

SOUTHWEST PREPARATORY

STUDENT HANDBOOK

2022 - 2023



Contact Information

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Hours

Office / Teachers 8:00-3:30 PM
Student Day 8:00-3:00 PM

This Handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school has the discretion to modify the provisions of this Handbook at any time.

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WHEN IS THE STUDENT BEHAVIOR HANDBOOK IN FORCE?

The provisions of the Southwest Preparatory Learning Center (SPLC) Student Behavior Handbook are in force:

1. During regular school hours on school property.
2. During the transportation of students.
3. During, but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities.

The Principal, any school staff member, public school official, or designated chaperone is authorized to take administrative action when a student's conduct during a school activity may have a detrimental effect on the other students, staff, or on the orderly educational process.

The Principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal, or other administrators from using his/her best judgment concerning a particular situation.

STUDENT EXPECTATIONS

Attend:

Students are expected to attend school regularly and on time.

1. School policy and state law require daily school attendance for all students between the ages of 5 and 18, or until graduation from high school.
2. Families are expected to follow the NM-PED Attendance for Success Act.

Achieve:

Students are expected to achieve academically. They are expected to:

1. Strive to fulfill their academic potential.
2. Actively participate in the educational process.
3. Actively participate in community activities.

Be a Good Person:

Students are expected to be good citizens. Students are expected to:

1. Respect authority, property, and the rights of others.
2. Avoid confrontation and any activity that has the potential to cause a verbal or physical conflict.
3. Maintain standards of integrity and responsibility.
4. Maintain a safe school environment.
5. Report any/all information or circumstances related to campus safety and problems (e.g., fights, weapons, or drugs on campus).

STUDENT RESPONSIBILITIES

Every student is responsible for helping maintain a safe, orderly, and educationally efficient learning environment. Students are expected to:

1. Resolve differences with others in a positive, non-violent way.
2. Remain drug, alcohol, and tobacco-free.
3. Respect school property and the property of others.
4. Respect fellow students and all school staff members.

PARENT RESPONSIBILITIES

School officials are partners with parents in the process of educating children. Every parent, guardian, and family member of the school community shares the responsibility for educating children in a safe and productive environment. You share in this responsibility when you:

1. Get your students to school on time every day. Punctuality and good attendance are family responsibilities.
2. Provide a suitable time and place for your child to study at home.
3. Make learning a priority.
4. Maintain regular communication with teachers, school administrators, and other school staff members.
5. Communicate regularly with staff and stay informed of your child's ongoing scholastic achievement and progress, and advocate for your child's learning needs by logging onto PowerSchool through the parent portal.
6. Communicate regularly with staff, stay informed of your child's ongoing behavioral achievement and progress, and advocate for your child's social and emotional needs by logging onto the Live School parent site.

STUDENT RIGHTS

Educational Opportunities

Students *choose* to attend SPLC. Thus, all members of the school community have a major role to play as positive models for respectful behavior. As such, each student who enrolls has a corresponding responsibility not to deny this right to any other student.

Student Dress

SPLC is a place of learning and business. Appropriate dress contributes to a productive learning environment. Students are expected to dress in a manner that reflects an attitude and spirit attuned to learning and which enhances academic, personal, and social growth. Student dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Please see the detailed Dress Code Policy in the ABOUT OUR SCHOOL section.

Questioning a Student

School personnel may question students in regards to alleged acts of misconduct without contacting the parents. However, parents must be notified of any disciplinary action being imposed by school personnel.

The school will contact the parents if police authorities desire to question a student on school premises regarding any alleged act of misconduct. The school will maintain student rights regarding police intervention.

Search of Person

The search of a student's person or property may be conducted by a school administrator or designee when there is reasonable suspicion that the student being searched has committed a crime or a breach of the disciplinary code.

Controversial Issues

Students shall have the right to encounter diverse points of view. Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs, and assemblies under guidelines established by the school.

Prohibition of Racialized Aggression and Prohibition of Discipline to Race, Religion, or Culture

SPLC shall not allow for the imposition of discipline, discrimination, or disparate treatment against a student based on the student's race, religion, or culture or because of the student's use of hairstyles or cultural or religious headdresses. Racialized aggression, defined as any aggressive act that can be characterized, categorized, or that appears as such to be racial in nature, is prohibited.

As used in this section:

- (1) "cultural or religious headdresses" includes hijabs, head wraps, or other headdresses used as part of an individual's personal cultural or religious beliefs;
- (2) "protective hairstyles" includes such hairstyles as braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs or head wraps; and
- (3) "race" includes traits historically associated with race, including hair texture, length of hair, protective hairstyles, or cultural or religious headdresses.

Statutory Reference, NMSA 1978, Sections 22-5-4.3 (2021) and 22-8B-4 (2021).

Southwest Preparatory Learning Center has a Bullying Prevention Policy that addresses all forms of bullying, including racial harassment. The policy states: "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic

environment;

- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- c. Otherwise adversely affects an individual's academic opportunities.

Administrators shall use the procedures and options specified in the SPLC Discipline Rubric and Bullying Prevention Policy to address any incidents of racial bullying, harassment, and/or aggression.

Reporting Intimidation, Harassment, or Bullying Behavior

1. 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. This can be done in person, in writing, or by downloading the "Southwest Preparatory Student Complaint Form" from the school website and turning it in.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel.
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify designated staff.
4. Reports should be done in writing.
5. A school administrator or designee is *required* to accept and investigate all reports of intimidation, harassment, or bullying.
6. A school administrator or designee is *required* to notify the parent or guardian of a student who commits a verified intimidation, harassment, or bullying offense and consequences that may result from further acts of bullying.
7. Nothing in this policy shall prevent any person from reporting directly to the school's administration.
8. 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.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
11. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is *required* to notify the parent or guardian of a student who is a target of bullying and of the action taken to prevent any further acts of bullying.

VIOLATION OF STUDENT RIGHTS

Students who believe that their rights have been violated should report their concerns to the school administrators or other appropriate school personnel.

Hearing Procedure

The School prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion. The student may, at his/her own expense, choose to be represented by an attorney during any due process hearing. If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with written notice of the hearing. The hearing shall be scheduled no sooner than five (5) and no later than ten (10) school days from the date of receipt of notice by the parents. The parent/guardian may choose to waive the student's right to a hearing and accept the disciplinary consequences recommended by the school.

Burden of Proof

The hearing is not a legal proceeding and formal rules of evidence shall not govern the conduct of the hearing. The burden of proving that the student violated a provision of this Student Behavior Handbook is on the school authorities. The student or his/her counsel shall have the right to call witnesses on his/her behalf and to question witnesses against him/her. The school authorities shall have the right to call witnesses and to question any witnesses who testify.

Decision of Hearing Authority

The Hearing Authority shall decide first upon the innocence or guilt of the student with respect to the charges brought and second, upon the disciplinary action, if any, that should be taken. The Hearing Authority may request additional evidence from the parties. The student shall have the right to comment upon the evidence orally and/or in writing. The Hearing Authority shall serve its written decision on the parties, stating his/her findings, conclusions, and implementations, within ten (10) days after hearing the evidence. The Hearing Authority's decision shall take effect immediately and shall continue in force during any subsequent review.

Time Limits

Subject to applicable rules and upon agreement of the parent and hearing authority, the hearing authority shall have the option to extend the time limits after a showing of good cause.

ABOUT OUR SCHOOL

AFTERSCHOOL PROGRAM

SPLC offers an Afterschool Program for grades 4-8, Monday-Friday. For more information on hours, costs, and activities, click the “Afterschool” tab on the SPLC website at www.sslc-nm.com.

All students will sign the Afterschool Registration Form in case a student needs to stay in the Afterschool Program unexpectedly.

The Afterschool Program is a privilege, not a right, for students. Continued behavior problems or disruption of the Program can result in limited participation, attendance, or removal from the Program.

ATTENDANCE

Absences

Regular class attendance by school-age persons at all grade levels is not only an essential component in the learning process, in the development of self-discipline, and in preparation for post-secondary training, education, and employment, it is also a requirement. The New Mexico Legislature passed the Attendance for Success Act in 2019 to replace the School Compulsory Law. The Southwest Preparatory Learning Center’s Governance Board and Administration are responsible for the enforcement of this act.

Under the act, schools are responsible for reporting attendance to the state and implementing tiered interventions for those students who are chronically absent for any reason.

- **Students who miss more than 50% of a given class period will be considered absent for the entire period.**
- **Attendance is counted as the amount of engagement a student shows in the learning, not the mastery of the content.**

The Attendance for Success Act requires intervention for students who are chronically absent for any reason – **excused or unexcused.**

- **Tier 1 - Whole School Prevention Tier:** Students who have missed **less than 5%** of classes or school days for any reason (excused or unexcused). Student supports include Positive Behavior Supports and Interventions (PBIS) systems, extra-curricular activities, and parent notification of absences.
- **Tier II – Individualized Prevention Tier:** Students who have missed **5% or more, but less than 10%** of classes or school days for any reason (excused or unexcused). The student’s parent/guardian will be notified of the attendance history, the impact of absences on academic performance, and the consequences for continued absences. The parent/guardian will be notified of Interventions or services available to support the student.

- **Tier III – Early Intervention Tier:** Students who have missed **10% or more, but less than 20%** of classes or school days for any reason (excused or unexcused). The parent/guardian will be notified in writing of the student's absenteeism and will be expected to meet with school officials to develop intervention strategies to keep the student in an educational setting. A specific plan for the student may include weekly progress monitoring and an attendance contract. Students in this tier may be prohibited from extra-curricular sports/activities to focus on academic improvement.
- **Tier IV – Intensive Supports Tier:** students who have missed **20% or more** of classes or school days for any reason (excused or unexcused). The parent/guardian will be given written notice of the student's absenteeism and is required to meet with school officials to determine specialized supports that may be needed to address excessive absenteeism and potential underlying causes. **If the student continues to have unexcused absences after written notification of excessive absenteeism, the school is required to report to the judicial district in which the student resides** (Attendance for Success Act, Section 12.B.). Students who have been referred to the Children, Youth, and Families Department (CYFD) for excessive absences will be reported to the state in STARS with a discipline infraction code (Section 13.A.2).

Notification of Absence

Parents will notify the school when the student is absent by calling 505-269-7677 or sending an email to the attendance address: preparatoryattendance@sslc-nm.com.

Excused absences

Absences are considered excused for:

- Illness
- Limited family emergencies
- Medical condition / emergency
- Religious commitments
- Death in the family
- Medical or legal appointments
- Extenuating circumstances as approved by the school administration

Students will not be counted absent when the school is notified the student is engaged in:

- Diagnostic testing
- School-sponsored activities

Makeup Work

Students who are absent from class are expected to make up all missed assignments. Assignments will not be provided in advance for students who are unexcused and must be completed upon the student's return to school.

Students will be given one day for each day absent to complete missed work for full credit. It is the student's responsibility to obtain missed work upon their return to school.

Consequences

No out-of-school suspension or expulsion shall be imposed on a student as a penalty for truancy, however, a student may be withdrawn from the Southwest Preparatory Learning Center if he or she is a habitual truant and all other efforts have been exhausted.

Tardies

If a student is late to school, he/she should go directly to class after being signed in by a parent or guardian. Tardies will be considered excused for the same reasons that apply to student absences, and documentation is required. Teachers are expected to apply the following consequences from the discipline rubric for each unexcused tardy.

- **1st/2nd Tardy:** Class consequence, which could include lunch detention to make up work missed work.
- **3rd Tardy:** Class consequence and teacher will contact the parent/guardian; referral for 2-5 days lunch detention or possible behavior contract.
- **4th Tardy:** Class consequence and the teacher will contact or conference with the parent/guardian; referral for 2-5 days of lunch detention and behavior contract.
- **Subsequent Tardies:** Class consequence and the teacher will refer the student to Administration for an attendance contact and conference with the parent/guardian. Further consequences for habitual tardiness will be dealt with through progressive discipline procedures as determined by Administration with individual students and parents.

BEFORE- AND AFTER-SCHOOL CARE

Before School

Students may arrive no earlier than 7:30 AM. They should go directly to the commons area through the east blue door where they will be supervised until they are released to go to class at 8:00 AM.

After School

Students not picked up by 3:10 PM will be sent to the commons area where they will be supervised by the Afterschool Program until picked up.

More information on the Afterschool Program can be found on our website at www.sslc-nm.com.

BIKES, SCOOTERS & SKATEBOARDS

Students may ride bikes, scooters, and skateboards to school. They must be walked while on campus and crossing the street. All skateboards must be carried while on campus for the safety of all students. Bikes should be locked in the bike rack on the south side of the main building. Students must provide their own lock.

Rollerblades and “heelies” are not allowed at school.
SPLC is not responsible for any stolen items.

BUS SERVICE & STUDENT TRANSPORTATION

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus, which is stopped or moving, behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or in pick-up areas will be dealt with appropriately. Suspension from the bus does not mean that the student is suspended from school. However, based on the severity of the incident, nothing herein is intended to preclude the administration from suspending the student from school based on bus misconduct.

SPLC provides bus transportation for students living on the west side of Albuquerque.
Schedule to follow:

Monday – Friday	
<u>Morning Pick Up Times</u>	
6:50am	Pickup NE Coors and Montano Beside Hastings
6:56am	Pickup Paseo del Norte and Coors East side of Coors on Valley View Drive in front of Burger King
7:10am	Pickup Paseo del Norte and Ventura First American Bank
7:20am	Arrive at school (101301 Candelaria Rd NE)
<hr/>	
<u>Afternoon Return times</u>	
3:40pm	Return route from school (10301 Candelaria Rd. NE)
3:55pm	First American Bank at Paseo del Norte and Venture
4:05pm	Burger King at Coors and Paseo del Norte
4:15pm	Hastings at Coors and Montano

COMMUNITY-BASED ACTIVITIES (CBAs)

SPLC students will participate in several CBAs throughout the year, including NM History-based CBAs for all 7th-grade students. A written permission slip is signed by the parent/guardian during registration, which will be utilized for ALL CBAs.

A \$40 Student Activity Fee, paid during student registration, helps cover the cost of admission fees and transportation.

CONFERENCES

Communication between school and home regarding a child's progress is vital. To help facilitate this communication, mandatory parent conferences have been scheduled two times each year after the completion of Quarter 1 and Quarter 3 (usually in October and March).

The sponsor teacher will schedule a conference time with parents/guardians and students will attend school on these days. Teachers will try to coordinate conferences for families that have more than one student at like times but in the event families need to reschedule a conference, this cannot be guaranteed.

CURRICULUM

All children deserve a rich learning experience that meets their unique needs and helps them prepare for high school and beyond, and promotes them in being happy, healthy, contributing members of society.

To support student learning, SPLC facilitates access to high-quality instructional resources and professional learning opportunities for educators. These resources meet the needs of students struggling in certain areas and those needing enrichment or advanced placement. SPLC offers the ability to earn high school credit in 8th grade.

The curriculum is aligned with the Common Core State Standards (NM-CCSS) and Next Generation Science Standards (NGSS).

DISCIPLINE RUBRIC

Southwest Preparatory Learning Center Discipline Rubric

School staff and administration will evaluate each situation and act accordingly based on the information available. This means administration has the ability to go above and beyond the consequences listed based on the situation at hand. All violations will be recorded in PowerSchool.

Level I	First Violation	Second Violation	Third Violation	Fourth + Violation
<ul style="list-style-type: none"> Public Display of Affection Inappropriate Language Minor Misconduct Unexcused tardies 	<ul style="list-style-type: none"> Verbal warning and ask student to change behavior 	<ul style="list-style-type: none"> 1 day lunch/bench detention* Teacher contacts parent Possible behavior contract 	<ul style="list-style-type: none"> 2-5 days lunch/bench detention OR 1 day out of school suspension Administrator contacts parent Behavior contract 	<ul style="list-style-type: none"> 1-5 day out of school suspension Administrator contacts parent Behavior contract
<ul style="list-style-type: none"> Dress Code Violation <ul style="list-style-type: none"> Parents will be asked to bring appropriate clothing to the student 	<ul style="list-style-type: none"> Verbal warning and ask student to change behavior 	<ul style="list-style-type: none"> 1 day lunch/bench detention* Teacher contacts parent Possible behavior contract 	<ul style="list-style-type: none"> 2-5 days lunch/bench detention OR 1 day out of school suspension Administrator contacts parent Behavior contract 	<ul style="list-style-type: none"> 1-5 day out of school suspension Administrator contacts parent Behavior contract
Level II	First Violation	Second Violation	Third Violation	Fourth + Violation
<ul style="list-style-type: none"> Insubordination Disrupting the Educational Process Cheating/Plagiarism Forgery Disrespect to School Personnel/Students Misconduct Truancy (ditching/unexcused absences) Bullying/Threats/Harassment 	<ul style="list-style-type: none"> 1-3 day lunch/bench detention* Teacher contacts parent Behavior contract Possible suspension 	<ul style="list-style-type: none"> 2-5 days lunch/bench detention OR 1 day out of school suspension Administrator contacts parent Behavior contract 	<ul style="list-style-type: none"> 1-5 day out of school suspension Administrator contacts parent Behavior contract 	<ul style="list-style-type: none"> 1-10 day out of school suspension Administrator contacts parent Behavior contract Possible expulsion hearing
<ul style="list-style-type: none"> Electronic Device Violation 	<ul style="list-style-type: none"> The device will be confiscated and taken to the front desk for storage. It may be picked up by the student at the end of their instructional day. A student who refuses to relinquish the device when requested will be directed to Administration. The parent/guardian will be notified, and the student will either relinquish the device or be sent home for the day. If the electronic device policy is violated repeatedly, the administration has the right to impose further consequences and/or prohibit the device from being brought onto school grounds. 			
Level III	First Violation	Second Violation	Third Violation	Fourth + Violation
<ul style="list-style-type: none"> Physical Fighting Hitting/Slapping/Kicking, etc. Persistent Bullying Theft Vandalism Lewd or Licentious Behavior Racialized Aggression Leaving Campus Without Permission 	<ul style="list-style-type: none"> 2-5 days lunch/bench detention OR 1-3 day out of school suspension Administrator contacts parent Restitution/Restoration Behavior contract Possible expulsion hearing 	<ul style="list-style-type: none"> 1-5 day out of school suspension Administrator contacts parent Restitution/Restoration Behavior contract Possible expulsion hearing 	<ul style="list-style-type: none"> 2-10 days out of school suspension Administrator contacts parent Restitution/Restoration Behavior contract Possible expulsion hearing 	<ul style="list-style-type: none"> 2-10 days out of school suspension Administrator contacts parent Restitution/Restoration Behavior contract Possible expulsion hearing
Level IV **	First Violation	Second Violation	Third Violation	Fourth + Violation
<ul style="list-style-type: none"> Alcohol: Use and/or Possession Drugs: Use and/or Possession/Paraphernalia Tobacco/Incendiary Device: Use and/or Possession/Paraphernalia Physical Assault Sexual Harassment Weapon Possession Extreme Misconduct/Illegal Activity Threat of Violence Cyberbullying Multiple Violations – Levels I-III 	<ul style="list-style-type: none"> 1-10 days out of school suspension Administrator contacts parent Behavior contract Possible expulsion hearing Possible law enforcement involvement 	<ul style="list-style-type: none"> 5-10 days out of school suspension Expulsion hearing Administrator family contact Behavior contract Possible law enforcement involvement 	<ul style="list-style-type: none"> 10 days out of school suspension Expulsion hearing Administrator family contact Behavior contract Possible law enforcement involvement 	<ul style="list-style-type: none"> 10 days out of school suspension Expulsion hearing Administrator family contact Behavior contract Possible law enforcement involvement

* Lunch or bench detention is at the discretion of the teacher/administrator. This can be served in a room or on the bleachers. Students are not to interact with other students while on lunch/bench detention.

** Level IV violations may result in law enforcement intervention. In addition, depending on the situation, a more significant penalty than what is listed may result.

DRESS CODE POLICY

1. Clothing

- a. The “**Area of Modesty**” extends from a student’s armpits to the end of the closed fist placed at the side.
 - i. All skirts, shorts, or rips in pants must fall outside the area of modesty. Leggings must be worn with shorts or skirts if they do not cover the area of modesty.
- b. Clothing that exposes the stomach, midriff, is knotted at the waist, or is see-through is prohibited.
- c. Strapless garments are not allowed and shoulder straps must be 2” at minimum.
- d. “Sagging” (wearing of pants below the waist) and “bagging” (excessively baggy pants with low hanging crotches) are not permitted.
- e. Undergarments (underwear, bras, shorts, athletic shorts, etc.) must not be seen while standing, sitting, or bending.
- f. Attire or accessories on clothing or skin which advertise, display, or promote any of the following are prohibited:
 - i. Disrespect or racism towards any person or group,
 - ii. Messages that are rude, profane, violent, or sexually explicit,
 - iii. Illegal items for underage students such as tobacco, alcohol, weapons, and drugs,
 - iv. Any gang or secret organization.
- g. Pajamas and slippers are not permitted.
- h. Sunglasses are to be worn outside only.
- i. Shoes must be worn at all times.

2. Headgear

- a. Headgear is but is not limited to, hats, bandanas, doo rags, scarves, hoodies, and hair nets. Headgear is not considered an accessory.
- b. **Headgear shall not be worn inside buildings unless there is a specific and approved safety, religious, or medical reason.**
- c. Caps will be worn with the bill facing straight forward.
- d. Headgear shall not present a health or safety hazard, violate school dress code, municipal or state law, or present a potential for disruption to the instructional program.

3. ID Badge and Lanyard

- a. For safety and security reasons, all students will be issued a current SPLC ID card and lanyard.
- b. IDs must be with the student at all times when on campus.
 - i. Elementary students may keep lanyards at their desks while at recess.
- c. Lanyards and ID cards must be worn and visible while participating in CBAs.
- d. **Lost IDs will be replaced at the cost of \$5.**

Student Dress Code

IMPROPER

Sleeveless tops, bareback tops, crop tops, spaghetti straps or singlets

Any shorts or skirts that shows the thighs

Slippers

DRESS
How You Want
To Be
ADDRESSED

Tops with sleeve

Any pants or skirts that covers the thighs

shoes or sandals

IMPROPER

Sleeveless tops or tank tops

Any shorts that shows the thighs

Slippers

Illustrated by:
Bachelor of Public Relations (Honours),
Year 3 2019/2020

TARC
THE ARTS AND CRAFTS
COLLEGE
BEYOND EDUCATION

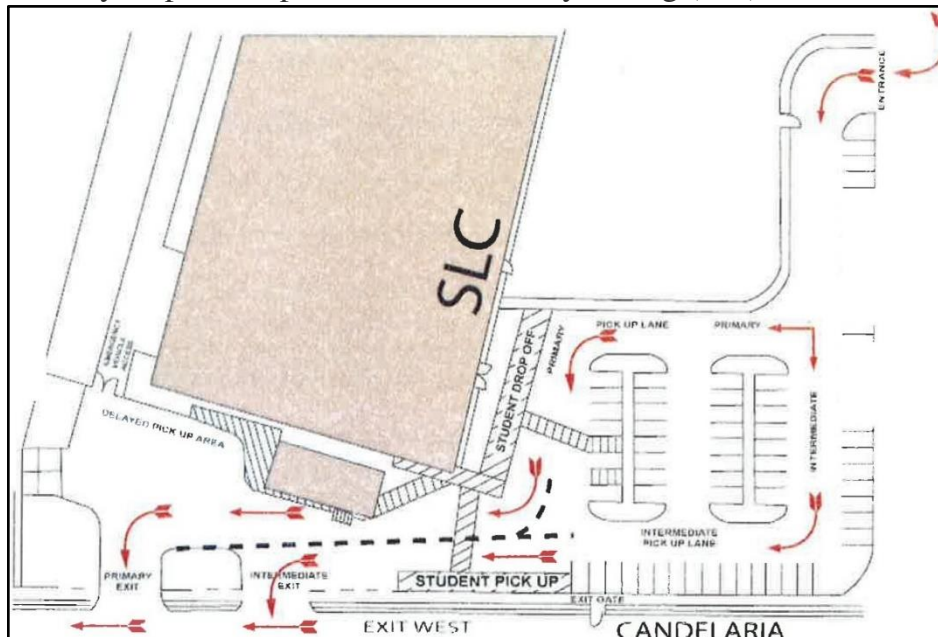
DROP-OFF AND PICK-UP

Drop-Off Procedures

- Students may be dropped off starting at 7:30 AM, no earlier as there is no supervision
- Students go directly into the commons area through the east blue door.

Pick-Up Procedures

- Pick-Up time is 3:00 PM
- Students not picked up by 3:10 PM will go to the commons area and will be signed into the Afterschool program (free until 3:30 PM)
- Students may be picked up from Afterschool by calling (505) 480-2073.



FLAG & PLEDGE OF ALLEGIANCE

Flag Display

In accordance with New Mexico law (NM Stat § 22-2-9 (1996 through 1st Sess 50th Legis)), the flag of the United States and the flag of the State of New Mexico will be displayed in each classroom.

Pledge of Allegiance

New Mexico law also requires that the pledge of allegiance be recited daily in each public school in the state. While no individual may be coerced into participation, all students will be afforded this opportunity.

No student will be subjected to prejudicial treatment for exercising his or her right to abstain from participating in the Pledge of Allegiance to the Flag. Students abstaining from participation may not be required to stand or leave the room during the recitation of the pledge. Students who disrupt the ceremony are subject to the usual rules of the school governing disruptive behavior.

LUNCH, SNACKS & WATER

Lunches

SPLC does not currently serve lunch. Students should bring a healthy lunch daily. Lunches may be stored in classroom refrigerators and food may be heated in a microwave before eating. Lunches will be eaten inside or outside, depending on the weather.

Snacks

Snacks are allowed during breaks in the commons area or outside. Snacks and food may not be eaten in the classroom, except for special occasions or with permission from the teacher.

Water

Students should bring a **leak-proof** water bottle to keep at their desks. Only **clear water** is allowed in the classrooms. Students may use the filtered water station in the commons area to refill their water bottles.

PERSONAL ELECTRONIC DEVICES

This policy is intended to ensure electronic devices on school property do not interfere with the learning, safety, and well-being of students and staff.

An “**electronic device**” is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing, or displaying any type of audio or visual communication. This includes, but is not limited to, cell phones, smart watches, music and media players, earbuds, gaming devices,

cameras, PDAs, MP3 players, iPods, iPads, radios, pagers, tablets, laptops, and any device that allows the possessor to access the internet.

Electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes.

- Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people.
- Electronic devices may not be used to access any obscene, threatening, or otherwise inappropriate material via any form of electronic communication.
- Livestreaming or social media posting during the school day is not allowed and automatically violates the electronic device policy.

The following **rules** apply to electronic devices at SPLC:

- Students may use electronic devices BEFORE and AFTER school, and during school BREAKS and LUNCH ONLY in non-instructional areas.
- Students may have in their possession an electronic device during the instructional day, but all electronic devices shall be kept stored and silenced or powered off during instructional times.
- **Devices may not be stored in a pocket or clothing.**

The **consequence** for violating these rules are as follows:

- The device will be confiscated and taken to the teacher or front desk for storage. It may be picked up by the student at the end of their instructional day.
- A student who refuses to relinquish the device when requested will be directed to Administration. The parent/guardian will be notified, and the student will either relinquish the device or be sent home for the day.
- If the electronic device policy is violated repeatedly, the administration has the right to impose further consequences and/or prohibit the device from being brought onto school grounds.

Students who require an Electronic Device for medical purposes shall meet with the Head Administrator to establish a plan for use of the device during the instructional day.

If you need to contact your student, please call the office at 505-296-7677. If a student needs to use a phone during instructional time, they may request to use the classroom phone.

STUDENTS BRING ELECTRONIC DEVICES TO SPLC AT THEIR OWN RISK. SPLC IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ELECTRONIC DEVICES EVEN IF CONFISCATED BY THE ADMINISTRATION IN RESPONSE TO A VIOLATION OF THIS POLICY.

POWERSCHOOL

SPLC is committed to ensuring you can stay actively involved in your child's education. PowerSchool, our online Student Information System, gives you and your student access to all your student's grades, class/homework, attendance, and bell schedule.

PROGRESS REPORTS & TRANSCRIPTS

Progress Reports will be given to parents at Parent / Teacher Conferences in October and March. Progress reports reflect how a student is progressing cumulatively in each Semester. There are two semesters in each school year.

Transcripts will be mailed home in January and May. Transcripts reflect how a student is understanding and mastering grade-level curriculum compared to peers in the same grade level. Transcripts will include district and state-mandated testing and will be utilized as a student's official transcript for NM PED record-keeping purposes.

RETENTION & PROMOTION

For a student to be promoted to the next grade level, he/she must meet all academic requirements of the school. Before students are recommended for retention, parents will be notified of the school-wide Multi-Layered System of Supports (MLSS) being implemented at the school with their students. This process provides timely, evidence-based support and focuses on holistic student success through robust family partnerships.

TECHNOLOGY USE POLICY

SPLC offers and employs numerous opportunities for students to incorporate the use of technology within the classroom setting and in their SmartLab classes. Students should know it is their responsibility to honor the Acceptance Use Policy and Technology Values and will be held accountable for their behavior if violated.

- **Communication** – Students will use appropriate and mindful language in academic work and social postings.
- **Privacy** – Students will utilize privacy settings on websites and programs and not share personal information about themselves, family, friends, or faculty. All sites are monitored.
- **Honesty & Safety** – Students will not engage in behavior that puts themselves or others at risk. They will seek help if they feel unsafe, bullied, or witness unkind behavior. Students will only communicate with people they know.
- **Learning** – Students will have a positive attitude and be willing to explore new or different technologies, apply existing knowledge to generate new ideas, evaluate the validity of the information presented online, and ask questions and seek help when using school technology.
- **Respect for Self & Others** – Students will not upload or post personal information, private communications, or photos of other people without permission, respond thoughtfully to opinions, ideas, and values of others, and not send or share mean or inappropriate emails or texts.
- **Respect for School and Personal Property** – Students will take proper care of all equipment and report misuse and/or inappropriate content to teachers and/or adults. Students who deliberately or maliciously destroy, damage, and/or deface school property or the property of another individual may be held liable, along with their parents/guardians, for the repair or replacement of the equipment.

TESTING

SPLC participates in district testing throughout the year to help teachers individualize instruction for students. Test data is shared with families throughout the year and teachers may suggest strategies and interventions to help students understand concepts better.

SPLC is required to participate in state-mandated testing and there is no “opt-out” allowed. The Every Student Succeeds Act (ESSA) requires states to annually measure the achievement of not less than 95 percent of all students in each subgroup of students, who are enrolled in public schools. ESSA requires the assessment of all students, including students with disabilities and English learners, in:

- Reading and/or language arts in grades 3-8 and once in high school;
- Mathematics in grades 3-8 and once in high school; and
- Science in grades 5, 8, and 11.

VISITORS, VOLUNTEERS & CHAPERONES

Visitors to the Building

All visitors to campus must “Check-In” through the ScholarChip machine in the front lobby before passing the main desk in the building. ScholarChip performs a sexual predator background check on individuals. The **printed badge must be worn and visible the entire time of stay.**

Visitors in the building without a badge will be escorted to the front office. Visitors should “Check Out” when leaving. This ensures we can account for all persons on campus.

Volunteers & Chaperones

Parents, guardians, and family members 18 years of age and older are welcome to chaperone and/or volunteer in classrooms and on CBAs.

- **Volunteers** should have prior permission to assist in activities before entering the building. We love our volunteers, but it can be disruptive to the educational process when visitors show up unannounced.
- **Volunteers do not have clearance to be with any students without the supervision of an SPLC staff member.**
- **Chaperones** should have prior permission to assist in activities before entering the building. Chaperones commit to attending at least four (4) CBAs or activities throughout the school year. SPLC will fund a complete background check, which will be kept on file, for all chaperones.
- **Chaperones have clearance to be with students without the supervision of an SPLC staff member.**
- ****Please contact your child’s teacher about signing up as a Chaperone.**

WEATHER, INCLEMENT

SPLC follows the Albuquerque Public Schools (APS) Inclement Weather schedule. When weather conditions create safety concerns for students walking to school and/or when school

buses cannot run due to icy streets, the district will enact one of the following schedules and we will email families with instructions.

You may find school delay information on the following websites:

www.aps.edu
www.kob.com
www.krqu.com

2-Hour Delay

SPLC classes will begin at 10:00 AM, two hours after the regularly scheduled delay. Buses will also run on a 2-hour delay.

Closure

SPLC will be closed for the entire day. Please check your email for instructions and any remote work students may be assigned to help prevent make-up days at the end of the year.

DISRUPTION OF THE EDUCATIONAL PROCESS

This list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by an appropriate school administrator. This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. These guidelines follow municipal and state guidelines. Definitions of these terms are indexed in the back of this handbook.

Absences, Excessive	Firearm Possession/Use
Arson, Category I and II	Gang-Related Activity
Assault/Bullying	General Disruptive Conduct
Assault, Aggravated	Hazing
Battery, Aggravated	Language, Profane/Abusive
Battery/Fighting	Materials, Obscene Bomb
Threat/False Alarm	Paraphernalia PossessionBus
Disruption	Robbery
Controlled Substance,	Sexual Harassment
Possession/Use	Tardy, Excessive
Defiance of School	Theft
Dress Code Violation	Tobacco, Possession/Use
Extortion	Trespassing/Unauthorized presence
Continual Disruptive Conduct	Vandalism
	Weapon Possession/Use

In accordance with Section 22-5-4.7 NMSA 1978, it is the policy of the SPLC to expel from school, for a period of not less than one year, any student who is determined to have knowingly brought a weapon to school. The Governing Board or head administrator may modify the expulsion requirement on a case-by-case basis. The special rule provisions of Subsection D. of 6.11.2.11 NMAC apply to students with disabilities.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

The SPLC is a learning community, and the rules and regulations of a school are the laws of that community. The right to public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules.

Minimum mandatory consequences have been established and must be expected for any violations. Schools must make a good faith effort to notify the parents or legal guardian of the student in any circumstances where the school's disciplinary response will exceed administrator/student contact. Administrative response to unacceptable behavior may include a spectrum of actions such as those listed below. Administrators may impose consequences beyond those identified as minimum mandatory.

Suspension

A suspension is the removal of a student from a class or classes and all school-related activities for any period of time. The suspension will include a range of responses from in-school suspension alternatives to long-term removals of one year or longer.

The school administration must notify the student's teachers and the student's parents within a reasonable time frame of imposing *any* form of suspension.

Removal to an Alternative Educational Setting

The school goal is to keep students engaged and actively working on their school work. The SPLC utilizes an alternative educational setting to allow students access to the curriculum while prohibited from being on the main school campus. Time spent in AES is not considered a short or long-term suspension. Administrators retain the discretion to assign students to the AES setting or short/long-term suspension.

Short-term Suspension

Short-term suspension is defined as any suspension of ten days or less. The short-term suspension will be at the discretion of the school administrator and will address behaviors that disrupt the educational process. Any student who is suspended must be allowed to make up missed work. The student has the same number of days to complete and turn in make-up work as he/she was suspended. Students who are suspended may continue working on their curriculum at home.

Long-term Suspension

Long-term suspension is defined as the removal of a student from instruction and all school-related activities for more than ten (10) days and up to the balance of the semester.

A student receiving a long-term suspension may lose credit for the semester. A student must be given the opportunity for a due process hearing. The student may, at his/her own expense, choose to be

represented by an attorney at the hearing. At the principal's discretion, students may be suspended pending a due process hearing.

Disenrollment

Disenrollment is the permanent removal of a student from school for the remainder of the school year.

Expulsion

Expulsion is the removal of a student for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal from the school system. A student receiving an expulsion will lose credit for the semester(s) in which the expulsion occurs. A student must be given a due process hearing before expulsion. The student may, at his/her own expense, choose to be represented by an attorney at the hearing.

Referral for Legal Action

Communication of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency. New Mexico law requires that if any school employee has reasonable cause to believe that a child is or has been in possession of a firearm on school premises, the employee shall immediately report the child's actions to a law enforcement agency and the Children, Youth and Families Department.

Suspension of Activity Privileges

Students may be removed, at the discretion of the head administrator, from any part or all extra-curricular privileges for periods up to one (1) full calendar year. Participation in activities is a privilege offered to and earned by students. Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times. Suspension of such privileges does not require a due process hearing procedure.

Behavior Contracts

A teacher or principal may start a Behavior Contract with a student to help them commit to more positive behavior. Students may be assigned school or community service. The terms of the contract will be determined by the principal or designee. Contract violation may result in further consequences, including short and long-term suspension.

Removal From Class

A student may be removed from a class or activity but remain at school pending a conference with appropriate school personnel. Students may be placed in an alternative setting, which may include working from home, and short or long-term suspension.

The authority of the schools is to supervise and control the conduct of students and includes the authority to impose reasonable periods of detention during the day or outside normal school hours as disciplinary measures.

Discipline Rubric

Please see the complete Discipline Rubric in the Handbook's ALL ABOUT OUR SCHOOL section.

SUBSTANCE ABUSE AND TOBACCO POLICY

It is the policy of SPLC to be a Drug-free school zone. Students, parents/guardians, visitors, and staff members are prohibited from the possession of drugs and drug paraphernalia, or from being under the influence of drugs, alcohol, or the use of "tobacco products" while on campus or at any school-sponsored activity. The term "tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (including lighters and matches). This includes, among other products, cigars, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco, and all e-cigarettes and vapes. The use of medical marijuana is also prohibited on campus. Consequences for violation of this policy will be determined at the discretion of the administration.

DISCIPLINE FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students receiving special education services are not immune from the school's disciplinary process. However, since the exclusion of a student with a disability from his/her education program for more than a total of ten (10) days during a school year may constitute a significant change in placement, the following considerations must be addressed:

1. When considering long-term suspension or expulsion, an Individualized Education Program (IEP) Team must first determine whether the behavior of concern is a manifestation of the student's disability and whether his/her program is appropriate.
2. If the IEP team determines both that the behavior is not a manifestation of the student's disability and that the student's program is appropriate, disciplinary actions may be taken in accordance with the procedures in this handbook.
3. Should the disciplinary procedures include long-term suspension or expulsion, the school shall continue to provide the educational program defined in the IEP. However, that educational program may be implemented elsewhere.
4. If the IEP Team determines either that the behavior is related to the student's disability or that the student's program is not appropriate, then the student *may not* be long-term suspended and must receive an appropriate educational program. However, nothing precludes the implementation of the program to be in an AES setting.

Procedural safeguards outlined in the New Mexico Department of Education Standards for Excellence in Compliance Manual ensure that parental due process rights are afforded. SPLC Learning Center will

follow the federal guidelines regarding the provision of education continuation services for suspended special education students. Special education students are entitled to a due process hearing.

SECTION 504 AND THE AMERICANS WITH DISABILITIES ACT

Section 504 and the Americans with Disabilities Act (ADA) are federal laws that prohibit discrimination against persons with a disability. These laws define a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning, and working).
2. Has a record of such impairment.
3. Is regarded as having such an impairment.

School Obligations

SPLC Learning Center recognizes a responsibility to avoid discrimination against any person with a disability, as defined by these laws. No discrimination will knowingly be permitted in any of the programs and practices in the school.

School Responsibilities Under Section 504

The school is responsible for identifying and evaluating if the child is determined to be eligible under Section 504 by affording access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

Parent / Student Responsibilities Under Section 504

The student and parent have a responsibility to notify the school as soon as possible about 504 issues that may require special consideration by the school. The parent and student shall notify the school before the start of the school year of any existing conditions that may require school action to ensure access for the student to appropriate services.

Disability Harassment / Discrimination

Numerous situations may constitute disability harassment or discrimination. Mocking, taunting, ridiculing, criticizing, or punishing a disabled student because of his/her disability are a few examples of what may constitute disability harassment or discrimination. Concerns should be promptly reported to the school administrator.

School personnel who become aware of disability-related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed. Remedial measures will generally include counseling all person(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on resolved issues of disability harassment.

Procedural Safeguards for Parents

It is the policy of the SPLC to follow the procedural safeguards outlined in the New Mexico State Department of Education's [Parent and Child Rights in Special Education](#).

TITLE IX

Gender Identity or Expression Discrimination

SPLC and federal law prohibit discrimination on the basis of gender identity or expression. If students are treated differently based upon their gender identity or expression, in academia or in extracurricular activities, this treatment may be considered gender identity or expression discrimination. Gender identity or expression discrimination may include academic programs, discipline, classroom assignments, physical education, grading, and/or athletics.

Sexual Harassment

Sexual harassment is a form of gender identity or expression discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment:

1. Is a violation of federal law and SPLC policy.
2. Is illegal under state human rights statutes and may be considered a criminal offense under state and local assault and child abuse laws.
3. Includes sexual advances, requests for sexual favors, and written or verbal conduct of a sexual nature – this includes email correspondence.

If behavior toward another student makes him or her feel intimidated or uncomfortable, or if the student feels threatened, it may be considered sexual harassment even if the harasser did not intend for his or her actions to be offensive.

Sexual harassment is considered to have occurred when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of the academic status of a student or obtaining an education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor, which affects the academic standing or education of a student.
3. Conduct or communication has the purpose or effect of substantially or unreasonably interfering with the education of a student, or creating an intimidating, hostile, or offensive educational environment.

Sexual Misconduct

Sexual misconduct includes, but is not limited to:

1. Physical acts of aggression.
2. Force or threat against another student.
3. Threatening to force or coerce sexual acts.
4. Touching of private/intimate parts of the body.
5. Coercing, forcing, or attempting to coerce or force sexual intercourse.

These acts should be reported to school personnel immediately. Under state law, school personnel is required to report such acts to the local police department.

Pregnancy

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination against pregnant or parenting teens. Title IX views teen pregnancy as a “medical condition”, therefore pregnant teens:

1. May voluntarily elect to stay at their home school during their pregnancy.
2. Are to receive a comparable curriculum and academic opportunities which may include online courses at home.
3. Retain their academic standing, which cannot be altered due to their medical condition.

VIOLATION OF TITLE IX

Complaints

Any student, parent, or legal guardian, on behalf of his or her child, who believes he or she has been discriminated against on the basis of sex, gender identity or expression, race, national origin, or disability may file a written complaint. The school administration is obligated to investigate all title IX complaints completely.

These procedures do not deny any student or parent/legal guardian the right to pursue other avenues of recourse.

Retaliation

No student will suffer retaliation or intimidation for initiating a complaint with the school’s administration. Retaliation against any student seeking assistance at school, filing a complaint, or participating in the investigative process is grounds for disciplinary action. It is the policy of the SPLC Learning Center to respect the privacy of the complainant, the respondent, the accused, and the witnesses as much as possible, consistent with legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

STUDENT RECORDS

Student records kept by the school will be open to review by the custodial parent, guardian, and/or student. Record review will be treated confidentially, as prescribed by local policy, New Mexico Public Education Department Regulations, and the Family Educational Rights and Privacy Act of 1974 (FERPA).

SPLC maintains the following educational records directly related to students:

- Academic records
- Personal information records
- Disciplinary records
- Attendance records
- Health records
- Progress records
- Standardized testing records

Access to education records is limited to:

1. Parents of students under 18.
2. Parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code
3. Students.
4. Officials of schools or districts who have a legitimate educational interest.
5. State and local officials to whom information is required to be reported.
6. Certain testing organizations.
7. Accrediting organizations.
8. Appropriate persons in connection with an emergency.
9. Pursuant to a subpoena or court order.
10. Any person with the written consent of the parent of students under 18 or the student over 18.
11. A school or schools in which the student seeks or intends to enroll or leads the SPLC to believe he/she may enroll.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the “custodial” parent the right to:

1. Inspect and review his/her child’s educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights.

GLOSSARY OF TERMS

1. Absences, Excessive - Attendance which falls below 95% in a grading period.
2. Arson - Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity.
Category I – Deliberately, or with reckless disregard, starting a fire with resulting damage expenses under \$100.00.

Category II – Deliberately, or with reckless disregard, starting a fire resulting in damage expenses of \$100.00 or more to property or resulting in injury to a person.
3. Assault/Bullying - Threatening physical harm to another, causing a present fear of imminent danger to the person; included are threats, gestures, and verbal assaults.
4. Assault, Aggravated - Intending or performing assault and battery with a weapon, instrument, or any means of force likely to produce bodily injury. This category includes sexual assault and/or offenses.
5. Battery, Aggravated - Employing hostile contact with any kind of weapon or causing great bodily harm.
6. Battery/Fighting - Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.
7. Bomb Threat and/or False Alarm –
Bomb Threat – Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that person/s or property is likely to be injured or destroyed.

False Alarm – Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.
8. Bus Disruption - Deliberately or inadvertently interfering with the safe operation of a school bus that is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or pick-up areas.
9. Continual Disruptive Conduct - Administrators may consider the behavioral pattern or history of a student when enforcing consequences. It is the duty of the administrator to protect the educational process for all students.
10. Controlled Substance, Paraphernalia Possession - Possessing any paraphernalia, such as but not limited to rolling paper, pipes, or bongs.
11. Controlled Substance, Possession - Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling; having a “look-alike,” (a substance that looks like a controlled substance).

12. Controlled Substance, Sale or Distribution - Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling; including a “look-alike,” or an item sold as a controlled substance.
13. Controlled Substance, Use - Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including a “look-alike,” or an item used as a controlled substance.
14. Defiance of School Personnel/Authorities - Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel has jurisdiction.
15. Expulsion - The removal of a student from school for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal.
16. Extortion - Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.
17. Firearm, Possession - Possession of any weapon which will propel a projectile by the action of an explosive.
18. Gang-Related Activity - Gang-related activity can be intimidating to students, faculty, and staff and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals, and wearing gang attire or “colors.” A “gang” can be any group of students and/or non-students whose group behavior is threatening, delinquent, or criminal. Since gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion, based on current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators which will be considered should include:
 - a. The student associating with admitted or known gang members.
 - b. The student wearing attire consistent with gang dress.
 - c. The student displaying gang logos, graffiti, and/or symbols on personal possessions.
 - d. The student displaying gang hand signs or signals to others.
 - e. The student talking about gang activities to others.
19. General Disruptive Conduct - Willful conduct which materially disrupts or interferes with the operation of the public schools and the orderly conduct of any school activity, including individual classes; or leads an administrative authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken.

For example:

- a. Failing to provide/surrender school identification to any public school personnel or activity sponsor upon demand.
- b. Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by a teacher, principal, faculty member, or other public

school officials at any time, whether the rule is designed for the classroom, the campus in general or any other location or facility involving a school-related activity.

- c. Being dressed in a manner that is disruptive to the educational process.
- d. Inappropriate display of affection, i.e. a display of affection that has the potential to disrupt the educational process and/or environment.
- e. Cheating.
- f. Gambling.
- g. Use of pagers and/or cell phones during instructional time or at a time that would be disruptive to the educational process.

20. Hazing - Committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, for that student to be initiated into or affiliated with a student organization, or for any other purpose.

21. Language, Profane and/or Abusive - Using language which is crude, offensive, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing.

22. Materials, Obscene - Displaying material that is indecent and has the potential of being disruptive.

23. Restitution - Compensation for loss or damage.

24. Robbery - Taking of property of another through means of force or fear.

25. Search, Minimally Intrusive - Emptying of pockets, searches of student backpacks and purses, removal of hats, socks, and shoes, conducted by any certified school employee, school security officer, campus security aide, or school bus driver.

26. Search, More Intrusive - Pat downs and/or frisks, conducted by an authorized person of the same sex as the student being searched.

27. Sexual Harassment - Sexual harassment is a form of gender identity or expression discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment is a violation of federal law.

28. Tardy, Excessive - The student is not in the class or assigned activity when it is scheduled to begin.

29. Theft - Unauthorized possession and/or sale of property of another without consent of the owner.

30. Tobacco, E-Cig, or Vape Possession - Possession of tobacco anywhere on the school campus or at a school-related event is prohibited.

31. Tobacco, E-Cig, or Vape Use - Using any form of tobacco is prohibited.

32. Trespassing/Unauthorized Presence - Entering or being on school grounds, in a school building, or in any other person's car or building without authorization.

33. Vandalism - Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.
34. Weapon Possession - Possessing a weapon such as but not limited to: a firearm, any type of gun, knife, club, explosive, spiked wrist band, chains, or other items that may cause or are intended to cause injury or death. This specifically includes “look-alike” guns and knives, such as toys.
35. Weapon Use - Use of any weapon to threaten, intimidate, attack, injure or kill any person.

Notes:

- Controlled substances include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- “Look-alikes” are specifically included whether or not they are capable of producing a change in behavior or altering a state of mind.
- “Possession,” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car, or elsewhere, and is subject to the student’s custody and control.

PARENT-TO-TEACHER GRIEVANCE POLICY

Per our Governing Body Policy, B.16, the SPLC staff and faculty shall treat parental concerns with respect and demonstrate a genuine interest in developing solutions. Any student or parent who believes they have been aggrieved by a member of the school's staff or community should address their concerns directly with the faculty, administration, or Head Administrator to reach a satisfactory resolution.

Level I Teacher-Parent

A grievance will be initiated by the parent/guardian, when needed, against the school as an organization. A parent/guardian should make every effort to resolve the issue with the classroom teacher. The parent must inform the teacher that they have a conflict or grievance and that a meeting is desired.

Timeline: The teacher will offer a meeting date with the parent that normally is within 3 working days of notification that there is a conflict or grievance.

The parent will meet with the teacher to resolve the conflict. Both the parent and teacher will document the meeting to detail the conflict including what happened, how, where, when, and identification of anyone else present. The documentation will also detail appropriate actions being taken to resolve the conflict.

If the parent is satisfied with the resolution, the documentation between the parent and teacher must specify that the issue is resolved or closed. Such documentation should be signed by the parent/guardian and teacher.

If the parent is not satisfied with the resolution or actions from past parent-teacher meetings, they must specify this in the documentation and inform the teacher that the parent intends to refer the issue to the Assistant Principal.

Level II

Assistant Principal-Teacher-Parent Meeting

The parent must write a letter to the Assistant Principal describing the conflict or grievance that has been attempted to be resolved while working with the teacher. The Assistant Principal will schedule a meeting with the Teacher and Parent involved. Both the letter to the Assistant Principal and the parent-teacher meeting documentation will be available at this meeting. The goal of this meeting is to resolve the conflict or grievance to the satisfaction of both the parent and teacher.

Timeline: The Assistant Principal will offer a meeting date with the parent and teacher that is normally within 5 working days of notification that there is a conflict or grievance.

If the parent is satisfied with the resolution, the documentation between the parent, teacher, and

Assistant Principal must specify that the issue is resolved or closed. Such documentation should be signed by the parent/guardian, teacher, and Assistant Principal.

If the parent is not satisfied with the resolution or actions from past parent-teacher- Assistant Principal meetings, they must specify this in the documentation and inform the teacher and Assistant Principal that the parent intends to refer the issue to the Head Administrator.

Level III

Head Administrator-Assistant Principal-Teacher-Parent Meeting

The parent must provide the original letter to the Head Administrator with updates as to what has been attempted while working with the teacher and Assistant Principal. The Head Administrator will schedule a meeting with the Assistant Principal, Teacher, and Parent involved. Both the letter to the Head Administrator and the parent-teacher-Assistant Principal meeting documentation will be available at this meeting. The goal of this meeting is to resolve the conflict or grievance to the satisfaction of both the parent and teacher with agreement by the Assistant Principal.

Timeline: The Head Administrator will offer a meeting date with the parent, teacher, and Assistant Principal that is normally within 5 working days of notification that there is a conflict or grievance.

If the parent is satisfied with the resolution, the documentation between the Head Administrator, parent, teacher, and Assistant Principal must specify that the issue is resolved or closed. Such documentation should be signed by the parent/guardian, teacher, Assistant Principal, and Head Administrator.

If the parent is not satisfied with the resolution or actions from previous Head Administrator, parent-teacher-Assistant Principal meetings, they must specify this in the documentation and inform the teacher, Assistant Principal, and Head Administrator that the parent intends to refer the issue to the Governing Body.

Level IV

Head Administrator-Board-Parent

If the parent or student is not satisfied with the Head Administrator's action, he or she may file a written complaint with the Governing Body seeking a review of the Head Administrator's action. The parent must send the original letter, along with what has been attempted while working with the teacher, Assistant Principal, and Head Administrator to the Governing Body, including all documentation of Levels II and III. The conflict or grievance is then discussed in a closed session of the next regularly scheduled Governing Body meeting. Both the parent and Head Administrator provide the documentation and potential resolution to the Governing Body. Because this is a closed meeting, no minutes will be taken.

The Governing Body will review and provide its actions or resolution to both the parent and Head

Administrator at this Governing Body meeting. If additional time to consider the resolution is needed, the Governing Body will schedule a follow-up meeting within ten (10) working days. A member/s from the Governing Body will notify both parties in writing of the final decision.

NO FURTHER REVIEW IS AVAILABLE. The determination of the Governing Body is final.

Definitions:

Grievance - A grievance will be defined as a dispute between a parent/guardian and SPLC. The school's conflict resolution (i.e. grievance) procedure is designed to ensure a parent/guardian and the school a fair hearing of legitimate grievances. The parent must always begin with Level I – Parent and Teacher Meeting.

Record - A written record of each meeting will be made and kept as part of the conflict or grievance file. These are kept by the teacher, Principal, or Head Administrator.

STUDENT-PARENT ACKNOWLEDGEMENT



SPLC PARENT/STUDENT ACKNOWLEDGEMENT OF THE RULES AND REGULATIONS OF THE STUDENT HANDBOOK

Sponsor Teacher: Please sign below, acknowledging that you have offered the student and family a printed copy of the Student Handbook and that you have specifically reviewed the following areas:

- | | |
|-------------------------|-------------------------------------|
| • Attendance | • Personal Electronic Devices |
| • Discipline Rubric | • PowerSchool |
| • Dress Code Policy | • Progress Reports & Transcripts |
| • Drop-Off & Pick-Up | • Technology Use Policy |
| • Lunch, Snacks & Water | • Visitors, Volunteers & Chaperones |

Sponsor Teacher

Date

Students and Parent/Guardian: Please sign below, acknowledging that you have read, understand, and agree to the Rules and Regulations of SPLC, as outlined in the Student Handbook, and as presented by the sponsor teacher.

Student Printed Name

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date