



The Albuquerque Sign Language Academy
children. family. community. possibility.

Parent/Student Handbook

*Note: The information contained herein may be updated throughout the school year.
For the most recent copy of this handbook and for copies of all school policies and procedures,
please visit the school website or contact the school.*

Updated: July 2016

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GENERAL INFORMATION

Administration

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Leticia Archuleta, Dean of Student Support	LeticiaA@ASLAcademy.com
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Phone/Fax	Main (505) 247-1701 / VP (505) 435-9680 / Fax (505) 247-1704
Website	www.ASLAcademy.com
Office Hours	7:45am – 4:00pm
Instructional Hours	7:55am – 2:40pm
School Calendar	Available on the school website or by contacting the office.
Bus Contractor	Transportation Mechanical Center (TMC) 505.298.6831

Mission Statement

The mission of the Albuquerque Sign Language Academy is to improve educational outcomes for deaf, hard of hearing, and hearing students in the greater Albuquerque area by providing a rigorous standards-based bilingual educational program which utilizes American Sign Language and English to achieve academic excellence, support family involvement, and promote multi-cultural community partnerships.

Communication Policy

As an ASL-English bilingual community supporting deaf, hard of hearing and hearing persons, all students, parents and family members should make an effort to use American Sign Language when on campus. If you are in need of an interpreter, please contact the office.

Governance Board

Regular meetings are held the second Monday of the month at 4:00pm at the ASL Academy. The meetings are open to the public and an ASL interpreter is provided. For more information, please visit the school website or contact the Administrative Assistant.

School Advisory Council (SAC)

Regular meetings are held the second Wednesday of the month at 3:00pm at the ASL Academy. The meetings are open to the public and an ASL interpreter is provided. For more information, please visit the school website or contact the office.

Admission and Registration

The ASL Academy is a free public charter school open to all students without any admission requirements and without regard to race, color, national origin, creed, sex, ethnicity, behavior, language proficiency, disability, or academic achievement. Each school year students already enrolled in the school, along with their siblings (Sibling Enrollment Form required), will be admitted prior to a lottery draw (provided vacancies exist). All other prospective students will be enrolled via the lottery process. Prospective students and siblings placed on a waiting list must reapply annually. All students must provide a copy of their birth certificate, current immunization records*, and IEP (if applicable). For a complete copy of the Lottery and Admissions Policy, including important deadlines, please visit the school website or contact the office. *See *Health Services/Immunizations section of this handbook*.

Student Information

It is imperative that the school office be notified immediately of changes to home address, telephone number, email address, or emergency information. Please contact the Administrative Assistant to make changes to your child's information.

Daily Schedule

Instructional Hours: 7:55am – 2:40pm. For safety reasons, students should arrive no earlier than 7:50am and should be picked up no later than 2:45pm. Supervision is NOT provided for students arriving earlier than 7:50am. Failure to pick up your student on time places an unnecessary burden on staff and will result in a conference with school administration to resolve any recurring issues. Students arriving after 7:55am must be signed in by a parent/guardian and should check in with the office before reporting to class.

Drop-Off and Pick-Up Procedures

Parents or family members are to remain in the reception area during drop-off/pick-up and at other times during the day until a teacher or administrator escorts them back to the classrooms or brings the student to the front. The back alley is for buses only. Students may be dropped off with school duty personnel located at the main entrance or parents may park and walk students in.

School Delays or Cancellations Due to Inclement Weather

Please check local TV station KOB-Channel 4 for announcements regarding school delays and cancellations. The ASL Academy follows the same schedule as Albq. Public Schools (APS).

Safety and Emergency Situations

Ensuring that all adults on campus have legitimate business is critical to the safety of all students and staff. All visitors must check in at the office and receive a visitor's badge to wear for the duration of the visit. Identification will be checked and purpose of the visit will be verified. Please be cooperative if questioned and asked for identification, and please schedule visits in advance if possible.

The key to successful management of emergency situations is practice. Both evacuations and lockdowns are practiced regularly. Classrooms are equipped with emergency supplies in the event of a lockdown. If there is an emergency at the ASL Academy, information can be obtained by calling the City of Albuquerque's information line at 311.

School Lunch

The ASL Academy contracts with a school lunch provider. All families need to complete a school lunch form with their registration materials. If your child qualifies for a free or reduced lunch price you will be notified at the start of school. Families will be invoiced monthly for lunches and payment should be made to the school upon receipt of the invoice. Lunch orders are submitted daily at 9:00am. If your child is arriving late to school and needs to order lunch, please call the office no later than 8:45am.

Transportation Services (Bus)

The ASL Academy contracts with a bus company to provide “to and from” transportation for all students. Parents requesting busing must complete a transportation form with their registration materials. If a change in the drop off or pick up address occurs, parents need to complete a new form in the school office. Changes may take up to one week to schedule. Students should be ready and waiting for the bus each morning so as not to delay other students. The bus will only wait for 2 minutes before leaving for the next destination. Please be sure that an adult is at home when the student is dropped off in the afternoon. Parents are discouraged from making last minute changes to the afternoon bus schedule. If you need to make a change to your child’s pick-up schedule you must notify the school office no later than 2:00pm or the child will be placed on the bus as usual.

Attendance

State law requires daily school attendance for children between the ages 5 and 18, or until graduation from high school. The ASL Academy is committed to having a 95 percent student attendance rate. Please support this goal by bringing your child to school on time every day.

Absences/Tardies - Students are allowed no more than five (5) unexcused absences or tardies per semester and no more than ten (10) per year. If your child is absent please call the school office prior to the start of school so the absence can be noted and marked as excused. Absences (with appropriate documentation) may be excused for the following reasons: doctor’s appointment, death in the family, religious commitment, illness, family emergency, diagnostic testing, and school visit. An unexcused absence is any absence that does not fit into the prescribed guidelines and is not school-related. After five (5) unexcused absences or tardies a letter will be sent to parents to inform them of the situation and to discuss possible interventions. After ten (10) unexcused absences or tardies, a letter will be sent to parents and the school will notify a Court Liaison or CYFD.

Early Dismissal - Early dismissal is defined as leaving school for any amount of time prior to the regular dismissal time. If the amount of time exceeds two hours, then a ½ day afternoon absence will be logged. When possible, parents are encouraged to plan appointments outside the school day. Children may be released for appointments by the following procedure:

1. Parent/guardian must send a note to the teacher with the child in the morning.
2. Parent/guardian must come to the office to sign the child out. (A photo ID may be required)
3. Office personnel will retrieve the student from class. Teachers will only release students to the office.

For a complete copy of the Compulsory Attendance Policy, please visit the school website or contact the office.

Health Services/ Immunizations/ Medication

The school nurse/health assistant will provide student health services and is responsible for ensuring that all students provide proof of immunizations and are eligible for enrollment as required by state law. Students who fail to submit a copy of current vaccinations will be recommended for disenrollment on the 10th day of school. Students without current vaccinations must submit either a doctor's note advising of a scheduled vaccination appointment* or the required Dept. of Health exemption documentation. Failure to provide this information or exemption documentation to the school will result in the student being recommended for disenrollment on the 10th day of school. **Note: Students who have begun the process of immunization shall have one month to complete the required immunizations and submit satisfactory evidence of completing the required immunizations or having continued the process of the required series. Failure to do so will result in disenrollment on the 30th day of school.* Additionally, the name of any parent or guardian who neglects or refuses to permit his (her) child to be immunized against diseases as required by rules and regulations promulgated by the public health division shall be reported by school administration to the director of the public health division within a reasonable time after such facts become known to school administrators.

The school nurse/health assistant will review student health forms prior to the start of each school year and will meet with parents as needed to develop a student-specific plan related to medications or other health related issues. The school will provide standard health services, screenings, immunizations, and flu shots as required by the state.

School staff is prohibited from providing or administering any medication to any student. The school nurse/health assistant and school administrators are the only persons authorized to administer medications, provided prior written authorization from a parent/guardian has been obtained. Students who need occasional medications, such as antibiotics for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times per day can be given before the student comes to school, after school, and again at bedtime. However, if medication MUST be given at school, it must be personally delivered by the parent in its original pharmacy packaging with appropriate labeling, and accompanied by a written authorization signed by a parent/guardian that includes the name of the medication and instructions from a physician/pharmacist on how it should be administered (time and dosage).

In the event of an injury, first aid will be provided. If the injury is of a serious nature, the parent will be called and transportation arranged. Parents will be notified of any illness. If parents cannot be reached in the case of severe illness or injury, 911 may be called.

For a complete copy of the Health Services Plan and Policy, including the Human Immunodeficiency Virus (HIV) policy, please visit the school website or contact the office.

Student Dress Code

Students should dress in a manner which reflects high standards of personal conduct and promotes a positive, safe, and healthy atmosphere at school. Students and their parents/guardians may determine personal appearance and dress, however school administration will intervene in instances where a health concern or a safety hazard exists or student dress causes a disruption or distraction to the educational process. The following dress code will be enforced:

- Shoes or durable footwear must be worn on campus at all times. Shoes with wheels in the soles are prohibited.
- Hats, headgear (including jacket hoods), and sunglasses may not be worn inside the school building.

- Students may not wear extended (hanging) belts, bandanas or wallet chains.
- No skin may show between the bottom of a shirt or blouse and the top of pants or skirts.
- Tank tops may be worn in warm weather. Tank top straps must be the width of three fingers or more. Spaghetti straps are not allowed.
- Baggy or low hanging pants are prohibited. Pants should rest no lower than hip level.
- Shorts and skirts should be longer than the student's longest finger when standing upright and arms are relaxed at the sides.
- Clothing related to gang appearance may not be worn.
- Clothing with inappropriate language, pictures, and/or excessive tears may not be worn.
- Make-up becomes a distraction and should not be worn to school.

Students who wear inappropriate clothing to school will be sent to the office and parents will be contacted to bring a change of clothes to school. If a parent is unavailable, the child will be sent to the nurse's office to change into something on hand that is appropriate.

Recess

All students are required to attend outside recess daily at Lew Wallace Elementary School. Students will still go to recess in cold, rainy and snowy weather, so please remember to dress your child appropriately. If your child must remain inside due to a long-term health condition, please provide school administration with a note from your child's physician.

Lost and Found

Please mark your child's possessions with his/her name. Articles of value should not be brought to school. All articles left on the playground or in the school building will be placed in the "lost and found" box. At the end of the year all unclaimed articles will be donated to charity. The school is not responsible for any lost, stolen or donated items.

Cell Phones and Personal Electronic Devices

Students may not use cell phones or other personal electronic devices at school. If a student brings a cell phone or electronic device to school it is to be turned completely OFF (not on silence or vibrate) and turned into the office upon the student's arrival at school. Items will remain locked in the school office and given back to students at the end of the school day. Failure to follow this policy will result in the device being taken away, even if the student was not using the device, and the device will remain locked in the school office until a parent/guardian comes to school to retrieve it.

Toys

All toys are prohibited from school unless specific permission is granted by the student's teacher. If allowed, any items must be clearly marked with the student's name and used only during the specified time. Toys such as baseballs, metal or wood baseball bats, knives, slingshots, sticks, squirt guns, rifles, radios, electronic games, watches with games, tape players, etc. are not permitted on school grounds. If toys are brought to school without permission, they will be held in the school office and returned only to a parent/guardian. Toys may not be traded or sold. The school is not responsible for any lost or stolen items.

Bicycles, Skateboards, Scooters and Rollerblades

Students may ride bikes to and from school provided they observe safety precautions. Bikes must be walked on and off the school grounds, including the front sidewalk and parking lot. Any student who fails to follow school rules will not be allowed to bring a bike to school. Bikes may

be stored at school in a designated location. Locks must be provided by students. Skateboards, Scooters, Rollerblades, and “Heelies” are not allowed on campus. These items will be confiscated and returned to parents. The school is not responsible for any stolen items.

Email and Internet Use

Technology is used to enhance the curriculum and students are encouraged to use their school email account (Achieve 3000) to email school staff and their peers; however students will lose their email/internet privileges for inappropriate behavior. Students should refrain from using social network sites with school staff members. Parents are encouraged to regularly monitor their child's personal cell phone, email and internet use. For a complete copy of the Acceptable Use of the Internet Policy, please visit the school website or contact the office.

Instructional Materials

The school will provide students with textbooks and instructional materials for each class which conform to the curriculum requirements of the New Mexico Public Education Department (PED). Students will be allowed to take textbooks, instructional materials, library books and literacy materials home with them. Students are required to treat all items respectfully and to return such items in good condition. The school administrators, teachers, and finance manager will keep accurate records of all instructional materials, including cost records, on forms and by procedures prescribed by the PED. For a complete copy of the Instructional Materials Policy, please visit the school website or contact the office.

Homework

Homework is an extension of lessons presented in class and benefits the student by providing practice and reinforcement. When your child is absent from school or out for an extended period of time and needs his/her homework assignment, please contact the office in the morning. Homework assignments can be picked up in the office at the end of the school day. Homework is to be completed in a reasonable amount of time related to the child’s age, grade, and ability. Students in the primary grades should have homework that takes no more than 20-30 minutes a night. In the intermediate grades, homework time should take no more than 1 hour per night.

Parent/Teacher Conferences

Parent/teacher conferences will take place twice each school year and parental attendance is required. Special education students will have additional IEP meetings as required by law.

Student Assessments

Students will participate in a variety of short-cycle assessments and the NM Standards Based Assessment (NMSBA). Please be sure that your child is well rested, has a good breakfast, and comes to school on time daily, and especially during specified testing dates. Parents and guardians will also receive an annual written report of their student’s performance on the NM Standards Based Assessment (NMSBA).

Report Cards & Standardized Grading System

Reports cards will be provided during parent/teacher conferences and at the end of the school year. Report cards will reflect student progress related to the New Mexico Common Core Standards, to which the school’s curriculum is aligned. Beginning in fifth grade, students will receive a grade on their report cards that is based on a 4.0 grading scale. An annual written report for each student is provided in the spring. For a complete copy of the Grading Policy,

which includes the procedure for changing a grade, please visit the school website or contact the Administrative Assistant.

Parent Questions and Concerns

The school is dedicated to providing ongoing dialogue with parents regarding their child's academic, social and emotional progress. Parents are encouraged to work productively and cooperatively with the school staff in order to create an environment which will positively impact all children. Parents with concerns about their child's progress should first contact their child's teacher to schedule a conference to discuss the issue. Should the concern remain unresolved, parents should contact the Academy Administrator or Dean of Student Support.

Background Check Policy

All parents and community volunteers must pass a background check prior to working with students or attending field trips. A new background check will be required every two years. Parents and volunteers must complete the background authorization paperwork and pay a fee for the background check. (If a parent is unable to cover the cost, the school may authorize the use of school funds on a case-by-case basis.)

Family Involvement

School Advisory Council (SAC): The SAC was created to assist the school administration with school-based decision making and to involve parents in their children's education. The SAC serves to improve the quality of the school's educational and community programs, including organizing fundraising activities to support such programs, and to increase parent/community involvement in the school. Persons interested in serving as a member of SAC or simply volunteering their time should attend meetings held the second Wednesday of each month at 3:00pm at the ASL Academy.

School Events: All students and families are encouraged to attend a minimum of three ASL Academy sponsored events annually, as documented on event attendance forms. ASL Academy sponsored events include but are not limited to: school field trips, parent educational workshops, student performances, and community events.

Volunteer Hours: The school requests that all families volunteer a minimum of three times per year. Volunteering may include chaperoning field trips, being a SAC member, assisting with library duties, fundraising, and setting up/cleaning up before or after events.

Family members are encouraged to share their time and talents with the school community by setting family goals related to the school and their child's academic, social and emotional development, such as these:

- To make sure my child is always on time for school and prepared to learn.
- To read with my child for at least 20 minutes everyday.
- To help my child complete homework assignments and school projects on time.
- To communicate frequently with my child's teacher about his/her progress.
- To stay informed about school events by reading school flyers and newsletters.
- To tell my child daily how important they are to our family and how proud I am of them.

Good health, loving relationships, parental guidance and praise, and many opportunities to learn, all help children do well later in life. As a parent, you are the most important person in your

child's life. Throughout the early learning years, you can do many simple things to help your children grow, develop, and have fun learning, including:

- Encourage your child to want to learn and go to school every day.
- Read aloud to your child daily. This gives your child a chance to learn about language, enjoy the sound of your voice, and be close to you.
- Set high standards for your children and encourage them to try new things.
- Pay attention to what your child has to say. This is the best way to learn what's on his/her mind, what he/she knows and doesn't know, and how he/she thinks and learns.
- Provide nutritious foods, safe places to play, regular medical care, and a regular sleep schedule for your child.
- Teach your child to get along with others, to share, and to take turns.
- Set a good example for your children. They will imitate what you do.
- Teach your child to feel good about himself/herself and that he/she can succeed.
- Set limits for your child. This is a sign of love, which your child appreciates, even if he/she argues against them.
- Be generous with your praise. Always compliment your children for their efforts.
- Communicate, communicate, communicate!

For a complete copy of the Wellness Policy, please visit the school website or contact the office.

Field Trips and Extracurricular Activities

Field trips are planned to enhance the curriculum. Children must bring a signed permission slip and any required fees to attend a field trip and/or participate in extracurricular activities. Participation in field trips and other activities is a privilege. Students are expected to maintain the highest standards of conduct at all times and to abide by all school rules while participating or this privilege will be revoked. If parents/guardians are invited to attend field trips and serve as chaperones, they must pay their own entrance fees and must provide their own transportation. Background checks are required.

Classroom Observations

Parents requesting to observe in the classroom must contact the Community Engagement Coordinator to schedule an appropriate time that will minimize student and teacher distractions and is respectful to the needs of other students and mindful of our educational mission.

Parental Notification of Professional Qualifications

Information regarding professional qualifications for teacher's, instructional support providers, and the school principal shall be made available upon request to parents and the public. Requests for information should be sent in writing to the Business Manager.

Tobacco, Alcohol, and Drug-Free Policy

The ASL Academy is deemed a drug and alcohol free zone. Involvement on or near school grounds by staff, students, parents/guardians, volunteers or visitors with tobacco, alcohol, or drugs in any form is strictly prohibited. The administration of ASL Academy makes known its legal authority and intent to search school property, facilities and student belongings when there are reasonable grounds.

The ASL Academy's substance abuse and tobacco policy is in effect at the following times:

- during regular school hours;

- during transportation of students at times or 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.

Students found in possession or under the influence of prohibited substances are subject to the consequences of the set policy. Offenses should be immediately reported to a school administrator. For a complete copy of the Tobacco, Alcohol, and Drug-Free Policy, please visit the school website or contact the office.

Student Behavior Expectations

Student conduct should exemplify the highest standards of respect and courtesy. Students are expected to demonstrate appropriate behavior when at school, when on the bus, and when attending school functions. Verbal Aggression, including teasing, name calling, cursing, screaming, yelling, disruptive noises, hurting others feelings, scaring, threatening, or sending mean notes, is not permitted. Physical Aggression, including hurting others, hitting, kicking, pushing, pulling, pinching, spitting, throwing, breaking or otherwise damaging school property or the property of others; and stealing or taking items that belong to the school or another person, is not permitted. Possession of pornography or inappropriate materials in any form, including inappropriate use of the internet, will result in disciplinary action. Offenses should be immediately reported to school staff. Please review the following rules of conduct with your child prior to the start of school:

	Be Safe	Be Respectful	Be Responsible
Hallways	<ul style="list-style-type: none"> – Walk in a straight line – Keep your hands and feet & objects away from others and school property: Bulletin boards, walls, etc. 	<ul style="list-style-type: none"> – Remain quiet 	<ul style="list-style-type: none"> – Must have a pass
Cafeteria	<ul style="list-style-type: none"> – Walk – Keep place in line – Keep food to self 	<ul style="list-style-type: none"> – Use quiet voices – Sit at your assigned table – Be polite and communicate with respect at all times 	<ul style="list-style-type: none"> – Keep the cafeteria clean
Play-ground	<ul style="list-style-type: none"> – No play fighting or chasing – Stay in designated area – Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> – Follow game rules – No teasing or name calling – Be polite and communicate with respect at all times 	<ul style="list-style-type: none"> – Keep food and litter off playground – Line up on time – Walk in a line to and from recess
Classrooms	<ul style="list-style-type: none"> – Keep your hands and feet & objects away from others and school property: Bulletin boards, walls, furniture, etc. 	<ul style="list-style-type: none"> – Use appropriate language – Respect people and their property – Raise your hand and wait to be called on before speaking – Remain in seats/ space with feet on the floor – Be polite and communicate with respect at all times 	<ul style="list-style-type: none"> – Cooperate and follow directions the first time – Keep supplies and personal belongings in cubbies or back packs when not in use – Keep the classrooms clean
Bath-rooms	<ul style="list-style-type: none"> – Keep water in the sink – No playing 	<ul style="list-style-type: none"> – Do not enter a bathroom when another student is inside 	<ul style="list-style-type: none"> – Keep bathrooms clean and litter free – Do not spend unnecessary time in the bathrooms
Indoor Recess	<ul style="list-style-type: none"> – No running in the multi-purpose room – Cooperate and follow directions the first time – Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> – Share a games, materials and equipment – Respect the duty staff and equipment – Use quiet voices 	<ul style="list-style-type: none"> – Return equipment to the storage room – Line up on time
Bus	<ul style="list-style-type: none"> – Stay seated and keep hands etc. to yourself – Do not hang hands, arms and objects out of the windows – Do not distract the bus driver 	<ul style="list-style-type: none"> – Use quiet voices – Be polite and communicate with respect at all times 	<ul style="list-style-type: none"> – Do not leave trash on bus

Harassment, Intimidation and Bullying

The ASL Academy understands that children are learners in all aspects of their lives, including the social and emotional. ASL Academy educators are committed to helping children learn the interpersonal skills that will enable them to handle conflict and negotiate relationships without resorting to bullying, harassment, or intimidation. ASL Academy staff work with each child in a developmentally appropriate, case-by-case manner, to help him/her learn how to have positive peer relationships.

The ASL Academy is also dedicated to providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying. The ASL Academy is dedicated to providing a learning experience that promotes personal growth, wellness and freedom from discrimination and abuse. Harassment, intimidation and bullying behavior will invoke an appropriate response and consequence. Offenses should be immediately reported to the Dean of Student Support.

Harassment

The term harassment consists of knowingly pursuing a pattern of conduct, which serves no lawful purpose, with the intention to annoy, seriously alarm, or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

Bullying

The term 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 persons 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, person'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 person in reasonable fear of physical harm or damage to the person's property; physically harming a person or damaging a person's property; or, insulting or demeaning any person or group of persons in such a way as to disrupt or interfere with the school's educational mission, the education of any student, or the employment of any person.

Harassment and bullying in all forms, including but not limited to the following will invoke an appropriate response and consequence:

Parent/Guardian Harassment

Under normal circumstances, a student is not to be deprived of a public education on grounds relating to the attitude of parents or guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the school in acting in loco parentis (in place of parents) that continuation of the student could be morally impossible. Such situations include, but are not limited to:

- Any parent, guardian or other person who insults or abuses any faculty/staff or administrator at any time on school premises, or at some place where the faculty/staff or administrator is required to be at that place in connection with assigned school activities.

- Harassment on the basis of race, color, religion, gender, national origin, age or disability. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of one's race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with and individuals work/study performance; or otherwise adversely affects an individual's employment opportunities.
- Harassment may constitute a form of employment discrimination when:
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or status as a student;
 - Submission to or rejection of such conduct by individuals used as the basis for a decision affecting the individual's employment or status as a student;
 - Such conduct has the purpose or effect of unreasonably interfering with and employee's work performance;
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment.

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature.

Disability Harassment is defined as intimidation or abusive behavior toward a student/employee based on disability that creates a hostile environment by interfering with or denying a student/employee's participation in or receipt of benefits, services, or opportunities in the district.

Racial Harassment consists of physical or verbal conduct relating to an individual's race.

Hazing means committing an act against a student/employee, or coercing a student/employee into committing an act, that creates a risk of harm to a person, in order for that student/employee to be initiated into or affiliated with a student organization, or for any other purpose.

For a complete copy of the Discipline and Suspension Policy and the Bullying Plan/Policy, please visit the school website or contact the office.

Pesticide Use

Pursuant to the Pesticide Control Act, the ASL Academy will provide notice when pesticides are used in the building when parents request such information in writing. As regular practice, the school will make every attempt to ensure that pesticides are sprayed after school hours when students are not present.

Student Discipline

It is the policy of The Albuquerque Sign Language Academy (ASLA) to demonstrate the highest degree of accountability to PED, parents and employees with regard to student discipline. Further, it is the policy of The ASLA to be in compliance with all applicable Federal IDEA laws, regulations and PED standards connected to special education services and student discipline.

School staff accepts responsibility for maintaining an environment of respectful conduct and establishing programs that promote positive relationships among students and staff. Student behavior should reflect self-respect and consideration for the rights, feelings, and property of others. The school will consistently address student misbehavior and will inform parents of any issues involving their child. The school is also committed to remaining proactive and supportive as student behavior and safety is addressed daily.

In-School Suspension

Students may be assigned to in-school suspension at the discretion of school administration. Typical reasons for In-School Suspension include: infractions of school policies such as, but not limited to, chronic dress code violations, disrespectful behavior against peers and teachers, improper language, theft, cheating, damaging school property, fighting and bullying.

Suspension

Students may be assigned to (out-of-school) suspension at the discretion of school administration. Suspension is a temporary removal of a student from the student body and the loss of all student body privileges. Suspension will be preceded by notification to a student's parents/guardians. Causes leading to suspension and disciplinary probation can include:

- Any gang-related activity.
- Fighting or any threat of violence directed toward anyone on school premises.
- Possession or Use of Alcohol, Other Drugs, Tobacco, or Inhalants.
- Theft; Vandalism/Use of graffiti.
- Repeated/serious misconduct resulting in administration/behavioral detentions.
- Possession of weapons (real or look-a-like), fireworks, lighters or matches.
- Forgery or use of forged forms, permission slips, notes, etc.
- Having inappropriate/obscene material, including inappropriate use of the internet.

Expulsion

The expulsion of a student from the ASL Academy will be considered as a sometimes-necessary discipline measure for the common good of the school community. Parents will be notified immediately, followed by a conference with school administration. A letter outlining the offense(s) and subsequent expulsion will be provided to the parents and a copy placed in the student's cumulative file. Situations that may warrant removal of a student include:

- Major theft or any criminal act.
- Delinquency and immorality which constitute a menace to others or which may warrant commitment to a correctional institution.
- Non-compliance with disciplinary probation, weapon possession, or drug policy.

School administrators are the final recourse in all disciplinary situations and may waive any disciplinary rule at their discretion.

Homeless Education Policy

Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences. The ASL Academy will ensure that all children and youth receive a free appropriate public education and are given a full opportunity to meet state and local academic achievement standards. The ASL Academy follows the requirements of the McKinney-Vento Homeless Assistance Act and will ensure that children and youth in transition are free from discrimination, segregation, and harassment. For a complete copy of the Homeless Education Policy, please visit the school website or contact the office. Children and families in need of assistance should contact the Dean of Student Support (who is also the Designated Homeless Liaison).

Family Educational Rights and Policy Act (FERPA) – Annual Notification of Rights

Parents have the right to inspect and review their student's educational records; seek amendment of the student's educational records that the parents believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and other laws authorize disclosure without consent; and to file with the NM Public Education Department a complaint under the Act concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part. Parents or legal guardians exercising the right to inspect and review education records and/or requesting amendment of records shall submit all requests in writing to the Executive Director.

For the purposes of this Act, the ASL Academy defines a "school official" as teachers, educational assistants, ancillary service providers, instructors, administrators, health staff, counselors, attorneys, clerical staff, board members, trustees, members of committees and disciplinary boards, and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. A "legitimate educational interest" means that the school official is obtaining such information because it is necessary for that official to perform appropriate tasks that are specified in his/her employment contract, in his/her position description, by contract agreement, as required or authorized by law, or otherwise. The information provided is to be used within the context of the official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school, should be relevant to the accomplishment of some task or to a determination about the student, and is to be used consistently with the purposes for which the data are maintained. Having access to education records or the information within the records does not constitute authority to share this information with anyone not given access through the written policy. Questions concerning FERPA and this notice should be directed to the Executive Director.

Parent and Child Rights in Special Education - Procedural Safeguards Notice

A copy of this notice is available at the NM Public Education Department website (<http://www.ped.state.nm.us/SEB/index.html>) or by contacting the school.

Complaints

Complaints should be submitted in writing to both the Executive Director and the Governance Board Chair, and the complaint should contain the necessary information as indicated in 6.10.3 NMAC. Appropriate and timely action will be taken to resolve the complaint. For a complete copy of the Complaint Policy, please visit the school website or contact the office.