or stolen electronics or expensive items. Students will not be allowed to retrieve electronics during an emergency. The device could be secured in the school for long periods of time or possibly lost due to the emergency.

The administration at White Mountain Elementary 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.



### Mobile Phone and Smart Watch Policy

#### Rationale

At C, we aim to empower our students to engage and learn with confidence, courage and empathy by providing an education that inspires them to become global citizens. For that purposes this policy, “communication devices” refer to mobile phones and smart watches. The school discourages students from bringing mobile phones and smart watches to school. These communication devices cause disruption in classrooms and the playground and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others.

Parents are able to contact their children by calling the school phone number 575-630-7800. If necessary, students can contact parents from the office phone.

If a parent feels it is necessary for their child to bring a communication device (mobile phone or smart watch) to school, then the rules for student use of mobile phones and smart watches in the school are listed below:

Devices brought to and kept at school are used entirely at their owner’s risk. Makeup assignments will be coded as a zero (0) in PowerSchool until the makeup assignment is turned in. This allows students and families to be aware of the student’s class average if the assignment is not made up and this also helps students realize the connection between good attendance and successful grades.

If students fail to complete work or fail to turn work in at the prescribed deadline, the student will earn a zero (0) in PowerSchool. Support by parents and teachers will be developed to prevent subsequent zeros (0s) in the grade book

- WME cannot accept any responsibility for theft, loss or damage of these devices. Students and parents should also recognize that mobile devices are highly prized target for theft.
- Mobile phones are to be kept in the student’s locker at all times including, before school, recess, and lunchtime, and must be turned off or on silent.
- Smart phone and smart watch, notification alerts and location must be switched off.
- Phones and watches are not be used to call home in an emergency. This is the duty of the school and administrator/teacher in charge.
- Phones and watches are not to be used to call home in the event of a mishap at school or because belongings have been forgotten unless at a teacher’s discretion and under the supervision of the teacher-in-the main office, these events are to be dealt with by the school. Parents will be informed of any events that have impacted their child.
- Phones and watches are not to be used in the classroom, playground or incursion/excursion for any of the following purposes: check text messages, social media, access games, the internet, images, the camera or videos.

- Phones and watches are not be used to harass, bully, or intimidate students or staff. Breaches will be dealt with as per the school's Discipline Policy.

Any use of mobile phones and smart watches by a student, that is in breach of these rules, will lead to the confiscation of the device. In this instance, parents will be notified and confiscated devices will need to be collected from the Administration office by the student's parent or guardian at the end of the day.

\*\*\* EDUCATIONAL NOTICE \*\*\*

FOR THE SAFETY OF YOUR CHILD,  
TO ENSURE YOUR CHILD RECEIVES A QUALITY  
EDUCATION  
AND FOR THE ACCOUNTABILITY OF THE  
RUIDOSO MUNICIPAL SCHOOL DISTRICT.  
WE HAVE CAMERAS LOCATED THROUGHOUT THE  
BUILDING  
AND IN CLASSROOMS.

---

We want to ensure that your child has every opportunity to receive a quality education in our classrooms. We currently have only a few classrooms covered and minimal coverage throughout the building. The eventual goal is have video coverage and capture in every classroom, hallway and the entire grounds at WME.

Thanks for your continual support of all White Mountain Elementary School activities.

**Ruidoso Municipal Public Schools  
Opt Out Photo Release Form  
2024-2025 School Years**

For clarity, the term “photograph” as used herein encompasses both still photographs and motion picture footage.

**Ruidoso Municipal School District** will often take photographs of students and staff, or photographs in which the students may be involved with others for the purpose of promoting Ruidoso Municipal School District.

This form allows parents/ guardians the option **to not** allow **Ruidoso Municipal School District** to take photographs of their minor children for the purpose of promoting the **Ruidoso Municipal School District**.

Failure to exercise this option, releases and discharges **Ruidoso Municipal School District** from **any** and all claims arising out of the use of photographs, or any right that the parent or minor may have.

To exercise this option, check the box below and provide the information requested within ten (10) days of receipt of this form.

I do not give **Ruidoso Municipal Public-School District** permission to take photographs of the minor named below or photographs in which the minor may be involved with others for the purpose of promoting **Ruidoso Municipal Public Schools**.

I, \_\_\_\_\_ am 18 or older, and am able to contract for the student in the above regard. I have read the above statement and fully understand its contents.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Name of Minor \_\_\_\_\_

Address of Minor \_\_\_\_\_

Note: If a student’s photograph is to be withheld, the students will not be included in ☐ the school’s yearbook, program events, or other such publications.

## **CHROMEBOOK AND GOOGLE APPS FOR EDUCATION ACCOUNT**

### **What is a Chromebook?**

Chromebooks are a type of computer that run Chrome OS, an operating system that has cloud storage, the best of Google built-in, and multiple layers of security.

### **How and why will the Chromebook be used.**

Chromebooks will be used to create and enhance a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be able to find and assimilate information, create content, demonstrate their learning in a variety of ways, express their ideas, build solutions, explore, create, write, edit, curate, and engage others effectively while exhibiting digital citizenship.

### **General Expectations**

- Students are responsible for understanding and adhering to all District Acceptable Use Agreements for Technology. Access to the technology resources of the Ruidoso Municipal School District is a privilege, not a right.
- Students will have access to all available forms of electronic media, curriculum, and communication which support education, research and the educational goals and objectives of the RMSD.
- When using the Chromebook during school hours, students must be on-topic. Playing games, chatting, emailing, or surfing the web during a lesson or project is not appropriate.
- Students may only use the Chromebook and integrated webcam for academic purposes and homework. No recordings or images of any student or adult may be taken without permission.

### **Chromebook Use at School**

- Inappropriate media may not be used as a screensaver, background, or profile image
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
- Headphones or earbuds may be used when instructed by the teacher.

### **Chromebook Care**

- Students are responsible for the general care of the Chromebook they are issued in each class. Chromebooks that are broken or fail to work properly must be reported to the classroom teacher as soon as possible so the IT department can make necessary repairs.
- No food or drink is allowed next to your Chromebook while it is in use.

- Cords and cables must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- Screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chromebook
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (example: pens, pencils, notebooks)
- Clean the screen with an LCD-safe solution applied to a microfiber cloth.

### **Prohibited Use**

- Downloading any application or extension that has not been approved by the Ruidoso Municipal School District.
- Plagiarizing, copying, reproducing, or transmitting materials without the permission of the author or rights holder.
- Using the Chromebook for any action that violates school rules or public law.
- Using the integrated camera or microphone to record or take images of any student or adult without permission.
- Use of social networking, chat rooms, or messaging services not authorized by the teacher for academic use.
- Gaining access to other students' accounts, files, and/or data.
- Bypassing the Ruidoso Municipal School District web filter.
- Sharing passwords, addresses, or other personal information on the internet without the authorization of a parent or school representative.

### **GOOGLE APPS FOR EDUCATION (GAFE) ACCOUNT**

The Chromebook requires a Google account to be used. The Ruidoso Municipal School District manages and owns all RMSD student and staff Google Apps for Education (GAFE) accounts. The educational version of Google Apps provides a self-contained environment for students and staff to collaborate and share information and to publish resources within the Ruidoso School District domains. GAFE is a web service and may be used from any computer or device with internet access.

Through the use of **GAFE tools**, students will be able to collaboratively create, edit, and share files for school related projects. The following tools are included in the RMSD GAFE domain:

- Mail: an individual email account for student use managed by RMSD
- Calendar: provides the ability to organize events and shared teacher calendars
- Drive: word processing, spreadsheets, drawing, and presentation tools
- Sites: individual and collaborative website creation tool.
- Other tools, apps, and extensions will be accessible for student learning possibilities

### **Privacy**

School staff and administrators have access to student files and email for monitoring purposes. Students have no expectation of privacy within RMSD Google Apps for Education accounts.

**Limited Personal Use** - The intention use of the GAFE tools is for student learning. GAFE accounts may NOT be used for:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- Inappropriate or offensive content
- Threatening another person
- Misrepresentation of the Ruidoso Municipal School District, staff, or students.

Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces therefore student free speech may be limited.

### **Safety**

- Students may not post personal contact information about themselves or other people.
- Students agree not to meet with someone they have met online without their parents' approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts. Under no conditions should a student provide his or her password to another person.

### **Access Restriction**

Access to RMSD GAFE is a privilege - access to these apps and accounts can be suspended or withdrawn when there is reason to believe violation of policies has occurred. Violations will be reported to school administration for further investigation and plan of action, if needed.

### **Chromebook Loan**

- The Chromebooks and GAFE accounts are the property of the Ruidoso Municipal School District (RMSD) at all times. Therefore, there is no assumption of privacy.
- The Ruidoso Municipal School District reserves the right to inspect student Chromebooks and GAFE accounts at any time during the school year.
- All students are expected to show good judgment and responsibility with the use of the device and associated tools.
- For purposes of this document, Chromebook refers to the Chromebook device and power adapter, GAFE account and associated applications. Additionally, damage refers to anything that hinders the use of the device and is beyond

normal wear and tear. Therefore, all students and parents/guardians must acknowledge and agree to the following conditions of use:

#### **A. General Expectations:**

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations for the use of technology and within this Chromebook agreement.
2. Students may not remove or circumvent the management system installed and used on the RMSD Chromebooks. This includes removing restrictions or "jailbreaking" the device. All profiles must remain installed, with nothing added.
3. Students may only use the Chromebook and integrated webcam for academic purposes and homework. No recordings or images of any student or adult may be taken without permission.
4. Students may connect the Chromebook to wireless networks outside of school.
5. Chromebooks must always be protected.
6. Students may not remove or alter the "asset tag" or other labels on the Chromebook. Aside from the stickers placed on the Chromebooks by RMSD, the Chromebooks must remain free of any writing or decorations.

#### **B. Chromebook Distribution and Care:**

1. The Chromebooks and GAFE accounts issued to students are the property of RMSD and are loaned as tools for learning.
2. The Chromebooks are configured and managed by RMSD; they must remain under the student's RMSD provided account profile. The student may not add a personal Google profile to the device.
3. No student may be loaned a Chromebook or issued a GAFE account without a signed and returned RMSD Technology Equipment Checkout Form.
4. The Chromebook, protective case if issued, and brand specific power cable are to be returned prior to the end of the loan term as designated below. The returned Chromebook and brand specific power cable are to be undamaged and in good working order. The Chromebook and power cable must be returned immediately when school reopens.
5. Students are responsible for knowing how to properly operate and protect the Chromebook. This includes not leaving the Chromebook in a location where it can be damaged by cold, heat, or moisture.
6. Student/parents are solely responsible for the care and security of the Chromebook. The Chromebook must never be left outside, in an unlocked locker, unlocked car or any unsupervised area.
7. If the Chromebook is damaged or malfunctions, students must report the incident immediately by notifying their school administration. If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents are responsible for the expense of repairing or replacing the device.



## Appendix K

8. If the Chromebook is lost or stolen, the student must report the incident to their school administration as soon as possible. As with all school property, students/parents are responsible for replacing the lost or stolen Chromebook at their own expense. Costs for repairs differ by model and the schools will maintain an annually revised itemized list of repair costs for different types of damage. If the Chromebook is damaged beyond financially feasible repair, then the cost of a comparable replacement will be charged to the student/parents. In such cases, the student/parent is not entitled to keep the unrepairable asset as state law prohibits this.
9. **Intentional Damage:** Students and parents are responsible for the full cost to repair intentional damage to any Chromebook. This also includes intentional damage to another student's Chromebook. In the case of willful or intentional damage to Chromebooks, School administrators also have the option of imposing other and additional discipline measures.
10. Students/parents are not permitted to repair, alter, modify, or replace the issued Chromebook without the expressed authorization from RMSD.
11. RMSD will not issue a replacement for a damaged or lost student Chromebook without the required payment from the student/parent, or agreed-to payment arrangement with the site administrator.
12. If extenuating circumstances surround the loss or damage event, school administrators have the authority to modify the amounts and process of the district's recovery of associated costs.

[https://docs.google.com/document/d/1XGBBabi1rlZpZrU79mFKZTGB6XKhi\\_a-uurXgAWRqa4/edit?usp=sharing](https://docs.google.com/document/d/1XGBBabi1rlZpZrU79mFKZTGB6XKhi_a-uurXgAWRqa4/edit?usp=sharing)



## CHROMEBOOK AND GOOGLE APPS FOR EDUCATION ACCOUNT DISTRICT POLICY STATEMENT

The RMSD Board of Education adopted the ***Chromebook and Google Apps for Education Account*** policy in January of 2023. The policy as published is the governing document should a possible violation of the policy by a student occur. Parents and guardians are strongly advised to read the entire policy document which can be accessed online here <https://www.ruidososchools.org/Chromebook-GFE-Policy.aspx>. Formal publication in the Board Policy Manual is pending action from NMSBA Policy Services.

The purpose of the policy is to establish the district's expectations for students and the student's responsibilities regarding the proper care, handling and appropriate use of the district's Chromebooks and the account(s) issued to students for the purpose of using the Chromebooks for RMSD directed educational activities.

The policy also establishes the authority of, and guides administrators in enforcing the terms of the policy regarding lost, stolen, damaged, or misused Chromebooks and student accounts.

Inclusion of this District Policy Statement in this student handbook:

1. Establishes the student's and parents/guardian's acknowledgement of their responsibility to use the Chromebooks solely for educational purposes, and to care for the devices and associated equipment, accounts and access to resources made available by the district appropriately, whether on district premises or off.
2. Establishes the expectation that students and parents/guardians understand the full policy as published, that they will follow the directions, prohibitions, and guidance in the policy explicitly, and that they agree to the terms and conditions described in the policy.
3. Serves, under the terms and conditions of the policy, as the student's and parent/guardian's acknowledgement of and agreement to be financially responsible for lost, stolen, vandalized, or otherwise damaged devices and device accessories, whether issued to the student individually or made available on district property for educational purposes.

***Ruidoso Municipal School District  
Acceptable Use Policy and Internet Code of Conduct***

Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

Maintain supervision of students using the EIS.

## Appendix K

- Agree to directly log on and supervise the account activity when allowing others to use District accounts
- Take responsibility for assigned personal and District accounts, including password protection
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

### *Personal Responsibility.*

I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization*

### *Network Etiquette.*

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
  - Be brief
  - Strive to use correct spelling and make messages easy to understand
  - Use short and descriptive titles for articles.
- - Post only to known groups or persons.

## Appendix K

### *Services.*

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student or employee)

School \_\_\_\_\_ Grade (if a student) \_\_\_\_\_

(Appendix L)

# PARENT/STUDENT TRANSPORTATION HANDBOOK



RUIDOSO MUNICIPAL SCHOOL DISTRICT

“Where Excellence is Expected”

Lincoln County Transportation

(575)-378-4725

(The entire transportation handbook can be accessed on  
the White Mountain Elementary School website)

LINCOLN COUNTY TRANSPORTATION

1. FOLLOW ALL POLICIES IN REGARD TO HEALTH AND SAFETY DURING THE PANDEMIC.
2. EVERYONE WILL BE ASSIGNED A SEAT, BE IN YOUR ASSIGNED SEAT.
3. NO HORSE PLAY AT THE BUS STOP OR ON THE BUS.
4. BE POLITE AND RESPECTFUL TO THE DRIVER.
5. STUDENTS MUST KEEP NOISE LEVEL LOW SO STUDENTS CAN HEAR MESSAGES FROM THE BUS DRIVER.
6. THE BUS SERVICE IS CONSIDERED AN EXTENSION OF THE SCHOOL SYSTEM. ALL DISCIPLINE ISSUES WILL BE ADDRESSED ACCORDING TO THE SCHOOL DISCIPLINARY MATRIX.
7. STUDENTS SHOULD STAY SEATED AT ALL TIMES AND FACE FORWARD.
8. DO NOT CHEW GUM ON THE BUS
9. DO NOT STAND UP AND WALK INTO THE AISLE WHEN THE BUS IS MOVING.
10. NO FOOD OR DRINKS ALLOWED ON THE BUS.
11. KEEP FEET OUT OF THE AISLE.
12. BE COURTEOUS ON THE BUS TO OTHER STUDENTS AND THE DRIVER.
13. DO NOT CROSS THE ROAD WITHOUT THE BUS DRIVER'S PERMISSION.
14. YOU MUST STAY ON THE ASSIGNED BUS AT ALL TIMES. YOU MUST HAVE OFFICE PERMISSION AND A NOTE TO RIDE A DIFFERENT BUS OR GET OFF ANYWHERE OTHER THAN YOUR REGULAR STOP.
15. THE BUS IS A CONTRACTED SERVICE AND A PRIVILEGE TO USE. BUS TRAVEL IS CONSIDERED AN EXTENSION OF THE SCHOOLS. BEHAVIORAL ISSUES MAY HAVE MUTUAL CONSEQUENCES.

## SAFETY IS EVERYONE'S RESPONSIBILITY

Parents – Please read this handbook and discuss the bus rules with the student(s). Also, please sign the inserted *Bus Agreement Form* indicating you have received the *Transportation Handbook* and understand that a conference with the principal is required should your child(ren) be suspended from riding the bus. Please discuss the following with your child.

- How to walk safely to and from the bus stop;
- Where to go for help on the way to and from the bus stop; and
- How to behave safely at the bus stop. Please remind your student(s) that they are guests on private property when they are waiting at the bus stop.

Students – Please remember that the safest way to ride a bus is to sit properly, facing forward with your feet on the floor. Also remember that your driver must concentrate on traffic and driving the bus safely. Please cooperate by following the rules listed in this book. Talking in a normal tone of voice is acceptable, but yelling and screaming are not.

Lincoln Transportation Bus drivers are required to have 36 hours of pre-employment bus driving instruction that includes a defensive driving course and a first aid course. An additional 16 hours of instruction are required yearly. All school bus drivers have a Commercial Driver's License.

All other school specific rules and Board Policies and Procedures are in effect during student transportation on school buses.

### ELIGIBLE SCHOOL BUS RIDERS

A Ruidoso School District (RMSD) student will be provided transportation to his/her assigned school under the following criteria:

All students live within the Ruidoso Municipal School District boundaries are eligible for School Bus service. Certain areas within the district are not serviceable by school buses due to inadequate road conditions. Parents may be required to transport their student to the nearest bus stop.

### BUS CHANGES/TRANSPORTATION HANDBOOK:

If for any reason a student needs to change from his/her assigned bus, a note from the parent/guardian must be brought to the school office. A bus change note will be issued at that time. No student will be allowed on a different bus without a note from the office. Students and parents are required to read and understand the "Parent/Student Transportation Handbook." By signing the Parent/Student WME confirmation page, you are pledging to cooperate with Lincoln Transportation, Inc. and RMS to ensure the safety of all students riding the bus. The third time your child is suspended from the bus, his/her bus riding privileges will be revoked until the principal, bus driver, and parents meet to resolve the situation. The child may ride the bus until a fourth incident occurs, at which time bus riding privileges will be revoked for the remainder of the school year.



A bus change note will be issued at that time. Students will not be allowed on a different bus without a note from the office. Phone calls will be taken up to 3:00PM to make bus changes or parent pickup changes the day of the change. Notes will not be delivered to students after 3:00 each day.

### **BUS DRIVER AUTHORITY AND RESPONSIBILITY**

The driver has authority to suspend a student from the bus for a maximum of one trip after the student has arrived at the assigned stop or school for inappropriate and dangerous behavior.

### **SCHOOL BUS DISCIPLINARY PLAN –**

Disciplinary plan – When a principal/designee receives a school bus incident report; the administrator may use the following disciplinary plan;

1<sup>st</sup> Offense: Consequences will be determined by the bus contractor and school administration by specific offense.

2<sup>nd</sup> Offense: Parental contact by administrator, 5–10-day bus suspension or long-term bus suspension. Possible School consequence.

Additional Consequences: Parental contact by administrator. Possible semester suspension from bus services in addition to school consequences.

Note: A student's bus riding privileges may be revoked immediately for dangerous behavior.

Severe disruption and dangerous behavior will result in immediate suspension of transportation privileges. This may include, but is not limited to the following:

- Physical harm to any student
- Physical harm to the driver/attendant
- Physical harm to the bus
- Possession of a weapon, drugs, or alcohol
- Any form of sexual harassment.

In addition to the suspension of transportation privileges, a student may be suspended from school, and/or legal action against the student and/or parent/guardian may be taken.

Students receiving modified transportation services may be suspended from the bus. 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.

If a resolution is not reached, a conference may be held with the principal/designee's supervisor, Lincoln Transportation may be used as a technical resource.

Students who are suspended from the bus are not necessarily suspended from school. Transportation to and from school for students who are suspended from the bus is a parent responsibility.

NOTE: Anytime a student is suspended from riding the bus, a parent conference is required before the student's bus riding privileges reinstatement will be considered.

#### **INCLEMENT WEATHER SCHEDULE:**

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions which could endanger the safety of students going to school. The abbreviated day schedule is a shortened school day which begins either **2 hours or 3 hours later** than the regular schedule and ends at regular time. Morning pick up times will also be **2 or 3 hours later depending on the school delay being followed on that day.**

#### **BUS STOPS AND ROUTES**

1. Notes from parent/guardians or principals authorizing the bus driver to drop-off a student at a point other than his/her regular stop must be submitted to the principal.
2. Students will not be required to walk a greater distance for each grade level as specified by State Statute.
3. Lincoln Transportation will accept phone call requests to move bus stops when property damage is occurring at the stop location. All other requests to move or add bus stops to a route must be submitted to RMSD Superintendent in writing.
4. Complaints regarding route schedules or school bus stops will be addressed to Lincoln Transportation. Complaints regarding discipline on board school buses will be addressed to the principal.
5. Drivers will not transport any person who is not student or approved school personnel assigned to their bus while making regular routes.
6. Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, or law enforcement personnel to board the bus.
7. If a student is at an a.m. stop but is ineligible for transportation, the student will be given a ride to school and the driver will notify the principal/designee.
8. In the p.m., the bus driver will not be required to wait more than seven minutes after the dismissal bell has rung. The driver and/or attendant will not be allowed to leave the bus to search unaccounted students. Once the bus departs, the driver will not stop in the loading zone or be expected to return to the school for students who are late for the bus.
9. The driver has the authority to assign students to seats

## **EVACUATION DRILLS**

Student evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.

## **TRANSPORTATION OF LARGE ARTICLES**

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

1. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
2. No item will be placed in the driver's compartment.
3. All items carried by a student will be under his/her control at all times.
4. The size of an item should be such that it can be carried on the students lap or on the floor of the bus, in either case, it will not extend beyond or above the height of the seat in front of the student.
5. If space is available onboard the bus, a large musical instrument may be allowed if only one student is assigned to one seat, if the instrument case does not extend beyond the height of the seat backs, and if the instrument case is placed on the floor next to the window on the school bus.
6. Some students may need the assistance of oxygen or mechanical ventilation devices during their bus ride. All equipment must be secured so that it does not become detached from the individual dispensing unit or become a projectile in the event of an impact. Health plans for students who are medically dependent will be attached to their modified transportation form.

## **PARENTS'/GUARDIANS' RESPONSIBILITIES:**

1. Encourage their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in district documents pertaining to student transportation.
2. Instruct their children about their assigned bus stop and advising them to leave the bus only at their assigned stop.
3. Ensure that their children are at the assigned stop five minutes before the scheduled arrival of the bus.
4. Kindergarten students must have a parent at the bus stop, or the student will be returned to school or Central Office.
5. In Addition, Parents/guardians:

- a. May be held responsible for any observed acts of vandalism of private property by their children while on the bus or at the bust stop. (Restitution may be pursued by law enforcement agencies).
- b. Consequences may include the loss of bus riding privileges.

The Parent/Guardian of students who have been approved for modified transportation services will:

1. Cooperate in the completion of the RMSD transportation form by providing emergency phone numbers and addresses of responsible adults in case of an emergency, such as illness, injury, or abbreviated school day due to inclement weather.
2. Allow at least 3 to 5 days to implement any changes in pick-up and/or drop-off locations. The driver is not allowed to change or modify a bus.
3. Have the student ready to board the bus at the assigned pick-up time.
4. Cooperate by ensuring students have clean diapers if they are not toilet trained and that colostomy bags are not filled to capacity before boarding the bus. Transportation will not be provided for students who are soiled or have full bags before boarding the bus.
5. Transport their student when exceptional situations arise which call for a deviation from established bus service (e.g., the student needs to be dropped off at a different address temporarily).
6. Transport their student in the event of bus suspension.
7. Make arrangements to have a responsible person meet the bus when it is indicated on the RMSD Modified Transportation form that a student cannot be left unattended.
8. Notify Lincoln Transportation in advance (one full school day, if possible) or signal the bus when it arrives in the event the student does not plan to attend school on a specific day.

## **STUDENT RESPONSIBILITIES:**

### **Arriving at pickup point:**

1. Be on time.
2. If you have to walk along the road, walk on the left side facing traffic.
3. Walk on the shoulder of the road where possible, and not on the traveled portion.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

**Board the bus:**

5. Line up single file parallel to the roadway, with younger student in front, so they can board first.
6. Wait until the bus comes to complete stop before attempting to get on board.
7. Board the bus quickly but without crowding or pushing.
8. Never run on the bus.
9. Go directly to your assigned seat and sit straight, well to the back of the seat, and face the front of the bus.

**Conduct on the bus:**

10. The bus will not move until all passengers are seated.
11. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
12. Keep your books and /or other items on your lap or put them under the seat.
13. Keep the aisle clear.
14. Do not talk to the driver except in case of emergency.
15. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
16. Never stick hands, arms, head, or feet out of the windows of the bus.
17. Do not open windows without the driver's permission.
18. Do not throw anything in the bus or out of the window.
19. Do not touch the emergency door or exit controls or any of the bus safety equipment.
20. Do not discard refuse in the bus.
21. Eat at home or school, but not on the bus.
22. Obey promptly the directions and instructions of the school bus driver.

**Prohibited items:**

23. Neither tobacco nor alcoholic beverages are allowed in a school bus.
24. Insects, reptiles, or other animals shall not be transported in a school bus.
25. No weapons, explosive devices, harmful drugs, or chemicals shall be transported.
26. No flammable liquids

**Exit from the bus:**

27. Do not push or crowd when leaving the bus.

**Crossing the highway:**

28. If you must cross the road, walk to a point about ten (10) feet in front of the bus, and do not cross until you can see that the driver has indicated that it is safe to do so.
29. As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
30. Cross at right angles, never cross the highway diagonally.
31. Walk briskly across the road, but do not run.
32. Never cross the road behind the bus.

**Accident or another emergency:**

33. In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
34. Stay in the bus unless otherwise directed by the driver.
35. If you have to leave the bus, stay in a group and obey the driver's instructions.

Lincoln County Transportation

Office: (575)-378-5410

Fax: (575) 378-4725



**WME Students and parents with questions about the Spring Ski Program should contact Coach Eidson at the Ruidoso High School. All WME permission forms WME can be picked up at WME and returned to WME. The dates of the program will be set by Ski Apache.**

**The WME criteria for participation is listed below.**

- G. Each School will set their own eligibility criteria in addition to age; these may include attendance, grades or behavior.
- H. **WME eligibility:**
  - 1. No more than 10 absences total during the first semester and second semesters.
  - 2. Must have a 2.0+ for the current 9 weeks and the spring semester. (Cannot have an "F" grade at all, fall semester or current semester). Weekly eligibility checks will be made through PowerSchool each Monday.
  - 3. All permission slips must be submitted no later than Tuesday prior to the Thursday of the first Thursday the student wishes to attend. Only one permission slip is necessary. One permission slip will satisfy every week of the program.
  - 4. The student is not eligible if they have received a behavioral referral, level II or level III over the course of the prior week.
  - 5. You must be in school on Thursday morning or the day of the program.
  - 6. Transportation to the ski area and back is the responsibility of the student and parent.
  - 7. All financial responsibilities belong to the student and family.

Please thank Ski Apache for their continual efforts to keep the ski program active.

Permission and emergency medical release forms for WME students have distributed to students to take home and should be returned no later than Tuesday, in January to be eligible for the first ski date. Additional forms for WME are available in the front office.

## The "B.R.A.V.E.S Factor" Field Trip Policy

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

The B.R.A.V.E.S. Factor to determine the students who may or may not be eligible to travel with the group. In the case of misbehavior addressed through the WME school BRAVES expectations matrix, and disciplinary matrix, students may lose the privilege of traveling with the group. Each nine weeks, each student begins the semester with the six (6) letters, BRAVES. When there is an event or misbehavior by a student that is corrected by the teacher or supervisor, a letter of the B.R.A.V.E.S. may be removed from the acronym. If the student loses the entire BRAVES acronym, the student will not be allowed to attend the field trip for that particular nine weeks.

In the event that a student receives a level 2 referral anywhere on campus, the student will lose two (2) letters.

In the event a student receives a level 3 behavioral referral, the student will lose three (3) letters.

The student may regain a letter to be determined by the classroom teacher.

# B

Loss of "B" \_\_\_\_\_ for \_\_\_\_\_ Earn back: \_\_\_\_\_

# R

Loss of "R" \_\_\_\_\_ for \_\_\_\_\_ Earn back: \_\_\_\_\_

# A

Loss of "A" \_\_\_\_\_ for \_\_\_\_\_ Earn back: \_\_\_\_\_

# V

Loss of "V" \_\_\_\_\_ for \_\_\_\_\_ Earn back: \_\_\_\_\_

# E

Loss of "E" \_\_\_\_\_ for \_\_\_\_\_ Earn back: \_\_\_\_\_

# S

Loss of "S" \_\_\_\_\_ for \_\_\_\_\_ Earn back: \_\_\_\_\_