



# Pecos Elementary School

## 2026-2027

I am *RESPECTFUL*, I am *RESPONSIBLE*, I am *CARING*, I am a *PECOS PANTHER*

PECOS ELEMENTARY

PO BOX 368

NORTH HIGHWAY 63/PANTHER PARKWAY

PECOS, NEW MEXICO 87552

|                                    |                |              |
|------------------------------------|----------------|--------------|
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| Mrs. Cathy Gallegos                | PRINCIPAL      | 505-757-4770 |
| Mrs. Mariá Elia Guzmán Distlehorst | COUNSELOR      | 505-657-1664 |
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PECOS ELEMENTARY SCHOOL OFFICE 505-757-4770

DISTRICT OFFICE 505-757-4700

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TRANSPORTATION OFFICE 505-757-4673

NURSE 505-657-1651



Pecos Independent  
School District  
Pecos Elementary  
2026-2027



|                                    |                                       |
|------------------------------------|---------------------------------------|
| August 4, 2026                     | First Day for Teachers                |
| August 5-7, 2026                   | In-service Days                       |
| August 10, 2026                    | First DAY for K- 12 grade students    |
| September 7, 2026                  | Labor Day Holiday-No School           |
| October 8, 2026                    | End of the 1 <sup>st</sup> 9 weeks    |
| October 9& 12, 2026                | Fall Break-No School                  |
| October 30, 2026                   | Fall Parent Teacher Conferences       |
| November 3, 2026                   | Election Day- NO School               |
| November 23-27, 2026               | Thanksgiving Break- NO School         |
| December 18, 2026                  | End of the 2 <sup>nd</sup> 9 weeks    |
| December 21, 2026- January 1, 2027 | Winter Break- NO School               |
| January 4, 2027                    | In-service Day                        |
| January 5, 2027                    | First Day BACK for K-12 students      |
| January 18, 2027                   | Martin Luther King Jr. Day- NO School |
| February 15, 2027                  | Presidents Day-NO SCHOOL              |
| March 8-12, 2027                   | Spring Break- NO SCHOOL               |
| March 19, 2027                     | End of the 3 <sup>rd</sup> 9 weeks    |
| March 26-29, 2027                  | Easter Break- NO School               |
| April 9, 2027                      | Spring Parent Teacher Conferences     |
| May 27, 2027                       | Last Day for students                 |
| May 28, 2027                       | Last Day for staff                    |
|                                    |                                       |

*2026-2027 Important beginning of year information*

**Pecos Elementary Daily Schedule**

7:15-7:50 Breakfast

8:00 Bell Rings-Academic Day

11:00-12:00 Primary Lunch- Kinder-2<sup>nd</sup> grade

11:50-12:50 Primary Recess- Kinder-2<sup>nd</sup> grade

3:00 Bell Rings- End of Academic Day

**Students arriving to school after 8:00 am will be considered tardy. Parents will notified of habitual tardies and absences. Tardies and half days will impact PERFECT ATTENDANCE.**

**Horario Diario de la Escuela Primaria de Pecos**

7:15-7:50 Desayuno

8:00 Suena la campana- Inicia el día académico

11:00-12:00 Almuerzo de los grados primaries -K-2<sup>nd</sup>

11:50-12:50 Almuerzo de los grados intermedios -3<sup>rd</sup>-5<sup>th</sup>

3:00 Suena la campana- Final del día académico

**Los estudiantes que lleuen a la escuela desués de las 8:00 serán considerados tardíos. Se notificará a los padres de las ausencias habituales de sus hijos, y de cuando éstos lleguen tarde a las escuela. Llegar tarde o permanecer solo por medio dia vay impactator ASISTANCIA PERFECTA.**

## **Attendance**

Attendance is extremely important. Our school has a goal of 97% attendance this school year. In order to obtain that goal, students should not miss more than 6 days this school year. Please send a note with your child when they are absent. You can also call or email Mrs. Martinez in the front office. Her email is [ceciliamartinez@pecos.k12.nm.us](mailto:ceciliamartinez@pecos.k12.nm.us). Mrs. Martinez will excuse the absences. Students are able to have an excused absence for the following:

- Illness-if the student is absent more than two days, they will need a doctor's excuse for the third day in order to be excused.
- Death in the family
- Family emergency

Any other reason is not considered an excused absence. We know that sometimes families go hunting or on family vacations. Please let us know when your student will be out. Those absences will stay unexcused. Unexcused absences will only affect your student if they become a routine and your student is missing a lot of days. Also, be aware that unexcused absences will affect whether your student gets to attend incentive field trips so please turn in excuses when your student returns. We will not accept excuses after three days of the student's return.

### **PES Parent Visitations to Classrooms**

Parents are welcome to visit their student's classroom. We ask that you follow the following procedures before you visit:

- Please contact the teacher and let them know what day and time you would like to visit. Please do this 24 hours in advance. The teacher will let the front office know about your planned visit.
- Sign in and sign out at the front office.
- Be punctual.
- Do not use your cellphones in the classroom. If you need to take a call, please step into the hallway. Be aware that every time you leave the room, students will become distracted.
- Dress appropriately.
- Use appropriate language and do not try to have a conference with the teacher while they are teaching.
- Do not attempt to discipline children that are not yours. This includes other family members' students.
- We do not have birthday parties for kids. You may drop off store bought cupcakes for your student. The classroom can enjoy those at the end of the day at teacher discretion.

## Pecos Elementary School

### Incentive Trip Guidelines

2026-2027

During the school year we will be hosting field trips to congratulate our hard-working students. These field trips are different from classroom field trips, which are solely based on learning. Incentive trip guidelines will be followed without exception. Please read through these guidelines with your child.

- No more than 3 unexcused absences during the incentive trips' grading period. Please see the attendance information for reasons for excused absences.
- Absolutely no suspensions during the *semester* of the incentive trip.
- No more than 2 office referrals during the incentive trips' grading period.
- No F's during the incentive trips' grading period. A grade check will be completed 2 weeks prior to the trip.

Our goal at Pecos Elementary School is for every student to be able to attend the incentive trips. With your support we will be able to attain this goal. Remind students that they need to do their best every day.



**Pecos Elementary**  
**6 Pillars of Character**

**RESPECT**

- Treat others with respect; follow the Golden rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

**CITIZENSHIP**

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.

**CARING**

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help others in need.

**TRUSTWORTHINESS**

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable-do what you say you'll do.
- Have the courage to do the right thing
- Build a good reputation.
- Be loyal- stand by your family, friends, and country.

**FAIRNESS**

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

**RESPONSIBILITY**

- Do what you are supposed to do.
- Preserve: keep on trying!
- Always do your best.
- Use self-control; be self-disciplined.
- Think before you act- consider the consequences.
- Be accountable for your choices.

**Primaria de Pecos  
Los 6 Pilares del Carácter**

**RESPECTO**

- Trata a todos con respeto; sigue la regla de Oro.
- Sé tolerante de las diferencias.
- Utiliza las buenas maneras, no uses malas palabras.
- Sé considerado con los sentimientos de los otros.
- No amenaces, golpees, ni lastimes a nadie.
- Resuelve amablemente situaciones de conflicto, insultos, y desacuerdos.

**CIUDADANIA**

- Haz tu parte para mejorar tu escuela, y comunidad.
- Coopera.
- Manténte informado (a); vota.
- Sé un buen vecino (a).
- Obedece las leyes, y las reglas.
- Respeta a la autoridad.
- Proteje el medio ambiente.

**BONDAD**

- Sé bueno.
- Sé compasivo y demuestra que tienes cuidado.
- Expresa gratitud.
- Perdona a otros.
- Ayuda a otros en necesidad.

**CONFIABILIDAD**

- Sé honesto.
- No engañes, no hagas trampa, no robes.
- Sé confiable-haz lo que dijiste que harías.
- Ten el valor de hacer lo correcto.
- Construye una buena reputación.
- Sé leal, respalda a tu familia, amigos, y país.

**JUSTICIA**

- Juega siguiendo las reglas.
- Espera tu turno y comparte.
- Sé razonable; escucha a otros.
- No te aproveches de otros.
- No culpes a otros despreocupadamente.

**RESPONSABILIDAD**

- Haz lo que se supone debes hacer.
- Persevera: ¡sigue intentando!
- Haz siempre lo mejor que puedas.
- Utiliza el autodominio; sé autodisciplinado.
- Piensa antes de hacer algo - considera las consecuencias.
- Sé responsable de tus actos.

## PECOS PANTHER PRIDE:

Pecos Elementary School  
Motto and Expectations:

I am RESPECTFUL,  
RESPONSIBLE,  
CARING  
PERSON.  
I'm a PECOS PANTHER!!

*What it means to be a Pecos Panther? :*

I listen and follow directions the first time.  
I take care of myself, others and my school.  
I always do my BEST!

## ORGULLO DE PANTERA DE PECOS:

Escuela Primaria de Pecos  
Lema y Expectativas:

Soy una person  
RESPECTUOSA,  
RESONSABLE,  
CUIDADOSA.  
iiSoy una Pantera de Pecos!!

*¿Qué significa ser una Pantera de Pecos? :*

*Eschuco y sigo instrucciones la primera vez.  
Cuido de mi mismo, de otros, y a mi escuela.  
iSimepre doy lo MEJOR de mi!*

# CHECK YOUR VOLUME!



LEVEL 5

**YELLING**



LEVEL 4

**LOUD VOICE**



Giving  
a Presentation



Playground



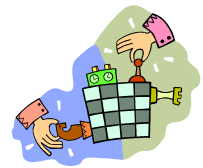
Outdoor Games

LEVEL 3

**NORMAL VOICE**



Class Discussions



Indoor Play

LEVEL 2

**QUIET VOICE**



Small Group  
or Cafeteria



When I am not sure  
which level to use.

LEVEL 1

**WHISPERING**



When others are working



or in the library.

LEVEL 0

**NO TALKING**



When someone  
else is talking.



During a Test



Hallway

# CHECK YOUR VOLUME!



NIVEL 5

**GRITAR**



NIVEL 4

**VOZ ALTA**



Dar una presentació



Patio de juegos



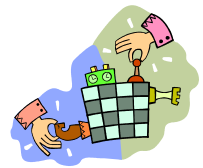
Juegos al aire libre

NIVEL 3

**VOZ NORMAL**



Discusión en clase



Juegos de salón

NIVEL 2

**VOZ BAJA**



Groupos pequeños  
o en la Cafetería



Cuando no estoy  
seguro qué nivel usar.

NIVEL 1

**CUCHICHEO**



Cuando otros estan trabajando



en la biblioteca.

NIVEL 0

**SIN HABLAR**



Cuado alguien más  
esta hablando



En un examen



En la Pasillo

**INDOOR RECESS EXPECTATIONS (Level 2- quiet voice)**

**RESPECTFUL**

- Stay seated and raise hand for adult

**RESPONSIBLE**

- Keep hands and feet to self

**CARING**

- Clean your area when done
- Be a friend to everyone!

**EXPECTATIVAS DURANTE EL RECREO EN EL INTERIOR (Nivel 2- voz baja)**

**RESPETUOSO**

- Mantenerse sentado y levantar la mano para recibir ayuda de un adulto

**RESPONSIBLE**

- Mantener manos y pies a ti mismo

**CUIDADOSO**

- Limpiar el área cuando termines
- ¡Ser amigo(a) con todos!



**PLAY GROUND EXPECTATIONS (Level 4-Loud voice is okay)**

**RESPECTFUL**

- Follow the directions of all adults
- Keep your hands and feet to yourself
- Keep rocks, sticks and woodchips on the ground
- Play tag, football, basketball, soccer in designated area ONLY

**RESPONSIBLE**

- Stay inside playground boundaries
- Play safely on and around all equipment
- Slide DOWN the slide, feet first, on bottom, one person at a time.
- Stand away from swings and bottom of slide
- When bell rings, FREEZE, and walk to your designated line

**CARING**

- Take turns on the equipment
- Play safely and be caring with others
- Keep playground area clean
- Immediately report all problems to staff on duty

**EXPECTATIVAS EN EL PATIO DE RECREO (Nivel 4- Voz Alta OK)**

**RESPETUOSO**

- Seguir instrucciones de los adultos
- Mantener manos y pies a tí mismo
- Mantener piedras, palos, pedazos de madera en el suelo
- Jugar fútbol, fútbol soccer, baloncesto, and correr, solo en las áreas asignadas

**RESPONSABLE**

- Permanecer dentro de los límites de las áreas de juegos
- Jugar con cuidado dentro y alrededor del equipo
- Deslizarse hacia ABAJO en la resbaladilla, los pies primero, sentados, una persona a la vez
- Pararse lejos de los columpios and resbaladillas
- Cuando la campana suene, dejar de jugar y caminar hacia la línea.

**CUIDADOSO**

- Tomar turnos para usar los juegos
- Jugar con cuidado y ser cuidadosos con los otros
- Mantener el área de juegos limpia
- Reportar todos los problemas inmediatamente al personal de servicio

**RESTROOM EXPECTATIONS (Level 0-no talking)**

**RESPECTFUL**

- Respect the privacy of others
- Keep hands and feet to self

**RESPONSIBLE**

- Flush toilet
- Wash hands
- Turn Water off

**CARING**

- Keep area clean
- Take care of needs quickly

**EXPECTARIVAS EN EL BAÑO (Nivel 0- Sin hablar)**

**RESPETUOSO**

- Respetar la privacidad de otros
- Mantener manos y pies a tí mismo

**RESPONSIBLE**

- Lavarse las manos
- Bajar la palanca del depósito de agua
- Cerrar la llave de agua

**CUIDADOSO**

- Mantener el área del baño limpia
- Cuidar de las necesidades rápidamente

**HALLWAY EXPECTATIONS (Level 0- No talking)**

**RESPECTFUL**

- Keep hands and feet to self
- Walking feet only

**RESPONSIBLE**

- Keep eyes forward
- Follow traffic signs and patterns

**CARING**

- Keep hands off walls and bulletin boards
- Clean your feet

**EXPECTARIVAS EN EL PAILLO (Nivel 0- sin hablar)**

**RESPETUOSO**

- Mantener manos y pies a tí mismo.
- Solo caminar.

**RESPONSABLE**

- Mira solo hacia adelante.
- Sigue solo el tráfico, las señales y las pautas.

**CUIDADOSO**

- Mantener las manos lejos de las paredes y tablón de anuncios.
- Limpiarse os pies antes de entrar al edificio.



## BREAKFAST CAFETERIA EXPECTATIONS (Level 2- quiet voice)

### RESPECTFUL

- Stay seated and raise hand for adult help
- Keep hands and feet to self
- Line up quietly when the 7:55 am bell rings.
- Use cafeteria bathrooms.

### RESPONSIBLE

- Walk straight to the cafeteria without visiting classrooms.
- Walking feet only
- Keep food on tray
- Sit at assigned table
- Bring jacket and backpack to your assigned table.
- Place extra items on designated table until 7:55 am.

### CARING

- Keep area clean
- Use "PLEASE" and "THANK YOU"
- Pick up food and trash from the floor.

## DESAYUNO EXPECTATIVAS EN LA CAFETERIA (Nivel 2- voz baja)

### RESPETUOSO

- Permanecer sentado y levantar la mano si necesitas ayuda
- Mantener los manos y pies a tí mismo
- Formar una fila cuando cuando suene la campana de las 7:55.
- Utilizar los baños de la cafeteria.

### RESPONSIBLE

- Camina directamente a la cafeteria sin visitar los salones de clases
- Solo caminar
- Mantener los alimentos en la bandeja
- Asiento en su mesa asignada
- Lleve la chaqueta y la mochila a su mesa asignada.
- Coloque artículos adicionales en la mesa designada hasta las 7:55.

### CUIDADOSO

- Mantener el área limpia
- Decir "POR FAVOR" y "GRACIAS"
- Recoger los alimentos y la basura del suelo

## LUNCH CAFETERIA EXPECTATIONS (Level 2- quiet voice)

### RESPECTFUL

- Stay seated and raise hand for adult help
- Keep hands and feet to self
- Line up quietly when called the first time

### RESPONSIBLE

- Walking feet only
- Keep food on tray
- Sit at assigned table
- Bring jacket to the cafeteria
- Place playground equipment in designated area

### CARING

- Keep area clean
- Use "PLEASE" and "THANK YOU"
- Pick up food and trash from the floor.

## ALMUERZO EXPECTATIVAS EN LA CAFETERIA (Nivel 2- Voz Baja)

### RESPETUOSO

- Permanecer sentado y levantar la mano si necesitas ayuda
- Mantener los manos y pies a tí mismo
- Formar una fila cuando llamen la primera vez
- Traer chaqueta a la cafeteria
- Coloque el equipo del patio en el área designada

### RESPONSIBLE

- Solo caminar
- Mantener los alimentos en la bandeja
- Asiento en su mesa asignada

### CUIDADOSO

- Mantener el área limpia
- Decir "POR FAVOR" y "GRACIAS"
- Recoger los alimentos y la basura del suelo



**ASSEMBLY EXPECTATIONS (Level 1- whispering - Level 0- No talking)**

**RESPECTFUL**

- Listen and follow directions when told the first time.
- Please take a restroom/ water break prior to assembly.

**RESPONSIBLE**

- Walk with your class, in a straight line, to your assigned seats. (Level 0)
- Sit on assigned bleachers with your feet flat on floor.

**CARING**

- Use Level 1 voices (whispering) prior to performance.
- When performance starts voices will change to Level 0.
- Clap and use proper responses when appropriate.

**EXPECTARIVAS EN LAS ASAMBLEAS (Nivel 1- cuchicheo - Nivel 0- sin hablar)**

**RESPETUOSO**

- Escuchar y seguir las direcciones cuando se digan la primera vez.
- Usar el baño antes e que comience las asablea

**RESPONSABLE**

- Caminar hascia las asamblea con tus compañeros de clase en una línea. (Nivel 0)
- Siéntese en las gradas asignadas con los pies apoyados en el piso.
- Sigue solo el tráfico, las señales y las páutas.

**CUIDADOSO**

- Usar el nivel 1 (cuchichear) antes de la presentación.
- Nivel 0 (sin hablar) cuando inicie la presentation.
- Aplauda y use las repuestas apropiadas cuado sea aproiado.

**COMPUTER LAB EXPECTATIONS (Level 1- whispering - Level 2 - quiet voice)**

**RESPECTFUL**

- Keep hands and feet to self
- Stay seated.
- Push chairs in.
- Headphones will remain plugged in.

**RESPONSIBLE**

- Raise hand for assistance.
- Sit in assigned chair.
- Focus on assignment
- Computer monitor will remain set on school settings.

**CARING**

- Use level 1 or 2.
- Walk out in a single line.
- Leave the computer lab clean.
- Line up immediately upon teacher's request.

**EXPECTARIVAS DE LABORATORIO DE COMPUTO (Nivel 1- cuchicheo - Nivel 2- voz baja)**

**RESPETUOSO**

- Mantener manos y pies a tí mismo.
- Permanezca sentado.
- Empuje las sillas hacia adentro.
- Los auriculares permanecerán enchufados.

**RESPONSABLE**

- Levante la mano para obtener ayuda.
- Siéntese en la silla asignada.
- Centrarse en la asignación
- El monitor de la computadora permanecerá configurado en la configuración de la escuela.

**CUIDADOSO**

- Utilice el nivel 1 o 2
- Salir en una sola línea.
- Dejar el laboratorio de computación limpio.
- Alinearse inmediatamente a petición del maestro.



### DISMISSAL EXPECTATIONS (Level 0-Level 2 voices)

#### RESPECTFUL

- While waiting for the buses to be called use a level 0 quiet voice.
- Stay seated.
- Keep hands, feet, body and backpack to yourself.

#### RESPONSIBLE

- Listen to adult directives.
- Be packed up, seated and ready to go home by 3:00 pm.
- When the bell rings, sit quietly- level 0 to listen for your bus.

#### CARING

- Stay in your classroom until your bus is called.
- Walk safely down the hall when your bus is called.

### EXPECTATIVAS DE SALIDA (Nivel 0- Nivel 2 voces)

#### RESPECTUOSO

- Mientras espera que se llame a los autobuses, use una voz tranquila de nivel 0.
- Permanezca sentado.
- Mantén las manos, pies, cuerpo y mochila a ti mismo.

#### RESPONSABLE

- Escuchar directivas de adultos.
- Estar empacado, sentado y listo para irse a casa a las 3:00 pm.
- Cuando suene la campana, siéntese tranquilamente a nivel 0 para escuchar su autobús.

#### CUIDADOSO

- Permanezca en su salón de clases hasta que se llame su autobús.
- Camine con seguridad por el pasillo cuando se llame su autobús.

### BUS LINE EXPECTATIONS (Level 3- normal voice)

#### RESPECTFUL

- Stand in proper bus line.
- Keep hands and feet to yourself.

#### RESPONSIBLE

- Listen to adults for directives.
- Only walk toward bus when directed by an adult.

#### CARING

- Visit nicely.
- Keep backpack and belongs to yourself

### EXPECTATIVAS EN LA FILA DEL AUTOBUS (Nivel 3- voz normal)

#### RESPECTUOSO

- Párese en la línea de autobús adecuada.
- Mantener manos y pies a tí mismo.

#### RESPONSABLE

- Escuchar a los adultos por directivas.
- Solo camine hacia el autobús cuando lo indique un adulto.

#### CUIDADOSO

- Visitar de buena manera
- Mantener la mochila y pertenencias a ti mismo.



## **BUS EXPECTATIONS (Level 0-2 voices)**

### **RESPECTFUL**

- Always listen to the bus driver.
- Keep hands and feet to yourself.
- Help the driver concentrate by controlling your voice and behavior.

### **RESPONSIBLE**

- Walk quietly to your assigned seat
- Remain seated, facing forward for the entire trip.
- Keep all body parts in the bus
- Pick up trash when you leave

### **CARING**

- Protect others feelings
- Watch your language
- Always be kind and courteous



## **EXPECTATIVAS DEL AUTOBUS (Nivel 0-Nivel 1 voces)**

### **RESPECTUOSO**

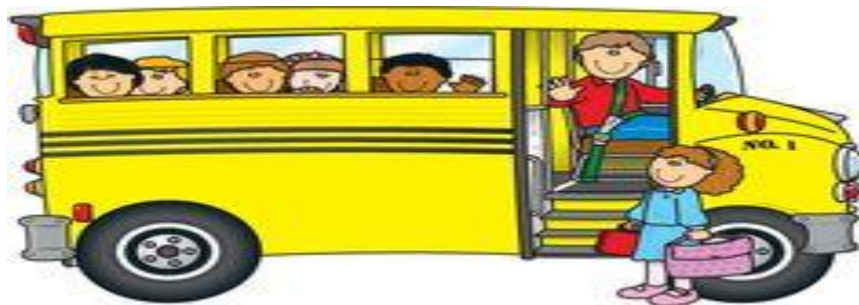
- Siempre escuche al conductor del autobús.
- Mantén las manos y los pies a ti mismo.
- Ayuda al conductor a concentrarse controlando tu voz y comportamiento.

### **RESPONSABLE**

- Camina en silencio a tu asiento asignado
- Quédate sentado, viendo hacia Adelante durante todo el viaje.
- Mantener todas las partes del cuerpo dentro el autobús.
- Recoja la basura antes de bajar de autobús

### **CUIDADOSO**

- Protéger los sentimientos de los otros.
- Cuida tu language
- Siempre ser amable y cortés
- 



## **Electives**

Our students have the opportunity to participate in three elective classes throughout the school year. We offer physical education, performance art, and library. These classes are mandatory. Students receive a letter grade for physical education and performance art. Students are expected to participate daily. Participation is defined as taking part, sharing in an activity, or being actively involved in a larger group or process. Please discuss the following information about attendance and participation with your student:

### **Discipline**

Interruption of the learning process by not participating or interrupting other students' learning

1<sup>st</sup> offence-teacher will talk to student

2<sup>nd</sup> offence-teacher will reach out to parents/guardians through class dojo or phone

3<sup>rd</sup> offence-teacher will write an office referral and the principal will address the student and follow the discipline matrix for consequences.

### **Participation**

*Excused absences* will not affect student grades. Please follow the procedures on page 4 of the handbook for information on what constitutes an excused absence and how to get an absence excused.

*Unexcused absences* will affect students' grades as students are not able to participate if they are not in school. Elective teachers will have alternative assignments available for students to pick up and complete in order to make up unexcused absences. Students receive 5 points for every elective class participated in. Unexcused absences will result in zero points for that day. Students do have the opportunity to make up points within 3 days of an unexcused absence. Teachers will have a designated area where students can pick up the make-up work assignment.

## Pecos Independent School District Discipline Matrix

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

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

Parents will be called and/or notified regarding all infractions that culminate in consequences such as detention. In some cases, the parents will be requested to conference with the teacher, counselor, and/or administrator. Some situations will require referrals to social service agencies, mental health counselors, substance abuse counseling and other types of referrals, including the police.

### **Prior to Administrative Referrals: Classroom Interventions**

1<sup>st</sup> Infraction: Work with student to correct behavior

Date

Intervention: Informal conference, reminder of school rules, parent communication and summary, what action used to change the behavior/PRIM and outcome

2nd Infraction: Work with student to correct behavior

Date

Intervention: Informal conference, reminder of school rules, parent communication and summary, what action used to change the behavior/PRIM and outcome

## LEVEL I INFRACTIONS

| Infraction  | 1 <sup>st</sup> Offense   | 2 <sup>nd</sup> Offense   | 3 <sup>rd</sup> Offense*  |
|---|---|---|---|
| Misconduct/General Disruption (Horseplay, rudeness, throwing objects, excessive disturbance, disrespect, teasing, name calling, not on task etc.)         | Lunch Detention- 1 day<br>Parent Contact  | Lunch Detention- 3 day<br>Parent Contact                                      | ISS- 1 day<br>Parent Contact<br>Behavior contract                                   |
| Defiance  | ISS- 1 day<br>Parent Contact<br>Parent Conference   | ISS- 3 days<br>Parent Contact<br>Parent Conference                            | OSS – 3 days<br>Parent Contact<br>Parent Conference<br>Behavior contract<br>SAT     |
| General Profanity   | ISS- 1 day<br>Parent Contact  | ISS- 3 days<br>Parent Contact<br>Parent Conference                            | OSS – 3 days<br>Parent Contact<br>Parent Conference<br>Behavior contract<br><br>SAT |
| Cafeteria Misbehavior   | ISS- 1 day<br>Parent Contact  | ISS- 3 days<br>Parent Contact<br>Parent Conference                            | OSS – 3 days<br>Parent Contact<br>Parent Conference<br>Behavior contract<br>SAT     |
| Ditching (On campus)  | ISS- 1 day<br>Parent Contact  | ISS- 3 days<br>Parent Contact<br>Parent Conference                            | OSS – 3 days<br>Parent Contact<br>Parent Conference<br>Behavior contract<br>SAT     |
| Any Electronic devices (Only permitted when the staff member allows)  | Device confiscated<br>Returned at the end of the day<br>If student refuses, it becomes defiance | Device confiscated<br>Device sent to Office<br>Returned at the end of the day | ISS- 1 day<br>Parent Contact<br>Parent Conference                                   |
| Dress Code Violation  | Verbal warning<br>Change clothes  | Lunch Detention- 1 day<br>Parent Contact                                      | Lunch Detention- 3 day<br>Parent Contact  |
| Cheating/Plagiarism   | Loss of assignment credit<br>Parent Contact   | Loss of assignment credit<br>Parent Contact<br>Lunch Detention- 1 day         | ISS- 1 day<br>Loss of assignment credit<br>Parent Contact                           |
| Tardy   | Lunch Detention- 1 day<br>Parent Contact  | Lunch Detention- 3 day<br>Parent Contact                                      | ISS- 1 day<br>Parent Contact<br>Parent conference                                   |
| Parking permit violations (taking others off campus, accidents, speeding, leaving during scheduled classes, lending your permit to another student, etc.) | Warning<br>Parent contact   | No parking on campus 5 school days<br>Parent contact<br>Parent conference     | Loss of permit<br>Parent conference   |

Level I referrals are typically classroom management issues. There must be documentation of parent contact at least 2x prior as well as at least 2 interventions for each infraction type.

\*: more than 3 offenses get elevated to Level 2.

## LEVEL II INFRACTIONS

| Infraction  | 1 <sup>st</sup> Offense  | 2 <sup>nd</sup> Offense  | 3 <sup>rd</sup> Offense**  |
|---|--|--|--|
| Aids/Supports/Encourages the infliction of physical injury to another person. Includes video recording of fights or posting of material on social media | ISS- 3 days<br>Parent contact<br>Parent conference   | OSS- 3 days<br>Parent contact<br>Parent Conference<br>Behavior contract<br>SAT   | OSS- 5 days<br>Parent contact<br>Parent Conference<br>SAT  |
| Threatening/Attempting to injure another person   | ISS- 1 day<br>Parent contact<br>Parent conference<br>SEL counselor referral  | OSS- 1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SEL counselor referral                                 | OSS- 3 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                                      |
| Instigating a fight   | OSS- 1 day<br>Parent contact<br>Parent conference<br>Forfeit school activities 1 week  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court                                      | OSS- 5 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                                      |
| Fighting/Involved in a fight  | OSS- 1-3 days<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>Forfeit school activities 3 weeks<br>SAT (if not in place)<br>Indicate continued defiance on referral | OSS-3- 5 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court  | OSS- 5-10 days pending a discipline hearing for continued defiance   |
| Harassment- General   | OSS- 1 day<br>Parent contact<br>Parent conference<br>Forfeit school activities 1 week  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>Forfeit school activities 3 weeks<br>SAT<br>Teen Court | OSS- 5 days<br>Parent contact<br>Parent conference<br>Forfeit school activities 5 weeks<br>SAT<br>Teen Court |
| Willful disrespect/<br>insubordination to staff or administrators   | ISS- 1 day<br>Parent contact<br>Parent conference  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                                       |
| Verbal abuse of/toward staff or administrators  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court                                      | OSS- 5 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                                      |
| Disrupting a school activity (field trip or school sponsored event)   | ISS- 1 day<br>Parent contact<br>Parent conference<br>Removal from event  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>rest of semester<br>Removal from event                  | OSS- 3 day<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                                       |
| Inappropriate use of technology (viewing/distributing inappropriate material)   | ISS- 1 day<br>Parent contact<br>Parent conference  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                                       |
| Ditching (Off-campus)   | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court                                      | OSS- 5 days<br>Parent contact<br>Parent conference<br>Teen Court   |

|   |  |  |   |
|---|--|--|---|
| Misusing/Falsifying any document or communication (pass, progress report, absence excuse, etc.)   | ISS- 1 day<br>Parent contact<br>Parent conference  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court  |
| Unsafe/Dangerous Act  | ISS- 1 day<br>Parent contact<br>Parent conference<br>SEL counselor referral  | OSS- 1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SEL counselor referral   | OSS- 3 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court |
| Theft   | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court  | OSS- 5 days<br>Parent contact<br>Parent conference<br>Teen Court        |
| Driving/Parking permit violations (taking others off campus, accidents, speeding, leaving during scheduled classes, lending your permit to another student, etc.) | Warning<br>Parent contact  | No parking on campus 5 school days<br>Parent contact<br>Parent conference  | Loss of permit<br>Parent conference                                     |
| Bullying/Hazing   | OSS-1 day<br>Parent contact<br>Parent conference<br>Counseling referral  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court  | OSS- 5 days<br>Parent contact<br>Parent conference<br>Teen Court        |
| Property Damage-attempted or engaged  | ISS- 1 day<br>Parent contact<br>Parent conference  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract  | OSS- 3 day<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court  |
| False Alarm- Fire Alarm, 911 call   | OSS-1 day<br>Parent contact<br>Parent conference<br>Counseling referral  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court  | OSS- 5 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court |
| Theft   | OSS-1 day<br>Parent contact<br>Parent conference<br>Counseling referral  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court  | OSS- 5 days<br>Parent contact<br>Parent conference<br>Teen Court        |
| Repeated Level I infractions- Chronic   | OSS- 3-5 days (Progressive)<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Teen Court | OSS- 5-10 days (Progressive)<br>Parent contact<br>Parent conference<br>Possible hearing for continued defiance/disruption (10 days)<br>SAT<br>Teen Court | OSS- 10 days pending a discipline hearing for continued defiance        |

\*\* : more than 3 offenses get elevated to Level 3

## LEVEL III INFRACTIONS

| Infraction  | 1 <sup>st</sup> Offense  | 2 <sup>nd</sup> Offense  | 3 <sup>rd</sup> Offense**  |
|---|--|--|--|
| Hate Violence/Crime- attempted or engaged, includes hate speech/language or actions based on race, ethnicity, or sexual identity, etc.*   | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>Counseling referral   | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Teen Court                                    | OSS- 5 days<br>Parent contact<br>Parent conference<br>SAT<br>Teen Court                      |
| Arson*  | OSS- 5 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Counseling referral<br>Police referral                                      | OSS- 10 days pending a discipline hearing for continued defiance<br>Counseling referral<br>Police referral                     |  |
| Assault- Physical/verbal, includes use of pepper spray  | OSS- 5 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>Forfeit school activities 5 weeks<br>SAT<br>Counseling referral<br>Police referral | OSS- 10 days pending a discipline hearing for continued defiance<br>Counseling referral<br>Police referral                     |  |
| Assault-Aggravated Includes intending or performing assault/battery with weapons, or other force, likely to result in personal injury, including sexual assault and offenses.                   | OSS- 10 days pending a discipline hearing<br>Police referral   |  |  |
| Harassment- Sexual (verbal or physical)   | OSS- 3 days<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Counseling referral<br>Police Referral   | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>SAT                            | OSS- 10 days pending a discipline hearing<br>Police referral                                 |
| Extortion- anything of value by violence, threat, or abuse  | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>Counseling referral   | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Counseling referral<br>Police referral<br>SAT | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral |
| Threats/actions against the school or staff- Bomb threat, shooting threat, physical harm, sexual harassment, intimidation, etc.   | OSS- 10 days pending a discipline<br>Police referral   |  |  |
| Weapon- Possession look alike gun   | OSS- 3 days<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Counseling referral<br>Police referral   | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>SAT                            | OSS- 10 days pending a discipline hearing  |
| Weapon- Possession/Use of actual gun or any item used as a weapon. Includes other weapons such as firearms, clubs, , explosives, firecrackers, chains, spiked wrist bands, brass knuckles, etc. | OSS- 10 days pending a discipline<br>Police referral   |  |  |

|   |   |  |  |
|---|---|--|--|
| Weapon- Possession knife, pepper spray, etc.  | OSS- 3 days<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Counseling referral   | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>SAT                                    | OSS- 10 days pending a discipline hearing  |
| Tobacco Violation- Possession, use, etc. Include, e-cigs, vapes, etc.   | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>Counseling referral  | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Counseling referral<br>Police referral                | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>SAT<br><br>4 <sup>th</sup> time = OSS 10 day and Discipline hearing                |
| Tobacco Violation- More than personal use, sale/distribution, etc.  | OSS- 3 days<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Counseling referral<br>Teen Court   | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Teen Court<br>SAT   | OSS- 10 days pending a discipline hearing  |
| Drug/Alcohol Violation- Possession, use, under the influence, etc. Includes any controlled substance, alcoholic beverage, intoxicant, possession of paraphernalia, etc. | OSS- 3 days<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Counseling referral<br>Police referral  | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>SAT                                    | OSS- 10 days pending a discipline hearing  |
| Drug/Alcohol Violation- More than personal use, sale/ distribution, etc. Includes any controlled substance, alcoholic beverage, intoxicant, etc.                        | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>SAT   | OSS- 10 days pending a discipline hearing  |  |
| Sexual abusing another person   | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral  | OSS- 10 days pending a discipline hearing  |  |
| Vandalism/Property Damage   | OSS-1 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>Counseling referral<br>Restitution   | OSS- 3 day<br>Parent contact<br>Parent conference<br>Behavior contract<br>SAT<br>Counseling referral<br>Police referral<br>Restitution | OSS- 5 days<br>Parent contact<br>Parent conference<br>Counseling referral<br>Police referral<br>Restitution<br>SAT<br><br>4 <sup>th</sup> time = OSS 10 day and Discipline hearing |
| Repeated Level II infractions- Chronic  | OSS- 5-10 days (Progressive)<br>Parent contact<br>Parent conference<br>Behavior contract if not in place<br>SAT (if not in place)<br>Indicate continued defiance on referral<br>Possible discipline hearing for continued defiance/disruption | OSS- 10 days pending a discipline hearing for continued defiance/disruption  |  |