



2024-2025
Student Handbook

Our Mission:

To empower all students, especially the academically underserved, with the educational support they need to reach their potential, succeed in life and realize the American dream.

Welcome

Welcome to the New America School – Las Cruces (NAS-LC). We are a public charter school authorized by the New Mexico Public Education Commission, and we are subject to State and Federal education laws and regulations. In order to support our students’ success and promote a safe learning environment, we continue to review and update our policies from time to time. We expect **all** of our students to follow the policies and procedures, which have been adopted by the School’s Governing Council. If you have questions or concerns about any of the policies or procedures in this Handbook, please contact the School’s Principal. All NAS-LC staff members are dedicated to helping students succeed. School safety is a commitment shared by students, staff, parents, board members, and community partners. Student expectations are outlined and a grid of consequences for infractions has been developed. In addition, a Safe School Plan (SSP) has been developed for the school. SSPs are available for review in every classroom (red folders) and are continually modified to improve student safety. All NAS-LC staff members have been trained on all safety protocols aligned to New Mexico Public Education Department recommendations. School officials and staff respond appropriately, consistently and in a timely manner in dealing with safe school issues. Communication with parents and students will be ongoing.

2024-25 Calendar

July 10, 2024	Registration
July 11, 2024	Jumpstart for incoming Freshman
July 15, 2024	First Day of School for Students
Sept. 2, 2024	Labor Day, no school
Sept. 18-19, 2024	End of First Quarter (Finals)
Sept. 20, 2024	Fun Friday, school is mandatory
Sept. 23-October 4, 2024	Break, No school
October 7, 2024	Second Quarter begins
October 18, 2024	Parent/Teacher Conferences
November 5 and 6, 2024	REMOTE DAYS- teachers will assign work to be done at home
Nov. 7, 2024	NAS CLOSED for Teacher Development Day
November 25-29, 2024	Thanksgiving Break: Office and School Closed
December 13, 2023	Fun Friday, school is mandatory
Dec. 18-19, 2024	End of Semester 1, Quarter 2 (Finals)
December 20-January 3, 2025	Winter Break: School Closed. Office opens on January 3, 2025
January 6, 2025	Students Return and Third Quarter Begins
January 15, 2025 (MLK Day)	MANDATORY ATTENDANCE: Community Service Day
February 17, 2025	REMOTE DAY: teachers will assign work to be done at home. Presidents Day Holiday: Office and School Closed
March 5-6, 2025	End of Third Quarter (Finals)
March 7, 2025	Fun Friday, school is mandatory
March 10 - 21, 2025	Spring Break, No school
March 24, 2025	Fourth Quarter begins
April 4, 2025	Parent/Teacher Conferences
April 21, 2025	REMOTE DAYS- teachers will assign work to be done at home
May 26, 2025	No school: Memorial Day
May 29, 2025	Last day for all students including seniors. No early release.

Office and Support Staff	
Margarita Leza Porter, Superintendent/Principal	mporter@lcnas.org
Christina Montoya, Assistant Principal	cmontoya@lcnas.org
Sarah Baker, Academic Advisor	sbaker@lcnas.org
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Lloyd Masterson, Head of Security	hdiaz@lcnas.org
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Jackie Macho, Front Desk-evenings /Cafeteria	jmacho@lcnas.org
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Teaching Staff	
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J. Porter, Daycare Director	Jporter@lcnas.org
A. Araiza, Daycare Assistant	aaaraiza@lcnas.org

CLASS SCHEDULE

Period	Time (57 min core class)	SNOW Day (44 min class)
1 st Period	8:30 -9:32 am	No breakfast will be served
2 nd Period	9:35– 10:32 am	1 st Period 10:30-11:14
3 rd Period	10:35 – 11:32 am	2 nd period 11:17-:12:01
Advisory	11:35– 11:55 pm	Lunch 12:04-12:35
Lunch	11:55-12:25	3 rd Period 12:38 – 1:22
4 th Period	12:28-1:25pm	4 th Period 1:25- 2:09
5 th Period	1:28 – 2:25pm	5 th Period 1:12- 2:56
6 th Period	2:28- -3:25	6 th Period 3:00- 3:42
7 th Period	3:38 – 4:25 pm	7 th Period 3:44-4:25
Night time class	5:30 – 7:15 pm	5:30 – 7:15 pm

Inclement Weather: Please listen to the radio, 103.1 or 104.9 for inclement weather. We will follow Las Cruces Public Schools' hours during inclement weather.

Breakfast and Lunch: NAS-LC participates in the Healthy Hunger Free Students Bill of Rights Act. Students 14-18 yo receive free meals.

STUDENT SCHEDULES

As the NMPED has increased the number of hours a student is in class, New America School will increase instructional time. First period begins at 8:35 sharp. Students will be marked tardy once class begins. This is important for weekly incentives of additional time off for lunch. There is no tardy bell. NAS-LC is committed to our students' safety; therefore, we ensure that students over the age of 19 do not attend class with minors, unless they are special education students. Students will be scheduled to attend class according to their age. All students under the age of 18 will attend school during the day (8:30am-4:30 pm). Students who are 19 and older at the beginning of the year will attend class from 5:30pm -7:15pm. Students over 22 on the first day of school will need to meet with the Superintendent and Dean of Students to create an academic plan if it is possible to graduate within one or two years of attending night school. Please note: there is not supervision before 8:00am and after 5:00. NAS strongly encourages parents to drop off and pick-up on time. No minor students are allowed on campus after 5pm without adult supervision.

ABBREVIATED (DUE TO WEATHER) DAY

NAS-LC will follow the Las Cruces Public Schools' ("LCPS") 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 and the School is directed to close early, NAS-LC will notify parents by phone, text or other means of communication to come pick up their student(s).

The following emergency procedures will be followed at NAS-LC 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 or text 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 students drive themselves, they may leave campus at that time.
- 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 or text, but we will do our very best with your cooperation. Your assistance is necessary in order to have a safe and orderly dismissal.

STUDENT SUPPORT SERVICES

NAS-LC provides support services to students, through contractors such as our school psychologist, social worker, counselor interns, assessment coordinator, Academic Advisor, Attendance Success Coach, and the College Navigator. All of the listed professionals provide a program of personal, academic, college, and vocational counseling; short-term psychological counseling, testing, regular attendance and referrals; and the administration of standardized tests and the interpretation of test scores to students, teachers and parents.

ACADEMIC ADVISING OFFICE

The NAS-LC academic advising office plans and monitors student academic programs and progress, assists students who experience academic or personal difficulties, and stresses decision making, self-advocacy and personal responsibility. The office also has information on universities, the application process, financial aid, scholarship services, and adjusting to university life. Students or parents who wish to discuss university plans or wish to discuss any academic or personal difficulties should feel free to make an appointment with the school's academic advisor.

CONFERENCES

Parent Conferences are held twice a year on October 18, 2024 and April 4, 2025. This provides parents the opportunity to discuss their child's progress with all of his or her teachers. If a parent would like to meet with our advisor, principal, or teacher at any other time during the school year, please call the school to make an appointment. Individual teachers may request to meet with a parent and student.

GOVERNING COUNCIL

The NAS-LC Governing Council makes policy decisions concerning the school and employs the Superintendent/Principal. The members of the Governing Council operate according to Council bylaws and applicable public meeting laws and requirements. Council members are volunteers who monitor and ensure that NAS-LC's charter goals and mission are carried out. Regular meetings are held on the third Thursday of each month at 5pm (unless otherwise indicated) . Notices of Governing Council meetings will be posted on the website and on the school's front door. Meetings are held both in-person and may be accessed online as well. .

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

STUDENT MEDICATION 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. . Students may be treated with an epinephrine auto injector, as directed by standing order of the student's physician, for life-threatening episodes of allergic reaction or asthma. When possible, medication doses should be given at home to avoid interruptions in the school day. If medication is needed during the school day, NAS-LC policy is as follows:

1. Inform. Parents/guardians must inform the nurse or administrator when a pupil requires medications during the school day, including over-the-counter medications. Students observed by school personnel self-administering unauthorized medications shall be reported to their parents/guardians.

Written Permission. A written, signed statement is required from the parent/guardian and physician authorizing the administration of all medications, including over-the-counter 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.

2. Labeled Containers. Prescription 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. Over the counter medication to be administered at school must be in the original labeled container with dosage and instructions.

3. Administration. A nurse will administer medications to students who have been authorized to receive medication during the school day. In the absence of the nurse, the medication will be dispensed by an administrator designated by the nurse. 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).

4. Doctor's Orders. Tylenol or other over-the-counter ("OTC") medicines will be administered to students only with a written parent authorization and direction as required above. After three consecutive days of OTC administration, the School will require a physician's written authorization in order for the School to further administer the OTC medication. Again, parents are urged to administer such medication at home when possible. The medication must be administered by the School nurse or designee in accordance with parent and label directions; students may not self-administer OTC medication, nor distribute OTC medication to others. Violation of this procedure will subject the student to discipline. Such over-the counter medication must be in the original container. Again, parents are urged to administer such medication at home when possible.

5. 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..

MEDICAL CANNABIS POLICY

Pursuant to the New Mexico Medical Cannabis in Schools Act ("Act"), qualified students certified for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act who require medical cannabis as a reasonable accommodation necessary for the student to attend school may be administered medical cannabis before attending school, or at school. **Medical cannabis may be administered at School only if:**

1. A written treatment plan for the administration of the medical cannabis is agreed to and signed by the Principal or designee, and by the qualified student's parent or legal guardian. The treatment plan must be on the written treatment plan form posted on the NMPED's website, and must include:
 - a. An affirmation of diagnosis of a qualifying debilitating medical condition, and description of the qualified student's debilitating medical condition per the Lynn and Erin Compassionate Use Act;
 - b. Description of the plan of treatment with medical cannabis, including:
 - i. Recommended dosage allotment;
 - ii. Recommended frequency of administration in a school setting; and
 - iii. Signature of the parent/guardian and the certifying practitioner;(treatment plan form may be found at <https://webnew.ped.state.nm.s/bureaus/safe-healthy-schools/medical-cannabis-in-schools/>); and
2. Before the first administration of medical cannabis in a school setting, the qualified student's parent or legal guardian completes and submits documentation to the Principal that includes a:
 - a. Copy of the qualified student's written certification for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act from a certifying practitioner;
 - b. A copy of the student's New Mexico Department of Health (NMDOH)-issued ID card, which includes the name of the primary caregiver;
 - c. A signed Health Insurance Portability and Accountability Act (HIPAA) authorization, using the HIPAA authorization form posted on the NMDOH's website (<http://nmhealth.org/publication/view/form/137/>), which shall be retained by the School as a medical record; and
 - d. Written statement from the qualified student's parent or legal guardian releasing the school and school personnel from liability (see Principal for copy of required form), except in cases of willful or wanton misconduct or disregard of the qualified student's treatment plan.

3. The written certification and written treatment plan shall be valid for no more than one year from the date of issuance and shall be presented to the School at or prior to the school year for which the certification and treatment plan shall apply.
4. In case of spillage or waste of medical cannabis on School premises, cleanup and destruction of spillage or waste shall be immediate and shall be documented by a School employee witness.
5. The parent/guardian shall provide the written certification and written treatment plan, a new release from liability, and a new package or container with clearly labeled identifiers including the qualified student's name, date of birth, and dosage allotment, upon enrollment in a new public school following disenrollment, withdrawal, transfer, or graduation from another school.
6. School personnel shall not administer medical cannabis on campus or at school-related activities; only a qualified student's parent/legal guardian may administer medical cannabis, in accordance with state law and this policy.
7. Parents/guardians administering medical cannabis to their student in the school setting may only do so in accordance with the student's written treatment plan and this Policy. The School shall not store medical cannabis administered by the parent/guardian. The School Principal shall designate the School location at which parent/guardian administration of medical cannabis shall occur. Any administration of medical cannabis on school campus must take place out of view of other students and with the Principal or designee present. Parent/guardians administering medical cannabis to their student must check in and out with the Principal prior to and after each administration of medical cannabis to their student.
8. **A student shall not possess, store, or self-administer medical cannabis at a school setting or at a School-related activity.** A parent, legal guardian, and/or designated school personnel shall not administer medical cannabis at a school setting or during a school-related activity in a manner that creates disruption to the educational environment or causes other students to be exposed to medical cannabis.
9. **Administration and use of medical cannabis in a school setting is not authorized, and being under the influence of cannabis in a school setting is not authorized, where the student is not a qualified student pursuant to the Lynn and Erin Compassionate Use Act who requires medical cannabis as a reasonable accommodation necessary for the student to attend school, where the student's performance/behavior at school/school activities is adversely affected by such use, where it may pose a danger to other students, and/or where it disrupts or has the potential to disrupt the educational process.**
10. Student possession, use, distribution, sale or being under the influence of a cannabis product in a manner inconsistent with this Policy, inconsistent with the Medical Marijuana in Schools Act, and/or inconsistent with the Lynn and Erin Compassionate Use Act, is banned and will be considered a violation of the School's policies against distribution/possession/use of an unlawful substance on campus, and shall be disciplined accordingly.
11. The School shall not discipline a qualified student on the basis that the student requires medical cannabis as necessary for the student to attend school, or deny eligibility to attend school to a qualified student on the basis that the qualified student requires medical cannabis as a reasonable accommodation necessary for the student to attend school or an in-state school-sponsored activity.
12. The School shall annually provide appropriate training on this Medical Cannabis Policy to all school personnel.

As used in this section:

- i. "certifying practitioner" means a health care practitioner who is licensed in New Mexico to diagnose a qualified patient and recommend medical cannabis as a course of treatment;
- ii. "medical cannabis" means cannabis that is:
 - a. Recommended for treatment of a debilitating medical condition as defined in the Lynn and Erin Compassionate Use Act, in a written certification by a certified practitioner; and
 - b. Dispensed by a cannabis producer that has received approval from the New Mexico Department of Health (NMDOH) to conduct sales of medical cannabis; and
 - c. Is in the form of a capsule, extract, or concentrate to be ingested through the mouth that:
 - i. May be safely divided into measurable doses;
 - ii. is not an aerosol product consumable through smoking or in particulate form as a vapor or by burning;
 - iii. is not a food or a beverage product;
 - iv. is not a salve, balm, or other topical product;
 - v. does not require refrigerated storage; and
 - d. If administered by designated school personnel, is provided to the school in package or container clearly labeled with the student's name, date of birth, and dosage allotment; if administered by the parent/guardian, is brought to the school for administration by the parent/guardian in a package or container clearly labeled with the student's name, date of birth, and dosage allotment.
- iii. "qualified student" means a student who demonstrates evidence to the Principal that the student is authorized as a qualified patient pursuant to the Lynn and Erin Compassionate Use Act to carry and use medical cannabis in accordance with the provisions of that Act, 6.12.10 NMAC, the Lynn and Erin Compassionate Use Act, and New Mexico department of health

rules regarding the Lynn and Erin Compassionate Use Act. **Note: a qualified student is prohibited from possessing any form of cannabis in a school setting;**

- iv. “school setting” means any of the following locations during a school day:
 - a. A school building;
 - b. A school bus or activity vehicle used within the state during, in transit to or in transit from a school-sponsored activity;
 - c. A public vehicle used within the state during, in transit to or in transit from a school-sponsored activity in the state; or
 - d. A public site in the state where a school-sponsored activity takes place;
- v. “written certification” means a statement written by a qualified student’s certifying practitioner in a qualified student’s medical records or in the written treatment plan statement; certifying that the qualified student has a debilitating medical condition pursuant to the Lynn and Erin Compassionate Use Act; certifying that the certifying practitioner believes that the potential health benefits of the medical use of cannabis would likely outweigh the health risks for the qualified student; and signed by the certifying practitioner. A written certification is not valid for more than one year from the date signed by the certifying practitioner.
- vi. “written treatment plan” means a document developed by the parent/guardian in collaboration with the certifying practitioner that:
 - a. Includes the certifying practitioner’s diagnosis and description of the qualified student’s debilitating medical condition per the Lynn and Erin Compassionate Use Act;
 - b. Describes the plan for recommended treatment with medical cannabis, including:
 - i. The recommended dosage allotment;
 - ii. the recommended frequency of administration of medical cannabis in a school setting; and
 - iii. is signed by the parent/guardian and the certifying practitioner.

This Policy is not applicable to any School-related activity taking place outside of the state of New Mexico. **Hemp products are not covered by this policy.**

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, with input from the parent or guardian and based on the student’s health care practitioner’s medical orders, has formulated a written treatment plan for managing the student’s care and for medication use by the student during 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.

Please see the Student Diabetes Management Policy in this handbook for important information about student diabetes management procedures at school. To the extent that anything in this Section conflicts with the Student Diabetes Management Policy and procedure, that policy shall control.

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 NAS-LC determines that the circumstances merit contacting 911 for emergency response. After 911 is called, the school will make every effort to reach the student's parent/guardian, or other emergency contact prior to treatment, however, this may not always be possible. For this reason, it is absolutely necessary that all contact information on the Medical form be completed and kept current. This is completed at registration.
- *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 a particular 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 notes describing the nature of health-related 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 student's health-related 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.

EXCUSE FROM PHYSICAL EDUCATION Please send a written, signed 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.

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. COVID-19, chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

CHANGE OF RESIDENCE/EMERGENCY INFORMATION

It is the responsibility of parents, guardians, and students over 18, to inform the school of any change of address, email, telephone number or emergency information. Parents must provide a manner to receive both written (U.S. Mail, electronic mail) and oral communication (telephone, cell) regarding their student. For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, NAS-LC requires the parent/legal guardian to provide current emergency information to the school. Every parent/legal guardian must complete the emergency information form for each student at the time of enrollment. Emergency information should include, but is not limited to the following:

- Home address and current telephone, including cell phone
- Employment/business addresses and phone numbers
- Relative/Friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached. Parents of students with disabilities should also have the name of any other designated adult who can receive their child in case of an emergency. Students will not be released to anyone not listed on the emergency card unless the parent/legal guardian has provided written authorization on a case by case basis. Parents are required to update this information as soon as it is changed. The school will not be responsible for any failure to update contact information.

IMPORTANT NOTICE INFORMATION

A. PARENTS' RIGHT TO KNOW ABOUT TEACHERS' CREDENTIALS. Upon request, parents shall be notified of the professional qualifications of their child's teacher in core academic subjects. This information includes:

- The type of credential the teacher holds.
- The teacher's college degree(s) and major(s).

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child. Additionally, schools must provide timely notice to the parents of a child who has been assigned to, or has been taught in, a core academic subject for four or more consecutive weeks by a teacher who does not meet the "highly qualified" teacher requirements

B. RESTITUTION/PARENT LIABILITY. New Mexico Statutes Annotated §32A-2-27 provides that any act of malicious or willful misconduct of a minor which results in any injury to the property or person of another shall be the responsibility of the parent or guardian having custody and control of the minor for all purposes of civil damages, and the parent or guardian having custody and control shall be liable for any damages resulting from the willful misconduct, not to exceed \$4,000. Parents of students who damage or destroy School instructional materials and/or equipment will be expected to pay for the repair/replacement of the property. Grades, transcripts, and/or diplomas may be withheld by the School pending restitution/reimbursement by parents/guardians. If a student/parent is unable to pay for damage or loss, NAS-LC will work with the parent/student to develop an alternative program in lieu of payment.

C. SCHOOL AND PUPIL RECORDS: FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY. The Family Educational Rights and Privacy Act (FERPA) affords parents, students 18 and over ("eligible students"), and those with custodial rights certain rights with respect to the student's education records. The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by the school. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, guardian or adult student (18 years or older). Records or information maintained by the school official exclusively for personal reference or use are not considered pupil records and are not subject to federal and state privacy laws. Unless otherwise prohibited

by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. School, school district, and state employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A “legitimate educational interest” is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. In general, other individuals or agencies may be authorized to access, review and /or obtain pupil records by court order, parent/guardian consent, or by statute.

The School provides the following notice regarding those rights:

- *Inspection* - You may inspect and review the student’s education records within 45 days of the day the school receives a written request for access. Parents/guardians 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.
- *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 NAS-LC decides not to amend the record as requested by the parent or eligible student, NAS-LC will notify the parent of the decision and advise of the parent’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- *Disclosure/Consent* – A parent or student 18 and over 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 or contracted by NAS-LC 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 whom NAS-LC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official School 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.
- *Directory Information – Right to Opt Out.* NAS-LC classifies the following as Directory Information for purposes of FERPA: student’s name, parent’s name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, dates of attendance, 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 their consent must notify, in writing, the Principal 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 of permitting your student’s directory information from being released, please sign the attached “Exclude the Release of Directory Information” form which was included at registration.
- *Complaint* - You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by NAS-LC 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.

TOBACCO, ALCOHOL AND DRUG FREE SCHOOLS

No student, staff member or school visitor is permitted to use any alcohol, drug or tobacco product or related product (including vapes/e-cigarettes, whether or not containing tobacco/nicotine) at any time while on campus, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the NAS-LC
- on any school grounds and property – including parking lot, patios – owned leased, rented or chartered by NAS-LC; or
- at any school-sponsored or school-related event on-campus or off-campus.

NAS-LC prohibits the use, possession and distribution of commercial tobacco products, electronic tobacco delivery devices, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs on school property and at off-campus school-sponsored events by students, school personnel, and visitors. Definitions shall be in accordance with 6.12.4.7 NMAC. NAS-LC further prohibits the promotion of tobacco products, electronic delivery devices (whether or not containing tobacco/nicotine), alcoholic beverages, mood-altering substances or illicit drugs on school property or at school-sponsored events, including but not limited to the promotion of such products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials. Discipline for violation of this Section shall be in accordance with 6.12.4 NMAC and as provided in this Handbook. No school employee who in good faith reports any known or suspected use, possession or distribution of alcoholic beverages, mood-altering substances or illicit drugs shall be held liable for any civil damages as a result of such report or efforts to enforce this policy.

It is not a violation of this Policy for a person to possess or provide tobacco or lighters to any other person as part of an indigenous practice or a lawfully-recognized religious, spiritual or cultural ceremony or practice; however, except in certain limited circumstances, such religious, spiritual or cultural ceremonies/practices are not appropriate in the public school setting. It shall not be a violation of this policy to use tobacco or a lighter as part of an educational experience related to indigenous tobacco practices

that has been specifically approved by the Principal. To avoid misunderstandings, if you require the possession of tobacco or a lighter on campus pursuant to these limited exceptions, you must make arrangements in advance with the Principal, and receive prior approval.

There have been an increasing number of vaping incidents during school. NAS has installed vape monitors in all bathrooms. There are two levels of infractions depending on the vape.

Nicotine

1st infraction: parents will be notified and the student will be given 3 day of lunch detention.

2nd infraction: parents will be notified and the student will be placed on a behavior contract.

3rd infraction: The student will be suspended for 3 days and the student will be ineligible for any incentives.

THC Vape:

1st infraction: Student will be sent home, suspended for 3 days. Student will be placed on a behavior contract upon return.

2nd infraction: Student will be suspended for 5 days.

3rd infraction: The student will be long-term suspended.

PARKING AND DRIVING ON CAMPUS

Any vehicles driven to school by students must be parked in the designated student parking areas and must be registered in the administrative/security office. The parking area is provided as a convenience for students who drive to school, and the privilege is conditioned on the student's adherence to the school's rules/regulations. Students desiring to park in the student parking lot may do so only so long as they comply with rules/regulations and normal safe driving procedures and only after presenting a registration, proof of insurance and current valid driver's license to the schools administrative/security office. Failure to comply with rules/regulations is sufficient cause for removal of the student's vehicle from the school parking area, either temporarily or permanently. Vehicles parked on school property are subject to the search and seizure provisions of this handbook. The school reserves the right to have the student's vehicle towed at the student's expense. Students are not to loiter in or around their cars. The school assumes no responsibility for the vehicles or their contents.

- Parking lot speed limit is 5 mph.
- Parking stickers are \$10 and students must purchase one to park in the NAS parking lot.
- Speeding/Hazardous Driving/Parking in Unassigned Areas will result in removal of parking privileges.
- Repeated offenses will result in loss of parking privileges and towing of vehicle.

DELIVERIES

NO Food deliveries are allowed. Because NAS-LC is a closed campus, deliveries of flowers, candy, food, balloons, etc., to campus will not be permitted. These items are distractions to the learning environment and are burdensome for students to carry. If any deliveries are made, they will remain in the office until the end of the day. Please be aware that latex balloons are NEVER permitted on campus. Some of our students and staff are allergic to latex and any exposure could be life threatening. **Food items being ordered by and/or delivered to students at school are not allowed due to NAS-LC's participation in the Federal Food Program. This includes food drop-off from parents. Students must bring their lunch with them at the beginning of their school day, if they do not wish to eat the food provided by the School.** If these food items are received at School, students will not be permitted to accept them until the end of their class day.

FOOD AND DRINK IN CLASS

Food and drink in class have distract students from important instructional time. NAS-LC policy is that no food items may be brought into and/or consumed in any classroom. Any food and drink items discovered in the classroom will be confiscated and held in the front office until the end of the student's school day. The only exception to the above is students to bring bottled water or water bottles into the classroom. Staff may search and test the contents of a student's water bottle if they suspect that something other than water is contained in the bottle. Students are encouraged to bring their own snacks/beverages, which must be stored in the front office until the snack break.

SUICIDE THREATS/ATTEMPTS

If a student demonstrates any suicidal tendencies (verbal or other signs), NAS-LC staff will keep student under close observation until a trained professional in mental health services arrives. Staff receives training on suicide prevention.

Parents/guardians shall be notified immediately if school staff receives any information regarding a student suicide threat. NAS-LC staff will abide by the following guidelines when they identify a potentially suicidal student:

- Take all suicide threats seriously.
- Remain with the person until help is obtained.
- Seek immediate help from a trained professional.

FIRE AND SAFETY DRILLS

Please refer to New America School-Las Cruces safety plan manual that is available at our front office and in each classroom for further information on fire drill procedures, evacuations, and other emergency safety procedures. Please note that in case of an evacuation for any emergency situation, students and staff will meet at the Rio Grande Theatre.

ADMISSION

For information concerning student enrollment or the lottery process, please refer to the Admission Section of our school website (www.lcnas.org). NAS-LC does not discriminate against any student based on race, gender, religious affiliation, national origin, ethnicity,

physical or mental disability, sexual orientation, gender identity and/or expression, or on any other legally protected basis. The school is nonsectarian in its programs, admission policies, and employment practices.

REGISTRATION/ENROLLMENT

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

LANGUAGE USAGE SURVEY

Each student entering NAS-LC for the first time must complete a Language Usage Survey. The survey form needs to be answered concerning the student's language, and 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 English Language Learner services. Please contact the school's principal for more information on the English Language Learner program at NAS-LC.

PARENT CUSTODY

When parents are separated or divorced, it is recommended that parents provide the school with a signed and certified court order defining custody and visitation rights. When parents share legal custody, i.e. have "joint custody," each parent has the right to access and to receive copies of school records and information, to attend school conferences, and to be informed about the student's welfare, educational progress, and status. In the absence of a certified court order defining parental rights otherwise, the School will assume that parents share legal custody.

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 to:

- maintain a copy of the relevant sections of the court order;
- inform appropriate school personnel of the provisions or restrictions in the court order; and
- abide 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 presented to the school, **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.

FOUR YEAR PLANS & GRADUATION REQUIREMENTS

The New Mexico law requires that every New Mexico high school student complete a "next step plan" each year, through the end of 11th grade. Next Step plans begin as students are registering for the ninth grade. The plan lays out the courses that the student plans to take over the next four years to reach graduation requirements and college and work place readiness, if applicable. The school will assist students in preparing next-step plans. Below are the minimum graduation unit requirements prescribed by the New Mexico Public Education Department: **Individual graduation requirements will be outlined and addressed with students by the Academic Advisor at the beginning of each school year. For graduation ceremonies, no caps shall be decorated.**

DUAL ENROLLMENT

NAS-LC has a dual enrollment agreement with Dona Ana Community College. Dual enrollment provides an opportunity for high school students to take college level courses for credit while still attending high school. Dual enrollment courses may only be taken for NAS-LC elective credit; however, college grades and credits earned are reflected on a college transcript as well. In accordance with our agreements with this institution, students may not take a dual enrollment course to meet a core graduation requirement or take a course that is already offered at high school. These college credits earned at DACC results in 1 high school elective credit being awarded toward graduation. Tuition at these colleges is waived. To qualify students must: **a.** be juniors or seniors **b.** maintain a 2.0 grade point average or above **c.** maintain a 2.0 grade point average or above once enrolled in a dual credit course to continue in the program. ***Students must see the Academic Advisor to obtain approval prior to enrolling in any dual enrollment course.*** Any dual credit distance learning fees, course/lab

fees, and transportation costs are the responsibility of the student. It is the student’s responsibility to provide the NAS-LC registrar with an official college transcript to get the course included on the student’s NAS-LC transcript.

CREDIT RECOVERY/DISTANCE LEARNING/CORRESPONDENCE COURSES

Students must request prior approval from their Academic Advisor and complete an “Off Campus Course Agreement” form signed by the student, parent and Academic Advisor before enrolling in any off-campus course if the student wishes the course to qualify for credit toward graduation at NAS-LC. Students must have a full schedule to take a distance learning/correspondence course. NAS-LC requires that the final exam be supervised by certified school personnel and be earned from an accredited school. NAS-LC reserves the right to evaluate a course before credit is approved/given. NAS-LC must receive an official transcript for the course to meet graduation credit requirements. Institutions charge a fee for this service, which is at the student’s expense.

REMOTE LEARNING AND HYBRID

As the COVID-19 pandemic changed our society, NAS-LC has also changed the some aspects of its learning environment. For the next 3 years, students have the opportunity to select the educational setting that best fits their learning style. NAS-LC offers the following: fully in-person learning, fully remote learning, and hybrid learning. If a student chooses remote or hybrid learning, a meeting with the student, parent (if student is a minor), and the counselor will be held in which a contract will be signed by all parties. This contract is binding and holds all parties accountable for staying on track and maintaining passing grades. The contract will also include the expectations of the technology each student may receive. The student may check-out a laptop and/or hotspot from the School in order to independently work on their courses. At the end of each progress reporting period (approx. 4 weeks into the quarter), a review of all online classes will occur. The Academic Advisor will make a determination of the student’s progress and success. If the student is not on target with either, the recommendation will be to return to fully in-person learning.

Fully remote setting: students will be issued three online classes on Edgenuity. The student is expected to stay on target that is set by the program. Students may reach out to the school during the remote learning office hours. All classes must be completed by semester’s end. NAS-LC requires that the final exams/cumulative exams are completed on-campus and are supervised by certified school personnel. This ensures the validity of results and academic honesty.

Hybrid setting: students will be issued three in-person classes and only one additional online classes on Edgenuity. The student is expected to stay on target that is set by the program. Students may reach out to the school during the remote learning office hours. All classes must be completed by semester’s end. NAS-LC requires that the final exams/cumulative exams are completed on-campus and are supervised by certified school personnel. This ensures the validity of results and academic honesty.

GRADING POLICY

Grades for all courses are percentage-based. Grades earned every term are percentage-based. The breakdown for each term is located on the teacher syllabus for each course. Final grades for Semester 1 includes term 1 and term 2, with each weighing 50% of the final grade. Semester 2 includes term 3 and term 4, with each weighing 50% of the final grade.

The grading policy for Term 2 and Term 4, the grade will be awarded as the percentage earned including 0 for any missing assignments. Grades are issued each quarter based on the following standards:

100 – 90%	A = 4.0 GPA	Superior
89 – 80%	B = 3.0 GPA	Above Average
79 – 70 %	C = 2.0 GPA	Average
69 – 60 %	D = 1.0 GPA	Below Average
59 – below	F	Failing
	I	Incomplete
	WNC	Withdrawal No Credit

HOMEWORK POLICY

Homework assignments are designed to reinforce classroom instruction and to promote good study habits and skills. Assignments must be completed and submitted as directed by teachers. At the beginning of each semester, teachers will inform students in writing of their homework policies. Occasional failure to complete assignments will be addressed by the teachers. Repeated offenses will be reported to parents and may result in a failing grade. Please see Attendance policy for further details.

TEXTBOOK CHECK-OUT POLICY

Textbooks may be checked-out from teachers when needed for make-up work due to illness or extensive excused absences. The student must complete the “Textbook Check-out Form”. If a student does not return the textbook, he/she will be charged for the cost of the textbook. Transcripts, report cards and diplomas will be held until all charges have been paid.

POLICY PROHIBITING RACIALIZED AGGRESSION

Racialized Aggression – racialized aggression (defined broadly as hostility/aggression toward, or denigration/invalidation of, a different racial group or member(s) thereof) involving any student or school personnel, is strictly prohibited. Persons witnessing incidents of racialized

aggression, or who consider themselves to be the subjects of racialized aggression, should report these incidents to the Principal. Staff, students, families and community members may also report school-based incidents of racism to the NM Anti-Racism, Anti-Oppression Portal Hotline: <https://webnew.ped.state.nm.us/bureaus/identity-equity-transformation/at-risk-intervention-response-team/arao-portal/>

Ref: NMSA 1978 §22-5.4.3; Black Education Act, NMSA 1978 §22-23C-1 et seq.

STUDENT DENTAL EXAM VERIFICATION POLICY

New Mexico law requires NAS-LC to verify student records of dental examination prior to the student's initial enrollment in school. Parents/guardians of students (or, if 18 and over, the student) are required to provide an executed Student Dental Examination Verification Form as part of NAS-LC's enrollment process prior to school initially enrolling the student. Parents/guardians/students 18 and over may request a waiver from this verification process by checking the correct box on the dental form provided at registration. This Form shall be collected and stored by NAS-LC as part of student records; confidentiality shall be maintained and shall be only accessible to NAS-LC individuals on a need-to-know basis, consistent with the privacy protections of FERPA. End-of-year student data regarding student dental examination shall be reported to NMPED consistent with NMPED requirements. Parents/guardians/students over 18 who wish to receive information about local resources regarding access to oral health care should see Elena Velasco for information. In addition to local resources, the New Mexico Department of Health, Office of Oral Health is available at 505-827-0837. Ref: 6.12.13 NMAC

ACADEMIC HONESTY

The success of our academic community demands honesty, which serves as the basis for respect towards both ideas and persons. Academic honesty requires the production and submission of one's own work. In contrast, academic dishonesty is an act of deception by which a student misrepresents that he/she has produced or mastered the information on an academic exercise or assignment that, in reality, has not been produced or mastered by that student. **This includes any work created by Artificial Intelligence, Chat GPT, or any other AI.** The integrity of our school community depends on each student accepting responsibility for his/her conduct in both social and academic endeavors. Academic dishonesty may result in student discipline and negatively affect a student's grade(s). See Student Discipline, below.

STUDENT RECOGNITIONS

NAS-LC takes pride in recognizing students who demonstrate exceptional academic achievement and character recognition. Each month, each teacher may recognize a student for demonstrating academic improvement or recognize other improved areas in their achievements; these students will be recognized at GC meetings. In addition to these honors, various student recognitions will be held throughout the year to recognize students.

COMPUTER USE REQUIREMENTS

At NAS-LC, 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. NAS-LC has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational activities. Student use of the Internet and multimedia resources on campus will be supervised by an adult at all times. However, we cannot guarantee that students will refrain from locating inappropriate sources.

No profane, abusive, impolite, racist, or sexist language may be used to communicate across the school's network or the Internet, nor should materials be accessed or distributed which are not in accordance with the rules and expectations of school behavior. If you encounter material by accident, please notify the adult in charge immediately. All use of NAS-LC computers, networks, and the Internet must be in support of educational goals.

These guidelines must be followed to prevent loss of network and Internet privileges. Students:

1. Will keep confidential and protect all computer and Internet passwords, access codes, or logon information from disclosure to anyone.
2. Will respect the privacy of other users. Students will not use other students' passwords.
3. Will be ethical, courteous, and respectful on electronic media and while using electronic resources. Students will not send harassing, or obscene e-mail, discriminatory remarks, or demonstrate other antisocial behaviors to other students, to school staff, or to anyone. Students participating in online discussion forums will only post threads that are on topic and appropriate.
4. Will maintain the integrity of files and data. Students will not modify, copy files, or data of other users without their consent.
5. Will treat information created by others as the private property of the creator and respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner. Students will not bring software from home to use or copy on school workstations.
6. Will use the network in a way that does not disrupt its use by others. Students will not use the Internet for commercial or non-school-related purposes.
7. Will not destroy, modify, or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment, or tampering with files to the school district system operator.

8. Will not develop or pass on programs that harass other users, infiltrate a computer or computing system, or damage the software components of a computer or computing system, such as viruses, worms, chain messages, global mailings, etc.
9. Will not “hack” the local computer, network, or web sites.
10. Will not use the Internet to view, access, or download or process pornographic, obscene, indecent, profane, or otherwise inappropriate material.
11. Will not use personal computing devices or cell phones during instructional time unless directed by an instructor or administrator and will not access inappropriate sites or use devices in any way.
12. Will not use the school’s systems to access games or social media networks. Use of computer time for game-playing shall be restricted to instances directed and monitored by teachers and to sites that address educational goals.
13. Will not reveal their full name, home address, telephone number, school address, or parent’s/guardian names, or those of any classmates on the Internet.
14. Will not meet in person anyone you or your classmates have met only on the Internet.
15. Will use respect and show proper care and handling of all school media equipment. Any student found to be intentionally damaging any hardware or software will be cited for school property abuse and the student’s parent/guardian will be financially responsible for any damages.
16. Students and parents/legal guardians are required to sign and return the NAS-LC Technology Acceptable Use Agreement form attached to registration packet before the student will be permitted to use School technology and related equipment.

Violation of this policy may result in a student using their privileges to use School technology, and/or student disciplinary action.

SCHOOL EQUIPMENT AND NETWORK SPACES MAY BE INSPECTED WHEN NETWORK MAINTENANCE BECOMES NECESSARY OR IF STUDENTS ARE SUSPECTED OF ABUSING ACCESS RIGHTS, AND TO ENSURE COMPLIANCE WITH SCHOOL POLICY AND APPLICABLE LAWS AND REGULATIONS.

CLOSED CAMPUS

Students are NOT permitted to leave the campus during the school day (day schedule) without permission from School administration. Anyone needing to leave campus during the school day for any reason must report to the Principal’s office for permission. Students who leave campus for any reason without NAS-LC’s permission, or without appropriately signing out with the administrative office, will NOT be allowed to return to campus that day, and will be counted as unexcused absence. Minor students will not be permitted to leave campus during the school day with any person not a parent or not listed on the registration card filled out by parent/guardian. If a minor student leaves campus without permission, parents will be immediately notified and the student will be required to attend lunch detention for 3 days or will be assigned to In-School Suspension, whichever the administration deems appropriate. Students are not allowed to go to their vehicle for any reason without prior permission from the administration or accompanied by school personnel. When students arrive onto campus, they must immediately enter the building and must not loiter outside.

Parents/Guardians and students over 18 are encouraged to schedule doctor, dental and other appointments to occur after school or on Fridays when school is not in session. For all minors, parents/guardians must come into the front office and present an ID to verify that this person is listed on the student’s records to determine if the person is allowed to check out the student. A note is not sufficient for early dismissal of the student from the school. On occasion, NAS will allow “open campus” privileges for certain students who have earned this privilege according to standards met and verified by administration, in accordance with guidelines set by School administration. Permission slips will be distributed for those students who have earned this privilege; this privilege may be revoked by school administration at any time, for any reason. **Students who are related can only be on the check-out list if parents agree.**

As part of the attendance incentive, students who have perfect attendance for the week may earn a longer lunch on Thursdays. This includes having no tardiness in any class period, specifically first period. This will be documented at the front desk as all late students must sign in before accessing the building.

FIELD TRIPS

For school year 2024-25, field trips will be conducted on specific days scheduled in advance. If a student is unable to attend, an alternative assignment will be given and must be completed in a timely manner. Students should remember that when they are on a field trip of any kind, they are representing the entire NAS-LC community, that all school rules/regulations apply, and that they should behave in a way that reflects the values and standards of our community. Students under the age of 18 MUST submit a permission slip signed by parent or guardian prior to attending the field trip. No student will be allowed to attend any field trips if they are not in good academic standing. Good academic standing is defined as having an 80% attendance rate and have at least a 60% in all classes.

STUDENT IDENTIFICATION CARDS

Students are required to wear or display IDs on school- issued lanyards at **ALL** times while they are on campus. Initial purchase of ID will be \$10. If students habitually violate this requirement, disciplinary actions will be taken, such as lunch detention. No alterations of any kind to IDs are allowed. If alterations are made, student must get a new ID at student’s expense. There is a \$5 fee for any replacement ID that is issued to students. Students will be required to use the NAS-LC lanyard unless they get approval by an administrator/security for use of a different lanyard.

PERSONAL PROPERTY

Students who bring items of personal property to school do so at their own risk; the school is not responsible for lost, damaged or stolen personal property. Some personal items are not permitted at school and, in general, students should leave personal items at home, as they can be disruptive and may be broken, lost or stolen. Personal items brought to school are subject to the School's search and seizure policies.

STUDENT ATTENDANCE POLICY

NAS has found that tardies/early dismissal are an issue. Every time a student is late to class or leaves early, they miss out on instruction. The policy is that three tardies or early departures (of 15 minutes), result in one day of lunch detention. Daily school attendance is essential to our children and youth acquiring the knowledge, skills, and values to become self-sufficient citizens.

NAS-LC is committed (and legally obligated) to enforce the New Mexico Attendance for Success Act, which requires that all school-age children attend school until the age of eighteen, or until they graduate from high school or receive a GED certificate. This Policy implements state law; to the extent that any portion of this Policy conflicts with state law, the state law shall control. The following attendance requirements are consistent with a school-age student's obligation to attend, and a parent/guardian's obligation to ensure that their student attends school. NAS-LC hopes that every parent will consider regular and timely attendance to be imperative to their student's educational success.

This policy applies to students and their parents or legal guardians. PLEASE CONTACT THE SCHOOL OFFICE AT (575)527-9085 TO NOTIFY US OF YOUR STUDENT'S ABSENCE.

DEFINITIONS

- a. "Absence" is when a child is not at school for a class or school day, whether excused or not, provided that "absence" does not apply to participation in interscholastic extracurricular activities.
- b. "Excused absence" is an absence due to **illness, appointments with health or mental health care providers, death in the family, or religious instruction or tribal obligations**. At the school's discretion, a written confirmation may be required by the office when the student returns to school. If requested, such letter should come from medical practitioner, funeral service provider, or provider of religious education or tribal official. Special family situations may be considered appropriate for excused absence when *prior* approval is received from the Principal. The Principal's decision on the request shall be considered final.
 - i. Excused Absence due to Religious Instruction: A student may, subject to the approval of the Principal, be absent from school to participate in religious instruction for not more than 1 class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. NAS-LC does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. NAS-LC shall provide time for the student to make up the school work missed during the absence.
 - ii. Excused Absence due to Tribal Obligations: A student may, subject to the approval of the Principal, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. The School shall provide time for the student to make up the school work missed during the absence.
 - iii. The Principal in his/her sole discretion shall determine whether there is a sufficient basis to excuse a student absence. 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.
 - iv. Whenever possible, notification of a student's absence should be given **prior** to missing school. However, when 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 call within two days of a student's absence will result in the absence being designated as unexcused.
 - v. 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. Students will be allowed time to turn in make-up work at least equal to the time he/she was absent. **Failure to turn in make-up work by the deadline given will result in the student receiving a zero for every incomplete assignment. Students have the opportunity to make up work on Fridays, but the absence will remain.**
- c. "Unexcused absence" is an absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy. Some examples of unexcused absences are:
 - * 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, trips outside of scheduled school breaks
- * Leaving school during the school day without permission
- * Any other absence for which the Principal deems the reason insufficient

- d. “Half Day Absence” is an absence from school for less than half the school day.
- i. “Excused half day absence” is a half day absence from school for reasons identified in this Policy.
 - ii. “Unexcused half day absence” is a half day absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy.
- e. Absence equivalencies:
- 1. Any combination of two half-day excused absences will equate to one excused absence.
 - 2. Any combination of two half day unexcused absences will equate to one unexcused absence.
- f. “Tardy” is an arrival to school after the start of the day, but 30 minutes or less late. Late arrivals in excess of 30 minutes will be considered a “half day absent.”
- i. “Excused tardy” is a tardy for reasons listed in this Policy.
 - ii. “Unexcused tardy” is a tardy for reasons not listed in this Policy.
- g. “Early Release” is a student’s departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy. Early releases longer than 30 minutes will be considered a “excused half day absence.”
- i. “Excused early release” is an early release for reasons listed in this Policy.
 - ii. “Unexcused early release” is an early release for reasons not listed in this Policy.
- h. “Chronically Absent” is a student with an absenteeism rate of 10%, but less than 20% regardless of the reason for absence, and/or whether excused or not. Chronically absent students require Early Intervention; see below.
- i. “Excessively Absent” is a student with an absenteeism of 20% or greater, regardless of the reason for the absence and/or whether excused or not. Excessively absent students require Intensive Support; see below.
- j. “Voluntary Withdrawal” is the School interpreting a student’s continued unexcused absences to constitute a voluntary disenrollment of the child from the school, after school’s intervention attempts have been exhausted. Voluntary withdrawal is not an expulsion of a student and does not require the due process for expulsion.

PROCEDURES

- a. Attendance Requirement
- 1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen (“School-age” students) attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person’s parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal.
 - 2. School-age students enrolled in NAS-LC shall attend school for the length of time of the school year as established by the school charter and any resulting reauthorization thereof.
 - 3. Students are expected to have no more than 5% absentee rate per school year, which includes both excused and unexcused absences.
 - 4. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.
- b. Whole School Efforts to Ensure Student Attendance
- i. Notification of an Absence by a Parent or Guardian: The parent or guardian shall notify School’s front office each day that his or her student will be absent from any part of the school day, except in the case of an emergency, and shall give the reason for the absence and shall provide a written parental verification upon the child’s return to school.
 - ii. Notification of an Unexcused Absence by the School: If a student is absent from school or class without a parent or guardian’s notification of absence, School (or the designee) will, as soon as practicable, contact the parent or legal

- guardian by telephone or e-mail to give notice of the student's unexcused absence and to ascertain and document the reason for absence.
- iii. The School Registrar shall notify parent/guardian of a student who has reached a 5% absentee rate regardless of reason for absence and shall keep a record of notification(s).
- c. Make up of Work Missed
- i. Following an excused absence, parent or guardians shall discuss make-up work with the student's teacher. A student shall be given a reasonable time by the teacher within which to make up the work the student missed during the absence. Following an unexcused absence, make-up work is at the discretion of the teacher.
- d. School Actions for Poor Attendance
- i. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences. **However, after explicit notification to the parent/guardian that the student is excessively absent despite exhaustion of all intervention efforts described in this Policy, the school may consider further unexcused absences to constitute a voluntary withdrawal of the child from school enrollment.**
 - ii. Students in need of individualized prevention (5-9% absent) (7.5-13.5)
 1. The Principal shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences, which may include referral to the Children, Youth and Families Department (CYFD) for chronic absenteeism.
 - iii. Early Intervention for Chronically Absent Students (10 – 19% absent) (15-28.5)
 1. Parents/guardians of students found to be Chronically Absent shall meet with the Principal.
 - a. The school registrar shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet with Principal.
 - b. The purpose of the meeting will be to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian.
 2. Parents of students with any further unexcused absence after meeting with Principal to develop an Early Intervention Plan may be referred to the Children Youth and Families Department for suspected neglect.
 - iv. Intensive Support for Excessively Absent Students (20% or greater absent) (30)
 1. Parents/guardians of students found to be Excessively Absent shall meet with the School Director.
 - a. The school registrar shall notify the parent/guardian of the student found to be excessively absent in writing, and include the date, time and location for parent/guardian to meet with the Principal.
 - b. The purpose of this meeting will be to establish non punitive consequences and school level supports to eliminate future absences, and to apprise the student and parent of the consequences of further absences.
 - i. Parents of students with any future absences of any type after meeting with the Principal for Intensive Support shall be reported to the probation services office of the local judicial district within 10 days after such absence. Such referrals shall include documentation of interventions provided to the family.
 - v. Voluntary withdrawal for 10 Consecutive Unexcused Absences: The school will consider 10 consecutive unexcused absences as a voluntary withdrawal from enrollment at NAS-LC. Voluntary withdrawal will be processed by the school only after:
 1. The school has documented and exhausted intervention efforts to keep the child in school per this Policy.
 2. The school has contacted the juvenile probation department.
 3. The school has notified the parent/guardian in writing upon the fifth consecutive unexcused absence that accumulating ten consecutive unexcused absences will constitute a voluntary disenrollment of the child. Such notice will require a scheduled meeting between the parent and Principal.
 - vi. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent students or excessively absent students.
 - vii. The School's Registrar shall provide a parent/guardian, within 5 days of parent's written request, access to attendance data of the student, including information about any intervention strategies that have been employed.
- e. School Action for Students sleeping in class
- NAS-LC will allow students who feel sleepy in class to step away from the classroom for 10 minutes for a brief rest period. If the student spends more than 15 minutes out of the classroom and misses instructional time for this purpose, it will be counted as an unexcused absence from the class, which can lead to the student accumulating an unexcused half-day absence.
- f. School Action for Tardy/Early Release
- Students have sufficient time between classes and are tardy if they are not in their assigned classrooms ready to work when class begins. Tardy students will report directly to the classroom teacher. All tardies are considered unexcused unless excused by a staff member. A student who is more than 15 minutes late or who leaves class early without written permission by teacher or school personnel will be marked absent from that class. Students who are repeatedly tardy to class will be referred to the Principal for disciplinary action in accordance with the following:
- Every 3rd Unexcused Tardy: Referral for lunch detention.**
- i. The School Registrar shall notify parent/guardian of a child when the child has accumulated 15 or more of any combination of Tardies or Early Releases.

- ii. Chronically late/leaving early: When a child’s combined total of Tardies and/or Early Releases reaches 25, the parents/guardians shall be required to meet with the Principal.
 - 1. The School Registrar shall notify the parent/guardian of the student found to have 25 Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the Principal.
 - a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.
 - b. The Principal will decide on appropriate consequences for continued Tardies or Early Releases.
 - c. Continued meetings will be scheduled for every 10 instances of tardies or early releases.
- iii. Excessively late/leaving early: When a child’s combined total of Tardies and/or Early Releases reaches 55, the parents/guardians shall be required to meet with the Principal.
 - 1. The school registrar shall notify the parent/guardian of the student found to have 55 Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the Principal.
 - a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.
 - b. The Principal will decide on appropriate parental consequences for continued Tardies or Early Releases.
- iv. Principal or designate may create and implement additional measures to address chronic or excessive late arrivals/early releases.
- g. Native American Students.
 - i. In carrying out its duties under this rule and the school attendance law, the School shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the Public Education Department or other authorities per this Policy, the School shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification.
- h. Interscholastic Extracurricular Activities :
 - i. A student shall not be absent for interscholastic extracurricular activities in excess of 15 days per semester, and no class shall be missed in excess of 15 times per semester for Interscholastic Extracurricular Activities.
 - ii. A student shall have at least a 2.0 grade point average on a 4.0 scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation, to be eligible to participate in any interscholastic extracurricular activity. For purposes of this section, “grading period” is a period of time not less than six weeks. This subsection shall not apply to students receiving C or D level special education services.
 - iii. The Secretary of the Public Education Department may issue a waiver relating to the number of absences for participation in any state or national competition that is not an interscholastic extracurricular activity.
- i. Pregnant/Parenting Students.
 - i. NAS-LC shall provide 12 days (3 4-day school weeks) of excused absences during the school year upon documentation of the birth of that student’s child, and the School shall provide time for the student to make up the school work missed during the absence. Documentation in the case of the mother can be a note from her medical provider; for the mother or father, a copy of the child’s birth certificate. Students missing school due to the birth of a child shall have the same number of days that they were absent for the birth to make up the class assignments missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.
 - ii. Pregnant students may take up to four (4) days for pregnancy related health care for herself, if she provides a health care provider note. Students missing work related to pregnancy shall have the same number of days that she was absent to make up the work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.
 - iii. Parenting students (mother or father) may take up to four (4) days to care for a child. Documentation of parent status may be requested by School administration. A student missing school for care related to their child shall have the same number of days that they were absent to make up the class work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

III. Grades. An incomplete or N/C (no credit) may be given for the quarter by a teacher when a student has accumulated more than 5 absences, excused or unexcused, per quarter. A student who believes that he/she should be given credit or a different grade must follow the School’s Grade Change Policy, available from the administration office.

STANDARDS OF BEHAVIOR

STUDENT EXPECTATIONS/ STUDENT BEHAVIOR

A primary responsibility of NAS-LC 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. NAS-LC 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 NAS-LC 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 school. 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.

Students may be disciplined for committing any act that endangers the health or safety of students, school personnel, or others for whose safety the School is responsible, or for conduct that reasonably appears to threaten such dangers if not stopped, regardless of whether an established rule of conduct has been violated; for violating valid rules of student conduct contained in this Handbook, or other rules established by the Governing Council or the Principal, when the student knew or should have known of the rule in question or that the conduct was prohibited; or for committing acts prohibited by 6.11.2 NMAC, when the student knew or should have known that the conduct was prohibited.

EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT. NAS-LC is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The school prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or conduct that is threatening or humiliating. This nondiscrimination policy covers admission or access to, or treatment or employment in, all school programs and activities. The lack of English language skills will not be a barrier to admission to or participation in school programs or activities. The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

PREGNANT OR PARENTING STUDENTS. Pregnant or parenting students, regardless of their marital status, have the right to attend school, and to participate in any program or activity for which they would otherwise qualify in an environment free from discrimination or harassment. Classes, programs and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study. Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation. Such accommodations may include, but are not limited to: additional time for use of facilities and class changes; track changes to minimize missed class time due to child birth and recovery or to facilitate access to child care; providing independent study activities during absences due to pregnancy related illness or recovery at the request of the student/family. Students should not be checked out from a school or program based on their pregnancy or parenting status. Pregnant and parenting students with excused absences such as pregnancy-related illnesses, medical care of related conditions due to the illness or the medical appointment of a child for whom students are the custodial parents shall be treated like all other students with excused absences; see attendance policies above. Students with excused absences shall be allowed to complete all assignments and tests missed, or a reasonable equivalent of the work missed, during the absence and shall be given full credit upon satisfactory completion of that work in a reasonable time period. For assistance or more information regarding pregnant or parenting teens, contact the school's Academic Advisor.

NO DISCRIMINATION BASED ON RACE, CULTURE, RELIGION, HAIRSTYLE. NAS-LC shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statute, NMSA 1978 §22-8B-4(U).

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 NAS-LC are as follows:

- * *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
 - Respecting others' personal space
 - Respecting other people's and our school's property
 - Exhibiting respectful behavior and language
 - Practicing safety at all times
 - Using school equipment and materials appropriately
 - Staying on school grounds in assigned areas
 - Putting forth your best effort
 - Being thoughtful and attentive when listening
- * *Free Speech* - All students have the right to express themselves as long as it does not hurt others or disrupt the learning environment.
- * *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.
- * *Learning in School* – NAS-LC 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.

* *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.

* *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.

NAS-LC ZERO TOLERANCE:

The following prohibited acts are considered “Zero Tolerance” and **WILL** result in an out-of-school suspension pursuant to the processes described in this Handbook.

1. Verbal or physical abuse of staff
2. Fighting, assault, and/or battery
3. Possession of alcohol and/or drugs
4. Possession of weapons or any item or device that may be used as a weapon
5. Threats and other acts of violence
6. Initiations or hazing
7. Promoting, initiating, or encouraging behavior in others that may result in physical, emotional, or social harm.

SPECIFIC PROHIBITED CONDUCT The following conduct is prohibited at NAS-LC and will result in disciplinary actions as described in this policy. NAS-LC gives notice that not all inappropriate student behavior can be identified in this Handbook and consequently there may be other circumstances that result in a student being disciplined for his or her conduct, and the School reserves the right to do so.

1. *Cheating or plagiarism/academic dishonesty* – 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 **or using AI for the completion of assignments.**
2. *Misconduct* - Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning situation
3. *Violation of Dress Code* - Instances in which students deliberately defy the school dress guidelines.
4. *Inappropriate Public Display of Affection* - mutually consensual sexual contact beyond holding hands, hugs, brief kiss -- including, but not limited to intentional touching of the other person’s genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas.
5. *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.
6. *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 NAS-LC.
7. *Student Possession or Use or Distribution of Tobacco/E-cigarettes/Vapes*- While at school or a school sponsored event, students shall be prohibited at all times from possession or use or distribution of cigarettes, vapes, e-cigs, electronic delivery devices or tobacco in any form; see Tobacco, Alcohol and Drug-Free Schools, above. Lawful possession or use of a tobacco-cessation product approved by the U.S. FDA is not prohibited; however, such products may not be distributed/shared at school or at school-related events. Violations of this prohibition shall result in progressive and supportive disciplinary action beginning with options to promote positive student outcomes such as tobacco education or referral to counseling, parent conferences, and school or community service. Referrals to resources to help students overcome nicotine addictions shall be provided when developmentally appropriate. Parents/guardians shall be notified of all violations and actions taken by the School pursuant to this prohibition.
8. *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 NAS-LC.
9. *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 NAS-LC.
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.

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.
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.
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 Principal at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.
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.
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. Possession or use of a dangerous or disruptive item while on school property or in attendance at a school function may be grounds for suspension and/or expulsion and referral to proper law enforcement agencies.
16. *Racialized Aggression* – racialized aggression (defined broadly as hostility/aggression toward, or denigration/invalidation of, a different racial group or member(s) thereof) involving any student or school personnel, is strictly prohibited.
17. *Hiding*- students who are in a classroom that they are not assigned to is prohibited. This behavior is unsafe and may cause unnecessary strain on the administration and parents. It may disrupt others from learning. It is a distraction for the teacher.
18. *Weapons* – NAS-LC 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 the school. This includes school activities, property leased, owned, or contracted for by the school, 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 including pepper spray. 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 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.
19. *Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances.* NAS-LC 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.
20. *Extortion* – Is the act of a person who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration.
21. *Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances* – means making threats, placing, discharging, or throwing a destructive explosive item or noxious substance, or makes a terroristic threat while in or on school property, or on school-sponsored transportation, or during school-sponsored activities.
22. *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.

23. *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.
24. *Assault or Battery on School Personnel* – Causing bodily harm to or threatening to cause bodily to a school official or a teacher.
25. *Criminal or Delinquent Acts* – as defined by New Mexico or federal law.
26. *Refusal to Identify Self* –refusing to identify oneself, and, if deemed necessary, provide valid identification, upon request of School personnel on School property or during a school-related activity.

26. *Refusal to Cooperate with School Personnel.*

27. *Violation of School Policies/Procedures* – a violation of one or more of the policies/procedures set forth in this Handbook or other published school policy/procedures.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

- Minimum mandatory consequences have been established and must be expected for any violation.
- The school will 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 the specified consequence.
- Not all violations are set forth under the following chart; Principal/administrator discretion shall be applied where minimum discipline is not specified.

Administrative response to unacceptable behavior may vary, depending upon which administrator handles an infraction; however, every effort shall be made to respond consistently and appropriately to each infraction.

***Administrators may impose consequences beyond those identified as “minimum mandatory”**

Chart of Unacceptable Behaviors and Minimum Mandatory Consequences

	Incidents of misbehavior which do not reach the level of administrative attention will continue to be resolved by the classroom teacher or staff member	Administrative Student	Admin parent contact	Admin student parent contact	Short term suspension	Long Term Suspension	Expulsion	Seek Restitution	Referral for Legal Action	Suspension of Extracurricular	Counselor-Social worker Referral
Occurrence	Behavior Violation	Minimum Mandatory Consequence									
Repeated	Academic Dishonesty			X							X
1 st offense	Alcohol		x	x	x				x		
2 nd offense			x	x		x					x
Any offense	Arson			x		x	x	x	x	x	
1 st offense	Assault/Bullying/Hazing	x									X
2 nd offense			x		X						
1 st offense	Assault, Aggravated		x		x				x		
2 nd offense			x			x			x	x	x
Any offense	Battery/Fighting		x		x						
Any offense	Bomb Threats/False Alarms		x			x			x	x	
Any offense	Bus Disruption (field trips)	x	x		x						
Repeated	Dress Code			x	x						
Any offense	Drug Possession/Paraphernalia		x		x	x			x	x	
Any offense	Drug Sale or Distribution		x			x	x		x	x	
Any offense	Drug Use or Under the Influence		x	x	x				x	x	
1 st offense	Defiance of School Personnel		x								
2 nd offense			x		x						
1 st offense	Extortion		x	x	x			x			
2 nd offense			x	x		X		x			
Any offense	False Accusations		x								
Any offense	Firearm Possession		x				x		x		
Any offense	Gang Related Activity		x		x						
1 st offense	General Disruptive Conduct	x									
2 nd offense			x		x						

1 st offense	Harassment, threats		x							
2 nd offense						x				
Repeated	Language, Profane, and/or Abusive			x	x					x
1 st offense	Materials, Obscene	x	x							
2 nd offense			x		x					
Repeated	Public Display of Affection			x						x
1 st offense	Robbery	x		x	x			x	x	
2 nd offense			x			x		x	x	
1 st offense	Sexual Harassment	X								X
2 nd offense				X						
1 st offense	Sexual Assault			X	X					
2 nd offense						X			X	
1 st offense	Theft		x	x	x			x		
2 nd offense						x				
1 st offense	Tobacco Possession or Use/Vaping	x	x		x					x
2 nd offense			x			x			x	x
Any offense	Trespassing/Unauthorized Presence		x							
Any offense	Vandalism I less than \$200 damage		x	x				x		
Any offense	Vandalism II \$200-\$999 damage			x		x		x		
Any offense	Vandalism III over \$1000 damage			x			x	x	x	x
1 st offense	Vaping	x	x	x						
2 nd offense					x					x
1 st offense	Weapon Possession						x		x	
Any offense	Weapon Use						x		x	

DRESS CODE

Clothing should be appropriate for an educational setting. Clothing or the display of other symbols that are profane, racist, gang-related, illegal, sexist, advocating of drug/alcohol use, provocative or discriminatory are not permitted. Whether or not a student's attire violates the NAS-LC dress code shall be determined by the NAS-LC Staff. The following are examples of clothing/displays which are inappropriate in the educational environment and which **shall not be permitted**:

- Graffiti, and/or other symbols, clothing articles, emblems, badges, jewelry etc., which reflect gang affiliation or represent advocacy of alcohol, tobacco, drug use, disruptive behavior, violence, religious intimidation, racism, sexism, homophobia, and/or other activities including, but not limited to, swastikas and confederate flags.
- No hats will be allowed on campus including beanies. Any brought onto campus must be stored in the student's backpack or secured at the front office. Beanies are being used as a way to hide earbuds which are not allowed during class time.
- Body alterations which reflect gang activity, advocate alcohol, tobacco, and drug use, violence, disruptive behavior, criminal activity, and discrimination based on religion, gender, sexual orientation, race, and culture. Such body alterations, if present, must remain covered and invisible on campus and at all school-related events, on and off campus.
- Hazardous apparel or jewelry or other items such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, chain wallets, laser pen-lights or any other items which are likely to injure the wearer or someone else.
- "Muscle" shirts and/or tube tops are not allowed.
- Exposed underwear including boxers, sports bras, and bras. Clothes must not show private areas, including visible cleavage, navels or buttocks.
- Ripped or torn clothing that displays underwear or bra. Visual bra straps are not appropriate.
- Sunglasses will not be permitted indoors unless they are prescribed.
- Hoodies pulled over that cover a person's head that may obstruct the student's profile or face, cannot be worn due to safety precautions.

Students who are dressed inappropriately will be sent to administration. A parent will be called to provide appropriate attire. If a parent cannot be reached, school will issue alternative clothing if available. The administration reserves the right to make final judgment concerning the appropriateness of clothing.

Consequences:

1st violation: Student will be asked to change into something appropriate or asked to hide the inappropriate item. The student will be given a shirt in exchange for their personal clothing which will be returned at the end of the day.

2nd violation: Student will be asked to change into something appropriate. The student will be given a shirt in exchange for their personal clothing which will be returned at the end of the day. Parents will be notified. Student will need to wait in the office until the clothing is appropriate.

3rd violation: Student will have lunch detention. Parents will be notified and asked to bring appropriate clothing. Student will need to wait in the office until change of clothing happens.

4th violation: the student will be short termed suspended as per NAS-LC Student Handbook.

NAS-LC shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statute, NMSA 1978 §22-8B-4(U).

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

In a changing world, NAS understands the need to use cellphones and earbuds, at appropriate times. However, cell phones and earbuds, along with items such as cameras, electronic games, similar electronic devices, disrupt the learning environment and distract students from the primary purpose of education; therefore, they are inappropriate in a classroom setting. **Each class will begin on a RED zone.** This means NO cell phones are to be used when a class is on RED. This gives teachers time for warm-up, and to give direct instruction. During this time, electronic items may not be used. **This also includes earbuds.** When a teacher moves to GREEN, then the teacher is allowing students to use cellphones and earbuds for music, only. Students may not use their phones during GREEN to text, or to be on social media. The timing and use of RED and GREEN zones are up to a teacher's discretion. Some teachers will NEVER be on GREEN, while others may give up to 25 minutes only. All advisory time will be in RED. No cell phones or ear buds will be used during 12pm-12:25pm. The school is not responsible for a student's personal items if lost, stolen, or damaged on school property or during a school sponsored event.

Violations of this policy during RED shall be handled as follows: When a student is seen using a phone, earbuds, or other electronic device during instructional time (RED), an envelope will be provided to the student in which to place the item(s). The envelope will be sealed and kept on the teacher's desk. NAS staff will not handle the electronic device. The front office will keep a running log of the infractions.

1st Offense: Student will be given a verbal warning.

2nd Offense: Electronic device will be place in the envelope and returned at the end of class.

3rd Offense: Electronic device will be place in the envelope and taken to the front office. Student may retrieve the item at the end of the day. The office will maintain a running record of this occurrence.

4th offense: Lunch detention will be issued. Student must check in the phone at the front office at the beginning of school and phone can be retrieved at the end of the student's school day. This will be for a full calendar week.

5th: Parents will be called in to pick up the device(s).

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. Any student who believes he/she has been or is the victim of violent/aggressive behavior should immediately report their concerns to a teacher or counselor who will be responsible for notifying the Principal. Complaints against the Principal should be filed with 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. See Bullying/Cyberbullying/Harassment/Hazing/Violence Prevention Policy. Violence by a student against a staff member shall be reported by the School/staff as required by law.

BULLYING/CYBERBULLYING PROHIBITION POLICY

NAS-LC 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. NAS-LC does not permit and it is the school's goal of preventing and responding to acts of bullying, cyberbullying, intimidation, violence, and other similar disruptive behavior. See Appendix ___ for full policy.

ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

NAS-LC 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 NAS-LC community. Sexual and other forms of harassment will not be tolerated. Sexual harassment allegations coming within the Title IX definition of sexual harassment will be investigated and treated in accordance with the NAS-LC Title IX grievance procedures, see Appendix ___.

- *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.

- *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, gender expression, pregnancy-related status, and/or any other legally protected characteristic. Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.
- *Strictly Prohibited* - The harassment by a student of a staff member, fellow student of NAS-LC 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.
- *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. NAS-LC 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.
- *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 NAS-LC premises for harassment shall subject that individual to disciplinary action or other consequences. Disciplinary action may include, but may not be 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.
- *Retaliation* – NAS-LC 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.
- *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.
- *Complaints against Principal*- Complaints alleging violations of this Policy by the Principal should be directed to the Governing Council President in writing.

WEAPONS

State and federal law require public schools to expel students for one year for carrying guns or items designated by law as weapons onto campus. To avoid misunderstanding or unintended consequences, do not bring toy weapons or “look alike” to school. NAS-LC will report any such violation to the student’s parents AND the appropriate legal authorities.

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 NAS-LC 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.

GUESTS

Students **may not** bring guests to school at any time, this includes boyfriends and girlfriends who are not enrolled at NAS-LC. Visitors are not allowed on campus during the school day, including the lunch period, without written permission from Administration. Parents and/or guardians are welcome to observe in classrooms at any time, provided that parents/guardians sign-in with Administration as soon as they enter the campus and provided that staff is available to supervise parents on campus. Persons who pick up students from school must wait for them in the school parking lot; they may not enter campus to wait. Administration reserves the right to refuse entrance to any visitor. Disruptive or distracting behavior by any visitor, including parents/guardians, shall not be tolerated and visitors exhibiting such behaviors or interfering with the educational process shall be removed from campus.

SEARCH AND SEIZURE

Search Generally – School property assigned to a student, and a student’s person or property while under the authority of a public school, are subject to search, and items found are subject to seizure, in accordance with the following:

Who May Search. Certified school personnel, school security personnel and school bus drivers are authorized to conduct searches when a search is permissible as set forth herein. An authorized person conducting a search may request the assistance of one or more people, who upon consent become authorized to search for the purpose of that search only.

When A Search is Permissible. An authorized person may conduct a search when the authorized person has a reasonable suspicion that a crime or other breach of school rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when the administrative authority has reasonable cause to believe that a search is necessary to help maintain school discipline.

Conduct of Search.

a. School property, including lockers and school buses, may be searched with or without students present. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one, or circumstances otherwise render such action necessary in the judgment of the Principal.

b. Student vehicles when on campus or otherwise under school control and students' personal effects, which are not within their immediate physical possession, may be searched in accordance with the requirements for locker searches, above.

c. Physical searches of a student's person may be conducted only by an authorized person of the same sex as the student and, except when circumstances render it impossible, may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search shall not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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.

Notification of Law Enforcement. The Principal may notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

DUE PROCESS

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

- Will be informed of accusations against them.
- Will have the opportunity to accept or deny the accusations.
- Will have explained to them the factual basis for the accusations.
- Will have a chance to respond to the facts presented against them.
- The extent of the due process required will depend upon the severity of the infraction and the related consequence.

Referrals - All discipline referrals submitted to the Principal/designee will begin with a conference with the student. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call 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.

A student suspended from school shall be delivered directly by a school official to the student's parents/legal guardians or an adult designated by the parent/legal guardian, or kept on school grounds until the usual end of the school day.

DETENTION Detention may be imposed in connection with in-school suspension, but is distinct from in-school suspension in that detention does not entail removing the student from any of the student's regular classes. SCHOOL may impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure.

IN-SCHOOL SUSPENSION In-school suspension means requiring a student to spend time in a designated area in the school or in an environment where the student is allowed to continue with their academic learning. In-school suspension may be imposed with or without further restriction of student privileges. Any student placed in in-school suspension which exceeds 10 school days must be provided with an instructional program that meets state and local educational requirements. Student privileges, however, may be restricted for longer than 10 school days.

In-school suspensions of any length shall be accomplished according to the procedures for a short-term suspension as set forth in 6.11.2.12.D NMAC. Students in in-school suspension shall not be denied an opportunity to eat lunch or reasonable opportunities to use the restroom.

IMMEDIATE REMOVALS Students whose presence poses a continuing danger to persons or property or on ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following:

- A rudimentary hearing, as required for short-term suspensions, shall follow as soon as possible;
- Students shall be reinstated after no more than one school day, unless within that time a short-term suspension is also imposed after the required rudimentary hearing. In such circumstances, a single hearing will support both the immediate removal and a short-term suspension imposed in connection with the same incident(s); and
- The school shall exert reasonable efforts to inform the student's parent of the charges against the student and the action taken as soon as practicable. If the school has not communicated with the parent by telephone or in person

by the end of the school day following the immediate removal, the school shall on that day mail a written notice with the required information to the parent's address of record.

SHORT TERM SUSPENSIONS A short-term suspension is a mandatory absence from school for a period of 10 school days or less. If the Principal decides that the alleged misconduct warrants a consequence of a suspension for 10 school days or less, the Principal shall give the student an informal/rudimentary 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 set forth in 6.11.2.12.D NMAC, 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 of time not to exceed 10 school 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. Credit for assignments completed while a student is in short-term suspension is at the discretion of the instructor and/or Principal. There is no level of appeal higher than the Principal for a suspension of 10 school days or less.

LONG TERM SUSPENSION A long-term suspension is a mandatory absence from school for a period exceeding 10 school days, whether consecutive or cumulative, 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 in excess of 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 in excess of 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.

PROCEDURES FOR LONG TERM SUSPENSION/EXPULSION The long-term suspension process shall be in accordance with 6.11.2 of the New Mexico Administrative Code. The ability to make up work for credit during long-term suspension will only be allowed in exceptional circumstances.

i. *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, which shall be scheduled no sooner than five nor later than 10 school days from the date of receipt of the notice. Notice will be given by certified mail return receipt or by personal delivery addressed to the student, through his/her parents/guardians. The notice shall contain:

- The school rule(s) alleged to have been violated, a concise statement of the act(s) of the student on which the charge(s) are based, and a statement of the possible penalty;
- The time, date and place of the hearing, and a statement that both the student and parents are entitled and urged to be present;
- The name of the hearing officer;
- 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 the student has the right to be represented at the hearing by legal counsel, a parent or some other representative designated in written notice filed at least 72 hours before the hearing with the contact person designated in the notice;
- Contact information (name, business address, phone number) for person from who the parent may request a delay or additional information, including access to any documentary evidence or exhibits which the school proposed to introduce at the hearing;
- A description of the hearing proceedings; and
- Any other information, materials or instructions deemed appropriate by the administrative authority who prepares the notice.

ii. *Hearing Officer* – Long-Term Suspension and Expulsion hearings will be conducted by an independent hearing officer. No person shall act as hearing officer or review authority in a case where the person was directly involved in or witnessed the incident(s) in question, or if the person has prejudged disputed facts or is biased for or against any person who will actively participate in the proceedings.

iii. *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, unless the student/parents have waived the right to a hearing and agreed to comply with the proposed penalty or have waived the hearing and have negotiated a mutually acceptable penalty with the Principal, or the student/parents have knowingly and voluntarily waived the student's right to return to school pending the outcome of the formal proceedings.

iv. *Hearing Procedure* -- The formal hearing is not a trial; it is an administrative hearing designed to ensure a calm and orderly determination by an impartial hearing officer of the facts of a case of alleged serious misconduct. Technical rules of evidence and procedure do not apply. The following rules govern the conduct of the hearing and the ultimate decision:

1. The school shall have the burden of proof of misconduct.

2. The student and student's parent(s) shall have the following rights:
 - a. the right to be represented by legal counsel or other designated representative, however, the school is not required to provide representation;
 - b. the right to present evidence, subject to reasonable requirements of substantiation at the discretion of the hearing officer and subject to exclusion of evidence deemed irrelevant or redundant;
 - c. the right to confront and cross-examine adverse witnesses, subject to reasonable limitation by the hearing officer;
 - d. the right to have a decision based solely on the evidence presented at the hearing and the applicable legal rules, including the governing rules of student conduct.
3. The hearing officer shall determine whether the alleged acts of misconduct have been proved by a preponderance of the evidence presented at a hearing at which the student or a designated representative have appeared.
4. If no one has appeared on the student's behalf within a reasonable time after the announced time for the hearing, the hearing officer shall determine whether the student, through the parent(s), received notice of the hearing. If so, the hearing officer shall review the schools' evidence to determine whether it is sufficient to support the charge(s) of misconduct.
5. The hearing officer shall report the findings, together with any recommended sanction, to the Principal promptly after the hearing.
6. Arrangements to make a recording or keep minutes of the proceedings shall be made by the school. A verbatim written transcript is not required, but any minutes or other written record shall fairly reflect the substance of the evidence presented.
7. The Principal may observe but not participate in the proceedings at a formal hearing. If the Principal is present at the formal hearing and if the hearing officer announces a recommended decision at the close of the hearing, the Principal may also announce the Principal's decision at that time.

v. *Decision* – The Hearing Officer may announce findings of fact and a recommended decision at the close of the hearing. The hearing officer shall also prepare a written recommendation, including written findings of fact and concise reasons for the recommendation 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. The Principal shall adopt the Hearing Officer's factual recommendation(s), but may reject any consequence(s) recommended by the Hearing Officer. The Principal shall prepare the final written decision, including reasons for choosing any penalty imposed, and shall mail or deliver it to the student, through the parents, within five working days of receipt of the hearing officer's report.

The Principal's decision shall take effect immediately upon initial notification to the parent(s), either at the close of the hearing or upon receipt of the Principal's written decision. If initial notification is by mail, the parent(s) shall be presumed to have received the notice on the fifty calendar day after the date of mailing unless a receipt for certified mail, if used, indicates a different date of receipt.

If the hearing officer decides that no allegations of misconduct have been proved, or if the Principal declines to impose a penalty despite a finding that an act or acts of misconduct have been proved, the matter shall be closed. If the Principal imposes any sanction on the student, the decision shall take effect immediately upon notification to the parent and shall continue in force during any subsequent review.

LONG-TERM SUSPENSION/EXPULSION APPEAL A student aggrieved by the Principal's decision after a formal hearing 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.

i. *Conduct of review* - The Governing Council shall have discretion to modify or overrule the Director's decision, but may not impose harsher consequences. If review is conducted by the Governing Council, the proceedings shall be conducted in accordance with the Open Meetings Act.

ii. *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. Where a conference or hearing is granted, the record-keeping requirements of 6.11.2.12.G.4.I.vi NMAC apply.

iii. *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 Governing Council.

iv. *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 officer and the student, through the parent, within ten (10) working days after the review is concluded.

v. *Effect of decision* - The Governing Council's decision shall be the final administrative action to which a student is entitled. A student who has been validly expelled or long-term suspended is not entitled to receive any educational services from the school during the period of the exclusion. NAS-LC may provide alternative arrangements, including remote learning courses at the expense of the student or parent pursuant to NMPED requirements, if NAS-LC deems such arrangements appropriate.

NMPED Compliance – The student discipline process followed by SCHOOL shall conform to 6.11.2 NMAC and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern.

CLASSROOM CONTROL/CORPORAL PUNISHMENT A teacher or other member of the licensed 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.

DISCIPLINARY CONSIDERATIONS FOR 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, NAS-LC 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, to the extent that current educational expertise permits. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with the other requirements of 6.11.2.11 NMAC, is appropriate for a student with a disability who violates a code of conduct, as provided in 34 CFR 300.530..

Long-Term Suspensions or Expulsions – Long-term discipline of students with disabilities shall be governed by the procedures set forth in Section 6.11.2.11 NMAC, when the conduct may result in long-term suspension or expulsion, or any other disciplinary change of the student's current educational placement, as specified in 34 CFR 300.530 through 300.536, and NMPED rules and standards.

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 I, Paragraph (3) of 6.11.2.10 NMAC.

Program Prescriptions - A student with a disability's individualized education program (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with the regulation. However, the IEP team 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 team may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this regulation.

Immediate Removal - Immediate removal of a student with disabilities may be done in accordance with the procedures of Subsection C of 6.11.2.12 NMAC, 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.

RESTRAINT AND SECLUSION NAS-LC shall follow requirements for the use of restraint and seclusion techniques in accordance with Section 22-5-4.12 NMSA 1978 and 6.11.2.10.E NMAC.

1. NAS-LC shall establish and review annually policies and procedures for the use of restraint and seclusion techniques. Such policies and procedures shall require and describe appropriate training for school personnel and shall include requirements in relation to the use of restraint and seclusion techniques.

- a) A school may permit the use of restraint or seclusion techniques on a student pursuant to the requirements in Section 22-5-4.12 NMSA 1978, and only if the student's behavior presents an imminent danger of serious physical harm to the student or others, and only if less restrictive interventions appear insufficient to mitigate the imminent danger of serious physical harm.
- b) Less restrictive interventions, including positive behavioral intervention supports or other comparable behavior management techniques, shall be implemented prior to the use of restraint and seclusion techniques.
- c) If a restraint or seclusion technique is used on a student, trained and authorized school employees shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use..
- d) Restraint or seclusion techniques shall be used only by school employees who are trained in de-escalation strategies, positive behavioral intervention supports, and the safe and effective use of restraint and seclusion techniques, unless an emergency does not allow sufficient time to summon those trained school employees.
- e) The restraint or seclusion techniques shall not impede the student's ability to breathe or speak, shall be in proportion to a student's age and physical condition, and shall end when the student's behavior no longer presents an imminent danger of serious physical harm to the student or others.

- f) A school employee shall provide the student's parent with written or oral notice on the same day the incident occurred, unless circumstances prevent same-day notification. If notice is not provided on the same day of the incident, notice shall be given within 24 hours after the incident.
 - g) Within a reasonable time following the incident, no longer than two school days, a school employee shall provide the student's parent with written documentation that includes information about any persons, locations, or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used, and the duration of its use.
2. NAS-LC shall develop and implement an annual training for designated school personnel regarding positive behavioral intervention supports or comparable behavior management techniques and the use of restraint and seclusion techniques. In the event that new designated school personnel are employed within the school after the provision of the annual training, the principal of the school, or a person authorized to act officially in a matter involving school discipline or the maintenance of order within the school, shall ensure that a training is provided to new designated school personnel within 60 days of employment.
 3. NAS-LC shall update school safety plans with regard to restraint/seclusion and make reports to the NMPED in accordance with state law.
 4. If a student has been restrained or secluded two or more times within 30 calendar days, NAS-LC shall review strategies used to address the student's behavior and determine whether the student needs a functional behavior assessment or referral to a SAT or BIP team, or, if a student has an IEP, a referral to the student's IEP team. The student's IEP, BIP, or SAT team shall meet within two weeks of each subsequent use of restraint or seclusion to provide recommendations for avoiding future incidents requiring the use of restraint or seclusion; the review shall include whether school personnel involved in the incidents were trained in the use of de-escalation strategies, positive behavioral intervention supports, or restraint and seclusion techniques. Additionally, the review shall consider whether the individual who restrained or secluded a student needs additional training.
 5. NAS-LC shall conduct an annual review and analysis of all incidents in which restraint or seclusion techniques were used, including the number of incidents, the type of incident, personnel involved, the need for additional training, and student demographics.
 6. If the school summons law enforcement instead of using a restraint or seclusion technique on a student, the school shall comply with the reporting, documentation, and review procedures established herein and in 6.11.2.10 NMAC and Section 22-5-4.12 NMSA.
 7. Restraint or seclusion techniques used in compliance with 6.11.2.10.E NMAC shall not be deemed to be corporal punishment.

REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES Nothing in these rules of conduct prohibits NAS-LC from reporting a crime committed by a student to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes or violations of law committed by a student. If NAS-LC reports a crime or violation committed by a student with a disability, NAS-LC shall ensure that copies of the special education and disciplinary records of the student are transmitted, for consideration by the appropriate authorities, to whom the school reports the crime. Such records may be transmitted by the school only to the extent that the transmission is permitted by FERPA.

DISCIPLINE OF STUDENTS EXPERIENCING HOMELESSNESS

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

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

STUDENT SUPPORT INFORMATION

STUDENT SUPPORT

State and federal laws call for early intervention strategies with family involvement to improve the academic and functional outcomes of students. When students are struggling with learning or behaviors that interfere with learning at NAS-LC, we use the Response to Intervention (RTI) 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 setting.

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.

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 students with disabilities 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 students 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 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 Section 504 services for their student should contact the student’s teacher or the Principal.

STUDENT FIND

NAS-LC 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. NAS-LC personnel, a private or public agency or institution, or a parent may initiate a referral for a placement evaluation by contacting the Principal or by contacting a NAS-LC special education teacher.

EDUCATIONAL SERVICES FOR GIFTED STUDENTS

NAS-LC 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 RTI Team for consideration and evaluation. For additional information, see the Principal.

ABUSE AND NEGLECT

If any member of the NAS-NM staff suspects child/student abuse or neglect, appropriate authorities will be notified. The call and report will be made as soon as any sign of abuse/neglect 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 authorities.

TRANSFER OF STUDENT RECORDS

When a student withdraws from NAS-LC 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.

HOMELESS CHILDREN AND YOUTH

Children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; living in emergency transition shelter; abandoned in hospitals; have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or migratory children who qualify as homeless because they are living in circumstances described above, have certain rights under the McKinney-Vento Homeless Assistance Act of 2001, 42 USC Section 1142(g)(1)c), and under New Mexico. Please see the School’s liaison for homeless students, Frances Gutierrez and the School’s Homeless Student/McKinney-Vento Act policies and procedures, for more information about support, services, admission, enrollment, and other matters relating to homeless children and youth.

ACCESSIBILITY FOR PARENTS/GUARDIANS. To ensure equal access to school meetings, conferences, events etc. in accordance with the Americans with Disabilities Act (ADA), NAS-LC will provide appropriate auxiliary aids and services to parent/guardians who request

them in advance of the meeting/conference/event. 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 school-related meetings, Governing Council meetings, school plays, teacher conferences, etc. Please notify the NAS-NM administration office as early as possible prior to the meeting/conference/event, if you require any of these services.

PARENT GRIEVANCE POLICY: REGARDING STUDENTS

NAS-LC 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 other resolution processes** (e.g. this grievance policy does not apply to student grades, student discipline matters, student suspensions, student placements, special education matters or discrimination/harassment complaints – see those provisions for procedures to follow).

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 NAS-LC 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 NAS-LC 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 NAS-LC.

GRIEVANCE POLICY: TO ADDRESS MATTERS OTHER THAN STUDENT MATTERS

Initial inquiry - Inquiries or concerns from a community member, parent or student regarding a specific school staff member, policy or program (NOT A STUDENT) should first be directed to the staff member involved or responsible for such policy or 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 Principal for clarification on the steps to follow. (*Note:* Grievances by School employees follow a separate Employee Grievance Policy/Process: See Employee Handbook)

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 Governing Council for disposition.

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 placements/assignments; complaints about a staff member's performance (except the Principal), and 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 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. 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 Governing Council hearing the issue. The 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.

BULLYING, CYBERBULLYING, HARASSMENT, HAZING AND VIOLENCE PREVENTION POLICY

POLICY STATEMENT. NAS-LC believes that providing an educational environment for all, free from harassment, intimidation, violence, hazing or bullying of any kind, supports a total learning experience that promotes personal growth, healthy interpersonal relationships and wellness. The safety and wellbeing of all students in the school learning environment is of primary importance. NAS-LC prohibits bullying, cyberbullying, harassment, hazing and violence, and it is the school's goal to prevent and respond to all such acts, in accordance with applicable laws, including the New Mexico Safe Schools for All Students Act, NMSA 1978, §§22-35-1, et seq. This Policy and prohibition applies on school property, including electronic communication on or using School property; at school-sponsored functions; and on any NAS-LC-sponsored transportation.

A. DEFINITIONS.

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

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

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

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

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

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

➤ **Physical or Cognitive Disability.** Includes a physical or cognitive impairment that substantially limits one or more of a student's major life activities.

➤ **Progressive Discipline.** Includes disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include (but is not limited to):

- Meeting with the student and student's parents/guardians;
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- Counseling;
- Anger management;
- Health counseling or intervention;
- Participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
- Community service; and
- In-school detention or suspension, which may take place during lunchtime, after school or during weekends.

- **Sexual Orientation.** Includes but is not limited to heterosexuality, homosexuality or bisexuality, whether actual or perceived.
- **Regular Volunteers.** Means those persons, including relatives of students, who commit to serve at school on a regular basis.

B. **EXAMPLES of PROHIBITED CONDUCT.** Actions, including actions using electronic communication, that will be viewed as prohibited conduct include, but are not limited to:

○ **Bullying, Cyberbullying and Harassment.**

- Spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
 - 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.
 - Intentional, repeated misgendering.
 - Posting mean, embarrassing, threatening, intimidating or humiliating pictures, videos, websites, comments, fake profiles or other communications over social media platforms, such as Facebook, Twitter/X, Instagram, LinkedIn, Pinterest (not an exhaustive list).
2. **Hazing.**
- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or school policies.

C. **REPORTING AND COMPLAINTS.** Students and parents may, and are strongly encouraged to, file verbal or written reports concerning suspected Bullying/Harassment/Cyberbullying/Hazing/Violence to school personnel or to the Principal. See, “Bullying/Harassment/Cyberbullying/Hazing/Violence Report Form”, below . Students, parents and/or staff should use the following guidelines when reporting Bullying/Harassment/Cyberbullying/Hazing/Violence:

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

2. **Report to Whom?** The report may be made to any staff member, including a teacher, or directly to the Principal. Reports relating to Principal conduct should be made to the Governing Council President.

3. **Prompt Notice & Form.** Teachers, Regular Volunteers, and school staff who witness Bullying/Harassment/Cyberbullying/Hazing/Violence or who receive student reports of Bullying/Harassment/Cyberbullying/Hazing/Violence are required to promptly notify the Principal. Reports should be made in writing using the Report Form, and submitted to the Principal (or Governing Council President if relating to Principal conduct).

4. **Assisting Student Reporting.** If a student makes a verbal report to a teacher/Regular Volunteer/staff member, the teacher/Regular Volunteer/staff member shall complete the Report Form or take the student to the Principal, where a form will be completed on the student’s behalf.

5. **Staff Obligation to Report.** A school employee who has information about or a reasonable suspicion of conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student shall report the matter immediately or as soon as practical, but in no event later than two calendar days after the employee witnesses or receives a report of bullying.

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

1. **Process.** The investigation shall consist of personal interviews with the reporter, the individual(s) against whom the report was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigating administrator.

2. **Confidentiality.** The right to confidentiality, of the reporter, the victim and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, NAS-LC cannot guarantee absolute confidentiality, because it may be necessary to discuss the report with others who are witnesses or who may have information about the report.

3. **Outcome.** The investigation shall be completed as soon as possible. The Principal (or designated administrator or investigator) shall make a written report concerning the results of his/her investigation. In determining whether the alleged conduct violates this Policy, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Policy. A copy of the investigation materials and completed report will be maintained for no less than four years from the date of the completed report. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA)(to protect the privacy of the accused student) the Principal (or Governing Council President in the case of report against Principal) will notify the parents/guardians of the victim of the outcome of the investigation, but shall not provide a copy of the written report. The Principal or designee shall notify the parent or guardian about a determination that their student has committed an act violating this Policy, and the consequences for the student's actions.

E. **CONSEQUENCES.** Verified Bullying/Harassment/Cyberbullying/Hazing/Violence conduct shall result in intervention by the Principal or his/her designee that is intended to ensure that this Policy is enforced. The Principal will use Progressive Discipline approaches appropriate to the situation to address Bullying/Harassment/Cyberbullying/Violence, and/or may impose other disciplinary consequences. The level and severity of the prescribed consequence shall be determined by the Principal. All consequences shall be designed to (a) appropriately correct the bullying behavior; (b) prevent another occurrence of bullying or retaliation; (c) protect the target of the bullying; (d) be flexible so that, in application, the consequences can be unique to the individual incident and varied in method and severity based on the nature of the incident, the developmental age of the student who is bullying, and any history of problem behavior from the student who is bullying; and (e) for cyberbullying incidents, use the least restrictive means necessary to address the interference with the student's ability to participate in or benefit from the services, activities or privileges provided by the school, to the greatest extent possible. Certainly, repeated offenses will warrant increasingly severe consequences, up to and including suspension/expulsion. Offenses found to have been committed by the Principal shall be addressed by the Governing Council pursuant to the School's employment policies..

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

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

H. **APPEAL.** A student accused of bullying/harassment/cyberbullying/hazing/violence, or a student who is the target, who is not satisfied with the outcome of the investigation may appeal the investigation report's conclusions to the Governing Council in the manner described in the NAS-LC Grievance Policy.

I. **ANTI-BULLYING INCLUDED IN HEALTH EDUCATION CURRICULUM.** Anti-bullying education shall be included in the School's health education curriculum, in accordance with health education content standards with benchmarks and performance standards as set forth in NMPED regulation 6.30.2.19 NMAC.

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

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

L. **STUDENT SAFETY SUPPORT PLAN.** NAS-LC shall develop a student safety support plan for students who are targets of conduct prohibited by this policy that addresses safety measures the School will take to protect those students against further acts of bullying/cyberbullying/harassment/hazing/violence.

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

N. **PUBLICATION.** This Policy shall be made available on the following public website: <https://lcnas.org>

The School's Principal shall be the main point of contact for any bullying-related concerns, or other concerns relating to this Policy, unless the Principal is the person accused, in which case reports should be made to the Governing Council President. Parents and students shall be informed about this Policy at least annually, through student handbooks and parent conferences.

NEW AMERICA SCHOOL – LAS CRUCES
Bullying/Cyberbullying/Harassment/Hazing/Violence Report Form

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

STUDENT DIABETES MANAGEMENT POLICY

A. **Definitions.** As used in this Policy:

1. “diabetes” means a metabolic disorder of type one or type two diabetes mellitus; complications related to diabetes mellitus; or prediabetes;
2. “diabetes care personnel” means a School employee who volunteers to be trained and is trained in accordance with the Student Diabetes Management Act, NMSA 1978, §§22-34-1 et seq. and NMPED rule; the employee need not be a health care practitioner;
3. “diabetes medical management plan” means a document that the student’s personal health care practitioner and parent/guardian develops that sets out the health services that the student needs at school and that is signed by the student’s health care practitioner and the parent/guardian;
4. “health care practitioner” means a person licensed to provide health care in the ordinary course of business;
5. “school employee” means a person employed by the School, a person employed by the department of health or a local health department or by the public education department who is assigned to a school, or a contractor designated to provide diabetes management services at the School.

B. **Diabetes Care Personnel Training.**

1. School shall ensure that annual diabetes training programs are provided for all School nurses and diabetes care personnel (minimum of two school employees).
2. Training shall be in accordance with NMPED rule 6.12.11 NMAC, as amended, for the training of school employees for the care of students with diabetes.
3. At minimum, the training shall address:
 - a. Identification and treatment of hypo- and hyperglycemia;
 - b. Understanding the appropriate actions to take when blood glucose levels are outside of the target ranges indicated by a student’s diabetes medical management plan;
 - c. Understanding the interpretation of health care practitioner instructions regarding diabetes medication drug dosage, frequency and manner of administration;
 - d. Performance of finger stick blood glucose testing, scanning of continuous glucose monitors, and ketone testing and recording of results;
 - e. The administration of glucagon and insulin and the recording of results;
 - f. Understanding how to administer glucagon and insulin through the insulin delivery system;
 - g. Recognizing diabetes-related complications that require emergency assistance; and
 - h. Understanding recommended schedules and food intake for meals and snacks, the effect of physical activity upon blood glucose levels and actions to be implemented in the case of schedule disruption.
4. The training shall be provided by the school nurse (if the School employs a school nurse), or by a health care practitioner with expertise in diabetes.
5. The training shall be provided to a minimum of two School employees willing to act as diabetes care personnel; the employees acting as diabetes care personnel need not be health care practitioners. If the School employs a school nurse, the School nurse must receive the training.
6. If at any time fewer than two School employees are available to be trained as diabetes care personnel, the Principal/Head Administrator shall distribute to all School staff a written notice stating that the School is seeking volunteers to serve as diabetes care personnel.

The notice shall inform the staff that:

 - a. The School is required to provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;
 - b. The tasks to be performed by diabetes care personnel;
 - c. That participation is voluntary and the School will not take action against any staff member who does not volunteer to be designated;
 - d. That training will be provided to employees who volunteer to provide care; and
 - e. The contact information of the person whom staff should contact in order to volunteer to be diabetes care personnel.
7. The annual training shall take place as soon as possible after the beginning of a new School year, and no later than the first 9 weeks. Employees volunteering to replace trained individuals no longer acting as diabetes care personnel shall be trained within 9 weeks.
8. The Principal/Head Administrator shall confirm that the training has occurred in an annual report to the Governing Council.

C. **Training for School employees with primary responsibility for supervision of a student with diabetes.**

1. All School employees who have primary responsibility for supervising a student with diabetes during some portion of the school day, including bus/school activity drivers responsible for the transportation of a student with diabetes, shall be trained annually on:

- a. Recognition of hypoglycemia;
- b. Recognition of hyperglycemia; and
- c. Actions to take in response to diabetes related emergency situations.

2. This training shall be provided by the school nurse, or a health care practitioner with expertise in diabetes.
3. New employees with primary responsibility for supervising a student with diabetes hired after the annual training shall be trained within 9 weeks of hire.
4. The Principal/Head Administrator shall confirm that the training has occurred in an annual report to the Governing Council.

D. Parent/Guardian Responsibilities.

1. Upon enrollment at the School or at annual registration, the parent/guardian of each student with diabetes who seeks diabetes care while at school shall submit to the school a diabetes medical management plan.
2. Upon submission of the diabetes medical management plan, the School shall review the diabetes medical management plan with the parent/guardian, and shall implement the plan.
3. The School shall not require or compel parents/guardians to provide diabetes care for a student with diabetes at school or school-related activities.
4. Upon the written request of a parent/guardian of a student with diabetes and authorization by the student's diabetes medical management plan, and upon demonstrated proficiency, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system that the student uses, treat hypoglycemia and hyperglycemia and other wise attend to the care and management of the student's diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity.
 - a. The student shall be permitted to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring/treatment functions; however, the student shall be responsible for keeping supplies/equipment safe, and shall not make it available to other students.
 - b. If the student or parent/guardian requests, the student shall have access to a private area for performing diabetes care tasks.
5. The parent/guardian of a student with diabetes may volunteer to assume the official responsibility of diabetes care for their student, should the parent/guardian be attending a school-sponsored activity, trip, extended offsite excursion, or extracurricular activity in which the student with diabetes is participating. The parent/guardian must prearrange with the school's administration to assume these responsibilities, if desired.

E. School Implementation of Diabetes Medical Management Plans.

1. The School shall ensure that all students with diabetes receive appropriate and needed diabetes care at school, as specified in the student's diabetes medical management plan.
2. In accordance with the request of a parent/guardian of a student with diabetes, and in accordance with the student's diabetes medical management plan, the school nurse or, in the absence of a school nurse, diabetes care personnel, shall perform diabetes care functions that shall include, at a minimum:
 - a. Checking and recording the student's blood glucose levels or ketone levels and assisting the student with checking and recording those levels;
 - b. Responding to blood glucose levels that are outside of the student's target range;
 - c. Administering glucagon and other emergency treatments as prescribed;
 - d. Administering insulin or assisting a student in administering insulin;
 - e. Providing oral diabetes medications as prescribed; and
 - f. Following instructions regarding meals, snacks and physical activity.
3. The school nurse, or at least one diabetes care personnel, shall be available at the School to provide care to each student with diabetes in accordance with subsections E.1 and E.2 above, during regular school hours and during all school-sponsored activities, trips, extended offsite excursions and extracurricular activities in which a student with diabetes is a participant, and on buses/activity vehicles where the bus/activity driver has not been trained in diabetes care and the student with diabetes is a passenger.
4. The School Nurse and/or diabetes care personnel shall safely store medical supplies and diabetes medication in the manner appropriate for the supplies/medication. The supplies/medication shall be stored in the Principal's office. (location).

F. Right to Attend.

The School shall not restrict a student who has diabetes from attending the School on the basis that the student has diabetes, that the School does not have a full-time school nurse, or that the School does not have trained diabetes care personnel.

G. Governing Council Reporting.

The Governing Council shall provide a report to the New Mexico Public Education Department annually by October 15, as follows:

1. Stating how many students with diabetes are attending the School; and
2. Providing documentation regarding the School's compliance with the provisions of the Student Diabetes Management Act.; and
3. In accordance with the requirements of 6.12.11.13(B) NMAC.

H. Administrative Complaint.

Students with diabetes and their parents/guardians may bring an administrative complaint against the School before the NMPED for any School failure to meet its training obligations pursuant to the Student Diabetes Management Act, or for School's failure to permit self-management of diabetes pursuant to Subsection D.4 of this Policy. See 6.12.11.13 NMAC for the NMPED complaint procedure.

PARENT/SCHOOL COOPERATIVE AGREEMENT

As the parent(s)/guardian(s) of _____ attending New America School – Las Cruces (NAS-LC), I/we want and expect to be active participants in our student's education.

I/We support the high academic and performance standards of NAS-LC.

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

I/We understand that attendance is crucial to the educational process and student success, and the students should adhere to the school's attendance policies and procedures.

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

I/We understand and agree that we shall be financially responsible for any loss, destruction, or damage to NAS-LC property by our student.

I/We have reviewed the information and policies contained in this handbook with our student and both our student and I/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.

I/We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the School Student Handbook or other NAS-LC policies, rules and guidelines. We are aware that the NAS-LC 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.

I/We have received and reviewed the NAS-LC Student/Family Handbook. I/We understand the policies set forth in the handbook, understand that we should direct any questions about the handbook policies/procedures to the Principal or designee for clarification, and agree to abide by NAS-LC's policies and procedures and to ensure that our student follows the rules of the school.

Parent/Guardian (Signature)	Date	Parent/Guardian (Print)
Student's Name (Print)	Student (Signature)	Date

Students are to return this signed Parent/School Cooperative Agreement to their homeroom teacher by August 1, 2024. New and transfer students registering after the start of the school year must return this acknowledgement page within one week after receipt.