



147 Bear Head Canyon Rd. Jemez Pueblo, NM 87024. PH.# 505.527.3392. Fax # 505-527-9932. Web site: [www.walatowahcs.org](http://www.walatowahcs.org)

## PARENT/STUDENT HANDBOOK

### Address:

147 Bear Head Canyon Rd, Jemez Pueblo, NM. 87024

Phone Number (505) 527-9932

[www.walatowahcs.org](http://www.walatowahcs.org)

### Staff Directory

Please refer to the WHCS website at: [www.walatowahcs.org](http://www.walatowahcs.org) for staff contact information.

### Governing Board

The Walatowa High Charter School Governing Board makes policy decisions concerning the WHCS and interviews and hires the Executive Director. The members of the Governing Board operate according to its bylaws. The Board members are volunteers who oversee the operation of the WHCS and ensure that The Walatowa High Charter School charter's goals and mission are implemented. Regular meetings are held on the second Tuesday of every month at 12:00 pm (unless otherwise indicated) You also have the option to participate remotely via google meet. Contact the Executive Assistant and request a link to the meetings. Notices of The Walatowa High Charter School Governing Board meetings will be posted on the school website, at the WHCS, area businesses and/or other advertised social media outlets.

Parents and other community members who are interested in serving on The Walatowa High Charter School Governing Board should contact a Governing Board Member. All parents are encouraged to attend The Walatowa High Charter School Governing Board meetings as a way to keep informed about our WHCS. Often committees are formed to carry out specific functions and parent and community participation is encouraged.

Please refer to the WHCS website at: [www.walatowahcs.org](http://www.walatowahcs.org) for Governing Board contact information.

### WHCS Hours:

Breakfast begins at 7:45. Class begins at 8:00 a.m. Students are to arrive no later than 8:00 am Monday - Thursday. Friday is for assessments, intervention, project work, or tutoring. Students entering after 8:05 am must report to the office for admittance into class. Professional Development 11:00am-1:00pm (All day Friday PD as noted on calendar) There are scheduled Friday's for students on a regular schedule

Office Hours 7:45 am – 3:30 pm Friday: Office Hours 8:00am – 12:00pm

### Authority of The Walatowa High Charter School

The Walatowa High Charter School has both the authority and the responsibility to ensure that policies and procedures are implemented and appropriate disciplinary processes are established. The Walatowa High Charter School's Governing Board has the discretion to develop such rules, policies and procedures as it deems appropriate.

All students are under the authority of the WHCS Executive Director or designee, or designee, and the immediate control and direction of the WHCS Faculty and staff or another member of the instructional staff to whom such responsibility may be assigned by the Executive Director or designee:

- when they are attending the WHCS
- when they are engaged in an WHCS -sponsored activity on or away from the WHCS premises
- during a reasonable time before and after a student is on the premises for attendance at the WHCS or for authorized participation in an WHCS -sponsored activity (“reasonable time” shall mean fifteen (15) minutes before the academic day or WHCS -sponsored activity is scheduled or actually begins or ends, whichever period is longer.)

### **General Statement of Citizenship**

Being a member of the WHCS is like being a part of a family.

- Have Respect - At the WHCS everyone works to make sure that everyone is safe.
- Following directions
- Respecting others’ personal space
- Respecting other property
- Exhibiting respectful behavior and language
- Respecting others’ identity
- Practicing safety at all times
- Using WHCS equipment and materials appropriately
- Staying on WHCS grounds in assigned areas
- Being academically engaged
- Being thoughtful and attentive when listening
- Free Speech – All students have the right to express themselves as long as it is not offensive and does not hurt or negatively impact others, or disrupt the learning environment. If there is an WHCS program, party, or play which parents will not allow a student to attend because of religious beliefs, let the sponsoring WHCS Faculty and staff member know in advance.
- Know the Rules –The WHCS has rules, policy and procedures which all students must know and follow. If a student breaks a rule, he/she will be treated fairly. students will be allowed to tell their side of the story to the Instructor or someone in the office. Discipline may include talking with the student, talking with the student’s parents or guardians, or having the student stay after the academic day or more severe consequences depending on the behavior.
- Get Together – During their free time, students may get together on WHCS grounds or buildings if permission has been given and if it will not disturb others.
- Learn in the WHCS – The WHCS will help students grow into productive and successful adults. To do this, students must take part in all of their courses and other activities to the best of their ability. All staff are there to help students do their best. If you have any questions or problems, WHCS for help. Students who bother others and make it hard for others to learn may be removed from the learning space to receive behavioral intervention and support. People Who Are Different - Everyone is different in his or her own way. We should treat all people fairly, as we would like to be treated. If a person is verbally, physically, or via social media, attacked/bullied for who they are, what they believe, their appearance, or other reasons, the attacker may face serious discipline consequences.
- Come to the WHCS – Only when healthy, students must attend the WHCS each day and be on time. When students are sick or have a family emergency, they should remain at home. When they return to the WHCS, they should have a note from a parent or guardian, explaining why they were absent and to WHCS all Instructors about missed assignments. students are responsible for contacting their Instructors to get assignments when they miss class.

### **Admission, Enrollment and Attendance**

#### **Admission**

The Walatowa High Charter School does not discriminate against any student based on race, gender, gender identity, religious affiliation, national origin, ethnicity, physical or mental disability, sexual orientation, or on any other legally-protected basis. The WHCS is nonsectarian in its programs, admission policies, and employment practices.

**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 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 the individual 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.

## **Registration**

Registration is completed or updated each year to ensure that all information is current on each student. All the following information is to be completed as part of the enrollment process. Failure to provide the required information may delay or result in a student not being officially enrolled at The Walatowa High Charter School, jeopardizing his/her place where space is limited. Consequently, at the time of enrollment please provide the following completed forms:

- Registration forms
- birth certificate verification
- Immunization records
- Emergency information forms
- Health/medical consent forms

Title VI ED-506 Eligibility Certification Form (if applicable)

Certificate of Indian Blood (if applicable)

McKinney Vento Form

- Custody orders (if applicable)

Please note that according to state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before attending the WHCS . Proof of an exemption must be provided in lieu of immunizations records each year to be allowed to enroll.

After completing the registration process, students will be WHCS ed to provide additional academic work and references to assist us in placement, and to ensure that we meet student academic needs. None of this information will inhibit their acceptance or standing in the WHCS .

## **Change of Contact Information**

It is most important that parents notify the WHCS immediately of any change in their contact information including their physical address, mailing address, telephone numbers and email addresses. Unlisted numbers will be held in confidence, when requested.

## **Parent Custody**

When parents are separated or divorced, it is required that the WHCS have a signed and certified court order on file defining custody and visitation rights. When parents share custody, i.e., have "joint custody," each parent has the right to access and to receive copies of WHCS records and information, to attend conferences, and to be informed about the student's welfare, educational progress, and status.

The custodial parent(s) are responsible for:

- providing a copy of the signed and certified court order to the WHCS ;
- and providing the WHCS with any revisions/updates to the court order that affect custody, visitation, or student record-access rights.

The WHCS must:

- maintain a copy of the relevant sections of the court order;
- inform appropriate WHCS personnel of the provisions or restrictions in the court order; and
- abide by the provisions and/or restrictions ordered, and the non-custodial parent's requests that are consistent with the order.

The WHCS is not required to hold separate conferences for each parent. Please be sure that the WHCS has appropriate

contact information for both parents to ensure consistent communications. Unless prohibited by a certified court order, and upon request, the WHCS will:

- send duplicate correspondence to the non-custodial parent or both custodial parents;
- arrange for review of WHCS records by the non-custodial parents;
- keep non-custodial parents apprised of major WHCS events.

## **Enrollment**

### **Course Enrollment**

If possible, The Walatowa High Charter School requires all students be enrolled in at least one course in each of the four core areas every semester of enrollment. Core areas include English, math, science and social studies. The Walatowa High Charter School requires more of its students than surrounding districts. In addition to the above requirements, we require 28 credits (credit only granted for a score of 60% or better). Successful completion at a higher level of rigor better prepares the students for post-secondary success. Given the increased academic requirements of The Walatowa High Charter School, it is crucial that parents and students communicate regularly regarding academic performance.

### **Course Withdrawal Procedures**

If a student drops a course after the drop date, or if an instructor drops a student from a class, they will receive a WNC (Withdrawal with No Credit) on their transcript for the course. A WNC will not negatively affect the GPA but may be replaced if the student successfully repeats the same/equivalent course at a later date. Students may be dropped from a course because of a mathematical inability to pass the course.

## **Distance Learning**

The Walatowa High Charter School strives to provide a high-quality education for all students. The Executive Director or the designee is authorized to establish Distance Learning as per 6.30.8 NMAC, a process used to provide instruction for credit when the student and primary instructor are not necessarily physically present at the same time and/or place. WHCS will assure that students enrolled in a distance learning program have the necessary technology at the WHCS for all classes or activities.

## **Credit Recovery**

WHCS currently uses *Edgenuity*, an online distance learning program and/or Faculty created distance learning curriculum (prior approval from Executive Director), for courses that need to be recovered. Any courses that are being taken for credit recovery will be taken during student support services and Friday school (8:00-12:00). There are other distance learning options available, as long as the program you choose is accredited and approved by the WHCS Executive Director or designee as an accredited, credit awarding institution. Distance Learning options may cost, and, since they are for credit not earned in the initial class, will be charged to the family. If students do not complete the course within the agreed upon timeframe, an NC will be recorded on the transcript for that semester. Each Edgenuity course bears .5 credit. Students using Edgenuity will pay a fee, and must attend Friday school to complete the work. As students applying for credit recovery courses are already behind in credits, they are expected to complete these courses off-site and on their own time, if the WHCS is unable to schedule them into required classes due to course conflicts.

## **Dual Credit**

The Walatowa High Charter School offers Dual Credit enrollment program that allows eligible students to enroll in college-level courses prior to graduation and receive college credit simultaneously as per 6.30.7 NMAC. The state of New Mexico requires students to complete a Dual Credit course or online course or Advanced Placement course as a graduation requirement. (6.30.7 NMAC) The Walatowa High Charter School Dual Credit program allows students a structured opportunity to take college level classes from selected postsecondary partners, while simultaneously enrolled at least 50% of the time as a student.

Dual Enrollment (also known as “Dual Credit”) refers to a program that allows students who have met eligibility requirements to enroll in college-level courses offered by partnering postsecondary institution(s). Dual Credit introduces students to college level coursework, as well as Career Technical courses not available via WHCS’s curriculum.

The Walatowa High Charter School has dual credit partnerships with the following institutions:

- Central New Mexico Community College
- UNM-LA
- IAIA

- SIPI

Generally, the postsecondary partner will provide a final grade report upon completion of the class. However, if it does not, it is the student's responsibility to order official transcripts from the postsecondary partner. The Walatowa High Charter School will not reimburse for materials or record credit earned from the postsecondary partner upon receipt of an official grade or transcript.

### **General Eligibility for Dual Credit Classes**

- students must have completed the 9<sup>th</sup> grade (CNM) or a minimum of 16 years old (UNM and NMSU) • Meet the specific dual credit partners' admission requirements in regards to testing
- Enroll at the postsecondary partner as Dual Enrollment student
- students must have reliable transportation
- students must have a minimum 2.5 GPA and not have an NC at WHCS the prior semester

Courses must be on the State's list of approved DE courses, to simultaneously earn credit toward graduation and college credit. Students interested in taking Dual Credit courses should consult with the Executive Director or designee regarding enrollment procedures and eligibility. Within this program, the postsecondary institution will waive tuition and general fees. The Walatowa High Charter School will fund required text books. The student is responsible for related instructional materials and course-specific fees (e.g. lab, computer).

### **Attendance**

Walatowa High Charter School students are expected to arrive on time (8:00AM) and be adequately prepared for their day. Students arriving after 8:10AM must sign-in at the office. Students arriving after 8:30AM must sign-in at the office and will be considered absent from that class. While regular attendance is required, students that are ill should remain at home. Please contact The Walatowa High Charter School on the website at: [www.walatowahcs.org](http://www.walatowahcs.org) and click the Attendance link on the attendance page or call 505-527-3392 to notify us of your student's absence.

### **New Mexico Attendance for Success Policy**

The Walatowa High Charter School is committed (and legally obligated) to enforce the New Mexico Attendance for Success Act. Attendance letters are automatically sent out after three, five, and ten absences. See Appendix p. 55-64 for the WHCS's Attendance Policy and procedures. The WHCS's attendance requirements are consistent with a student's obligation to attend and a parent/guardian's obligation to ensure that their student attends school. The Walatowa High Charter School expects that every parent will consider regular and timely attendance to be imperative to their student's educational success. Consistent with the Attendance for Success Act, WHCS will implement a three-tiered system of interventions for absenteeism. A student may be excused for parent- or doctor-authorized medical reasons. WHCS will require a written verification from the student's licensed health care provider if a student is absent for three (3) or more consecutive school days due to the student's health. Subsequent consecutive absences will be counted as unexcused until such documentation is provided. WHCS will also require a written verification from the student's licensed health care provider if a student is absent a total of ten (10) or more days during the academic year due to the student's health.

### **WHCS Attendance Policy and Procedures**

1. 3rd Absence: Notify parent/guardian (Phone, E-mail).
2. 5th Absence: Notify parent/guardian (Phone, E-mail and written). Inform and provide written notification to be delivered by Tribal Officials. Tribal Officials may remind the parent/guardian of the importance of school attendance.
3. 8th Absence: Notify parent/guardian (Phone, E-mail and written). Parent/Guardian, WHCS Executive Director, WHCS Indian Ed. Coordinator, WHCS Instructor and Tribal Official meeting. Attendance Improvement Plan
4. 10th Absence: Notify parent/guardian (Phone, E-mail and written). Notify Tribal/State Social Services and/or Tribal/State Juvenile Courts, Parent/Guardian, WHCS Executive Director, JHHS Counseling referral and Tribal official meeting. Attendance Improvement Plan amendment.
5. 15th absence: Social Services, Tribal Courts. Alternative Education Setting. Expulsion from WHCS for violation of attendance policy.

## **Makeup Assignments**

Assignments missed due to absences must be made up by the student. The student is responsible for obtaining his/her assignments from his/her Instructor(s) and completing them within the time frame determined by the WHCS Instructor(s).

## **Tardies**

The Instructor reserves the right to determine whether a student is tardy. If a student misses the daily start time of 8:00 AM by more than 10 minutes, they will need to sign-in at the front office and obtain a pass to class. If a student is late by more than thirty (30) minutes, they will be counted absent.

## **Leaving the WHCS Before Day's End**

Students are not permitted to leave the WHCS grounds before regular dismissal without a parent/guardian or an adult listed on the Permission to Pick-up form checking them out, in person, through the front office. Parents/Guardians or adults listed on the Permission to Pick-up form are to come directly to the office, sign their student out, and the student will be called from the Class. Unless authorized by administrative staff, parents should wait for their student in the front office. No one may check a student out of the WHCS unless they are listed on the Permission to Pick-up form or you have notified us, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after 3:00 pm or on Fridays.

If students drive themselves to school and must leave for an appointment, parents must report on The Walatowa High Charter School website at: [www.walatowahcs.org](http://www.walatowahcs.org) and click the Attendance link on the home page or call 505-527-3392 to notify us at least 2 hours prior to the appointment for permission to release the student.

## **Excused Absences for Pregnant/Parenting students**

students will be permitted 15 (ten) days of excused absences upon documentation of the birth of that student's child. Documentation, in the case of the mother, can be a note from her medical provider; for the mother or father, a copy of the child's birth certificate. Students missing school due to the birth of a child shall have the same number of days that he/she was absent for the birth to make up for the class assignments missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Pregnant students may take up to five (5) days off for pregnancy related health care for herself if she provides a health care provider note. students missing work related to pregnancy shall have the same number of days that she was absent to make up the work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Parenting students (father or mother) may take up to five (5) days to care for a child under the age of 13 needing care. Documentation of parent status may be requested by the school Executive Director or designee. A student missing school for care related to his/her child shall have the same number of days that he/she was absent to make up for the missed class work. The time for make-up work will begin on the first day the student returns to class following the excused absence.

**Excused Absences for students Experiencing Homelessness:** The Walatowa High Charter School will evaluate the attendance of homeless youth on a case-by-case basis and develop an appropriate plan given individual circumstances related to shelter and transportation.

**Excused Absences for Religious Instruction:** A student may, subject to the prior approval of the Executive Director or designee, be absent from school to participate in religious instruction for not more than one (1) class period per school day, with the written consent of the student's parent/guardian, at a time that is not in conflict with the academic program of the WHCS. Walatowa High Charter School shall provide a reasonable time for the student to make up school work missed during the absence. Walatowa High Charter School does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property.

**Excused Absences for Tribal Instruction:** A student, with the written consent of his/her parent/guardian and subject to the approval of the Executive Director or designee, may be absent from school to participate in tribal obligations. Walatowa High Charter School shall provide a reasonable time for the student to make up the school work missed during the absence.



**Interscholastic Extracurricular Activities:** A student shall not be absent for interscholastic extracurricular activities (as defined by the Act) in excess of fifteen (15) days per semester, and no class shall be missed in excess of fifteen (15) times per semester for Interscholastic Extracurricular Activities.

**18-Year-Old students :**Students who have achieved the age of majority (18) must fill out the transfer of rights form with their parents/guardians to determine which rights they wish to assume and which rights they wish to share with their parents/guardians. With written parent acknowledgement, these students may also sign themselves in and out of the WHCS , but only for documented reasons.

**Drop-Off and Pick-Up:** The Class will be open in the morning at 7:45AM, and to be dropped off in front of the Walatowa Youth Center.

**Drop-Off – 7:45 AM – 8:00 AM:** You can drop your students off beginning at 7:45 AM by entering The Walatowa High Charter School parking lot via the Walatowa Youth Center, proceeding to the drop off zone in front of the WHCS and proceeding out.**Pick-Up:** Students will be released at 3:00 and you can pick them up in the parking lot of the Walatowa Youth Center.

**Extended Care:** Extended care will not be provided by The Walatowa High Charter School. If an emergency occurs and you are unable to pick up your student by 2:30 PM, please contact our office as soon as possible to let us know so supervision can be arranged. Abuse of this policy will not be tolerated; please be considerate of staff. Proper authorities (POJ Police Depart/Sandoval; County and/orJemez Social Services) may be contacted after repeated instances of failing to timely pick up students from the WHCS , or if parents/guardians do not pick up their student/students until after office hours.

**Friday Support: Drop-Off 7:45AM Pick-Up 11:30 AM:** Fridays are designed for academic support, assessments, field trips, and other courses, or project related learning. If students are requesting student support services, students are expected to sign-up for appointments with their Instructors and then report to that learning space. They are expected to remain in the indicated learning spaces until 11:30 AM. If they finish early, they are to call their parents to be picked up. students are not to leave campus on Fridays until they have been picked up by a parent or guardian. If a student leaves campus without permission, they will be given a referral for leaving campus and assigned consequences according to the policies and procedure of the Walatowa High Charter School.

**Abbreviated / Delayed Schedule/Asynchronous Learning/Inclement Weather Days-School-Wide:** The Walatowa High Charter School will usually follow the Jemez Valley Public Schools decision to delay or cancel WHCS. Attendance on days where weather prevents the WHCS from beginning on time or where an early release is ordered. Parents should check The Walatowa High Charter School web page for status and should stay tuned to the available news media on days of inclement weather. The Walatowa High Charter School will notify parents by phone if school hours are delayed or canceled. If weather conditions worsen during the day and the WHCS decides to close early, The Walatowa High Charter School will notify parents by phone or other means of communication to come pick up their student(s). Asynchronous Learning may be offered virtually and will be notified.

The Walatowa High Charter School will follow the abbreviated schedule on days in which students are not to come in due to inclement weather, scheduled asynchronous learning day, or testing.

Below are the expectations of students in grades 9–12 during asynchronous instruction:

1. Students must log in regularly to their course(s) on designated class days. Attendance will be measured through WHCS Google classroom course activity.
2. Watch daily recordings and complete assignments.
3. Students must stay current with their course pacing and assignments and demonstrate consistent progress.
4. Students must engage/connect with each of their instructors via Google meet to check for understanding.
5. Students may attend group synchronous or set 1:1 meetings during the week.
6. Students not maintaining an overall course grade above 70% or with consistent late work may be assigned a required in-person meeting.

**Early Dismissal – School-Wide:** The following emergency procedures will be followed at The Walatowa High Charter School in the event of early dismissal due to inclement weather, assessments, traditional/release or another unforeseen event which necessitates closing the WHCS early: Parents will be notified by phone and/or through the local media. We will keep students at a safe place at the WHCS until parents or their listed designee arrives for them, i.e., adults listed on the Permission to Pick-Up form. If the parent cannot be reached, the designee will be contacted at the telephone number listed. If we are unable to contact anyone listed on the Permission to Pick-Up form, we will refer to the emergency contact information listed on the Emergency Medical Authorization Form. WCHS staff will request identification of any person they do not recognize as the parent or designee before releasing the student. It is important to realize that under some emergency situations, it may not be possible to notify everyone by telephone, but we will do our very best with your cooperation. Your assistance is necessary in order to have a safe and orderly dismissal.

### **General Information**

**Grading :** Please check grades in your students' Google Class or through their individual Skyward Account on a regular basis to ensure that you are not lagging behind on assignment completion and overall class grades. If you notice your student is having difficulty, please contact that specific instructor.

**Course Grades:** The following scales will serve as a guide for the distribution of grades earned at WHCS:

**\*\* DE (Dual Enrollment) Courses add an extra 1.0 to the Weighted GPA**

### **Semester Grade Calculations**

#### Semester 1 Semester 2

Quarter 1 = 40% of Semester 1 Quarter 3 = 40% of Semester 2

Quarter 2 = 40% of Semester 1 Quarter 4 = 40% of Semester 2

Exam 1 = 20% of Semester 1 Exam 2 = 20% of Semester 2

Total = 100% of Semester 1 Total = 100% of Semester 2

**Grade Adjustment:** The WHCS requires that Instructors follow the procedures established by the WHCS subject grade procedures, as well as NMPED regulations governing grade adjustment. A change to a grade can only be made through the procedures indicated below.

**Procedure to Change a Course Test or Assignment Grade *Not Yet in the student's permanent record*** The first step is to contact the Instructor and discuss the grade and concerns. If the Instructor does not agree with the proposed grade adjustment, the parent/ guardian or student may submit a request in writing to the Executive Director or designee. The final decision will be made by the Executive Director or designee no further appeal will be allowed. A score of zero will be entered for any missed finals. The student will have 30 days from the start of the following semester to take the final exam. Instructors will then follow the grade change protocol to update the grade. If the student does not take the final within the 30-day window, the score of zero will become permanent.

### **Procedures to Change a Course Grade that is on a student's permanent record.**

A course grade that has been entered on a student's report card, in the cumulative record, or on a transcript *is considered a student record* under FERPA by the WHCS .

A Instructor who discovers a grade that was incorrect due to mechanical or clerical errors (this may include an arithmetic error, transcribing error, or posting error) may request a grade change by submitting a "Grade Change Request Form" to the Executive Director or designee for approval.

If the parent/guardian or student believes a student record grade is inaccurate, misleading, or in violation of the student's rights, or can show proof that the Instructor failed to reasonably follow the guidelines in the WHCS subject grade procedures, the grade may be considered for change.

The first step for the parent or student is to submit a " Missing or Incomplete Grade Form" to the Executive Director or designee. The Executive Director or designee will begin the disposition in accordance with the hearing procedures established.

Procedures to Seek to Correct Education Records can be found in its entirety in the Policy Manual in the main office of

The Walatowa High Charter School.

**Graduation Requirements:** NMPED Graduation Requirements  
(<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>)

**Diploma of Excellence** – 28 Total Credits – As follows:

**English** (4 credits)

- 1 cr. English 9
- 1 cr. English 10
- 1 cr. English 11
- 1 cr. English 12

**Mathematics**(4 credits)

- 1 cr. Algebra 1
- 1 cr. Algebra 2
- 1, Geometry
- 1 cr. Other Math (Computer Science, DC-Financial Lit.

**Science** (4 credits)

- 1-Biology
- 1-Chemistry
- 1-Earth Science, Physical Science
- 1-Other-Elective

**Social Studies**(3.5 credits)

- .5 cr. NM History
- 1 cr. World History
- 1 cr. US History
- .5 cr. Government
- .5 cr. Economics

**Other** (7.5 credits)

- 1 cr. Physical Education
- .5 cr. Health
- 1-cr. World Language
- 4 cr. rReading, Art, Heritage Language

**Elective Credits**(5 credits): *Any of the above courses taken beyond the graduation requirement may count as an elective* (Within the above requirements, 1.0 credit must be earned through Dual Enrollment or Distance Learning.) In addition to earning the above credits, students must also pass any state required examinations (e.g., SAT, Accuplacer, ASVAB, EOC etc.) to demonstrate competency.

**The Walatowa High Charter School Diploma of Excellence Bilingualism and Biliteracy Seal Policy**

The Walatowa High Charter School is committed to graduating future professionals and enabling students to be competitive in college admissions and the workforce. As such, The Walatowa High Charter School is committed to helping students attain fluency in a language other than English, which will set them apart from their peers.

The Walatowa High Charter School will offer the New Mexico Public Education Department Diploma of Excellence Bilingualism and Biliteracy Seal, as well as a distinction on their official transcripts, to all students who demonstrate proficiency in a language other than English, according to New Mexico state statute/applicable regulations.

There are four ways to earn this distinction

**Option 1- Tribal Languages**

A student must receive a written certification from the tribal office certifying proficiency in that language. **Option 2- Units of Credit and Proficiency Assessment**

A student must earn four credits in a world language with a “C” or better and pass a proficiency exam in that same language.

**Option 3- Units of Credit and Alternative Process Portfolio**

A student must earn four credits in a world language with a “C” or better, submit a portfolio, and pass the portfolio

presentation in the same language.

#### Option 4- Proficiency Assessment and Alternative Process Portfolio

A student must pass a proficiency exam, submit a portfolio, and pass the portfolio presentation in the same language.

##### Requirements:

For units of credit: The Walatowa High Charter School will honor any world language credit (from an accredited university or other accredited program) that is transferable for credit to The Walatowa High Charter School, in addition to credit earned in world language classes taught at The Walatowa High Charter School.

For the portfolio: A student must obtain approval of the Bilingual Coordinator, to create a language portfolio demonstrating proficiency in the world language. Portfolios must include evidence of proficiency in both receptive and expressive language. The student must then present to a committee of reviewers to be selected by the school Bilingual Coordinator, and receive passing marks.

**Student Progress Reports, Report Cards, and Ongoing Class Standing:** It is essential that each student's academic progress be monitored by their parents/guardians. Parents have complete access to Google Class and SKYWARD so that they can monitor their student's academic progress. Please utilize this resource on a regular basis.

The Walatowa High Charter School will report progress to the students and to their parents/guardians as appropriate. These reports will provide a basis of understanding among Instructors, parents, and students for the benefit of the individual students. The Walatowa High Charter School will develop progress report forms or report cards in accordance with this policy. Parents will be emailed mid-way through each quarter (approximately four and a half weeks into the quarter) and WHCS ed to check their student's grades. This progress report is meant to convey an idea of where the student's grades are headed for the current quarter.

Report Cards will be distributed every quarter (approximately every nine weeks). Report cards include an explanation of the system of marks used. Report cards are presented at academic conferences which are held after Quarter 1 and Quarter 3 are complete. Before report cards are distributed each quarter, the Instructors should explain the marking system to the students. Additional reports will be made when necessary. Parents will be informed regularly, and at least four (4) times a year, as to the progress their students are making in school. Google Class/SKYWARD: Parents and students may access progress through the Google Class/SKYWARD-NOVA program at any time. If you are having trouble accessing Google Class/SKYWARD please contact the Registrar. Google Class/SKYWARD-NOVA is the most efficient way to monitor progress because quarterly grades adjust as Instructors enter assignment grades. The assignments in Google Class/SKYWARD-NOVA are the basis for the end of quarter, final examination, and end of semester grades. Parental involvement and monitoring of progress is the single best way to ensure that students are meeting their educational benchmarks.

While we will do our best to alert and/or confer with parents as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. Distinctions will be made between a student's attitude and academic performance. At comparable levels, the WHCS will strive for consistency in grading and reporting except as inappropriate for certain courses or certain students.

When grades are given, WHCS staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement. When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.

**Field Trips:** Field trips are considered an important part of our educational program and will be taken periodically to nearby places. The WHCS will provide adequate and responsible adult supervision. The Walatowa High Charter School must have on file an individual signed permission form for off-campus trips. Parents will be notified in advance of the location of upcoming field trips and travel arrangements. Field trips are a privilege and students may not be allowed to attend if they have had behavioral and/or academic problems (two or more NC's in core classes) during the same quarter, or semester depending on severity. If a student is not allowed to attend a required field trip, an alternative assignment will be provided. While on WHCS trips, students must follow WHCS rules and guidelines. Students shall at all times, follow instructions and directives of Instructors, sponsors, or chaperones in charge of the field trip. Misbehavior shall result in disciplinary action.

**Student Parking:** Students may park their cars in the Walatowa High Charter School parking lot *ONLY*. All students' vehicles must be registered through the office with proof of driver's license, registration, and insurance. Failure to obtain permit and supply documentation may result in a loss of parking privileges or other consequences. Any vehicle that does not display an WHCS Parking Permit will be treated as a non-registered vehicle. If a vehicle is illegally parked, or if a vehicle does not have a permit, the WHCS has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner. Parking or off-campus lunch privileges can be revoked if a student is speeding, exhibiting any unsafe vehicle operation, or for any other violations regarding their vehicle. The parking fee will not be refunded if a permit is revoked. Students must have Instructor permission to go to their vehicles during the school day, including during the lunch break. Privileges may be revoked at any time. Vehicles parked on Walatowa High Charter School property are treated the same as lockers regarding contents and search. If there is reasonable suspicion regarding the contents of a vehicle or activities occurring within it, The Walatowa High Charter School staff has the right to search the vehicle. If a student is found in possession of forbidden materials at school or a school event, their vehicle also will be searched. Any violation of WHCS policy occurring within or around a vehicle on WHCS property will be dealt with according to the rules governing The Walatowa High Charter School building. The Walatowa High Charter School is not responsible for any theft or vandalism that occurs while vehicles are parked in The Walatowa High Charter School lot. For safety and liability reasons, students may not drive other students to off-campus lunch.

**Meals:** The Walatowa High Charter School does offer breakfast and lunch, which is contracted with an independent vendor. WHCS is a closed campus. Any students leaving the campus must be checked out by a parent or guardian.

**Lost and Found:** All lost items are to be turned into the Lost and Found located in the front office. Students are encouraged to check for all lost items there. Due to the lack of storage space, clothing items in the Lost and Found may be donated to local charities as often as monthly and definitely at winter and spring breaks.

**Personal Property:** If your student does bring an item to the WHCS and loses it, he/she may check in the Lost and Found. The WHCS is not responsible for lost, damaged or stolen personal items. Please remind your student to leave non-essential personal items at home. They can disrupt the learning environment and create safety problems. There is also a risk of items being broken, lost or stolen. For this reason, do not bring personal items to the WHCS.

**Parental Concern Policy About students:** The Walatowa High Charter School encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their student at the lowest possible step, which will be described here. However, it is recognized that sometimes an intermediary is helpful for both sides to move beyond an impasse. Therefore, the following policy is provided for resolving situations that are not otherwise covered by a formal dispute resolution process (e.g. student discipline/suspensions/expulsions, special education matters or discrimination/ harassment complaints, which are covered by other processes).

Step 1. Email specific concerns or questions to the Instructor and include the Executive Director and/or designee with whom there is a concern. If there are still concerns, meet with the Instructor and Executive Director designee to develop a plan for success.

Step 2. If a resolution cannot be reached at this level, then the parent or guardian may contact the Executive Director or designee and request a meeting. (If it is the Executive Director or designee with whom there is a disagreement, then move to Step 3.)

Step 3. If a resolution cannot be reached at Level 2, or the issue is with the Executive Director or designee, then the parent/guardian should submit a written complaint to the Governing Board President requesting a meeting with the Governing Board or its designated committee in closed session. Note - matters concerning a student will not be addressed in an open meeting.

The Governing Board will designate a committee that will schedule a meeting with the parent/guardian and all Walatowa High Charter School employees concerned as soon as practical after the complaint is received by the Governing Board. The Governing Board designated committee will hear and issue a decision regarding the concern and will be the final step in the process to address the concern. Consideration of student matters shall be conducted in closed session. When reaching its decision, the Governing Board or its designated committee will take into consideration the best interest of the student and the mission, goals and policies of The Walatowa High Charter School.

## **Grievance Policy to Address Non-student Concerns**

**Initial inquiry** - Inquiries or concerns from a community member, parent or student regarding a specific Walatowa High Charter School policy, staff member or program (NOT A student) should first be directed to the staff member involved or responsible for such program. If a community member, parent or student (hereinafter “community member”) is not sure who is the responsible staff member, or, if the community member has an inquiry or concern of a broad nature, the community member should contact the Executive Director for clarification on the steps to follow.

**Initial Grievance Process** - If the community member feels the issue has not been satisfactorily handled at the individual staff member level, the issue may be referred to the Executive Director or designee. After a meeting between the community member and the Executive Director or designee, and the matter is not resolved, the Executive Director or designee will prepare a written summary in an attempt to resolve the community member’s concern. A copy will be promptly provided to the community member. If the community member feels the issue has not been satisfactorily resolved at the administrative level the community member may take the issue to The Walatowa High Charter School Governing Board for disposition.

**Governing Board Review** - The Governing Board, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Board intervention. Typically, the Governing Board will NOT review administrative decisions regarding the following, under this process: student discipline, student placements (in special education or regular education classes), complaints about a staff member’s performance (except the Executive Director or designee), matters particularly within the expertise of the educational staff and Executive Director or designee, and matters subject to other procedures. The following procedure shall be followed for a Governing Board Review:

**Step 1-** The community member may submit his/her grievance in writing to The Walatowa High Charter School Governing Board within five business days of receiving the Executive Director or designee’s statement concerning the good faith effort to resolve the dispute.

**Step 2-** The letter must be in writing, signed by the community member and delivered to the Governing Board at the WHCS. A copy of the Executive Director or designee’s statement should be enclosed.

**Step 3 -** If the community member does not submit a written grievance within five business days from the date the written summary prepared by the administrator is delivered to the community member, the complaint will be deemed “resolved.”

**Step 4 -** The grievance submitted to the Governing Board should include specific reasons why the community member is not satisfied with the administrator’s decision; any specific WHCS policy that the member believes has been violated, and any other relevant information and documentation that supports the grievance. The written grievance must be dated and signed by the person submitting the complaint.

**Step 5 -** The Governing Board will decide at the first meeting immediately following receipt of the written grievance whether it will hear the matter, and if it agrees to hear the matter, it will schedule a time for the meeting, which shall not be unreasonably delayed. Depending on the substance of the complaint, the Governing Board will also decide whether the grievance shall be heard as an informal meeting of the concerned parties, an informal hearing with each party being allowed to present his/her side of the story or any other procedure the Governing Board deems appropriate.

**Step 6 -** The Walatowa High Charter School Governing Board members who are interested parties or who may have an actual or apparent conflict of interest shall disclose such conflict and be excused from the grievance meeting if the Governing Board deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.

**Step 7 -** Any meeting or hearing concerning a matter that relates to personnel issues, that is confidential, or that implicates an individual’s privacy rights will be held in a closed meeting in accordance with the Open Meetings Act.

**Step 8 -** A decision will be established by a majority vote of the members of The Walatowa High Charter School Governing Board hearing the issue. The Walatowa High Charter School Governing Board may designate a committee of the Governing Board to meet with or conduct the hearing. Any final action required to be taken by the Governing Board will be made after the committee’s recommendation is presented to the full Governing Board.

**Step 9 -** If additional information or investigations are necessary after the initial meeting or hearing, the meeting or

hearing may resume as soon as is practical after further information has been gathered or an investigation has been conducted. The Governing Board will issue a final written decision regarding the grievance. The decision of the Governing Board is final.

### **Fire and Other Safety Drills**

Fire drills are held at the WHCS as required by law. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the Instructor, to the designated exit-area (fire drills), or as directed by the school safety plan (safety drills). Upon completion of the drill, an all-clear signal will be sounded, at which time all persons will return to their Class. Shelter in place, lock down, evacuation, active shooter, and any other drills deemed necessary by the Department of Public Safety will also be conducted throughout the year.

### **Campus Safety During Extreme Events**

#### **Shelter in Place:**

During a situation such as a medical emergency or any other situation that requires the walkway to be clear, students will remain in their learning spaces until the situation is resolved and an all-clear announcement has been delivered by the Executive Director or designee or their designee.

#### **Lock Down:**

A lockdown will be issued for any threat deemed dangerous to anyone on the campus. Any threat will be dealt with by WHCS Executive Director or designee working in conjunction with DPS. This is our most serious security level. Instructors will direct students to follow directions appropriate to the situation.

Should a lock down occur, students and Instructors will place all electronic devices on silent mode. A cell phone ring, or computer ding could be enough to alert a threatening person that people are inside a learning space. The campus will maintain a secure perimeter during the incident.

**Lock-In:** Lock-ins occur when there is an external threat outside of the building or in close proximity to school premises. In the event of a lock-in, students are to remain in the building and exterior doors are locked. If a higher level of threat exists, students may be directed into class and those doors may be locked. Please, do not attempt to contact your student during any such event.

### **Computers, Books and Other WHCS Materials**

Students shall take proper care of books or materials. Replacement or repair of lost or damaged books or materials are the financial responsibility of the parents and students.

**Walatowa High Charter School Laptops** - A student may choose to be assigned a school laptop computer (with fee to cover associated costs for maintenance and software) which the student will use to complete required learning assignments in school, at home, and in the field. All equipment assigned to the student is and remains the property of The Walatowa High Charter School. Students and their parents will be required to sign an Acceptable Use of Technology Policy and Laptop Contract (appendix). The software applications are fully licensed and appropriate for student use. The computer has been imaged to allow students to save their work to the hard drive. Students should back-up work on external storage devices. Students may not add any new software to the laptop computer unless it has been approved by The Walatowa High Charter School. Some software additions may impede or conflict with the equipment's established software or disable a level of the computer's performance. The system administrator must have all software licensing on file. Any questions regarding the addition of software to the laptop computer should be directed to The Walatowa High Charter School's System Administrator. The student and her/his parent/guardian(s) accept full responsibility for the equipment. Should the equipment be damaged through misuse or negligence during the period of this contract, the family must pay for the repair or replacement of the equipment.

If a student does not return the laptop at the end of the year, when withdrawing from the WHCS, or upon disenrollment, a police report will be filed for theft of property. If the computer is lost or stolen, the family is responsible for the replacement price of the computer as determined by the WHCS IT Coordinator. If the computer or components are damaged or broken, fees will be assessed for the repairs/replacement.

**Fees:** Security Software: \$25

Replacement computer: full replacement cost

Cracked/broken screen: \$150 Keyboard or missing Keys: \$50

Damage to case: Varies by degree of damage Chargers: Dell \$60.00; HP \$20

### **Accessibility for Parents/Guardians**

To ensure equal access in accordance with the Americans with Disabilities Act (ADA), The Walatowa High Charter School will provide appropriate auxiliary aids and services that may include but are not limited to:

Sign Language Interpreter

Braille

Mobility Access

Assistive Listening System

Large Print

These accommodations are available upon request for Parent-Manager Organization meetings, Governing Board meetings, WHCS activities, parent conferences, etc. Please notify The Walatowa High Charter School Executive Director or designee office if you require any of these services/aids.

### **Parent and Visitor Information**

Parent Expectations - The Walatowa High Charter School considers parents to be our partners in the process of education. Parents are expected to get involved in their student's education through communication, participating in WHCS -sponsored events, and attending conferences. WHCS also encourages parents/guardians to volunteer at the WHCS, contributing to the educational success of all WHCS students.

As an active participant in a student's education, parents are expected to:

- Get your student to the WHCS on time every day.
- Make learning a priority.
- Provide a suitable time and place for your student to study at home.
- Maintain regular communication with your student's Instructors, WHCS administrator, and other WHCS staff. Stay informed of your student's ongoing academic progress by logging in to the Google Class/SKYWARD program, and advocate for your student's learning needs.
- Attend all conferences for your student, including but not limited to SLATE conferences, SAT conferences, 504 conferences, and IEPs.
- Keep WHCS informed of your current contact information by notifying us of any change of address, email address, or phone numbers.
- Understand The Walatowa High Charter School's rules, policies and procedures.
- Support WHCS Executive Director or designee in enforcing these rules, policies and procedures.
- Support the WHCS as we maintain high standards of behavior for all students.
- Alert WHCS about any significant life change(s).

Parents are allowed in the buildings only after signing in at the front desk.

### **Volunteers**

Volunteers are welcome at WHCS to participate in student activities such as field trips and assisting Instructors with projects. Potential volunteers must complete a Department of Public Safety/ Background Check at their own expense, which must be approved by the Executive Director or designee, before they may volunteer at WHCS. The form may be obtained in the WHCS main office and has a fee required for submission. Volunteers will be needed for various duties. These duties go from chaperoning field trips to monitoring the building and grounds. Field trips might occur at any point during the year, Volunteers will be needed to assist with morning and afternoon pick-up and drop-off, and lunch duty for MS and/or HS. In order to become a monitor, in addition to the background check, you must also complete a safety training that will include a review of all related rules and expectations and additional de-escalation training.

Volunteers will be required to accept certain responsibilities and be on campus at agreed upon times and dates. The WHCS will create a calendar and volunteers will be able to choose times and dates when they can assist us. As always, volunteers will be here to assist WHCS staff and should defer any situations beyond basic interactions to Executive Director or designee or an Instructor.

If a parent, volunteer, or other visitor violates WHCS policies/procedures, they will be restricted from access to WHCS campus. Visitors - All visitors are required to sign in and sign out through the main office. They will be given a visitor's badge to wear while they are on campus and must return that badge to the main office when they sign out. All visitors shall be accompanied and supervised by staff at all times while on campus, unless they are regular volunteers who have a



current, approved background check on file at the school. Parents are always welcome at WHCS , but should WHCS for and receive permission from the Executive Director or designee if they would like to be on-campus other than in the main office during the regular academic day.

Visitors such as professionals coming to present in Class should have their names submitted to the main office by the sponsoring Instructor prior to their visit. students must WHCS for and receive permission prior to having other students who do not attend WHCS ``visit” during the academic day. This permission will only be granted under a very limited set of circumstances.

Visitors are expected to follow school policies and behavior norms and not interact with students unless as part of a presentation, or in conjunction with the Instructor.

## **Student Support Services**

### **Multi-Layered System of Support**

The Every Student Succeeds Act (2015) calls for early intervention strategies with family involvement to improve the academic and functional outcomes of students. When students are struggling with learning or behaviors that interfere with learning at The Walatowa High Charter School, we use the Multi-Layered System of Support (MLSS) process that finds and uses strategies that will work with the student. We look at how students are making progress with the current instruction in their courses to find more effective ways to help students make academic and functional progress at the WHCS . We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that students can be successful and maintain their placement in the general education setting. Struggling students are identified through course progress, WHCS -wide and state-wide screening/testing processes as well as other means, such as Instructor observation or parent concern. The most important intervention we have is home support, and student participation in their academic career.

**Academic Supports:** Instructors, working in conjunction with parents and students, will help the student reach their academic goals. If a student’s grades and performance are falling below WHCS standards, we will utilize multiple measures to keep parents and students informed of what their present levels of performance are, and steps that will help them reach critical academic measures.

### **Tier 1**

The Walatowa High Charter School utilizes an Early Warning System to identify students who are having difficulties in the areas of Academics, Attendance, and/or Behavior. Periodically Instructors will meet to identify students who meet these criteria and relevant information will be shared to assess what the issues are and how best to help the students address them. A Instructor will meet with the student and parent to implement, monitor, and measure the impact of any interventions.

- **Tutoring** (Student grade falls below 70%, mandatory tutoring is assigned)

The Walatowa High Charter School offers several opportunities for students to seek tutoring.

Individual Instructors may offer tutoring at their discretion.

Monday-Thursday: Lunch and After school tutoring is available.

Fridays from 8-12 AM are dedicated to intervention and tutoring.

- **Intervention Courses**

The Walatowa High Charter School has created courses to assist students who have identified weaknesses in academics. These courses will help develop the skills required to become successful in their current grade-level, based on the individual student’s identified needs.

- **Parent Conferences**

Parents should regularly monitor their student’s grades in Google Class/SKYWARD-NOVA. If a student is failing to make adequate progress, the parent should initiate contact with the manager to develop a plan for success. That plan should include available interventions and a plan for success.

Parents will be invited to attend Student Led Academic Conferences after Quarter 1 and Quarter 3 of each academic year. At these conferences, the student will present the quarter report card and graduation progress, as well as artifacts which represent the student’s current course work. The student will present their best work, as well as work that could be

improved. In addition to scheduled meetings, parents shall have the opportunity to arrange conferences with Instructors throughout the year. Parents may request a conference with an individual Instructor by contacting that manager through their email or leaving a message with the Executive Assistant and the Instructor to contact the parent. Parents may request a conference with all of the student's Instructors by contacting the Executive Assistant and setting up a date and time that is available. The Executive Assistant will, in turn, notify the Instructors of the conference. If the student's performance does not improve with the interventions put in place at such conferences, a SAT conference may be called to consider other interventions in which the focus is to provide targeted, supplemental, and individualized support at a more intense level.

Ongoing Expectation: All students will email parents grade checks every week and include progress updates. Parents/guardians will have access to Google Class/SKYWARD to check student grades and communicate questions to Instructors when necessary.

## **Tier 2**

### **Academic Improvement Plan**

An academic warning is an alert that a student is struggling and needs to work with their Instructors to raise their grades. A student is placed on an Academic Improvement Plan if, at a progress report or report card marking period, he/she has an NC in two or more core classes (English, math, science, or social studies). A letter will be sent home with the student and e-mailed to the family explaining the reason for the implementation of an improvement plan. The Executive Director designate , parents, and the student will meet to determine what steps need to be taken to increase grades.

### **Student Assistance Team (SAT)**

Struggling students are referred to the student Assistance Team (SAT) which will develop an Academic Improvement Plan to address problems, design, recommend, and measure interventions that will help to alleviate or resolve the situation prior to referral for a multidisciplinary evaluation. In many cases, the SAT is able to assist students who need interventions in order to succeed. The SAT team, which includes the student, parents/guardians, Instructors, and the SAT Chairperson, will develop interventions which can be measured to rectify the behavior or to help the student develop the skills necessary for academic success. If the interventions have not been successful, the SAT team may request an educational evaluation to determine the existence of a learning or language issue.

## **Tier 3**

The Walatowa High Charter School has an affirmative, ongoing, obligation to identify, locate and evaluate all students with disabilities within the WHCS community who either have or are suspected of having disabilities and may need special education services as a result of those disabilities. The Walatowa High Charter School personnel, a private or public agency or institution, or a parent may initiate a referral for a placement evaluation by contacting the Executive Director or designated SAT Coordinator to initiate the SAT process. Parents have the right to request an educational evaluation at any time. If you wish to request an educational evaluation of your student, please notify the SAT Chairperson so he/she can request a representative from the Special Services department be present at the meeting, to hear and understand parental concerns, explain the evaluation process, to propose and explain the types of testing to be conducted, to secure informed Consent to Evaluate, and to explain the parental rights in special education as they pertain to evaluation. Please note that federal regulations require that the data collected as a part of and prior to evaluation must include interventions and their outcomes.

### **Section 504**

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities and in the school setting it is designed to ensure equal access and fairness in general education which is accomplished through the implementation of a 504 Accommodation Plan. This plan is aimed at "leveling the playing field" for them through targeted accommodations carried out in the Class/on school property/at school events. It is not a plan designed to enhance a student's performance; it is only to provide fairness and equal access to education.

In the State of New Mexico, there are three required elements of Section 504:

The starting point for consideration of a 504 is with the student Assistance Team (SAT) who makes the initial decision as to whether or not the student needs to be considered for a 504 plan. When a student has not responded positively to research-based interventions through SAT and/or has a suspected physical or mental/emotional disability, SAT may refer

them to the 504 Coordinator who will initiate the eligibility determination process.

The process of determining 504 eligibility begins with the coordinator making contact with the parent/guardian to complete a Parent/Guardian Input Packet and obtaining consent to collect data from a student's Instructors and medical providers. Once the data has been collected, the 504 team, which includes the 504 Coordinator, parent/guardian, the student and at least two Instructors, will meet and review the information to determine if the student's *impairment limits a major life activity*, whether a mental life activity such as learning, or a physical life activity such as breathing or walking for example.

If there is evidence of impairment because of their physical or mental/emotional condition, this impairment must be *substantial*, not mild or moderate. *It must present a barrier to the student's ability to access the same educational opportunities as those afforded to a non-disabled student, or a substantial limitation does not exist.* Essentially, the substantial limitation determination indicates that the physical/mental/emotional impairment impacting a major life activity is at a disability level warranting 504 protection.

Parents/guardians may also bring questions or concerns about their student's need for an accommodation to the SAT team and/or 504 Coordinator in the first instance. Parents who have questions about 504 eligibility or concerns about their student's present 504 Plan should contact the 504 Coordinator.

#### Resource Class

The Walatowa High Charter School has Resource classes to provide students with special needs additional time and assistance to complete their program of studies. Interventions such as reading aloud and extended time to complete tests, quizzes, and assignments are coordinated with the Resource Instructor. The Instructor will also help students develop study, organizational, and self-advocacy skills, provide individualized tutoring, mentoring, and academic monitoring. students must have an Individualized Educational Plan (IEP) and Resource Room must be on their Program of Studies to enroll.

#### Educational Services for Gifted students

The Walatowa High Charter School offers services to students who qualify as gifted through the Special Education program. For information on referral/screening procedures, eligibility requirements and program options, contact the Director of Special Education Services. Instructors and parents can refer students to the SAT Team for consideration and evaluation.

#### Additional Services

##### ELL (English Language Learner) Program

The Walatowa High Charter School supports students whose first language is not English as reported on the Home Usage Survey parents complete when first enrolling their student in public education. The ELL population falls into two categories: students whose primary or home language is other than English, including recent immigrants; students from heritage language groups needing enrichment and further development of academic English, some of whom maintain degrees of fluency in their heritage language. The Walatowa High Charter School supports this population by providing daily ELL instruction.

##### McKinney Vento – Homelessness Assistance Act

The McKinney-Vento Homeless Assistance Act guarantees rights and services for homeless students. The Walatowa High Charter School desires to ensure that students experiencing homelessness have equal opportunity and access to their education and educational support services. We hope to help reduce the barriers that students experiencing homelessness face. students/parents should reach out to our WHCS's Homeless Liaison should you believe your living situation might meet the following criteria or should you need support connecting with community resources.

##### McKinney-Vento Definition of Homeless

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;

- Abandoned in hospitals; or are awaiting foster care placement;
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Living in one of the above circumstances and who are migratory according to the definition in Section 1309 of the Elementary and Secondary Education Act of 1965.
- Please see the Homeless Liaison for the WHCS 's policy/procedures regarding homeless and other students protected by the McKinney Vento Act.
- Abuse and Neglect

In the state of New Mexico every person who knows or has reasonable suspicion that a child is being abused or neglected must report the matter immediately to Tribal Social Services Program, CYFD's Statewide Central Intake Abuse Hotline (1-855-333-SAFE (7233) or #SAFE from a cell phone) or to law enforcement or the appropriate tribal identity. In accordance with this state statute, all staff members of the Walatowa High Charter School are mandated reporters and, should they suspect abuse or neglect, appropriate authorities will be notified. Individuals making a report may choose to remain anonymous and will be immune from liability, civil or criminal, as long as they have acted in good faith by reporting.

#### Harm to Self and Harm to Others

Student safety and emotional well being is of utmost importance. Should a student express intent to harm themselves or others the following actions will be taken.

- In either instance of harm to self or harm to others, a student may be removed to a safe location, including but not limited to the offices of the school counselor, social worker, nurse, or Executive Director or designee for health, safety or welfare reasons.
- If a student is observed to have new/ fresh self-inflicted injuries (cuts, burns, bruises, etc.) they should be immediately referred to the school nurse who will provide wound care and collaborate with the school counselor or social worker with regard to suicidal ideation.

Other concerning student expressions of suicidal ideation, threats and/or attempts of self-harm should be reported to the school counselor or social worker who will conduct a timely risk assessment and contact the parent/guardian when warranted. In the event that the student's safety at school is in question, the parent/guardian will be instructed to pick up the student and a Parent Statement of Understanding will be used to advise parents that a mental health consultation is recommended. In some cases, failure to seek outside mental health services may constitute neglect in which case the WHCS is legally obligated to report the situation to the Tribal Social Services Program, Child, Youth and Families Department (CYFD) and Tribal police or Sandoval County.

All threats or attempts of harm to others should be reported to a member of Executive Director or designee who will assess the level of risk and take appropriate action which would include contacting the parent/guardian of those students involved, and possibly involving the school counselor or social worker, and/or contacting the Pueblo of Jemez Police Department, Jemez Health and Human Services, Sandoval County Police Department and UNMH ) if deemed necessary. If the safety of a student at school is in question, parent/guardian will be directed to pick up the student and sign a Parent Statement of Understanding which would indicate that the parent/guardian is aware of the threat or action and that a follow up with a mental health provider may be indicated.

#### **Statement of Parents/Guardians Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and those with custodial rights certain rights with respect to the student's education records. The Walatowa High Charter School provides the following notice regarding those rights:

**Inspection** - You may inspect and review your student's education records within 45 days of the day The WHCS receives a written request for access. Parents of students should submit to the Executive Director or designee a written request that identifies the record(s) they wish to inspect. The Executive Director or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**Amendment** - You may request the amendment of your student's education records if you believe they are inaccurate or misleading. To amend the record, the parent should write to the Executive Director or designee and clearly identify the

part of the record the parents want changed, and specify why it is inaccurate or misleading. If The WHCS decides not to amend the record as requested by the parent or eligible student, The Walatowa High Charter School will notify the parent of the decision and advise of the parent's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

**Disclosure/Consent** – A parent/guardian must consent to disclosures of personally identifiable information contained in their student's education records; however, FERPA authorizes disclosure by the school without the parent/guardian consent to the following parties or under the following conditions (34 CFR § 99.31):

- WHCS officials with legitimate educational interest
- An "WHCS official" is a person employed by The Walatowa High Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom The Walatowa High Charter School has contracted to perform a special tWHCS (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another WHCS official in performing his or her tWHCS s. An WHCS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Other schools to which a student is transferring
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the WHCS
  - Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student,
- Including a victim or witness, without the written consent of that other student.

### **Directory Information - Right to Opt Out**

The Walatowa High Charter School classifies the following as Directory Information: student's name, parent/guardian's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, student's photograph, and the most recent previous school attended by the student. Certain WHCS officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify each year, in writing, the Executive Director or designee of the WHCS where the records are kept. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received each year, information designated above will be classified as Directory Information until the beginning of the next academic year. *By signing that you received this policy in connection with the student and Parent Handbook, you acknowledge that you have received your annual notice of FERPA rights as required by federal law.* If you chose to opt out for permitting your student's directory information from being released, please sign the attached "Exclude the Release of Directory Information" form in the appendices of this handbook.

### **Complaint**

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The WHCS WHCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **Transfer of student Records**

When a student withdraws to enroll in another school and records are officially requested by the new school, the following records (if applicable) are forwarded by the WHCS : continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools (if applicable); listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions. The Walatowa High Charter School may withhold release of a student's records if the student has an outstanding balance for unpaid fees.

Only accredited school or accredited homeschool credits will be accepted for WHCS credit. Similar courses such as Dual Credit, or Honors level courses taken at other schools will be awarded credit according to The Walatowa High Charter School (weighted) grading scale.

### **The Walatowa High Charter School Use of Technology**

At The Walatowa High Charter School our students have access to many valuable instructional technology tools as well as Internet access. Our goal is to teach students to utilize these electronic resources to enhance our WHCS 's instructional goals. The WHCS WHCS has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. student use of the WHCS 's Internet and multimedia resources will be supervised by an adult. However, we cannot guarantee that students will refrain from locating inappropriate sources. If students make choices that are offensive, are deemed inappropriate, or are disruptive to the educational environment, the discipline matrix will be followed. *students are not allowed to use personal hotspots while on campus.* Any attempt to circumvent the school's firewall or otherwise subvert electronic safety monitoring, the student will be held to serious consequences according to the discipline matrix.

**Cell Phones:** Students will not use cell phones in their learning spaces, except when directed to do so by their Instructor. Instructors will warn the student once. The second, Instructor will request the student to place the phone in a backpack and/or may require that phones be placed in a designated storage area, turned off, or other methods that ensure the phone is not a distraction to the learning environment. If a student does not comply, the Executive Director will be notified and the student will be requested to leave the room and the student will be requested to place the phone in the Executive Director's office until the end of the day. If a student refuses, Parents/Guardian will be notified to remove students from the school facilities immediately and Tribal Officials may be notified.

### **CIPA (Children'sInternet 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.

### **Access to Inappropriate Material**

WHCS believes that staff supervision, an acceptable use policy, electronic monitoring of Internet activity, and use of technology protection measures are all parts of a comprehensive plan to protect students from inappropriate materials. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information, or other forms of electronic communications, deemed inappropriate. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, pornographic, or child pornography, or to any material deemed harmful to minors. Materials promoting hate, violence, defamatory speech, or other offensive materials are also forbidden. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **General Rules For student Technology and Internet Use**

These guidelines, along with WHCS Board policies, must be followed to prevent loss of network and Internet privileges at The Walatowa High Charter School. The following guidelines should be practiced whether WHCS computers access the WHCS network or the Internet on or off campus at any time of day or night.

- Events that occur outside of school hours are subject to Tribal Police and/or Sandoval County Police Department.

- Student use of instructional media must be in support of grade appropriate WHCS instruction.
- Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally
- Damaging any software or hardware will be cited for abuse of WHCS property and the student's parent or guardian will be financially responsible for any damages.
- Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students will observe software copyright laws. No students will bring software from home to copy on WHCS computers, nor will students copy WHCS software for personal use.
- When using the Internet, students' actions will be supervised. They will be held responsible for information viewed, received, and sent.
- Students are expected to respect the work and ownership rights of students, staff, and people outside the building.
- Keep your password and login information to yourself.
- Understand that email on networks should not be considered absolutely secure or private. students should exercise caution before opening attachments to email received from outside the WHCS . There is a risk that such attachments may contain programs or executable files that carry viruses. Do not open attachments unless the source and/or sender can be verified.
- All email using The Walatowa High Charter School network is subject to search based on probable cause.
- Keep personal information private; home addresses, telephone, etc.
- Use WHCS resources efficiently. Think before printing; consider storage space requirements and bandwidth issues.
- Tell an adult in charge immediately if you encounter materials which violate the rules of appropriate use.
- Students, Instructors, staff, and parent volunteers are not allowed to make any audio or video recording of
- Another person(s) (students, staff, Instructors, parent volunteers) in any space without written permission of the person(s) being recorded. Violation subject to discipline matrix.

By enrolling at WHCS, parents/students accept the "The Walatowa High Charter School Acceptable Use of Technology Policy Contract" that parents and students will be required to sign before the student will be permitted to use The Walatowa High Charter School technology and related equipment. Violation of the technology use policy may result in a student losing his/her technology privileges, and/or other disciplinary consequences.

**No Expectation of Privacy:** WHCS network spaces and equipment are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with The Walatowa High Charter School policy and applicable laws and regulations.

## **Health**

### **Immunization**

Please note that according to state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before attending the WHCS . Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll.

### **Illnesses/Contagious Diseases**

For the protection of all students, staff, and Instructors, your student should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, discharge from the eyes or ears, or any symptoms related to contagious illnesses. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

### **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. If medication is needed during the academic day, the policy is as follows:

- Inform - Parents/guardians must inform the nurse or administrator when a student requires medications during the academic day. students observed by WHCS personnel self-administering unauthorized medications shall be reported to their parents/guardians. Additional discipline consequences will also be taken.

- Written Permission - A written statement is required from the parent/guardian and physician authorizing the Executive Director or designee of all medications and releasing WHCS personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available in the health office.
- Labeled Containers - Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The dispensing pharmacy must split medication into duplicate bottles if it is necessary to give medication during academic hours. One bottle will be kept at home and the other at the WHCS under the care of WHCS authorities.
- Executive Director or designee - A nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by an administrator. Students will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency (See additional requirement below).

### **Doctor's Orders**

Tylenol or other over-the-counter medicines will be administered to students only with a physician's written order in addition to the parent authorization as required above. Such over-the-counter medication must be in the original container. Again, parents are urged to administer such medication at home when possible. Forms are available in the health office.

### **Disposal**

When the medication is no longer needed, it will be returned to the parent or guardian, or destroyed. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator. PLEASE DO NOT SEND OVER THE COUNTER MEDICATIONS IN YOUR student'S POCKETS, BACKPACK, OR LUNCH BOX. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.

### **Self-Executive Director or designee of Certain Drugs**

Students will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self-Executive Director or designee of diabetes treatment medications, if it has been legally prescribed to the student by a health care provider under the following:

- The health care provider has instructed the student in the correct and responsible use of the medication;
- The student has demonstrated to the health care provider and the WHCS nurse or other WHCS official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
- The WHCS JHHS Referred health care provider, with input from the parent or guardian and based on the student's health care practitioner's medical orders, has formulated a written treatment plan for managing the student's care and for medication use by the student during academic hours or WHCS-sponsored activities, including transit to or from the WHCS or WHCS-sponsored activities; and
- The student's parent has completed and submitted to the WHCS any written documentation required by the WHCS, including the treatment plan required in the paragraph above and a statement relieving the WHCS and its employees and agents from liability arising from the performance of the student's self-Executive Director or designee, carrying or storage of medication, supplies and medication-Executive Director or designee equipment.
- The parent of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide the WHCS with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

**THE WHCS SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE STUDENT CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEEDED TO ADMINISTER MEDICATIONS.**

### **Student Diabetes Management**

Upon enrollment at the WHCS or at annual registration, the parent/guardian of a student with diabetes who seeks diabetes care while at school shall submit to the school a diabetes medical management plan. Upon submission of the diabetes medical management plan, the school shall review the plan with the parent/guardian, and shall implement the plan. The school does not require or compel parents/guardians to provide diabetes care for a student with diabetes at



school or school-related activities. Upon the written request of a parent/guardian of a student with diabetes, and authorization by the student's diabetes medical management plan, and upon demonstrated proficiency, a student with diabetes will be permitted to perform blood glucose checks, administer insulin through the insulin delivery system that the student uses, treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of the student's diabetes in the Class, in any area of the school or school grounds, and at any school-related activity, and may keep the necessary supplies and equipment on the student's person.

### **Medical Situations and Emergencies**

**Emergencies** - In the event of a medical emergency or an accident, The Walatowa High Charter School determines that the circumstances merit contacting 911 for emergency response. After 911 is called, The Walatowa High Charter School will make every effort to reach the student's parent/guardian, or other emergency contact prior to treatment; however, this may not always be possible. For this reason, it is absolutely necessary that all contact information on the "Emergency Medical Authorization Form" be completed and kept current.

### **Staff Aid**

Should first aid be needed, a first aid-certified staff member or other person assigned to take care of a particular situation will administer first aid or give instructions for proper care. All staff members will follow these instructions carefully. WHCS will contact 911 immediately and WHCS will contact JHHS-Registered nurses as needed.

### **Incidents at the WHCS /Reports Home**

Minor accidents (e.g., bruises, scratches, bumps, cuts, scrapes, etc.), which can be taken care of by staff members, will be attended to immediately. The staff member will document the accident on an "Incident Report" form. The staff member will sign the form and submit it to an WHCS administrator for review and signature. A copy will be placed in the student's file. Parents will be notified of any situation that involves trauma to the head.

### **Accidental Poisoning**

In the case of poisoning, a staff member will call 911 immediately and contact Poison Control and follow their instructions carefully. Parents will be notified and an "Incident Report" written. A first aid kit is readily available and all emergency numbers are posted.

### **Excuse from Physical Education**

Please send a request to the Instructor if your student needs to be excused from physical education. Written instructions are required from the student's physician if the student is to be excused for more than two days, and must include a re-entry date.

## **Rules and Consequences**

### **WHCS Policy on Discipline**

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.

**Dress Code:** 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/heritage 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.

#### **Learning Space Rules, Control and Corporal Punishment**

The use of corporal punishment, seclusion, and physical restraint for discipline is ***prohibited***. Alternative disciplinary procedures, which may include peer review or other forms of positive reinforcement, should be used to bring about appropriate student behavior. Restraint will only be used in emergency situations to prevent the student from harming him or herself or others. If a restraint is necessary, only trained and authorized school employees shall apply the restraint pursuant to the requirements in Section 22-5-4.12 NMSA 1978. All WHCS personnel receive semi-annual Crisis Prevention and Intervention training in nonviolent crisis intervention.

#### **Electronic Devices and Cell Phones**

In general, cell phone use is prohibited during school hours. There is educational value in utilizing portable electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the course.

Approval for students' use of such devices in class or during instructional activities will be at the discretion of the Instructor and/or Executive Director or designee/designee unless such device is mandated in the student's individual education program (IEP) or 504 Plan as assistive technology, or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

Use of cameras, the camera features, or audio recording on a cell phone or other portable electronic device anywhere on campus or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.

Posting of any images without consent is a violation of privacy and will be dealt with accordingly.

Misuse of electronic devices and/or cell phones will result in confiscation and the Executive Director or designee/designee will call the parents to meet for the purpose of discussing this policy and in order to retrieve the electronic device or cell phone. The WHCS is not responsible for the loss and/or theft of any electronic devices or cell phones.

Cell Phones	Consequences - *Indicates Required action	Parties Responsible for Discipline
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<p><b>Any Occurrence</b></p>	<p>When entering the room: Students must place their phone in their backpack and turn off or silence the ringer.</p> <ol style="list-style-type: none"> <li>1. Staff/student Contact* Faculty/Staff will warn student(s) to place phones in their backpacks and silence.</li> <li>2. Faculty/Staff will instruct students to place phones in backpack and/or cell phone storage. Lock and keep the key until the end of the period. Once the period is over, students may retrieve their phones.</li> <li>3. Faculty/Staff will inform students to turn in the phone to the Executive Director or designee. Phone will be kept until the end of the school day. Students may retrieve phones after school.</li> <li>4. Instructor Contacts Parents* Students who do not adhere to the cell phone policy, parents will be instructed to remove the student from school.</li> <li>5. Administrative/Parent Contact/Conference* If necessary: <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report*</li> <li>• Seek Restitution</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents and</li> </ul> <p>Executive Director or designee contacts JHHS, POJ Police Department</p>
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**Bullying, Cyberbullying, Harassment, Hazing and Violence Prevention:** The Walatowa High Charter School prohibits bullying, cyberbullying, harassment, hazing and violence, and it is the school's goal to prevent and respond to all such acts, in accordance with applicable laws, including the New Mexico Safe Schools for All Students Act, NMSA 1978, §§22-35-1, et seq. This Policy and prohibition applies on school property, including electronic communication on or using School property; at school-sponsored functions; and on any school-sponsored transportation.

## Definitions

### Bullying

Bullying includes any severe, pervasive or persistent act or conduct that targets a student or group, whether physically, electronically or verbally, and that (1) may be based on a student/group's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic, or on an association with any person, with one or more of the actual or perceived distinguishing characteristics; and/or (2) can be reasonably predicted to: (a) place a student in reasonable fear of physical harm to the student's person or property; (b) cause a substantial detrimental effect on a student's physical or mental health; (c) substantially interfere with a student's academic performance or attendance; (d) substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by the School; or (e) create a

hostile environment on the school campus that is so severe or pervasive as to substantially interfere with student educational benefits, opportunities or performance.

### **Harassment**

Bullying includes harassment, which is knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person or group.

### **Hazing**

Includes committing an act against a student, or coercing another student into committing an act, that creates a risk of harm to that student, in order for that student to be initiated into or affiliated with an organization, gang, clique, group or for any other purpose.

### **Cyberbullying**

Includes any bullying that takes place through electronic communications, that is published with the intent that it be seen by or disclosed to a student/group, and that substantially interferes with the student/group's ability to participate in or benefit from the services, activities or privileges provided by WHCS .

### **Electronic Communication**

Includes communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video/audio recording, and any other forms of electronic resources/mobile devices.

### **Gender Identity**

Includes a student's self-perception, or perception by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth.

### **Physical or Cognitive Disability**

Includes a physical or cognitive impairment that substantially limits one or more of a student's major life activities.

**WHCS Restorative Justice Model:** WHCS collected behavioral incidence and implemented the WHCS Restorative Justice Model. Restorative Justice Process (RJ)

The RJ process is intended to achieve two goals: open learning that leads to a change in behavior, and restoration for the wrongs done to individuals and the community affected by the individual's actions. For the RJ process to be initiated, both the student and his/her parent/guardian must consent.

The RJ panel will consist of the WHCS Executive Director and/or designee, WHCS Federal Program Director and assigned WHCS Instructor.

The restorative process to address violations of Academic Integrity Policy will be as follows:

1. The Restorative Justice meeting will be scheduled with students/guardians.
2. The established facts of the violation will be reviewed.
3. Individuals speaking on behalf of those harmed by the violation, and others speaking as parties harmed by the violation, describe the nature of the harm done to them and the community.
4. The student responds to the statements made by those harmed by the violation.
5. The panel and the student have a moderated discussion by the WHCS Executive Director and/or designee, WHCS Federal Program Director and assigned WHCS Instructor administer of the statements and the student's response to determine that the student fully understands and accepts the nature of the harm done and his/her responsibility for actions that led to that harm.

\* The WHCS Panel will refer to the applicable tribal agencies:

- JHHS-Tribal Programs: Social Services, Behavioral Health Counseling JHHS: Positive Behavioral Interventions such as individual counseling and group counseling. Informational sessions regarding mental and physical health topics.

#### Pueblo of Jemez Vocational Rehabilitation Program

- Pueblo of Jemez Education Department, Pueblo of Zia Education Department, Pueblo of Isleta Education Department – High Education Services

#### 1. Tribal Attendance Policy (POJ Education Dept.)

- Pueblo of Jemez, Pueblo of Zia and Isleta Pueblo Tribal Courts
- 5-Sandoval Counseling Services

7. The student provides potential solutions to repair the harm presented. The WHC panel, partner agencies and the student then have a moderated discussion of how the student can provide a satisfactory restoration for the harms done and develop an individual improvement plan.

9. All parties agree to a specific plan for the restoration of harms done, including dates for their completion.

**Sexual Orientation:** Includes heterosexuality, homosexuality or bisexuality, whether actual or perceived.

**Regular Volunteers:** Means those persons, including relatives of students, who commit to serve at school on a regular basis.

### Reporting And Complaints

Students and parents may, and are strongly encouraged to, file verbal or written reports concerning suspected Bullying/Harassment/Cyberbullying/Hazing/Violence to school personnel or to Executive Director or designees IMMEDIATELY. . See “Bullying/Harassment/Cyberbullying/Hazing/Violence Report Form” available online or in the administrative offices. Students, parents and/or staff should use the following guidelines when reporting Bullying/Harassment/ Cyberbullying/Hazing/Violence.

#### Who and What?

Any student who believes he/she has been the victim of conduct prohibited by this policy by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student, should immediately report the alleged acts, either orally or using the Report Form. Reports may be made in the reporter’s preferred language. Reports may be made anonymously, and will be investigated pursuant to this Policy, but no formal disciplinary measures shall be taken solely on the basis of an anonymous report.

#### Report to Whom?

The report may be made to any staff member, including a teacher, or directly to the Executive Director or designee.

- *Prompt Notice and Form.* Teachers, Regular Volunteers, and school staff who witness or who receive student reports of Bullying/Harassment/Cyberbullying/Hazing/Violence are required to promptly notify the Executive Director or designee. Staff reports should be made in writing using the Report Form, and submitted to the Executive Director or designee.
- *Assisting Student Reporting.* If a student makes a verbal report to a teacher/Regular Volunteer/staff member, the teacher/Regular Volunteer/staff member shall complete the Report Form or take the student to the Executive Director or designee, where a form will be completed on the student’s behalf.
- *Staff Obligation to Report.* A school employee who has information about or a reasonable suspicion of conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student shall report the matter immediately or as soon as practical to Executive Director or designee, but in no event later than two calendar days after the employee witnesses or receives a report of bullying.

#### Investigation

The Executive Director or designee will accept and promptly investigate all reports of Bullying/Harassment/Cyberbullying/Hazing/Violence. The administrator will notify the parents of the student(s) alleged to have committed the act of Bullying/Harassment/Cyberbullying/Hazing/Violence and the parents of the student(s) targeted by the alleged act, unless the administrator believes, in his/her professional capacity, that notifying the parents would endanger the health or well-being of a student, in which case the administrator may delay such notification, as he/she deems appropriate. The Executive Director or designee may take immediate steps to protect the reporter, the alleged victim, other students, school faculty and staff, or other individuals on school grounds pending the completion of an

investigation.

- *Process.* The investigation shall consist of personal interviews with the reporter, the individual(s) against whom the report was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigating administrator.
- *Confidentiality.* The right to confidentiality, of the reporter, the victim and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, WHCS cannot guarantee absolute confidentiality, because it may be necessary to discuss the report with others who are witnesses or who may have information about the report.
- *Outcome.* The investigation shall be completed as soon as possible. The Executive Director or designee (or designated administrator) shall make a written report concerning the results of his/her investigation. In determining whether the alleged conduct violates this Policy, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Policy. A copy of the investigation materials and completed report will be maintained by the Executive Director or designee for no less than four years from the date of the completed report. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) (to protect the privacy of the accused student) the Executive Director or designee will notify the parents/guardians of the accused student and the victim of the outcome of the investigation, but shall not provide a copy of the written report. The Executive Director or designee shall notify the parent or guardian about a determination that their student has committed an act violating this Policy, and the consequences for the student's actions.

### **Consequences**

Verified Bullying/Harassment/Cyber Bullying/Hazing/Violence conduct shall result in intervention by the Executive Director or designee that is intended to ensure that this Policy is enforced. The Executive Director or designee will use Restorative Justice Discipline approaches appropriate to the situation to address Bullying/Harassment/Cyberbullying/Violence, and/or may impose other disciplinary consequences. The level and severity of the prescribed consequence shall be determined by the Executive Director or designee. All consequences shall be designed to

- appropriately correct the bullying behavior;
- prevent another occurrence of bullying or retaliation; (c) protect the target of the bullying; (d) be flexible so that, in application, the consequences can be unique to the individual incident and varied in method and severity based on the nature of the incident, the developmental age of the student who is bullying, and any history of problem behavior from the student who is bullying; and (e) for cyberbullying incidents, use the least restrictive means necessary to address the interference with the student's ability to participate in or benefit from the services, activities or privileges provided by the school, to the greatest extent possible. Certainly, repeated offenses will warrant increasingly severe consequences, up to and including suspension/expulsion and/or police notification.

### **Consequences For Knowingly Making False Reports**

False allegations against another student, member of the faculty or staff, or others, pursuant to this Policy shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Retaliation**

Retaliation against an individual who witnesses, orally reports or files a written complaint regarding Bullying/Harassment/Cyberbullying/Hazing/Violence, or who acts as a witness, participates in or cooperates with an investigation of such, is prohibited.

### **Appeal.**

A student accused of bullying/harassment/cyberbullying/hazing/violence, or a student who is the target, who is not satisfied with the outcome of the Executive Director or designee's investigation may appeal the investigation report's conclusions to the WHCS Governing Board in the manner described in the WHCS Grievance Policy.

### **Anti-Bullying Included In Health Education Curriculum**

Anti-bullying education shall be included in the WHCS's health education curriculum, in accordance with health

education content standards with benchmarks and performance standards as set forth in NMPED regulation 6.30.2.19 NMAC.

### **Dissemination Of Policy**

Parents and Staff will be reminded at the beginning of each school year about this policy as well as their responsibilities regarding preventing and reporting Bullying/Harassment/Cyberbullying/Hazing/Violence. A copy of the policy will be disseminated annually and be posted on the school's website.

### **Training**

All School employees, and regular volunteers with significant contact with students, shall complete annual training on bullying, harassment, hazing, violence and cyberbullying prevention. New employee training shall incorporate training on this Policy and procedures.

### **Student Safety Support Plan.**

The school shall develop a student safety support plan for students who are targets of conduct prohibited by this policy that addresses safety measures the school will take to protect targeted students against further acts of bullying/cyberbullying/harassment/hazing/violence.

### **Annual Reporting.**

The school shall report aggregate incidents of bullying/harassment/cyberbullying/violence as required under applicable federal or state laws, along with the school's responses to these incidents, and shall report this information annually to the NMPED in the form and content required by NMPED.

### **Publication.**

This Policy shall be made available on The Walatowa High Charter School website.

The Executive Director shall be the point of contact for any bullying/harassment-related concerns, or other concerns relating to this Policy. Parents/guardians and students shall be informed about this Policy at least annually.

Legal Reference: 6.12.7 NMAC (11/12/2019); NMSA 1978, §22-35-1 et seq. Students who make video, take pictures, or otherwise promote rather than report aggressive or violent events will be subject to disciplinary consequences.

### **Weapons**

Tribal, State and federal law require public schools to expel students for one year for bringing weapons, as defined by law, to the WHCS or to an WHCS -related activity. To avoid misunderstanding or unintended consequences, do not bring toy weapons or "look-alikes" to the WHCS . The Walatowa High Charter School will report any such violation to the student's parents and the appropriate legal authorities. Weapons are not allowed in backpacks, on your person, or in any vehicle on WHCS grounds, whether during the school day, or at an WHCS sponsored event. \*Students will be subject to the laws and decisions of the Jemez Tribal Nation."

### **Damage by students**

Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any WHCS building, grounds material, equipment, other WHCS property or the property of another person while on WHCS property, by a student enrolled at The Walatowa High Charter School shall cause parent, guardian, or person standing in loco parentis of the offending student to restore or replace such damaged property to the satisfaction of the Executive Director or designee or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Executive Director or designee. \*Facilities are a property of the Pueblo of Jemez. Students/guardians will be subject to the jurisdiction of the rules and regulations of the Pueblo of Jemez Nation.

### **Violation of student Rights**

Students believing their rights have been violated should report their concerns to their parents/guardian or the Executive Director or designee. If the concern is not resolved by the Executive Director or designee, a report should be made to the Governing Board using the Parent Concern Policy About student process.

### **Search and Seizure**

#### **Search of Property**

The Walatowa High Charter School recognizes that the privacy of students or their belongings may not be violated by



unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. These searches are intended to be minimally intrusive such as emptying pockets, cubby holes, lockers (if applicable), backpacks, purses, removal of hats, socks, and shoes may be conducted by an administrator. In the case of storage spaces provided to students by The Walatowa High Charter School, these spaces shall remain property of The Walatowa High Charter School and, in accordance with law, may be the subject of random searches. If students are provided places that can be secured by locks, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by an WHCS official. All vehicles parked on WHCS property, or at an WHCS sponsored event, are also subject to the search and seizure policy. WHCS authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, WHCS authorities may search the person or property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of WHCS rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply at The WHCS's facility, and during any WHCS-sponsored activity whether on or off campus. \*Facilities are a property of the Pueblo of Jemez. Students/guardians will be subject to the jurisdiction of the rules and regulations of the Pueblo of Jemez Nation.

### **Search of Person**

Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, whenever possible, and only in exceptional circumstances – that is – when the health or safety of the student or of others is immediately threatened. Bringing prohibited items onto WHCS property is a threat to safety and will warrant a search of person, belongings, locker, and vehicle (if applicable). That safety also includes introduction of prohibited items into the learning environment. Except as provided below, a request for the search of a student or a student's possessions will be directed to the Executive Director or designee who shall seek the freely offered consent of the student to the inspection. Search of a student's person, will involve, at most, a "self pat down" of the student's outer clothing observed by two WHCS faculty. Search of a student's person will be conducted in circumstances where the safety of other students, faculty, staff is imminent by Police.\*Facilities are a property of the Pueblo of Jemez. Students/guardians will be subject to the jurisdiction of the rules and regulations of the Pueblo of Jemez Nation.

### **Seizure of Items**

Illegal, or other prohibited items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Items used for delivery of prohibited items (pipes, vaping devices, etc..) will not be returned. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate. \*Facilities are a property of the Pueblo of Jemez. Students/guardians will be subject to the jurisdiction of the rules and regulations of the Pueblo of Jemez Nation.

### **Notification of Law Enforcement Authorities**

The Executive Director or designee shall have discretion to notify law enforcement officers when search for possession of an illegal substance or item is suspected to conduct the search. If the WHCS conducts the search and it discloses illegally possessed contraband material or evidence of some other crime or delinquent act, local law enforcement will be called, when warranted. \*Facilities are a property of the Pueblo of Jemez. Students/guardians will be subject to the jurisdiction of the rules and regulations of the Pueblo of Jemez Nation.

### **Record Keeping**

The Executive Director or designee or designee shall promptly make a record of each search of a student's property or person and include the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Executive Director or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **Specific Prohibited Conduct**

The following conduct is prohibited at The Walatowa High Charter School and will result in disciplinary actions as described in this policy. The Walatowa High Charter School gives notice that not all inappropriate student behavior can be identified and consequently there may be other circumstances that result in a student being disciplined for his or her conduct. Failure to report any of the following behaviors may also result in disciplinary consequences. Posting of any images or videos of events on the campus will result in disciplinary actions for encouraging such activities.

- Cheating or Plagiarism
- Misconduct
- Violation of Uniform Policy
- Public Display of Affection
- Verbal Abuse or Profanity
- Theft or Pilfering.
- student Possession of Tobacco, Alcohol, or Drugs or Paraphernalia on WHCS
- Vandalism and Tampering
- Violent Behavior
- Gang Related Activities
- Threats
- False Accusations
- Failure to Report Serious Offenses.
- Bullying and/or Harassment
- Possession of Dangerous or Disruptive Items
- Possession of a Firearm
- Explosive Devices
- Knife/Cutting Instrument includes, but is not limited to dagger, dirk, stiletto, shank, knife, razor, box-cutter, or Exact-o knife.
- Other weapons including pipes, pointed instruments (including pencils, pens), nunchakus, brass knuckles, Chinese stars, billy-clubs, bludgeons, slingshots, portable devices or weapons directing electrical current (stun guns), impulse, wave, beam or chemicals, BB pellets, CO2 firing devices, or dart guns, bows, explosives, or propellants.
- Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances. The WHCS WHCS prohibits students from using, possessing, distributing or trafficking tobacco, e-cigs/vapes/e-liquids, alcohol and/or illegal drugs on WHCS property, at the WHCS , or at WHCS -sponsored activities. students, while on WHCS property or attending an WHCS - sponsored activity, who use, possess, distribute, or sell tobacco, e-cigs/vapes/e-liquids, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives. Medical marijuana, although legal in state statute, is still an illegal substance under federal law, therefore medical marijuana will not be allowed on WHCS property.
- Extortion – Is the act of a person who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration.
- Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances – means making threats, placing, discharging, or throwing a destructive explosive item or noxious substance, or makes a terroristic threat while in or on The Walatowa High Charter School property, or on WHCS -sponsored transportation, or during WHCS sponsored activities.
- Arson – Means setting fire to WHCS property or while involved in an WHCS activity either as a prank or deliberately to do damage to the property.
- Inciting Others or Disruptions – The act of encouraging or helping another student to cause a riot, disrupt WHCS activities, or to be absent or otherwise violate WHCS rules, or who disrupts or interferes with the lawful Executive Director or designee or functions of the WHCS activities. This includes recording, in any format, and sharing infractions in any manner.
- Assault or Battery on WHCS Personnel – Causing bodily harm to or threatening to cause bodily harm to an WHCS official or a Instructor.

Students must immediately report knowledge of weapons and threats of violence by students and staff to the Executive Director or designee. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from the WHCS. The Executive Director or designee shall immediately report to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of an WHCS employee or a visitor. \*Facilities are a property of the Pueblo of Jemez. Students/guardians will be subject to the jurisdiction of the rules and regulations of the Pueblo of Jemez Nation.

### **Consequences**

WHCS Students have certain rights, but also have the responsibility to respect the rights and property of others. If a

student fails to do this, disciplinary action will follow. Disciplinary consequences may be imposed by the Executive Director or designee, in addition to consequences developed by the Instructor, for violations of WHCS rules. The Executive Director or designee has the right to impose discipline in his/her reasonable discretion, in accordance with the circumstances presented. Some of the potential consequences include:

- Administrative Referral. Students who choose to disobey rules will be sent to meet with the Executive Director or designee to discuss the behavior. Depending upon the infraction, an additional consequence may be applied at the Administrator's discretion.
- Parent Meeting. When deemed necessary by the Administrator, or when a student receives his/her 3rd referral, parents will be contacted by the Administrator so that arrangements may be made for
- the student to meet with them, the Instructor, his/her Parents/Guardians and any other appropriate staff to discuss the referrals and develop a plan/contract.
- student Assistance Team. Additional referrals may result in a referral to the student Assistance Team (SAT) to discuss other possible interventions such as a behavior management program, a mentorship, screenings or evaluations, or other appropriate interventions.

A progressive discipline continuum provides consequences that range from a warning to suspension or expulsion. The WHCS Discipline Matrix is provided in the appendices section of this handbook.

### **Detentions, Suspension, and Expulsion**

The Walatowa High Charter School, along with the cooperation of the student and his/her parent/guardian, seeks to avoid having to impose any stronger measures of discipline than contemplated above. However, when prior efforts to correct behavior or if the situation warrants, The Walatowa High Charter School may choose to impose detentions, suspension and/or pursue expulsion. Students covered under the McKinney Vento Act are still subject to all WHCS policies, but there may be mitigating factors in the case of suspension; see Discipline of Students Experiencing Homelessness.

### **Due Process/Referrals**

*Due Process* – In disciplinary cases, each student is entitled to due process. This means students:

- Will be informed of accusations against them.
- Will have the opportunity to accept or deny the accusations.
- Will have explained to them the factual basis for the accusations.
- Will have a chance to respond to the facts presented against them.

The extent of the due process required will depend upon the severity of the infraction and the related consequence.

*Referrals* - All discipline referrals submitted to the Executive Director or designee/designee will begin with a conference with the student. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call. If attempts to notify parents by telephone are unsuccessful, parents will be notified by email. Parent involvement is an important part of the discipline at all levels.

### **Short Term Suspensions**

A short-term suspension is a mandatory absence from the WHCS for a period of 10 days or fewer. If the Executive Director or designee/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or fewer, the Executive Director or designee/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the Executive Director or designee/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the Executive Director or designee/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 days. If a suspension is imposed, the Executive Director or designee/designee shall keep a record of the aforesaid proceedings. Homework can be provided at the request of the parent. The student and guardian must meet with the Executive Director or designee or designee for a re-entry meeting before returning to classes. A parent may request an administrative review of the discipline data and decision to suspend. There is no level of appeal higher than the Executive Director or designee for a suspension of 10 days or fewer.

### **Long Term Suspension/Expulsion**

A long-term suspension is a mandatory absence from the WHCS for a period exceeding 10 days and up to the balance of the academic year. If the Executive Director or designee/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a long-term suspension or expulsion, the accused student shall be afforded his

or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the Executive Director or designee/designee with misconduct which may result in long-term suspension or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or email of the charges against the student.

### **Procedures For Long Term Suspension/Expulsion**

The long-term suspension process shall be in accord with 6.11.2 of the New Mexico Administrative Code. The ability to make up work for credit during long - term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

*Notice* - If the Executive Director or designee believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the Executive Director or designee will notify the parent(s) in writing of the grounds for the proposed suspension and the date, time and location of the suspension hearing. Notice will be given by certified mail return receipt or by personal delivery addressed to the student and his/her parents/guardians. The notice shall contain:

- The time, date and place of the hearing;
- The name of the hearing officer;
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline;
- A copy of 6.11.2 NMAC, “students Rights and Responsibilities”;
- A clear statement that the hearing will take place as scheduled unless the hearing officer grants a delay or the student and parent agrees to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default; (*Note: Expulsion hearings may not be waived.*)
- A statement that notice must be given to the Executive Director or designee at least 72 (seventy-two) hours before the hearing if the student or his parent(s) will have an attorney present;
- Contact information for person from whom the parent may request a delay or additional information; and • A description of the hearing proceedings.

### **Hearing Officer**

Expulsion hearings will be conducted by an independent hearing officer (board member).

**Time of Hearing:** The hearing shall not be any sooner than five (5) nor later than 10 (ten) academic days from the date the notice was received. The hearing officer shall have the discretion to extend the time for hearing; however, if the delay extends beyond the 10 (ten) academic days, the student shall be returned to the WHCS pending the outcome of the hearing.

### **Decision**

The Hearing Officer may announce a decision at the close of the hearing. The hearing officer shall also prepare a written decision, including concise reasons for the decision and the penalty to be imposed, if any, and mail or deliver it to the Executive Director or designee and the student, through the parent, within five (5) working days after the review is concluded.

### **Suspension/Expulsion Appeals**

A student aggrieved by the hearing officer’s decision has the right to have the decision reviewed if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-WHCS suspension exceeding one academic semester or a denial or restriction of student privileges for one semester or longer. The appeal shall be to the Governing Board or its designee. The Governing Board may grant a right of review for less severe penalties. A student request for review must be submitted to the Governing Board Chair within ten (10) academic days after the student is informed of the hearing officer’s decision.

### **Conduct of Review**

The Governing Board shall have discretion to modify the hearing officer’s decision including imposing any lesser sanction deemed appropriate. The Governing Board shall be bound by the hearing authority's factual determinations unless the student persuades the Governing Board that a finding of fact was arbitrary, capricious, or unsupported by substantial evidence or that new evidence which has come to light since the hearing and which could not with reasonable diligence have been discovered in time for the hearing would manifestly change the factual determination. Upon any such finding, the Governing Board shall have discretion to receive new evidence, reconsider evidence introduced at the hearing or

conduct a new hearing. In the absence of any such finding, the review shall be limited to an inquiry into the appropriateness of the penalty imposed.

### **Form of Review**

The Governing Board shall have discretion to conduct a review on the written record of the hearing and decision in the case, to limit new submissions by the aggrieved student and WHCS authorities to written materials or to grant a conference or hearing at which the student and his or her representative, and WHCS authorities may present their respective views in person.

### **Timing of review**

Except in extraordinary circumstances, a review shall be concluded no later than fifteen (15) working days after a student's written request for review is received by the appropriate administrative authority.

### **Decision**

The Governing Board may announce a decision at the close of any conference or hearing held on review. In any event, the Governing Board shall prepare a written decision, including concise reasons, and mail or deliver it to the Executive Director or designee, the hearing authority and the student, through the parent, within ten (10) working days after the review is concluded.

### **Effect of decision**

The Governing Board's decision shall be the final administrative action to which a student is entitled.

### **NMPED Compliance**

The process followed by The Walatowa High Charter School shall conform to 6.11.2 NMAC, and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern.

### **Discipline of students with Disabilities**

Students with disabilities are subject to WHCS disciplinary processes. They are also not entitled to remain in a particular educational program when their behavior substantially impairs the education of other students in the program. However, The Walatowa High Charter School is required by state law and regulations (6.11.2 NMAC) to meet the individual educational needs of students with disabilities as described by their IEP.

### **Long-Term Suspensions or Expulsions**

Discipline of students with disabilities shall be governed by the procedures set forth in Section 6.11.2.11 NMAC.

#### **Temporary Suspension**

The suspension of students with disabilities may be imposed in accordance with the normal procedures prescribed in Subsection D of Section 6.11.2.12 NMAC, provided that the student is returned to the same educational placement after the temporary suspension and unless a temporary suspension is prohibited under the provisions of Subsection G, Paragraph (3) of 6.11.2.10 NMAC.

### **Program Prescriptions**

A student with a disability's individualized education program (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with the regulation. However, the IEP Committee may call a Manifestation Determination meeting, prescribe or prohibit specific disciplinary measures for an individual student with a disability by including appropriate disciplinary provisions in the student's IEP including, establish behavior goals and objectives, or impose a Behavior Intervention Plan with modified disciplinary actions. Administrative authorities shall adhere to any such provisions contained in a student with a disability's IEP, except that an IEP Committee may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this regulation.

### **Immediate Removal**

Immediate removal of a student with disabilities may be done when a student brings a weapon to the WHCS or an WHCS function, or knowingly possesses or uses illegal drugs or has sold or solicited the sale of a controlled substance while at the WHCS or an WHCS function. The procedures for long-term suspension or expulsion of disabled students are set forth in Section 6.11.2.11 NMAC above. School personnel under this section may remove a student with a disability who violates a rule of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those

alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under Subsection G of 6.11.2.11 NMAC above).

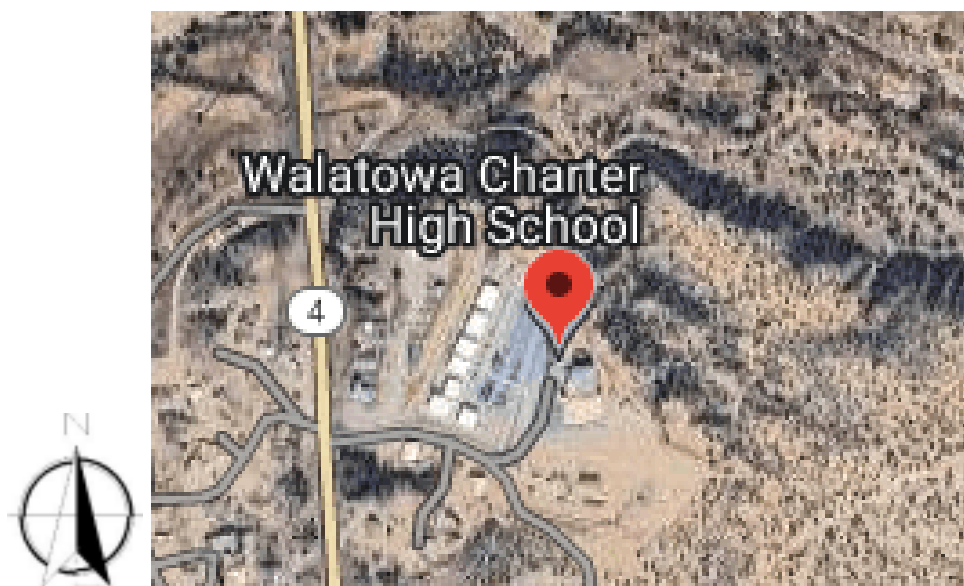
### **Discipline of students Experiencing Homelessness**

Removing students experiencing homelessness from school shall be used only as a last resort, pursuant to the requirements in 42 U.S.C. 11431 et seq., the McKinney-Vento Homelessness Assistance Act.

The Walatowa High Charter School shall:

- through professional development activities, create an awareness among educators and administrators of the types of behaviors that students experiencing homelessness may exhibit due to homelessness and provide strategies and supports to address the behaviors through the student assistance team process in accordance with Subsection D of 6.29.1.9 NMAC;
- take into account the issues related to a student's homelessness by talking with the student and applicable staff and families prior to taking disciplinary action;
- consult with school behavior response teams or other applicable personnel to assign appropriate discipline related to the behavior;
- implement discipline alternative to out of school suspensions or expulsions or Class removals, if possible; and • connect students with mental health services as needed.
- The WHCS shall review school discipline records and data of students experiencing homelessness in order to identify any patterns in disciplinary actions that indicate an unfair bias against the students. The collection and review of such records shall be in compliance with the Family Educational Rights and Privacy Act, as well as any other applicable federal or state laws or rules governing the privacy of such documents

### **Appendices**



**Attendance:** The Walatowa High Charter School requires that all enrolled students attend classes regularly. The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen, or until they graduate from , receive a HiSet/GED certificate, or withdraw from school on a hardship waiver. This Policy implements state law; to the extent that any portion of this Policy conflicts with state law, the state law shall govern. This applies to students and their parents or legal guardians.

### **1. DEFINITIONS**

- a. “Absence” is when a child is not in attendance for a class or school day for any reason, whether excused or not; provided “absent” does not apply to participation in interscholastic extracurricular activities.
- b. “Attendance Improvement Plan: means a tiered data-informed system of support to identify students who are chronically or excessively absent to aid families and the WHCS in the development and implementation of prevention strategies with targeted interventions. Each of the tiers is defined as follows:

1. “Whole School Prevention” are universal prevention strategies for all students, including students who have missed less than five percent (5%) of classes or school days for any reason;
  2. “Individualized Prevention” means targeted prevention strategies for individual students who are missing five percent (5%) or more, but less than ten percent (10%) of classes or school days for any reason;
  3. “Early Intervention” means interventions for students who are missing ten percent (10%) or more, but less than twenty percent (20%) of classes or school days for any reason; and
  4. “Intensive Support” means interventions for students who are missing twenty percent (20%) or more of classes or school days for any reason.
- i. “Excused absence” is an absence due to illness, appointments with health or mental health care providers, death in the family, or religious instruction or tribal obligations. At the school’s discretion, a written confirmation may be required by the office when the student returns to school. If requested, such a letter should come from a medical practitioner, funeral service provider, or provider of religious education or tribal official. Special family situations may be considered appropriate for excused absence when *prior* approval is received from the Executive Director or designee. The Executive Director or designee’s decision on the request shall be considered final. Excused Absence due to Religious Instruction: A student may, subject to the approval of the Executive Director or designee, be absent from school to participate in religious instruction for not more than 1 class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. The WHCS does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. The WHCS shall provide time for the student to make up the school work missed during the absence.
  - ii. Excused Absence due to Tribal Obligations: A student may, subject to the approval of the Executive Director or designee, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. The WHCS shall provide time for the student to make up the school work missed during the absence.
- c. “Unexcused absence” is an absence from school or from a class for which the student does not have an allowable excuse as identified herein.
  - d. “Half Day Absence” is an absence from school for less than half (three class periods) of the school day.
  - i. “Excused half day absence” is a half day absence from school for reasons identified in this Policy.
  - ii. “Unexcused half day absence” is a half day absence from school or from a class for which the student does not have an allowable excuse as identified herein.
- e. Absence equivalencies:
    1. Any combination of two half-day excused absences will equate to one excused absence.
    2. Any combination of two half day unexcused absences will equate to one unexcused absence.
    3. Any absence for more than 3 class periods of a student’s approved school day in a school day equates to a full-day’s absence.
  - f. “Tardy” is an arrival to school after 10 minutes of beginning of a class.
  - i. “Excused tardy” is a tardy for reasons listed herein.
  - ii. “Unexcused tardy” is a tardy for reasons not listed herein.
- g. “Early Departure” is a student’s departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy.
  - h. “Excused early departure” is an early release for reasons listed herein.

iii. “Unexcused early departure” is an early release for reasons not listed herein.

h. “Chronically Absent” is a student with an absenteeism rate of 10%, but less than 20% regardless of the reason for absence, and/or whether excused or not. Chronically absent students require Early Intervention; see below.

i. “Excessively Absent” is a student with an absenteeism of 20% or greater, regardless of the reason for the absence and/or whether excused or not. Excessively absent students require Intensive Support; see below.

j. “Voluntary Withdrawal” is the School interpreting a student’s continued unexcused absences to constitute a voluntary disenrollment of the child from the school, after all school’s intervention attempts have been exhausted. Voluntary withdrawal is not an expulsion of a student and does not require the due process for expulsion.

## **2. PROCEDURES**

### **a. Attendance Requirement**

1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from or has received a general education development certificate, or that person’s parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Executive Director or designee.

#### **WHCS Attendance Policy and Procedures**

1. 3rd Absence: Notify parent/guardian (Phone, E-mail).

2. 5th Absence: Notify parent/guardian (Phone, E-mail and written). Inform and provide written notification to be delivered by Tribal Officials. Tribal Officials may remind the parent/guardian of the importance of school attendance.

3. 8th Absence: Notify parent/guardian (Phone, E-mail and written). Parent/Guardian, WHCS Executive Director, WHCS Indian Ed. Coordinator, WHCS Instructor and Tribal Official meeting. Attendance Improvement Plan

4. 10th Absence: Notify parent/guardian (Phone, E-mail and written). Notify Tribal/State Social Services and/or Tribal/State Juvenile Courts, Parent/Guardian, WHCS Executive Director, JHHS Counseling referral and Tribal official meeting. Attendance Improvement Plan amendment.

5. 15th absence: Social Services, Tribal Courts. Alternative Education Setting. Expulsion from WHCS for violation of attendance policy.

### **d. Make up of Work Missed**

i. Following an excused absence, the student, parent, or guardians shall discuss make-up work with the student’s teacher. A student shall be given a reasonable time by the teacher within which to make up the work the student missed during the absence. Following an unexcused absence, make-up work is at the discretion of the teacher.

### **f. Native American students**

i. In carrying out its duties under this rule and the school attendance law, the School shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the Public Education Department or other authorities per this Policy, the School shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification.

### **g. Interscholastic Extracurricular Activities( Only):**

i. A student shall not be absent for interscholastic extracurricular activities in excess of 15 days per semester, and no class shall be missed in excess of 15 times per semester for Interscholastic Extracurricular Activities. A student shall have at least a 2.0 grade point average on a 4.0 scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation, to be eligible to participate in any interscholastic extracurricular activity. For purposes of this section, “grading period” is a period of time not less than six weeks. This subsection shall not apply to students receiving



C or D level special education services.

ii. The Secretary of the Public Education Department may issue a waiver relating to the number of absences for participation in any state or national competition that is not an interscholastic extracurricular activity.

h. Pregnant/Parenting students.

i. The WHCS shall provide at least ten (10) days of excused medical absences during the school year for a student who provides documentation of the birth of the student's child, and the WHCS shall provide time for the student to make up the school work missed during the absence.

ii. The WHCS shall provide four (4) days of excused absences for a student who provides appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care, and the WHCS shall provide time for the student to make up the school work missed during the absence.

**The Walatowa High Charter School Class Schedule** - Please review class schedule at [www.walatowahcs.org](http://www.walatowahcs.org)  
Also, a hard copy will be provided to your individual student.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that The Walatowa High Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, The Walatowa High Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised the WHCS to the contrary in accordance with WHCS procedures. The primary purpose of directory information is to allow The WHCS WHCS to include this type of information from your student's education records in certain WHCS publications. Examples include:

- A playbill, showing your student's role in an WHCS production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Activity sheet.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want The Walatowa High Charter School to disclose directory information from your student's education records without your prior written consent, you must notify the WHCS in writing. The Walatowa High Charter School has designated the following information as directory information: [Note: The Walatowa High Charter School, may but does not have to, include all the information listed below.]

- |   |                               |
|---|-------------------------------|
| • student's name/Parents' names                     | • Electronic mail address(es) |
| • Participation in officially recognized activities | • Photograph                  |
| • Telephone listing                                 | • Honors, and awards received |

- Grade level

By signing this document as a parent/guardian of a student at The Walatowa High Charter School, I acknowledge that I have read and understand the above stated FERPA policy. I am requesting that The Walatowa High Charter School does NOT disclose directory information about my student such as name, address, telephone number, email address, date, and place of birth, honors and awards, and dates of attendance.

***I understand that this directive shall remain in effect until I withdraw or modify it in writing.***

Student Name: \_\_\_\_\_ Parent/Guardian Printed \_\_\_\_\_  
SignatureName: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Incident Report**

**student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name(s) of other person(s) involved in this incident: \_\_\_\_\_

**Describe in detail –**

1. Where did the incident happen?
2. When did it happen?
3. What did you say or do?
4. What did the other person(s) say or do?
5. Who did you tell before this problem escalated?

**The Walatowa High Charter School Charter WHCS**  
***Acceptable Use of Technology Policy and Laptop Contract***

This contract dated is by and between **The Walatowa High Charter School Charter School**, the student \_\_\_\_\_ (Print student Name) and the \_\_\_\_\_ Parent(s)/Guardian(s) (Print Names)

This contract contains the vital components of which are integral to the terms and conditions of this Contract:

**Acceptable Use of Technology Agreement**

Computers and technology are used to support learning and enhance educational Instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at The Walatowa High Charter School are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A student's use of a computer at The WHCS or an Walatowa High Charter School Laptop in any location is not subject to privacy protections. The Internet, a network of networks, allows users to interact with millions of other people using computers. It is the belief of The Walatowa High Charter School that the educational benefits to students and Instructors accessing various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of The WHCS to provide access to such services to further the educational goals and objectives of The Walatowa High Charter School and is in full compliance with the students' Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard WHCS rules and guidelines. Even though the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of The Walatowa High Charter School is for technology resources to be used as a valuable educational tool. These guidelines, along with WHCS Board policies, must be followed whether WHCS computers access the WHCS network or the Internet **on or off campus at any time of day or night**. When using the Internet, students will be held responsible for information viewed, received, and sent. As a user of technology resources provided by The Walatowa High Charter School, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in disciplinary action.

◇ I understand that all technology use must be for educational purposes as directed by my Instructor.

◇ I will not download or play any non-educational games on an WHCS computer.

◇ I will not download or play music or videos

from the Internet, without permission of my Instructor.

◇ I will respect personal privacy for myself and others. ◇ I will not give out any personal information about myself or anyone else (home address, telephone number, etc.)

◇ I will only use my computer account and won't use anyone else's login id and/or password nor will I give my login information to anyone.

◇ I will not copy, change, read or use files that belong to another user.

◇ I understand that software and ideas are protected by copyright laws.

◇ I will not copy information received from any source and say that it is my work.

◇ I will list all sources of information that I use in my projects and work.

◇ I will not copy any personal software onto any computer at the WHCS .

◇ I will not make copies of any software found on The WHCS WHCS 's equipment or on the Internet.

◇ I will not deface, damage or destroy the equipment.

◇ I will follow the rules of network etiquette, which include use of appropriate language and

polite responses.

◇ I understand that abusive language (including name calling and swearing) and bullying is prohibited.

◇ I understand that I must follow state and federal rules when using technology.

◇ I will not try to bypass the security measures of any computer equipment.

◇ I will not knowingly create or introduce any virus to The WHCS WHCS 's equipment or network.

◇ I will not produce, send, or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.

◇ I understand that I have no expectation of privacy in connection with my use of WHCS technology.

◇ I understand that email on networks should not be considered absolutely secure or private.

◇ There is a risk that attachments may contain programs or executable files that carry viruses. I will not open attachments unless the source and/or sender can be verified. ◇ I will tell an adult in charge immediately if I encounter materials which violate the rules of appropriate use

**Assignment of a WHCS Laptop:** The student is assigned a laptop computer which the student will use to complete required learning assignments in WHCS , at home, and in the field. All Equipment assigned to the student is the property of The Walatowa High Charter School. The software applications are fully licensed and appropriate for student use. The computer has been imaged to allow students to save their work to the hard drive. students may not add any new software to the laptop computer unless it has been approved by The Walatowa High Charter School's System Administrator. Some software additions may impede or conflict with the Equipment's established software or disable a level of the computer's performance. The system administrator must have all software licensing on file. Any questions regarding the addition of software to the laptop computer should be directed to The Walatowa High Charter School's System Administrator.

**The student and her/his parent/guardian(s) accept full financial responsibility for the repair or replacement of the Equipment should the Equipment be lost or damaged through misuse or negligence during the period of this contract.** If a student does not return the laptop at the end of the year, when withdrawing from the WHCS , or upon disenrollment a police report will be filed for theft of property.

**The Terms of the Contract will be as follows:** The student is enrolled as a full-time student at The Walatowa High Charter School who agrees to the conditions of this contract as well as all WHCS policies and procedures. The student and parent/guardian agree to abide by policies identified in The Walatowa High Charter School's Acceptable Use of Technology Policy at the WHCS and at home.

**1. Authority:** The Walatowa High Charter School personnel will be available to assist the student in any way possible. The sponsor Instructor is the first person the student should consult regarding the use of Equipment or problems that may arise. The Walatowa High Charter School's Systems Administrator will be notified by the student's Instructor so that the appropriate processes for computer help or needed repair can be followed. The equipment will be the responsibility of the student and the parent/guardian when it is used at home. students will be WHCS ed to bring the laptop **DAILY** to WHCS for in-WHCS projects. **students may not LOAN or EXCHANGE their assigned laptop at the WHCS or at home.** students may choose to connect their computer to the Internet when at home. The parent/guardian and the student understand that they must have an Internet Service Provider in order to use the Internet. The ISP connection is the responsibility of the parent/guardian.

**2. Transportation of the Equipment ( Students):** The student is responsible for transporting the Equipment **ONLY** in a padded backpack that will need to be provided by the family. It is important that the student take great care not to drop the

laptop and break the screen as breaking the screen may render the laptop useless and the family will have to pay the full depreciated cost of the laptop before another laptop can be issued to them.

**3. Parent/Guardian Consent:** By signing this contract, the Parent/guardian of The Walatowa High Charter School students gives permission for her/his child to accept or use the laptop computer. The student's parent/guardian accepts responsibility or the consequences of her/his child's actions and/or behavior while using the Equipment. Additionally, the parent/guardian of a student agrees to pay the **yearly maintenance fee of \$60.00 (non-refundable)** for the use of the laptop and ability to take that laptop home during the academic year.

**Bringing a Personal Laptop for use at The Walatowa High Charter School :**If the student and parent/guardian choose to have the student use a personal laptop at The Walatowa High Charter School, then they agree to download required WHCS software, including the WHCS security software (anti-virus, anti-spyware, etc.) onto that personal laptop. Furthermore, they agree to pay a **yearly software and network usage fee of \$15.00 (non-refundable)** for the use of the WHCS software, and WHCS internet access.

\_\_\_\_\_ CHECK HERE IF THE student WILL BE USING THEIR OWN LAPTOP By signing this Contract and/or enrolling at WHCS, all parties agree to the terms and conditions stated within.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Discipline Matrix - Offenses/Definitions/Consequences

The Walatowa High Charter School is a place that is respectful, responsible, and safe. If a student is behaving in a way that does not allow other students to learn and/or feel safe, school staff will need to intervene with the student. students, whether receiving general or special education services, may need to receive interventions for disruptive behavior. Administrators may impose consequences to maintain the safety and security of the school population. The definitions and charts in the consequences section are meant to guide administrators in the decision- making process when determining consequences.

In addition to the grade ranges, administrators also take into consideration the varying degrees of actions or the severity of the actions within any single definition when deciding. A student's offense could have actions that fall into multiple areas. Required actions are indicated, while other actions are determined by the administrator.

\*The Executive Director will have final discretion and implementation based on individual scenarios. Executive Director or designee

- Disciplinary and restorative consequences will be appropriate for a student's age, ability level, and severity of behavior.
- Class grades shall not be reduced because of unacceptable conduct or disciplinary action.
- Grades shall not be reduced as a direct penalty for inappropriate behavior, with the exception of plagiarism or cheating on a test. \*The Walatowa High Charter School is located on the Pueblo of Jemez Nation. All individuals that enter tribal land are subject to the rules and regulations of the Jemez Nation.

**\*Indicates Required action**

### **Police Department (Tribal, Sandoval County, FBI): PD Arson**

Maliciously, willfully and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity. Arson I: less than \$200 damage, Arson II: \$200 to \$999 damage, Arson III: \$1000 damage or more. (Invoices for replacement costs, repair and police reports must be part of final referral when seeking long-term

suspension or expulsion.)

<b>Arson I: less than \$200 damage</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report*</li> <li>• Seek Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents and PD*• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

<b>Arson II: \$200 to \$999 damage</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report*</li> <li>• Seek Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents and PD*• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>
<b>Arson III: \$1000 damage or more</b>	<b>Consequences - High *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report*</li> <li>• Seek Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents and PD*</li> </ul>

<b>Damage greater than \$10,000</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Expulsion</li> <li>• Report to PD for Police Report*</li> <li>• Seek Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• *Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>
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**Assault:** A verbal or written threat or physical attempt of bodily harm; any unlawful act, threat or menacing conduct which causes another person to reasonably believe that they are in danger of receiving an immediate battery; or the use of insulting language toward another impugning their honor, delicacy or reputation.

<b>Assault</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class /SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Assault, Aggravated :**Unlawfully assaulting or attempting to strike at another person with a weapon, instrument, or any means of force likely to produce bodily injury. (When seeking long-term suspension, police reports and evidence will be included: witness statements, security camera footage, etc.)

<b>Assault, Aggravated</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Battery, Aggravated:** An actual and intentional touching or striking of another person against his or her will with the use of a weapon or intentionally causing bodily harm to an individual (When seeking long-term suspension, police reports and evidence will be included: witness statements, video, etc.)

<b>Battery, Aggravated</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### **Battery/Fighting**

Unlawful, intentional touching or application of force to another person, when done in a rude, disrespectful, or angry manner

<b>Battery/Fighting</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Battery/Sexual:** Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events. See Harassment/Sexual for other offenses.

<b>Battery/Sexual</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
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<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Consequences determined by outcome of investigation*</li> <li>• Referral for Mediation</li> <li>• Tribal Social Services Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts PD*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>
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**Bullying:** Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted, and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, and/or uncomfortable. The aggression is repeated on more than one occasion and can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, gender expression, sexual orientation, mental, physical, or academic ability. Additional characteristics may be the actual or perceived basis for bullying. Bullying often takes place in a social context. (If seeking long-term suspension, documentation of intervention and training for the aggressor must be included with referral.)

<b>Bullying</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation</li> <li>• Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Cyberbullying:** “Cyberbullying” means any bullying that takes place through electronic communication. “Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet or video or audio recording. (If seeking long-term suspension, documentation of intervention and training for the aggressor must be included with referral.)

<b>Cyberbullying</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
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<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>
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**Controlled Substance:** A controlled substance is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling. Controlled substances include but are not limited to alcohol, marijuana, narcotics, amphetamine, barbiturate, hallucinogens, prescription drugs, over the counter drugs, synthetic drugs or intoxicants of any kind. This does not include tobacco or tobacco products. Possession and/or use of a controlled substance, including alcohol, presents a health concern for students and is a potential disruption to the educational process.

\*\*\* WHCS is located on the Pueblo of Jemez. All controlled substances are prohibited. All are subject to the laws of the Pueblo of Jemez.

\*\*\* **“Possession” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car, or elsewhere, if subject to the student’s custody and control.**

#### **9a. Controlled Substance, Paraphernalia Possession\*\*\***

Possessing any paraphernalia, such as but not limited to rolling paper, pipes, bongos or vape pens.

<b>Controlled Substance, Paraphernalia Possession</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

#### **9b. Controlled Substance, Possession\*\*\***

Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling.

<b>Controlled Substance, Possession</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
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<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> </ul>
	<ul style="list-style-type: none"> <li>• Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>*Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**9c. Controlled Substance, Sale or Distribution:** Selling or distributing a substance capable of producing a change of behavior or altering a state of mind or feeling or an item sold as a controlled substance. Distribution is not “sharing”. Distribution requires a quantity of product that has been broken into sale portions and quantities of money indicating possible purchase. Distribution and sale require evidence to include photos and a police report to support the charge.

<b>Controlled Substance, Sale or Distribution</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report*</li> <li>• Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>*Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**9d. Controlled Substance, Use or Under the Influence**

Alcohol/Illegal Drugs/Inhalants: No student shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids. Legal intoxication is not required for violation of this Code of Conduct.

<b>Controlled Substance, Use</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report*</li> <li>• Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> </ul> <p>*Executive Director or designee contacts JHHS, POJ Police Department</p>

### **Dress Code Violation**

Non-compliance with specific school dress codes. No exclusionary discipline (suspension or exclusions) can be used as punishment for student dress code.

<b>Dress Code Violation</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Parent Contact Parents* • Administrative/Parent Contact/Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor contacts parents and logs entry into Google Class/SKYWARD. student is sent to office to change or</li> </ul>
	<ul style="list-style-type: none"> <li>• Lunch Detention/School Community Service</li> </ul>	<p>cont students will be sent back to class while they wait for parents to bring correct uniforms if a loaner piece is not available. *</p> <ul style="list-style-type: none"> <li>• Executive Director or designee also contacts parents</li> </ul>

**Extortion:** Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

<b>Extortion</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference*</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor Writes Discipline Referral, logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police</li> </ul>

	Tribal Social Services, JHHS Counseling Referral	Department
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### False Accusations

Falsely reporting crimes or purposely and knowingly giving false information to a school administrator or other investigator during the process of an investigation, in accordance with the NM Criminal Code Statute

False Accusations	Consequences – *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact/Conference</li> <li>• Lunch detention</li> <li>• In School Suspension (1-3 days)</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Report to PD for Police Report</li> <li>• Referral for Mediation</li> </ul> Tribal Social Services, JHHS Counseling Referral	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### False Alarm/Fire Alarm

Interfering with the proper functioning of a fire alarm system or pulling the fire alarm intentionally when no fire or other danger exists

False Alarm/ Fire Alarm	Consequences - *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents*</li> </ul> Executive Director or designee contacts JHHS, POJ Police Department

### Firearm, Possession\*\*\*

Possession of any weapon, which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, bb guns, or pellet guns, but does include bombs, grenades, and some explosives (also, see weapon possession).

\*\*\* “Possession” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car, or elsewhere, if subject to the student’s custody and control. \* WHCS is located on the Pueblo of Jemez. All Firearms are prohibited. All are subject to the laws of the Pueblo of Jemez.

● \*\*\*The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and

supervision of school officials. Only the WHCS Executive Director may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Rio Rancho Police Department.

- New Mexico requires that, if any school employee has reasonable cause to believe that a child is or has been in possession of a firearm on school premises, the employee shall immediately report the child's actions to a law enforcement agency and the Report to Tribal Social Services, JHHS Counseling Referral and Children, Youth, and Families Department.
- **SAFE GUN STORAGE:** Secure firearm storage is an essential part of home safety. If a decision has been made to bring a gun into your home, parents/guardians can make the home safer by storing any firearms unloaded and locked, with ammunition kept in a separate place. Research has proven that this simple practice can help prevent unintentional shootings, gun suicides, and other tragedies that can result when kids and teens gain access to guns. For more information, see [BeSMARTforkids.org](http://BeSMARTforkids.org)

<b>Firearm, Possession</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	Expulsion of not less than one year* Report to Tribal Social Services, JHHS Counseling Referral*	Executive Director or designee Contacts Parents* Executive Director or designee Contacts PD* Executive Director or designee Contacts Tribal Social Services, JHHS Counseling Referral*

**Firearm, Use:** Use of any weapon, which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, BB guns, or pellet guns, but does include bombs, grenades, and some explosives (also, see weapon possession).

- \*\*\*The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the Executive Director may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Pueblo of Jemez Police Department.
- New Mexico requires that, if any school employee has reasonable cause to believe that a child is or has been in possession of a firearm on school premises, the employee shall immediately report the child's actions to a law enforcement agency and the POJ Social Services, and/or Children, Youth, and Families Department.
- Firearms are prohibited on the Pueblo of Jemez. Individuals will also be subjected to the rules and regulations of the Pueblo of Jemez.

<b>Firearm, Use</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	Expulsion of not less than one year* Report to Report to Tribal Social Services, JHHS Counseling Referral*	Executive Director or designee Contacts Parents* Executive Director or designee Contacts PD * Executive Director or designee Contacts Report to Tribal Social Services, JHHS Counseling Referral, CYFD*

**Gang-Related Activity:** Gang-related activity can be intimidating to students, parents and staff and is disruptive to the educational process. Although this list is not all inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals, wearing or possessing gang related apparel. A "gang" can be any group of students and/or non-students whose group behavior is

threatening, delinquent, or criminal. Since gang behavior, markers, and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators that will be considered should include:

- The student associating with admitted or known gang members
- The student displaying gang logos, graffiti and/or symbols on personal possessions
- The student displaying gang hand signs or signals to others
- The student talking about gang activities with others
- Hostile contact with others in which two or more students have contributed to a situation causing bodily harm to another.

<b>Gang-Related Activity</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**General Disruptive Conduct and/or Defiance:** Any behavior or conduct that disrupts or interferes with the operation of the school, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor or lying to or intentionally misleading any school official at places and times where school personnel have jurisdiction is included in this definition. For example:

- use of cell phone during instructional time
- misuse of cell phones and other forms of technology including internet and school email
- filming of other students
- filming any staff members
- audio recording of other students
- audio recording any staff members
- failure to provide school identification upon request
- inappropriate display of affection
- any sexual act committed on campus
- making false accusations regarding staff or students

Note: It is the responsibility of the parent/legal guardian of the student to retrieve confiscated cell phones or other electronic devices according to the school's procedures.

<b>General Disruptive Conduct</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>

<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Loss of school technology including, but not limited to email and internet</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>
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**Harassment:** Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment.

#### Harassment - General

<b>Harassment - General</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Harassment Disability:** Conduct including but not limited to the following: mocking, taunting, intimidating, criticizing, or punishing a student/group with a disability because of their disability. (See Section 504 and the Americans with Disabilities Act). • Repeatedly placing Class furniture or other objects in the path of students who use wheelchairs or walking devices, impeding their mobility

- Repeatedly belittling and criticizing a student for using accommodations in class
- Taunting or belittling a student with disabilities by mocking and intimidation
- Making remarks out loud during class that a student with a disability is “retarded” or “deaf and dumb” and does not belong in the class
- Habitually subjecting a student to inappropriate physical restraint because of conduct related to their disability
- Repeatedly denying a student with a disability access to lunch, recess, field trips, assemblies, or extra curricular activities as punishment for taking time off from school for required services related to the student's disability.

<b>Harassm</b>	<b>Consequences -</b>	<b>Parties Responsible for</b>
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<b>ent - Disability</b>	<b>*Indicates Required action</b>	<b>Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Harassment Sexual:** Examples include but are not limited to the following:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Unwelcome or inappropriate sexually-motivated or intentional touching of intimate body parts; • Offensive or unwelcome sexual advances or propositions;
- Graphic or degrading verbal comments about an individual or his/her physical attributes;
- Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct; • Display of sexually suggestive objects, pictures, cards, or letters;
- Lewd or suggestive comments or gestures;
- Off-color language or jokes of a sexual nature;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or student's educational status;
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

<b>Harassment - Sexual</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Report to Report to Tribal Social Services, JHHS Counseling Referral,CYFD</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Report to Report to Tribal Social Services, JHHS Counseling Referral,CYFD*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### **Harassment, Racial**

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the

individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment. The prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived characteristics, such as disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

Conduct including but not limited to the following:

- racial slurs
- racial jokes
- offensive or derogatory remarks
- display of racially offensive material or symbols
- exclusion from normal school activities based on student's race or ethnicity

<b>Harassment - Racial</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### Hate Incident

Conduct that reflects hatred or bigotry based on real or perceived disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

<b>Hate - Incident</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* • Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### Language, Profane and/or Abusive

Using language that is crude, offensive, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing. The words are used towards another individual in an offensive or insulting manner.

<b>Language, profane and/or Abusive</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### **Materials, Obscene\*\*\***

Displaying or possession of material that is indecent and has the potential of being disruptive. Including, but not limited to: written, photographed and drawn materials.

<b>Materials, Obscene</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Report to Tribal Social Services, JHHS Counseling Referral,CYFD</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Racialized Aggression:** Any aggressive act that can be characterized, categorized or that appears as such to be racial in nature. State of New Mexico Anti-Racism, Anti-Oppression Hotline: Call (833)485-1335, Email:

[ARAO.Hotline@state.nm.us](mailto:ARAO.Hotline@state.nm.us)

<b>Racialized Aggression</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
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<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents* •</li> <li>Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>
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**Robbery:** Taking of property through means of force or fear

<b>Robbery</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Theft:** Unauthorized possession and/or sale of property of another without consent of owner.

<b>Theft</b>	<b>Consequences *Indicates Required action</b>	
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee contacts parents</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

**Threats of Violence Against the School:** Threats of violence against the school in any form, verbal, written, or via social media. (Threats of Violence require evidence to include photos and a police report to support the charge.)

<b>Threats of Violence Against School</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### **Threats of Violence Against another Person**

Threats of violence against another person in any form, verbal, written, or via social media (Threats of Violence require evidence to include photos and a police report for Long-term suspension to support the charge.)

<b>Threats of Violence Against Person</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"> <li>• Staff/student Contact*</li> <li>• Instructor Contacts Parents*</li> <li>• Administrative/Parent Contact*</li> <li>• Lunch detention</li> <li>• Short-term suspension (1-3 days)</li> <li>• Long-term suspension (1-5 days)</li> <li>• Suspension from extracurricular activities.</li> <li>• Report to PD for Police Report</li> <li>• Report to Tribal Social Services, JHHS Counseling Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li> <li>• Executive Director or designee also contacts parents*</li> <li>• Executive Director or designee contacts JHHS, POJ Police Department</li> </ul>

### **Tobacco**

Any tobacco products made or derived from tobacco that are intended for human consumption, including any component, part, or accessory of a tobacco product. This includes among other products, cigarettes, cigars, pipe tobacco, roll-your-own tobacco, dissolvable or smokeless tobacco. E-cigarette means any electronic oral devices, or any part of it, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or any other product, name or descriptor; but does not include any product regulated as a drug or device by the US Food and Drug Executive Director or designee. Nicotine liquid container means a bottle or other container of any substance containing nicotine where the

substance is sold, marketed, or intended for use in an e-cigarette.

**Tobacco Possession\*\*\*, Use, and/or Distribution:** Possession, use, and/or distribution of tobacco, including all tobacco products, e-cigarettes, and nicotine liquid containers anywhere on a school campus or at a school related event is prohibited

<b>Tobacco Possession, Use and or Distribution</b>	<b>Consequences - *Indicates Required action</b>	<b>Parties Responsible for Discipline</b>
<b>Any Occurrence</b>	<ul style="list-style-type: none"><li>• Staff/student Contact*</li><li>• Instructor Contacts Parents*</li><li>• Administrative/Parent Contact*</li><li>• Lunch detention</li><li>• Short-term suspension (1-3 days)</li><li>• Long-term suspension (1-5 days)</li><li>• Suspension from extracurricular activities.</li><li>• Report to PD for Police Report</li></ul>	<ul style="list-style-type: none"><li>• Instructor writes discipline referral and logs entry into Google Class/SKYWARD and contacts parents*</li><li>• Executive Director or designee also contacts parents*</li><li>• Executive Director or designee contacts JHHS, POJ Police Department</li></ul>