

# **LA RESOLANA LEADERSHIP ACADEMY (LRLA)**



## **STUDENT HANDBOOK**

**2014-2015**

### **MISSION STATEMENT**

**LA RESOLANA LEADERSHIP ACADEMY WILL PROVIDE OPPORTUNITIES FOR STUDENTS TO GROW ACADEMICALLY, SOCIALLY AND EMOTIONALLY TO FULLY PREPARE THEM FOR SUCCESS IN HIGH SCHOOL AND INTO ADULTHOOD. LA RESOLANA LEADERSHIP ACADEMY WILL PROVIDE PATHWAYS THAT INTERVENE AND OFFER SUPPORT AND ENCOURAGEMENT THROUGH ANYTIME, ANYWHERE LEARNING.**

**LA RESOLANA LEADERSHIP ACADEMY**  
1718 Yale Boulevard SE, Albuquerque, New Mexico 87106  
Telephone: 505-243-8114 FAX: 505-243-8385  
[www.laresolanaleadership.com](http://www.laresolanaleadership.com)



Dear LRLA Students and Families:

Welcome to a new school year! The staff at La Resolana Leadership Academy is excited and has been working hard to prepare for the arrival of your student(s). Whether you are a new student or a returning student to our school, we are happy to see you again. At LRLA we work hard to provide students with a well-rounded middle school education experience. Our goal is to prepare our students for high school. The challenges our students will face in high school makes our work here at LRLA vital to their future success in school and toward completion of their high school graduation requirements.

As the principal, I have worked diligently over the past nine years to hire teachers and staff who are committed to working with our middle school students. There are many challenges involved with this age group and it is important that everyone who works with your student, understands the deep commitment that I expect from them in providing your student with a high quality educational program. We all have high expectations of our students in terms of their behavior and their academics in school. This Student Behavior Handbook and the Student Code of Conduct helps us to ensure that all students are set-up to succeed in all areas. It also helps us to maintain a safe and orderly environment for all students and staff to learn, teach and work in. It also helps us to encourage the values and good character that you are teaching at home. The Student Code of Conduct is something that we will discuss with students all year long. It is as follows:

**STUDENT CODE OF CONDUCT**

*Expected Student Behaviors*

- **Be here, every day, ON TIME ready to learn**
- **Be on time to every class, prepared to work**
- **Have necessary classroom materials every day**
- **Complete your work on time and with pride**
- **If you must be absent, make-up work in the time allowed**
- **Dress appropriately at all times**
- **Respect the rights of others to learn and be safe**
- **Use acceptable language at all times**
- **Show respect for yourself, other students and all adults**
- **Respect school property and the private property of others**
- **Share in the responsibility of maintaining school cleanliness**
- **Settle conflicts in an acceptable manner – your teachers and principal are here to help**
- **Accept responsibility for your actions**
- **Always remember and practice the Six Pillars of Character Counts**
- **Respect                      Citizenship                      Caring**
- **Trustworthiness                      Fairness                      Responsibility**

Once again, welcome to La Resolana Leadership Academy. We are looking forward to our partnership with you and your student(s) in an exciting and academically challenging year ahead. Thank you for your continued support!

Sincerely,

Justina Montoya  
Principal

## LA RESOLANA LEADERSHIP ACADEMY (LRLA)

### STUDENT BEHAVIOR HANDBOOK

*This Handbook is an information tool for parents and students. It contains guidelines for student rights and responsibilities. It does not create any contractual rights, and the school has the discretion to modify the provisions of this Handbook at any time.*

#### WHEN IS THE HANDBOOK IN FORCE?

*The provisions of the Student Handbook are in force:*

- *During regular school hours and/or on school property;*
- *During transportation of students;*
- *At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to school-sponsored events, field trips, athletic functions and other school related activities;*
- *On the way to or from school or a school-related event.*

Additionally, the school administrator, teachers, any other school official or designated chaperone is authorized to take immediate action when a student's misconduct away from school during a school activity compromises the safety of the student, other students or staff and could have a detrimental effect on the educational process.

The school administrator has the responsibility to take discretionary action any time the educational process is threatened with disruption or safety concerns. The expectation at all times is that all staff members which includes teachers, the principal or other designated administrator(s) will use his/her best judgment with respect to every situation that occurs.

The Governance Council of La Resolana Leadership Academy will review this Handbook as deemed necessary, at which time suggested amendments or additions submitted by school administrators will be considered. ***All registered students at LRLA will receive a copy of this handbook at the beginning of each school year.*** The electronic handbook is available on the school website at [laresolanaleadership.com](http://laresolanaleadership.com).

#### COMPLAINT POLICY

Any person who has a complaint they would like for the principal to review and respond to can either call the principal to make an appointment to discuss the problem or come in to the office and fill out a complaint form. An appointment to see the principal can also be made with the school receptionist. The principal will document and discuss the problem with the person who has the complaint and/or provide the person with a copy of the complaint and a written copy of resolution to the complaint within 48 hours.

## PROCESS FOR FILING A COMPLAINT:

1. The front office receptionist will have copies of the LRLA complaint form shown below to fill out and for the school principal to review and respond to either with a phone call or in writing.
2. Call and make an appointment with the school receptionist to see the school principal to discuss and work toward resolution of complaint.
3. The principal will document resolution to the complaint and provide a written copy of the resolution to the person making the complaint within 48 hours. The principal will keep a copy of the complaint and the resolution in the office. *Complaint forms are available in the front office.*

### **EXPECTATIONS FOR ALL STUDENTS ATTENDING LA RESOLANA RESOLANA LEADERSHIP ACADEMY**

## COMPULSORY ATTENDANCE POLICY

***The Federal No Child Left Behind Act requires that states, school districts and schools be held accountable for ensuring that all student meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico Compulsory School Attendance State Law 6.10.8.1 NMAC through 6.10.8.12-A requires that:***

***“School-age persons receive an education and do not dropout or otherwise withdraw prematurely prior to completing an educational program. To that end, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate.”***

- Students between the ages of five (5) and eighteen (18) years of age are required to attend public school, private school, home school or a state institution;
- LRLA reports habitual truants to the Children’s Youth and Families Department for educational neglect, the Children’s Court Liaison Office and to the State of New Mexico;
- LRLA has a school-wide goal of 100% attendance for every student at the end of each trimester;
- Parents/Guardians are responsible for notifying the school every day a student is absent;
- Absences will be marked ***excused*** in the cases of illness, doctor’s appointments (with a note), family emergencies, death in the family, religious commitments, diagnostic testing, participation in a school activity or extenuating circumstances agreed to by the school administrator.

Regular attendance is an important key to success. LRLA students can learn only if they are on time and present in all classes daily. Emphasis will be stressed on consistency among students, parents, teachers and the school administration in adhering to the attendance policy. Parents or guardians are to report absences directly to the school at 505-243-8114 or they may also send a signed and dated note with the student to the office upon returning to school. Failure to do so within two days of the absence will result in an unexcused absence.

For extended absences of three (3) days or more due to medical reasons, parents or guardians are to notify the school on the first day of the absence so that teacher's can also be notified of the absences. Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session.

LRLA maintains a closed campus. If a student is on campus, he/she must be in class. Ditching and/or chronic tardies to class will be sent to in-school suspension and parents or guardians will be notified. Make-up work privileges will not be allowed in these cases. If the absences or tardies continue after parents and guardians are notified additional consequences will be administered.

Parents and guardians must come in to the school to sign students in and out of school. This measure ensures the safety of all students.

### **DAILY ATTENDANCE PRACTICES**

- Teachers will record student absences in every class, in their grade books and/or in Power School on a daily basis;
- Safety phone calls will be made by the office staff to the student's home every time a student is absent;
- Students are required to make-up work for excused absences. Make-up work for unexcused absences will be left to the discretion of the teaching staff.
- The principal has the discretion to make allowances for students who are faced with serious injury or chronic illness with the proper medical documentation.

### **MAKE- UP WORK FOR ABSENCES**

- Students are required to make up work for excused absences;
- It is the student's responsibility to request make-up assignments upon return to school;
- Teachers may need 24 hours from the time of the request to compile missed assignments;
- Students will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher;
- Make-up work for unexcused absences will be left to the discretion of the teaching staff.
- The New Mexico Compulsory School Attendance Laws requires that early intervention strategies be utilized with all students who have unexcused absences or truancy issues in an educational setting. Truancy Referral Guidelines as prepared for the New Mexico

Public Education Department will be utilized to ensure that all students are in compliance with the New Mexico Compulsory School Attendance Laws.

***The written protocol for school required action regarding unexcused absences including truancy is as follows:***

<b>UNEXCUSED ABSENCES</b>	<b>CONSEQUENCES</b>
<b>3rd unexcused absence</b>	Three day parent absentee notification form mailed home by certified mail with delivery confirmation will be sent; truancy office will be notified; school administrator will call parents/guardians to address concern.
<b>5<sup>th</sup> unexcused absence</b>	Five day parent absentee notification form mailed home by certified mail with delivery confirmation; A report of educational neglect to CYFD will be made by the school administrator; the Truancy Office will also be notified and parents will be required to meet with the school administrator to discuss unexcused absences and further consequences.
<b>7<sup>th</sup> unexcused absence</b>	A follow-up call/report to CYFD will be made by the school administrator to report continued unexcused absences, the Truancy Office will be notified again and a second meeting with parents/guardians will be scheduled with school administrator to develop an attendance contract for both student and parents/guardians to sign. Student will attend Saturday School to make-up absences.
<b>10<sup>th</sup> unexcused absence</b>	If a student has accumulated <b><i>an equivalent of ten or more unexcused absences within a school year</i></b> , the parents or legal guardians <b><i>shall be given written notice by certified mail with delivery confirmation</i></b> that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Laws for the State of New Mexico. CYFD will be notified at that time and the student will be withdrawn from LRLA for a “10 Day – No Show”.

## **RE-ADMIT PROCESS**

If student is dropped from school after 10<sup>th</sup> consecutive absence, the student can only re-enter the school after their name has been selected in the lottery as it applies and is re-enrolled after a mandatory meeting with the student, parents or legal guardians and the school administrator.

## **TARDYS**

***Students who are habitually tardy for class will receive consequences as designated by the school administrator and/or student government.***

- Consequences for being habitually tardy to class during the school day could result in a summons to the Student Supreme Court;
- If a student is tardy (late) to school in the morning three times that will equal 1 (one) unexcused absence and the student will be **REQUIRED TO ATTEND TWO HOURS OF SATURDAY SCHOOL** with the principal or her designee to make-up the missed time in school.
- Students who miss more than ten percent (10% or 4 minutes) of any class period will be marked absent and the absence will be unexcused. Three unexcused absences due to habitual tardiness will result in a meeting with the school administrator and parents or legal guardians of the students to resolve the issue and/or the student will be **REQUIRED TO ATTEND TWO HOURS OF SATURDAY SCHOOL** with the principal or her designee to make-up the missed time in school.

## TRANSPORTATION

La Resolana Leadership Academy is not responsible for transporting students to and from school. In order to assist families; the school purchases student bus passes (as the annual budget allows) for students to utilize the ABQ city bus system. Student bus passes are issued at **no** cost to families. It is a privilege for students to ride the bus and it is important for all student bus riders to be well-behaved and respectful. If a student gets into trouble or misuses their school issued bus passes they will not be able to ride the city buses at the schools expense.

## AFTER SCHOOL STUDENT PICK-UP

- Parents must not leave their children on the school campus any more than thirty (30) minutes prior to or thirty (30) minutes after the school day. The only exception to this requirement is notifying the Front Office and making prior arrangements for supervision;
- School grounds are supervised during the school day from 8:15 am to 3:45 pm. Early arrivals between 7:00 am and 8:15 am **must sit down quietly in the cafeteria area**, unless given other directions by the staff member on duty;
- If extenuating circumstances prevent a family from picking up a student on time, the school must be notified within this same thirty (30) minute period;
- If students are repeatedly left on campus outside of the school day hours, the school administrator will contact the family to discuss the problem;
- If the problem continues, the student may be considered abandoned and Children, Youth and Families (CYFD) and the police will be notified. Such children may be subject to transportation to a State shelter for abandoned children.

## GRADING POLICY

The letter grading system (A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points) is used at La Resolana Leadership Academy. If a parent/guardian has any questions regarding a teacher's grading policy, they should contact that individual teacher.

## REPORT CARDS

Report cards are mailed home at the end of the first two trimesters. The year-end report card is mailed home approximately one week after school ends. Refer to the school calendar for report card distribution dates.

If a parent/guardian has a question regarding a student's grade on either a progress report or report card, a conference with the teacher, principal and parent/guardian can be scheduled and is required to discuss documentation and rationale for any grade change.

It is the responsibility of the principal of the school to keep parents informed of student progress through progress reports and report cards.

At the end of the school year parents should receive notification of failing grades in sufficient time to allow them to enroll failing students in summer school.

Parent-teacher conferences may be used to notify parents of student progress but may not be used in lieu of a scheduled report in writing.

## ACADEMIC ACHIEVEMENT

***Students are expected to achieve academically. Students will:***

- Strive to fulfill their academic potential;
- Actively participate in the educational process;
- Actively participate in school and community activities.

## MIDDLE SCHOOL PROMOTION/RETENTION PROCESS

**PROMOTION PROCESS** - Teachers recognizing students with significant educational progress above grade level as documented by either the NWEA MAP's short-cycle assessment or the current standardized testing instrument administered to all students annually shall notify the school administrator that the student would benefit academically by being promoted to the next grade level by the end of the most current trimester in which the student is being considered for promotion. The student's Individual Learning Plan must be updated to reflect the changes in an addendum to the educational plan for the student being promoted. Educational goals must be set during a scheduled parent/teacher/principal conference to acknowledge the input and feedback from parents/guardians, teachers and the school administrator. The written addendum to the student's ILP must be signed by all parties directly involved in making the decision to promote any student above their grade level. *Forms are available in the front office.*

**RETENTION PROCESS** - Teachers recognizing students who are not performing at their grade level and who demonstrate significant educational deficiencies in the classroom shall notify the school administrator no later than the end of the first trimester the student completes at LRLA if retention is anticipated. Teachers will work in collaboration to support

the student by providing remediation and intervention strategies to accelerate academic performance. The RTI process will be utilized and all educational strategies implemented must be documented in an addendum to the students Individual Learning Plan. The student's Individual Learning Plan will reflect all changes or modifications to the educational plan for the student being retained. Educational goals must be set during a scheduled parent/teacher/ principal conference to acknowledge the input and feedback from parents/guardians, teachers and the school administrator. The written addendum to the student's ILP must be signed by all parties directly involved in making the decision to promote any student above their grade level. Anticipated retention for special education students will follow the SAT process and IEP process. *Forms are available in the front office.*

## **CITIZENSHIP**

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

- Model and value the ***Pillars of Character Counts;***
- Respect authority, property, and the rights of others;
- Handle confrontation and any activity that has the potential to cause a verbal or physical conflict in an appropriate way that seeks growth and resolution;
- Maintain standards of integrity and responsibility;
- Maintain a safe school environment;
- Report any/all information/circumstances related to campus safety, problems (fights, weapons, or drugs on campus).

## **STUDENT RESPONSIBILITIES**

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

- Attend school every day and be on time for every class;
- Resolve differences with others in a positive, non-violent way;
- Remain drug, alcohol and tobacco free;
- Follow the school dress code and other school policies;
- Respect school property and the property of others;
- Respect fellow students and all school staff;
- Model the standards of behavior for our classrooms, and our school.

## **PARENT RESPONSIBILITIES**

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

- Get your students to school on time every day. Punctuality and good attendance are family responsibilities;
- Provide a suitable and consistent time and place for your child to study at home;
- Make learning and school a priority;
- Maintain regular communication with your student's teachers, school administrator and other school staff members;
- Stay informed of your child's ongoing academic achievement and progress, and advocate for your child's learning needs;
- Understand the school's expectations, the rules and policies at your child's school;
- Support the school administrator, teachers and staff in reinforcing these expectations;
- Support the school and the Governing Council as they maintain high standards of academic achievement and behavior for all students;
- Be actively involved in your student's education and participate in school activities.

## **PARENT/TEACHER ORGANIZATION**

**GET INVOLVED!!!** Parent involvement in the school is always welcome and research shows that involvement in your student's education raises student academic achievement. If you would like to get involved at LRLA please see the School Administrator or the Parent Liaison.

## **STUDENT RIGHTS**

***All students are entitled to the following Statement of Rights and Responsibilities. In the event that any part of this statement is not consistent the State School Board's Statement prevails.***

### **Educational Opportunity**

- A free public school education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility not to deny this right to any other student;
- La Resolana Leadership Academy affords all students equal educational opportunities as well as equal opportunities to participate in extracurricular school activities;
- Policy prohibits discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status and pregnancy in any program or activity of or sponsored by the school.

### **Student Government**

- An elected student government with membership open to all students will be established;
- The student government will establish reasonable standards for candidates for office;
- All students shall be allowed to vote in elections designed to promote careful consideration of the candidates and issues.

***The responsibilities of the student government shall be subject to the regulations of the Governance Council and shall include but not be limited to the following:***

- Involvement in the process of developing policies for revisions and additions to the curriculum, school rules and regulations;
- Involvement in the formulation of guidelines for co-curricular activities, Tier I behavior referrals and consequences and rewards/awards;
- Involvement in allocation of student funds, subject to established audit controls and to the approval of the principal;
- Representatives selected by the student government shall meet regularly with the principal or his/her designee to exchange views and to share in the formulation of school student policies and to participate in conversations related to the revision to the school's curriculum.

### **Expression and Association**

- Students are protected in the exercise of the constitutional rights of free speech, press and assembly;
- The exercise of such rights, however, must be conducted in a manner that does not disrupt the educational process.

### **Publications**

- Students shall be allowed to distribute political leaflets, newspapers and other literature on school premises, at specified times and places;
- Student publications are subject to prior restraint and censorship.

### **Organizations and Clubs**

- Students may form clubs or organizations for any legal purpose;
- These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government, acting in concert with the principal.

### **Privacy**

- Questioning a Student – If the school administrator or the police, desire to question a student on school premises regarding any alleged act of misconduct by the student, the school administrator shall attempt to contact the parents.
- The parents or legal guardians may be permitted to be present for questioning.

### **School Lockers**

***Lockers and/or other student storage facilities are a privilege and may be searched without student consent.***

- Lockers assigned to students ***will not*** be opened by school authorities except for general housekeeping purposes and in instances when, in the judgment of the school administrator, the health, safety, general welfare of the student, other students or the school staff is compromised and the school administrator requires such action;
- The school ***does not*** assume any responsibility for items stored or stolen or missing from assigned lockers;
- Students are ***not*** to give out the combination to their lock to any other student for the security of their own property.

### **Search of Person or Vehicle**

- **Physical Searches** – Search of a student’s person or property may be conducted only where there is ***individual reasonable suspicion*** that the student being searched has committed a crime or is in possession of an illegal or harmful substance or a weapon where safety is compromised for the school community or; the student has committed a serious breach of the disciplinary code;
- **Minimally Intrusive Searches** – Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by the school administrator, his/her designee or police officers as warranted by ***individual reasonable suspicion***;
- **More Intrusive Searches** – Parent/guardian contacted prior to search and an authorized person of the same sex as the student being searched may only conduct frisks and pat downs;
- **Most Intrusive Search** - Parent/guardian contacted prior to strip search. Search shall be conducted only upon ***individualized reasonable suspicion of a safety concern*** and shall be conducted by a school administrator of the same sex and in the presence of another authorized person of the same sex. A strip search shall be conducted in a manner that will cause the least amount of embarrassment to the student. Strip searches should only be conducted in life-threatening situations, or in situations that pose a danger to the school population. A situation that could warrant a strip search is ***individualized reasonable suspicion of possession of a firearm or a weapon***. Administrators who conduct a student strip search will report the incident to their Governance Council.

### **Controversial Issues**

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

## DRESS CODE POLICY

### PURPOSE

AT LA RESOLANA LEADERSHIP ACADEMY WE HAVE HIGH EXPECTATIONS THAT ALL STUDENTS WILL COME TO SCHOOL CLEAN, WELL-GROOMED AND DRESSED APPROPRIATELY FOR SCHOOL. IT IS THE STUDENT'S RESPONSIBILITY TO CONTRIBUTE IN A POSITIVE MANNER TO A SAFE SCHOOL ENVIRONMENT. STUDENTS WILL BE RESPECTFULLY DRESSED AND FOCUSED ON LEARNING AT ALL TIMES. IF A MEMBER OF THE STAFF MAKES THE DETERMINATION THAT A STUDENT'S CLOTHING, ACCESORIES, MAKE-UP, ETC. IS A DISRUPTION TO THE TEACHING AND LEARNING PROCESS, THE STUDENT WILL BE DIRECTED TO MAKE THE APPROPRIATE CHANGES. CONTINUED VIOLATION OF THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION TO INCLUDE WEARING A SCHOOL UNIFORM.

***THE FOLLOWING ATTIRE IS PROHIBITED AT ALL TIMES:*** Any attire or accessories which advertises, displays or promotes any drug, gang affiliation, alcohol, tobacco, sexual activity, violence, disrespect and/or bigotry toward any group will not be allowed. Unacceptable clothing and accessories also include but are not limited to excessively tight or revealing clothes, exposure of cleavage, see through or sheer clothing, short shorts or skirts, bare midriffs, low cut blouses, off the shoulder blouses, spaghetti straps, sagging or baggy pants, tank tops, extra large shirts, hanging belts, pajamas (tops & bottoms), bedroom slippers, bandanas, spiked jewelry, chains, trench coats and steel-toed boots.

Students not dressed appropriately for school will be directed to change into clothing provided by the school. Students may pick up their clothing at the end of the day. If a student continually comes to school dressed inappropriately, they will then be required to wear school uniforms. Inappropriate dress for school is a disruption to the educational process and is a suspendible offense that will be dealt with accordingly.

The "fingertip" method will be used to determine whether a student's shorts/skirt length needs to be assessed. We will ask the student to stand, shoulders relaxed and hold their arms at their sides to determine if the length is appropriate. Shorts, skorts and skirts can be no shorter than the end of the student's longest fingertip.

The length of shirts needs to be long enough so that when students raise their hands over their heads, NO skin is showing. Shoulder straps on shirts must be at least two inches wide. No spaghetti straps or tank tops (boys or girls) will be allowed. No extra large shirts of any type will be allowed. Shirts should be appropriately sized to fit well.

Clothing which appears to look like pajamas including footwear that looks like house shoes or bedroom slippers are not allowed.

Sagging or wearing of shorts or pants below the waist and/or in a manner which allows underwear, under clothing or bare skin to show or is excessively baggy as well as long pants with a low-hanging crotch will not be allowed at any time. Pants must be fitted to the waist. Pants, skirts, skorts and shorts must be neatly hemmed – no fraying over one inch long will be permitted. Belts hanging with more than two inches are not allowed at any time.

While holes in clothing are discouraged, students who do wear clothing with holes need to avoid showing skin through the holes. Holes are limited to beyond a student's fingertip when a student's arms are held and relaxed at their sides.

Hats, caps or head coverings of any kind are not to be worn in the building except when there is a specific instructional, safety, medical or religious reason to do so. Any piece of clothing or accessories that can be considered a safety hazard may also be deemed unacceptable. Safety pins used as a design statement are not permitted. All headwear must be placed in a student locker or backpack during the day.

Students must wear shoes appropriate for all school activities. No high-heeled shoes, sandals or flip-flops which prevent students from participating in any school day activities will be allowed. Students will **not be excused** from participating in school activities, i.e. P.E. or walking field trips due to inappropriate footwear.

Excessive facial or ear-piercing will not be allowed for safety reasons. Jewelry, adornments and/or accessories such as chains and spikes that could be potentially dangerous are prohibited at all times including school functions. Earrings should not be larger or longer than one and one half inches in diameter for either girls or boys. Reasonable jewelry is acceptable.

Sunglasses are not to be worn in the building with the exception of a written note from a licensed optometrist that states sunglasses are a medical necessity.

PARENTS PLEASE NOTE THAT DURING *THE FIRST WEEK OF SCHOOL* LRLA STAFF WILL GIVE A STUDENT A VERBAL WARNING IF THEY ARE FOUND TO BE OUT OF THE SCHOOL'S DRESS CODE. FOLLOWING THE FIRST WEEK OF SCHOOL, CONSEQUENCES FOR DRESS CODE VIOLATIONS WILL BE ENFORCED.

WE EXPECT PARENTS TO SUPPORT OUR DRESS CODE POLICY AT ALL TIMES. PLEASE BE MINDFUL THAT WHILE WE WILL ENFORCE THE DRESS CODE, OCCASIONALLY STUDENTS MAY SLIP THROUGH OUR VIGILANCE AND WEAR SOMETHING WHICH IS LATER IDENTIFIED AS INAPPROPRIATE. WE APPRECIATE YOUR UNDERSTANDING AND COOPERATION AS WE WORK WITH ALL STUDENTS TO CLARIFY SCHOOL EXPECTATIONS WHICH ARE DESIGNED TO KEEP THE FOCUS AND ATTENTION ON ACADEMICS RATHER THAN ON CLOTHING.

AGAIN, PLEASE SUPPORT OUR EFFORTS BY CHECKING WHAT YOUR STUDENT IS WEARING TO SCHOOL ON A DAILY BASIS BEFORE THEY LEAVE HOME. WE APPRECIATE YOUR ASSISTANCE IN HELPING US TO MAINTAIN A SAFE AND HEALTHY SCHOOL ENVIRONMENT FOR ALL STUDENTS.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES POLICY**

Personal items of value such as cell phones, tablets, I-Pads and I-Pods are the responsibility of the student. LRLA discourages students from bringing these items to school. If items are lost or stolen the school is not responsible for search, replacement or reimbursement.

There are only two situations where any electronic device may be turned on during the school day. The first situation is if the device is being used in the classroom for instructional

purposes; with specific permission from the teaching staff. The second situation is if a student wants to listen to music during lunch this is allowed but the must be turned off and stored properly at the end of lunch.

The Cell Phone/Electronic Device Policy at LRLA is in place to address concerns that are present when cell phones or electronic devices are allowed on campus. Common concerns include:

- Disruption to the educational environment and learning process which includes academic integrity, cheating, sexting, harassment, confidentiality;
- Theft or loss of cell phones and electronic devices;
- Misuse of phones/electronic devices (possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds or school events shall be prohibited and may result in disciplinary action);
- Taking any unauthorized pictures of other students, teachers or staff;
- Right of privacy of students, staff and visitors.

Rules governing the use of cell phones on campus are as follows:

- Cell phones/electronic devices must be **turned off** (not just on vibrate) during the school day between 8:30 AM and 3:30 PM
- Cell phones/electronic devices must be kept out of sight during the school day, **with the exception of lunchtime**, in a backpack, handbag, locked locker, etc.
- Possession of another student's phone or electronic device may constitute theft and will be disciplined accordingly.

***Students in violation of LRLA's Cell Phone and Electronic Device Policy during the school day will have their phone delivered to the front office where it will be kept until a parent comes to pick it up.***

Violation of the school's Cell Phone/Electronic Device Policy will result in the following consequences:

1<sup>st</sup> Offense: The student's parent/legal guardian may retrieve the personal electronic device from the administrative office at the end of the instructional day in which the phone was confiscated. Parents/legal guardians must sign for the personal electronic device in the log kept in the administrative office.

2<sup>nd</sup> Offense: The student's parent/legal guardian may retrieve the personal electronic device no sooner than seven days after its date of confiscation. Parents/legal guardians must sign for the personal electronic device in the log kept in the administrative office.

3<sup>rd</sup> Offense: The student's parent/legal guardian may retrieve the personal electronic device at the end of the semester in which the device was confiscated. At this point the student will lose the privilege of having the cell phone/electronic device at school for the remainder of

the school year. There are no exceptions to this rule. Parents/legal guardians must sign for the personal electronic device in the log kept in the administrative office.

Students needing to make a phone call during instructional time must come to the office and get permission from the office staff. Students are permitted to bring cell phones/personal electronic devices to school as long as they respect the guidelines for having them at school.

## **SOCIAL MEDIA POLICY**

### **Expanding our World and Protecting our Values:**

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our excellent reputation as a school, the standards of appropriate on-line communication at La Resolana Leadership Academy are necessarily high. While we respect the rights of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in personal social media sites.

### **Unacceptable Social Media posting or Use of La Resolana Leadership Academy's website or internet:**

La Resolana Leadership Academy understands that students have first amendment rights and respects an individual's right to publish data on a personal social media site. However, **NO** student or faculty member is to use LRLA computers or internet to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous or hostile toward any individual or entity;
- Post phone numbers, e-mail addresses or other confidential or private information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and therefore subject to misuse;
  
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by La Resolana Leadership Academy; except in designated areas specifically marked for this purpose;
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the LRLA sponsored site;
- Allow any other individual or entity to use your identification for posting or viewing comments;
- Post comments under multiple names or using another person's name.

## **Unacceptable Posting from Personal Social Media websites:**

- Posting any information or verbiage that may result in a substantial disruption in the educational process;
- Posting material or comments that are threatening, bullying, harassing, illegal or hostile towards any individual or entity;
- Posting information, pictures or materials that violate established school policies, expectations or the LRLA Student Code of Conduct.
- **Participation in School Extracurricular Activities and/or Athletics:**

The federal courts have determined that participation in extracurricular activities and/or athletics is a privilege and not a right. Thus posting of documents, materials, messages or pictures that violate the school's Substance Abuse Policy or the Student Code of Conduct will be handled as violations and appropriate actions and discipline will be administered.

## **INTERNET AND COMPUTER USE POLICY**

Internet access is available to LRLA students to support the school's educational program consistent with the mission and educational goals of La Resolana Leadership Academy. The Internet is a worldwide telecommunications network. There are hundreds of resources on the Internet. Access to libraries, government agencies, universities, discussion groups, software, technical information, as well as millions of people who are part of this worldwide network is available. Internet access for our middle school students will be supervised in order to allow students to complete class work and projects and to do research.

***Every student is required to have a Student Internet Use form signed by students and parents on file in the office.*** The Internet is to be used in support of educational goals, research and the educational objectives of LRLA. The following guidelines are provided here so that students and parents are aware of the responsibilities using the Internet involve. Students and Staff at LRLA will use computing and networking resources in an efficient, ethical and legal manner. If an LRLA user violates any of these provisions, his/her account will be terminated and future access may be denied.

All illegal activities such as transmission of any material in violation of any United States or State of New Mexico regulations/laws are prohibited. This includes but is not limited to the following:

### **Copyrighted material**

- Threatening or obscene material;
- Material protected by trade secret;
- Product advertisement or political lobbying is prohibited.

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to the following:

- Being courteous;
- Following the rules set-up by other groups on the Internet;
- Using the Internet as a resource tool;
- Avoid inappropriate language; do not swear, use vulgarities or any other inappropriate language as deemed inappropriate by the System's Administrator;
- Avoid inappropriate sites;
- Stay on Task;
- Do not reveal your personal address and/or telephone number or those of other students or adults;
- Note that electronic 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 may be reported to the proper authorities;
- Do not use the network in such a way that you would disrupt the use of the network by other users.

The staff at LRLA will monitor all student and employee use of the network resources. Monitoring will include tracking the amount of time you spend using these resources. The System Administrator will use the acceptable use policy to determine what constitutes inappropriate use. Any student or employee of LRLA can lose all Internet privileges at any time for violations of the acceptable use policy.

The following practices are **NOT** acceptable:

- Using the Internet to harass someone;
- Using the Internet for commercial purposes;
- Seeking unauthorized access to any resource;
- Vandalism: defined as any malicious attempt to harm or destroy data of another user, of any network connected to the Internet infrastructure; uploading or creation of computer viruses;
- Downloading or playing video or audio clips;
- Accessing chat rooms, MUDs, MUSHes, MOOs, etc.;
- Visiting a site not appropriate to your research or class work;
- Software piracy (illegal use of software);
- Attempts to learn the password of others or share passwords.

If you go to an inappropriate site you are to click once on the Back button and notify the teacher or supervisor immediately. Failure to do so will result in consequences or loss of privileges.

## **CONSEQUENCES**

***VIOLATING ANY OF THE GUIDELINES OR PROHIBITIONS LISTED WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTION.***

- Restricted Network Access;
- Loss of ALL Network privileges;
- Disciplinary or Legal action including, but not limited to criminal prosecution under appropriate state and federal laws;
- Disciplinary action including suspension.

**ALL STUDENTS AND STAFF USERS SHOULD BE AWARE THAT THEIR ACTIVITIES ARE VERY VISIBLE AND ARE EASILY MONITORED.**

**WHAT TO DO IF YOU BELIEVE THAT YOUR RIGHTS HAVE BEEN VIOLATED**

La Resolana Leadership Academy does not discriminate on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status or pregnancy in any program or activity of, or sponsored by the school.

**REPORTS**

Any and all reports will be addressed in accordance with the appropriate procedures as specified in IDEA, Section 504, ADA, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, First Amendment, XIV Amendment, New Mexico Human Rights Act, or with the State Board of Education Regulation 6 NMAC 1.4 and any amendments made to these regulations, which are incorporated within this policy statement.

**VIOLATION OF STUDENT RIGHTS**

- Students who believe that their rights have been violated should report their concerns to their parents, school administrator, or other appropriate school personnel;
- If the concern is not resolved by the appropriate school personnel, a report should be made immediately to the School Administrator.

**DENIAL OF RIGHTS**

- Free public school education is a right guaranteed to every student;
- The courts have defined the basis on which the denial of that right is justified;
- That right may be denied in response to behaviors that threaten the safety and security of the school population, are illegal, or have the potential to disrupt the educational process;
- It is the intent of the Governing Council that every reasonable effort is made to provide continuation options for student(s), even in the case of suspension or expulsion;
- Special education student(s) must have a free, appropriate alternative program provided during any long-term suspension or expulsion.

## **GRIEVANCE PROCEDURE**

- It is the intent of the Governing Council that a student(s) and their parents or legal guardians be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school;
- Faculty, parents, legal guardians and students shall attempt resolution of problems affecting students and the education process by informal means as appropriate;
- If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal or designee to discuss the matter;
- If the student, parent(s) or legal guardian is not satisfied, the student or parent(s) or legal guardian(s) shall be afforded the opportunity to address the Governance Council.

## **HEARING PROCEDURE**

- The Governing Council prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion;
- The student may, at his/her own expense, choose to be represented by an attorney during any due process hearing;
- If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with a written notice of the hearing;
- The hearing shall be scheduled no sooner than five (5) and no later than ten (10) school days from the date of receipt of notice by the parents;
- Schools will provide copies of documents and a list of witnesses at least two (2) working days in advance of the hearing;
- The parent/guardian may choose to waive the student's right to a hearing and accept the disciplinary consequences recommended by the school;
- Expulsion hearings **cannot** be waived.

## **HEARING AUTHORITY AND TRANSCRIPT**

- The Hearing Authority is the appointed Hearing Officer or designee of La Resolana Leadership Academy;
- A student may waive his or her right to a long-term suspension hearing;
- A transcript of the proceeding shall be recorded and kept at the school for a period of one year, after which the recording will be destroyed, except in cases of expulsion where records are kept for longer periods.

## **BURDEN OF PROOF**

- The hearing is an administrative proceeding for the purpose of deciding issue of fact or law and formal rules of evidence shall not govern the proceeding. Evidence will be admitted and considered by the hearing officer, as he/she deems appropriate;
- The burden of proving that the student violated a provision of this Student Handbook is on the school authorities;

- The student or his/her counsel shall have the right to call witnesses on his/her behalf and to question witnesses against him/her;
- The school authorities shall have the right to call witnesses and to question any witnesses who testify.

### **DECISION OF HEARING AUTHORITY**

- The Hearing Authority shall decide first upon the innocence or guilt of the student with respect to the charges brought and second, upon the disciplinary action, if any, which should be taken;
- The Hearing Authority may request additional evidence from the parties;
- The student shall have the right to comment upon the evidence orally and/or in writing;
- The Hearing Authority shall serve its written decision on the parties, stating its findings, conclusions and implementations, within five (5) school days after hearing the evidence;
- The Hearing Authority's decision shall take effect immediately upon notification of the parent(s) or legal guardian(s) and shall continue in force during any subsequent review.

### **APPEAL PROCESS**

- The parent(s) or legal guardian(s) may appeal the decision of the Hearing Authority to the school designee by serving a written Notice of Appeal on the designee within five (5) calendar days after the decision has been served;
- The designee shall then review a summary of the transcript within ten (10) calendar days;
- No new information will be considered in the appeal;
- After reviewing all materials presented at the hearing, he/she shall render a decision, which affirms, overrules, or modifies the decision of the Hearing Authority;
- The severity of any sanction previously imposed may not be increased.

### **TIME LIMITS**

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

### **BEHAVIOR CONTRACT**

Students modeling behavior appropriate for school and practicing the Pillars of Character Counts are at the forefront of our work to develop future leaders. Every student enrolled at LRLA will sign an individual behavior contract which outlines the expectations for following school rules, school policies, the Student Code of Conduct and the Pillars of Character Counts. Parents are also required to sign the behavior contracts in order to support their student's success in school.

## DISRUPTION OF THE EDUCATIONAL PROCESS

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

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

## CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

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

- Minimum mandatory consequences have been established and must be expected for any violation;
- Schools must make a good faith effort to notify the parents or legal guardian of the student in any circumstances where the school's disciplinary response will exceed administrator/student contact;
- Administrative response to unacceptable behavior may vary as each principal selects from a spectrum of actions such as those listed here and in each school's discipline handbook;
- **School Administrator may impose consequences beyond those identified as minimum mandatory.**

## SUSPENSION

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

- The school administration must provide written notification to each of a student's teachers and to the student's parents/legal guardian's within one (1) school day of imposing *any* form of suspension;
- The school administration must keep on file a copy of the notification for any suspension occurring during a school year;
- The principal of the school is responsible for notification, compliance and documentation at his/her school;
- Copies of suspension notification may be discarded at the beginning of each academic year for prior year actions, except for any long-term suspensions or expulsions still in effect.

## SHORT-TERM SUSPENSION

***Short-term suspension will be at the discretion of the school administrator and will address behaviors that disrupt the educational process. Administrators may impose consequences beyond minimum mandatory in order to maintain the safety and security of the school population.***

- Short-term suspension will be limited to no more than five (5) days;
- Each school will have its own method for developing alternative educational settings for students who have been short term suspended.

## LONG-TERM SUSPENSION

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

- A student receiving a long-term suspension may lose credit for the semester unless placed in an alternative school setting;
- A student must be given the opportunity for a due process hearing prior to the suspension;
- The student may, at his/her own expense, choose to be represented by an attorney at the hearing;
- At the principal's discretion, students may be suspended pending a due process hearing.

***Students can be long-term suspended or expelled for the following:***

## **WEAPONS**

- Use of or threatening with a knife or other instrument with intent to cause bodily harm;
- Sale or furnishing of weapons (gun, sharp object, club, or an object that could inflict serious bodily injury).

## **ARSON – Category II**

- Starting a fire resulting in serious damage to property over \$100.00 to property;
- Starting a fire resulting in injury to a person.

## **DRUG DEALING OR DISTRIBUTION**

- Possession with intent to distribute alcohol or drugs, other illegal substances or look-alikes;
- Repeated use and/or possession of drugs, alcohol, or any intoxicant.

## **SEXUAL OFFENSES**

- Committed or attempted to commit sexual assault or sexual battery (see aggravated assault);
- Repeated sexual harassment including but not limited to unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature that is deemed as a threat.

## **BULLYING POLICY**

**La Resolana Leadership Academy has an approved Anti-Bullying Policy. LRLA is a *zero tolerance school* for bullying. The following is a “Notice of Prohibition Against Bullying and Anti-Bullying Interventions” which is aligned with the Anti-Bullying Policy of LRLA.**

The prohibition against bullying shall be publicized by including the following statement in this student handbook: “Bullying behavior by any student at La Resolana Leadership Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

***“Placing a student in reasonable fear of physical harm or damage to the student’s property; or physically harming a student or damaging a student’s property; or insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”***

It is everyone’s responsibility to assist in monitoring and promptly reporting bullying or harassing behavior toward any student to the staff and the school administrator.

## **ACTS OF VIOLENCE**

- Cause or attempt to cause physical injury to a student and/or staff member;
- Bomb threats;
- Repeated fighting;
- Causing physical harm to another person;
- Rioting or gang fighting;
- Using social media to make threats against the school, staff or students.

## **EXPULSION**

***Expulsion is the removal of a student from La Resolana Leadership Academy for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal from the school. When appropriate, a student who is expelled may be placed in an alternative program.***

- A student receiving an expulsion will lose credit for the semester in which the expulsion occurs, unless the student is engaged in an alternative program which has been approved;
- A student must be given a due process hearing prior to expulsion;
- The student may, at his/her own expense, choose to be represented by an attorney at the hearing.

## **FIREARMS**

- Possession, selling or otherwise furnishing a firearm or firearm look-alike;
- Possession of any explosive device as defined in the ***Gun Free Schools acts***;  
The ***Gun Free Schools Act*** provides for a mandatory expulsion of one calendar year for students who are determined to have brought a firearm to school, subject to modification on a case by case basis.

## REFERRAL FOR LEGAL ACTION

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

## SUSPENSION OF EXTRA-CURRICULAR PRIVILEGES

***Students may be removed, at the discretion of the principal, from any part or all of extra-curricular privileges for time periods up to one (1) full calendar year.***

- Participation in extra-curricular activities is a privilege offered to and earned by students;
- Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times;
- Participants are expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extra-curricular privileges;
- **Participation in extra-curricular activities is not a student right, and suspension of such privileges does not require a due process hearing procedure;**
- Extra-curricular activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests and needs beyond the classroom. Participation in extra-curricular activities is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. The Substance Abuse and Tobacco Policy is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day of
- Fall sports practices to the end of the school year as they apply. The following are minimum consequences (see Suspension of Extra-curricular Activities).

***Suspension from extra-curricular activities can be enforced by the principal at any time.***

## DRUG/ALCOHOL/SMOKE FREE SCHOOL POLICY

***LA RESOLANA LEADERSHIP ACADEMY IS A DRUG/ALCOHOL/SMOKE FREE AND ALCOHOL SCHOOL CAMPUS. THE FOLLOWING POLICY FOLLOWS NEW MEXICO STATE STATUTE AND THIS POLICY IS IN FORCE AT ALL TIMES.***

La Resolana Leadership Academy prohibits the use of tobacco products, alcoholic beverages and illicit drugs in school buildings, on school property, and for students at school

functions away from school property. [12-31-98; 6.12.4.6 NMAC - Rn, 6 NMAC 1.6.3.6, 05-31-01; A, 11-13-09]

#### **6.12.4.7 DEFINITIONS:**

A. "Alcoholic beverage" means a beverage with no less than one-half percent alcohol and includes wine, beer, fermented, distilled, rectified and fortified beverages.

B. "Illicit drugs" means steroids and prescription and over-the-counter medications being used for an abusive purpose or when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

C. "Mood-altering substances" means substances that include, but are not limited to paint, glue, aerosol sprays and similar substances.

D. "Tobacco" means substances that include, but are not limited to cigarettes, cigars, chewing tobacco, dipping tobacco, snuff and similar substances.

[6.12.4.7 NMAC - N, 11-13-09]

#### **USE AND/OR POSSESSION OF CONTROLLED/ILLEGAL SUBSTANCES AND TOBACCO PRODUCTS**

***First Offense*** – Student's loss of all extra-curricular privileges and eligibility (including practice and competition) for 45 school days (not including summer school) from the date of the incident;

***Second Offense*** – Student is ineligible to participate in extra-curricular activities for the remainder of the academic year or longer under special circumstances.

#### **SALE OR DISTRIBUTION OF CONTROLLED/ILLEGAL SUBSTANCE**

***Student is ineligible to participate in extra-curricular activities for the remainder of the academic year or longer under special circumstances.***

In addition to the above stated policy, the following also applies:

- The suspension will apply to all NMAA sanctioned athletic and non-athletic activities;
- Students will not be withdrawn from classes co-curricular with activities;
- A student serving a suspension cannot participate in a "try-out" during that suspension.;
- Summer school attendance shall not count as part of the suspension;
- Participation in summer programs for students on suspension will be interpreted the same as scholastic eligibility for athletics in the summer (i.e., students may participate in on-campus/intramural activities only).

#### **SCHOOL ALTERNATIVES FOR HANDLING UNACCEPTABLE BEHAVIOR**

***LRLA has set its own set of methods appropriate to the student's age and level of development in dealing with problem behavior. Some of the actions, which may be used, are listed below by categories.***

## **CONTRACTS**

- Student commits to more positive behavior in the form of a written contract;
- Student may be assigned school or community service;
- The principal or designee will determine terms of the contract;
- Students may be taken to a long-term suspension hearing for contract violation.

## **REFERRALS**

Students may be referred to the school support team, school social worker, counselors, or school mental health team as deemed appropriate to provide services and valuable resources to students and their families in need.

**THE INTENT AND PURPOSE OF THIS STUDENT HANDBOOK IS TO KEEP OUR STUDENTS AND STAFF SAFE AND TO ENSURE THAT THE SCHOOL IS AN ENVIRONMENT CONDUCIVE TO TEACHING AND LEARNING FOR ALL STUDENTS!**



**La Resolana Leadership Academy Leopards**