

ALBUQUERQUE SCHOOL OF EXCELLENCE

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STUDENT  
&  
PARENT  
HANDBOOK

*Rising to Excellence*

SCIENCE TECHNOLOGY ENGINEERING ART&DESIGN MATHEMATICS

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# ALBUQUERQUE SCHOOL OF EXCELLENCE STUDENT/FAMILY HANDBOOK

## Table of Contents

|        |  |    |
|--------|--|----|
| I.     | GENERAL INFORMATION                    | 10 |
| 1.1.   | MISSION                                | 10 |
| 1.2.   | WELCOME AND STAFF INTRODUCTION         | 10 |
| 1.3    | CAMPUS MAP                             | 11 |
| 1.4    | ASE GOVERNING COUNCIL                  | 11 |
| 1.5    | ASE PTO                                | 11 |
| 1.6    | STUDENTS ARE UNDER CONTROL OF ASE      | 11 |
| 1.7    | CALENDAR AND HOURS                     | 12 |
| II.    | ADMISSIONS AND ATTENDANCE              | 12 |
| 2.1    | ADMISSION                              | 12 |
| 2.1.01 | Lottery Process                        | 12 |
| 2.2    | REGISTRATION/ENROLLMENT                | 13 |
| 2.2.01 | Waiting List                           | 14 |
| 2.3    | HOME LANGUAGE SURVEY                   | 15 |
| 2.4    | PARENT CUSTODY                         | 15 |
| 2.5    | CHANGE OF CONTACT INFORMATION          | 16 |
| 2.6    | ATTENDANCE                             | 16 |
| 2.7    | COMPULSORY ATTENDANCE POLICY           | 16 |
| 2.7.01 | Excused Absences                       | 16 |
| 2.7.02 | Makeup Assignment                      | 16 |
| 2.7.03 | Unexcused Absences                     | 17 |
| 2.7.04 | Students in Need of Early Intervention | 17 |
| 2.7.05 | Habitual truant                        | 17 |
| 2.7.06 | Notification and Cooperation           | 17 |
| 2.8    | TARDINESS                              | 18 |
| 2.9    | LEAVING SCHOOL BEFORE DAY'S END        | 19 |
| 2.10   | EARLY DISMISSAL OF A STUDENT FROM ASE  | 19 |
| 2.10.1 | AM Drop-Off:                           | 19 |
| 2.10.2 | Dismissal Policy                       | 19 |
| 2.10.3 | Dismissal/Pick Up Information Form     | 20 |

|   |    |
|---|----|
| 2.10.4 Loitering                          | 20 |
| 2.11 AFTER-SCHOOL CARE and PAYMENTS       | 20 |
| 2.12 AFTER-SCHOOL ACTIVITIES              | 20 |
| 2.13 ABBREVIATED (DUE TO WEATHER) DAY     | 21 |
| 2.13.01 Notice                            | 21 |
| 2.13.02 Early Dismissal                   | 21 |
| III. ASE HEALTH                           | 21 |
| 3.1 ILLNESSES/CONTAGIOUS DISEASES         | 21 |
| 3.2 MEDICATIONS POLICY                    | 22 |
| 3.3 SELF-ADMINISTRATION OF CERTAIN DRUGS. | 23 |
| 3.4 MEDICAL SITUATIONS AND EMERGENCIES    | 23 |
| 3.5 EXCUSE FROM PHYSICAL EDUCATION        | 24 |
| 3.6 TOBACCO-FREE SCHOOL NOTICE            | 24 |
| 3.7 ALCOHOL-FREE SCHOOL NOTICE            | 24 |
| 3.8 DRUG-FREE SCHOOL NOTICE               | 24 |
| 3.9 HEAD LICE POLICY                      | 24 |
| 3.10 IMMUNIZATIONS                        | 24 |
| 3.11 EXEMPTIONS                           | 25 |
| 3.11.01 Medical Exemptions                | 25 |
| 3.11.02 Conscientious Objection           | 26 |
| IV. ASE RULES AND CONSEQUENCES            | 26 |
| 4.1 ASE POLICY ON DISCIPLINE              | 26 |
| 4.2 AUTHORITY OF SCHOOL                   | 26 |
| 4.3 GENERAL STATEMENT OF CITIZENSHIP      | 26 |
| 4.3.01 Have Respect                       | 27 |
| 4.3.02 Free Speech                        | 27 |
| 4.3.03 Knowing the Rules                  | 27 |
| 4.3.04 Getting Together                   | 27 |
| 4.3.05 Learning in School                 | 27 |
| 4.3.06 People Who Are Different           | 27 |
| 4.3.07 Coming to School                   | 27 |
| 4.4 DRESS CODE & ASE UNIFORM              | 28 |
| 4.4.01 Uniform Top                        | 28 |
| 4.4.02 Pants                              | 29 |
| 4.4.03 Footwear                           | 29 |

|                                   |  |    |
|-----------------------------------|--|----|
| 4.4.04                            | P.E. Uniform Policy  | 29 |
| 4.4.06                            | Additional Uniform Policy and Grooming Requirements and Limitations  | 30 |
| 4.4.07                            | Pants and Slacks   | 30 |
| 4.4.08                            | Footwear   | 30 |
| 4.4.09                            | Personal Appearance  | 30 |
| 4.4.10                            | Outerwear  | 31 |
| 4.4.11                            | Dress Code on Free Dress Days  | 31 |
| V. STUDENT CONDUCT AND DISCIPLINE |  | 31 |
| 5.1                               | CLASSROOM RULES IN EVERY CLASSROOM   | 32 |
| 5.2                               | DISCIPLINE - POSITIVE REINFORCEMENT  | 32 |
| 5.3                               | SCHOOL-WIDE RULES  | 32 |
| 5.4                               | IMMEDIATE OFFICE REFERRAL  | 33 |
| 5.5                               | INAPPROPRIATE BEHAVIOR AND CONSEQUENCES  | 33 |
| 5.5.01                            | Cheating or plagiarism   | 33 |
| 5.5.02                            | Misconduct   | 34 |
| 5.5.03                            | Violation of Dress Code  | 34 |
| 5.5.04                            | Public Display of Affection  | 34 |
| 5.5.05                            | Verbal Abuse or Profanity  | 35 |
| 5.5.06                            | Theft or Pilfering   | 35 |
| 5.5.07                            | Student Possession of Tobacco on School Grounds  | 35 |
| 5.5.08                            | Vandalism and Tampering  | 36 |
| 5.5.09                            | Violent Behavior   | 36 |
| 5.5.10                            | Gang Related Activities  | 36 |
| 5.5.11                            | Threats  | 36 |
| 5.5.12                            | False Accusations  | 37 |
| 5.5.13                            | Failure to Report Serious Offenses   | 37 |
| 5.5.14                            | Bullying and/or Harassment   | 37 |
| 5.5.15                            | Possession of Dangerous or Disruptive Items  | 37 |
| 5.5.16                            | Weapons  | 38 |
| 5.5.17                            | Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs,<br>and/or Prohibited Substances. | 39 |
| 5.5.18                            | Extortion  | 39 |
| 5.5.19                            | Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious<br>Substances                           | 39 |
| 5.5.20                            | Arson  | 39 |

|         |   |    |
|---------|---|----|
| 5.5.21  | Inciting Others or Disruptions  | 40 |
| 5.5.22  | Assault or Battery on School District Personnel                                       | 40 |
| 5.5.23  | Showing Disrespect to Teachers or Staff or Using Inappropriate Language and Behavior. | 40 |
| 5.6     | ELECTRONIC DEVICES  | 40 |
| 5.7     | CELL PHONES   | 41 |
| 5.8     | CYBER BULLYING  | 41 |
| 5.9     | SEARCH AND SEIZURE  | 42 |
| 5.9.01  | Search of Property  | 42 |
| 5.9.02  | Search of Person  | 42 |
| 5.9.03  | Seizure of items  | 43 |
| 5.9.04  | Notification of law enforcement authorities –   | 43 |
| 5.9.05  | Record Keeping  | 43 |
| 5.10    | VIOLENT OR AGGRESSIVE BEHAVIOR.   | 43 |
| 5.10.01 | <i>Definition of Violent or Aggressive Behavior</i>                                   | 43 |
| 5.10.02 | Duty to Report  | 43 |
| 5.11    | CLASSROOM RULES   | 43 |
| 5.12    | PUBLIC AREAS: HALLWAYS, CAFETERIA, AND LAVATORIES                                     | 43 |
| 5.13    | RESTRICTED AREAS  | 44 |
| 5.14    | FIELD TRIPS   | 44 |
| 5.15    | SCHOOL VISITORS   | 45 |
| 5.16    | CONSEQUENCES  | 45 |
| 5.17    | DISCIPLINE POINT SYSTEM   | 46 |
| 5.18    | DETENTIONS, SUSPENSION, AND EXPULSION   | 48 |
| 5.19    | DUE PROCESS/REFERRALS   | 48 |
| 5.19.01 | <i>Due Process</i>  | 48 |
| 5.19.02 | Referrals   | 48 |
| 5.20    | SHORT TERM SUSPENSIONS  | 48 |
| 5.21    | LONG TERM SUSPENSION  | 49 |
| 5.22    | PROCEDURES FOR LONG TERM SUSPENSION/EXPULSION   | 49 |
| 5.22.01 | Notice  | 49 |
| 5.22.02 | Hearing Officer   | 50 |
| 5.22.03 | Time of Hearing   | 50 |
| 5.22.04 | Decision  | 50 |
| 5.23    | LONG-TERM SUSPENSION/EXPULSION APPEAL   | 50 |

|         |   |    |
|---------|---|----|
| 5.23.01 | Conduct of review   | 50 |
| 5.23.02 | Form of review  | 50 |
| 5.23.03 | Timing of review  | 51 |
| 5.23.04 | Decision  | 51 |
| 5.23.05 | Effect of decision  | 51 |
| 5.23.06 | NMPED Compliance  | 51 |
| 5.24    | CLASSROOM CONTROL/CORPORAL PUNISHMENT                       | 51 |
| 5.25    | DISCIPLINE OF STUDENTS WITH DISABILITIES                    | 51 |
| 5.25.01 | Long-Term Suspensions or Expulsions                         | 51 |
| 5.25.02 | Temporary Suspension  | 51 |
| 5.25.03 | Program Prescriptions                                       | 52 |
| 5.25.04 | Immediate Removal   | 52 |
| 5.26    | BULLYING PROHIBITION POLICY                                 | 52 |
| 5.26.01 | Definitions   | 52 |
| 5.26.02 | Examples  | 53 |
| 5.26.03 | Reporting and Complaints                                    | 53 |
| 5.26.04 | Investigation   | 53 |
| 5.26.05 | Process   | 54 |
| 5.26.06 | Confidentiality   | 54 |
| 5.26.07 | Outcome   | 54 |
| 5.26.08 | Consequences  | 54 |
| 5.26.09 | Consequences for Knowingly Making False Reports             | 54 |
| 5.26.10 | Retaliation   | 54 |
| 5.26.11 | Anti-Bullying included in Health Education Curriculum.      | 55 |
| 5.27    | ANTI-DISCRIMINATION AND HARASSMENT POLICY                   | 55 |
| 5.27.01 | Sexual Harassment   | 55 |
| 5.27.02 | Other Forms of Harassment                                   | 55 |
| 5.27.03 | Strictly Prohibited   | 55 |
| 5.27.04 | Reporting Violations of Harassment or Discrimination Policy | 55 |
| 5.27.05 | Investigation and School Action                             | 56 |
| 5.27.06 | Retaliation   | 56 |
| 5.27.07 | Notification  | 56 |
| 5.28    | WEAPONS   | 56 |
| 5.29    | DAMAGE BY STUDENTS  | 56 |
| 5.30    | VIOLATION OF STUDENT RIGHTS                                 | 56 |

|         |  |    |
|---------|--|----|
| VI.     | ACADEMICS AND GRADING                            | 57 |
| 6.1     | REPORT CARDS AND GRADING SCALES                  | 57 |
| 6.2     | GPA AND COURSE WEIGHT                            | 57 |
| 6.3     | GRADING EXPECTATIONS                             | 57 |
| 6.4     | INCOMPLETE GRADES                                | 57 |
| 6.5     | REQUIRED RE-TEACH                                | 58 |
| 6.6     | REQUIRED RETEST OPTIONS                          | 58 |
| 6.7     | MAKEUP WORK                                      | 58 |
| 6.7.01  | Makeup Work Guidelines                           | 58 |
| 6.8     | EXTRA CREDIT                                     | 58 |
| 6.9     | SEMESTER GRADE CALCULATION                       | 59 |
| 6.10    | CALCULATION OF YEAR-LONG AVERAGE                 | 59 |
| 6.11    | GRADE CHANGE                                     | 59 |
| 6.12    | EXAMINATION PROCEDURES                           | 59 |
| 6.13    | HOMEWORK POLICY                                  | 60 |
| 6.14    | PROMOTION REQUIREMENTS                           | 60 |
| 6.14.01 | Notification of student failures                 | 62 |
| 6.14.02 | Notification for seniors                         | 62 |
| VII.    | ASE High School Program                          | 62 |
| 7.1     | HIGH SCHOOL CLASSIFICATION OR RECLASSIFICATION   | 62 |
| 7.2     | COLLEGE COUNSELING                               | 63 |
| 7.2.01  | Process in ABQ-SE                                | 63 |
| 7.2.02  | Process Timetable                                | 63 |
| 7.3     | COURSE REQUEST/ SCHEDULING                       | 65 |
| 7.4     | LEVEL CHANGE PROCEDURES                          | 65 |
| 7.5     | TRANSCRIPTS                                      | 66 |
| 7.6     | ZEROS AREN'T PERMITTED (ZAP) PROGRAM             | 66 |
| 7.7     | ALBUQUERQUE SCHOOL OF EXCELLENCE ONLINE DATABASE | 66 |
| 7.8     | PROGRESS REPORTS                                 | 66 |
| 7.9     | TUTORIALS/OFFICE HOURS                           | 66 |
| 7.10    | MENTORING PROGRAM                                | 66 |
| 7.11    | COUNSELOR  | 67 |
| 7.12    | AWARDING CREDIT                                  | 67 |
| 7.13    | CREDIT RECOVERY                                  | 67 |
| 7.14    | TRANSFER OF CREDIT                               | 67 |

|         |   |    |
|---------|---|----|
| 7.15    | ADVANCED PLACEMENT (AP) PROGRAM   | 67 |
| 7.16    | ENTRANCE GUIDELINES: ACADEMIC CONSIDERATIONS  | 67 |
| 7.17    | DUAL CREDIT PROGRAM   | 68 |
| 7.17.01 | Dual Credit Eligibility Requirements  | 68 |
| 7.17.02 | CNM Dual Credit Course Curricula & Grading  | 69 |
| 7.18    | PSAT/NMSQT (High School)  | 69 |
| 7.19    | NATIONAL HONOR SOCIETY, NATIONAL JUNIOR HONOR SOCIETY, AND NATIONAL<br>ELEMENTARY HONOR SOCIETY | 69 |
| 7.20    | GRADUATION CEREMONY   | 70 |
| 7.21    | STUDENT TRANSCRIPT/ACADEMIC ACHIEVEMENT RECORD (HIGH SCHOOL)                                    | 70 |
| 7.22    | COLLEGE DAYS (HIGH SCHOOL)  | 70 |
| 7.23    | SCHOLARSHIPS  | 72 |
| VIII.   | GENERAL ASE INFORMATION   | 72 |
| 8.1     | FIELD TRIPS   | 72 |
| 8.2     | LUNCH   | 72 |
| 8.3     | LOST AND FOUND  | 73 |
| 8.4     | PERSONAL PROPERTY   | 73 |
| 8.5     | PARENTAL CONCERN POLICY ABOUT STUDENTS  | 73 |
| 8.6     | GRIEVANCE POLICY TO ADDRESS NON-STUDENT CONCERNS  | 74 |
| 8.6.01  | <i>Initial inquiry</i>  | 74 |
| 8.6.02  | Initial Grievance Process   | 74 |
| 8.8.03  | Governing Council Review  | 74 |
| 8.7     | FIRE DRILLS   | 75 |
| 8.8     | BOOKS AND OTHER ASE MATERIALS   | 75 |
| 8.9     | ACCESSIBILITY FOR PARENTS/GUARDIANS   | 76 |
| 8.10    | VIDEO SURVEILLANCE  | 76 |
| 8.11    | GOING TO and FROM ASE   | 76 |
| 8.12    | FUNDRAISING   | 76 |
| 8.13    | SALES   | 77 |
| 8.14    | ASSEMBLIES  | 77 |
| 8.15    | DISTRIBUTION OF MATERIALS   | 77 |
| 8.16    | PLEDGE  | 77 |
| 8.17    | PRAYER AND MEDITATION   | 77 |
| IX.     | STUDENT SUPPORT INFORMATION   | 77 |
| 9.1     | STUDENT SUPPORT   | 77 |



|        |   |    |
|--------|---|----|
| 9.2    | SECTION 504   | 78 |
| 9.3    | STUDENT FIND  | 78 |
| 9.4    | EDUCATIONAL SERVICES FOR GIFTED STUDENTS ASE                                    | 78 |
| 9.5    | ABUSE AND NEGLECT   | 78 |
| 9.6    | STATEMENT OF RIGHTS PARENTS/GUARDIANS UNDER FERPA                               | 79 |
| 9.6.01 | Inspection  | 79 |
| 9.6.02 | Amendment   | 79 |
| 9.6.03 | Disclosure/Consent  | 79 |
| 9.6.04 | Directory Information – Right to Opt Out.                                       | 79 |
| 9.6.05 | Complaint   | 80 |
| 9.7    | TRANSFER OF STUDENT RECORDS   | 80 |
| X.     | TECHNOLOGY USE POLICY   | 80 |
| 10.1   | ASE TECHNOLOGY USE POLICY   | 80 |
| 10.2   | GENERAL RULES FOR STUDENT USE   | 81 |
| 10.3   | NO EXPECTATION OF PRIVACY   | 81 |
|        | PARENT/ASE COOPERATIVE AGREEMENT  | 81 |
|        | EXCLUDE THE RELEASE OF DIRECTORY INFORMATION                                    | 82 |
|        | Bullying Complaint Form   | 84 |
|        | Technology Acceptable Use Agreement Form  | 85 |
|        | STUDENT ACKNOWLEDGEMENT   | 86 |
|        | Permission for Videotaping and Audiotaping Instruction for Educational Purposes | 87 |
|        | RECEIPT FOR STUDENT/FAMILY INFORMATION BOOK                                     | 88 |

**This handbook adopted and approved by**  
**Albuquerque School of Excellence Governing Council**  
**on June 20, 2020.**

## **I. GENERAL INFORMATION**

### **1.1. MISSION**

Mission of the Albuquerque School of Excellence(ASE) is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

To achieve our mission, every member of the Albuquerque School of Excellence community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally, and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written to/and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

### **1.2. WELCOME AND STAFF INTRODUCTION**

Dear Students, Parent and Guardians,

Welcome to Albuquerque School of Excellence (ASE)!!! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Albuquerque School of Excellence is caring, competent, dedicated, and willing to assist you. We are working extremely hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in ASE.

Albuquerque School of Excellence is a reflection of all of us. All our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school’s goals, services, and rules, for you and your parents/guardians. It is an essential reference book describing what we expect and how we do things. Read it carefully, share and discuss it with your parents/guardians, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents/guardians with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

We look forward to an exciting and successful school year! Thank you for choosing Albuquerque School of Excellence.

**Every student at ASE is College Ready, Career Ready, and Life Ready.**

Sincerely,

**Mr. Mustafa Ayik, Principal**

**1.3 CAMPUS MAP**

Please obtain the Campus Map from the school front office. The Campus Map will show classrooms and classroom teacher assignments and the map for pickup and drop of locations and routes on the ASE campus.

**1.4 ASE GOVERNING COUNCIL**

The ASE Governing Council makes policy decisions concerning the school and interviews and hires the principal for his/her position. The members of the governing council operate according to its bylaws. The council members are volunteers who oversee the operation of the school and ensure that ASE's charter's goals and missions are carried out. Regular meetings are held on Saturdays at 12 pm. (unless otherwise indicated) and often, other meetings are convened to discuss school business. Notices of the dates of ASE Governing Council meetings will be posted on the website at the school and/or posted on bulletin boards in the lobby.

Parents and other community members who are interested in serving on the ASE Governing Council should contact a Governing Council Member. All parents are encouraged to attend ASE Governing Council meetings to keep informed about our school. Often committees are formed to carry out specific functions and parent and community participation is encouraged.

More information about the Governing Council members can be found on school website.

**1.5 ASE PTO**

ASE has a highly active PTO and works hard to support the education our students are receiving in many ways. Contact information and planned events including meetings will be listed in a PTO calendar that will be given to each ASE Family. For more information about PTO please go to school website.

**1.6 STUDENTS ARE UNDER CONTROL OF ASE**

All students are under the control and direction of the school Principal, or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Principal;

- while they are being transported to or from school at public expense
- when they are attending school
- when they are engaged in a school-sponsored activity on the school premises or away from school premises

- during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity

A “reasonable time” shall mean fifteen (15) minutes before the school day or school-sponsored activity is scheduled or actually begins or ends, whichever period is longer.

## **1.7 CALENDAR AND HOURS**

Please visit our school website at [www.abqse.org](http://www.abqse.org) for our current School Calendar and Bell Schedule.

Students are to arrive no earlier than 7:25 a.m. The first bell rings at 7:45 a.m. for mid/high and 8:00 a.m. for elementary so students arriving after 7:50 a.m. for mid/high or 8:05 a.m. for elementary must report to the front office and get late slip before they go to their classes.

## **II. ADMISSIONS AND ATTENDANCE**

### **2.1 ADMISSION**

Students will be enrolled on a first-come, first-served basis during a designated enrollment application window, determined by the Governing Council. The enrollment application period shall be from January 15 to April 15 (application deadline), or as determined by the Governing Council. See the School’s website for details regarding admission/enrollment.

Enrollment in ASE shall be determined by lottery. there are more applicants than seats available in a grade level. The first lottery is held in the spring preceding the academic year of enrollment. Additional lotteries are held as needed and as determined by the Governing Council. A notice will be placed in the newspaper and on the ASE website to announce each enrollment period and each lottery date. Said notice shall include the closing date and time of the application process, the date, time and location of the lottery drawing, and contact information for interested parents.

Interested parents must fill out an enrollment application form for each child they wish to register. The enrollment application form must be received in the office of ASE by the designated closing date and time for inclusion in the lottery. Forms can be hand-delivered, faxed, or mailed, and must contain the signature of the parent/guardian. No e-mailed forms may be accepted unless they are scanned attachments and contain the signature of the parent/guardian. In addition to this, enrollment applications can be made online at schools’ website.

#### **2.1.01 Lottery Process**

The lottery process shall be as follows: each applicant’s name shall be placed in a lottery box according to grade level. Names will be selected at random by the Principal or designee. When the maximum number of seats have been assigned, names shall continue to be drawn and placed on the waiting list in the order selected.

Attendance at the lottery drawing is not required, though parents are welcome to attend. Children whose names are drawn will be allowed to enroll at ASE, provided they comply with applicable state and federal enrollment laws and regulations, and provided that they follow the School's registration/enrollment procedures and timeframes (described below).

Children will be enrolled in a class or placed on the waiting list according to the order that names are drawn. The waiting list will stand until the child is placed or the parents remove the child from the waiting list. If a student applies to ASE outside of the designated enrollment application window, and there is a waiting list for that grade, the student shall be placed at the end of the waiting list, in the order of the date in which the application is received. For detailed information concerning enrollment or the lottery process, please refer to the Admission Section of our ASE website ([www.abqse.org](http://www.abqse.org) )

#### **Non-discrimination Statement as Part of the School's Admission Policy**

ASE shall comply with all state and federal regulations regarding admission, and shall not discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, the district the child would otherwise attend, or on any other basis protected by applicable law.

## **2.2 REGISTRATION/ENROLLMENT**

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 ASE, jeopardizing his/her place at our charter school where space is limited. Consequently, at the time of enrollment, parents must provide the following completed forms:

- enrollment forms
- emergency information forms
- health/medical consent forms
- immunization records
- free and reduced lunch forms (if applicable)
- copy of birth certificate
- custody orders (if applicable)
- Early Dismissal Release form
- Home Language Survey

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 starting school. Exemptions are permitted for medical reasons or due to the conscientiously held beliefs of the parent/guardian. Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll.

Once all applicable forms are completed and returned to the school, your student's registration will be deemed completed and you will be notified if he/she is officially enrolled. The School may impose reasonable timeframes for completion and return of

registration/enrollment forms. If you do not comply with these timeframes, your student's spot in the class may be given to a child on the waiting list for that grade.

Please contact the office as soon as possible with any change of address, contact information, emergency information, custody modification orders or phone numbers.

### **2.2.01 Waiting List**

Students on the waiting list who are offered a seat must register within ten (10) working days of notification, or their seat shall be given to the next student on the waiting list.

Children who are admitted to and registered with ASE are expected to attend the first day of school. If a child is offered a seat during the first two weeks of school, that child is expected to attend ASE the following school day. If a student has an excusable absence on the day that is to be their first day at ASE, parents must notify the office on that day, otherwise that child's name will be removed from the enrollment list and the space will be given to the next person on the waiting list.

At all other times during the school year, when a child is offered a space at ASE, parents have 3 school days to accept and have their child attend ASE. If parents do not notify the school of acceptance within three days and/ or do not notify the office of an excusable absence during this period, that child's name will be removed from the enrollment list and the space will be given to the next person on the waiting list.

**Any child who withdraws from ASE and who wishes to re-enroll at ASE in the future will be required to participate in the lottery drawing process if there are more applicants than seats available.** Previous enrollment that has been interrupted by a withdrawal from ASE does not give priority placement to a child or his/her sibling(s) in the lottery process.

After the first year of operation, students are admitted to ASE based on the following priorities:

#### **1. Children who are currently attending ASE**

Children who are current students at ASE and who have remained in attendance do not have to participate in further lotteries, and will be enrolled in ASE for the following academic year as long as their parents return the "Intent to Re-enroll" form, distributed to all students each spring, by the deadline given (April 1 of each year), which shall be no later than thirty days before the end of each academic year.

#### **2. Siblings Policy**

Siblings of those students attending who have completed an application form. These children are granted Sibling Preference in accordance with New Mexico law.

The intent of the law is to keep families together. Once a child attends their first day at ASE, the siblings of that child become eligible for Sibling Preference.

**Sibling by definition is a:**

- A. Biological/adoptive sibling
- B. Stepsibling residing in the same household. Stepsiblings living in different households are not considered for a sibling preference
- C. Foster children residing within the same household. Foster Parents must provide documentation showing they have legal guardianship.
- D. A twelfth-grade student or alumnus of the school with a sibling applying for the following year does not qualify the sibling for sibling preference.

**3. All other children are subject to the lottery process.**

- 4. Applications that are submitted outside of the designated application period;** If a student applies to the school outside of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.

**2.3 HOME LANGUAGE SURVEY**

Each student entering ASE for the first time must complete a Home Language Survey. The survey form, which has three (3) questions to be answered concerning the student’s language, is a part of the enrollment packet. If a student answers “yes” to any one of the three questions on the survey, the school will assess the student’s English proficiency to determine eligibility for services. Please contact the school’s principal for more information on the English Language Learner program at ASE.

**2.4 PARENT CUSTODY**

When parents are separated or divorced, it is recommended that the school have a signed and certified court order 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 school records and information, to attend conferences, and to be informed about the student’s welfare, educational progress, and status, until/unless the School receives a certified court order stating otherwise.

The custodial parent(s) are responsible for:

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

The school is responsible for:

- maintaining a copy of the relevant sections of the court order
- informing appropriate school personnel of the provisions or restrictions in the court order; and
- abiding by the provisions and/or restrictions ordered, and the non-custodial parents requests that are consistent with the order.

The school is not required to hold a separate conference for each parent. Please be sure that the school has appropriate contact information for both parents to ensure consistent communications. **Unless prohibited by a certified court order, and upon request,** the school will:

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

## **2.5 CHANGE OF CONTACT INFORMATION**

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

## **2.6 ATTENDANCE**

ASE students are expected to arrive on time and adequately prepared for their day. If your student is absent or late, please contact the school at 505-312-7711. If your student is late, he/she will need to be escorted into the front office and signed in. While regular attendance is required, **SICK STUDENTS SHOULD REMAIN AT HOME.**

## **2.7 COMPULSORY ATTENDANCE POLICY**

ASE is committed (and legally obligated) to enforce the New Mexico Compulsory School Attendance Law. The following attendance requirements are consistent with a student’s obligation to attend and a parent/guardian’s obligation to ensure that their student attends school. ASE hopes that every parent will consider regular and timely attendance to be imperative to their student’s educational success.

### **2.7.01 Excused Absences**

A parent/guardian must request an excused absence by phone or a signed written note describing one of the reasons listed below. The Principal shall in his/her sole discretion determine whether there is a sufficient basis to excuse the absence. Whenever possible, notification of a student’s absence should be given prior to missing school. However, when the circumstances dictate, the information concerning a student’s absence should be provided as soon after the missed school as possible. Failure to advise the school’s attendance clerk in writing or by a telephone within two days of a student’s absence will result in an “unexcused absence.” Parents are advised that administration considers more than two illnesses per quarter without a doctor's note to be excessive. Please secure a doctor's note when illnesses exceed two per quarter. The Principal will consider granting an excused absence for the following reasons:

- |                        |                             |
|------------------------|-----------------------------|
| * Doctors’ appointment | * Illness                   |
| * Religious commitment | * Death in the family       |
| * Family emergency     | * Diagnostic testing        |
|                        | * Extenuating circumstances |

Absences due to extenuating circumstances may be excused by the Principal. The Principal may request additional documentation to substantiate an “excuse” for an absence at his/her discretion.

PLEASE CONTACT THE ASE OFFICE AT 505-312-7711 TO NOTIFY US OF YOUR STUDENT’S ABSENCE.

### **2.7.02 Makeup Assignment**



Assignments missed due to excused absences must be made up by the student. The student is responsible for obtaining his/her assignments from his/her teacher and completing it within the time frame determined by the teacher.

### **2.7.03 Unexcused Absences**

Unexcused absences will be tracked for purposes of determining whether a student's attendance complies with the Compulsory School Attendance Law, NMSA 1978 §§22-12-1, et seq. An "unexcused absence" means an absence from school or classes for which the student does not have an allowable excuse as determined by the rules of the ASE Governing Council. Unexcused absences of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence. ASE rules provide that a student's absence will be recorded as "unexcused" for the following reasons.

- \* Tardy for school more than 15 minutes
- \* If pre-registered, not showing up for first day of school
- \* Leaving school for non-school sponsored trips
- \* Absences related to custodial parent changes
- \* Trips to other countries for non-school related legal problems
- \* Lack of transportation to or from school
- \* Family vacations outside of scheduled school breaks
- \* Any other absence for which the Principal deems the reason insufficient

### **2.7.04 Students in Need of Early Intervention**

A student will be deemed "a student in need of intervention" if he or she accumulates five unexcused absences within a school year.

### **2.7.05 Habitual truant**

A student is "habitually truant" if he/she accumulates 10 or more unexcused absences in a school year.

### **2.7.06 Notification and Cooperation**

ASE will attempt to identify early on when there is a problem with a student's regular attendance and to assist when feasible for both the student and his/her parent/guardian to improve attendance.

#### **Steps:**

**#1 After 3 unexcused absences:** When a student has accumulated three unexcused absences, school personnel shall inform truancy staff and/or teachers to contact the family to address the concern. In addition, a Three-Day Parent Absentee Notification Form shall be sent to the parents or the legal guardians of the child

**#2 After five unexcused absences:** If a student is in need of early intervention, ASE shall contact the student's parent(s)/guardian(s) to inform them that the student has unexcused absences from school and to discuss possible interventions unless after the school's contact, the parent(s)/guardian(s) provide an acceptable explanation for the absence and the excuse complies with the school's attendance policy. If after the initial contact the student's absences are not deemed excused, a representative of the school

shall meet with the student in need of early intervention and his/her parent(s)/guardian(s) to identify the causes for the student's unexcused absences, identify what actions can be taken that might prevent the student's unexcused absences, identify possible school and community resources to address the causes for the student's unexcused absences, and establish a corrective action plan to address the student's unexcused absences.

**#3. After 7 unexcused absences:** When a child has accumulated seven unexcused absences, school personnel shall inform truancy staff and/or teachers to contact the family to address the concern. At this point, the teacher if the child is in elementary school or school administrator (counselor or assistant principal) for middle and high schools will arrange a second meeting at the school with the parent or legal guardian to discuss the unexcused absences. At the second meeting, if a contract with the student and the parent has not been conducted, then one shall be developed at this time concerning the alleged child being a truant. In addition, the Seven Day Absentee Notification Form will be sent to the child's parent or legal guardian.

**#4. After 10 unexcused absences:** If the student is a habitual truant, the school shall give written notice of the habitual truancy by mail to or by personal service on the student's parent(s)/guardian(s). The notice shall include a date, time and place for the parent to meet with the school to develop intervention strategies that focus on keeping the student in an educational setting. If there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services of the judicial district where the student resides.

## 2.8 TARDINESS

The school's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving to school and class on time is an integral part of the school's standard of excellence, which helps prepare students for success. Students should be inside the classroom by 7:45 a.m. for mid/high and 8:00 a.m. for elementary. A student arriving after this time must report to the front office and obtain a tardy slip. Tardiness to school will be unexcused, unless the student arrives to campus late for one of the following reasons:

- Personal illness. (no more than two instances per quarter)
- Attendance at a required court appointment.
- Appointment with a doctor, dentist, or other professional.

For a tardy to be excused, the student must present a note from the parent explaining the student's late arrival. The school may also require a written note from a doctor, dentist, or other professional.

Tardy is defined as not being present inside the classroom prior to the final passing period bell. The tardy policy applies for each period of the day. ASE understands that students and parents may occasionally be delayed getting to school in the morning. For this reason, ASE allows 4 occurrences per quarter before disciplinary action is taken.

The consequences for repeated tardiness to school (first period)/classes within a grading period are as follows:

| <b>Number of school or class tardy occurrences in grading period (quarter)</b> | <b>Consequences</b>                         |
|--|---|
| 5 – 9  | After School Detention / Saturday detention |
| 10 – 14  | 1 day in school suspension                  |
| 15 – 19  | 1 day out of school suspension              |
| 20 or more   | Up to 3 day out of school suspension        |

## **2.9 LEAVING SCHOOL BEFORE DAY’S END**

A student is not permitted to leave the school grounds before regular dismissal, without a parent/guardian checking them out, in person, through the office. Parents are to come directly to the office, sign their student out, and the student will be called from the classroom. Unless authorized by administrative staff, parents should wait for their student in the office. No one may check your student out of school unless they are listed on the registration card or you have notified us, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after school hours.

## **2.10 EARLY DISMISSAL OF A STUDENT FROM ASE**

Because ASE is genuinely concerned about your safety and well-being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to ensure student’s safety.

- The principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian, or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or court order or written parental permission except in the event of an emergency as determined by the principal.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 5:00 PM.

## **DROP OFF AND PICK UP**

### **2.10.1 AM Drop-Off:**

You can drop your students off beginning at 7:30 am. First bell rings at 7:45 a.m. for mid/high and 8:00 a.m. for elementary so students arriving after 7:50 a.m. for mid/high or 8:05 a.m. for elementary must stop by front office and get late slip before they go to their classes.

### **2.10.2 Dismissal Policy**

Students will be directed to their designated dismissal area after their last period and should be picked up on time during dismissal each day. Students should not be in the corridors, at their lockers, or in the school building following dismissal time unless

accompanied by a staff member. Students must follow all school rules during dismissal time. Students remaining on campus after dismissal will be directed to after-school care and parents charged accordingly.

### **2.10.3 Dismissal/Pick Up Information Form**

Parents must fill out a form provided by the Afterschool Coordinator to provide dismissal information about their child. The school is not responsible for students who leave campus without written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses and/or school grounds. Disciplinary action will be taken against students who leave and return to campus without having written permission from an administrator.

### **2.10.4 Loitering**

Students are not allowed to remain on campus unsupervised after designated dismissal times. **The school will not offer adult supervision after school hours unless students are enrolled in the aftercare program, attending an afterschool club, or in tutoring. Supervision during the aftercare program, clubs, or tutoring is limited to the times communicated to parents/guardians for these programs. A student who remains on campus unsupervised after dismissal time may be subject to state criminal trespass laws and disciplinary consequences under the Student Code of Conduct.**

## **2.11 AFTER-SCHOOL CARE and PAYMENTS**

AFTERCARE is provided for a charge and must be pre-arranged and paid for in advance. After-care is provided from 2:40 p.m. - 5:30 p.m. Monday through Thursday (12:40 p.m. to 5:30 p.m. on Friday). If an emergency occurs and you are unable to pick your student by 5:30 pm, please contact our office as soon as possible to let us know and we will keep them in our office. Abuse of this policy will not be tolerated. Proper authorities may be contacted after repeated instances of failing to timely pickup students from AFTERCARE, or if a parent/guardian does not pick up their student/students until after office hours. Late charges will be applied.

## **2.12 AFTER-SCHOOL ACTIVITIES**

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. Students who stay for after-school activities are expected to follow these rules:

- Students must always be with a teacher or other staff member.
- Students must arrange for their own transportation; the student's ride should arrive promptly at the end of the activity.
- Students must abide by the Student Code of Conduct while participating in the activity.
- Students may not stay after school to wait for another student.

### **Outstanding Lunch Balances--students who:**

- Have \$25 or more Lunch/Meal/After Care Balance will not be eligible for Spirit Shirt and Jeans Day until the balance is paid.

- Have \$50 or more Lunch/Meal/After Care Balance will not be eligible for any field trip or extra-curricular event or after care or after school programs (excluding Mandatory Tutoring)
- Have \$100 or more Lunch/Meal/After Care Balance will not be registered to next grade level and their records will be on hold until balance is paid or payment arrangements are made with school administration.
  - If a student owes any money to ASE and plans to transfer another school, students' records will not be released until a payment is made per Student Handbook Section 9.7.

## **2.13 ABBREVIATED (DUE TO WEATHER) DAY**

### **2.13.01 Notice**

ASE will follow the abbreviated schedule on days where weather prevents school from beginning on time or where an early release is ordered. Parents should stay tuned to the available news media on days of inclement weather. If weather conditions worsen during the day, ASE will dismiss students early and ASE will notify parents by phone or other means of communication to come pick up their student(s).

### **2.13.02 Early Dismissal**

The following emergency procedures will be followed at ASE in the event of early dismissal due to inclement weather or other unforeseen event which necessitates closing the school early:

- ☐ Parents will be notified by phone and through the local media that students will be dismissed early.
- ☐ We will keep students at a safe place at the school site until parents or their listed designee arrives for them, i.e., relative, friend, etc.
- ☐ If the parent cannot be reached, the designee will be contacted at the emergency telephone number listed on the enrollment card.
- ☐ If we are unable to contact anyone listed on the enrollment card, we will refer to the information requested on the attached Early Dismissal Release Form.
- ☐ Teachers 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 absolute best with your cooperation. Your assistance is necessary to have a safe and orderly dismissal.

## **III. ASE HEALTH**

### **3.1 ILLNESSES/CONTAGIOUS DISEASES**

For the protection of all students, your student should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, or discharge from the eyes or ears. Parents should exercise every caution and keep their

student home should other unusual symptoms occur. If a student becomes ill while at school, a parent will be called to pick up the student immediately.

If your student has been exposed to a contagious disease, he/she should be kept at home and the occurrence of his/her condition should be reported to the school immediately. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

### 3.2 MEDICATIONS POLICY

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a school and should not be practiced by any school personnel. School personnel will dispense only medications that have been prescribed by a physician. When possible, medication doses should be given at home to avoid interruptions in the school day. If medication is needed during the school day, the policy is as follows:

- ☐ **Inform.** Parents/guardians must inform the nurse or administrator when a pupil requires medications during the school day. Students observed by school personnel self-administering unauthorized medications shall be reported to their parents/guardians.
- ☐ **Written Permission.** A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing school 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 from the 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 school hours. One bottle will be kept at home and the other at school under the care of school authorities.
- ☐ **Administration.** 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.
- ☐ **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 COUGH DROPS IN YOUR STUDENT'S POCKETS, BACKPACK, OR LUNCH BOX. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.**

### 3.3 SELF-ADMINISTRATION 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-administration of diabetes treatment medications, if it has been legally prescribed to the student by a health care provider under the following circumstances:

1. The health care provider has instructed the student in the correct and responsible use of the medication.
2. The student has demonstrated to the health care provider and the school nurse or other school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed.
3. The school nurse or health care provider, within 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 school hours or school-sponsored activities, including transit to or from school or school-sponsored activities; and
4. The student's parent has completed and submitted to the school any written documentation required by the school, including the treatment plan required in paragraph (3) above and a statement relieving the school and its employees and agents from liability arising from the performance the student's self-administration, carrying or storage of medication, supplies and medication-administration 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 school 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 SCHOOL 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 NEED TO ADMINISTER MEDICATIONS.**

### 3.4 MEDICAL SITUATIONS AND EMERGENCIES

- ☒ **Emergencies.** In the event of a medical emergency or an accident, we will first attempt to contact the parent/guardian or the doctor of the student, unless ASE determines that the circumstances merit contacting 911 for emergency response. After 911 is called, ASE 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.** Staff members are required to have current first aid and CPR certification. Should first aid be needed, a first aid-certified staff member or other person assigned to take care of the situation will administer first aid or give instructions for proper care. All staff members will follow these instructions carefully.

- ☐ ***Incidents at School/Reports Home.*** Health office visits will be charted and nurse pass slips describing the nature of health office visits will be sent home with students. 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 "Accident Report" form. The staff member will sign the form and submit it to a school administrator for review and signature. A copy will be placed in the parent's file and 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, the staff member will call Poison Control immediately and follow their instructions carefully. Parents will be notified and an "Accident Report" written. A first aid kit is readily available, and all emergency numbers are posted.

### **3.5 EXCUSE FROM PHYSICAL EDUCATION**

Please send a request to the teacher 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.

### **3.6 TOBACCO-FREE SCHOOL NOTICE**

Smoking and using smokeless tobacco, e-cigarettes and other "lookalike" products are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco or lookalike products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

### **3.7 ALCOHOL-FREE SCHOOL NOTICE**

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary terms of the Student Code of Conduct.

### **3.8 DRUG-FREE SCHOOL NOTICE**

The school believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **3.9 HEAD LICE POLICY**

ASE follows the No – Nit Policy. At the time head lice are positively identified the student's parent/guardian will be notified to pick student up immediately. After treatment, before returning to school the student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check if there are nits visible the student will not be allowed to remain in school, until the situation has been resolved.

### **3.10 IMMUNIZATIONS**



New Mexico state statute requires all students be currently immunized before entrance into public school. The school or licensed school nurse shall instruct appropriate personnel in the procedure of recording immunizations in the student's Cumulative Health Record.

Each school shall maintain a record of the immunization status of each student enrolled and report to the New Mexico Department of Health the names of students who are not current in accordance with New Mexico statute. Schools shall prevent the continued school attendance of any child whose parents/legal guardians fail to comply with this statute. Students who are not in compliance with immunization law shall be disenrolled from school.

The school nurse or designee shall review immunization records and notify the principal of those students who are not current with their immunizations. The principal or designee shall inform parents/legal guardians if a child cannot be enrolled or may be disenrolled because of non-current status. The principal, school nurse or designee shall make every effort to assist the family to meet the requirements of New Mexico state law. Any or all of the following actions may be taken to assist the family:

- If the student is enrolling as a new student, he/she shall bring a copy of his/her immunization record.
- If the student is enrolling as a new student and does not have health records, the school the student is enrolling in shall call the last school attended and ask the records be sent, or allow the parent/legal guardian to do this from the school location. Verbal confirmation from the previous school of specific immunizations having been given shall be considered "in process" until records are received from the previous school.
- Encourage the parent/ legal to make an appointment for immunization with their private physician and allow them to use a school telephone if necessary. A student with a confirmed appointment shall considered "in process" until the business day after the appointment date.
- If a currently enrolled student immunization is about to expire, the school nurse or designee shall contact the parent/legal guardian using numerous methods, beginning several months ahead of expiration date.

Students transferring from other school districts shall be subject to the same immunization requirements as all other students upon enrollment.

Forms necessary for recording immunizations and forms for parents/legal guardians showing immunization requirements shall be delivered by school nurses or designees to schools prior to pre-registration.

### **3.11 EXEMPTIONS**

#### **3.11.01 Medical Exemptions**

Parents/legal guardians may submit official records, signed by the student's medical care provider, for medical exemptions from immunizations to the school nurse or designee. Exemptions signed by chiropractors or naturopaths (ND) shall not be acceptable. The provider's statement shall be placed in the confidential school Cumulative Health Record.

Acceptable reasons for medical exemption include, but are not limited to:

- Allergy to a component of the vaccine
  - Immunosuppression when live vaccine is needed
  - History of severe/adverse reaction
- Unacceptable reasons for medical exemption include, but are not limited to:
- Lack of date verification available
  - Vaccine(s) given outside of allowable grace period or dosing guidelines
- If the school nurse has any question regarding a medical exemption note, the nurse may contact the Regional Health Officer of the New Mexico Department of Health.

### **3.11.02 Conscientious Objection**

Parents/legal guardians who have an objection to immunization of their children based upon a religious belief may submit a formal written request for exemption through the Public Health Division – Immunization Program of the State Department of Health. The parents/legal guardians and the school shall be notified if the exemption was approved or disapproved. Students may be conditionally enrolled pending the decision.

**Parents/legal guardians shall apply for a Certificate of Religious/Conscientious Objection to Immunization before the start of each academic year. This form may be obtained from the Department of Health website or the Immunization Program: NM Department of Health**

## **IV. ASE RULES AND CONSEQUENCES**

### **4.1 ASE POLICY ON DISCIPLINE**

A primary responsibility of ASE and its professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual or group and the legal processes whereby necessary changes are made. ASE is a community and the rules and regulations of our school are the laws of our community. All members of our community are subject to ASE rules, 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 school community until and unless the rules are changed through lawful processes. Teachers, administrators and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for teaching in their classes and to assist in maintaining school order and discipline. The administration is responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment at ASE. In discharging their duties, all school 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.

### **4.2 AUTHORITY OF SCHOOL**

ASE has both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established for ASE. With certain limits, ASE' Governing Council has the discretion to develop such rules, policies and procedures as it deems appropriate.

### **4.3 GENERAL STATEMENT OF CITIZENSHIP**

Being a member of a school is like being a part of a family or a nation. In order for everyone to get along and to have freedom, all must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand; the most important rights and responsibilities you have while at ASE are as follows:

#### **4.3.01 Have Respect**

At school everyone works to make sure that you are safe and well and that your day will be pleasant. You must do your part by:

- Following directions
- Respect others' personal space
- Respect other people's and our school's property
- Exhibit respectful behavior and language
- Practice safety at all times
- Use of school equipment and materials appropriately
- Stay on school grounds in assigned areas
- Put forth your best effort
- Be thoughtful and attentive when listening

#### **4.3.02 Free Speech**

All students have the right to express themselves as long as it does not hurt others. When pledging the flag, you should stand with everyone else unless your parents say you should not because of religious beliefs. If there is a school program, party, or play which your parents will not allow you to attend because of religious beliefs, let your teacher know in advance.

#### **4.3.03 Knowing the Rules**

The school has rules for all students, which you must know and follow. If you break a rule, you will be treated fairly. You will be allowed to tell your side of the story to your teacher or someone in the office. Punishment may include talking with you, talking with your parents or guardians, or your staying after school or more severe consequences depending on your behavior.

#### **4.3.04 Getting Together**

During their free time, students may get together on school grounds or buildings if permission has been given and if it will not disturb others.

#### **4.3.05 Learning in School**

Schools will help you grow into a productive and successful adult. To do this, you must take part in all of your classes and other activities to the best of your ability. All school workers are there to help you do your best. If you have any questions or problems, ask for help. Students who bother others and make it hard for them to learn may be removed from the classroom.

#### **4.3.06 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.

#### **4.3.07 Coming to School**

You must attend school each day and be on time. When you are sick or have a family emergency, you may remain at home. When you return to school, be sure to have a note from your parent or guardian, explaining why you were absent and to ask your teachers about missed assignments.

#### **4.4 DRESS CODE & ASE UNIFORM**

As authorized by state law and the school's charter, students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code.

Parents must provide their student(s) with the required uniform. The school may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to a school Administrator and include evidence of the inability to pay. Further details are available in the front office.

A parent may request his or her student(s) be exempted from certain uniform requirements. All requests for uniform dress exceptions must be presented to the Dean of Students for administrative review prior to the student being allowed the exemption. Bona fide religious or philosophical objections to uniform requirements are generally granted if accompanied by documentation from a third-party faith leader. If, in the opinion of ASE administration, the requested dress code exemption will disrupt the learning environment, the request will be denied.

##### **Notice to Parents and Students**

If a student arrives at school out of uniform or is groomed inappropriately, the student's parent(s) will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence. The school reserves the right to determine and restrict unbecoming styles. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

##### **4.4.01 Uniform Top**

- All students must wear the ASE school uniform shirt or may be substituted with a plain red/blue polo shirt with school logo on it. If parents purchase a plain red/blue polo shirt then a school patch must be on the uniform. School uniforms and patches must be purchased from the school.



Elementary School Patch – RIGHT SIDE  
(Required with plain polo shirt)

Middle & High School Patch – LEFT SIDE  
(Required with plain polo shirt)

- K thru 5th grade      RED polo shirt with YELLOW patch on right side
- 6th thru 8th grade      RED polo shirt with RED patch on left side.
- 9th thru 12th grade      BLUE polo shirt with RED patch on left side

- Plain long sleeve shirts may be worn under uniform shirt (navy blue, red, black, white, pink, or maroon only).
- Students may also purchase an ASE jacket from the front office which can be worn inside the building.
- \*\*\* If there is any religious requirement, parents must provide a letter from their religious authorities regarding the exemption and submit the letter to the Dean of Students. Students who wears scarf to cover their hair because of religious requirement, must wear only the following colors; plain blue, red, black, white, pink or maroon colors only.

#### 4.4.02 Pants

- Properly fitting navy blue, black or khaki pants. (For all grade levels)
- Properly fitting navy blue, black or khaki shorts (K-8 only).
- Shorts must be to the knee or longer. **No skirts are allowed.**
- Black, brown, or dark blue fitted belt.

#### **\*\*Note to Parents and Students\*\***

- **Uniforms with torn pants or shirts with holes are not allowed. All damaged uniform items should be replaced.**
- **No jeans of any color are allowed during regular school days.**

#### 4.4.03 Footwear

- Socks: White, navy, blue or black socks must be worn at all times. No “footies” are allowed.
- Shoes: Dark-colored lace-up shoes or loafers with closed toes/heels, or athletic shoes.
- Boots: Boots can be worn between November and March, depends on weather conditions.

#### 4.4.04 P.E. Uniform Policy

- Kindergarten through 5th grade: Students are required to wear their school uniforms during P.E. classes.
- Middle and High School students are required to purchase school PE uniform designed and sold by school. If P.E class is the first period, students may come to school with PE clothes.

Students are required to change back to their school uniform after their P.E. class.

#### **4.4.06 Additional Uniform Policy and Grooming Requirements and Limitations**

- Freedom of expression, good judgment, respect for others and safety are the foundations of ASE's approach towards student dress. Clothing and accessories must be safe and non-distracting or disruptive to the educational program.
- In addition to wearing proper school uniforms, ASE requires that students follow the following dress code guidelines. ASE prohibits any clothing or grooming that, in the administrations' judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

#### **4.4.07 Pants and Slacks**

- No jeans of any color or cargo-style pants/shorts may be worn.
- Pants may not be baggy or sag or have a low waistline.
- Pants must be worn properly at waist.
- Pant legs may not be rolled up.
- Belts must fit properly and not hang down when buckled. Belts should be plain with no rhinestones, wording, or designs.
- **NOT ALLOWED:** sweatpants, jogging pants, leggings, spandex (too tight), or bike shorts.

#### **4.4.08 Footwear**

- No sandals, mules, "Ugs", high heels, boots or Crocs are allowed.
- No Heelies (shoes with wheels), no illuminated shoes, or light up shoes are allowed.
- All shoes must have backs or secure straps on the heel for safety.
- Shoelaces must be tied at all times. No long shoelaces are allowed.
- Shoes must be kept clean at all times.

#### **4.4.09 Personal Appearance**

- No facial or visible/discernible body piercings are allowed. No nose rings or piercings are allowed.
- No clip-on jewelry (earrings, nose rings, etc.) is allowed. Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed.
- No spike/gaged earrings. No spike necklaces or bracelets.
- Necklaces must be tucked into uniform shirt.
- Bracelets and necklaces are limited to 1 or 2.
- No visible/discernible tattoos (permanent or temporary) are allowed.
- No extreme hairstyles (Mohawk/Fohawk/Designs Cut and Spiked-Up) Hair must be natural color with no unnatural color streaks/highlights (green, pink, blue, etc.).
- Sunglasses are not permitted to be worn during the school day, unless a doctor's note provided.
- No facial hair for high school male students allowed. Boys must be clean shaven, absent a religious exception.
- Wallets with chains are not permitted.
- Shirts must be tucked in at all times.
- Girls may wear tasteful make-up and nail polish that does not call attention to the student.

#### **4.4.10 Outerwear**

- No hats, caps, bandannas, or other headwear are allowed in the building during the school day.
- No outerwear, such as windbreakers, jean jackets, or ski jackets, may be worn inside the classroom. Such items must be stored in the student's locker.
- "Hoodies" may not be worn inside the school building.
- No pullovers or sweatshirts are allowed during the school day in the building.

#### **4.4.11 Dress Code on Free Dress Days**

- All general guidelines for dress apply on free dress days, even though school uniforms are not mandatory. Garments must be free of holes, tears, inappropriate wording, logos, messages or advertising. No short, skintight, or leggings dresses, or skirts may be worn. All dresses must have sleeves. Students may not wear low cut, midriff-baring, or backless blouses. Students may wear jeans, but they cannot be tight or skinny jeans. Clothing items must not depict images of violence. Parents will be called to bring a change of clothes or pick up a child if he or she violates the dress code.

\*\*\*The administration has the right to update or change this policy at any time during the school year as necessary.  
(Dress Code : Updated and amended on May 9, 2015)

## **V. STUDENT CONDUCT AND DISCIPLINE**

Albuquerque School of Excellence has as a goal to help every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the Albuquerque School of Excellence administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity. 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 school community. The school has disciplinary authority over a student:

- During the regular school day, when the student is on school property, during school-related events and trips, and while the student is going to and from school or school events using school transportation.
- While the student is in attendance at any school-related activity, including summer school, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.

To avoid being bias in regard to disciplinary actions, the Albuquerque of School of Excellence utilizes a Discipline Committee, made up of teachers and administrators. This committee will work together to discuss and evaluate major discipline concerns and will make decisions on consequences based on the established Student Handbook guidelines. Parents/guardians will be notified by the Dean of Students of the committee's decision

and the parents may choose to appeal the decision to the Assistant Principal. If the parent/guardian is not satisfied with the outcome after discussing the situation with the Assistant Principal, they may then request a meeting with the Principal.

Note: In addition to disciplinary consequences, violations of law committed on campus will be reported to and handled by the appropriate law enforcement agency.

## **5.1 CLASSROOM RULES IN EVERY CLASSROOM**

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep your hands, feet; books and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking.
8. Every student must have a hall pass with him/her at all times when in the halls. No exceptions.
9. No students may leave the class without a hall pass.
10. Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods and after school class periods are also regarded as class periods in terms of validity and effectiveness of classroom rules.

One or a combination of following consequences for violating daily classroom rules may be implemented:

- Discipline points as part of the DPS
- Written warning
- Teacher's option
- Parent contacted
- Sent to the Dean of Students' office

## **5.2 DISCIPLINE - POSITIVE REINFORCEMENT**

The teacher will reinforce positive behavior through any of these ways.

- Oral praise
- Note to parents
- Phone call to parents
- Parties
- Trips, picnics
- Personal notes to student
- Notes accompanying report cards
- Notes on papers, tests, etc.
- Positive Reinforcement Points entered into database

## **5.3 SCHOOL-WIDE RULES**



Each student is expected to

- Demonstrate courtesy and respect, even when/if others do not.
- Behave in a responsible manner, always exercising self-discipline/control.
- Attend all classes, regularly and on time.
- Be prepared for each class; take appropriate materials and assignments to class.
- Meet School standards for grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of all students, teachers, and other staff as well as volunteers.
- Respect the property of others, including School property and facilities.
- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order, and discipline.
- Adhere to all requirements of the currently adopted Student Code of Conduct.

#### **5.4 IMMEDIATE OFFICE REFERRAL**

Immediate office referral shall be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another person.
- Possesses or uses tobacco, alcohol and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed as a weapon.
- Damages or destroys property belonging to a student, the school or to a teacher.
- Swears, makes rude gestures, or engages in bullying or harassment.

Students exhibiting behavior that is grossly insubordinate, disrespectful, or aggressive may be immediately removed from class and referred to the Dean of Students. Student who refuse to participate in class and whose lack of participation significantly disrupts the general learning situation may be immediately removed from class and referred to the Dean of Students.

If at any time a student's disciplinary record includes five (5) documented disciplinary actions within a school year or if serious or unacceptable behavior occurs, the student may be removed from school pursuant to School disciplinary and due process procedures. Serious misbehavior or actions occurring outside of a classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the ASE administration.

#### **5.5 INAPPROPRIATE BEHAVIOR AND CONSEQUENCES**

The following conduct is prohibited at ASE and will result in disciplinary actions as described in this policy. ASE 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.

##### **5.5.01 Cheating or plagiarism**

Means, for example, to take a test in a dishonest way, copying somebody's homework, or by improper access to answers on classroom assignments, tests or homework, copying work done by somebody else and claiming it to be your own. Talking about the test or test related information during any type of examination or activity is prohibited.

Plagiarism during the writing of a research paper or any type of assignment that is an

obvious attempt to use somebody else's work (without proper citation) is prohibited. Plagiarism offenses accrue across school years. Students who have in excess of two plagiarism offenses in any school year or combination of school years may face expulsion.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Student will receive zero for the assignment. Administrative/teacher discretion. One day out of school suspension.

**2nd Offense and subsequent offenses:** Parent/guardian contacted. Student will receive zero for the assignment. Administrative/teacher discretion. Possible long-term suspension or expulsion.

### **5.5.02 Misconduct**

Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning situation. It may include, but is not limited to, use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, and making noise.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day suspension.

**3rd Offense and subsequent offenses:** Parent/guardian contacted. Administrative discretion including up to three (3) day suspension, and/or possible long-term suspension or expulsion.

### **5.5.03 Violation of Dress Code**

Instances in which students deliberately defy the ASE dress guideline.

**Consequences:**

**1st Offense:** You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension.

**2nd Offense:** You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible one (1) day out of school suspension.

**3rd Offense:** You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to two (2) days out of school suspension.

**4th Offense and subsequent:** You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension or longer.

### **5.5.04 Public Display of Affection**

Mutually consensual sexual contact including, but not limited to kissing, holding hands, intentional touching of the other person's genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas.

**Consequences:**

**1st Offense:** Parent/Guardian contacted. Conference with student. Up to 2 day out of school suspension **possible**.

**2nd Offense:** Parent/Guardian contacted. Administrative discretion. Up to three (3) day suspension **possible**.

**3rd Offense and subsequent offenses:** Parent/Guardian contacted. Administrative discretion. Up to ten (10) suspension, with longer term suspension or expulsion possible.

#### **5.5.05 Verbal Abuse or Profanity**

Verbal abuse shall be interpreted to include any profane, obscene, vulgar, racial slur or slang or unnecessarily crude utterance, gesture, or display reflecting on an individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference, or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. It shall not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. One day out of school suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to two (2) day suspension.

**3rd Offense:** Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible long-term suspension or expulsion.

#### **5.5.06 Theft or Pilfering**

Taking someone else's belongings without his/her permission, no matter how small. A student involved in the act of stealing or in possession of stolen property may face criminal charges along with other disciplinary actions by ASE.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day suspension. Possible long-term suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to ten (10) day suspension. Restitution if **required**. Possible long-term suspension or expulsion. Police report filed.

#### **5.5.07 Student Possession of Tobacco on School Grounds**

While at school or a school sponsored event, students shall be prohibited at all times from smoking, vaping, or having tobacco or lookalikes in any form in their possession. Punishment shall include definite corrective action.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Three (3) day suspension.

**2nd Offense:** Parent/guardian contacted. Five (5) day suspension, with recommendation for long-term suspension.

#### **5.5.08 Vandalism and Tampering**

Any abuse of school or private property shall be considered vandalism. The parent or guardian shall be requested to meet with the school officials to make arrangements to pay for the damage caused by the student. Criminal charges may be filed along with other disciplinary actions by ASE.

##### **Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day suspension. Possible long-term suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to ten (10) day suspension. Restitution if **required**. Possible long-term suspension or expulsion. Police report filed.

#### **5.5.09 Violent Behavior**

Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the Principal or his/her designee. Criminal charges may also be filed along with other disciplinary actions by ASE. See, 4.4.16, below.

##### **Consequences:**

**1st Offense:** Parents/guardian contacted. Up to Three (3) day suspension. Possible long-term suspension or expulsion.

**2nd Offense and subsequent offenses:** Parents/guardian contacted. Possible long-term suspension or expulsion.

#### **5.5.10 Gang Related Activities**

Means for example, wearing clothing, displaying paraphernalia, and altering one's appearance, the display of gang signs, symbols, monikers, or signals, that signifies or exhibits an individual's affiliation with, or representation of, a gang. Also included is recruitment, harassment, intimidation, posturing, bullying, tagging, or marking, assault, battery, theft, trespassing, or extortion, or criminal activity performed by an individual affiliated with, or on behalf of a gang. Gang affiliation and/or intent can be implied from the character of the individual's acts as well as the circumstances surrounding the misconduct.

##### **Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. Up to 2-day suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

**3rd Offense:** Parent/guardian contacted. Administrative discretion. Possible long-term suspension.

#### **5.5.11 Threats**

Serious threats made by a student against the life of another student, teacher or other school personnel shall immediately be reported to the Principal or his/her designee. The

Principal may at his/her discretion under the circumstances inform the person to whom the threat was directed of the situation. Appropriate authorities may be called. See, 4.4.16, below.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. Up two (2) day in-school suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to ten (10) day suspension.

**3rd Offense:** Parent/guardian contacted. Up to ten (10) day suspension, with possible long-term suspension or expulsion.

**5.5.12 False Accusations**

Accusations or charges made by a student against a teacher, administrator or other school personnel shall be reported to the Principal or designee, who shall conduct a complete investigation of the accusations or charges made by the student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator, or other school district personnel, shall be subject to disciplinary action for a serious breach of conduct.

**Consequences:**

**1st Offense:** Parent/Guardian contacted. Up to Two (2) day out of school suspension.

**2nd Offense:** Parent/Guardian contacted. Up to Three (3) day out of school suspension

**3rd Offense:** Parent/Guardian contacted. Up to ten (10) day out of school suspension. Possible long-term suspension or expulsion.

**5.5.13 Failure to Report Serious Offenses**

Students who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a teacher or an Administrator at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Up to two (2) day in school suspension.

**2nd Offense:** Parent/guardian contacted. Up to two (2) day suspension.

**3rd Offense:** Parent/guardian contacted. Three (3) day suspension. Possible long-term suspension or expulsion.

**5.5.14 Bullying and/or Harassment**

If, upon investigation, a student has been found to have committed an act(s) of bullying and/or harassment, the student may be suspended or recommended for expulsion. Criminal charges may also be filed if warranted. See Sections. 4.21 and 4.22 below and check ASE Bullying Policy.

**5.5.15 Possession of Dangerous or Disruptive Items**

**Any item in the possession of or being used by a student which disrupts the class, distracts his/her attention from the class, defaces school property, or**

**in any way endangers the safety of himself/herself or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. Teachers are not to destroy such items. Students who refuse to cooperate shall be reported to the Principal for further action.**

**Consequences:**

Parent/guardian contacted. Long-term suspension or expulsion may be recommended.  
Possible referral to proper law enforcement agencies.

**5.5.16 Weapons**

ASE prohibits students from possessing, storing, making, carrying, concealing in a backpack or on their persons, or using a weapon or other devices designed to inflict serious bodily harm in any setting that is under the control and supervision of ASE. This includes school activities, property leased, owned, or contracted for by ASE, a school-sponsored event, and/or while in school sponsored transportation. The term “weapon” includes a firearm, destructive device, knife/cutting instrument and other weapon as defined herein.

- ☐ *A firearm* is any device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. Weapon includes firearms of any kind (operable or inoperable, loaded or unloaded, commercial or homemade); including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun, or tear gas gun.
- ☐ *A destructive device* is any bomb, grenade, mine rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.
- ☐ *Knife/Cutting Instrument* includes, but is not limited to dagger, dirk, stiletto, shank, knife, razor, box cutter, or Exact-o knife.
- ☐ *Other weapons* means the possession or intention of using any instrument or object to inflict harm on another person, or to intimidate any person, including, but not limited to chains (even if not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length or metal not being used for the purpose it was normally intended), 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. Any other dangerous or deadly weapon.

Students must immediately report knowledge of weapons and threats of violence by students and staff to the Principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school. The Principal shall immediately report to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a School employee or a visitor.

- ☐ *Exception* Items pre-approved in writing by the Superintendent upon request of the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner

approved, would be an exception to this policy; working firearms and any ammunition will never be approved as part of a presentation.

**Consequences:** Parent/guardian contacted. Immediate out-of-school suspension for up to ten (10) days, with possible recommendation for long-term suspension or expulsion. Possible prosecution.

#### **5.5.17 Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances.**

ASE prohibits students from using, possessing, distributing, or trafficking tobacco, alcohol and/or illegal drugs on school property, at school, or at school-sponsored activities. Students, while on school property or attending a school-sponsored activity, who use, possess, distribute, or sell tobacco, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives.

**Consequences:**

Parent/guardian contacted. Long-term suspension or expulsion recommended. Possible prosecution by legal authorities.

#### **5.5.18 Extortion**

The act of a person who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. Up two (2) day in-school suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to ten (10) day suspension.

**3rd Offense:** Parent/guardian contacted. Up to ten (10) day suspension, with possible long-term suspension or expulsion.

#### **5.5.19 Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances**

Making threats, placing, discharging, or throwing a destructive explosive item or noxious substance, or makes a terroristic threat while in or on ASE property, or on school-sponsored transportation, or during school-sponsored activities.

**Consequences:**

Parent/guardian contacted. Long-term suspension or expulsion recommended. Possible prosecution by legal authorities.

#### **5.5.20 Arson**

Means setting fire to school property or while involved in a school activity either as a prank or deliberately to do damage to the property.

**Consequences:**

Parent/guardian contacted. Administrative discretion. Possible long-term suspension or expulsion.

#### **5.5.21 Inciting Others or Disruptions**

The act of encouraging or helping a student to cause a riot, disrupt school activities, or to be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school activities.

##### **Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. One day out of school suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to two (2) day suspension.

**3rd Offense:** Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible long-term suspension or expulsion.

#### **5.5.22 Assault or Battery on School District Personnel**

Causing bodily harm to or threatening to cause bodily to a school official or a teacher.

##### **Consequences:**

Parent/guardian contacted. Long-term suspension or expulsion recommended. Possible prosecution by legal authorities.

#### **5.5.23 Showing Disrespect to Teachers or Staff or Using Inappropriate Language and Behavior.**

Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not being cooperative, or talking back). Follow the directions first time given.

##### **Consequences:**

**1st Offense:** Parent/guardian contacted. Up to two (2) day in school suspension possible.

**2nd Offense:** Parent/guardian contacted. Up to two (2) day suspension possible.

**3rd Offense:** Parent/guardian contacted. Three (3) day suspension. Possible long-term suspension or expulsion.

### **5.6 ELECTRONIC DEVICES**

Students are not permitted to use MP3 players, iPods, radios, tape players, electronic games, compact disks, pagers, game devices or other electronic devices (see Cell Phone Policy below) at school during the school day. Teachers and administrators will take appropriate actions if a student is observed using an electronic device during the school day, or if such devices disrupt the instructional setting. Disciplinary actions may include:

##### **Consequences:**

**1st Offense:** Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian. ASE is not responsible for the confiscated items which are not retrieved within one week after confiscation.



**2nd Offense:** Parents/guardian contacted. Up to Two (2) day suspension. Device will be confiscated with retrieval only by parent/guardian. ASE is not responsible for the confiscated items which are not retrieved one week after the last day of school.

**3rd Offense and subsequent offenses:** Parents/guardian contacted. Up to Three (3) day suspension. Possible long-term suspension.

## 5.7 CELL PHONES

If a family deems it necessary for a student to bring a cell phone to school, the following rule applies. Administration must be notified, and the phone must be in the “off” position and not be displayed for use during the entire school day. A student may only use his/her phone during the school day while in the administration office with permission to call his/her parent, guardian, or designated person for an emergency or other appropriate reason or after or before school hours. Misuse of the cell phone rules will result in confiscation and the Dean of Students will call the parents to meet with them for purpose of discussing this policy and to retrieve the cell phone. ASE is not responsible for the loss and/or theft of any of cell phones.

### **Consequences:**

**1st Offense:** Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian. ASE is not responsible for the confiscated items which are not retrieved within one week after confiscation.

**2nd Offense:** Parents/guardian contacted. Up to Two (2) day suspension. Device will be confiscated with retrieval only by parent/guardian. ASE is not responsible for the confiscated items which are not retrieved one week after the last day of school.

**3rd Offense and subsequent offenses:** Parents/guardian contacted. Up to Three (3) day suspension. Possible long-term suspension.

## 5.8 CYBER BULLYING

Cyber bullying is defined as a situation when a student is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Instagram, Snap Chat, TikTok, Facebook), and chat rooms, therefore, affecting the student’s learning environment.

ASE is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. ASE encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties using social networking technologies is strictly prohibited and will not be tolerated. ASE will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation using these social networking technologies.

This policy applies to all activities at ASE, including activities on school property or while in route to or from school sponsored activities and during any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, where an employee is engaged in

school business, or if occurring off school property if the activity disrupts the school environment or another student's access to a safe and healthy school environment.

**Consequences:**

**1st Offense:** Parent/guardian contacted. Administrative discretion. One day out of school suspension.

**2nd Offense:** Parent/guardian contacted. Administrative discretion. Up to two (2) day suspension.

**3rd Offense:** Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible long-term suspension or expulsion.

## **5.9 SEARCH AND SEIZURE**

### **5.9.01 Search of Property**

ASE 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 the Dean of Students. In the case of storage spaces provided to students by ASE, these spaces shall remain property of ASE 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 a school official. School 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, school 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 school 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 ASE's facility, during any school-sponsored activity whether on or off campus.

### **5.9.02 Search of Person**

Unless there is an immediate threat of health or safety of the student or others, parents/guardians of the student will be called prior to any search of a student's 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, and only in exceptional circumstances – that is - when the health or safety of the student or of others is immediately threatened. Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Search of a student's person, will involve, at most, a "pat down" of the students outer clothing. Whenever possible, search of a student's person will be conducted by the Dean of Students in the presence of the student's parent and a staff member such as the Assistant Principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. In no event shall an ASE student be subjected to a "strip search."

### **5.9.03 Seizure of items**

Illegal 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. 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.

### **5.9.04 Notification of law enforcement authorities –**

The Assistant Principal shall have discretion to notify the district attorney or other law enforcement officers when search for possession of an illegal substance or item is suspected to conduct the search. If the school 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.

### **5.9.05 Record Keeping**

The Assistant Principal 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 Assistant Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

## **5.10 VIOLENT OR AGGRESSIVE BEHAVIOR.**

### **5.10.01 *Definition of Violent or Aggressive Behavior***

Violent or aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **5.10.02 Duty to Report**

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report his/her concerns to a teacher or counselor who will be responsible for notifying an Administrator. Complaints against the Principal should be filed with the counselor, Human Resource Director, or the Governing Council President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

## **5.11 CLASSROOM RULES**

Individual classrooms have additional rules and consequences that will be reviewed with your student by the classroom teacher.

## **5.12 PUBLIC AREAS: HALLWAYS, CAFETERIA, AND LAVATORIES**

Hallways, stairways, cafeteria, and lavatories are areas used by all members of ASE. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom, or lavatories.
- You may not eat in halls or lavatories.
- You may not run in the halls, lunchroom, or lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe and use the lavatories properly (do not put inappropriate items into the toilets or sinks).
- Do not leave belongings on the floor outside of or on top of your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students

### **5.13 RESTRICTED AREAS**

After arrival at school, students may not leave the building for ANY reason without written permission of an Administrator or without being accompanied by a teacher.

- Students may not use a classroom without the permission and supervision of a teacher.
- Students may not use or remove any item from a teacher's desk.
- Laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission given.
- Construction areas are out of bounds.
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.
- Student may not use the School's telephone during the day without permission of an Administrator.

Teachers on duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

### **5.14 FIELD TRIPS**

Field Trips offer exciting ways to learn. ASE students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parents or guardian to school by the specified date. No phone calls will be accepted as permission. If no permissions slip is received by the School by the specified date, the student will not be permitted to attend the Field Trip.
- You must wear your school uniform unless otherwise specified.
- You must abide by ASE codes of student conduct while on the field trip.

- Students who have P or N conduct in the previous semester's report card will not participate in field trips the following semester.
- Students will be responsible to make up the work for any other classes they miss due to the field trip.
- Students are allowed a five minute window from designated departure time for any field trip.

If the field trip time exceeds the regular school day, parents must pick up their student promptly at the designated time. The Field trip leader or ASE is not responsible for the students who are left at the school after the designated pick up time.

## 5.15 SCHOOL VISITORS

Visitors for educational purposes are welcome at the school. Visitors must sign in with the front office and present a valid photo ID upon arrival. Parents must also check in at the front office. Guests should not be brought to school without prior approval.

Visitors will not be allowed during the last two weeks of the semester or during the week prior to any school holiday. Parents or other visitors may not walk in the cafeteria, hallways or to classrooms unless a visitor's form has been completed at least 24 hours in advance of the school to provide notice of the visit. This form must also be completed when a parent requests to observe a class.

Administrators may take the following actions whenever there is a school visitor:

Require the visitor to display his or her driver's license or another form of identification issued by a governmental entity containing the person's photograph. Enlist an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose. Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

## 5.16 CONSEQUENCES

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 Dean of Students and/or the Discipline Committee, in addition to consequences developed by the classroom teacher, for violations of school rules. The Principal has the right to impose discipline in his/her reasonable discretion, in accordance with the circumstances presented. Some of the potential consequences include:

- ☐ Dean of Students referral. Students who choose to disobey rules will be sent to meet with the Dean of Students to discuss the behavior. The parents/guardians will be notified by the Dean of Students. Depending upon the infraction, an additional consequence may be applied at the Principal's discretion.
- ☐ Parent meeting. When deemed necessary by the Assistant Principal, or when a student receives his/her 3rd referral, parents will be contacted by the Assistant Principal so that arrangements may be made for the student to meet with the Assistant Principal, Classroom Teacher, his/her Parents/Guardians and any other appropriate staff to discuss the referrals and develop a plan/contract.

- ② Student Assistance Team. Additional referrals will result in a referral to the Student Assistant Team to discuss other possible interventions such as a behavior management program, additional participation in the “Social Skills” program, a mentorship, screenings or evaluations, or other disciplinary action deemed appropriate by administration. A progressive discipline continuum provides consequences that range from a warning to suspension or expulsion.

## 5.17 DISCIPLINE POINT SYSTEM

Along with the established disciplinary procedures, Albuquerque School of Excellence will implement a Discipline Point System (DPS) in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and the behavior resulting in DPS system.

### Rules of Discipline Point System

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File on web)
2. Every teacher is required to mention our DPS in their syllabus and use it.
3. An award of one PRS point will take place automatically any day a student fulfills three requirements: (a) No DPS points are earned (b) No hall passes are taken (c) No school or class tardy.
4. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues and contact the Assistant Principal.
5. An accrument of 10 points or more during any semester may result in attending one (1) Saturday or Afterschool Detention.
6. An accrument of 20 points or more during any semester may result in attending two (2) Saturday or Afterschool Detention.
7. Students required to attend Saturday or Afterschool Detention are rewarded 5 PRS points for attending and obeying the rules of conduct for After School/Saturday Detention. However, students may receive more DPS points for an unwilling behavior.
8. Failing to attend an After School/Saturday Detention without any confirmed excuse may result in up to 1 day out of school suspension.
9. An accrument of 30 points or more within a semester period may result in 1 day in-school suspension.
10. An accrument of 50 points or more within a semester period may result in 1 day out-of-school suspension.

11. An accrument of 70 points or more within a semester period may result in 3 day out-of-school suspension and 75 points or more may result expulsion.

## Discipline Points Cases

|   |    |
|---|----|
| Not receiving any DPS points within 5 consecutive school days | -5 |
| Talking without permission                                    | 2  |
| Lack of materials   | 1  |
| Not working on assigned tasks                                 | 1  |
| Not turning in assigned work or homework                      | 1  |
| Unexcused tardy to the class                                  | 1  |
| Passing notes in the class                                    | 1  |
| Makeup outside of restroom                                    | 1  |
| Suspension Served   | -8 |
| Bringing pop or drink to class                                | 1  |
| Inappropriate behavior to friend                              | 2  |
| Sleeping in class   | 1  |
| Running in hallway  | 2  |
| Lack of cooperation   | 1  |
| Leaning back in chair   | 1  |
| Antagonistic behavior   | 3  |
| Excessive talking   | 2  |
| Inappropriate cafeteria behavior                              | 2  |
| Eating/drinking in class                                      | 2  |
| Chewing gum   | 2  |
| Tapping   | 2  |
| Not sitting properly  | 2  |
| Disturbing class  | 2  |
| Misbehavior outside of school                                 | 2  |
| Vulgarity   | 2  |
| Excessive makeup  | 2  |
| Using Profanity   | 5  |
| Horse-playing   | 3  |
| Throwing things in class/hallway/cafeteria                    | 3  |
| Not being in assigned location                                | 3  |
| Dress code violation  | 3  |
| Talking back to teacher                                       | 5  |
| Passing notes in the class with profanity                     | 3  |
| Gossiping/spreading tale                                      | 4  |
| Cheating  | 5  |
| Refusal to follow a reasonable request                        | 3  |
| Back-pack in the classroom                                    | 1  |
| Wednesday Mail first page not turned in                       | 1  |
| Humming/Singing/making noises                                 | 3  |
| Leaving the classroom without permission                      | 5  |
| Leaving paper/trash on the floor                              | 2  |

|  |    |
|--|----|
| Drawing/writing in textbooks                           | 3  |
| Not having hall pass card in class                     | 1  |
| Using fire exit door                                   | 10 |
| After School/Saturday Detention Served                 | -5 |
| Being in the Hallway w/o a Hall pass Card              | 1  |
| Not following the school routine                       | 2  |
| Not being in assigned seat                             | 1  |
| Lying  | 5  |
| Shirt not tucked in                                    | 1  |
| Disrespectful behavior to teacher                      | 2  |
| Not bringing/reading DEAR/AR book during homeroom time | 2  |
| Violation of school routine                            | 3  |
| Loud in the hallway during class time                  | 2  |
| Not turning in Saturday Detention Letter               | 3  |
| Not turning in ISS letter                              | 3  |
| Not turning in OSS letter                              | 3  |
| Bringing cell phone/electronic device to class         | 3  |
| Talking during silent lunch                            | 3  |
| Public Display of Affection                            | 3  |

## 5.18 DETENTIONS, SUSPENSION, AND EXPULSION

ASE, 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 in Section 4.12 above. However, when prior efforts to correct behavior or if the situation warrants, ASE may choose to impose detentions, suspension and/or pursue expulsion.

## 5.19 DUE PROCESS/REFERRALS

### 5.19.01 *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.

### 5.19.02 **Referrals**

All discipline referrals submitted to the Dean of Students 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 accompanied by a written referral form. If attempts to notify parents by telephone are unsuccessful, parents will be notified by written referral form only. Parent involvement is an important part of the discipline at all levels.

## 5.20 SHORT TERM SUSPENSIONS



A short-term suspension is a mandatory absence from school for a period of 10 days or less. If the Principal decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the Principal 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 principal/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the Principal 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 not to exceed 10 days. If a suspension is imposed, the principal imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request an administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. There is no level of appeal higher than the Principal for a suspension of 10 days or less.

## **5.21 LONG TERM SUSPENSION**

A long-term suspension is a mandatory absence from school for a period exceeding 10 days and up to the balance of the school year. If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension more than 10 days 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 more than 10 days or an expulsion. When a student is charged by the principal/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 letter of the charges against the student.

## **5.22 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.

### **5.22.01 Notice**

If the Principal believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the Principal 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 Principal 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 who the parent may request a delay or additional information and.
- ☐ A description of the hearing proceedings.

#### **5.22.02 Hearing Officer**

Suspension and Expulsion hearings will be conducted by an independent hearing officer.

#### **5.22.03 Time of Hearing**

The hearing shall not be any sooner than five (5) nor later than 10 (ten) school 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) school days, the student shall be returned to school pending the outcome of the hearing.

#### **5.22.04 Decision**

The Hearing Officer may announce a decision at the close of any 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 Principal and the student, through the parent, within five (5) working days after the review is concluded.

### **5.23 LONG-TERM SUSPENSION/EXPULSION APPEAL**

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-school suspension exceeding one school semester or a denial or restriction of student privileges for one semester or longer. The appeal shall be to the Governing Council or its designee. The Governing Council may grant a right of review for less severe penalties. A student request for review must be submitted to the Governing Council President within ten (10) school days after the student is informed of the hearing officer's decision.

#### **5.23.01 Conduct of review**

The Governing Council shall have discretion to modify the hearing officer's decision by including imposing any lesser sanction deemed appropriate. The Governing Council shall be bound by the hearing authority's factual determinations unless the student persuades the Governing Council 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 Council 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.

#### **5.23.02 Form of review**

The Governing Council 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 school authorities to written materials or to grant a conference or hearing at which the student and his or her representative, and school authorities may present their respective views in person.

**5.23.03 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.

**5.23.04 Decision**

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

**5.23.05 Effect of decision**

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

**5.23.06 NMPED Compliance**

The process followed by ASE 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.

**5.24 CLASSROOM CONTROL/CORPORAL PUNISHMENT**

A teacher or other member of the certificated staff shall assume such authority for the control of students who are assigned to him/her by the Principal or designee and shall keep good order in the classroom. To that end, each classroom teacher may establish classroom rules that each student must follow. The use of corporal punishment is *prohibited*. Alternative disciplinary procedures, which may include peer review or other forms of positive reinforcement should be used to bring about appropriate student classroom behavior.

**5.25 DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are subject to school 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, ASE 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.

**5.25.01 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.

**5.25.02 Temporary 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.

### **5.25.03 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 prescribe or prohibit specified disciplinary measures for an individual student with a disability by including appropriate provisions in the student's IEP. 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.

### **5.25.04 Immediate Removal**

Immediate removal of a student with disabilities may be done when a student brings a weapon to school or a school function; or knowingly possesses or uses illegal drugs or has sold or solicited the sale of a controlled substance while at school or a school function.

## **5.26 BULLYING PROHIBITION POLICY**

ASE believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. The safety and wellbeing of all students is of primary importance. ASE does not permit, and it is the school's goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **5.26.01 Definitions**

- ☐ ***Bullying.*** Bullying is any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed or intimidated and which substantially interferes with another student(s) education, opportunities or performance in school, on school grounds, in school vehicles or at school activities or sanctioned events.
- ☐ ***Harassment.*** Bullying includes harassment which is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person. (Harassment based on race, sex, ethnicity, national origin, religion, disability, age or sexual orientation is addressed below under "Anti-Discrimination and Harassment Policy").
- ☐ ***Hazing.*** Bullying also includes "hazing" which is defined as: committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose.

- ☐ **Cyber stalking.** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, **causing substantial emotional distress to that person and serving no legitimate purpose.**
- ☐ **Cyber bullying.** is defined as a situation when a student is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the student’s learning environment.

### 5.26.02 Examples

Actions that will be viewed as “bullying” include but are not limited to:

- ☐ Repeated teasing, use of sarcasm or malicious jokes.
- ☐ Name-calling, belittling comments.
- ☐ Nonverbal behavior such as gestures, or graphic written statements.
- ☐ Conduct that is physically threatening, harmful, intimidating or humiliating.
- ☐ Inappropriate physical restraint.
- ☐ Cyber bullying and Cyber stalking as defined above.

### 5.26.03 Reporting and Complaints

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. See, “Bullying Complaint Form” attached at the end of the Student & Family Information Book. Students, parents and/or staff should use the following guidelines when reporting bullying.

- ☐ Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
- ☐ The report may be made to any staff member including a teacher or the Principal. If the complaint is made by a student, to a staff member he or she will assist the student in reporting to the Principal.
- ☐ Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify the Principal. Reports should be made in writing using the Bullying Complaint Form. A copy of this form will be submitted to the Principal.

If a student makes a verbal report to a teacher, the teacher should complete the form or take the student to the Principal where a form will be completed on the student’s behalf.

### 5.26.04 Investigation

The School principal or designee will accept and promptly investigate *all* reports of intimidation, harassment, or bullying. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing prior to the investigation taking place. ASE

administration may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.

#### **5.26.05 Process**

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint 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 investigator.

#### **5.26.06 Confidentiality**

The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, ASE cannot guaranty absolute confidentiality, because it may be necessary to discuss the complaint with others who are witnesses or who may have information about the complaint.

#### **5.26.07 Outcome**

The investigation shall be completed as soon as possible. The Principal (or investigator) shall make a written report concerning the bullying. In determining whether the alleged conduct constitutes bullying, 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 completed report will be maintained by the Principal. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA)(to protect the privacy of the student alleged to have committed the bullying) the Principal will notify the parent or guardian making the complaint of the outcome of the investigation. The Principal or designee shall notify the parent or guardian about a determination that their student has committed a verified act of bullying and the consequences for the student's actions.

#### **5.26.08 Consequences**

Verified acts of bullying shall result in intervention by the Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, expulsion, or other consequences to be determined) is a matter for the professional discretion of the Principal. Certainly, repeated offense will warrant increasingly severe consequences, up to and including expulsion.

#### **5.26.09 Consequences for Knowingly Making False Reports**

False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

#### **5.26.10 Retaliation**

Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

### **5.26.11 Anti-Bullying included in Health Education Curriculum.**

“Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior throughout their school years. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills. Our curriculum does recognize the importance of bully prevention skills in all grade levels.

## **5.27 ANTI-DISCRIMINATION AND HARASSMENT POLICY**

ASE recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the ASE community. Sexual and other forms of harassment will not be tolerated.

### **5.27.01 Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment.

### **5.27.02 Other Forms of Harassment**

Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment; substantially or unreasonably interfering with an individual’s academic performance; or otherwise adversely affects an individual’s academic opportunities on the basis of race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, sexual orientation, gender identity and/or any other legally protected characteristic. Students shall always refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

### **5.27.03 Strictly Prohibited**

The harassment by a student of a staff member, fellow student of ASE or third party (e.g. visitor, volunteer, parent, etc.) is strictly forbidden. In all cases, school personnel will take immediate action to protect the victim of alleged abuse. Any student who is found to have harassed a staff member, third party, or student will be subject to discipline in accordance with law and the Student/Parent Handbook.

### **5.27.04 Reporting Violations of Harassment or Discrimination Policy**

A student who believes he/she has been a victim of discrimination and/or harassment and any third persons with knowledge of such conduct shall report the alleged act immediately to the Principal. ASE will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible,

consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

#### **5.27.05 Investigation and School Action**

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge against a student, employee, visitor, vendor or other individual on ASE premises for harassment shall subject that individual to disciplinary action or other consequences. Disciplinary action may include but not limited to the following: written warning, detention, written reprimand, suspension, and/or expulsion. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.

#### **5.27.06 Retaliation**

ASE will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to complaints of harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **5.27.07 Notification**

It shall be the responsibility of the Principal to ensure that all employees and students receive appropriate training related to the implementation of this policy. In addition, students, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of designated person to contact to file a complaint and/or receive information related to this policy.

### **5.28 WEAPONS**

State and federal law requires public school to expel students for one year for carrying guns or any items defined as “weapons” under applicable laws. To avoid misunderstanding or unintended consequences, do not bring toy weapons or “look-a-likes” to school. ASE will report any such violation to the student’s parents AND the appropriate legal authorities.

### **5.29 DAMAGE BY STUDENTS**

Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any school building, grounds material, equipment, or other school property by a student enrolled at ASE 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 Principal or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Principal.

### **5.30 VIOLATION OF STUDENT RIGHTS**

**Students believing their rights have been violated should report their concerns to their parents/guardian or the Principal. If the concern is not resolved by the Principal, a report should be made to the Governing Council using the Parent Concern Policy About Student in Section 5.8.**



## VI. ACADEMICS AND GRADING

### 6.1 REPORT CARDS AND GRADING SCALES

Albuquerque School of Excellence issues progress reports to all students at the middle of each nine-week progress period within a semester. Report cards for all students are issued at the end of each nine-week reporting period within a semester. Grades for the report cards are due the last day of each grading period.

The school is responsible for printing and issuing the progress reports in a timely fashion. It is the parent's responsibility to report to the school and request any reports not received.

Progress reports are given to students whereas report cards are mailed to parents. Please notify the school office immediately if your address or contact information changes. Parents are encouraged to schedule a conference with their child's teacher if the student is not making adequate progress.

This school year progress card and report card grade dates can be found on the School Calendar on the school's website.

All classes will follow a standard scale for assigning letter grades for nine-week periods and semester work. Individual teachers will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

A = 90–100%      B = 80–89%      C = 70–79%      F – 69% and below

### 6.2 GPA AND COURSE WEIGHT

Grade Point Average is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Courses are weighted as follows:

| <i>Course Grade</i> | <i>Regular/Pre-AP Course Weight</i> | <i>AP &amp; Dual Credit Course Weight</i> |
|---------------------|-------------------------------------|---|
| <i>A</i>            | 4.0                                 | 5.0                                       |
| <i>B</i>            | 3.0                                 | 4.0                                       |
| <i>C</i>            | 2.0                                 | 3.0                                       |
| <i>F</i>            | 0.0                                 | 0.0                                       |

### 6.3 GRADING EXPECTATIONS

Grades in the elementary, middle, and high school reflect student performance on the various courses (such as English, math, etc.) at each grade level. Student grades are based on tests, quizzes, projects, assignments, homework, performances, etc. with different percentages. Grades for assignments are based on the importance and time spent on the activity.

### 6.4 INCOMPLETE GRADES

A student receiving an incomplete and/or a zero for a missed major test has two weeks to convert the incomplete grade to an earned grade. In unusual cases, where the student has missed a large quantity of work, the time may be extended.

## **6.5 REQUIRED RE-TEACH**

If 30% or more of the students in a single major assignment (excludes nine-week benchmark tests) does not demonstrate mastery (students score lower than 60%), the teacher should provide the opportunity for re-teaching. These opportunities should be provided during class time using different methods of instruction.

Exception: Due to the volume of skills and content that must be covered in Pre AP/AP classes, class time is not always available for re-teaching and retesting. Students must stay current in their assignments. Students should always come in for tutoring, however, when they do not master the material the first time around.

## **6.6 REQUIRED RETEST OPTIONS**

The 30% or more of the students who do not demonstrate mastery are re-evaluated after they are re-taught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections and/or a formal test.

## **6.7 MAKEUP WORK**

To provide the total assessment "picture" of a student's academic progress for a course, any student missing classroom instruction should be given the opportunity to make up the missing assigned work. This will ensure instructional continuity and place importance upon consistent attendance and daily study. Students shall be permitted to make up assignments and tests following any absence.

### **6.7.01 Makeup Work Guidelines**

- Makeup work is available to all students. Students are responsible for asking teachers for the makeup work upon returning to class. Students shall receive credit for satisfactory makeup work after an absence but may receive a zero for any assignment or test not made up within the allotted time based on teacher discretion. Any assignment not turned in within the allotted time falls within the late work guidelines.
- Exceptions may be granted by the Administration in extenuating circumstances.
- Make-up work, including tests, may be of an altered version to assess what the student has learned.
- Teachers may assign alternate work to assure that students who have been absent have sufficient opportunity to master the state standards or to meet subject or course requirements.

## **6.8 EXTRA CREDIT**

- All extra credit is to be academic.
- The intent of extra credit is for enrichment in a class, not to gain mastery of the state Standards.
- Extra credit may be offered at the discretion of the teacher.

- If extra credit is offered, it must be offered to all students in the class.
- Extra credit will not cause an excessive financial burden on the student or be given for bringing in basic school supplies.

## **6.9 SEMESTER GRADE CALCULATION**

All secondary courses will calculate and report a semester average. Calculated averages reported on Progress Reports or Report Cards may not exceed 100%. Grades recorded in a grade-book represent a confidential record for assessment of student performance.

1st Nine-Week Average: 50%

2nd Nine-Week Average: 50%

## **6.10 CALCULATION OF YEAR-LONG AVERAGE**

Middle school and high school courses that are a full year in length will calculate a year-long average. The average will be determined using the semester averages.

1st Semester 50%

2nd Semester 50%

## **6.11 GRADE CHANGE**

See the ASE Governing Council's Grade Change Policy for information regarding requests for a grade change.

## **6.12 EXAMINATION PROCEDURES**

In Albuquerque School of Excellence, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (Mock Tests, Trial Tests, Practice Standard Based Assessment) are used on a state-wide basis as measures of student performance, students at ASE are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Consequently, the school "Code of Conduct" pertaining to examinations is as follows:

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examination.
- Students must leave school bags at the front or outside of the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- Students must bring appropriate equipment for each exam and are not to borrow equipment or anything else during examinations. Students are expected to wear the school uniform to all examinations.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.

- Students are responsible for the collection of their work.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation by the teacher and Principal will determine if a zero award is to be made or a lesser/harsher penalty imposed.

### **6.13 HOMEWORK POLICY**

Homework is an essential part of each student's successful education. Homework assignments help to develop many valuable skills, including good study habits, time management, responsibility, and perseverance. Teachers will assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher's record is final in cases of conflict regarding homework assignments. If a student or parent has questions about homework, contact the teacher who assigned it.

### **6.14 PROMOTION REQUIREMENTS**

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit, a student must demonstrate mastery on grade-level standards and meet the school's requirements for attendance. In addition, students at certain grade levels – with limited exceptions – will be required to pass state-mandated assessment tests as a further requirement for promotion. Please see Promotion/Retention Policy on school web.

#### **New Mexico and Albuquerque School of Excellence—Multi-Layered System of Supports (MLSS):**

Listed below are the basics of MLSS as retrieved from the New Mexico Public Education's website.

*The Multi-Layered System of Supports (MLSS) is New Mexico's adaptation of the Response to Intervention Framework (RtI) which will be implemented beginning in the 2020-2021 school year.*

*MLSS is a coordinated and comprehensive framework for educators to use to organize their schools and school systems to support student learning. This support is accomplished by identifying and supporting students' learning and behavioral needs and by recognizing and providing the resources teachers, health and wellness personnel, and school administrators require for full implementation and long-term sustainability of MLSS. MLSS supports high-quality instruction and intervention, healthy students, and safe learning environments.*

*Another important change from RtI to MLSS is that special populations of*

*students as defined by the Every Student Succeeds Act (ESSA) and State law are to receive core instruction and interventions and services at all layers, if needed, to attain desirable levels of achievement. Previously, in New Mexico's RtI manual, Tier 3 interventions exclusively represented special education and gifted services. Now, in MLSS Layer 3, intensive supports are for any student who needs them. Please note that a student may be evaluated for a disability or giftedness when receiving any layer of MLSS interventions.*

*MLSS is a framework for school personnel to support students by delivering a range of layered interventions based on data-driven and data-informed student needs. MLSS includes high quality instruction and interventions with progress monitoring for impact. MLSS provides students with the interventions and supports needed to succeed in the general curriculum. New Mexico has identified seven core components for MLSS to be fully implemented. Core components include data-based decision making and instruction, high-quality core instruction and interventions, informed and effective school leadership and systems, collaboration and processes for providing a layered continuum of supports, positive school culture and climate, student health and wellness, and family engagement.*

*New Mexico's MLSS model addresses student needs by providing three layers of intervention. All students receive Layer 1 - universal interventions which include high quality differentiated core instruction aligned to the Common Core State Standards (CCSS), that is delivered via Culturally and Linguistically Responsive Instruction to meet the needs of most students. Layer 1 also includes a system of Positive Behavioral Interventions and Supports (PBIS) for all students, and universal screening (assessments) to identify students whose needs are not satisfactorily met by Layer 1 interventions alone. A student not making expected progress (academically, behaviorally, or who is insufficiently challenged academically) with high-quality core curriculum and Layer 1 universal interventions may need additional academic or behavioral interventions or Layer 2 – targeted interventions. The focus of Layer 2 interventions is individualized and targeted interventions to support student's acquisition of the knowledge and skills identified in the CCSS and to support student success with Layer 1 high-quality differentiated instruction. Students receiving Layer 2 targeted interventions receive core curriculum and instruction plus targeted evidenced-based interventions. Targeted evidenced based interventions may include, but are not limited to, applying evidenced-based interventions and data-driven instruction in small group learning settings, and/or instruction with reading or math coaches. Health and wellness interventions may include social or behavioral contracts or guided small group social work interventions. A key aspect of Layer 2 targeted interventions is progress monitoring to assess students' responses to targeted interventions. Frequent communication with parent(s) or guardian(s) regarding assessed student progress is vital during Layer 2 targeted interventions. If a student receiving Layer 2 targeted interventions is not making expected progress, the student may need even more intensive intervention (i.e., Layer 3 intensive*

*interventions). Layer 3 intensive interventions include core curriculum and instruction, and intensive and individualized evidenced based interventions. Layer 3 evidenced-based interventions may be provided for a longer duration than Layer 2 interventions, may be provided more frequently, be provided in smaller groups, or otherwise be more intensive. Students receiving Layer 3 interventions receive all Layer 1 and 2 interventions needed for the student to achieve a desired pattern of learning. Layer 3 intensive interventions may include, but are not limited to, pullout services provided by a reading specialist, push-in services provided by a behavior specialist, counseling services, or interventions provided by the general education teacher in the classroom. Layer 3 intensive interventions include progress monitoring on a biweekly basis to assess students' responses to intensive interventions. Frequent communication (at least biweekly) with parent(s) or guardian(s) regarding assessed student progress is mandatory during Layer 3 intensive interventions. MLSS identifies the resources educators need to meet their students' needs, including job embedded professional development, feedback on instructional practices, focused collaboration with colleagues, high-quality instructional materials, and MLSS supportive policies.*

Additional information may be found at:

[https://webnew.ped.state.nm.us/wp-content/uploads/2019/11/MLSS Manual 11.12.19.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2019/11/MLSS_Manual_11.12.19.pdf)

#### **6.14.01 Notification of student failures**

Teachers are required to contact parents regarding student failure in their classes at the mid-point of each grading period and document this communication in the school database. Failure of parents to receive notice does not constitute grounds for passing the student. The report card/transcript provides verification of loss of credit for the semester.

#### **6.14.02 Notification for seniors**

In addition to the steps outlined above, at the end of the first grading period, second semester, high school personnel should mail letters and/or call parents to inform them of the possibility of failure of a class jeopardizing graduation.

## **VII. ASE High School Program**

### **7.1 HIGH SCHOOL CLASSIFICATION OR RECLASSIFICATION**

All students must be classified each year as follows:

- A. A student may be reclassified during the months of June, August, and January depending on the number of credits earned.
- B. A student must have a minimum of five (5) credits to be classified a sophomore.
- C. A student must have a minimum of eleven (11) credits to be classified a junior.

- D. A student must have a minimum of seventeen (17) credits to be classified a senior.

## 7.2 COLLEGE COUNSELING

The college admission process is an integral part of the total experience of a Albuquerque School of Excellence' education. The College Guidance Office (CGO) recognizes the vast diversity in students and families and therefore provides individual guidance in college selection. The college counseling program is grounded in the belief that discovering good matches between students and universities is what the college admissions process is all about. This process is an exciting one, filled with opportunities for self-discovery, but it can also be a time of some anxiety for students and parents.

### 7.2.01 Process in ABQ-SE

- Meet with parents to discuss college planning.
- Publicize dates of college admissions tests, scholarships, etc.
- Review and process students' college applications.
- College fairs/ college-night programs.
- College Trips

### 7.2.02 Process Timetable

While students are encouraged to take advantage of the resources of the College Counseling Office throughout their time at ABQSE the college planning process takes place in the following stages:

### 8<sup>th</sup> GRADE-INCOMING To-do List

- Get ready for challenge in high school. "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." by MLK, Jr.
- Learn more about high school graduation requirements.
- ABQ SCHOOL OF EXCELLENCE FIELD TRIP ACTIVITY: University of New Mexico Trip
- ABQ SCHOOL OF EXCELLENCE PARENT ACTIVITY: Please check our activity calendar on our website

### 9<sup>th</sup> GRADE-FRESHMEN To-do List

- Start working on Accuplacer, PSAT/SAT or ACT Tests.
- Open a NAVIANCE account to learn more about colleges.
- Attend SAT/ACT/PSAT courses/nights when available.
- Be open and honest about your interests when you meet with your counselor to discuss course registration for the next school year.
- Find one or more extracurricular activities that interest you - consistency and commitment! Colleges like to see that you have done something outside your coursework for four years.
- Create a file to keep copies of report cards, a record of honors and awards, and a list of extracurricular activities (i.e. clubs and/or sports involvement at school, volunteer work, community service, and paid employment).

- ABQ SCHOOL OF EXCELLENCE FIELD TRIP ACTIVITY: Campus Visit to Central New Mexico Community College
- ABQ SCHOOL OF EXCELLENCE PARENT ACTIVITY: Please check activity calendar on our website.

### **10<sup>th</sup> GRADE-SOPHOMORE To-do List**

- Continue working on PSAT-SAT and plan to take PSAT in October.
- Updated your NAVIANCE account to learn more about colleges.
- Attend SAT/ACT/PSAT courses/nights when available.
- When you meet with your counselor to discuss course registration for the next school year make sure you are pursuing a curriculum that reflects your ability and potential - are you challenging yourself sufficiently? Talk to your teachers about course selections.
- During school breaks, visit a few colleges to get a feel for different campus sizes (small, medium, large) and locations (urban, suburban, rural).
- Continue to expand and document your extracurricular involvements and outside interests.
- ABQ SCHOOL OF EXCELLENCE FIELD TRIP ACTIVITY: Campus Visit to New Mexico Institute of Mining and Technology **OR** Northern New Mexico College
- ABQ SCHOOL OF EXCELLENCE PARENT ACTIVITY: Please check activity calendar on our website.

### **11<sup>th</sup> Grade-JUNIOR To-do List**

#### **FALL SEMESTER**

- Take the PSAT in October (National Merit qualifying test).
- Discuss SAT/ACT test prep options with your counselor.
- Update your NAVIANCE account to learn more about colleges.
- Attend SAT/ACT/PSAT courses/nights when available.
- Attend NACAC Fall College Fair on the first week of October in Denver, CO.
- Continue extracurricular commitments - consider a leadership role!
- ABQ SCHOOL OF EXCELLENCE ACTIVITY: Campus Visit to Denver and US Air Force Academy Field Trip.
- ABQ SCHOOL OF EXCELLENCE PARENT ACTIVITY: Please check activity calendar on our website.

#### **SPRING SEMESTER**

- January - March: Set up an appointment with your counselor to discuss standardized test registration, courses for senior year, and to create a preliminary list of colleges.
- Register/Take the SAT ([www.collegeboard.com](http://www.collegeboard.com)) and ACT ([www.act.org](http://www.act.org)) at least once, and preferably twice.
- Find out if any SAT: Subject Tests are required by colleges you are considering.
- We urge our students to take 2 SAT SUBJECT tests and 2 SAT tests before application deadline(s) which start in November 1 of Senior Year.
- Research college list using, guidebooks, the internet, and college visits. Talk to current students and alumni.
- Modify and update college list as your interests become clearer.
- Update your resume with current activities and leadership roles.
- Investigate sources of merit aid at schools of interest.

### **12<sup>th</sup> Grade-SENIOR To-do List**

#### **FALL SEMESTER**

- Schedule an appointment with your college counselor.
- Decide what major you are interested in, what you like and what you want TO BE.



- Check whether the colleges you may apply have the major you are interested in.
- If needed, register to re-take SAT/ACT.
- Know your application deadlines!
- Send SAT/ACT scores to colleges.
- Pay attention to scholarship announcements and deadlines. Some websites:

1. [www.fastweb.com](http://www.fastweb.com)
2. [www.zinch.com](http://www.zinch.com)
3. [www.collegeboard.org](http://www.collegeboard.org)
4. [www.financialaid.com](http://www.financialaid.com)
5. [www.collegenet.com](http://www.collegenet.com)
6. [www.thesalliemafund.org](http://www.thesalliemafund.org)
7. [www.collegescholarships.org](http://www.collegescholarships.org)
8. [www.schoolsoup.com](http://www.schoolsoup.com)
9. [www.scholarshipexperts.com](http://www.scholarshipexperts.com)

- Meet with college representatives as they visit our campus.
- If possible, visit your top college choices - go to classes and stay overnight in a dorm.
- Apply for a PIN # for the FAFSA: [www.pin.ed.gov](http://www.pin.ed.gov)

## SPRING SEMESTER

- Fill out the FAFSA online (available October of Senior Year):  
<http://www.fafsa.ed.gov/>
- Get financial aid advices from colleges.
- May 1: Students notify colleges of their enrollment. Be sure to send your deposit.
- June: Final transcripts sent to colleges by counseling office.
- Enjoy your final months at ABQSE and do your best to finish the year on an academic high note.
- ABQ SCHOOL OF EXCELLENCE ACTIVITY: Campus Visit to prospective colleges' field trip. (OPTIONAL FIELD TRIP)
- ABQ SCHOOL OF EXCELLENCE PARENT ACTIVITY: Student/parent FINANCIAL aid Night last week of January.

### 7.3 COURSE REQUEST/ SCHEDULING

One of the most critical functions performed by a school is the pre-registration of students. Based upon this information, courses are scheduled, and teachers are employed for the next school year. Therefore, it is important that course selection be given serious consideration, because requests to change schedules will not be honored.

### 7.4 LEVEL CHANGE PROCEDURES

For students enrolled in AP, Pre-AP, or Honors courses, the following guidelines will need to be met to transfer to a less rigorous section:

- Parent and student will communicate with the class instructor about problems being experienced in the class.

- For a year-long course, a student can change from an advanced to a lower level of the same course within the first 3 weeks of the school; otherwise the student will remain in the class until the end of the year.
- Grades from the dropped course will be carried into the added course. No adjustment in grades from AP, Pre-AP, or Honors will be made to the new course.

## **7.5 TRANSCRIPTS**

- Newly enrolled students will only receive a transcript in January. Sophomore, Junior and Senior transcripts include current GPA. All copies requested will cost \$2.00.

## **7.6 ZEROS AREN'T PERMITTED (ZAP) PROGRAM**

In the event that a student should be failing or in danger of failing a class, ABQSE has a program in place called the ZAP Program that will help each student regain a passing grade. There are several different strategies that ABQSE will use in order to help struggling students. Students who are struggling in a class are required to attend tutorials for that class. If tutorials are not sufficient for a student, other strategies will be employed.

## **7.7 ALBUQUERQUE SCHOOL OF EXCELLENCE ONLINE DATABASE**

ABQSE offers parents and students access to grades, homework, test scores, schedules, and DPS points from their home computer through the use of a password to connect to the school database. Students and parents should check the database frequently to keep updated on grades and conduct in each class.

## **7.8 PROGRESS REPORTS**

Progress reports and report cards are sent out every 5 or 9 weeks, respectively. Progress reports are handed out specifically for students and parents to see how students are doing in their classes. Progress reports should be used to determine which tutorials students should be attending.

## **7.9 TUTORIALS/OFFICE HOURS**

Every teacher has designated times during the week that they hold tutorials and/or office hours. Students who are struggling should immediately take advantage of these tutorials, as they represent the best way for a teacher to help with whatever is causing the student to struggle. Many teachers have tutorials multiple days of the week. Some teachers will require tutorials, while others are available for student help, should the student seek that help. Students should be proactive in seeking help in a course they are struggling in.

## **7.10 MENTORING PROGRAM**

ABQ-SE's National Honor Society/Student Council will provide older students to mentor younger students throughout the year. If students are interested in this program,

they should see the NHS/Student Council Sponsor teacher. Mentors help students with time management, homework help, and visiting teachers of classes that students are struggling in.

### **7.11 COUNSELOR**

ABQ-SE provides counselor to each grade level to help students get on track academically for their future education goals. If students are struggling academically, speaking to a counselor for strategies or help should be an option. The counselors will help students find out what their missing, check their grades, and help contact the teacher for information on how a student may improve his/her grades.

### **7.12 AWARDING CREDIT**

Students earn one-half credit per semester and one credit per year for successful completion of a course. Courses vary from one to two semesters in length.

### **7.13 CREDIT RECOVERY**

A high school student who fails the first semester of any core course with a grade no lower than 60, but who passes the second semester of the course, may receive credit if the average of the two semesters results in a grade of 70 or above. Otherwise, to receive credit in a core course, the student must utilize credit recovery to obtain a passing grade for any semester failed.

Credit recovery options include retaking the class, taking a correspondence course test, or receiving credit by examination with prior instruction.

Students who fail one or more course subjects **in any semester** must recover the credits as soon as possible. Students can take missing credits online or at any accredited institutions. Before you register your child at an ISD or a public school or accredited institution for recovering a credit, please keep in your mind that **online courses require time management skills since students will take the class on their own pace whereas face-to-face instruction requires dedication and commitment to attend classes.**

### **7.14 TRANSFER OF CREDIT**

Credits earned by students in accredited school districts (including summer school programs and credit by exam) or through accredited correspondence/online courses are transferable and accepted by the school. Credits earned through home schooling and at unaccredited private schools may not be transferrable. These students may be asked to earn credit through taking an exam.

### **7.15 ADVANCED PLACEMENT (AP) PROGRAM**

The purpose of the AP entrance and exit guidelines is to provide information to parents and students and to facilitate students' success in academically challenging courses. AP classes in Albuquerque School of Excellence stimulate and challenge students to perform at an advanced academic level. Therefore, AP coursework requires students to engage in more independent analytical reading and writing assignments, both inside and outside the classroom.

### **7.16 ENTRANCE GUIDELINES: ACADEMIC CONSIDERATIONS**

Instruction in AP courses is fast-paced and much of the work is done outside of class. Therefore, AP students should be independent learners who have demonstrated prior success in the subject area as demonstrated by:

- ❖ *Previous grades in that discipline:* An “A” in a particular subject required to enroll in AP. It indicates that student has the academic ability to succeed at the AP level in that subject.
- ❖ *Standardized Test Scores:* SAT-PSAT-PARCC-SBA test in that subject is a good predictor of success in an AP class therefore it is required.
- ❖ *Teacher Recommendations:* Students who want to enroll in any one or more AP Courses listed in the class selection sheet must have teacher recommendation(s) from a teacher in the same subject (English, Social Studies, and Science etc.)

**List of AP Courses may be offered in ABQSE in 2020-2021 School Year**

| AP Courses                       | On Level Equivalent         |
|----------------------------------|-----------------------------|
| AP Calculus AB or BC             | Mathematics                 |
| AP Physics / Biology / Chemistry | Science                     |
| AP English Language              | English Language Arts       |
| AP English Literature            | English Language Arts       |
| AP U.S. History                  | Social Studies              |
| AP World History                 | Social Studies              |
| AP Human Geography               | Social Studies              |
| AP Spanish Language              | Language other than English |

**7.17 DUAL CREDIT PROGRAM**

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit courses are typically taught at the high school. Dual credit is successful because the program offers something for everyone involved.

**7.17.01 Dual Credit Eligibility Requirements**

Students who wish to take advantage of Dual Credit opportunities must be a New Mexico resident, high school sophomore, junior or senior and meet at least **ONE** of the criteria listed in the table below:

| Test        | Minimum Score   |
|-------------|---|
| <b>SAT</b>  | Critical Reading: 330-800 –Reading<br>Critical Reading: 330-800 –Sentence S.<br>Math 460-490 – College Level Math |
| <b>PSAT</b> | NOT applicable  |
| <b>ACT</b>  | Reading: 18-36 –Reading<br>English: 23-36 –Sentence Skills<br>Math: 23-24 – College Level Math                    |

**Accuplacer**

Reading: 80-120 –Reading

English: 110-120 –Sentence Skills

Math: 60-85 – College Level Math

**7.17.02 CNM Dual Credit Course Curricula & Grading**

A dual credit course is a college course in all respects. The curriculum is the curriculum for the college course. The textbooks are the same books used on the college campus and the grading standard is the same. High school administrators sometimes want to enrich the college course. They may want to include course materials that are part of the high school curriculum that are not stressed in the college course or to add materials to satisfy AP requirements. This goal can best be accomplished by adding hours to the college course and assigning a high school instructor to enrich the curriculum. Because of the length of high school periods and the length of the high school semesters, more class time is usually available than is needed for the 48-hour college course.

The college instructor will assign grades on the standard CNM grading scale: 90-100 percent is a grade of A, 80-89 percent is a B, 70-79 percent is a C, 60-69 percent is a D, and less than 60 percent is a failing grade. College students have the option of withdrawing from the class and may be withdrawn by their instructor if they have excessive absences. College instructors will work with the high school administration to provide periodic grade reports for school records. The rules of dual credit allow college faculty to use two grading scales, one for the high school class and the other for the college class. Consequently, a student could master the course material at a level satisfactory to pass the high school class while failing the college course.

Find More Information [www.cnm.edu/dualcredit](http://www.cnm.edu/dualcredit)

**7.18 PSAT/NMSQT (High School)**

Albuquerque School of Excellence is dedicated to providing a comprehensive college preparatory program that facilitates each student's ambition to pursue higher education at the nation's top university and colleges. As a part of this process, students in grades 10th grade or students who completed Algebra I are required to take Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying ("PSAT/NMSQT") Test each fall. The most common reason for taking the PSAT/NMSQT is to receive feedback on student strengths and weaknesses so that students can focus their preparation on those areas that could most benefit from additional study or practice. This test also gives a student chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

**7.19 NATIONAL HONOR SOCIETY, NATIONAL JUNIOR HONOR SOCIETY, AND NATIONAL ELEMENTARY HONOR SOCIETY**

High school students who have maintained a minimum GPA of 3.00 during their high school career are eligible for nomination to the school's local chapter of the National Honor Society. Students seeking admission should contact the sponsor for admission guidelines. The student must have been enrolled in the current school for at least one

semester. Selection for membership is based upon a student's evidence of scholarship, service, citizenship, leadership, and character. Selection will be made by a faculty council appointed by the Principal. Discipline referrals and excessive absences will constitute evidence of deficiencies in character and leadership. Service contributions are determined by completion of a service form by the nominee and scored by the faculty council. Induction is held only once during each academic year.

Distinguished honor and honor students at middle grades may apply for National Junior Honor Society and elementary students may apply for National Elementary Honor Society.

## **7.20 GRADUATION CEREMONY**

Students completing the ABQ School of Excellence and State of New Mexico requirements for graduation will be granted a high school diploma. ABQSE annually sponsors a graduation ceremony for students who have completed requirements established by both the ABQSE and the State. Students who have not completed requirements may participate in graduation ceremony with an approval from principal and receive a certificate of attendance. Even if the student participates in graduation ceremony to receive the certificate of attendance, he or she may remain enrolled to complete the ABQSE requirements and earn his and her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. Ordering graduation cap and gown, announcements, or other senior memorabilia does not guarantee a student's participation in graduation ceremonies. Graduation announcements are not invitations to the graduation ceremony. If a student does not attend and does not participate in the graduation ceremony practice, the student is ineligible to participate in the ABQSE graduation ceremony.

## **7.21 STUDENT TRANSCRIPT/ACADEMIC ACHIEVEMENT RECORD (HIGH SCHOOL)**

Each eligible high school graduate will be awarded a diploma. The student's transcript or academic achievement record, rather than the diploma, records individual accomplishments, achievements and courses completed, and displays appropriate graduation seals.

## **7.22 COLLEGE DAYS (HIGH SCHOOL)**

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the State mandated test for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.
- The student must have no truancy or other attendance problems.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

### High School Graduation Requirements

| Course  | Required Credit           |
|---|---------------------------|
| <b>English</b><br>English I<br>English II<br>English III or AP Eng. Lang<br>English IV or AP Eng. Lit.                  | 4                         |
| <b>Mathematics</b><br>. Algebra I<br>Geometry<br>Algebra II<br>Precalculus<br>[AP] Calculus / [AP] Statistics           | 4                         |
| <b>Science</b><br>. Biology<br>Chemistry<br>Physics / AP Physics  | 3                         |
| <b>Social Studies</b><br>. US History<br>Geography – World History<br>Government – Economics<br>NM History (0.5 credit) | 3.5                       |
| <b>Physical Ed.</b>   | 1                         |
| Languages other than English<br>or career cluster or workplace<br>readiness   | 1                         |
| <b>Health</b>   | 0.5                       |
| <b>Electives</b>  | 7.5                       |
| One of the above units must be honors, Advanced Placement, dual credit, or distance learning.                           |                           |
| <b>TOTAL</b>  | <b>24.5 or 25 Credits</b> |

In addition to the credit requirements,

- **Community Service should be** 100 hours for 4 years.

- **Final Examination** Final examinations shall be administered to all students in all classes offered for credit.
- **Next Step Plan** All high School students will complete and file Next Step Plan from the end of grades eight through twelfth grade. The Next Step Plan will be revisited and updated each year by the parents/guardians, advisor and student. Each student must complete a final next-step plan during the senior year and prior to graduation.
- **State Testing** Please check the graduation requirements from the link below [https://webnew.ped.state.nm.us/wp-content/uploads/2020/02/Cohort\\_2021\\_Graduation\\_Requirements\\_1.31.20.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2020/02/Cohort_2021_Graduation_Requirements_1.31.20.pdf)

### 7.23 SCHOLARSHIPS

ASE college counselors will notify parents and students about available scholarship opportunities during the year.

## VIII. GENERAL ASE INFORMATION

### 8.1 FIELD TRIPS

Field trips are considered an important part of our educational program and will be taken periodically to nearby places. The school will provide adequate and responsible adult supervision. ASE must have on file an individual permission form for off-campus trips. Parents will be notified in advance of the location of upcoming field trips and travel arrangements.

While on school trips students must follow school rules and guidelines. Students shall at all times, follow instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. Misbehavior may result in disciplinary action.

### 8.2 LUNCH

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation requiring alternative accommodations, you will need to meet with an Administrator. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

#### Cafeteria Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.



- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside without approval from the administration is not allowed.

### 8.3 LOST AND FOUND

All lost items are to be turned into the Lost and Found. 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 at winter and spring breaks.

### 8.4 PERSONAL PROPERTY

To support our mission of academic excellence without distractions, ASE discourages personal items at school. Items not part of an approved supply list or specifically requested by the school or a teacher will be considered personal items. ASE is not responsible for lost or stolen personal items and will not investigate the loss of personal items at school. Following is a partial list of personal items discouraged in school: Cell phones, diaries, stuffed animals, drawing tablets, hats, beanies, electronics, ear buds, cards, toys, and clothing items not approved by ASE. Electronic devices will be confiscated by the teacher if they are in use during the school day without specific permission by the teacher. Confiscated electronics will be released only to the parent/guardian at the end of the school day. ASE is not responsible for the loss or theft of electronics and cell phones at school.

### 8.5 PARENTAL CONCERN POLICY ABOUT STUDENTS

ASE encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their student at the lowest possible level. 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 formal dispute resolutions process** (e.g. student suspensions, special education matters or discrimination/harassment complaints).

- Step 1. Speak and/or meet with the person (teacher, staff, or administrator) with whom there is a concern.
- Step 2 If a resolution cannot be reached at this level, then the parent or guardian may contact the person's supervisor (likely the Principal) and request a meeting with the Principal and the other ASE employee with whom there is a disagreement. (If it is the principal 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 Principal, then the parent/guardian should submit a written complaint to the Governing Council President requesting a meeting with the Governing Council or its designated committee in closed session. Note - matters concerning a student or employee

dispute will not be addressed in an open meeting, unless specifically requested by the parent in writing.

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

## **8.6 GRIEVANCE POLICY TO ADDRESS NON-STUDENT CONCERNS**

### **8.6.01 Initial inquiry**

Inquiries or concerns from a community member, parent or student regarding a specific ASE 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 administrator for clarification on the steps to follow.

### **8.6.02 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 Principal. After a meeting between the community member and the Principal, the Principal will prepare a written summary of attempt to resolve the community member’s concern of the matter is not resolved. 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 ASE Governing Council for disposition.

### **8.8.03 Governing Council Review**

The Governing Council, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Council intervention. Typically, the Governing council will NOT review administrative decisions regarding the following: student discipline less than a long term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member’s performance (except the principal), matters particularly within the expertise of the educational staff and administration. The following procedure shall be followed for a Governing Council Review:

1. The community member may submit his/her grievance in writing to the ASE Governing Council within five days of receiving the Principal’s statement concerning the good faith effort to resolve the dispute.
2. The letter must be in writing, signed by the community member and delivered to the Governing Council at the school. A copy of the Principal’s statement should be enclosed.

3. If the community member does not submit a written grievance within five days from the date the written summary prepared by the administrator is delivered to the community member, the complaint will be deemed “resolved.”
4. The grievance submitted to the Governing Council should include specific reasons why the community member is not satisfied with the administrator’s decision; any specific school 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 submitted the complaint.
5. The Governing Council 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 Council 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 Council deems appropriate.
6. ASE Governing Council 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 Council deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.
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, unless written permission by the affected individual is obtained prior to the meeting.
8. A decision will be established by a majority vote of the members of the ASE Governing Council hearing the issue. The ASE Governing Council may designate a committee of the Governing Council to meet with or conduct the hearing. Any final action required to be taken by the Governing Council will be made after the committee’s recommendation is presented to the full Governing Council.
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 Council will issue a final written decision regarding the grievance. The decision of the Governing Council is final.

## **8.7 FIRE DRILLS**

Fire drills are held at school as required by law. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the teacher, to the designated exit-area. Upon completion of the drill, an all-clear signal will be sounded, at which time all persons will return to their classrooms.

## **8.8 BOOKS AND OTHER ASE MATERIALS**

Textbooks are purchased through funds provided by the New Mexico Public Education Department Instructional Materials budget and are the property of the State of New

Mexico. Albuquerque School of Excellence will hold each student's parent/guardian responsible for the condition of the equipment, supplies, and textbooks issued to student.

Each student must take care to see that textbooks are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Failure to pay for the damaged or stolen textbooks may result in withholding the report card or transcripts. (Section 22-15-10. B NMSA 1978).

Should a student withdraw or be expelled, all equipment and textbooks must be returned to ASE immediately. When equipment/ textbooks are checked out, the item and its condition will be registered. When you return the item, its condition will be checked. If you lose the item or damage it so that another student cannot use it, you will have to pay to replace the item.

In compliance with SB 1019 Albuquerque School of Excellence will provide core courses with enough textbooks so that students have a copy of the book to take home when necessary.

## **8.9 ACCESSIBILITY FOR PARENTS/GUARDIANS**

To ensure equal access in accordance with the Americans with Disabilities Act (ADA) ASE will provide appropriate auxiliary aids and services. These auxiliary aids and services for a parent/guardian may include but are not limited to the following:

- ☐ Sign Language Interpreter
- ☐ Braille
- ☐ Mobility Access
- ☐ Assistive Listening System
- ☐ Large Print

These accommodations are available upon request for Parent-Teacher Organization meetings, Governing Council meetings, school plays, teacher conferences, etc. Please notify the ASE administration office if you require any of these services.

## **8.10 VIDEO SURVEILLANCE**

In order to promote the safety of ASE's employees, students, and visitors, as well as the security of its facilities, ASE may conduct video surveillance of any portion of its premises at any time. The only areas excepted from video surveillance are private areas of restrooms and dressing rooms. The Principal may review the tapes routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **8.11 GOING TO and FROM ASE**

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

## **8.12 FUNDRAISING**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal.

### **8.13 SALES**

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

### **8.14 ASSEMBLIES**

Unless otherwise announced, students shall attend School assemblies with their class. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

### **8.15 DISTRIBUTION OF MATERIALS**

Students, parents, guardians, and other individuals and groups must receive permission from administrators to post or distribute print materials or other media to students, at School functions, or on School property.

### **8.16 PLEDGE**

Every school day, students will recite the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the New Mexico state flag (I salute the flag of the state of New Mexico. The Zia symbol, of perfect friendship, among united cultures.). Parents / guardians may submit a written request to administrators for student exemption from reciting the pledge(s).

### **8.17 PRAYER AND MEDITATION**

Students have the right to individually, silently, and voluntarily pray or meditate in a way that does not disrupt instructional or other school activities. The school will not promote, encourage, or require students to engage in or refrain from such prayer or meditation.

## **IX. STUDENT SUPPORT INFORMATION**

### **9.1 STUDENT SUPPORT**

Early Intervention called by NCLB and IDEA in 2004 stated 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 ASE, we use the Multilayered 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 the classroom to find more effective ways to help students make academic and functional progress at school. 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 settings

Struggling students are identified through classroom, school-wide and state-wide screening/testing processes as well as other means, such as teacher observation or parent concern. Struggling students are brought before the Student Assistance Team (SAT) that will address problems, design and recommend 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, but who are not necessarily disabled and therefore do not qualify for special education services or Section 504 accommodations. In other words, the SAT is a “support group” for the regular education teachers and students in need. If you have concerns about your student’s progress, please let the classroom teacher know. If the classroom teachers have concerns, they will bring them to your attention and determine if a SAT meeting is warranted.

## **9.2 SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by organizations receiving federal assistance. Included in the regulation is the requirement that handicapped students be provided with a "free appropriate public education" (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public schools. Individuals who have been determined to be with disabilities under Section 504 may or may not be disabled under special education (IDEA). Section 504 services could apply to any school age student who, (1) has had a physical or mental impairment which substantially limits a major life activity, or (2) is regarded as having a disability by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks.

Parents who have concerns or questions regarding 504 services should contact the student’s teacher or the Principal.

## **9.3 STUDENT FIND**

ASE has an affirmative, ongoing, obligation to identify, locate and evaluate all students with disabilities within the school community who either have or are suspected of having disabilities and need special education as a result of those disabilities. ASE personnel, a private or public agency or institution, or a parent may initiate a referral for a replacement evaluation by contacting the Principal or by contacting one of the ASE special education teachers

## **9.4 EDUCATIONAL SERVICES FOR GIFTED STUDENTS ASE**

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 Principal or special education teacher. Teachers and parents can refer students to the SAT Team for consideration and evaluation. For additional information see the Principal.

## **9.5 ABUSE AND NEGLECT**

If any member of the ASE staff suspects student abuse or neglect, appropriate authorities will be notified. The call and report will be made as soon as any sign of abuse is noticed. Any member of the staff can make the call and does not have to wait for approval. Calls may remain anonymous. Signs of suspected abuse or neglect will be documented and sent to the Principal and appropriate state authority.

## **9.6 STATEMENT OF RIGHTS PARENTS/GUARDIANS 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:

ASE provides the following notice regarding those rights:

### **9.6.01 Inspection**

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

### **9.6.02 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 Principal and clearly identify the part of the record the parents want changed and specify why it is inaccurate or misleading. If ASE decides not to amend the record as requested by the parent or eligible student, ASE 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.

### **9.6.03 Disclosure/Consent**

A parent has the right to consent to disclosures of personally identifiable information contained in the student's education records. Note that FERPA authorizes disclosure without the parent's consent to school officials with legitimate educational interests. A "school official" is a person employed by ASE (or in some instances Albuquerque Public Schools) 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 Council; a person or company with who ASE has contracted to perform a special task (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 school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **9.6.04 Directory Information – Right to Opt Out.**

ASE classifies the following as Directory Information: student's name, parent'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. School 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 consent must notify, in writing, the principal of the school where the records are kept by no later than September 15 each year.**

The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 15 of each year, information designated above will be classified as Directory Information until the beginning of the next school year.

***By signing that you received this policy in connection with the Student/Family Information Book, 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 attached to this handbook.

### **9.6.05 Complaint**

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by ASE 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.

## **9.7 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: 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. ASE may withhold release of a student's records if the parent has an outstanding balance for unpaid fees.

## **X. TECHNOLOGY USE POLICY**

### **10.1 ASE TECHNOLOGY USE POLICY**

At ASE 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 school's instructional goals. ASE has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times. However, we cannot guarantee that students will refrain from locating inappropriate sources.



## 10.2 GENERAL RULES FOR STUDENT USE

- ☐ Student use of instructional media must be in support of grade appropriate school 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 school property abuse 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 school workstations, nor will students copy school software for personal use.
- ☐ When using the Internet, students' actions will be closely 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.

Attached to this Student/Family Information Book is the "School of Dreams Academy Charter School Technology Acceptable Use Agreement Form" that you and your student will be required to sign before your student will be permitted to use ASE technology and related equipment. Violation of the computer use policy may result in a student losing his/her privileges.

## 10.3 NO EXPECTATION OF PRIVACY

School network spaces 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 ASE policy and applicable laws and regulations. ASE provides students in grades 6 - 12 functional lockers for the purpose of storing supplies and training in personal responsibility. Students are strongly encouraged not to share locker combinations or to jam the locking mechanism. ASE is not responsible for loss, theft or for conducting investigations into missing items when it can be shown a student has shared their locker combination or has tampered with the locking mechanism.

# PARENT/ASE COOPERATIVE AGREEMENT

As the parent(s)/guardian(s) of \_\_\_\_\_ attending Albuquerque School of Excellence, I/we want and expect to be active participants in our student's/students' education.

I/We support the high academic and performance standards of ASE.

I/We understand that we need to facilitate our student's on time arrival and preparedness for all classes.

I/We understand that exceptional attendance is crucial to the educational process, and the students should miss no more than 10 days during the school year with written excuses from parents or authorization by ASE administration.

I/We understand that it is critical that we participate in the parent/student/teacher advisory meetings and attend any scheduled conferences.

I/We will use our best efforts to serve as a mentor to students other than our own students whenever possible.

I/We have received and reviewed the ASE Student & Parent Handbook. I/We understand the policies set forth in the handbook and agree to abide by ASE's policies and procedures and to ensure that our student follows the rules of the school.

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|                         |                             |      |
|-------------------------|-----------------------------|------|
| Parent/Guardian (Print) | Parent/Guardian (Signature) | Date |
|-------------------------|-----------------------------|------|

---

|                        |                     |      |
|------------------------|---------------------|------|
| Student's Name (Print) | Student (Signature) | Date |
|------------------------|---------------------|------|

## EXCLUDE THE RELEASE OF DIRECTORY INFORMATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 ASE to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing by [insert date]. ASE has designated the following information as directory information: [Note: ASE, but does not have to, include all the information listed below.]

- Student's name/Parents' name
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors, and awards received
- Date and place of birth
- Grade level

By signing this document I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, a student at Albuquerque School of excellence, acknowledge that I have read and understand the FERPA policy stated above. I am requesting that ASE does NOT disclose directory information about my student such as name, address, telephone number, email address, date, 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.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Albuquerque School of Excellence  
**Bullying Complaint Form**

|  |                |   |
|--|----------------|---|
| <b>STUDENT INFORMATION</b>                               |                |   |
| Name   |                | ID#                                     |
| Grade  | Phone Number   | Home Address                            |
| <b>COMPLAINT FILED AGAINST</b>                           |                |   |
| Name   |                | Grade<br>(or position if not a student) |
| Name   |                | Grade<br>(or position if not a student) |
| <b>INCIDENT</b>  |                |   |
| Date   |                | Time                                    |
| Location   |                |   |
| Is this the first time this has happened?    YES    NO   |                |   |
| Is this the first time you are reporting this? YES    NO |                |   |
| <b>DESCRIPTION- PROVIDE AS MUCH DETAIL AS POSSIBLE</b>   |                |   |
|  |                |   |
| <b>WITNESSES (IF APPLICABLE)</b>                         |                |   |
| Name   | Grade/position | Phone number                            |
| Name   | Grade/position | Phone number                            |
| Name   | Grade/position | Phone number                            |
| <b>REPORT INFORMATION</b>                                |                |   |
| Today's Date   |                |   |
| Did anyone help you fill out this form? YES    NO        |                |   |
| If yes, who?   |                |   |
| <b>OFFICE INFORMATION</b>                                |                |   |
| Who received this complaint form?                        |                |   |
| Position   |                |   |
| Date Received  |                |   |

# Albuquerque School of Excellence

## Technology Acceptable Use Agreement Form

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 ASE 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 ASE is not subject to privacy protections.

Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of ASE that the educational benefits to students and teachers through access to 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 ASE to provide access to such services to further the educational goals and objectives of ASE 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 school rules and guidelines. Even through 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 ASE is for technology resources to be used as a valuable educational tool.

**USER RESPONSIBILITIES:** As the user of technology resources provided by ASE, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions.

- ◊ I understand that all computer use must be for educational purposes as directed by my teacher.
- ◊ I will not download or play any non-educational games on a school computer.
- ◊ I will not use any instant messaging or chat programs.
- ◊ I will not download or play music or videos from the Internet, unless directed by my teacher.
- ◊ I will not use any non-school email address while at school.
- ◊ I will respect personal privacy for myself and others.
- ◊ I will not give out any personal information about anyone else (home address, telephone number, etc.)
- ◊ I will get permission from my teacher before giving out any personal information about myself.
- ◊ I will not give my password(s) to any other users.
- ◊ I will only use my computer account and won't use anyone else's login id and/or password.
- ◊ 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 make copies of any software found on ASE's equipment or on the Internet.
- ◊ I will not copy any personal software onto any computer at school. I understand that educational technology is available for the use of all students.
- ◊ I will not deface, damage or destroy the equipment.
- ◊ I will not waste or take supplies such as paper, printer supplies or diskettes provided by the school.
- ◊ I will follow the school's computer use rules.
- ◊ 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 ASE's equipment.
- ◊ I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
- ◊ I will follow the rules listed above or lose my computer privileges and face other consequences.
- ◊ I understand that I have no expectation of privacy in connection with my use of school computers.

# STUDENT ACKNOWLEDGEMENT

I, \_\_\_\_\_, have reviewed the information in the ASE Technology Acceptable Use Agreement Form with my parent(s) or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my computer access and technology privileges at school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

## PARENT OR GUARDIAN

As the parent or guardian of \_\_\_\_\_ (Student), I have reviewed the ASE Technology Acceptable Use Agreement Form with my student and understand the terms, rules and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by ASE. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give ASE permission to grant technology access to my student. I understand that my student may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my student's computer access and/or disciplinary action.

Parent or Guardian names (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Year \_\_\_\_\_

## Permission for Videotaping and Audiotaping Instruction for Educational Purposes

ASE staff may choose to record video or audio of instruction for educational purposes. For example, teachers may wish to record demonstration lessons for the benefit of other teachers to view to help the education of all students. These recordings may be published or distributed.

Parents / guardians have the right to decline to allow their student to participate in such recordings. However, we request all accept this policy for the educational benefit of all.

Each of you, by your signature below, agrees to the following:

The student below may appear in video or audio recordings of instruction or student work authorized by teachers or administrators which may be published or distributed.

---

(Printed name of student)

(Signature of student) Date

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(Signature of parent/guardian)

Date

*Please remove this page after it is signed, and return it to the Front Office.*

*Thank you for allowing our staff the opportunity to partner with you in the education of your child.*

Albuquerque School of Excellence  
**RECEIPT FOR STUDENT/FAMILY INFORMATION BOOK**  
2020-2021

We, the parent(s) or guardian(s) of \_\_\_\_\_ (Student), understand that the School Student/Family Information Book contains important information. We acknowledge that we have received a copy of the \_\_\_\_\_ Charter School Student/Family Information Book and that this handbook contains information and policies that we should be familiar with while our student attends ASE.

We have reviewed the information and policies contained in this handbook with our student and both our student and we understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for all student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the School Student/Family Information Book or ASE policies, rules and guidelines. We are aware that the ASE reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. We are also aware that any changes or updates to this handbook will be posted on the School website.

***Directions for return of this form:***

- 1.) Student and Parent/Guardian review handbook together.
- 2.) Student and Parent/Guardian sign handbook acknowledgement below.
- 3.) Tear out this page from handbook
- 4.) Student returns this page to homeroom teacher by [date]

New and transfer students registering after the start of the 2019-2020 school year must return this acknowledgement page within one week after receipt.

DATE: \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_

PRINT NAME OF STUDENT \_\_\_\_\_

STUDENT HOMEROOM \_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_

PRINT NAME OF PARENT/LEGAL GUARDIAN \_\_\_\_\_

SIGNATURE OF PARENT/LEGAL GUARDIAN \_\_\_\_\_