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**Community Involvement Policy:** Walatowa High Charter School recognizes that active participation by community members is beneficial to the WHCS's educational program, and WHCS will encourage community involvement. Walatowa High Charter School approves of and encourages the use of community resources to enrich educational programs, provide greater opportunity for community service, and make learning experiences relevancy.

**Assessment Policy:** The use of data and state standards is integral to our mission of providing students with opportunities to attain superior levels of academic performance. The information from the assessments allows parents, students, and educators to monitor progress and performance of both individuals and groups of students, as well as make decisions regarding the design and implementation of instruction.

- All enrolled students must participate in required NMPED state assessments that fulfill federal guidelines. NMPED required assessments can be located at the following website:  
<https://webnew.ped.state.nm.us/wp-content/uploads/2023/07/Statewide-Test-Assessment-Program.pdf>

Alternative to High School Diploma

- WHCS High School Equivalency (HSE): The HSE program is for students who have not yet graduated from high school and are seeking the HSE credential through taking the Hi-SET. Note: High school equivalency does not equate to a standard high school diploma and may not be accepted in place of a diploma. Consult with a counselor and check entry requirements for desired career paths and post-secondary institutions. WHCS Students will implement the HiSet requirements:  
<https://hiset.org/>

The Walatowa High Charter School is subject to the federal government requirement that 95% of the students participate in testing.

**Special Education Students' Participation in Assessments Policy:** Walatowa High Charter School will ensure that all students with disabilities are provided the necessary accommodations as identified in the Individualized Education Program (IEP) on standardized, mandated assessments. WHCS will report the results from these assessments to the NMPED on an annual basis in the form required by the department. All students who are eligible and capable of completing the assessments will be provided the opportunity to be assessed.

**Procedures:**

- Develop guidelines on providing appropriate accommodations, and instruct IEP teams to select accommodations;
- Develop and implement alternate assessments and guidelines based on grad level and alternate achievement standards (New Mexico did not adopt modified achievement standards);
- Instruct IEP teams on the differences between assessments based on grade level academic achievement standards and those based on alternate academic achievement standards;
- Inform parents when their child is selected to take an alternative assessment based on alternate achievement standards and document in a student's IEPs
- Publically report statistics on participation of students with disabilities in regular assessments with and without accommodations, in alternate assessments based on grade level academic achievement standards and alternate assessments based on alternate academic achievement standards.

- Publically report statistics comparing the achievement of all children, including children with disabilities on regular assessments; alternate assessments based on grade level academic achievement standards, and alternate assessments based on alternate academic achievement standards; and
- Use universal design principles to develop and administer assessments.

**School Advisory Council Policy:** Pursuant to 22.5.16 NMAC 1978, the WHCS shall create a School Advisory Council (SAC) which shall assist the Executive Director and other administrators with school-based decision-making and to involve parents in their children's education. The school advisory council shall be created, its membership elected, and its bylaws and policies adopted in accordance with local school WHCS Governing Board rule. School Advisory Council membership shall reflect an equitable balance between school employees, parents, and community members. At least one community member shall represent the business community, if such person is available. The Executive Director shall serve as the Governing WHCS Governing Board President and shall be an active member of the SAC.

**Open Enrollment Policy:** The WHCS Governing Board adopts this policy pursuant to the terms of HB16 of the 2001 New Mexico Legislature, also known as the Open Enrollment Act, amending N.M. State Statutes § 22-1-4. The WHCS Governing Board retains the discretion to determine whether the WHCS has sufficient accommodations to offer enrollment to students who are not New Mexico residents. The Open Enrollment Act requires that a free public school education be available to any school-age person who has not received a high school diploma or its equivalent. This policy does not apply to students who are not New Mexico residents.

- **Re-admittance of Resident Students**
- When a student who has transferred from the Walatowa High Charter School and the student subsequently seeks re-enrollment, the Walatowa High Charter School reserves the discretion to deny re-enrollment, or to initiate suspension or expulsion proceedings, if the student was expelled, or withdrew from enrollment in the previous school in order to avoid expulsion procedures, related to conduct by the student which was violent, threatening or dangerous to the safety, health or welfare of other students or employees.
- **Denial of Enrollment or of Re-enrollment:** Notwithstanding any other provision of this policy, enrollment or re-enrollment of a student to any Walatowa High Charter School may be denied by the WHCS Executive Director and/or designee of such school on the following grounds:
  - a. The student seeking enrollment or re-enrollment has been expelled from any Public/Private school in New Mexico or in any other state during the preceding twelve month period; or
  - b. The student's behavior in a public or a private school in New Mexico
- **Hearing and Appeal of Denial of Enrollment or of Re-enrollment:** A student or the student's parents may appeal a denial of enrollment or of re-enrollment pursuant through the procedures established for long-term suspensions and expulsions of students, provided, that when the denial of enrollment or re-enrollment was based upon the student's prior expulsion from any public and/or private school. Within the preceding twelve month period, the admission of evidence of such expulsion shall shift the burden of proof to the student or parents to show that the student should be admitted despite such expulsion. In proceedings regarding denials under all other circumstances provided, the burden of sustaining the denial shall remain with the WHCS in which the student seeks enrollment.

**Lottery & Admissions Policy:** Pursuant to NMSA 22-8B-4.1 A, Walatowa High Charter School lottery policy is as follows: WHCS will enroll students on a first-come, first-served basis between the first week of October of every year and first week of February the following year. The school will have 150 seats available in each opening grade: 9th through 12th grade.

### **Walatowa High Charter School Lottery Procedures**

Between October and the last week of February families interested in sending a child to attend Walatowa High Charter School for the upcoming school year complete an enrollment “application” (titled “application” because of the chance that the student may be entered in a public lottery in order to obtain a seat).

The Lottery drawing will be conducted in the last week of February. Lottery Results showing your child’s lottery number will be posted on our [Lottery Results Page](#) the day after the drawing. Waiting list progress will be regularly updated on the WHCS Website. .

- You will be notified by phone and 2 emails, if we reach your child’s lottery number.
- Please contact the school immediately if your contact information changes.
- Walatowa High Charter School is not responsible for incorrect contact information.
- You must click “Accept or Decline” on the acceptance letter within five school days of notification of acceptance.
- If you have not responded to the email, the space will be offered to the next student on the waiting list.

If a space opens up during the school year, we call students from the waiting list until the space is filled.

If your student is not accepted, you must enter the lottery the following year. Waiting lists do not carry over from year to year.

Families may submit their enrollment forms in two ways:

1. Via a secure website at [www.walatowahcs.org](http://www.walatowahcs.org)
  - a. Parents/guardians create an account
  - b. Parents/guardians submit an enrollment form online for each student they wish to enroll
2. Via a paper form that will be returned to the WHCS Executive Assistant
  - a. Via e-mail with attached scanned documents
  - b. In person- Paper forms will be entered into [schoolmint.alturaprep.com](http://schoolmint.alturaprep.com) and families will be given an account to access using skyward.

Enrollment forms will request only information necessary to identify and engage with the student and family including:

1. Basic contact information for the student and parent(s)/guardian(s)
2. Grade enrolling for (including birth date verification)

In the last week of February, the school will hold a public lottery if there are more than 150 applications for a given grade level. If there are fewer than 150 applications for one of the grade levels, there will not be a lottery held for seats in that grade. In this case, students with submitted enrollment forms will be admitted to the school automatically.

The Lottery will be conducted using Skyward. This is a secure computer algorithm, with a transparent audit trail generated throughout the lottery process. This ensures that priorities are followed each time and that the possibility of human error or preference is minimized. Students who have applied for enrollment who are not selected one of the 150 students per grade level for enrollment will be listed in a specific place on the grade’s waitlist.

### **Walatowa High Charter School Waitlist Procedures**

If a student is either not admitted through the public lottery, or submits an enrollment application after all seats in the school are filled, the student will be added to the waitlist in the order in which s/he applied.

If a student who is a sibling of a Walatowa High Charter School student applies after all of a grade’s seats are filled, the sibling will be given preference on the waitlist and placed at the top of the list of non-sibling students, but behind other siblings already on the waitlist.

### **Mid- Year Vacancy Enrollment Procedure**

Walatowa High Charter School endeavors to serve the most students possible in each academic year, given the school's enrollment cap.

In the event that a Walatowa High Charter School student leaves the school in the middle of the year, the school will attempt to fill that seat with a student from that grade level's waitlist, through the following procedure:

1. Walatowa High Charter School Executive Director will confirm that the departing student is no longer enrolled in Walatowa High Charter School.
2. Within 48 hours of enrolling the student, the Walatowa High Charter School Executive Director will review the grade level waitlist in the school's online enrollment platform and call the family of the student listed first on the waitlist for the given grade level.
3. During this phone call, the family of the student will be given notice that the student has been admitted to Walatowa High Charter School.
4. The family will have 72 hours to decide whether or not they would like to accept the position at the school.
5. Following the acceptance, the family will have one week to complete registration paperwork for the school.
6. The Walatowa High Charter School Executive Director will support the family with completing paperwork and requesting the student files from his/her previous school.

### **Sibling Enrollment Policy**

Siblings or children of current WHCS enrolled students must be enrolled in the lottery before drawing is held in order to have a preferential status!

They will be placed first in any open spots at each grade level. A sibling waiting list will be created if there are more siblings than spaces available.

If the student is not entered before drawing, they will be placed at the bottom of the sibling waiting list.

A sibling is defined as a brother or sister of a student currently attending Walatowa High Charter School at the time of the lottery who:

- is living in the same household and has one or both parents in common;
- is a half-sibling or step-sibling living in the same household as a currently enrolled student; or
- is a child under court-ordered legal guardianship of the parent(s) of a student currently attending WHCS.

Verification of sibling status is required.

### **Children Of WHCS Employees**

Children of employees of WHCS Employees must be enrolled in the lottery before drawing is held and are given enrollment preference.

### **Military Families**

Military families relocating to military installations in New Mexico pursuant to official military orders may submit their student's name for the lottery and, if selected, enroll their student in Walatowa High Charter School, prior to actual physical presence in the state. Walatowa High Charter School shall accept electronic enrollment applications from military families relocating to New Mexico pursuant to official military orders, and shall provide such families requesting information with information regarding the School's program, materials regarding academic courses, electives, sports and other relevant information regarding the School.

A student's parent:

1. shall provide proof of residence in the state within forty-five days after the published arrival date provided on official military documentation; and
2. may use any of the following addresses related to the family's military move:
  - (a) a temporary on-base billeting facility;
  - (b) off-base military housing; or
  - (c) a purchased or leased residence.

**Graduation Requirement Policy:** Walatowa High Charter School will meet and exceed all New Mexico Public Education Department regulations and guidelines for graduation requirements. Consistent with

Walatowa High Charter School's charter, students will have increased graduation credit requirements in order to receive a high school diploma from WHCS. The requirements are located at the following website: <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>

**Released Time for Religious Instruction Policy:** Walatowa High Charter School may excuse any student from school with written consent of his or her parents/guardian to participate in religious instruction for not more than one (1) hour each school day at a time period not in conflict with the individual student's academic program. WHCS may postpone academic instruction when Tribal traditional/religious activities are occurring within the Pueblo of Jemez. WHCS assumes no responsibility for participating students from the time they leave the school premises until after they have returned to the school premises.

**Custodian of Public Records Policy:** Walatowa High Charter School recognizes that the official custodian of public records for the school will be the WHCS Executive Director or the Executive Director's designee. WHCS will comply with all state, and federal law concerning disclosure of student information and the process for doing so.

**Release of Student information Policy:** Walatowa High Charter School, in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA) as amended, and state law and regulation shall allow the release of directory information about WHCS students only to those persons or organizations having a legal right to know. All release of student information requests shall be reviewed and approved or denied by the custodian of public records

**Student Records Policy:** Walatowa High Charter School recognizes the privacy rights afforded under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the rights of the public to have access to "public information" as provided for in the New Mexico's Inspection of Public Records Act and Confidential Materials Act. A student's records kept by WHCS shall be open to review by the student's parents/legal guardians and/or the student and shall be treated as prescribed by FERPA, any amendments, state statute and state regulation. If there are apparent conflicts among the various statutes, the provisions of FERPA shall prevail.

#### **Inspection of Public Records Policy and Procedure**

The board recognizes the public has the right to information concerning its actions, its policies, and the details of its educational and business operations. The WHCS Executive Director and/or designee shall appoint a Records Custodian (WHCS Executive Assistant) to receive and execute requests for public information. The Records Custodian shall follow the directives of the New Mexico Inspection of Public Records Act (IPRA) in providing access to public records including posting a notice describing the rights and procedures in a conspicuous location at the WHCS website. ( (LEGAL REF.: NMSA 14-2-1 et seq. NMSA 14-3-1 et seq.)

The WHCS Administration Office will be open to receive requests for records inspection or copying during scheduled business hours. Also, a request can be made to the WHCS Executive Assistant via email.

Requests for access to records shall be made in writing, which may include electronic communication such as e-mail or facsimile, directed to the WHCS designated Records Custodian (WHCS Executive Assistant). Any written communication shall contain the name, address, telephone number and, if the request is being made electronically, the email address of the requestor and shall identify the records requested with reasonable particularity. The procedures and penalties prescribed by IPRA apply only to written requests.

The Records Custodian (WHCS Executive Assistant) must permit inspection of the requested records immediately or as soon as practicable under the circumstances, but not later than fifteen (15) calendar days after the Custodian receives the request. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for

inspection or when the public body will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the Custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the Records Custodian (WHCS Executive Assistant) received the request for inspection. Requirements of access and inspection apply only to existing records and do not require creation of new records.

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents 11 inches by 17 inches or smaller is \$0.10 per page. Documents larger than 11 inches by 17 inches are \$0.25 per page. The fee must be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies. In order to protect the integrity of the WHCS records, the copies must be made by the Records Custodian (WHCS Executive Assistant) or designee using district-owned equipment. WHCS shall not charge a fee for the cost of determining whether a public record is subject to disclosure. Electronic records will be provided only in the form in which the information can be made available using existing computer programs.

The following documents are excluded from the definition of public records:

- A. Records pertaining to physical or mental examinations and medical treatment of persons confined to any institution.
- B. Letters of reference concerning employment, licensing or permits.
- C. Letters or memorandums which are matters of opinion in personnel files or students' cumulative files.
- D. Law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law enforcement records include evidence in any form received or compiled in connection with any criminal investigation or prosecution by any law enforcement or prosecuting agency, including inactive matters or closed investigations to the extent that they contain the information listed above.
- E. As provided by the Confidential Materials Act.
- F. Trade secrets, attorney-client privileged information and long-range or strategic business plans of public hospitals discussed in a properly closed meeting.
- G. Tactical response plans or procedures prepared for or by the state or a political subdivision of the state, the publication of which could reveal specific vulnerabilities, risk assessments or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack.
- H. As otherwise provided by law, WHCS will comply with federal and state laws and regulations which contain requirements to maintain the confidentiality of certain types of records, including but not limited to student records and health records.

Protected personal identifier information contained in public records may be redacted before inspection or copying of the record.

**School-Sponsored Extracurricular Activities Policy:** Walatowa High Charter School believes that school-sponsored extracurricular activities are an integral part of the educational process, providing students with opportunities beyond the classroom to further develop particular knowledge or skills and to positively affect their learning experience. These activities are not necessarily confined to academic disciplines. They may also include the educational goals of academic achievement, effective communication, cultural sensitivity, and personal accountability.

**Release of Students Policy:** Walatowa High Charter School requires that no class, nor the school, may be dismissed before the regular hour for dismissal except with the approval from the WHCS Executive Director

or designee. Except in appropriate circumstances, custody of a student will not be relinquished by school personnel to any person without the approval of the parent or guardian having legal custody. In case of an arrest of a student, school authorities, in cooperation with law enforcement, must attempt to immediately notify the student's parent/guardian.

**Student Attendance, Absences, Excuses and Truancy Policy:** Walatowa High Charter School recognizes that State law requires that all children over the age of five (5) and students under the age of eighteen (18), and who have not yet graduated from high school, attend scheduled classes unless officially excused. Compliance with the law is the responsibility of the parent or guardian. All students are expected to attend class regularly, be on time, and be prepared for class. The responsibility for being in class and being punctual is that of both the parent guardian and the student.

**Grading Policy:** It is the responsibility of the staff at the Walatowa High Charter School to keep parents informed of their students' progress and staff will distribute the progress reports at the end of each grading period. Students must be enrolled a minimum of 20 days within a 45 day grading period in order to receive their progress grades. Should a student be enrolled fewer than 20 days, the staff at Walatowa High Charter School may supply parent/guardian with a summary statement of the student's progress. Parents of elementary students will be notified by the end of the first semester if there is a possibility of student retention. School personnel will work with families to provide remediation to the student. If a student is retained, the staff will fill out all appropriate paperwork and obtain all required signatures. WHCS WHCS Executive Director or designee's Responsibilities – General The Executive Director or Designee is responsible for communicating grading requirements and standards to WHCS Instructors annually at the opening of each school year. The Executive Director or Designee is also responsible for complying and for ensuring that all school staff meet the requirements and procedures set out in this policy. The Executive Director or Designee responsible for ensuring the integrity of the grades recorded and issued by the school and shall monitor grade reporting and grade changes to ensure accuracy and compliance with the requirements of this policy.

**Grade Change Policy Policy:** Report cards are sent out at the end of each semester. Report cards and progress reports will be sent home with the student. Advisors will be required to meet with parents of students who are in danger of failing. Corrections of clerical errors in grades may be authorized by the WHCS Executive Director or designee(s) whether he or she has recognized the error on his or her own or it has been brought to his or her attention by another such as the Instructor of the course. These corrections will be documented in the student's file. NMAC § 6.30.10

**Instructional Materials Policy:** Pursuant to Sections 22.15.1 through 22.15.12 NMSA 1978, known as the Instructional Materials Law, the Walatowa High Charter School will provide every student with textbooks, E-books and instructional materials for each class which conforms to the curriculum requirements of the New Mexico Public Education Department (PED). Students will be allowed to take textbooks, e-books and instructional materials home with them. The Walatowa High Charter WHCS Executive Director, Instructors and Finance/Business Manager will keep accurate records of all instructional materials, including cost records, on forms and by procedures prescribed by the PED. Pursuant to NMSA 22.15.8(B), the WHCS Governance Board shall give written notice to parents and other community members and shall invite parental involvement in the adoption process, and shall also give public notice, where notice may include publication in a newspaper of general circulation.

**Academic Integrity Policy:** All students need to be aware of the importance of academic integrity. The Walatowa High Charter School, is committed to the academic, social, and ethical development of each member of our learning community. The functions of the academic integrity procedures are to communicate the meaning and importance of intellectual honesty to all students, ensure accurate grade reporting, and to articulate consequences for those who fail to live up to the school standards.

I. WHAT ARE THE MOST COMMON FORMS OF ACADEMIC DISHONESTY?

A. Plagiarism: This is when an individual uses another person's ideas, expressions, or writing as if they were his/her own.

1. Copying verbatim- The most common form and happens when an individual copies words, expressions, or ideas directly from another source (e.g. book, article, Internet site, lab report, friend's paper) without giving proper credit to the author.

2. Paraphrasing- An individual borrows written ideas from a source and rewrites them in his/her own words, but does not give credit to the original author.

3. Use of an idea- An individual adapts an idea from a source without giving proper credit. (e.g. This could happen when asked to write an original piece such as a short story, you borrow an idea from a TV program, video, article, or classmate).

4. Unequal group participation- It is also considered cheating when a group is assigned an assignment as a team and the individuals do not do an equal share of the work, e.g., one member does the assignment and the other members copy from him/her instead of contributing their share.

B. Sharing Information: (e.g., sharing answers on a take-home exam, asking/telling other students what is on a quiz/assessment)

C. Cheating: (e.g., bringing answers into the assessment room, sharing answers, copying from another student, or using unauthorized notes or technology)

## II. WHAT HAPPENS WHEN A STUDENT IS INVOLVED IN ACADEMIC DISHONESTY?

The WHCS Instructors and WHCS Executive Director and/or designee expect all students to do their own work and not submit their own work ideas from a resource book, another student, or any other source. This expectation refers to all homework,

In • assignments, and assessments. WHCS Instructors will report cases of academic dishonesty to the WHCS Executive Director.

The consequences may include, but are not limited to:

A. A grade of zero regardless of the subject or nature of the assignment or type of assessment. The WHCS Instructors will hold a phone conference with the parent(s). An opportunity to resubmit the assignment retake the assessment with the final grade being the average of the zero and the grade the student earns on the resubmitted/retaken assignment or assessment.

B. A conference is scheduled with an WHCS Executive Director, the WHCS Instructors, the student, and his/her parents/guardian. The student loses credit for the assignment or assessment. The WHCS Instructors will assign an alternative assignment for partial credit.

C. Disciplinary consequences may be sanctioned against a student whose actions do not directly involve an assignment or assessment but whose actions do fall into academic dishonesty. The WHCS Instructors will hold a phone conference or google meet with the parent.

D. Any of these penalties may be administered alone or in combination with any of the aforementioned penalties for academic dishonesty for second and multiple offenses. Students with multiple offenses may receive discipline as severe as removal from the online course and/or future enrollments at WHCS.

**Service Learning Policy:** Walatowa High Charter School recognizes that service learning is an integral part of a student's development. Service learning is a component of the WHCS curriculum because it encourages students to become active, compassionate, and life-long learners that are sensitive to their environment, community, and other cultures.

**Remote/Online/Asynchronous Learning Education Policy:** The Walatowa High Charter School recognizes the value of online education in advancing its mission. As such, the school is committed to providing high quality online education to a diverse population of learners with a wide range of needs. The WHCS Online Education Policy applies to all faculty and staff engaged in the delivery of online education courses or programs, and students registered and participating in the WHCS education program. Asynchronous learning means that the instructor and the students in the course all engage with the course content at different times (and from different locations). The responsibility and authority for adherence to this policy resides with the Executive Director and/or designee.

**Distance Learning Policy:** Walatowa High Charter School will provide for student access to Distance Learning courses in compliance with 6.30.8.12 NMAC. Students seeking academic credit for distance learning courses must obtain administrative approval prior to enrollment. WHCS will not accept any credit/grades for unapproved coursework.

**Alternative Educational Setting Policy:** Walatowa High Charter School recognizes that there are situations in which a student needs to be removed from the WHCS campus for individual academic plan, safety, or disruption issues. WHCS will provide an alternate educational setting and may impose additional requirements before the student may return to school in the instances of disruptive issues. Suspension may be imposed during evaluation of the situation.

**Dual Credit Policy and Procedure:** Walatowa High Charter School will offer Dual Credit programs that allow its students to enroll in college courses prior to graduation and receive high school and college credit simultaneously. The Dual Credit courses must satisfy Public Education Department standards and benchmarks and the curriculum must be aligned to meet postsecondary requirements. To offer dual credit in academic and career technical courses, WHCS will execute a dual credit agreement with qualified postsecondary institutions that address the components found in 6.30.7 NMAC.

Procedure:

- To qualify for dual credit enrollment students must be in the eleventh grade with a minimum of twelve completed high school credits. All eleventh and twelfth grade students are eligible for dual credit enrollment.

- All dual credit courses must receive approval from the School

- All dual-credit courses count as elective credits only.

- WHCS will not release students during regular school hours to complete dual-credit courses.

Students may take dual-credit courses outside of the regular school day.

- High school credit is awarded when the Registrar receives an official transcript from the college.

- Students are to purchase the required textbooks for dual credit classes and submit a receipt for reimbursement to the WHCS Business Manager. Textbooks are property of WHCS and need to be returned

at the end of the semester. Students who do not return textbooks or return damaged textbooks will be charged consistent with the textbook fine procedure.

- Students choosing to take a course at another institution that is offered at WHCS shall not receive reimbursement for the textbook.

**Withdrawal from Class Policy:** Withdrawal from a class after the 9-week quarter will be reflected on the transcript as the student's grade point at the time of withdrawal and the indication of the withdrawal. (W-course grade)

**Grading and Reporting Student Achievement Policy :** Walatowa High Charter School will maintain a periodic system of grading and reporting to parents/guardians on student academic achievement.

**Student Field and Activity Excursion Policy :** Walatowa High Charter School expects prudent selection of off-campus experiences that enhance the educational program in accordance with the charter, mission and vision of WHCS. Off campus field excursions are subject to the prior approval of the administration and with the signed, written approval of each participating student's parent/guardian.

**School Year and Work Year/School Day Policy :** Walatowa High Charter School will meet or exceed the New Mexico state requirement for the minimum number of days in a school year, designate the work year in the annual contract, and meet or exceed the New Mexico state requirement for the minimum number of minutes for any course to equal a credit hour.

**Trips by Students Policy:** All school-sponsored trips by students must follow WHCS approved guidelines and procedures.

- All WHCS-sponsored trips that require students to stay overnight must have advance approval by the WHCS Governing Board.
- All WHCS-sponsored trips that require students to travel out of the state of New Mexico require advance WHCS Governing Board approval.
- In circumstances where advance Board approval for a student trip cannot be reasonably obtained from the WHCS Governing Board prior to the proposed trip, the WHCS Executive Director and/or designee may approve the trip and present the decision for ratification at the next scheduled Governing Board meeting.

All advertisements for non-school sponsored trips must be approved by the WHCS Executive Director and/or designee prior to being displayed or disseminated at any school site.

**Extracurricular Activities Participation:** Participation in extracurricular activities is contingent upon an acceptable level of academic achievement and individual behavior. All class work counted for eligibility determination must be acceptable as graduation credit.

In addition to requiring an acceptable level of academic achievement the WHCS Governing Board requires that students fully comply with all student behavioral code of conduct. Failure to comply with the rules of behavioral code may be subject to discipline including suspension from the extracurricular or co-curricular activity. Student conduct may be regulated within legal limits by the WHSC Governing Board as they deem appropriate. Extracurricular participation is a student privilege.

In order to be eligible to participate in competitive events, the student must meet New Mexico Activities Association (NMAA) standards.

**Treatment of Religious Issues Policy:** Walatowa High Charter School shall treat religious issues in a manner that is consistent with the laws of the United States, Tribal and New Mexico, and the regulations of the New Mexico Public Education Department. The WHCS Governing Board endorses a neutral stance in matters involving religion. In case of conflict with school days, students will be allowed non-penalized absences to observe religious holidays. The sacred literature, music, and religious displays of all faiths may be studied only for their historical, artistic, cultural, literary, or other secular importance.

**Dress Code Policy:** Student dress at WHCS and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities. Enforcement of this policy shall be in accordance with district disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech in the school setting. WHCS prohibits imposition of discipline,

discrimination, or disparate treatment against a student based on the student's race, religion, culture, hairstyles, or cultural or religious headdresses.

### **Student Discipline Policy (Student Handbook-Policy and Procedures)**

All enrolled WHCS Students are subject to The Walatowa High Charter School rules and regulations which carry corresponding obligations. The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the WHCS until and unless the rules are changed through lawful processes. Instructors, administrators and other WHCS employees also have rights and duties. WHCS Faculty and staff are required by law to maintain a suitable environment for teaching in their learning spaces and to assist in maintaining WHCS order and discipline. The Executive Director or designee is responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment at The Walatowa High Charter School. In discharging their duties, all WHCS employees have the right to be free from intimidation or abuse by all community members, including students, parents and visitors and to have their lawful requests and instructions followed.

### **EMPLOYMENT**

**Reduction-in-Force Policy:** Walatowa High Charter School shall have the right to discharge or terminate licensed school personnel when a reduction in school personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government and will be effectuated in accordance with New Mexico law and New Mexico Public Education Department regulations.

**Media Relations Policy:** All media inquiries are to be directed to the WHCS Executive Director or his/her designee, regardless of who the news media representative is, whom he or she represents, or how innocuous the request.

All press releases or other promotional materials are to be approved by the WHCS Executive Director, or designee, prior to dissemination. All use of the Walatowa High Charter School logo, name, or brand must be approved by the Executive Director, or designee.

Only the WHCS Executive Director, the WHCS Governing Board President, or others designated by the WHCS Executive Director, are authorized to speak with the news media. The WHCS Governing Board may designate a spokesperson from the WHCS Governing Board at its discretion.

\*Any information regarding the Pueblo of Jemez must have prior approval from the Pueblo of Jemez Tribal Governor.

The creation, development, and oversight of a social media account for the use of Walatowa High Charter School business must be approved by the WHCS Executive Director, or his/her designee.

Walatowa High Charter School requires that all employees represent the school in a professional manner. It is imperative therefore that employees use discretion and professional judgment when interacting with the public through social media avenues in accordance with the requirements outlined in the Walatowa High Charter School Employee Handbook.

No employee shall create social media accounts that speak on behalf of the school, or imply that he/she is speaking for the school.

**Controversial Issues Policy :** Walatowa High Charter School encourages the objective study of controversial issues as a means for students to reach the goals of becoming an academic achiever, culturally sensitive and personally responsible. The school will provide general guidelines for teachers to deal with such issues and for the processing of student and/or parental concerns, where appropriate, and will endeavor to consider both student rights and teacher authority in dealing with all controversial issues.

**Treatment of Religious Issues Policy:** Walatowa High Charter School shall treat religious issues in a manner that is consistent with the laws of the United States and New Mexico, and the regulations of the New Mexico Public Education Department. The WHCS Governing Board endorses a neutral stance in matters involving religion. In case of conflict with school days, students will be allowed non-penalized absences to observe religious holidays. The sacred literature, music, and religious displays of all faiths may be studied only for their historical, artistic, cultural, literary, or other secular importance.

**Grievance Adjustment Policy:** Walatowa High Charter School will strive to resolve and secure equitable solutions to conflicts through grievance adjustment procedures that ensure that all employees may bring legitimate grievances to the appropriate level of authority.

**Complaint Procedures:** Walatowa High Charter School will comply with 6.10.3 NMAC. Individuals or organizations should submit complaints in writing to both the Executive Director and the Governance Board President and the complaint should contain the necessary information as indicated in 6.10.3 NMAC. The Executive Director will take appropriate action to resolve the complaint as required in 6.10.3 NMAC and will provide timely written updates and copies of any and all correspondence related to the complaint to the Board President. The Governance Board will address all programmatic complaints and complaints against the Executive Director. All other complaints follow the necessary structural chain of command. The Board President will involve the Governance Board and/or Grievance Committee for purposes of responding to and resolving the complaint if the complaint is against the Executive Director, if there is any potential conflict of interest related to the Executive Director, or for any other reason. Prior to the start of each school year, the Governance Board will review and approve the Complaint Procedures for the coming school year, including the Notice of Rights related to the McKinney-Vento Education for Homeless Children and Youth Act, and information regarding this policy will be available on the school website.

**Personnel Records Policy** Walatowa High Charter School will maintain a complete official personnel record for each current employee and past employee. The Executive Director shall be responsible for developing and maintaining an efficient system for the collection, filing, review, inspection, dissemination, storage and security of all personnel records that is consistent with all laws and Governing WHCS Governing Board policies. The Executive Director will identify school officials and others having a legitimate “need-to-know,” who have full or limited access to personnel records.

**Long-Term Leaves of Absence Policy:** Walatowa High Charter School will permit long-term leaves of absence in compliance with the Family Medical Leave Act (FMLA), where applicable, and will consider on an individual basis other long-term leaves that (1) contribute to professional growth, (2) allow for the maintenance of good health, (3) allow for childbirth, adoption, and infant care, (4) add significant value to the success of the school, or (5) are required by law.

**Employee Position Classifications and Job Descriptions Policy:** Each position in Walatowa High Charter School shall have a classification and attendant compensation consistent with the type and extent of its duties and responsibilities. WHCS shall be in compliance with all applicable federal and state legal requirements. All new and existing positions shall have approved job descriptions.

**Employee Extra Duties Policy :** Walatowa High Charter School expects all of its professional employees, as a condition of their contracted assignment, to attend and/or participate in periodic activities scheduled before and/or after their duty day. Time spent in such activities is not eligible for overtime compensation.

**Employee Attendance Policy::** Walatowa High Charter School expects that all employees will report to work at the scheduled reporting time and be in attendance during their contracted hours. WHCS may take disciplinary actions, up to and including termination, for employees failing to maintain an attendance pattern within acceptable standards.

**Employee Travel and Expenses Policy:** Walatowa High Charter School will reimburse employees for expenses incurred for professional development and travel in connection with recognized school business provided the employee receives prior approval for reimbursement from the Executive Director.

**Property Rights Policy:** Walatowa High Charter School encourages staff development of original materials that further the vision and mission of the school. Curriculum and curricular materials developed by staff at the request of Walatowa High Charter School become and remain the sole property of WHCS.

**Employee Access to School Facilities Policy:** Walatowa High Charter School approves reasonable employee access to the school during non-school hours for school related purposes.

**Whistle Blower Policy :** Walatowa High Charter School will not retaliate against employees who express their reasonable concerns about unlawful use or misuse of school property or inappropriate conduct by school personnel when reported to the proper school authorities.

**School Volunteers:** Walatowa High Charter School recognizes the value and benefit of volunteers in the educational program and the operations of the school. Because the success of WHCS depends upon active participation of its families, every WHCS family is expected to volunteer time or resources to the school. The Executive Director or designee establishes the expectations and procedures for family volunteer commitment. Any volunteer with unsupervised access to students is subject to reference check and criminal background investigation. Any findings in the reference check or criminal background investigation will be reviewed by the Executive Director who shall make a determination regarding unsupervised access to students.

**Employee Standards of Conduct Policy** Employees of the Walatowa High Charter School shall maintain the highest standards of conduct and act in a mature and responsible manner at all times. Employees must not engage in a) verbal, written or physical conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment or b) activities which violate federal, state or local laws or which, in any way, reflect adversely on Walatowa High Charter School. Employees of Walatowa High Charter School shall serve as positive role models for students and set good examples in conduct, manners, dress and grooming. All employees of Walatowa High Charter School shall demonstrate and be held accountable for the standards of ethical behavior and professional conduct set forth in New Mexico Public Education Department regulation 6.60.9 NMAC – Code of Ethical Responsibility. Violation of this code may result in disciplinary action by the school or the Public Education Department.

**Background Investigations Policy:** All applicants for employment and/or positions with Walatowa High Charter School are subject to work history, education history, reference checks and criminal background investigations. Persons covered under this Policy include, but are not limited to, applicants for employment, substitute and temporary positions, volunteers, mentors, and contractors or contractor's employee(s) with unsupervised access to students. The Executive Director will review any findings and make a determination regarding unsupervised access to students.

**Tutoring or Advising for Pay Policy:** With the exclusion of school personnel receiving stipends for extra- or co-curricular activities, Walatowa High Charter School will not permit school personnel to enter into a private agreement to receive pay for tutoring or advising WHCS students during the school year. Any exception to this policy must receive prior written approval from the Executive Director.

**Personnel Evaluations Policy:** Walatowa High Charter School will maintain a system of evaluation for all personnel in compliance with the laws of New Mexico and the standards and procedures adopted by the New

Mexico Public Education Department, which system will also reflect and support the mission, goals, and objectives of the school.

**Staff Development Policy:** Walatowa High Charter School will provide its employees quality opportunities for continual professional growth and development. Such opportunities shall reflect the mission, goals and objectives of WHCS. Employees benefiting from specialized training provided by WHCS will be expected to make a commensurate commitment to teaching service at WHCS.

**Staff Participation in Political Activities Policy:** Walatowa High Charter School prohibits employees seeking political office or participating in a political campaign from conducting campaign activities on school premises during regular working hours, disallows employees from using students in their campaign activity and bans employees from using school equipment or materials to produce personal campaign literature.

**Employee Conflict of Interest Policy:** Employees of Walatowa High Charter School must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. Such prohibitions include, but are not limited to the following:

1. An employee may not accept or solicit a gift, favor, or service from any individual, business or other party involved, or potentially involved, in a contract or transaction with WHCS.
2. As specified by law, no employee shall directly or indirectly sell or be a party to any transaction to sell instructional materials, equipment, insurance, or school supplies to the school. No employee shall receive any commission or profit from the solicitation or sale of investment securities or insurance to any other employee under the employee's supervision. This does not apply to an employee making a sale in the regular course of the employee's business when the sale complies with all applicable provisions of law.
3. An employee may not accept employment or compensation, or engage in any business or professional activity that might require disclosure of WHCS confidential information, or that could reasonably be expected to impair the employee's independence of judgment in the performance of his/her official duties.

**Building Accommodations Policy:** Walatowa High Charter School will provide adequate facilities to implement the WHCS's educational program, meet the statewide adequacy standards, and otherwise comply with the Public School Act.

**Drug-Free Workplace Policy:** Employees who work while under the influence of alcohol or drugs present a safety hazard to themselves, their co-workers and students. In addition, employees who work under the influence of alcohol or drugs threaten Walatowa High Charter School's reputation and integrity. Walatowa High Charter School's policy is to create a drug-free workplace in accordance with the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in business off premises are strictly prohibited.

**Technology Acceptable Use Policy:Internet Acceptable Use Policy:** Walatowa High Charter School supports the appropriate use of technology resources as essential to the mission and goals of the school. The effective use of such resources is a privilege, not a right, with sanctions for those who abuse this privilege. Users should not expect privacy when using school-owned technology and resources. All technology resources provided for student and staff use are owned by Walatowa High Charter School and may be used only for school business and educational purposes. All users are expected to use the computers, computer networks, and all technology in a responsible, ethical, and polite manner consistent with school behavioral expectations. The school shall not be liable for inappropriate use of electronic communications resources or violation of copyright restrictions, mistakes or negligence, or unauthorized costs incurred by any student or staff member. Violation of this Policy is grounds for school disciplinary action.

**No Tolerance Harassment/Discrimination Policy:** Walatowa High Charter School is committed to creating a workplace free of discrimination and harassment. Both the law and Walatowa High Charter School prohibit any form of discrimination and/or harassment based on race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, status as a Vietnam-Era or disabled veteran status, military service, sexual orientation, spousal affiliation, marital status, gender identity or any other basis protected by federal, state or local law. All of these groups are referred to in this policy as “protected classes.” This policy applies to all employees, contract workers, consultants, vendors, students, parents and guardians, visitors and guests, or any other people doing business with or for the Walatowa High Charter School. It is in effect not only at WHCS primary site but during all Walatowa High Charter School-sponsored functions.

## Finance

**Purchasing and Procurement Policy:** Walatowa High Charter School will obtain quality goods and services at a reasonable cost and will conduct purchasing in a fair and impartial manner consistent with state law.

**Financial Accounting and Reporting Policy:** Pursuant to NMAC 6.20.2 Walatowa High Charter School shall follow Generally Accepted Accounting Principles and state laws and regulations in accounting for all funds in its custody and control.

**Fiscal Integrity Policy:** In the event the Walatowa High Charter School Governing WHCS Governing Board and/or WHCS Executive Director and/or designee determines additional personnel, programs or initiatives are warranted, no such additions will be made without a corresponding identifiable source of funding.

**Contracts Policy:** New Mexico law and New Mexico Public Education Department regulations will govern any contracts entered into by Walatowa High Charter School.

**Budget Process Policy:** The adoption of the annual operating budget and any revisions to the budget is the responsibility of the Governing WHCS Governing Board.

**Federal Grant Policy:** If the WHCS is a recipient of a Federal Grant the WHCS Business Manager will follow all state statutes, school policies and the following procedures:

1. Make every effort to identify the name of the federal program, CFDA title and number, federal award identification number, fiscal year of award, period of performance, federal agency and pass-through agency.
2. Read through the grant agreement for terms and conditions reference the Uniform Grant Guidance and the compliance supplement from OMB seek additional training if necessary
3. Identify and comply with all requirements of the Federal award, including monitoring and reporting program performance. Such reporting should include a comparison for actual accomplishments to the objectives of the federal award for the grant performance period.
4. The WHCS Business Manager must follow the cost principles listed below when purchasing for a Federal Grant Expenditures must be necessary, reasonable and allowable under the grant award Obtain prior written approval for any special or unusual expenditures Adequately document the expenditures in accordance with internal controls
5. All employees that are paid in whole or in part from a Federal Grant must submit time and effort documentation for official records. The documentation should accurately reflect the work performed (federal and non-federal activities) and be submitted semi-annually if the employee works on a single cost objective or once a month if the employee works on multiple cost objectives.
6. Federal Grant expenditures can be direct or indirect costs but the determination of direct versus indirect cost must be consistent for all Federal Grants.

7. The WHCS Business Manager will submit requests for reimbursement (RFR) at a minimum of once per quarter as long as the reimbursement requested is \$1,500 or greater. The RFR should include an expense report for the corresponding time period and receipts supporting all expenditures excluding payroll.

**GASB-54 Policy:** The purpose of this policy is Walatowa High Charter School will follow GASB-54 guidelines when classifying fund balances on their Financial Statements.

II. General Requirements for GASB-54 a. GASB-54 requires that fund balances be categorized into 5 areas. The hierarchy of these categories are:

- i. Non-spendable Purposes: amounts that are in a non-spendable form. Items in this category include prepaid items (example: damage deposits for a leased facility).
- ii. Restricted Purposes: amounts that can only be used for specific purposes stipulated by external resource providers (Grants), constitutionally, or through enabling legislation. Restrictions can be changed or lifted only with the consent of the resource provider.
- iii. Committed Purposes: amounts that can be used only for a specific purpose as determined by the Governing WHCS Governing Board in an open meeting. For any given fiscal year, the meeting must be completed by the last day of the fiscal year. The Governing WHCS Governing Board must specifically designate these funds as committed for a named specific purpose. The committed purpose can be changed or lifted only by the Governing WHCS Governing Board in an open meeting.
- iv. Assigned Purposes: amounts intended to be used for a specific purpose. Intent can be expressed by the Governing WHCS Governing Board or by an official or body that is designated by the Governing WHCS Governing Board as having authority. In funds other than the operating fund, assigned fund balances are amounts not restricted or committed. Funds are intended to be used for the purpose of that fund.
- v. Unassigned Purposes: the residual classification for the general fund for amounts not contained in the other classifications. Amounts are technically available for any purpose.

1. For New Mexico Public WHCS, all funds in the General Fund (Fund 11000) are considered unassigned unless portions are purposely categorized as assigned or committed. Federal Funds, Local Grants and State Grants and Special Revenue Funds are considered Restricted Grants. Private Grants are categorized based on the intent of the funder, and can be included in any of the categories.

**Per-Pupil Expenditure Policy:** The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) (P.L. 114–95), in Part A, Subpart 1, Section 1111 Subsection (h)(1)(C)(x), requires the inclusion of per-pupil expenditures (PPE) of Federal, and State and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State and local funds, disaggregated by source of funds, for each local education agency (LEA) and each school in the State for the preceding fiscal year in the annual state report card. Developing a process by which allocations for centralized LEA-level costs are allocated and reported, with methodologies written in the WHCS Board-approved policies and procedures, will be mandatory under these new guidelines, and could vary by school WHCS. School WHCSs and charter schools will be responsible for collecting and reporting the per pupil expenditure data by school location site and LEA allocations (disaggregated by federal and state/local sources), and maintain supporting data for the calculations. (Review WHCS Internal Controls for Procedure)

**Facility Rental Policy:** Walatowa High Charter School (WHCS) may permit non Public School entities to use its facilities for non-school functions when such events do not conflict or interfere with the instructional day or school-related events. Non Public School entities shall comply with all federal and state laws and regulations and Governing Board policies and administrative procedural directives regarding the use of its facilities.

**Credit Card Usage Policy:** Walatowa High Charter School recognizes that the Executive Director and/or designee is approved to receive credit cards in the school's name. Also, at their discretion only, a vendor credit card account may be established when necessary for purchasing with vendors. The purpose of this

policy is to establish procedures governing the appropriate use of credit cards issued in the name of Walatowa High Charter School.

**Financial Solicitations in School Policy:** Walatowa High Charter School recognizes the importance of fund-raising activities that directly relate to school-sponsored programs, events, or activities. All fund-raising campaigns must be approved in advance by the WHCS Executive Director or designee. Participation in fund-raising campaigns by outside agencies must be entirely voluntary. No quotas may be set and no pressure placed on students to donate. Campaigns by school or school-related organizations will follow the same guidelines.

**Political Solicitations Policy:** Walatowa High Charter School recognizes that the public school community has as its primary mission the proper education of its young people; all else must be secondary. For this reason, appearances of candidates or their representatives will be limited to time outside the standard school hours except in those instances where teachers invite all candidates for the position to visit their classes as part of the educational program. No person may solicit contributions or distribute campaign materials for any political campaign or receive, collect, handle, or disburse contributions or other funds for any political campaign within or on any school property. For the purpose of these guidelines, "candidates for elective office" means candidate for any public office and "representatives" means any person other than a student of the school, whether or not authorized by a candidate, who is actively supporting such a candidate.

## Governing Board

**Governing Board Minutes Policy:** The Secretary of the Walatowa High Charter School Governing WHCS Governing Board shall be responsible for recording minutes at each meeting of the Governing WHCS Governing Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

**Address the WHCS Governing Board Policy:** Time will be allowed for citizens to speak on their concerns at the regular Walatowa High Charter School Governing WHCS Governing Board Governing WHCS Governing Board meetings **Procedures:** A sign in sheet will be provided at every meeting for citizens to address the WHCS Governing Board. Those signed up will be allowed to speak for three to five minutes at the beginning of each meeting.

**WHCS Governing Board Agenda Policy:** The Walatowa High Charter School Governing WHCS Governing Board President and the Executive Director set the Governing WHCS Governing Board meeting agenda.

**WHCS Governing Board Meetings Policy:** The Walatowa High Charter School Governing WHCS Governing Board will meet at least quarterly to hear reports, consider and adopt policies, act on committee recommendations and allow for public input. A quorum is defined as a majority of voting members, and a majority vote will constitute action by the WHCS Governing Board. The absence of a quorum at Governing WHCS Governing Board meetings will eliminate the ability to make decisions. All meetings will be conducted in compliance with the provisions of the New Mexico Open Meetings Act.

**WHCS Governing Board Committees Policy:** The Governing WHCS Governing Board at all times will have a Finance Committee that shall oversee WHCS's finances, and with the Executive Director, develop the operational budget for presentation to the Governing WHCS Governing Board for approval; oversee the use of funds; and review and advise the Governing WHCS Governing Board on all matters affecting WHCS's financial condition. Pursuant to state law, the Governing WHCS Governing Board will appoint an Audit

Committee. The Governing WHCS Governing Board may appoint such other standing committees and/or additional committees as it deems necessary for the effective governing of WHCS.

**Governing Board Organizational Meeting and Officers Policy:** Walatowa High Charter School Governing WHCS Governing Board members shall hold offices for staggered terms of two (2) years beginning the first of July and expiring at the end of June. The organizational meeting for each term shall be at the annual meeting in May or June. At that meeting, all WHCS Governing Board members will be sworn in and seated, and the officers shall be elected.

**Governing Board Member Conflict of Interest Policy:** Members of the Walatowa High Charter School Governing WHCS Governing Board serve a public-interest role and have an obligation to conduct all affairs of the school in a manner consistent with that role. All decisions made by the Governing WHCS Governing Board must be made solely on the basis of a desire to promote the best interests of WHCS.

**Governing Board Membership Policy:** Membership five (5) member WHCS Governing WHCS Governing Board shall be three (3) members of the WHCS Governing WHCS Governing Board. No formal action can be taken in any meeting at which a quorum is not present. If there is a vacancy, it shall be a majority of the remaining members.

No voting member of the Walatowa High Charter School Governing WHCS Governing Board will be employed in any capacity by Walatowa High Charter School during the term of office for which the member was appointed.

**Governing Board Policy Adoption, Suspension, Revocation, or Repeal Policy:** The Walatowa High Charter School Governing WHCS Governing Board has the sole responsibility for the adoption of new policies or the revision or repeal of existing policies. Any policies of the Governing WHCS Governing Board, not specifically prescribed by statute, may be suspended or revoked by a majority vote of the WHCS Governing Board. It is the responsibility of WHCS administration to establish procedures to comply with WHCS adopted policies. The Executive Director may, in case of emergency, suspend any parts of policies and directives as they pertain to the administration of WHCS; provided, however, that the Executive Director has communicated with the Governance WHCS Governing Board President and will report the facts and reasons for such suspension to the WHCS Governing Board as quickly as possible; and provided further that the suspension will expire at the time of said report unless continued in effect by the WHCS Governing Board.

**Governing Board Member Authority Policy:** Walatowa High Charter School Governing WHCS Governing Board members will have authority only when acting as a WHCS Governing Board in regular or special session. The WHCS Governing Board will not be bound in any way by any statement or action on the part of any individual WHCS Governing Board member. No WHCS Governing Board member will speak for or represent the entire WHCS Governing Board unless so authorized by the majority of the WHCS Governing Board.

**Governing Board Powers and Responsibilities Policy:** The Governing WHCS Governing Board has the rights and responsibilities set forth in 22-8B-4 NMSA. Pursuant to 22-8B-4 NMSA, Walatowa High Charter School is administered and governed by the Governing WHCS Governing Board in the manner set forth in its charter. The Governing WHCS Governing Board has the authority and responsibility to employ the school Executive Director and to fix the Executive Director's salary. The Governing WHCS Governing Board's procedures on its operations and governance are set forth in the Walatowa High Charter School Governing WHCS Governing Board Bylaws.

**Governing Board Conflict of Interest and Nepotism Policy**

The purpose of this policy is to assure and ensure compliance with conflicts of interest and nepotism laws such as those within the Charter Schools Act (NMSA § 22-8B-5.2) and Public School Code (NMSA § 22-1-1

et. seq.). The WHCS Executive Director shall not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter or daughter-in-law of a member of the Governing or the Executive Director, in accordance with NM State Law 22-8B-10. The governing body may waive the nepotism rule for family members of an Executive Director

**Equal Employment Policy:** Walatowa High Charter School is an equal opportunity employer. The school prohibits discrimination on the basis of disability, race, ethnicity, color, sex, sexual orientation, national origin or ancestry, religion, age, veteran status and/or any other protected status as defined by law, in all facets of employment, compensation, promotion, transfer, demotion, layoff, termination or selection for School-sponsored training programs. Discriminatory behavior violates state and federal laws and regulations.

**Title IX Non-Discrimination (Basis of Sex)/ Sexual Harassment Policy:** Walatowa High Charter School is committed to maintaining a safe school environment free from harassment and discrimination. WHCS prohibits discrimination based on sex and sexual harassment of students by other students, employees or other persons, at school or school sponsored or school related activities. No student will be excluded from participation in or denied the benefit of any educational program or activity operated by the WHCS as a consequence of sexual discrimination or sexual harassment or retaliation for making complaints of sexual discrimination or sexual harassment as defined by Title IX.

**McKinney-Vento Homeless Assistance Act Policy:** Walatowa High Charter School is committed to ensuring that homeless students have equal access to the same free, appropriate public education and services, as provided to other children and youth in the School in accordance to the provisions of the McKinney-Vento Homeless Education Act, 42 U.S.C. § 11431 et seq. The Walatowa High Charter School will also follow the requirements of the McKinney-Vento Homeless Assistance Act. It is the Policy of the WHCS to view children as individuals. Therefore, this Policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and Charter-wide assessments and accountability systems. The WHCS will ensure that children and youth in transition are free from discrimination, segregation, and harassment. Information regarding this Policy will be distributed to all students during the school year. The Student Support Coordinator is the designated homeless liaison.

#### **CIPA (Children's Internet Protection Act) Internet Safety Policy**

It is the policy of The Walatowa High Charter School to: (a) prevent, to the extent practical, user access to or the transmission over its computer network of inappropriate material via Internet, electronic mail, and other forms of direct electronic communications; (b) prevent, to the extent practical, unauthorized access and other unlawful online activity; (c) prevent, to the extent practical, unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with CIPA.

**Attendance for Success Act Policy:** The Attendance for Success Act was passed by the New Mexico State Legislature in 2019 and updated in 2020, replacing the Compulsory Attendance Law. The Attendance for Success Act provides guidance for the prevention and early intervention for chronic absenteeism; this act requires a school-aged person attend school until the age of 18 or has graduated from high school or received a high school equivalency credential. Students are expected each day to participate in instructional programs, as provided by the school.

**Black Education Act Policy:** The purpose of this Policy is compliance with the Black Education Act of the New Mexico Legislature in working to create equitable educational opportunities for and treatments of racial minority students. Racialized aggression is strictly prohibited on the WHCS's campus and at school-related events. "Racialized aggression" as defined by the WHCS's Student Discipline Policy means hostile or violent

behavior or attitudes toward a student or school staff member that can result in emotional or physical harm and are based on race.

Incidents of racialized aggression should be reported to the New Mexico Anti-Racism AntiOppression Hotline by calling (505)-226-3911 or emailing [ARAO.Hotline@state.nm.us](mailto:ARAO.Hotline@state.nm.us). No school employee or student who in good faith reports any known or suspected violation of the Discipline Policy or in good faith attempts to enforce this Policy will be held liable for any civil damages as a result of such report or of the employee's efforts to enforce any part of the Policy .

Each year, all school staff shall successfully complete an online or in-person antiracism, racial awareness and sensitivity training or professional development approved by the department that addresses race, racism and racialized aggression and demonstrates how to create and foster an equitable and culturally responsive learning environment for racial minority students.

**Indian Education Act Policy:** WHCS will foster a cooperative partnership with tribal leaders and maintain two-way communication with tribal governments whose jurisdictional boundaries include areas within the WHCS boundaries. This cooperative partnership will foster an agreement between the tribes and WHCS Indian Education Policies and Procedures in accordance with state and federal law. [34CFR222.94(a)(1)]

**Title I Parent and Family Engagement Policy :** The purpose of this Policy is to comply with requirements of the WHCS and fulfill the parent and family engagement responsibilities of Title I federal funding. The School will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

**Title I Parent and Family Engagement:** Parents/guardians with children in Title I WHCS will be an integral part of the Walatowa High Charter School Title I Program. Parents/guardians, in partnership with WHCS Title I staff, will be involved in the planning, implementation and evaluation of the WHCS Title I Program at the Walatowa High Charter School. . Walatowa High Charter School Title I staff, in partnership with parents/guardians will provide information, technical assistance and support to ensure meaningful involvement.

“Parent/guardians”, as used in this Policy, includes in addition to a natural parent, a legal guardian or other person standing in loco parentis (such as a grandparent, stepparent or other family member with whom the child lives, or a person who is legally responsible for the child’s welfare).

To assure the implementation of this Policy , the following procedures and activities will be implemented:

A. Meetings with parents/guardians will be convened at the school at a minimum of two times per year to allow parents/guardians an opportunity to participate in planning, design, budget allocation and evaluation of the Title I program and to inform them of their right to be involved in the program. WHCS must offer a flexible number of meetings, and these meetings must be held at a convenient time. Meetings may be conducted at WHCS Governing Board schedule meetings.

B. WHCS will value and utilize parent/guardian contribution by encouraging parent/guardian involvement in a statement of the WHCS's vision for parent engagement and participation with details including methods for involving parents in the planning, implementation and evaluation of the school Title I program, as well as the process for filing a complaint, as provided on the Walatowa High Charter School WHCS Title I webpage. Parents/Guardians will be actively involved at the WHCS through participation in a Parent Advisory Committee and/or other advisory committees, representing Title I.

C. Staff will seek out and capture parental and family engagement activities in the school educational plans developed through NM DASH and other strategic plans as appropriate and continually seek out resources and information about best practices for parent and family engagement.

D. WHCS will use a variety of methods to communicate to parents/guardians. Staff members will become knowledgeable about the WHCS's process for translation and interpretation services. To the extent possible, school information shared with parents/guardians verbally or written will be presented in the language and form that parents/guardians understand.

E. Title I WHCS will promote a shared responsibility for high student performance through jointly developed school/parent compacts.

F. Title I school staff will provide parents/guardians with timely information about their student's progress related to academic standards and include parents and family members in a partnership by providing strategies to work with children at home, in coordination with activities, programs, and support offered at Title I WHCS.

G. The WHCS parent involvement policies, procedures and activities will be evaluated and up-dated every three years to meet the changing needs of parents/guardians and WHCS; and to identify any barriers to participation for parents/guardians and family members with respect to economic disadvantage, disabilities, limited-English proficiency, or other equity factors.

H. An annual evaluation of Title I programs will be completed to determine parental satisfaction and areas in need of improvement.

**I. General Education Provisions Act (GEPA) Compliance Policy:** In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, the Walatowa High Charter School will take effective steps to ensure equitable access to, and participation of students, teachers, and other program beneficiaries regardless of gender, race, national origin, color, disability, or age.

The following are examples of how the school will comply with the requirement:

- The marketing and recruiting plan to be followed in promoting Walatowa High Charter School will be designed to reach the entire community through different media outlets and community activities and, accordingly, all racial/ethnic groups within it.
- Walatowa High Charter School will create copies of its promotional materials and announcements in multiple languages, including English, Spanish, to make sure that “harder-to-reach” families (e.g. single parent families, low socioeconomic households, etc.) are informed of the schools’ activities.
- To ensure maximum parental involvement, the Walatowa High Charter School will conduct meetings at times that a maximum number of parents can attend.
- Walatowa High Charter School will post materials in locations of public access, including the Schools’ common areas, as well as the Schools’ website and other social media outlets.

## SAFE SCHOOLS

**Safety Policy:** Walatowa High Charter School will provide a safe, healthy work and educational environment. (See WHCS Safe School Plan)

**Anti-Bullying Policy:** WHCS Faculty and Staff that witness or receive reports of bullying are required to report these to an administrator to determine the appropriate course of action and follow up. All incidents of bullying that are reported to staff or administration will be investigated and dealt with in accordance with the WHCS discipline Policy as outlined in the Family Handbook. All students who report bullying are to be ensured confidentiality and are to be protected from reprisal, retaliation or false accusation against victims. Any student who attempts to retaliate or knowingly make a false report of bullying will be subject to the WHCS discipline policies as outlined in the Family Handbook.

**Child Abuse or Neglect Policy:** Walatowa High Charter School ensures that all licensed school employees shall be required to complete training in the detection and reporting of child abuse, neglect, and substance

abuse as required by law. See 22-10A-32 NMSA (2008). Further, all employees who know or have a reasonable suspicion that a child is an abused or a neglected child shall report the matter as required by law. See 32A-4-5B NMSA (2008).

**Gun Free Schools Policy:** This Gun Free Schools Policy is to help ensure the health and welfare of students, staff, and families at the Walatowa High Charter School. WHCS and the Pueblo of Jemez prohibits possession of firearms or other deadly weapons on Pueblo of Jemez Tribal Land, WHCS premises and at all WHCS events whether taking place on campus or off campus.

**WHCS Tobacco and Drug Free School Policy:** Walatowa High Charter School and the Pueblo of Jemez strictly forbids the possession, use, and/or distribution of alcohol, tobacco or illegal substances, including drug paraphernalia or the misuse of controlled substances at WHCS, or at any school-sponsored activity or event on or off campus.

**Student Wellness, Health & Physical Education Policy:** Walatowa High Charter School (WHCS) School recognizes that student wellness and proper nutrition are related to physical well-being, growth, development, and readiness to learn. Walatowa High Charter School (WHCS) School is committed to providing a healthy school environment that promotes student wellness, nutritious foods and beverages, physical education, health and nutrition education, and regular physical activity

**Immunization Policy Policy:** Subject to the exemptions as provided by law, no student shall be enrolled in the school unless the student can present satisfactory evidence of commencement or completion of immunization in accordance with age appropriate immunization schedules and rules and regulations of the New Mexico Departments of Health and Education respectively.

**McKinney-Vento Homeless Assistance Act (42 USC § 11432(g)(3)(C)),** children experiencing homelessness must be able to enroll in school immediately, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. If the child needs to obtain immunizations, or medical or immunization records, the enrolling school must immediately refer the parent or guardian of the child or youth to the designated local educational agency liaison, who must assist in obtaining necessary immunizations, or immunization or medical records. The student shall be given until the 30th day after enrollment to acquire the required immunizations. The school staff will immediately begin work with the family and medical providers to assist the family in commencing and completing the required immunizations.

**Health Services Plan & Policy:** The Walatowa High Charter School will comply with 6.12.2 NMAC Chapter 24, Article 5 NMSA 1978 "Immunization Act.

The WHCS Stars/NOVA Coordinator will be responsible for ensuring that all students provide proof of immunizations and are eligible for enrollment as required by 6.12.2 NMAC and Chapter 24, Article 5 NMSA 1978 "Immunization Act."

The WHCS Stars/NOVA Coordinator will review all health information and immunization records prior to the start of school and will report any issues to WHCS Executive Director and/or public health department as required by law. Students who fail to submit a copy of current vaccinations will be recommended for disenrollment on the 10th day of school. Students without current vaccinations must submit either a doctor's note advising of a scheduled vaccination appointment\* or the required Dept. of Health exemption documentation. Failure to provide this information or exemption documentation to the school will result in the student being recommended for disenrollment on the 10th day of school.

\*Note: Students who have begun the process of immunization shall have one month to complete the required immunizations and submit satisfactory evidence of completing the required immunizations or having continued the process of the required series.

Failure to do so will result in disenrollment on the 30th day of school. Additionally, the name of any parent or guardian who neglects or refuses to permit his (her) child to be immunized against diseases as required by rules and regulations promulgated by the public health division shall be reported by WHCS Executive Director to the director of JHHS within a reasonable time after such facts become known to WHCS Executive Director.

All health records will be kept on file for review by the public health authorities as required by law.

Parents/Guardians and Students will be required to complete and sign a Student Health Form as part of the annual student registration materials. The WHCS Stars/NOVA Coordinator and WHCS Executive Director will review the submitted Health Form prior to the start of each school year and will meet with parents/guardians/others as needed to develop student-specific policies and procedures related to back-up medication or other health related issues.

The WHCS Executive Director and/or public health department/ JHHS will keep student health information in a secure location which will ensure student confidentiality while also providing access to the information by school personnel in the event of an emergency. The public health department/ JHHS will be responsible for providing standard health services, screenings, immunizations, and flu shots as required by the Dept. of Health and/or the PED. The public health department/ JHHS, Social Workers will be responsible for referring students and their families to additional health-related services as needed, including counseling services.

**Human Immunodeficiency Virus (HIV)** It is the policy of the WHCS that students infected with HIV will have appropriate access to public education and will not be discriminated against. It is the policy of the WHCS that staff members infected with HIV will not be discriminated against. It is the policy of the WHCS that students and staff members infected with HIV will have their privacy protected by WHCS and WHCS Executive Director. The WHCS Executive Director or designee will be responsible for ensuring that age-appropriate information regarding HIV will be included as part of the school's health curriculum as indicated in 6.12.2 NMAC. Prior to the start of each school year, the Governance Board will review and approve the Health Services Plan. Information will be available on the school website and included in the annual Parent-Student and Employee Handbooks which are disseminated free of charge to students, parents, and school staff.

**Medications Policy:** Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a Walatowa High Charter School and should not be practiced by any Walatowa High Charter School personnel. Walatowa High Charter School personnel will dispense only medications that have been prescribed by a physician, reviewed by contracted JHHS health professionals and witnessed by two WHCS Faculty members

**Video Surveillance:** The Walatowa High Charter School (WHCS) is committed to providing a safe and secure educational environment for its students, faculty, and staff. The WHCS seeks to deter the destruction of WHCS property and other conduct prohibited by law and WHCS policies, as well as aid the investigation process when disciplinary infractions are reported. The WHCS Governing Board designates the WHCS's Safety and WHCS as its law enforcement unit responsible for the physical safety and security for purposes of FERPA compliance.

The WHCS is authorized to create and maintain records for law enforcement purposes, including but not limited to the creation and preservation of evidence through digital surveillance for use in potential criminal prosecutions and student disciplinary proceedings. WHCS utilizes the services of a WHCS contracted video security company and is authorized to install and maintain video surveillance systems ("WHCS ") to include lapel devices on school campuses throughout the WHCS. The WHCS will monitor and record activity and WHCS property and such information may be used for law enforcement purposes.

#### B. Definitions

1. WHCS property means all property owned or under the direct control of the WHCS.
2. Video surveillance means digital video, videotape or any other tape, computer hard- drive, CD, disk, or other device or medium used to store information from a video surveillance system.

3. Video surveillance system means a closed circuit television camera video, physical or other mechanical, electronic, or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals in open, public spaces on WHCS property.

#### C. Scope of Surveillance

1. The WHCS shall be designed and operated so as to minimize intrusions on personal property.
2. The WHCS shall monitor only those areas on WHCS property where individuals do not have a reasonable expectation of privacy. For example, video surveillance may monitor walkways, classrooms, and parking lots, but not washrooms or changing rooms.
3. The WHCS shall not be directed towards property or windows of property adjacent to WHCS property

#### D. Notice

1. Students and employees shall have access to this Policy at the beginning of the school year or within fifteen (15) days upon enrolling in or gaining employment with the WHCS. Publication of this Policy shall constitute adequate notice to students, their parents, and WHCS employees that the WHCS uses a WHCS to monitor activity and WHCS property.
2. Each WHCS campus that uses a WHCS shall post signs in public areas that video surveillance devices are used on the premises to monitor activity and WHCS property. These postings shall constitute adequate notice to all individuals who enter onto WHCS property.

#### E. Records

The information collected and recorded by the WHCS shall be used by the WHCS to maintain a safe and secure educational environment, and may be used for law enforcement purposes.

#### F. Maintenance and Viewing of Recorded Information

1. Each WHCS shall maintain its WHCS in a locked, secure location, accessible only to the WHCS and the school's WHCS Executive Director or designee.
2. The WHCS, WHCS Executive Director, or designee may arrange to disclose the records and information collected by the WHCS for purposes of investigation and referral to other law enforcement officers or for disciplinary action. The WHCS Executive Director may authorize the disclosure of records and information in the possession of the WHCS to other individuals in connection with a health or safety emergency.
3. The WHCS may arrange for the records and information collected by the WHCS to be disclosed to the appropriate law enforcement authorities or third parties pursuant to a search warrant or court order in compliance with FERPA.
4. The amount of information disclosed shall be limited to the time period reasonably related to the crime or Policy violation.

#### G. Retention of Recorded Information

1. All data downloaded, copied, and/or saved from the WHCS must be stored securely in a locked container, such as a cabinet, closet, or safe located in the WHCS's Office and under the control of the WHCS
2. All data that has been saved, copied, and/or downloaded onto a computer or other medium must be dated and labeled with a unique, sequential number and the name of the school from where the data was recorded.
3. A written log shall be kept of all access to and use of video storage devices, or other medium on which data is saved, copied, and/or downloaded. The log shall include the date and time of viewing and the names and signatures of person(s) to whom the material is disclosed. The written log shall also include the date on which the information is destroyed pursuant to Section VIII, below.
4. Any downloaded, copied, and/or saved information that has been disclosed for investigative, disciplinary, safety, or law enforcement purposes.
5. Other information maintained on the WHCS shall be retained for a minimum of fourteen (14) days from the date of recording.

#### H. Disposal of Recorded Information

1. After the retention period for saved, downloaded, and/or copied information has expired, the information contained on CD or other medium shall be disposed of in a manner that prevents the retrieval or reconstruction of the information contained thereon. Shredding or magnetically erasing the recorded information are examples of acceptable methods of disposal.

2. After the information is destroyed, the date of disposal shall be recorded on the written log pursuant to Section VII, above.

#### I. Access to Personal Information

The information recorded by the WHCS will be disclosed only in compliance with FERPA and applicable state law.

**COVID-19 Pandemic Policy:** The New Mexico Public Education Department (PED) published a COVID-19 Response Toolkit for New Mexico's Public Schools for the School Year. This updated Toolkit replaces and supersedes any previous-released guidance. The fundamental principles of the Toolkit are to protect student and community health and to prioritize in-person learning.

In response to the PED's guidance, the WHCS Governing Board is making the following Policy provisions to assist the WHCS Executive Director and/or designee in responding to the unique circumstance resulting from the COVID-19 pandemic.

#### A. COVID-19 Leave and Accommodations

The Toolkit recommends the utilization of the Americans with Disabilities Act for employees who require reasonable accommodations, such as alternate work assignments, due to high risk status and the utilization of the Family and Medical Leave Act for qualified staff who need leave due to an employee's or eligible employee's family member's serious medical condition.

In addition, employees who are unable to work because the employee is quarantined (pursuant to Federal, State, Tribal Health or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, Tribal or local government order or advice of a healthcare provider), or care for a child (under 18 years of age) shall receive up to ten (10) days of paid sick leave at the employee's regular rate of pay for the school year. \* WHSC resides on Pueblo of Jemez Tribal land, and will adhere to all POJ Tribal Health Ordinance.

#### B. Childcare

PED and the New Mexico Early Childhood Education and Care Department (ECECD) have encouraged school WHCSs to explore options for providing child care and child supervision programs for WHCS employees during the COVID-19 pandemic, and while schools are operating in a remote learning and hybrid-model learning environment. Pursuant to NMAC 8.16.2.9, and the guidance of PED and, child care licensing regulations are inapplicable to child care facilities operated by a WHCS and governed by the local school WHCS Governing Board.

The WHCS Governing Board finds that it is in the best interest of the Walatowa High Charter School while the WHCS is operating according to a remote-learning or hybrid-learning model, to provide child care services for the children of WHCS employees at a low cost to such employees, at one or more WHCS-owned locations staffed by WHCS employees. The WHCS Executive Director and/or designee shall develop a plan and procedures in consultation with, and pursuant to the guidance of, PED and ECECD, with the goal of beginning these services at the earliest practicable time. This Policy is not intended to provide any right or entitlement to child care or child supervision services to any person, and admittance to the program shall be at the discretion of the WHCS Executive Director and/or designee or designee, in accordance with the procedures developed and in a non-discriminatory manner. Nothing herein is intended to require more than basic child care and child support services or to require the WHCS to incur any special costs or expenses for the care of any particular child or children.

#### C. Attendance

The expectation for participation in remote learning is to attend to all tasks and virtual meetings during the school day. There are three different ways that attendance will be taken:

1. Attendance tracking in the elementary classroom;
2. Attendance Tracking in Schools STARS/NOVA system and utilizing the WHCS Google classroom; and
3. Parents are still expected to use the attendance line to report excused and unexcused absences. However, some parents may need to make arrangements with teachers for alternative attendance to synchronous learning if students are not available to attend these scheduled sessions via the online platform. The WHCS Executive Director and/or designee shall develop processes and procedures to account for the attendance of all students throughout the periods of remote and hybrid learning during the health emergency.

#### D. COVID-19 Surveillance Testing

PED has established a requirement that schools implement a COVID-19 surveillance testing process to detect outbreaks as early as possible by screening asymptomatic faculty, staff and contractors. PED has implemented a weekly surveillance testing requirement for faculty, staff and contractors who work on site. Faculty, staff and contractors who provide evidence of COVID-19 vaccination and those who have tested positive for COVID-19 in the past 90 days are not included in surveillance testing. The WHCS Executive Director and/or designee shall develop processes and procedures that are designed to implement and ensure that all WHCS employees adhere to this PED requirement. These processes and procedures shall be used in accordance with WHCS Governing Board Policies, and all laws. Schools are also required to provide student surveillance testing programs to all unvaccinated students on a voluntary basis.

**Communicable Diseases Policy:** Walatowa High Charter School will strive to protect the health and safety of students and employees from communicable diseases, and will comply with all applicable statutes and public education department regulations and Tribal ordinances.

**Student Discipline Policy :** Walatowa High Charter School recognizes the role that student discipline plays in creating a supportive and nurturing environment and abides by applicable state, federal and Tribal statutes.

**Student Interrogations Policy :** Walatowa High Charter School recognizes that school authorities have a responsibility to cooperate with law enforcement agencies and/or child abuse investigators who are seeking to interview students at the school site. Individual students should not be interrogated on campus without the knowledge of the WHCS Executive Director or designee. WHCS School authorities will immediately make a good faith effort to notify the parents or legal guardians of the student about the questioning. A commissioned law enforcement officer must place a student under arrest, or protective custody, before the student may be removed from the campus for either further questioning or to be held at a detention facility. WHCS authorities must immediately make a good faith effort to notify the parents or legal guardians of a student if the student has been removed from campus by law enforcement authorities.

**Student Possession of a Firearm Policy:** Walatowa High Charter School prohibits the possession of firearms and will expel any students found to be in possession of a firearm while at school, at any school-related event, at any time they are participating in an activity associated with the school, or at any time when the Family Handbook is in force. Expulsion is a minimum of one calendar year, as required by statute, Section 22-5-4.7 NMSA 1978, and the offender(s) will be referred to law enforcement or appropriate juvenile authorities. The Special Rule provisions of Subsection D. of 6.11.2.11 NMAC apply to students with disabilities. The definition of "firearm" from 18 U. S. C. 921 is summarized as, "... any weapon which will propel a projectile by the action of an explosive."

**Violent Acts Policy:** Any Walatowa High Charter School student identified as having been charged with committing a crime, including but not limited to a violent act or having illegally possessed a firearm, while on- or off-campus, may be assessed by school personnel as to whether the student:

- may reasonably present a danger to himself/herself or others; and or
- would likely significantly disrupt the school environment by returning to the school campus.

As a result of such an assessment process, the school may require the student to be placed in an alternate educational setting for up to the remainder of the school year. The school may also require that the student be

placed in an alternate educational setting during the investigation process. The school may also require students to participate in anger management and counseling services provided by the Jemez Health and Human Services and Behavioral Management Plan prior to returning to WHCS campus.

**Pesticides Policy:** Pesticide application will not be allowed at WHCS facilities or grounds while students, staff or visitors are present, or will be present within six hours. Notification will be given of anticipated pesticide application. (**Procedure not Necessary**)

**Closed Campus Policy:** Walatowa High Charter School is closed. Students are permitted to leave during the school day only under any of the following conditions:

- A. Written parental permission has been given.
- B. The WHCS Executive Director and/or designee has given express permission with parent/guardian permission
- C. The student has completed the day's schedule. Or completed their individual educational day schedule.
- D. Tribal Administration release for traditional/religious activities. Notification will be posted on school website and email notification will be sent to parent/guardian email.

**AI and CHAT/GPT Policy:** Walatowa High Charter School (WHCS) utilizes Chat GPT and other AI tools to enhance student research, writing, and problem-solving skills. WHCS permit and will teach students to use of these tools for the following:

- As a tool for brainstorming and generating ideas: Chat GPT and AI can generate ideas and perspectives that students may have yet to consider. This can help students expand their thinking and approach problems from different angles.
- As a research assistant: Chat GPT and AI can help students find and organize relevant information for research projects. By inputting search terms and keywords, students can quickly gather a large amount of information that they can use to support their arguments and ideas.
- As a writing aid: Chat GPT and AI can help students improve their writing skills by providing grammar, syntax, and word choice suggestions. This can help students develop their writing skills and produce more polished and professional work.
- As a tool for data analysis: Chat GPT and AI can be used to analyze data and generate insights that can be used to solve complex problems. By inputting data into AI algorithms, students can quickly identify patterns and trends that may not be immediately apparent, leading to more informed decision-making.

Roots Non Permitted Use of AI/Chat GPT

We also recognize that using these tools improperly can negatively affect academic integrity in the following ways:

- Plagiarism: AI and ChatGPT can generate text that appears to be original work but may be plagiarized. Students must properly cite the sources used by these tools to avoid submitting work that is not their own, violating academic integrity.
  - Cheating: AI and ChatGPT can also be used to cheat on assignments, such as by providing answers to test questions or generating entire essays. This also violates academic integrity and can lead to disciplinary action.
- Roots Concerns with the Use of AI/Chat GPT

- Lack of critical thinking: Over-reliance on AI and ChatGPT can lead to poor critical thinking skills. Students may become accustomed to relying on these tools to do the work rather than developing their ideas and analyzing information.

- Inaccurate information: AI and ChatGPT are only as accurate as the data they are trained on. If the data is biased or incomplete, the results generated by these tools may also be inaccurate or incomplete.

Walatowa High Charter School requires that students acknowledge when they use Chat GPT and other AI tools in their assignments and cite the sources they used to generate their work.

To further promote the responsible use of Chat GPT and other AI tools, we strictly prohibit using these tools to plagiarize or cheat on assignments. Additionally, we emphasize that Chat GPT and other AI tools should never be used to harass, bully, or discriminate against individuals or groups.

Walatowa High Charter School reserves the right to monitor and regulate Chat GPT and other AI tools to ensure compliance with this Policy. Students who violate this Policy will face disciplinary action, including loss of technology privileges or academic consequences.

**Dress Code Policy:** Student dress at WHCS and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities. Enforcement of this policy shall be in accordance with district disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech in the school setting. WHCS prohibits imposition of discipline, discrimination, or disparate treatment against a student based on the student's race, religion, culture, hairstyles, or cultural or religious headdresses.

A. Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent the WHCS for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code.

B. The Dress Code includes but is not limited to the following:

1. Allowed:

- a. All colors including, prints, checks, stripes, and plaids
- b. Shirts with or without collars
- c. Sleeveless tops

2. Not allowed:

- a. Revealing clothing or see-through clothing
- b. Exposed underwear including boxers, sports bras, and bras
- c. Saggy pants revealing underwear or any portion of the body below the naval.
- d. Dresses, skirts, shorts, and skorts, including slits, should not be above mid-thigh.
- e. Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- f. Ripped or torn shirts
- g. Pants exposing skin above mid-thigh
- h. Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- i. Belt loop chains, wallet chains, and extended belts
- j. Trench coats
- k. Heelys
- l. Flip-flops (elementary school)
- m. Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- n. Gang Activity,
- o. Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- p. Tube tops, bare shoulders, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses
- q. Muscle shirts

3. Other provisions:

- a. Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings

- b. If outerwear is worn inside a building, it must remain open
- c. Hair shall be groomed so that it is clean and secured in a manner that is safe for participation in any school activity
- d. Hats and sunglasses may not be worn inside buildings, but are allowed outside
- e. Spandex is only allowed under approved shirts, shorts, skirts, and dresses
- g. Approved special event day dress is permitted
- h. students' school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

#### A. Consequences for Violation of the Student Dress Code.

1. First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

- a. change into other clothing they may have with them if it conforms to this policy, or
- b. change into clothing provided by the school, or
- c. be sent home

The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the next school day following the incident.

2. Second and subsequent offenses: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

#### C. Waivers

Waivers may be granted by the Executive Director or designee subject to the following criteria:

- 1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified.
- 2. Health or Physical Disability - a health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time.
- 3. Financial Hardship – families who for a period of time meet one of the following criteria and who can document this situation:
  - a. homelessness,
  - b. head of family is unemployed or on disability,
  - c. families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code pertaining to the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

#### **Graduation:**

Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. Students will be required to wear the cap and gown designated by the WHCS Executive Director and/or designee. Students have the option to wear traditional attire and/or tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or

other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.

**CIPA (Children's Internet Protection Act) Internet Safety Policy:** It is the policy of The Walatowa High Charter School to: (a) prevent, to the extent practical, user access to or the transmission over its computer network of inappropriate material via Internet, electronic mail, and other forms of direct electronic communications; (b) prevent, to the extent practical, unauthorized access and other unlawful online activity; (c) prevent, to the extent practical, unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with CIPA.

**Medications Policy:** Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of the WHCS and should not be practiced by any WHCS personnel. Nursing personnel will dispense only medications that have been prescribed by a physician. (JHHS Clinic representatives will be notified). When possible, medication doses should be given at home to avoid interruptions in the academic day.

\* The Walatowa High Charter School is located on the Pueblo of Jemez Nation. All individuals are subjected to the rules and regulations once entering Tribal lands.