



# **The Academy for Technology and the Classics**

## **Code of Conduct**

The Academy for Technology and the Classic cultivates fearless learners. We nurture intellectual curiosity, critical thinking, and academic achievement.

Governing Council

Tannis Fox	President
Kelly Horn	Vice President
Leslie Fagre	Secretary
Martin Dryden	Member
Gordon Lawrie	Member
Natalie Elliott	Member

Principal  
Susan Lumley

Acknowledgements

The Academy for Technology and the Classics would like to acknowledge Santa Fe Public Schools for providing the framework in which to create the ATC Code of Conduct.

## **APPLICATION OF DISTRICT & SCHOOL RULES**

School rules apply to students whenever students are:

1. present in any school or on property of the school district;
2. at any school-sponsored activity, regardless of its location, or;
3. Off campus, including traveling directly to and from school, **when** student misconduct is detrimental to the best interests of the school, its educational mission and its students.

## **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

### **Appropriate Learning Environment**

Students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption.

### **DESCRIPTION OF KINDS AND LEVELS OF DISCIPLINARY ACTION**

Self-discipline is the ultimate goal for each student. Those few students who do misbehave and interfere with their own and others' learning and teaching must be prepared for consequences for those actions. The disciplinary consequences for misbehavior are classified in five levels of action, ranging from least severe (Action Level 1) to most severe (Action Level 5). The punishment imposed must be in proportion to the offense committed. Disciplinary Action Levels will ensure school-wide consistency in addressing misbehavior. At the school administrator's discretion, he/she may use lower level actions in addition to the required level of action.

The disciplinary interventions and consequences for a specific misbehavior usually include a range of actions. The administrator or teacher should select the action that will offer the greatest chance for producing a positive change in the student's behavior, based on an understanding of the student and sound guidance principles. When the punishment imposed includes exclusion from extra-curricular activities, the school administrator may give the student the opportunity to earn the right to regain the privilege.

Occurrences are classified as Minor "M" offense or Serious and/or Repeated "S/R" offense(s).

# DISCIPLINARY ACTION LEVELS: Interventions and Consequences

## ACTION LEVEL 1

GENERAL REQUIREMENTS: Action Level 1 includes one or more of the actions listed below taken by the administrator or other designated persons. The meeting, letter, student incident report and/or telephone call must include a discussion and/or description of the student's achievement or unacceptable conduct. Every effort should be made to ensure that the student would be able to continue his or her schoolwork.

**Action:**

**Definition:**

Official warning to student	A written notice from the teacher or administrator to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time. Notice must be given to parent or guardian.
Conference between teacher and student(s)	A meeting with a student during which student achievement, the unacceptable student conduct and possible ways to deal with the problem are discussed. Some strategies to consider are: collaboratively developed contract, conflict resolution skill building activities, frequent information about student's behavior communicated to parent(s) or guardian, referral to academic or social support groups, class meetings, etc.
Communication between teacher and parent or guardian	Notification of the parent/guardian at a meeting, or by a telephone call or letter that a behavior problem exists and what action has been taken.
Conference with staff, parent or guardian and student	A meeting with staff, parent or guardian and usually the student, during which student achievement and unacceptable conduct are discussed, better ways of behaving are reviewed and a plan for future behavior is outlined. A phone conversation may be adequate if a meeting is not feasible.
Special Assignment	Assignment to an activity or project that builds awareness, knowledge and skills to meet similar situations more positively. For example, designing and presenting role-play, community service, connecting consequences, and research on topics relevant to misbehavior.
Immediate removal	Means the removal of a student from school for one school day or less under emergency conditions and without a prior informal hearing. Students whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school. An informal temporary suspension hearing shall take place as soon as possible but within one (1) school day and the student shall be reinstated unless a suspension is imposed after the required informal hearing.
Contract with student	A written statement developed collaboratively with the student, listing steps to be taken by the student to improve behavior and describing the support to be provided (if needed) by school staff and the parent/guardian, stating when the contract will be reviewed and consequences if it is not honored.



### ACTION LEVEL 3

GENERAL REQUIREMENTS: Action level 3 includes one or more of the actions listed below taken by the administrator or other designated persons. A meeting or other communication with the parent or guardian and the student must take place in addition to the level 3 action. The meeting, letter, student incident report or telephone call must include a discussion and/or description of the student's achievement and unacceptable conduct. The student will not remain out of school for more than five (5) days. When a student is suspended, parents and/or guardians will be required to attend a re-entry meeting.

**Action:**

**Definition:**

<b>All Level 1 - 2 Actions</b>	<b>Actions in Levels 1 &amp; 2 may be used in addition to the following:</b>
Three (3) to Five (5) days Out-of-District Suspension**	An action taken by an administrator after an informal temporary suspension hearing which temporarily denies a student the right to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion, including after school, week-ends or holidays. In addition, within <b>ten (10)</b> school days, a conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future. The student can be suspended up to five (5) days. Please refer to GUIDELINES FOR SUSPENSIONS for more information.
Teen Court Referral	Referral to <a href="#">Teen Court</a> for additional services: alcohol, drug, or tobacco violations, violence or assault, theft, other major offenses.

\*\* Only a site administrator may suspend students from school.

## ACTION LEVEL 4

**GENERAL REQUIREMENTS:** Action Level 4 includes one or more of the actions listed below taken by the administrator or other designated persons. A meeting or other communication with the parent or guardian and the student must take place in addition to the Level 4 action. The meeting, letter, student incident report or telephone call must include a discussion of the student's achievement and/or unacceptable conduct. The student will not remain out of school for more than ten (10) days unless a formal long-term suspension hearing has been held. When a student is suspended, parents and/or guardians will be required to attend a re-entry meeting.

**Action:**

**Definition:**

All Level 1 - 3 actions	Actions in Levels 1 - 3 may be used in addition to the following:
Suspension/assignment to a specialized program or alternative placement	Following a formal long-term suspension hearing, the Principal or his/her designee may long-term suspend or assign the student to a specialized program of education, support and/or other service designed to help the student. (i.e., repeated possession of drugs/alcohol use and/or intent to sell or transfer drugs/alcohol. serious/repeated violations of Code). Please refer to <b>Error! Reference source not found.</b> for more information.
Six (6) days to ten (10) days suspension**	An action taken by an administrator after an informal temporary suspension hearing which temporarily denies a student the right to attend all classes and school activities for a minimum of six (6) school days, but not more than ten (10) school days.  In addition, within five (5) school days, a conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future Restorative justice re-entry procedures may be offered. A later date may be selected if mutually agreed to by the school administrator, parent and student. Please refer to GUIDELINES FOR SUSPENSIONS for more information.

\*\* Only a site administrator may suspend students from school.

## ACTION LEVEL 5

**GENERAL REQUIREMENTS:** A formal due process hearing must occur at Action Level 5.

**Action:**

**Definition:**

Due process hearing*	A due process hearing before a hearing authority that denies a student the right to attend school for a specified time exceeding 10 school days. The administrator may recommend alternative placement (when placement is available). Please refer to <b>Error! Reference source not found.</b> and/or <b>Error! Reference source not found.</b> for more information.
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\* Unless preempted by 504 or special education regulations. Each local school board shall establish, or shall authorize appropriate administrative authorities to establish appropriate processes for handling long-term suspension.

## APPROPRIATE LEARNING ENVIRONMENT

Violation	Definition and Information	Occur	Level
A. Attendance disorderly conduct Tardiness	Any other actions involving attendance and punctuality or the location of students on school property which disrupts the orderly operations of the class or school. Failing to be in an assigned place of instruction at the designated time.	M M	1 - 3 1 - 3
D. Insubordination	Failing to comply with a reasonable and authorized direction or instruction of a staff member.	M S/R	1 - 3 3 - 5
E. Classroom Disruptions	Any behavior that disrupts the ability of students to learn and teachers to teach.	M	1 - 2
F. Dishonesty	The act or practice of telling a lie, or of cheating (not academic), deceiving, etc. The intent to make someone believe what is not true as by giving a false appearance, using fraud, etc. Intentionally omitting facts or information.	M S/R	1 - 3 4 - 5
G. Academic dishonesty (such as cheating and plagiarism)	Taking credit for his/her self for written or oral expression created, authorized, or prepared by another or not giving credit for the source of the material. Any unauthorized access or modification to instructional materials, records, grades, documents, courses including all electronic on-line courses such as, but not limited to cheating and plagiarism. The use of electron proxies is prohibited.	M S/R	1 - 3 4 - 5
H. Knowledge of a weapon, alcohol, illegal drugs or other criminal acts	+ Having knowledge of another's possession of weapons, alcohol, illegal drugs, or criminal act without reporting it to the proper authority.	M S/R	1 - 3 3 - 5
I. Inappropriate use of computer and computer software	+ Using a computer on school property to access pornographic, illicit or illegal information and/or to photocopy and/or disseminate such materials and information, or misuse of computer. Please refer to INTERNET USE AGREEMENT for more information.	M S/R	1 - 3 3 - 5
J. Cell phones and Other Electronic Devices	Personal electronic devices are required to be turned off and not visible during the instructional day. Student use of cell phones during testing and emergencies and emergency drills is prohibited. Use of cell phones for videotaping and still photos is prohibited. <b>First offense:</b> Device is confiscated and returned to the student within 24 hours. Violation is documented. Student acknowledgement with signature. <b>Second offense:</b> Device is confiscated and returned to the guardian from administration or designee after school hours. Violation is documented. Student and guardian acknowledgement with signature. <b>Third offense:</b> Device is confiscated for remainder of the school year. Device is returned to guardian on the last day of school by administration or designee. Devices not picked up will be recycled. Note: Refusal to comply with this policy may result in additional consequences based on the severity of the student actions/behavior. Video recording is prohibited. Additional consequences may apply.	M S/R	1 - 3 3 - 5
K. Inappropriate images or language	Displaying images and/or language that is obscene, sexist, racist, gang-affiliated or other images that disrupt the educational process, environment or interferes with teaching and learning (i.e. such as, but not limited to attire, books, lockers, desks, walls, backpack, etc.)	M S/R	2 - 3 3 - 5
L. Forgery/ Counterfeit	Providing a false signature or altering school documents or an imitation made to deceive.	M S/R	1 - 3 3 - 5
M. Inappropriate display of affection /sexual behavior	Public displays of affection or mutually consensual sexual contact including, but not limited to kissing, intentional touching of the other person's genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas.	M S/R	1 - 3 3 - 5
N. Horseplay	+ Involves physical contact in a rough and boisterous manner that may lead to aggressive behavior and/or injury, including but not limited to snowball, rock and/or water balloon throwing, pushing, shoving, kicking, and shooting rubber bands.	M S/R	1 - 3 3 - 5
O. Matches or	Possession and/or use of matches, lighters or like products is prohibited.	M	1 - 3



lighters			
P. Possession or use of firecrackers	+ Using or possessing any firecrackers, fireworks, poppers, caps or similar devices, including smoke bombs and all incendiary devices.	M S/R	1 - 2 3 - 5
Q. Reckless use of vehicle	+ Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner, or so as to threaten health or safety, or to disrupt the educational process, i.e., car surfing, skateboarding, roller blade, wheelies, etc.	S/R	3 - 5
R. Extortion and/or coercion	+ A single act forcing another person to act against his/her will, in order to demand money, favors, actions, property, personal possessions, etc.	S/R	3 - 5
S. Instigation	+ To urge on, spur on, or incite another to disrupt the educational environment or commit any other misconduct (verbally, physically, written, electronic such as cell phone, computer, etc.).	M S/R	1 - 3 3 - 5
T. Stalking	+ Stalking consists of knowingly pursuing a pattern of conduct that threatens another on more than one occasion by following another, placing another under surveillance.	S/R	3 - 5
U. Gambling	Playing any unauthorized game of skill or chance for money or other items of value.	S/R	3 - 5
V. Trespassing	+ Entering any school property or school property facilities without proper authority either during school hours or after school hours. + Any school entry during a period of suspension or expulsion.	S/R S	3 - 5 5
W. Deliberate misuse of property	Intentionally using property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property. Please refer to TEXTBOOKS for more information.	M S/R	1 - 3 3 - 5
X. Soliciting or selling	Soliciting or selling items from student to student for personal gain. Exchanging items with a monetary value of \$50.00 or more is prohibited.	M S/R	1 - 2 3 - 5

The School does not accept responsibility for the loss or alleged theft of personal property including electronic devices.

**M** = Minor infraction      **S/R** = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

## PROTECTION OF PHYSICAL SAFETY

Violation	Definition and Information	Occur	Level
<b>A. Assault/Battery</b> (1/2/3/4)	<b>(1) With Firearm or Destructive Device</b> ++ An actual and intentional threatening, touching or striking of another person against his or her will with the use of firearm or destructive device in which the victim reasonably believed he/she was in immediate danger of harm. This category also includes the placement of a destructive device on school property. A " <b>firearm</b> " 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. 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 " <b>destructive device</b> " 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.	S/R	5
	<b>(2) With Knife or Cutting Object</b>	S/R	5

	<p>++ An actual or intentional threatening, touching or striking of another person against his or her will with the use of a knife or cutting object in which the victim reasonably believed he/she was in immediate danger of harm.</p> <p>A knife or cutting instrument includes, but not limited to dagger, dirk, stiletto, shank, knife, razor, box cutter, or Exact-o knife.</p>		
	<p><b>(3) With Other Dangerous Weapon</b></p> <p>++ An actual and intentional threatening, touching or striking of another person against his or her will with the use of a weapon (excluding firearm, knife or cutting object) in which the victim reasonably believed he/she was in immediate danger of harm. Other dangerous weapon includes, but is not limited to any instrument or object used to inflict harm on another person, or to intimidate any person. Included but not limited to chains (any not being used for the purpose for which it was normally intended and capable of harming of an individual), pipe (any length or metal not being used for the purpose it was normally intended), pointed instruments (including pencils, pens), nun chucks, brass knuckles, Chinese stars, clubs, bludgeon, slingshot, portable device or weapon directing electrical current (stun gun), impulse, wave, beam or chemicals, BB, pellet, CO2 firing device, or dart gun, bow, explosives, or propellants. Any other dangerous or deadly weapon.</p>	S/R	5
	<p><b>(4) With Hands, Feet, Fist</b></p> <p>+ An actual and intentional threatening, touching or striking of another person against his or her will or intentionally causing bodily harm to an individual in which the victim reasonably believed he/she was in immediate danger of harm.</p> <p>++ When on individual physically attacks or "beats up on" another individual (excludes an attack with a weapon) or one that causes serious bodily harm to the victim.</p>	S/R	3 - 5
<b>B. Assault/Battery Simple (5)</b>	<p><b>Fighting</b> (mutual altercation)</p> <p>Fighting, defined here as a mutual participation in a physically violent confrontation whether or not the participants suffer injury. Retaliation is not an adequate defense.</p>	S/R	3 - 5
<b>C. Other Violence - Sexual battery (6) (includes attempted)*</b>	<p>+ Unwanted or unwelcome sexual contact including, but not limited to, intentional touching of the other person's genitals, groin, inner thigh, buttocks or breasts, or clothing covering these areas (either human contact or using an object).</p> <p>++ Offenses such as indecent exposure, criminal sexual contact, criminal sexual penetration, contributing to the delinquency of a child.</p>	S/R	4 - 5
<b>D. Other Violence - Kidnapping (8) (abduction)</b>	<p>++ The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.</p>	S/R	5
<b>E. Other Violence - Robbery using force (9)</b>	<p>++ The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or putting the victim in fear. A key difference between robbery and larceny is that a threat or battery is involved in a robbery.</p>	S/R	5
<b>F. Other Violence - General (11)</b>	<p><b>1. Threat/Intimidation</b> (physical or verbal threat) To place another person in fear of bodily harm through verbal threats or other communication without displaying a weapon or subjecting the person to actual physical attack.</p>	S/R	4 - 5

	2. <b>Harassment</b> and/or intimidation are a single act that consists of knowingly behaving in a way that is intended to torment, seriously alarm or terrorize another person. Writing or saying anything which ridicules another (including the use of text messaging or e-mail) on account of ethnic origin, gender, religion, disability, etc. or has sexually demeaning implications. Hazing, writing and drawings depicting violence against another are included in this category.	S/R	3 - 5
	3. <b>Bullying</b> is when one intentionally, repeatedly and over time uses power and control with the aim of ridiculing, threatening, intimidating, coercing, humiliating and/or physically harming an individual. Bullying entails an imbalance of power. Forms of bullying can include social/relational, verbal written, electronic and non-verbal methods or physical. A repeated pattern of harassment or intimidation is considered to be bullying.	S/R	3 - 5
	4. <b>Hazing</b> includes, but is not limited to:	S/R	3 - 5
	a) Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or		
	b) Requiring or encouraging a student to perform any dangerous, painful, offensive or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or		
	c) Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or to conduct reasonably likely to create extreme mental distress, as a condition of membership in, or initiation into, any class, team, group, or organization sponsored by, or permitted to operate under the auspices of, a school of the District, or for similar or related purposes, <i>provided</i> , that such conduct shall not be considered hazing when it is a recognized and integral part of the particular sport or activity.		
G. <b>Sexual Harassment</b> (12)	+ Communications that create an intimidating, hostile, or offensive learning environment through unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or non-verbal contacts or gestures of a sexual nature. Includes but is not limited to behaviors such as leering, pinching, grabbing, suggestive comments or jokes, pressure to engage in sexual activity and the following:	S/R	3 - 5
	◆ Using the computer or any electronic devices, such as, but not limited to sexting, to leave sexual messages or playing sex computer games;		
	◆ Rating an individual;		
	◆ "Wedgies," "Spiking" (pulling down someone's pants), "Mooning," "Snapping/unhooking bra";		
	◆ Making kissing sounds or smacking sounds; licking lips suggestively		
	◆ Howling, catcalls, whistles;		
	◆ Touching without permission;		
	◆ Verbal comments (about parts of the body, clothing, etc.);		
	◆ Sexual or dirty jokes;		
	◆ Massaging the neck and shoulders without permission; and		
	◆ Touching oneself sexually in front of others.		
H. <b>Disorderly Conduct</b> (13)	+ Action(s) which substantially disrupt(s) the orderly conduct of a school environment, including food fights. Making gestures which convey a seemingly or explicit, offensive, or obscene message. Use of explicit, offensive or obscene language or gestures directed towards another person.	M S/R	2 - 3 3 - 5
	++ Reporting a fire to school or fire officials or setting off a fire alarm	S/R	3 - 5

without a reasonable belief that a fire exists or serious instances of campus disruption. Disorderly conduct is considered "simple assault & battery" per New Mexico state statute.

**M** = Minor infraction      **S/R** = Serious and/or Repeated infraction(s)      **(##)** = PED Reporting Code

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

### VANDALISM

Violation	Definition and Information	Occur	Level
A. <b>Graffiti</b> (40)	+ The spray painting, tagging, writing, etching etc. of or on school property including busses is prohibited.	S/R	3 - 5
B. <b>Criminal damage</b> (41)	++ The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.	S/R	5
C. <b>Breaking/Entering/Burglary</b> (42)	++ Entering, without authorization, a school district building, classroom or vehicle or other structure (moveable or immovable) with the intent to commit any crime or misconduct when the building is closed to students and the public.	S/R	4 - 5
D. <b>Larceny/Theft</b> (43)	+ Taking, carrying, leading or riding away of property of another person without consent is prohibited. This category includes, but is not limited to, pocket picking, purse or backpack snatching if left unattended or no force used to take it from owner, theft of or from school property (where there was not forced entry), theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft from a machine or device which operated or activated by other use of a coin or token and all other types of larcenies. This includes theft or attempted theft of a motor vehicle. ++ Items with monetary value of \$100.00 or more. (May include cell phones and other electronic devices.)	M	2 - 3
		S/R	3 - 5
E. <b>Arson</b> (44)	++ Planning or involvement with explosive devices, materials or information that may result in arson or explosion. Trying to start a fire that fails to start. To intentionally damage, or attempt to damage, any real or personal property by fire or causing an explosion with the purpose of destroying or damaging property.	S/R	5
		S/R	5
E. <b>Vandalism</b> (45)	+ To intentionally damage, or attempt to damage, any real or personal property. Causing damage to or defacing school property or the property of others. Vandalism includes situations in which damage can be repaired or replaced at minimal cost to the school district.	S/R	3 - 5

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### WEAPONS, SUBSTANCE ABUSE, GANG ACTIVITY

SCHOOL REGULATION ON TOBACCO, ALCOHOL, AND OTHER DRUG ABUSE: In accordance with [SFPS Board Policy 222](#) and [Public Education Department regulation 6.12.4.1 NMAC](#), the Santa Fe Schools prohibits using, possessing, distributing or trafficking tobacco, alcohol and/or illegal drugs on school grounds, school transportation or at school-sponsored activities regardless of place.

Violation	Definition and Information	Occur	Level
A. <b>Weapons Possession</b>	<b>(51) Knife/Cutting Instrument</b> ++ The possession of a knife or cutting instrument including, but not limited to dagger, dirk, stiletto, shank, knife, razor, box cutter, or Exact-o knife is prohibited. An exception is made for use of such instruments under the direction of a teacher in classes such as shop, art, etc., provided by the	S/R	5

school.

**(52) Other Weapons**

S/R 5

+ Possession or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included but not limited to chains (any 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), nun chucks, brass knuckles, Chinese stars, 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.

**B. Gang related activity (53)**

Any act, e.g. 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. 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.

M 1 - 3  
S/R 3 - 5

**B. Drug Violation (54)**

The use, distribution, sale, intent to sell, purchase, possession of any drug or paraphernalia is prohibited. Includes being under the influence of drugs, or substances represented as drugs, on school transportation, at school-sponsored events or on school property.

+ Any mood-altering substances including, but not limited to, inhalants and prescribed and non-prescribed medication including homeopathic and herbal medications.

++ Use, distribution, sale, intent to sell, purchase, possession or under the influence of narcotics or controlled substances. Please refer to MEDICATION IN THE SCHOOLS and **Error! Reference source not found.** for more information. Disciplinary actions for such activities are the same at all grade levels. (AOD, Teen Court, and No-Use contract must be completed.)

S/R 3 - 5

**C. Alcohol violation (55PUD)**

++ The use (U), distribution (D), sale, intent to sell, purchase or possession (P) of intoxicating alcoholic beverages or substances represented as alcohol is prohibited. This would include being intoxicated on school property, school-sponsored events and on school-sponsored transportation. Please refer to **Error! Reference source not found.** for more information.

S/R 3 - 5

**D. Tobacco Use (56)**

The possession, use, distribution or sale of tobacco products on school property, school-sponsored events, or school transportation is prohibited. Please refer to **Error! Reference source not found.** for more information. No-Use contract must be completed.

S/R 3 - 5

**E. Other Weapons - Possession or use of Facsimile weapon (57)**

++ Includes, but is not limited to, any look-alike metal or plastic gun, rifle, Uzi, machine gun, knife, dagger, hand grenade, or sword, which is carried for the sole purpose of appearing to be in possession of a "real" weapon that will intimidate or threaten others.

S/R 5

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**S/R** = Serious and/or Repeated infraction(s) **(##)** = PED Reporting Code

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

## FIREARMS POSSESSION

Violation	Definition and Information	Occur	Level
<b>A. Firearms Possession</b>	<p><b>Firearms or Destructive Devices</b></p> <p><b>(61 = Handgun)</b></p> <p><b>(62 = Rifle/Shotgun)</b></p> <p><b>(63 = Other Firearms/Device)</b></p> <p><b>(64 = Multiple Firearms)</b></p> <p>++ A <b>firearm</b> "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." 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.</p> <p>++ A <b>destructive device</b> 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.</p>	S/R	5

**M** = Minor infraction

**S/R** = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

## GUIDELINES FOR SUSPENSIONS

The right to attend public school is not absolute. It is conditional 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 established processes. Only a site administrator or his/her designee may suspend a student from school.

When a student is suspended or expelled from school, she/he is not to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion, including after school, week-ends or holidays. Failure to comply may result in legal or other disciplinary action against the student.

### ABSENCES – REPORTING STUDENT ABSENCE

Parents *must* notify the school in a timely manner of their child's absence and/or send a written notice on the day the child returns to school. Notification of an absence will only be accepted within the three days following the child's return to school.

1. days, which may include in-house suspension if available. The school will provide a list of such referrals. The student must provide verification of attendance within two weeks.
2. After the first offense, all other offenses will result in required classes/sessions, long-term suspension, or other options, as determined by the principal or designee.
3. The principal will complete the Alcohol or Other Drug (AOD) Referral form and the No-Use Contract found in the SFPS Student Wellness Handbook. A referral to [Santa Fe County Teen Court](#) or other auxiliary services are recommended.

### SCHOOL ATTENDANCE GUIDANCE DOCUMENT

ATC recognizes that students' school attendance, habits of punctuality, self-discipline and responsibility is directly related to their academic success. The responsibility of enforcing the Compulsory School Attendance Law rests with the parents or legal guardians. The responsibility of the school district is to notify parents of attendance problems.

ATC College Crew assigns each student a College Crew Leader who assists the student with preparing for college in accordance with the goals of a college prep education. The College Crew Leaders will support regular school attendance and support academic success for each of their students.

On one designated day per week that school is in session beginning the fifth week of school, students with satisfactory school attendance and grades, as outlined below, will be released at 2:30 pm.

Bus transportation on early dismissal days will be provided at the regular dismissal time.

Students eligible for early dismissal may remain at school and may attend a study hall or an ATC-approved activity. Early dismissal days are not intended as a time for eligible students to socialize on campus.

Parents/guardians are responsible for making transportation arrangements for students released at 2:30 pm.

Students who leave campus must sign out prior to leaving campus on each early dismissal day. The ATC administration will notify parents in writing at the beginning of each school year of the requirement that they make transportation arrangements for their children for early dismissal days.

Students who have unsatisfactory attendance as further described or who have an average of 60 or below in any class, or who are in need of tutorials, as determined by the student's teacher, will stay at school on the designated day until regular dismissal. Students with 3, 5 and 7 excused or unexcused absences in a semester may be assigned to tutorials after those absences are identified or at the discretion of the teacher. Students with 10 or more absences may be assigned to tutorials until regular dismissal through the end of the semester.

Students required to stay on campus until regular dismissal will do schoolwork, attend a tutorial, participate in a parent/teacher conference, or engage in another educational activity, as directed by the student's College Crew Leader.

Early dismissal gives teachers an opportunity to hold parent/teacher conferences, provide tutorials, and assist students with their work.

### Addressing Excused and Unexcused Absences

The following procedure will be followed for students with excused and unexcused absences:

- After 3 absences from any class during a semester, the student's College Crew Leader will contact the student's parents/guardian via telephone or call a meeting to notify the parents/guardian of the absences.
- After 5 absences from any class, the student and his/her parents/guardians will meet with the College Crew Leader to discuss the reason(s) for the absences and how the student can improve his/her attendance.
- After 7 absences from any class, the student's grade level team will meet with the student and his/her parents/guardian to develop a written plan for improved attendance.
- After 10 absences from any class, the student's grade level team will meet to determine a course of action which may include the following:
  - The student may lose credit for a class or classes for the semester.
  - The student may lose credit for a class or classes for the semester, and the student's grade level team may develop a credit recovery intervention plan. The plan will be in writing and will set forth what is required of the student to restore credit of a class or classes. The student, the student's parents/guardian and the team will sign the plan. Credit for the class or classes may only be restored if the team certifies at the end of the semester that the student has complied with all requirements in the plan. If there are extenuating circumstances, such as illness, hospitalization or participation by the student in homebound instruction during absences, the team may restore credit at its discretion.

This procedure is not intended to limit additional contact between ATC and the student and parents/guardian or to prohibit imposition of additional requirements or restrictions on students with absences.

Unexcused absences may result in additional disciplinary action, which may include but is not limited to immediate parent/guardian contact, detention, and referral to the Children, Youth and Families Department.

### Notification of Student Absences

It is the responsibility of students' parents/guardians to request ATC to excuse a student's absence, except absences due to school sponsored/sanctioned activities. Notification of an excused absence must be given to ATC within 3 days of a student's return to school or the excuse will not be accepted. Three consecutive absences require a health care provider's note.

Parents/guardians may excuse a student's absence of up to 5 days by telephone to the school. After 5 absences, any subsequent absence must be excused by health care provider's note or other appropriate documentation from the parents/guardian, or the absence will be unexcused.

### **Definitions:**

- A. *Attendance*, means students who are in class or in a school-approved activity.
- B. *School-age person*, means a student who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent or has not reached the age of majority (18). A maximum age of twenty-one shall be used for a person who is



classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institution.

C. Excused Absences are:

1. *Bereavement: Immediate family members* are the child, spouse, father, mother, stepfather, stepmother, aunts, uncles, siblings, step-siblings, half-siblings, grandparents, mother-in-law, father-in-law, first cousins, foster parents, guardians, and others who reside in the same household with the student.
2. *Long-term illnesses:* are acute or chronic health-related problems that require a student to be out of school more than three (3) consecutive days, as verified by health-care professional's note or school nurse verification or School Based Health Center (Healthy Tomorrow's Van & Teen Health Centers).
3. *Short-term illnesses:* are any medical or mental conditions that requires a student to see a health care professional on a recurring basis with standing appointments and, that such appointments occur at least once per month. The student must obtain an official note from the health-care professional (doctor, dentist, mental health counselor, etc.) verifying that the absence is recurring and necessary. Short-term illnesses also include any medical or mental condition that keeps a student out of school fewer than three (3) days, as verified by parent notification.
4. *Hazardous weather conditions:* shall mean weather conditions that would endanger the health or safety of the student when in transit to and from school as approved by the Principal or designee.
5. *Late bus arrivals:* Students will not be considered late or tardy if caused by late bus arrivals at school.
6. *Short-term suspension:* removal from school for one (1) to five (5) days for disciplinary reasons (suspension cannot be used for discipline of students who are truant).
7. *Long-term suspension:* removal from school for six (6) to ten (10) days or longer for disciplinary reasons following a Formal Due Process Hearing (suspension cannot be used for discipline of students who are truant).
8. *School-sponsored/school sanctioned activities:*
  - a. Events or activities sponsored or held by school clubs, athletics, extracurricular or curricular classes;
  - b. Visits to college/university campuses on officially designated visitation days or on alternate visits when the student has applied for admission to that particular college/university.
9. *Parent requested absences for educational travel:* opportunities may be designated as an excused absence if approved by the principal and the assigned schoolwork is completed within two weeks of return to school or another agreed upon time frame.
10. *Other emergencies or set of circumstances:* that, in the judgment of the Principal or designee, constitutes a good and sufficient cause for absences from school.

D. Unexcused absences are: Absences from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory Attendance Law or rules of the local School Board.

F. *Habitual Truant* is defined as a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.

**Critical Time during the School Year Will Not Be Excused:**

- A. These include the final weeks of the semester during scheduled final exams (unless student has completed enough credit to have completed the course early).
- B. During the New Mexico Public Education Department required testing cycles, and the District Fall and Spring Testing cycles.
- C. If the student is enrolled in participation based courses (such as art, computer keyboard, PE, etc) additional assignments upon return may be required for credit recovery.

## **Make Up Work:**

Students have a responsibility to make up work regardless of the reason for the absence.

1. When a student is absent, the parent and the student have the obligation to ask for make-up work.
2. The teacher has an obligation to provide the student with resources in order to learn the material missed during the absence. This may include the actual class work assigned during the student's absence, or an alternate assignment to cover the same material.
3. It is the student's responsibility to learn the missed material, including completing alternate assignments deemed appropriate by the teacher.
4. Students have the same number of days that they were absent to turn in missed assignments.

## **Late Work:**

ATC prepares students to be successful in college as well as develop employment skills. Turning school work in on time provides students with the structure necessary to develop time management skills and task completion skills. This policy is intended to contribute to solid work habits and academic success. (ATC Policy 301.)

Work turned in on the due date may receive up to 100% credit.

Each day after the due date for any schoolwork, the following percentage deductions will be applied:

- Work turned in 1 day late may receive up to 90% credit.
- Work turned in 2 days late may receive 80% credit.
- Worked turned in 3 days late may receive 70% credit.
- Worked turned in more than 3 days late will receive no credit, or students will have one opportunity to attend a tutorial and turn in the work by the Monday of the following week for up to 70% credit. Work not turned in at this point receives a hard zero.

## **Loss of Credit and/or Grade Level Promotion:**

All absences (excused or unexcused) accumulating to more than ten (10) days in a semester (18 weeks) may result in a loss of credit and/or grade level promotion. However, in lieu of loss of credit or grade level promotion, the student may participate in a credit recovery plan to make up credit or grade level requirements as determined by the College Crew Attendance Team. Exceptions to this rule include: absences due to hospitalization or illness if the student participates homebound instruction during the absence or school sponsored events.

## **Tardies:**

Students are expected to arrive in class before the tardy bell rings. If a student is tardy to class, the consequences will be as follows:

**1st tardy** - student signs tardy folder upon entering class and receives a lunch detention.

**NOTE:** If a student is late to 1<sup>st</sup> period, that student receives a lunch detention from the receptionist and is to immediately report to class.

**2nd tardy** - Student receives lunch detention.

**5th tardy** - Teacher will call the parents of the students with a warning that, after the 7<sup>th</sup> tardy, there will be a mandatory meeting with the administration, parents and student to address the issue and sign a contract.

**7th tardy** - Teacher refers student to Assistant Principal, who will set up a meeting with the parents to address the issue and sign a punctuality contract.

If the student is late to lunch detention, that student will receive an additional day of detention.

If the student breaks any of the rules of lunch detention, she or he will receive additional detentions or further consequences including, but not limited to: referral to the Assistant Principal, meeting with parents, community service and/or referral to counseling.

## BUS RULES

If a student chooses to ignore a bus rule, the Principal upon receipt of a written Bus Conduct Report form signed by the driver, will take the following disciplinary action(s): (The specific disciplinary action will depend largely on the seriousness of the infraction.)

- A. **First offense:** A warning to the student with a copy of the conduct report issued to the parent/guardian. Parents are expected to help prevent a reoccurrence of the offense.
- B. **Second offense:** Disciplinary action will be administered at the discretion of the Principal. Possible options include a report to the parents and suspension of riding privileges.
- C. **Third offense:** Automatic suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report will be made to the parents.
- D. **Severe disruption:** The following inappropriate and dangerous behavior will result in automatic suspension of transportation privileges as determined by the building principal.
  - 1. physical harm to student(s)
  - 2. physical harm to driver
  - 3. physical damage to the bus
  - 4. Drug, Alcohol or Weapons Possession

A student may be recommended for suspension by the bus driver for one AM or PM trip for serious, safety related infractions, after the principal or designee notifies the parent/guardian. Any further discipline will be determined by the principal. Suspension of a student from his/her bus riding privileges does not necessarily mean the student is suspended from school. Suspension from school does imply automatic suspension of bus riding privileges. In addition to the suspension of transportation privileges, legal action may be taken and may result in charges being filed.

NOTE: Any time a student has to make a deviation from his/her regular stop or bus route, he/she may take another bus if a principal and parent gives written permission, or in the case it is a last minute decision, a principal and parent can verbally consent provided there is space available on the bus for the student.

## Dress Code

A student's dress and appearance shall be such that it does not materially disrupt or interfere with a school's educational mission or threaten the safety of others.

## FEES (Student)

Regular school instructional programs are provided without cost to the student or family. Fees may be required for materials used in products created by the student that become the personal property of the student and for optional field trips and other activities. If such fees create an economic hardship for the student and family, special arrangements may be made. Fines will be charged for overdue books and damage to or loss of books or school equipment. Admission or participation fees may be charged for extra-curricular programs and activities.

## FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

### Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, they are:

- A. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] 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.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Santa Fe Public School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- D. The right to file a complaint with the [U.S. Department of Education](http://www.ed.gov) concerning alleged failures by the District complies with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Officer**  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## **INTERNET USE AGREEMENT**

Internet access is available to students and staff at ATC. Use of computers at ATC is a privilege, not a right, and involves student and staff acceptance of responsibility involved in exercising this privilege.

Internet access relies upon the proper conduct of the user who must adhere to strict guidelines. Those guidelines are provided here so users are aware of the responsibilities. Users of the Internet must be efficient, ethical and uphold legal utilization of the network resources.

### **Computer use and Internet Terms and Conditions:**

- A. **Acceptable Use:** The use of school computers must support education and research and be consistent with the educational objectives of ATC. Use of other networks or computing resources must comply with appropriate rules. Transmission of any material in violation of any U.S or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
- B. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
  - 1. Use appropriate language.
  - 2. Illegal activities are forbidden.
  - 3. Do not reveal any personal information about yourself or other students or colleagues.

4. The e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  5. All communications and information accessible via the District network should NOT be assumed to be private.
  6. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network
  7. Prior approval by the supervising individual is required for subscriptions that will be monitored and deleted daily to avoid use of hard disk space.
  8. Information obtained on the Internet is not necessarily accurate and may not be of the quality expected for classroom use.
- C. Security: Attempts to gain unauthorized access to system programs or computer equipment may result in cancellation of user privileges. Downloading of information onto a hard drive is prohibited unless express permission is granted by the supervising school employee. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all school computers.
- D. Vandalism: Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, software, or data of another user, either via the Internet *or* any other computer of network. This includes, but is not limited to the uploading or creation of computer viruses.
- E. Use of computers, Internet, computer software and computer hardware: connection to computers at ATC is intended for educational research and other specific assignments made by faculty members.

**Consequences: If a student violates any provisions of the School Acceptable Internet Use Agreement, the student;**

- A. Shall be interviewed about the violation and asked what he or she could do to repair the harm. In addition, the student MAY BE denied access to all school computer facilities, equipment and software, as follows:
- First offense:** Depending on the severity of the offense, may include allowing the student to correct her or her action or denial of computer use for a minimum of one day up to a maximum of nine (9) school weeks;
- Second offense:** Denial of computer use for a minimum of nine school weeks to a maximum of eighteen school weeks;
- Third offense:** Denial of computer use for one full school year or the equivalent;

;

**User Responsibilities: The student and school employee will**

- A. Adhere to Santa Fe Public Schools Acceptable Use Agreement without deviation or exception;
- B. Refrain from bringing unauthorized software or disks into the school building;
- C. Report any equipment damage or problems using equipment or software to the supervising individual. One must make no attempt to "fix" it; and,
- D. Adhere to the Internet, Intranet, Email, and Digital Network Usage Policy.

**LOCKER AND STUDENT SEARCHES**

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

**Scope and Extent of Searches of Student Property**

School property such as lockers, desks, and similar storage facilities remain under the control of the school, although students are expected to assume full responsibility for the security of their property. Lockers, desks and similar storage facilities may be searched by school officials at any time, with or without notice or

consent, for safety and health purposes. Students may not use personal locks on school lockers unless access is made available to school authorities. Personal locks may be destroyed if school authorities conduct a search of lockers.

The school retains the authority to conduct patrols of vehicles brought onto school premises by students and to inspect such vehicles from their exteriors. Searches of the interiors of such vehicles may be conducted when a school official has a reasonable suspicion that it contains an object or substance in violation of law or of school policy or rules.

Purses, wallets, book bags, backpacks, cell phones, and similar items of student's personal property may be searched when school officials have individualized reasonable suspicion that such personal property contains contraband in violation of school rules or state or federal law.

### **Seizure of Items**

Illegal items, legal items which threaten the safety or security of others, items that are evidence of prohibited activities or items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items may be released to appropriate authorities or a student's parent or returned to the student later as the administrative authority deems appropriate.

When a search discloses illegally possessed contraband material or evidence of some other crime, the administrative authority shall notify the local Children's/Juvenile Court attorney, or other law enforcement officers.

## **MEDICATION IN THE SCHOOLS**

It is recognized that some children are able to attend school because of the effectiveness of medications in the treatment of certain disabilities and illness. If at all possible, students' medications should be administered at home. If medication must be given during school hours, the following is required:

- A.** The parent or guardian must provide the school with pharmacy-labeled container with the name of the drug, the strength and current dosage, schedule for administration, name of student, and the name of the physician, nurse or physician assistant.
- B.** Only one day's supply of medication may be carried by the student to school.
- C.** The student must be taught, according to level of ability, why and when he/she is to take the medication.
- D.** Upon arriving at school, the student must surrender the medication to the proper school authority who would then place the medication in a central location within a locked cabinet. and
- E.** The student may be allowed to assume responsibility for administration of their own medication; however, if supervision of the medication is required, the parent must give the student's teacher or other authorized person written permission to give the medication to the child.

## **TEXTBOOKS**

The District may withhold the grades, diploma and transcripts of the student responsible for damage or loss of textbooks until the parent, guardian or student has paid for the damage or loss, but shall not prevent the student from graduating, participating in a graduation ceremony, or from receiving a diploma. When a parent, guardian or student is unable to pay for damage or loss, the school district shall work with the parent, guardian or student to develop an alternative program in lieu of payment. Where a parent or guardian is determined to be indigent according to guidelines established by the NMPED, the local school district shall bear the cost.

**Students** who damage a textbook by marking, tearing pages out, or otherwise damaging or defacing a textbook shall be charged a fine. In the case of textbooks that have been lost or damaged while specifically issued to a given student, the following charges shall be made:

- A. For damage to a new book that makes the book unfit for use - replacement cost;
- B. For damage to a book in good condition - 80 percent of replacement cost;
- C. For major damage to a book in fair condition (usually one more than five years old) - 50 percent of replacement cost;
- D. For damage to a book in poor condition - 25 percent of replacement cost; and,
- E. For lesser damage to a book - charge to be determined by the principal or by a person or committee designated by the principal for such purposes. Payment for lost textbooks is the responsibility of each student or his or her parent or guardian.

# GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS for STUDENTS

### STUDENTS HAVE A RIGHT TO:

1. Request assistance from the school site administrator and /or any other adult in authority;
2. Have access to conflict management resources;
3. Receive a copy of the ATC Code of Conduct.
4. Protection against discrimination regardless of gender, race, religion, color, national origin, linguistic and language differences, sexual orientation or socio-economic status; and,
5. Be informed of the district's complaint and appeal process; (see **Error! Reference source not found.** for the hearing process; see **Error! Reference source not found.** for special education procedures; and **Error! Reference source not found.** for Parent/Guardian complaint procedures).

### STUDENTS HAVE A RESPONSIBILITY AND COMMITMENT TO:

1. Read, understand, and adhere to the *The Academy for Technology and the Classics Code of Conduct Handbook*;
2. Sign and return the *Code of Conduct Acknowledgment* that also addresses drug, alcohol and tobacco abuse, transportation guidelines, and Internet, Intranet, Email, Digital Network Usage Policy, and electronic proxy devices. (see INTERNET USE AGREEMENT for more information);
3. Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework;
4. Strive for academic growth;
5. Respect the rights, feelings and property of fellow students, parents, school staff, visitors, guests, the school and school neighbors;
6. Conduct themselves in accordance with the provisions of the *Code of Conduct* on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn;
7. Seek peaceful solutions to conflict and encourage peers to do the same;
8. Seek assistance from an adult should a conflict situation begin to get out of control;
9. Not bring to school or to any school event a gun, knife, or any other weapon, including any objects or items used in a threatening manner that look like or can be perceived as a weapon.
10. Alert an adult if a gun, knife or other weapon is seen on campus or at a school event;
11. Follow discipline guidelines adopted by the school and district;
12. Present written excuse when tardy or absent;
13. Identify self accurately upon request from school personnel, and have identification badges visibly displayed on the front of the person.
14. Report known school-related criminal activity to site administrator. Student option also includes contacting local law enforcement agency;
15. Not use, possess, give or sell any substance, be it narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substance or tobacco while at school, on a school bus or at school-sponsored events;
16. Dress in a manner appropriate for school as defined in the Dress and Appearance Directives and the Standard Dress requirements at elementary and middle schools (see **Error! Reference source not found.** for more information);
17. Abide by the transportation guidelines set forth by the State of New Mexico while riding in a school bus or other school-owned vehicle;
18. Abide by the technology guidelines for using computers, software and Internet access;
19. Abide by the ATC Code of conduct policy for use of personal electronic and/or communication devices;
20. Report to an adult or staff for investigation, acts they suspect may be bullying; and,
21. Comply with rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law.

I, the undersigned, agree to these rights, responsibilities and commitments:

PRINT NAME \_\_\_\_\_ Student Signature \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS for PARENTS/GUARDIANS

## PARENTS/GUARDIANS HAVE A RIGHT TO:

1. Receive quarterly official reports of the their child(ren)'s academic progress, attendance and conduct;
2. Have access to their own child(ren)'s records, and review their own records if 18 years of age or older;
3. Inspect, copy and challenge according to the appropriate guidelines any and all information contained in the their child(ren)'s record (See FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA) for more information);
4. Receive an explanation on their child(ren)'s progress;
5. Receive a prompt (within two school days) report of their child(ren)'s tardiness and absence in accordance with the district's attendance and truancy procedures;
6. Receive information concerning programs offered in the school;
7. Participate in local school organizations, volunteer activities, and school governance advisory committees;
8. Be informed of the district's complaint and appeal process; (see **Error! Reference source not found.** for the hearing process; see **Error! Reference source not found.** for special education procedures; and **Error! Reference source not found.** for Parent/Guardian complaint procedures).
9. Have access to conflict resolution education when scheduled;
10. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, physical or mental disability; and,
11. Know whether the staff who are serving their child(ren) are highly qualified; and,
12. Receive a prompt and timely response to requests and concerns.

## PARENTS/GUARDIANS HAVE A RESPONSIBILITY AND COMMITMENT TO:

1. Read and discuss along with their child(ren) the *Code of Conduct* and other similar materials from the school such as the school discipline plan, and ask for clarification and/or interpretation if needed;
2. Review and discuss with their child(ren) The Academy for Technology and the Classics' *Code of Conduct* handbook and other similar materials from the school such as the school discipline plan;
3. Adhere to the *Code of Conduct* while on district property;
4. Provide the school with written documentation if your child must leave school during the school day.
5. Instill in the their child(ren) respect for school authority, the law, and the rights of others;
6. Monitor their child(ren)'s behavior;
7. Provide appropriate supervision for their child(ren) before and after school;
8. Notify the school in a timely manner concerning their child(ren)'s absence (see SCHOOL ATTENDANCE GUIDANCE DOCUMENT for more information);
9. Plan a time and place for homework assignments, with necessary supervision;
10. Attend all requested parent conferences;
11. Ensure prompt and regular attendance at school as per the Compulsory School Attendance Law, NMSA 1978 Sections 22-12-1 through 22-12-9;
12. Present issues, requests and concerns to staff in a calm, reasonable and timely manner;
13. Teach children how to settle arguments without resorting to violence and encourage them to use peaceful means when resolving issues ;
14. Work with the school on disciplinary matters for the best interest of their child(ren);
15. Work to support their child(ren)'s interests through the local school board, PTSC and other school organizations, committees, and volunteer activities;
16. Report known school-related criminal activity to site administrator. Parent option also includes contacting local law enforcement agency;
17. Encourage their child(ren) to report to an adult, guns, knives and other weapons, including any objects or items that can be perceived as a weapon, that they have seen or have knowledge;
18. Not bring to school or to any school event a gun, knife, or any other weapon, including any objects or items that look like a weapon or used in a threatening manner that can be perceived as a weapon.
19. Teach their child(ren) about the dangers and consequences of guns and weapons use;
20. Keep any guns, knives and all weapons owned under lock and key and away from their child(ren);
21. Enforce the district's policies to eliminate guns and weapons and to work with the school in developing programs to prevent violence;
22. Have their child(ren) dress in a manner appropriate for school and abide by the Dress and Appearance Directives or standard dress (see **Error! Reference source not found.** for more information);
23. Enforce and comply with the district's policy and regulation on tobacco, alcohol and other drug abuse while on campus;
24. Enforce the transportation guidelines set forth by the State of New Mexico if their child(ren) ride(s) in a school bus or other school-owned vehicle;
25. Enforce the technology guidelines for students set forth by the district for using computers, software and Internet access;
26. Follow the procedures outlined for all appeal processes;
27. Report to an administrator, counselor or adult on staff for investigation, acts they suspect may be bullying; and,
28. Seek clarification on any document received from the district;
29. Submit written notification of any changes in address, telephone numbers and emergency contact information.
30. Teach their child(ren) not to use personal electronic devices during instructional day and abide by site procedures for the return of electronic devices.

I, the undersigned, agree to these rights, responsibilities and commitments:

PRINT NAME \_\_\_\_\_ Student Signature \_\_\_\_\_

ID \_\_\_\_\_ Date \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS for ADMINISTRATORS

## ADMINISTRATORS HAVE A RIGHT TO:

1. Work in a safe and positive atmosphere for learning and teaching;
2. Expect compliance with rules by staff and students;
3. Be free from intimidation, threats, or acts of violence while discharging duties;
4. Be trained in conflict management skills and receive staff development regarding school safety strategies;
5. Refuse to meet or continue to meet with individuals (non-students or non-employees) believed to pose a verbal, physical or psychological threat that disrupts, impairs and/or interferes with the educational process.;
6. Request assistance from law enforcement officers when students, employees, parents or other individuals are believed to pose a verbal, physical or psychological threat that disrupts, impairs and/or interferes with the educational process or the administrator's discharge of his/her duties;
7. Discipline students in accordance with the *Code of Conduct*.
8. Discipline employees in accordance with District Personnel Policies/Procedures.
9. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, physical or mental disability.

## ADMINISTRATORS HAVE RESPONSIBILITY AND COMMITMENT TO:

1. Use professional ethics and confidentiality in relationships with staff, students, parents and the community;
2. Promote and develop a safe, positive and orderly atmosphere for learning and teaching;
3. Provide orientation for new teachers and continued assistance to all school personnel;
4. Seek conflict resolution training for school personnel if needed or requested;
5. Review, monitor and evaluate the program of instruction and articulate the program to parents and the community-at-large on an ongoing basis;
6. Educate staff and parent community regarding strict, fair and consistent enforcement of the Santa Fe Public Schools *Code of Conduct* handbook, and any other district and school site policies;
7. Ensure that all school staff enforces the Code of Conduct in a strict, fair and consistent manner;
8. Work with staff and students to develop and periodically review a school discipline plan, consistent with district-wide policies and support the staff members in fair and consistent enforcement of these regulations;
9. Communicate the school's policies on weapons to participants in the school community and focus on the responsibilities we all have;
10. Ensure that students have a confidential way to report to an adult any guns or other weapons they see on campus;
11. Report all guns, knives, weapons and other weapons, to law enforcement officials, according to established procedures;
12. Not bring to school or to any school event a gun, knife, or any other weapon.
13. Use the school's student leadership groups and school meetings to obtain ideas to develop a safe school environment;
14. Enforce the district's policy and regulation on tobacco, alcohol and other drug abuse;
15. Enforce the transportation guidelines set forth by the State of New Mexico for students who ride in a school bus or other school-owned vehicle;
16. Enforce the technology guidelines for students set forth by the district for using computers, software and Internet access.
17. Abide by the SFPS policy for use of electronic and communication devices.
18. Ensure that teaching staff provides up-to-date lesson plans;
19. Confer with school personnel, parents, students and appropriate community agencies to formulate procedures and programs that will ensure socially acceptable conduct;
20. Promote alternative conflict resolution methods for all students and staff;
21. Notify the Office of the Superintendent or his/her designee and appropriate emergency services (police, fire department, etc.) as necessary;
22. Prepare school safety plans for natural disasters and emergency situations;
23. Inform parents and students of complaint procedures (due process, manifestation, grievance);
24. Support parent/guardian participation in school organizations, committees, and volunteer activities;
25. Present issues and concerns to school officials in a calm, reasonable manner;
26. Investigate all alleged acts of misconduct, including bullying;
27. Request picture identification from all school visitors;
28. Enforce rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law;
29. Notify parents when their child(ren) is/are taught, thirty (30) days or longer, by a non-highly qualified staff member; and,
30. Respond to parent requests in a prompt and timely manner;
31. Establish students and staff expectations and procedures for student re-entry following student absence(s).

I, the undersigned, agree to these rights, responsibilities and commitments:

Employee's Legal Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

This acknowledgment form will be placed in your personnel file.

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS for STAFF

### TEACHERS, SCHOOL COUNSELORS AND OTHER STAFF HAVE A RIGHT TO:

1. Work in a safe positive atmosphere for learning and teaching;
2. Recommend to have a student, who exhibits physical or verbal violence or threatening behavior, including written or graphic threats, as described in the The Academy for Technology and the Classics' *Code of Conduct* handbook, removed from the classroom;
3. Be fully informed concerning the Code of Conduct handbook and its procedures;
4. Expect student compliance with all school regulations;
5. Have administrative support when enforcing student discipline;
6. Receive education in conflict resolution skills and school safety strategies as scheduled annually; and
7. Be free from intimidation, bullying, threats, or acts of violence while discharging duties;
8. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, physical or mental disability; and
9. Have the right to be trained in all the expectations of de-escalation skills and restorative justice.

### TEACHERS, SCHOOL COUNSELORS AND OTHER STAFF HAVE A RESPONSIBILITY AND COMMITMENT TO:

1. Use professional ethics and confidentiality in relationships with students, parents, community and other school employees;
2. Promote and develop a safe, positive and orderly atmosphere for learning and teaching;
3. Demonstrate by attitude and actions genuine concern and respect for each student;
4. Read, know, follow and uniformly enforce the Code of Conduct and school rules in a strict, fair and consistent fashion using progressive disciplinary procedures;
5. Review the Code of Conduct manual with students at the beginning of each school semester;
6. Devote school hours exclusively to official duties;
7. Inform parents about the academic progress, attendance and conduct of their child in a timely manner;
8. Maintain accurate student records per school-site expectations;
9. Supervise students in the school building and grounds and during extra-curricular activities in accordance with school rules, district policies and regulations and school procedures;
10. Plan, provide and conduct a program of instruction based on [NM Content Standards with Benchmarks and Performance Standards](#) and Common Core curriculum.
11. Provide accurate and up-to-date lesson plans;
12. Exercise good classroom management that supports civic responsibility;
13. Use conflict resolution, de-escalation and redirection skills;
14. Be punctual and at the work station as scheduled;
15. Assist the principal in maintaining school order and discipline by assisting with the supervision of students and enforcing school rules;
16. Be present at any disciplinary conference concerning serious classroom disruption;
17. Adhere to the [evaluation standards of the Santa Fe Public Schools](#);
18. Support parent and/or guardian participation in school organizations, committees, and volunteer activities;
19. Report all alleged acts of misconduct, including bullying, to administrator immediately;
20. Report serious or repeated violations that require the administrator's intervention;
21. Follow and enforce the district's policy and regulation regarding narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substances and tobacco;
22. Enforce rules and regulations prohibiting discrimination on the basis of race, color, religion, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law; and,
23. Respond to parent requests in a prompt and timely manner;
24. Positively support re-entry of students following disciplinary actions.

I, the undersigned, agree to these rights, responsibilities and commitments:

Employee's Legal Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

This acknowledgment form will be placed in your personnel file.

## GENERAL RIGHTS, RESPONSIBILITIES AND COMMITMENTS for VOLUNTEERS

### VOLUNTEERS HAVE A RIGHT TO:

1. Work in a safe, positive atmosphere for learning and teaching;
2. Be fully informed regarding the Santa Fe Public Schools *Code of Conduct* handbook;
3. Expect student compliance with district and school regulations;
4. Have access to education in conflict resolution skills and safety strategies as scheduled; and,
5. Protection against discrimination regardless of gender, race, religion, color, age, national origin, linguistic and language differences, sexual orientation, socio-economic status, physical or mental disability.

### VOLUNTEERS HAVE A RESPONSIBILITY AND COMMITMENT TO:

1. Use professional ethics and confidentiality in relationships with students, parents and school community;
2. Demonstrate by attitude and actions genuine concern and respect for each student;
3. Read and uniformly support the *Code of Conduct* and school rules in a consistent manner;
4. Use conflict resolution skills when appropriate;
5. Be punctual and have good attendance when scheduled to volunteer;
6. Report *Code of Conduct* violations to the supervising teacher or the site administrator;
7. Follow and help enforce the district's policy and regulation regarding narcotics, drugs (prescription/non-prescription), alcohol, mood-altering substances and tobacco;
8. Adhere to the same behavioral expectations as students and staff (such as tobacco, alcohol, drugs, guns, knives, etc.) as described in the *Code of Conduct* while on school campus or at a school event.
9. Follow and enforce the *Code of Conduct*;
10. Report to an adult on staff for investigation, acts they suspect may be bullying; and,
11. Enforce rules and regulations prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, national origin or ancestry, age, physical or mental disability, medical HIV-positive status, veteran status, marital status, or any other basis protected by federal, state, or local law.

I, the undersigned, agree to these rights, responsibilities and commitments:

Volunteer's Legal Name (Please Print) \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Volunteer Coordinator or Designee \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return to the site administrator where you are volunteering