



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

**The ASK Academy
Governing Council Meeting**

Virtual via Zoom

4550 Sundt Road NE, Rio Rancho, NM

Open Session
August 17th, 2023
6:30pm

Agenda

- | | | | |
|-------|--|---------------------------|-----------|
| I. | Call to Order | Michael Smith, Chair | 6:30-6:35 |
| II. | Establishment of Quorum | | |
| III. | Pledge of Allegiance | | |
| IV. | Meet the New Project Managers | John Keelin, MS Principal | 6:35-6:45 |
| V. | Public Comment | | |
| VI. | Consent Agenda | Michael Smith, Chair | 6:45-6:55 |
| | a. Approve Minutes of June 15, 2023 | | |
| | b. Approve Minutes of July 27, 2023 | | |
| | c. Monthly Financial Report | | |
| | d. Operational Increase BAR 520-000-2324-0001-I | | |
| | e. SB-9 Increase BAR 520-000-2324-0002-I | | |
| | f. Account Summary Reports | | |
| VII. | Reports, Discussion and Possible Action | | 6:55-7:25 |
| | a. Chair Update | Michael Smith, Chair | |
| | i. Committee/Liaison Appointments | | |
| | ii. Approval of Live/Hybrid Meeting Guidelines | | |
| | iii. Approval of Meeting Agenda Format | | |
| | iv. Approval of Annual Board Training Requirement and Deadlines | | |
| | b. CEO Update | Edward Garcia, CEO | |
| | i. Approval of SY2023-24 Parent and Scholar Handbook | | |
| | 1. Seeking approval contingent upon legal confirmation | | |
| | ii. Approval of SY2023-24 Employee Handbook | | |
| | 1. Seeking approval contingent upon legal confirmation | | |
| | iii. Approval of expenditure not to exceed \$60,000 + GRT contingent upon legal approval for Pre-Development Services for new facility | | |
| VIII. | Announcements | | 7:25 |
| | a. Next Governing Council Meeting is September 21, 2023 | | |
| XI. | Adjournment | | 7:30 |

The public is welcome to attend the open meeting. If you would like to speak during Public Comment, please email Patrick Kelly at pkelly@theaskacademy.org to be added to the list by 5:00 pm, August 16th, 2023. You will be given 3 minutes to speak.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Stephany Munoz at 505.891.0757 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Stephany Munoz at 505.891.0757 if a summary or other type of accessible format is needed.

Patrick Kelly is inviting you to a scheduled Zoom meeting.

Topic: Governing Council Meeting

Time: Aug 10, 2023 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93558745176?pwd=YXBXQ3VEdjBvZHo3UjNjeHFxR3AwUT09>

Meeting ID: 935 5874 5176

Passcode: **7bsuKN**

One tap mobile

+12532050468,,93558745176#,,,,*410573# US

+12532158782,,93558745176#,,,,*410573# US (Tacoma)

Dial by your location

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US

Meeting ID: 935 5874 5176

Passcode: 410573

Find your local number: <https://zoom.us/u/acvcCQu8C7>



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

**The ASK Academy
Governing Council Virtual Meeting**
4550 Sundt Road NE, Rio Rancho, NM

Open & Closed Sessions

June 15th, 2023

6:30pm

Minutes

<i>Attendance:</i>		
Present	Board Members	Title
X	Michael Smith	Chair
X	Dr. Jeanne Forrester	Vice Chair
X	Gary Feger	Secretary
	Dr. Denise Gonzales	Director
X	Lindsey Bomke	Director and finance committee
X	Tonya Ross	Director and finance committee
X	Alex Price	Director
ASK Academy Members		
X	Ed Garcia	Chief Executive Officer
X	Patrick Kelly	Chief Financial Officer
	Stephany Munoz	Business Administrative Assistant
X	Cheryl Kemnitz	Parent Support Committee
	Kim Ayres	Project Manager

I. Call to Order

Michael Smith, Chair

Chair Smith calls the meeting to order at 6:30 pm. Roll call and introductions from all board members.

- a. **Establishment of Quorum** – Established in the introductions.
- b. **Pledge of Allegiance**
- c. **Public Comment**

Chair Smith welcomes Dr. Misty Williams as the special guest this evening. She was referred to the board by Cheryl Kemnitz and is interested in joining the governing council. Chair Smith will be meeting with Dr. Williams to discuss this and will forward her resume to all board members for consideration.

II. Consent Agenda

Michael Smith, Chair

Chair Smith calls for motion to approve the consent agenda. Dr. Forrester moves and Director Ross seconds. No discussions. All vote in favor to approve the consent agenda. Chair Smith approves the consent agenda.

- a. Approve Minutes of May 18, 2023
- b. Monthly Financial Report
- c. Title II Increase BAR 520-000-2223-0036-I
- d. IDEA-B Increase BAR 520-000-2223-0037-I
- e. Operational Increase BAR 520-000-2223-0038-I
- f. Activities Increase BAR 520-000-2223-0039-I
- g. ESSER III Maintenance BAR 520-000-2223-0040-M
- h. ESSER III Maintenance BAR 520-000-2223-0041-M
- i. IDEA-B ARP Maintenance BAR 520-000-2223-0042-M
- j. IDEA-B ARP Maintenance BAR 520-000-2223-0043-M
- k. Ed Fellow Maintenance BAR 520-000-2223-0044-M
- l. DOH COVID Maintenance BAR 520-000-2223-0045-M
- m. Account Summary Reports

III. Reports, Discussion and Possible Action

a. Chair Update

Michael Smith, Chair

i. Recognition of Dr. Denise Gonzales – Chair Smith recognizes Dr. Gonzales for her years of service on the governing council from 2015 to 2023. He thanks her for her guidance and expertise. Chair Smith reads her plaque of appreciation to the governing council. Dr. Gonzales is not present tonight but we will make sure she receives her plaque.

Chair Smith thanks the rest of the board members for their service and voluntary time to the Academy. He knows that their time and knowledge is valuable. Chair Smith thanks CEO Garcia for an amazing school year and for putting together an amazing executive council and thanks CFO Kelly for his time and work. Chair Smith recognizes Cheryl Kemnitz and thanks her for her time and dedication to the Academy as head of the parent support committee. He states the school would not be the same without her.

ii. Election of 2023-2024 Officers – Dr. Forrester states that within the last 4 years there has been a tremendous amount of change in leadership and suggests that this year all leadership positions remain the same with the addition of two new board members. She says this year will be the year of solidifying the work that has been done and focus on organizational development. Dr. Forrester has contacted each board member individually and everyone has agreed to retain all officer positions in place for this school year. Dr. Forrester motions to keep the Chair, Vice Chair, and Secretary positions as is for the upcoming school year. Director Ross seconds.

Discussion - Chair Smith states that this will be for one year and then he will be termed out. He proposes that a new position called Past Chair be created to help support the new Chair and a smooth transition.

Vote is unanimous to keep the current leadership roles in place.

iii. Appointment of 2023-2024 Committees: Audit & Finance

Chair Smith would like Director Bomke and Director Ross to remain on the finance committee. He would like to create a new academic committee to sit down with the executive council every quarter and review the performance plan and finance. Chair Smith asks the board members to think about this committee over the summer and we will revisit this in August. Dr. Forrester says she will help with this committee when it is created.

iv. Approval of Annual Resolution – The only change in this document is changing the meeting times to the third Thursday of each month. Director Feger motions to approve the Annual Resolution and Director Price seconds.

Discussion – Director Ross asks if these meetings can be hybrid meetings. Chair Smith states that the August meeting will be in person and we will further discuss the hybrid option at that time.

Vote is unanimous to approve the Annual Resolution as presented.

b. CEO Update

Edward Garcia, CEO

i. Celebrations

- CEO Garcia says graduation went very well and thanks Ms. Del Curto and Ms. Kemnitz for helping and organizing the ceremony.
- Second annual 8th grade promotion took place on May 19th in the parking lot. CEO Garcia says this went well and thanks Ms. Vollmar and Ms. Kemnitz for organizing this event. During this event the FBI was also present sharing jobs in the bureau and it was a great time for students and families.
- Mission to Mars exhibit was sponsored by Ms. Griffin and it was a great opportunity for students to research and develop plans on how to live on Mars.
- Legacy Mural presentations took place and murals were displayed throughout the hallways and it was great seeing all the work.

ii. Operations

- The ASK Academy is fully staffed and we were able to add a reading interventionist and special education positions. The Academy currently has 50 staff members. CEO Garcia celebrates and thanks the board for all they have done and helped with. The council approved a budget last month that has kept the Academy competitive and remain fully staffed. CEO Garcia also thanks the parent support committee and Ms. Kemnitz and all the volunteers for contributing to our culture and environment.

iii. Approval of SY2023-24 IDEA-B Grant Application – CEO Garcia states the Academy will be receiving \$113,254 under this grant and cash carryover of \$102,131. This fund will be used to pay our assistant special education director and the remaining will go towards speech therapy, occupational therapy, and social work services.

Director Bomke motions to approve the grant application and Director Feger seconds. No discussions. Vote is unanimous and the 2023-2024 IDEA-B grant application is approved.

iv. Approval to purchase new Security Camera and Visitor Management System – This new system will help us check all visitors in the national sex offender registry. It will integrate with our student information system for student sign in and sign out. The cost of this new system is \$86,423.60 and will be purchased through ACES and the quote is included in the board packet. CEO Garcia states this is a valuable tool to tighten our security and continue to expand our community outreach. Chair Smith asks where this money is coming out of. CFO Kelly says it comes out of the capital outlay appropriations.

Dr. Forrester moves to approve the purchase of the new security system and Director Feger seconds. Director Feger asks if the funding is reimbursable and CFO Kelly says it is.

Director Bomke asks if we received other bids from other companies to install the camera system and if it is a conflict of interest being that Tony Brown works at the Academy already. CFO Kelly explains that ACES is a cooperative that helps schools do bids and get evaluated so schools don't have to go through the bidding process. He explains that Tony's company is called Power On and is approved through ACES. Tony is also considered a contractor and not an employee at the Academy. Chair Smith asks who will be monitoring the system. CEO Garcia says the security officer we have will monitor the cameras, administrators will use it for investigating incidences, and we will have a training for the office staff to help with student check ins.

Vote is unanimous to approve the new security system.

v. Academic

- Academic data has been consolidated into a new state program called SOAP. CEO Garcia does not currently have access to this program but will report back once he does. This replaces the old letter grading system for schools. Dr. Forrester states this

is a great system to review with the academic committee when available. Chair Smith says this is also good for the performance plan

- Current enrollment as of May 26th is 680 students enrolled for the 2023-2024 school year. CEO Garcia says after the attrition rate about 630 students are expected.

IV. Closed Session – Chair Smith reads the statute and motions to go into closed session. Dr. Forrester seconds and vote is unanimous to go into closed session.

a. **Limited Personnel Matters, NM Stat 10-15-1[H][2]**

V. Action Items from Closed Session - Chair Smith motions to resume open session meeting and Director Feger seconds.

a. **Approval of CEO Edward Garcia’s 2023-2024 contract** – Chair Smith calls for motion to approve CEO Garcia’s contract for the 2023-2024 school year. Director Bomke motions and Director Ross seconds. Vote is unanimous and CEO Garcia’s contract is approved.

VI. Announcements

a. **Next Governing Council Meeting is August 17, 2023**

VII. Adjournment- Chair Smith adjourns the meeting at 7:54 pm.



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The ASK Academy

21st Century Design Thinking

**The ASK Academy
Governing Council Virtual Meeting**
4550 Sundt Road NE, Rio Rancho, NM

Open Session
July 27th, 2023
6:30pm

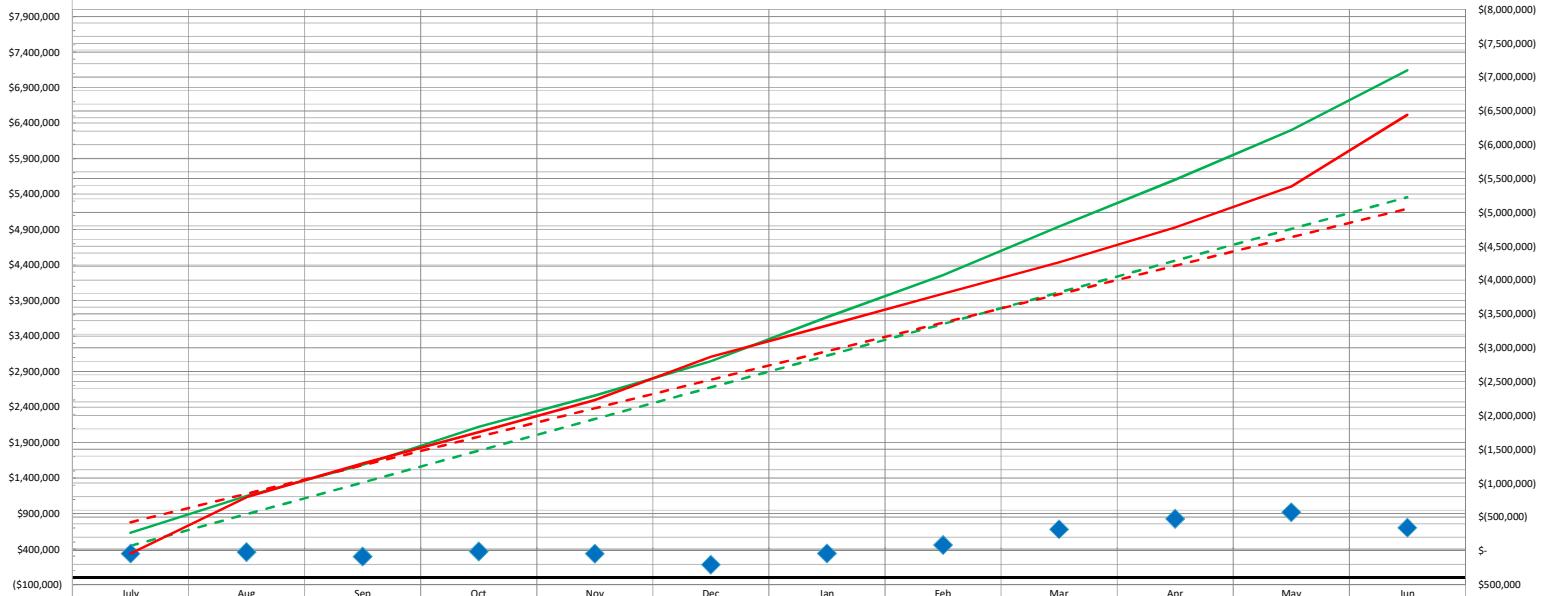
Minutes

<i>Attendance:</i>		
Present	Board Members	Title
X	Michael Smith	Chair
X	Dr. Jeanne Forrester	Vice Chair
X	Gary Feger	Secretary
	Lindsey Bomke	Director and finance committee
X	Tonya Ross	Director and finance committee
	Alex Price	Director
ASK Academy Members		
	Ed Garcia	Chief Executive Officer
X	Patrick Kelly	Chief Financial Officer

- I. **Call to Order** **Michael Smith, Chair**
Chair Smith calls the meeting to order at 6:30 pm. Roll call and introductions from all board members.
- II. **Establishment of Quorum**– Established in the introductions.
- III. **Pledge of Allegiance**
- IV. **Public Comment** - None
- V. **Reports, Discussion and Possible Action**
Dr. Forrester moved to add Dr. Mistie Williamson to the Governing Council for a 4 year term, Gary Feger seconded the motion. Some directors mentioned that they spoke to Dr. Williamson and are excited to have her as a addition to the board. Mr. Smith noted that Dr. Williamson will be replacing Dr. Denise Gonzales who completed her four-year term as of June 30th, 2023. Roll Call Vote: Dr. Forrester “AYE”, Gary Feger “AYE”, Tonya Ross “AYE” and Michael Smith “AYE”. The vote was unanimous and the motion passed.
- VI. **Announcements**
 - a. **Next Regular Governing Council Meeting is August 17th, 2023**
- XI. **Adjournment- Chair 6:40pm**

BUDGET AND FORECAST

Income & Variance Axis



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
◆ Cumulative Actual Variance	\$335,599	\$356,901	\$293,992	\$366,735	\$335,244	\$178,929	\$338,289	\$457,351	\$678,837	\$824,956	\$917,716	\$701,357
--- Cumulative Budgeted Income	\$446,227	\$892,454	\$1,338,681	\$1,784,909	\$2,231,136	\$2,677,363	\$3,123,590	\$3,569,817	\$4,016,044	\$4,462,272	\$4,908,499	\$5,354,726
— Cumulative Income	\$629,471	\$1,149,487	\$1,584,934	\$2,121,780	\$2,562,468	\$3,046,136	\$3,666,228	\$4,256,532	\$4,942,250	\$5,602,949	\$6,300,941	\$7,143,737
- - Budgeted Costs YTD	\$(421,227)	\$(842,454)	\$(1,263,681)	\$(1,684,909)	\$(2,106,136)	\$(2,527,363)	\$(2,948,590)	\$(3,369,817)	\$(3,791,044)	\$(4,212,272)	\$(4,633,499)	\$(5,054,726)
— Actual Cost YTD	\$41,727	\$(792,586)	\$(1,290,941)	\$(1,755,045)	\$(2,227,224)	\$(2,867,208)	\$(3,327,939)	\$(3,799,181)	\$(4,263,413)	\$(4,777,993)	\$(5,383,225)	\$(6,442,380)

ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET FY2023

BUDGETS	YTD Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Budgeted Income	\$ 5,354,726	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227	\$ 446,227
Monthly Budgeted Costs	\$ (5,054,726)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)	\$ (421,227)
Monthly Budget Variance	\$ 300,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Cumulative Budgeted Income		\$ 446,227	\$ 892,454	\$ 1,338,681	\$ 1,784,909	\$ 2,231,136	\$ 2,677,363	\$ 3,123,590	\$ 3,569,817	\$ 4,016,044	\$ 4,462,272	\$ 4,908,499	\$ 5,354,726
Cumulative Budgeted Costs		\$ (421,227)	\$ (842,454)	\$ (1,263,681)	\$ (1,684,909)	\$ (2,106,136)	\$ (2,527,363)	\$ (2,948,590)	\$ (3,369,817)	\$ (3,791,044)	\$ (4,212,272)	\$ (4,633,499)	\$ (5,054,726)
Cumulative Budget Variance		\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 300,000
ACTUALS													
Monthly Income	\$ 7,143,737	\$ 629,471	\$ 520,016	\$ 435,446	\$ 536,846	\$ 440,688	\$ 483,669	\$ 620,092	\$ 590,304	\$ 685,718	\$ 660,699	\$ 697,992	\$ 842,796
Cumulative Income		\$ 629,471	\$ 1,149,487	\$ 1,584,934	\$ 2,121,780	\$ 2,562,468	\$ 3,046,136	\$ 3,666,228	\$ 4,256,532	\$ 4,942,250	\$ 5,602,949	\$ 6,300,941	\$ 7,143,737
Monthly Costs	\$ (6,442,380)	\$ (293,872)	\$ (498,714)	\$ (498,355)	\$ (464,104)	\$ (472,179)	\$ (639,984)	\$ (460,731)	\$ (471,242)	\$ (464,232)	\$ (514,580)	\$ (605,232)	\$ (1,059,155)
Cumulative Cost		\$ (293,872)	\$ (792,586)	\$ (1,290,941)	\$ (1,755,045)	\$ (2,227,224)	\$ (2,867,208)	\$ (3,327,939)	\$ (3,799,181)	\$ (4,263,413)	\$ (4,777,993)	\$ (5,383,225)	\$ (6,442,380)
Monthly Variance	\$ 701,357	\$ 335,599	\$ 21,303	\$ (62,909)	\$ 72,743	\$ (31,491)	\$ (156,315)	\$ 159,360	\$ 119,062	\$ 221,486	\$ 146,119	\$ 92,760	\$ (216,359)
Cumulative Actual Variance		\$ 335,599	\$ 356,901	\$ 293,992	\$ 366,735	\$ 335,244	\$ 178,929	\$ 338,289	\$ 457,351	\$ 678,837	\$ 824,956	\$ 917,716	\$ 701,357
MONTHLY VARIANCES													
Monthly Income Variance	\$ 1,789,011	\$ 183,243.97	\$ 73,788.98	\$ (10,780.88)	\$ 90,619.15	\$ (5,539.37)	\$ 37,441.67	\$ 173,864.43	\$ 144,076.89	\$ 239,490.77	\$ 214,471.71	\$ 251,764.60	\$ 396,568.79
Cumulative Income Variance		\$ 183,243.97	\$ 257,032.95	\$ 246,252.07	\$ 336,871.22	\$ 331,331.85	\$ 368,773.52	\$ 542,637.95	\$ 686,714.84	\$ 926,205.61	\$ 1,140,677.32	\$ 1,392,441.92	\$ 1,789,010.71
Monthly Cost Variance	\$ (1,387,654)	\$ 127,354.85	\$ (77,486.38)	\$ (77,128.18)	\$ (42,876.37)	\$ (50,951.97)	\$ (218,756.68)	\$ (39,503.95)	\$ (50,015.04)	\$ (43,005.22)	\$ (93,352.40)	\$ (184,004.47)	\$ (637,927.96)
Cumulative Cost Variance		\$ 127,354.85	\$ 49,868.47	\$ (27,259.71)	\$ (70,136.08)	\$ (121,088.05)	\$ (339,844.73)	\$ (379,348.68)	\$ (429,363.72)	\$ (472,368.94)	\$ (565,721.34)	\$ (749,725.81)	\$ (1,387,653.77)
YEAR TO DATE VARIANCES													
Budgeted Income YTD		\$ 446,227	\$ 892,454	\$ 1,338,681	\$ 1,784,909	\$ 2,231,136	\$ 2,677,363	\$ 3,123,590	\$ 3,569,817	\$ 4,016,044	\$ 4,462,272	\$ 4,908,499	\$ 5,354,726
Actual Income YTD		\$ 629,471	\$ 1,149,487	\$ 1,584,934	\$ 2,121,780	\$ 2,562,468	\$ 3,046,136	\$ 3,666,228	\$ 4,256,532	\$ 4,942,250	\$ 5,602,949	\$ 6,300,941	\$ 7,143,737
% Total YTD Income Received		12%	21%	30%	40%	48%	57%	68%	79%	92%	105%	118%	133%
% Total YTD Income Variance		41%	29%	18%	19%	15%	14%	17%	19%	23%	26%	28%	33%
Budgeted Costs YTD		\$ (421,227)	\$ (842,454)	\$ (1,263,681)	\$ (1,684,909)	\$ (2,106,136)	\$ (2,527,363)	\$ (2,948,590)	\$ (3,369,817)	\$ (3,791,044)	\$ (4,212,272)	\$ (4,633,499)	\$ (5,054,726)
Actual Cost YTD		\$ 41,727	\$ (792,586)	\$ (1,290,941)	\$ (1,755,045)	\$ (2,227,224)	\$ (2,867,208)	\$ (3,327,939)	\$ (3,799,181)	\$ (4,263,413)	\$ (4,777,993)	\$ (5,383,225)	\$ (6,442,380)
% Total YTD Costs Incurred		-1%	16%	26%	35%	44%	57%	66%	75%	84%	95%	106%	127%
% Total YTD Cost Variance		-110%	-6%	2%	4%	6%	13%	13%	13%	12%	13%	16%	27%
YEAR END PROJECTIONS													
Projected Income Variance	\$ 2,198,927.64	\$ 1,542,197.70	\$ 985,008.28	\$ 1,010,613.66	\$ 795,196.44	\$ 737,547.04	\$ 930,236.49	\$ 1,030,072.26	\$ 1,234,940.81	\$ 1,368,812.78	\$ 1,519,027.55	\$ 1,789,010.71	
Projected Cost Variance	\$ 500,718	\$ (24,934)	\$ 9,087	\$ 17,534	\$ 24,218	\$ 56,641	\$ 54,193	\$ 53,670	\$ 52,485	\$ 56,572	\$ 68,157	\$ 115,638	
Year End Projected Net Variance	\$ 2,699,646	\$ 1,517,263	\$ 994,095	\$ 1,028,148	\$ 819,414	\$ 794,188	\$ 984,429	\$ 1,083,743	\$ 1,287,426	\$ 1,425,385	\$ 1,587,184	\$ 1,904,649	

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-2324-0001-1

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: The Ask Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Patrick Kelly, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-350-4724

Email: pkelly@theaskacademy.org

FLOWTHROUGH ONLY	Budget Period: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 11000.0000.11111 \$138,421

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	53212 Speech Therapists - Contracted	2000 Special Programs	520001 The ASK Academy-Admin Office	0000 No Job Class		\$60,000	\$60,000	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	520001 The ASK Academy-Admin Office	0000 No Job Class		\$25,000	\$25,000	
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	520001 The ASK Academy-Admin Office	0000 No Job Class	\$20,771	\$10,000	\$30,771	
11000 Operational	2200 Support Services-Instruction	56118 General Supplies and Materials	0000 No Program	520001 The ASK Academy-Admin Office	0000 No Job Class	\$15,664	\$5,000	\$20,664	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	520001 The ASK Academy-Admin Office	0000 No Job Class	\$18,480	\$1,520	\$20,000	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	520001 The ASK Academy-Admin Office	0000 No Job Class	\$12,461	\$10,000	\$22,461	
11000 Operational	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	520001 The ASK Academy-Admin Office	0000 No Job Class	\$2,265	\$2,500	\$4,765	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	520001 The ASK Academy-Admin Office	1217 Secretarial/Clerical/Technical Assistants	\$4,571	\$3,001	\$7,572	
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	520001 The ASK Academy-Admin Office	1217 Secretarial/Clerical/Technical Assistants	\$12,823	\$5,000	\$17,823	
11000 Operational	2400 Support Services-School Administration	54630 Rental - Computers and Related Equipment	0000 No Program	520001 The ASK Academy-Admin Office	0000 No Job Class		\$16,400	\$16,400	
Sub Total							\$138,421		
Indirect Cost									
DOC. TOTAL							\$138,421		

Justification:

Increase in budget due to carryover being larger than budgeted. 4th Quarter cash report is attached.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-2324-0002-1

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2023-2024

Entity Name: The Ask Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Patrick Kelly, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-350-4724

Email: pkelly@theaskacademy.org

FLOWTHROUGH ONLY	
Budget Period: 07/01/2023	To: 06/30/2024
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31701.0000.11112 \$3,712

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvements SB-9 Local	4000 Capital Outlay	54500 Construction Services	0000 No Program	520001 The ASK Academy- Admin Office	0000 No Job Class		\$212	\$212	
31701 Capital Improvements SB-9 Local	4000 Capital Outlay	56118 General Supplies and Materials	0000 No Program	520001 The ASK Academy- Admin Office	0000 No Job Class		\$3,500	\$3,500	
Sub Total							\$3,712		
Indirect Cost									
DOC. TOTAL							\$3,712		

Justification:

Budget increase due to carryover being larger than budgeted. PED cash report is attached.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

The ASK Academy

Financial Summary Report- June 2023

<u>Revenue</u>	Budget (YTD)	Actual (YTD)	Available (YTD)
Total	\$ 8,036,552.00	\$ 6,847,199.43	\$ 1,189,352.57

<u>Expenditure</u>	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Fund 11000- Operational	\$ 6,247,782.00	\$ 5,021,781.20	-	\$ 1,226,000.80
Fund 23000- Non-Instructional Support	\$ 131,013.00	\$ 67,970.64	-	\$ 63,042.36
Fund 24101- Title I	\$ 92,975.00	\$ 44,361.15	-	\$ 48,613.85
Fund 24106- IDEA-B	\$ 219,643.00	\$ 56,399.48	-	\$ 163,243.52
Fund 24154- Title II	\$ 26,664.00	\$ 7,940.39	-	\$ 18,723.61
Fund 24189- Student Achievement Title IV	\$ 10,000.00	\$ 9,971.77	-	\$ 28.23
Fund 24308- CRRSA, ESSER II	\$ 31,009.00	\$ 31,008.54	-	\$ 0.46
Fund 24330- ARP, ESSER III	\$ 220,534.00	\$ 191,500.61	-	\$ 29,033.39
Fund 24333- Near Peer Tutoring	\$ 50,620.00	\$ 41,397.74	-	\$ 9,222.26
Fund 24346- IDEA-B ARP	\$ 29,307.00	\$ 29,307.00	-	-
Fund 24349- IDEA-B ARP PK	\$ 2,888.00	\$ 2,888.00	-	-
Fund 26107- R9 Ed Fellow	\$ 243,110.00	\$ 100,261.66	-	\$ 142,848.34
Fund 27107- GOB Library	\$ 4,438.00	-	-	\$ 4,438.00
Fund 27400- Junior Bill (PLTW)	\$ 240,000.00	\$ 240,000.00	-	-
Fund 27414- Pediatric Autism	\$ 1,612.00	-	-	\$ 1,612.00
Fund 28211- COVID-19 Testing Direct	\$ 25,186.00	\$ 25,185.97	-	\$ 0.03
Fund 31200- PSCOC	\$ 457,959.00	\$ 457,959.00	-	-
Fund 31400- Special Capital Outlay	\$ 425,000.00	\$ 10,691.79	-	\$ 414,308.21
Fund 31701- SB-9 Local	\$ 269,639.00	\$ 54,666.16	-	\$ 214,972.84
Fund 31703- SB-9 State Match	\$ 54,694.00	\$ 49,088.59	-	\$ 5,605.41
Total	\$ 8,784,073.00	\$ 6,442,379.69	-	\$ 2,341,693.31

<u>Check Register Report</u>	Deposit	Withdrawal
ASK- Checking	\$ 842,217.40	\$ 982,726.35

<u>Outstanding PO's</u>	PO Amount	Invoiced Amount	Printed Checks	Remaining Encumbrance
All Open PO's	\$ -	\$ -	-	-

Reconciled Bank Balance **\$ 1,148,933.34**

Outstanding RFRs:

Near Peer Tutoring RFR #003	\$ 24,059.01
Near Peer Tutoring RFR #004	\$ 10,335.54
Junior Bill RFR #002	\$ 100,379.21

The ASK Academy
Account Summary Report- Revenues

Cycle: FY2023; Begin Date: 07/01/2022; End Date: 06/30/2023; Account Type: Revenue; Subtotal Elements: Fund,Function; Account Expression:
 ((Fund] >= "11000") ; Subtotal By Account Type: No

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
11000-Fees - Educational	\$ 20,165.00	\$ 20,530.47	\$ (365.47)
11000-Refund of Prior Year's Expenditures	\$ 23,949.00	\$ 24,012.60	\$ (63.60)
11000-State Equalization Guarantee	\$ 5,599,036.00	\$ 5,599,036.33	\$ (0.33)
23000-Fees - Activities - DARE	\$ 30,000.00	\$ 29,672.42	\$ 327.58
23000-Fees - Activities - PSC	\$ 35,000.00	\$ 34,649.51	\$ 350.49
23000-Fees - Activities - Clubs	\$ 49,235.00	\$ 54,512.82	\$ (5,277.82)
24101-Restricted Grants - Federal Flow-through	\$ 92,975.00	\$ 18,423.27	\$ 74,551.73
24106-Restricted Grants - Federal Flow-through	\$ 219,643.00	\$ 56,399.48	\$ 163,243.52
24154-Restricted Grants - Federal Flow-through	\$ 26,664.00	\$ 7,940.39	\$ 18,723.61
24189-Restricted Grants - Federal Flow-through	\$ 10,000.00	\$ 7,506.46	\$ 2,493.54
24308-Restricted Grants - Federal Flow-through	\$ 31,009.00	\$ 24,592.44	\$ 6,416.56
24330-Restricted Grants - Federal Flow-through	\$ 220,534.00	\$ 158,742.87	\$ 61,791.13
24333-Restricted Grants - Federal Flow-through	\$ 50,620.00	\$ 14,284.89	\$ 36,335.11
24346-Restricted Grants - Federal Flow-through	\$ 29,307.00	\$ 13,200.00	\$ 16,107.00
24349-Restricted Grants - Federal Flow-through	\$ 2,888.00	\$ -	\$ 2,888.00
26107-Inter-Governmental- Contract Rev/REC	\$ 243,110.00	\$ 100,261.66	\$ 142,848.34
27107-Prior Year Balances	\$ 4,438.00	\$ -	\$ 4,438.00
27400-Junior Bill Award	\$ 240,000.00	\$ 25,765.25	\$ 214,234.75
27414-IDEA-B (Autism)	\$ 1,612.00	\$ -	\$ 1,612.00
28211-State Direct Grants	\$ 25,186.00	\$ 16,046.16	\$ 9,139.84
31200-PSCOC Awards	\$ 457,959.00	\$ 457,959.00	\$ -
31400-Legislative Appropriations	\$ 425,000.00	\$ -	\$ 425,000.00
31701-Ad Valorem Taxes - School District	\$ 165,791.00	\$ 183,663.41	\$ (17,872.41)
31703-SB-9 State Match	\$ 32,431.00	\$ -	\$ 32,431.00
Total	\$ 8,036,552.00	\$ 6,847,199.43	\$ 1,189,352.57

The ASK Academy
Account Summary Report- Expenditures

Cycle: FY2023; Begin Date: 07/01/2022; End Date: 06/30/2023; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: ((Fund) >= "11000") ; Subtotal By Account Type: No; Include Unposted Transactions: No;

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Instruction-Salaries Expense- Teachers-Grades 1-12	\$ 1,925,613.00	\$ 1,837,643.60	\$ -	\$ 87,969.40
Instruction-Salaries Expense- Teachers- Special Education	\$ 107,760.00	\$ 180,255.75	\$ -	\$ (72,495.75)
Instruction-Salaries Expense- Teachers-Grades 1-12 (At-Risk)	\$ 204,640.00	\$ 145,716.00	\$ -	\$ 58,924.00
Instruction-Additional Compensation- Teachers-Grades 1-12	\$ 40,000.00	\$ 39,702.04	\$ -	\$ 297.96
Instruction-Additional Compensation- Teachers- Special Education	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Instruction-Employee Benefits	\$ 914,709.00	\$ 834,962.13	\$ -	\$ 79,746.87
Instruction-Professional Development	\$ 25,400.00	\$ 3,048.00	\$ -	\$ 22,352.00
Instruction-Other Charges	\$ 5,000.00	\$ 887.14	\$ -	\$ 4,112.86
Instruction-Student Travel	\$ 1,000.00	\$ 3,075.37	\$ -	\$ (2,075.37)
Instruction-Employee Travel - Teachers	\$ 2,500.00	\$ 1,904.62	\$ -	\$ 595.38
Instruction-Other Contract Services	\$ 158,120.00	\$ 1,624.88	\$ -	\$ 156,495.12
Instruction-Instructional Materials	\$ 74,694.00	\$ 26,719.99	\$ -	\$ 47,974.01
Instruction-Other Textbooks	\$ -	\$ -	\$ -	\$ -
Instruction-Software	\$ 25,000.00	\$ 9,344.87	\$ -	\$ 15,655.13
Instruction-Software (At-Risk)	\$ 50,000.00	\$ 19,359.30	\$ -	\$ 30,640.70
Instruction-General Supplies and Materials	\$ 22,500.00	\$ 15,019.49	\$ -	\$ 7,480.51
Instruction-"Supply Assets (\$5,000 or Less)	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Function 1000 - Instruction	\$ 3,581,936.00	\$ 3,119,263.18	\$ -	\$ 462,672.82
Support Services-Students-Salaries Expense- Inst. Coach	\$ 35,900.00	\$ 35,899.98	\$ -	\$ 0.02
Support Services-Students-Salaries Expense- Health Assistant	\$ 25,000.00	\$ 4,724.43	\$ -	\$ 20,275.57
Support Services-Students-Salaries Expense- Counselor	\$ 43,981.00	\$ 43,980.81	\$ -	\$ 0.19
Support Services-Students-Salaries Expense- Special Education Coordinator (At-Risk)	\$ 90,243.00	\$ 79,913.36	\$ -	\$ 10,329.64
Instruction-Additional Compensation- Academic Dean	\$ -	\$ 1,830.60	\$ -	\$ (1,830.60)
Instruction-Additional Compensation- Special Education Coordinator	\$ -	\$ 1,820.39	\$ -	\$ (1,820.39)
Support Services-Students-Employee Benefits	\$ 89,727.00	\$ 61,344.49	\$ -	\$ 28,382.51
Support Services-Students-Specialists - Contracted	\$ 50,000.00	\$ 12,948.27	\$ -	\$ 37,051.73
Support Services-Students-Professional Development	\$ 1,000.00	\$ 345.00	\$ -	\$ 655.00
Support Services-Students-Other Professional/Technical Services	\$ 110,882.00	\$ 27,570.33	\$ -	\$ 83,311.67
Support Services-Students-Other Charges	\$ 200.00	\$ -	\$ -	\$ 200.00
Support Services-Students-Employee Travel - Non-Teachers	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Support Services-Students-Other Contract Services	\$ 1,001.00	\$ 370.00	\$ -	\$ 631.00
Support Services-Students-General Supplies and Materials	\$ 4,500.00	\$ 1,298.03	\$ -	\$ 3,201.97
Support Services-Students-General Supplies and Materials	\$ -	\$ 41.03	\$ -	\$ (41.03)
Function 2100 - Support Services-Students	\$ 454,934.00	\$ 272,086.72	\$ -	\$ 182,847.28
Support Services-Instruction-General Supplies and Materials	\$ 37,756.00	\$ 12,824.41	\$ -	\$ 24,931.59
Function 2200 - Support Services-Instruction	\$ 37,756.00	\$ 12,824.41	\$ -	\$ 24,931.59
Support Services-General Administration-Salaries Expense- CEO	\$ 122,258.00	\$ 122,257.62	\$ -	\$ 0.38
Support Services-General Administration-Employee Benefits	\$ 47,430.00	\$ 33,801.68	\$ -	\$ 13,628.32
Support Services-General Administration-Professional Employee Training and Development Services	\$ 1,000.00	\$ 595.00	\$ -	\$ 405.00
Support Services-General Administration-Auditing	\$ 19,235.00	\$ 18,117.49	\$ -	\$ 1,117.51
Support Services-General Administration-Legal	\$ 15,000.00	\$ 4,237.74	\$ -	\$ 10,762.26
Support Services-General Administration-Other Charges	\$ 4,500.00	\$ 11,974.67	\$ -	\$ (7,474.67)
Support Services-General Administration-Advertising	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00
Support Services-General Administration-Board Training	\$ 7,560.00	\$ 5,060.00	\$ -	\$ 2,500.00
Support Services-General Administration-Employee Travel - Non-Teachers	\$ 200.00	\$ -	\$ -	\$ 200.00
Support Services-General Administration-Other Contract Services	\$ 30,000.00	\$ 21,915.47	\$ -	\$ 8,084.53
Support Services-General Administration-General Supplies and Materials	\$ 5,000.00	\$ 344.36	\$ -	\$ 4,655.64
Function 2300 - Support Services-General Administration	\$ 269,183.00	\$ 218,304.03	\$ -	\$ 50,878.97
Support Services-School Administration-Salaries Expense- Principals	\$ 210,000.00	\$ 199,010.43	\$ -	\$ 10,989.57
Support Services-School Administration-Salaries Expense- COO	\$ 70,427.00	\$ 70,426.36	\$ -	\$ 0.64
Support Services-School Administration-Salaries Expense- Secretarial/Clerical/Technical Assistants	\$ 113,261.00	\$ 113,260.72	\$ -	\$ 0.28
Support Services-School Administration-Additional Compensation	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
Support Services-School Administration-Employee Benefits	\$ 140,892.00	\$ 129,729.37	\$ -	\$ 11,162.63
Support Services-School Administration-Professional Development	\$ 3,515.00	\$ 2,180.00	\$ -	\$ 1,335.00
Support Services-School Administration-Other Charges	\$ 5,000.00	\$ 2,252.65	\$ -	\$ 2,747.35
Support Services-School Administration-Renting Land and Buildings	\$ 2,500.00	\$ 2,160.00	\$ -	\$ 340.00
Support Services-School Administration-Employee Travel - Non-Teachers	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Support Services-School Administration-Other Contract Services	\$ -	\$ 120.00	\$ -	\$ (120.00)

The ASK Academy
Account Summary Report- Expenditures

Cycle: FY2023; Begin Date: 07/01/2022; End Date: 06/30/2023; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: ((Fund) >= "11000") ; Subtotal By Account Type: No; Include Unposted Transactions: No;

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Support Services-School Administration-Software	\$ 4,260.00	\$ 4,155.00	\$ -	\$ 105.00
Support Services-School Administration-General Supplies and Materials	\$ 35,000.00	\$ 18,100.85	\$ -	\$ 16,899.15
Support Services-School Administration-Supply Assets	\$ 25,000.00	\$ 3,468.60	\$ -	\$ 21,531.40
Function 2400 - Support Services-School Administration	\$ 616,855.00	\$ 549,863.98	\$ -	\$ 66,991.02
Central Services-Salaries Expense- CFO	\$ 70,130.00	\$ 70,129.20	\$ -	\$ 0.80
Central Services-Employee Benefits	\$ 30,370.00	\$ 28,475.11	\$ -	\$ 1,894.89
Central Services-Professional Development	\$ 890.00	\$ 1,330.00	\$ -	\$ (440.00)
Central Services-Other Professional/Technical Services	\$ 180,000.00	\$ 148,833.17	\$ -	\$ 31,166.83
Central Services-Other Charges	\$ 12,000.00	\$ 9,384.38	\$ -	\$ 2,615.62
Central Services-Advertising	\$ 5,000.00	\$ 1,352.27	\$ -	\$ 3,647.73
Central Services-Other Contract Services	\$ 11,185.00	\$ 5,000.00	\$ -	\$ 6,185.00
Central Services-Software	\$ 21,785.00	\$ 18,784.44	\$ -	\$ 3,000.56
Central Services-General Supplies and Materials	\$ 2,000.00	\$ 2,201.32	\$ -	\$ (201.32)
Function 2500 - Central Services	\$ 333,360.00	\$ 285,489.89	\$ -	\$ 47,870.11
Operation & Maintenance of Plant-Salaries Expense- Custodial	\$ 30,000.00	\$ 466.38	\$ -	\$ 29,533.62
Operation & Maintenance of Plant-Employee Benefits	\$ 8,160.00	\$ 39.52	\$ -	\$ 8,120.48
Operation & Maintenance of Plant-Other Charges	\$ 1,000.00	\$ 975.51	\$ -	\$ 24.49
Operation & Maintenance of Plant-Maintenance & Repair Furniture/Fixtures/Equipment	\$ 1,000.00	\$ 664.75	\$ -	\$ 335.25
Operation & Maintenance of Plant-Maintenance & Repair - Buildings And Grounds	\$ 10,000.00	\$ 4,800.99	\$ -	\$ 5,199.01
Operation & Maintenance of Plant-Electricity	\$ 43,455.00	\$ 36,786.27	\$ -	\$ 6,668.73
Operation & Maintenance of Plant-Natural Gas (Buildings)	\$ 10,000.00	\$ 8,986.00	\$ -	\$ 1,014.00
Operation & Maintenance of Plant-Water/Sewage	\$ 20,000.00	\$ 13,836.50	\$ -	\$ 6,163.50
Operation & Maintenance of Plant-Communication Services	\$ 50,000.00	\$ 25,936.92	\$ -	\$ 24,063.08
Operation & Maintenance of Plant-Renting Land and Buildings	\$ 259,782.00	\$ 157,296.36	\$ -	\$ 102,485.64
Operation & Maintenance of Plant-Rental - Equipment and Vehicles	\$ 45,000.00	\$ 37,456.58	\$ -	\$ 7,543.42
Operation & Maintenance of Plant-Property/Liability Insurance	\$ 87,799.00	\$ 87,718.00	\$ -	\$ 81.00
Operation & Maintenance of Plant-Other Contract Services	\$ 134,718.00	\$ 88,691.75	\$ -	\$ 46,026.25
Operation & Maintenance of Plant-General Supplies and Materials	\$ 40,000.00	\$ 16,783.83	\$ -	\$ 23,216.17
Operation & Maintenance of Plant-Supply Assets	\$ 25,000.00	\$ 4,729.31	\$ -	\$ 20,270.69
Operation & Maintenance of Plant-"Fixed Assets (More Than \$5,000)"	\$ 81,984.00	\$ 78,780.32	\$ -	\$ 3,203.68
Function 2600 - Operation & Maintenance of Plant	\$ 847,898.00	\$ 563,948.99	\$ -	\$ 283,949.01
Capital Outlay-Rentals - Lease to Purchase	\$ 105,860.00	\$ -	\$ -	\$ 105,860.00
Function 4000 - Capital Outlay	\$ 105,860.00	\$ -	\$ -	\$ 105,860.00
Fund 11000 - Operational	\$ 6,247,782.00	\$ 5,021,781.20	\$ -	\$ 1,226,000.80
Non-Instructional Support				
Instruction-Professional Development	\$ 325.00	\$ 325.00	\$ -	\$ -
Instruction-Other Charges	\$ 8,231.00	\$ 217.00	\$ -	\$ 8,014.00
Instruction-Other Charges- DARE	\$ -	\$ 75.00	\$ -	\$ (75.00)
Instruction-Other Charges- Bio-Med Club (HOSA)	\$ -	\$ 540.00	\$ -	\$ (540.00)
Instruction-Student Travel	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Instruction-Student Travel- Model UN	\$ -	\$ 390.56	\$ -	\$ (390.56)
Instruction-Student Travel- NM Gov. STEM Challenge	\$ -	\$ 15.85	\$ -	\$ (15.85)
Instruction-Student Travel- Environmental Class	\$ -	\$ 290.50	\$ -	\$ (290.50)
Instruction-Employee Travel - Teachers- DARE	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Instruction-Employee Travel - Teachers- NM Gov. STEM Challenge	\$ -	\$ 27.00	\$ -	\$ (27.00)
Instruction-Employee Travel - Teachers	\$ -	\$ 1,032.12	\$ -	\$ (1,032.12)
Instruction-Other Contract Services	\$ 500.00	\$ -	\$ -	\$ 500.00
Instruction-Other Contract Services- VEX Robotics	\$ -	\$ 100.00	\$ -	\$ (100.00)
Instruction-Other Contract Services- Senior Class	\$ -	\$ 160.00	\$ -	\$ (160.00)
Instruction-General Supplies and Materials	\$ 79,957.00	\$ 7,606.40	\$ -	\$ 72,350.60
Instruction-General Supplies and Materials- DARE	\$ -	\$ 13,447.03	\$ -	\$ (13,447.03)
Instruction-General Supplies and Materials- Denim Day	\$ -	\$ 59.53	\$ -	\$ (59.53)
Instruction-General Supplies and Materials- Model UN	\$ -	\$ 2,136.24	\$ -	\$ (2,136.24)
Instruction-General Supplies and Materials- NHS	\$ -	\$ 884.87	\$ -	\$ (884.87)
Instruction-General Supplies and Materials- NM Gov. STEM Challenge	\$ -	\$ 139.52	\$ -	\$ (139.52)
Instruction-General Supplies and Materials- Parent Support Committee	\$ -	\$ 22,790.58	\$ -	\$ (22,790.58)
Instruction-General Supplies and Materials- VEX Robotics	\$ -	\$ 1,492.76	\$ -	\$ (1,492.76)

The ASK Academy
Account Summary Report- Expenditures

Cycle: FY2023; Begin Date: 07/01/2022; End Date: 06/30/2023; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: ((Fund) >= "11000"); Subtotal By Account Type: No; Include Unposted Transactions: No;

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Instruction-General Supplies and Materials-Musical Theatre	\$ -	\$ 1,246.12	\$ -	\$ (1,246.12)
Instruction-General Supplies and Materials-Chess Club	\$ -	\$ 183.09	\$ -	\$ (183.09)
Instruction-General Supplies and Materials-Yearbook	\$ -	\$ 450.00	\$ -	\$ (450.00)
Instruction-General Supplies and Materials-Senior Graduation	\$ -	\$ 188.00	\$ -	\$ (188.00)
Instruction-General Supplies and Materials- Bio-Med Club (HOSA)	\$ -	\$ 2,920.78	\$ -	\$ (2,920.78)
Instruction-General Supplies and Materials- Thornberg Donation (Admin)	\$ -	\$ 159.59	\$ -	\$ (159.59)
Instruction-General Supplies and Materials- Thornberg Donation (Davis)	\$ -	\$ 834.69	\$ -	\$ (834.69)
Instruction-General Supplies and Materials- Scholar Council/Govt. HS	\$ -	\$ 580.42	\$ -	\$ (580.42)
Instruction-General Supplies and Materials- HS Dance	\$ -	\$ 9,677.99	\$ -	\$ (9,677.99)
Instruction-General Supplies and Materials	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
Function 1000 - Instruction	\$ 131,013.00	\$ 67,970.64	\$ -	\$ 63,042.36
Fund 23000 - Non-Instructional Support	\$ 131,013.00	\$ 67,970.64	\$ -	\$ 63,042.36
Title I				
Instruction-Other Charges	\$ 500.00	\$ 250.29	\$ -	\$ 249.71
Instruction-Software	\$ 19,185.00	\$ 19,185.00	\$ -	\$ -
Function 1000 - Instruction	\$ 19,685.00	\$ 19,435.29	\$ -	\$ 249.71
Support Services-Students-Salaries Expense - Counselor	\$ 63,136.00	\$ 16,779.81	\$ -	\$ 46,356.19
Support Services-Students-Employee Benefits	\$ 10,154.00	\$ 8,146.05	\$ -	\$ 2,007.95
Support Services-Students-Workers Compensation Premium	\$ 73,290.00	\$ 24,925.86	\$ -	\$ 48,364.14
Fund 24101 - Title I - IASA	\$ 92,975.00	\$ 44,361.15	\$ -	\$ 48,613.85
IDEA-B				
Support Services-Students-Specialists - Contracted	\$ 219,643.00	\$ 56,399.48	\$ -	\$ 163,243.52
Function 2100 - Support Services-Students	\$ 219,643.00	\$ 56,399.48	\$ -	\$ 163,243.52
Fund 24106 - Entitlement IDEA-B	\$ 219,643.00	\$ 56,399.48	\$ -	\$ 163,243.52
Title II				
Instruction-Additional Compensation- Teachers-Grades 1-12	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -
Instruction-Employee Benefits	\$ 2,602.00	\$ 1,940.39	\$ -	\$ 661.61
Instruction-Professional Development	\$ 18,062.00	\$ -	\$ -	\$ 18,062.00
Function 1000 - Instruction	\$ 26,664.00	\$ 7,940.39	\$ -	\$ 18,723.61
Fund 24154 - Title II	\$ 26,664.00	\$ 7,940.39	\$ -	\$ 18,723.61
Title IV				
Support Services-Students-Salaries Expense- Counselor	\$ 6,710.00	\$ 6,710.09	\$ -	\$ (0.09)
Support Services-Students- Employee Benefits	\$ 3,290.00	\$ 3,261.68	\$ -	\$ 28.32
Function 2100 - Support Services-Students	\$ 10,000.00	\$ 9,971.77	\$ -	\$ 28.23
Fund 24189 - Title IV Student Support and Academic Achievement	\$ 10,000.00	\$ 9,971.77	\$ -	\$ 28.23
CRRSA, ESSER II				
Operation & Maintenance of Plant-Other Contracted Services	\$ 31,009.00	\$ 31,008.54	\$ -	\$ 0.46
Function 2600 - Operation & Maintenance of Plant	\$ 31,009.00	\$ 31,008.54	\$ -	\$ 0.46
Fund 24308 - CRRSA, ESSER II	\$ 31,009.00	\$ 31,008.54	\$ -	\$ 0.46
ARP, ESSER III				
Instruction-Salaries Expense- Substitutes	\$ 69,732.00	\$ 49,150.15	\$ -	\$ 20,581.85
Instruction-Employee Benefits	\$ -	\$ 19,894.84	\$ -	\$ (19,894.84)
Function 1000 - Instruction	\$ 69,732.00	\$ 69,044.99	\$ -	\$ 687.01
Support Services-Students-Salaries Expense- Social Worker	\$ 94,320.00	\$ 49,387.73	\$ -	\$ 44,932.27
Support Services-Students-Salaries Expense- Counselor	\$ -	\$ 16,141.56	\$ -	\$ (16,141.56)
Support Services-Students-Employee Benefits	\$ -	\$ 28,197.29	\$ -	\$ (28,197.29)
Function 2100 - Support Services-Students	\$ 94,320.00	\$ 93,726.58	\$ -	\$ 593.42

The ASK Academy
Account Summary Report- Expenditures

Cycle: FY2023; Begin Date: 07/01/2022; End Date: 06/30/2023; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: (([Fund] >= "11000") ; Subtotal By Account Type: No; Include Unposted Transactions: No;

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Operation & Maintenance of Plant-Maintenance & Repair - Buildings And Grounds	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
Operation & Maintenance of Plant-General Supplies and Materials	\$ 40,000.00	\$ 28,729.04	\$ -	\$ 11,270.96
Operation & Maintenance of Plant-"Supply Assets (\$5,000 or Less)"	\$ 4,482.00	\$ -	\$ -	\$ 4,482.00
Function 2600 - Operation & Maintenance of Plant	\$ 56,482.00	\$ 28,729.04	\$ -	\$ 27,752.96
Fund 24330 - ARP, ESSER III	\$ 220,534.00	\$ 191,500.61	\$ -	\$ 29,033.39
<u>Near Peer Tutoring</u>				
Instruction-Salaries Expense- Teachers-Grades 1-12	\$ 5,000.00	\$ 3,237.50	\$ -	\$ 1,762.50
Instruction-Salaries Expense- Peer Tutors	\$ 22,000.00	\$ 23,138.70	\$ -	\$ (1,138.70)
Instruction-Additional Compensation- Teachers-Grades 1-12	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -
Instruction-Employee Benefits	\$ 8,620.00	\$ 5,163.26	\$ -	\$ 3,456.74
Instruction-General Supplies and Materials	\$ 9,000.00	\$ 3,858.28	\$ -	\$ 5,141.72
Function 1000 - Instruction	\$ 50,620.00	\$ 41,397.74	\$ -	\$ 9,222.26
Fund 24333 - Near Peer Tutoring	\$ 50,620.00	\$ 41,397.74	\$ -	\$ 9,222.26
<u>IDEA-ARP</u>				
Support Services-Students-Specialists - Contracted	\$29,307.00	\$16,107.00	\$0.00	\$13,200.00
Support Services-Students-Software	\$0.00	\$13,200.00	\$0.00	\$(13,200.00)
Function 2100 - Support Services-Students	\$ 29,307.00	\$ 29,307.00	\$ -	\$ -
Fund 24346 - Entitlement IDEA-B	\$ 29,307.00	\$ 29,307.00	\$ -	\$ -
<u>IDEA-ARP</u>				
Support Services-Students-General Supplies and Materials	\$2,888.00	\$2,888.00	\$0.00	\$0.00
Function 2100 - Support Services-Students	\$ 2,888.00	\$ 2,888.00	\$ -	\$ -
Fund 24349 - Entitlement IDEA-B	\$ 2,888.00	\$ 2,888.00	\$ -	\$ -
<u>R9 Ed Fellow</u>				
Instruction-Salaries Expense- Student Teachers	\$ 227,500.00	\$ 70,194.07	\$ -	\$ 157,305.93
Instruction-Additional Compensation- Mentors	\$ -	\$ 1,500.00	\$ -	\$ (1,500.00)
Instruction-Additional Compensation- Student Teachers	\$ 14,000.00	\$ 5,000.00	\$ -	\$ 9,000.00
Instruction-Employee Benefits	\$ -	\$ 23,567.59	\$ -	\$ (23,567.59)
Instruction-Other Charges	\$ 1,610.00	\$ -	\$ -	\$ 1,610.00
Function 1000 - Instruction	\$ 243,110.00	\$ 100,261.66	\$ -	\$ 142,848.34
Fund 26107- R9 Ed Fellow	\$ 243,110.00	\$ 100,261.66	\$ -	\$ 142,848.34
<u>GO Bond Student Library Fund</u>				
Support Services-Instruction-Library And Audio-Visual	\$ 4,438.00	\$ -	\$ -	\$ 4,438.00
Function 1000 - Instruction	\$ 4,438.00	\$ -	\$ -	\$ 4,438.00
Fund 27107- GO Bond Student Library Fund	\$ 4,438.00	\$ -	\$ -	\$ 4,438.00
<u>Junior Bill - PLTW</u>				
Instruction-Additional Compensation	\$ 15,250.00	\$ -	\$ -	\$ 15,250.00
Instruction-Employee Benefits	\$ 4,750.00	\$ -	\$ -	\$ 4,750.00
Instruction-Professional Development	\$ 20,000.00	\$ 16,800.00	\$ -	\$ 3,200.00
Instruction-Other Charges	\$ 15,000.00	\$ 10,800.00	\$ -	\$ 4,200.00
Instruction-Other Contract Services	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
Instruction-Other Classroom Materials	\$ 75,000.00	\$ 142,333.25	\$ -	\$ (67,333.25)
Instruction-General Supplies and Materials	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Instruction-Supply Assets	\$ 20,000.00	\$ 16,216.39	\$ -	\$ 3,783.61
Instruction-"Fixed Assets (More Than \$5,000)"	\$ 40,000.00	\$ 53,850.36	\$ -	\$ (13,850.36)
Subtotal of Element: [Function] 1000 - Instruction	\$ 240,000.00	\$ 240,000.00	\$ -	\$ -
Fund 27400 - Junior Bill - PLTW	\$ 240,000.00	\$ 240,000.00	\$ -	\$ -

The ASK Academy
Account Summary Report- Expenditures

Cycle: FY2023; Begin Date: 07/01/2022; End Date: 06/30/2023; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: ((Fund) >= "11000") ; Subtotal By Account Type: No; Include Unposted Transactions: No;

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<u>Pediatric Autism/Special Needs Classroom Equipment</u>				
Capital Outlay-Supply Assets	\$1,612.00	\$0.00	\$0.00	\$1,612.00
Function 4000 - Capital Outlay	\$ 1,612.00	\$ -	\$ -	\$ 1,612.00
Fund 27414 - Pediatric Autism/Special Needs Classroom Equipment	\$ 1,612.00	\$ -	\$ -	\$ 1,612.00
<u>NM Schools COVID-19 Testing Direct Fund</u>				
Support Services-Students-Salaries Expense- Health Assistant	\$ 25,186.00	\$ 20,275.57	\$ -	\$ 4,910.43
Support Services-Students-Employee Benefits	\$ -	\$ 4,910.40	\$ -	\$ (4,910.40)
Function 2100 - Support Services-Students	\$ 25,186.00	\$ 25,185.97	\$ -	\$ 0.03
Fund 28211 - NM Schools COVID-19 Testing Direct Fund	\$ 25,186.00	\$ 25,185.97	\$ -	\$ 0.03
<u>PSCOC</u>				
Capital Outlay-Lease to Purchase	\$ 457,959.00	\$ 457,959.00	\$ -	\$ -
Function 4000 - Capital Outlay	\$ 457,959.00	\$ 457,959.00	\$ -	\$ -
Fund 31200 - Special Capital Outlay-State	\$ 457,959.00	\$ 457,959.00	\$ -	\$ -
<u>Special Capital Outlay</u>				
Capital Outlay-Construction Services	\$ 222,250.00	\$ -	\$ -	\$ 222,250.00
Capital Outlay-Supply Assets	\$ 127,750.00	\$ 7,942.00	\$ -	\$ 119,808.00
Capital Outlay-"Fixed Assets (More Than \$5,000)"	\$ 75,000.00	\$ 2,749.79	\$ -	\$ 72,250.21
Function 4000 - Capital Outlay	\$ 425,000.00	\$ 10,691.79	\$ -	\$ 414,308.21
Fund 31400 - Special Capital Outlay-State	\$ 425,000.00	\$ 10,691.79	\$ -	\$ 414,308.21
<u>Capital Improvements SB-9 Local</u>				
Support Services-General Administration-County Tax Collection Costs	\$ 7,053.00	\$ 1,828.07	\$ -	\$ 5,224.93
Function 2300 - Support Services-General Administration	\$ 7,053.00	\$ 1,828.07	\$ -	\$ 5,224.93
Capital Outlay-Construction Services	\$ -	\$ 1,437.99	\$ -	\$ (1,437.99)
Capital Outlay-Rentals - Lease to Purchase	\$ 158,738.00	\$ 38,846.36	\$ -	\$ 119,891.64
Supply Assets	\$ 73,848.00	\$ -	\$ -	\$ 73,848.00
Capital Outlay-"Fixed Assets (More Than \$5,000)"	\$ 30,000.00	\$ 12,553.74	\$ -	\$ 17,446.26
Function 4000 - Capital Outlay	\$ 262,586.00	\$ 52,838.09	\$ -	\$ 209,747.91
Fund 31701 - Capital Improvements SB-9 LOCAL	\$ 269,639.00	\$ 54,666.16	\$ -	\$ 214,972.84
<u>SB-9 State Match</u>				
Capital Outlay-Construction Services	\$ 8,109.00	\$ 4,351.01	\$ -	\$ 3,757.99
Capital Outlay-Supply Assets	\$ 46,585.00	\$ 44,737.58	\$ -	\$ 1,847.42
Function 4000 - Capital Outlay	\$ 54,694.00	\$ 49,088.59	\$ -	\$ 5,605.41
Fund 31703 - SB-9 State Match	\$ 54,694.00	\$ 49,088.59	\$ -	\$ 5,605.41
	\$ 8,784,073.00	\$ 6,442,379.69	\$ -	\$ 2,341,693.31

**The ASK Academy
Check Register Report**

Bank: [All]; Bank Account: [All]; Begin Date: 06/01/2023; End Date: 06/30/2023; Status: Non-Void;

Bank		Account Number			
Wells Fargo Bank					
Date	Number	Type	Payee/From	Deposit	Withdrawal
6/1/2023		AP Warrant	De Lage Laden Financial Services, Inc.		\$ 1,634.97
6/1/2023	06-001	Cash Receipt	Summer School Payment	\$ 442.36	
6/1/2023	11677	AP Warrant	ACES		\$ 6,734.38
6/1/2023	11678	AP Warrant	ADT Commercial		\$ 104.87
6/1/2023	11679	AP Warrant	AJF ENTERPRISES INC		\$ 1,045.51
6/1/2023	11680	AP Warrant	Brady Industries Inc.		\$ 945.42
6/1/2023	11681	AP Warrant	Carol Donlin		\$ 150.00
6/1/2023	11682	AP Warrant	Cheryl Kemnitz		\$ 426.07
6/1/2023	11683	AP Warrant	Dion's Pizza		\$ 851.00
6/1/2023	11684	AP Warrant	Kelly Hoock		\$ 150.00
6/1/2023	11685	AP Warrant	Otis Elevator Company		\$ 346.34
6/1/2023	11686	AP Warrant	PASCO		\$ 452.99
6/1/2023	11687	AP Warrant	Pioneer ACE Hardware		\$ 22.97
6/1/2023	11688	AP Warrant	Project Lead the Way, Inc.		\$ 2,400.00
6/2/2023		AP Warrant	De Lage Laden Financial Services, Inc.		\$ 1,634.97
6/2/2023		Payroll Liability Check	EFTPS		\$ 25,257.03
6/2/2023	11663	Paycheck	Gajurel, Angel		\$ 144.07
6/2/2023	11664	Paycheck	Herrera, Nathan		\$ 199.48
6/2/2023	11665	Paycheck	Maestas, Lincoln W		\$ 77.57
6/2/2023	11666	Paycheck	Pape, Anastasia M		\$ 55.41
6/2/2023	11689	Payroll Liability Check	Minnesota Child Support Payment Center		\$ 261.50
6/2/2023	11690	AP Warrant	Amazon Card Services		\$ 213.86
6/2/2023	11691	AP Warrant	C&R Enterprises SW, LLC		\$ 4,349.33
6/2/2023	11692	AP Warrant	Campus Specialties - Herff Jones		\$ 3,693.30
6/2/2023	11693	AP Warrant	Waste Management of New Mexico		\$ 481.51
6/5/2023	06-002	Cash Receipt	Title IV - 4/30	\$ 2,161.33	
6/6/2023	06-003	Cash Receipt	Laptop fee, AP Test cancellation fee	\$ 130.00	
6/6/2023	11694	AP Warrant	Amazon Card Services		\$ 1,298.71
6/6/2023	11695	AP Warrant	Charter School Nursing Services		\$ 2,413.60
6/6/2023	11696	AP Warrant	Cheryl Kemnitz		\$ 110.54
6/6/2023	11697	AP Warrant	Crown Awards		\$ 49.60
6/6/2023	11698	AP Warrant	Los Alamos County		\$ 160.00
6/6/2023	11699	AP Warrant	Project Lead the Way, Inc.		\$ 14,819.50
6/6/2023	11700	AP Warrant	Romero Consulting, LLC		\$ 314.63
6/6/2023	11701	AP Warrant	Sparklight		\$ 619.70
6/6/2023	11702	AP Warrant	Unite Private Networks, LLC		\$ 1,537.34
6/7/2023	11703	Payroll Liability Check	Minnesota Child Support Payment Center		\$ 261.50
6/8/2023	06-005	Cash Receipt	Summer School - O'Brien, John	\$ 145.51	
6/9/2023	06-004	Cash Receipt	Laptop Fee	\$ 60.00	
6/9/2023	06-006	Cash Receipt	DOH - 4/30/23	\$ 13,576.30	
6/9/2023	11704	AP Warrant	Cheryl Kemnitz		\$ 74.00
6/9/2023	11705	AP Warrant	Horizons of New Mexico		\$ 82.18
6/9/2023	11706	AP Warrant	LSG & Associates, Inc.		\$ 6,880.25
6/9/2023	11707	AP Warrant	Matthews Fox		\$ 1,399.94
6/9/2023	11708	AP Warrant	NM Gas Co.		\$ 68.58
6/9/2023	11709	AP Warrant	Pioneer ACE Hardware		\$ 89.98
6/9/2023	11710	AP Warrant	Project Lead the Way, Inc.		\$ 625.00
6/9/2023	11711	AP Warrant	SG Consulting Services, LLC		\$ 629.26
6/9/2023	11712	AP Warrant	That Trophy Shop		\$ 491.70
6/9/2023	11713	AP Warrant	The ASK Academy Foundation		\$ 9,928.18
6/9/2023	11714	AP Warrant	West Mesa Lock & Safe		\$ 6.99
6/14/2023		Payroll Liability Check	Wells Fargo		\$ 80,538.92
6/14/2023	06-007	Cash Receipt	SEG - June 2023	\$ 524,839.17	
6/14/2023	11715	AP Warrant	ACE Builders, LLC		\$ 5,789.00
6/14/2023	11716	AP Warrant	Cooperative Educational Services		\$ 824.85
6/14/2023	11717	AP Warrant	Deluxe Design		\$ 195.07
6/14/2023	11718	AP Warrant	Imagine Learning LLC		\$ 19,185.00

**The ASK Academy
Check Register Report**

Bank: [All]; Bank Account: [All]; Begin Date: 06/01/2023; End Date: 06/30/2023; Status: Non-Void;

Bank	Account Number
Wells Fargo Bank	

Date	Number	Type	Payee/From	Deposit	Withdrawal
6/14/2023	11719	AP Warrant	PNM		\$ 2,663.46
6/14/2023	11720	AP Warrant	NM Association of School Business Officials		\$ 1,690.00
6/14/2023	11721	AP Warrant	Patrick Kelly		\$ 136.99
6/15/2023	06-008	Cash Receipt	SB9 - SandCo - May 2023	\$ 62,855.09	
6/16/2023		Payroll Liability Check	EFTPS		\$ 25,714.09
6/16/2023		AP Warrant	The ASK Academy Foundation		\$ 45,200.00
6/16/2023	06-009	Cash Receipt	IDEA-B - 4/30/23	\$ 20,531.43	
6/16/2023	06-010	Cash Receipt	IDEA-B ARP - 4/30/23	\$ 13,200.00	
6/20/2023	06-011	Cash Receipt	Laptop Fee	\$ 30.00	
6/20/2023	11722	AP Warrant	ACES		\$ 6,734.38
6/20/2023	11723	AP Warrant	ADT Commercial		\$ 104.87
6/20/2023	11724	AP Warrant	Amazon Card Services		\$ 161.70
6/20/2023	11725	AP Warrant	Carolina Bio-Medical		\$ 15,992.78
6/20/2023	11726	AP Warrant	City of Rio Rancho Water and Wastewater		\$ 789.44
6/20/2023	11727	AP Warrant	Herff Jones		\$ 952.43
6/20/2023	11728	AP Warrant	Horizons of New Mexico		\$ 77.51
6/20/2023	11729	AP Warrant	Johnson Controls Fire Protection LP		\$ 391.33
6/20/2023	11730	AP Warrant	PASCO		\$ 15,693.26
6/20/2023	11731	AP Warrant	Pioneer ACE Hardware		\$ 17.98
6/20/2023	11732	AP Warrant	Preventive Pest Control		\$ 2,651.90
6/20/2023	11733	AP Warrant	Project Lead the Way, Inc.		\$ 35,395.75
6/20/2023	11734	AP Warrant	Safeguard Business Systems		\$ 188.81
6/20/2023	11735	AP Warrant	Sherwin Williams		\$ 128.69
6/21/2023	06-012	Cash Receipt	Ed Fellow - 5/31/23	\$ 8,268.08	
6/21/2023	06-013	Cash Receipt	ESSER II - 5/7/23	\$ 24,592.44	
6/22/2023	06-014	Cash Receipt	Lease Assistance - 4th Quarter FY23	\$ 114,489.75	
6/23/2023	06-015	Cash Receipt	ESSER III - 5/7/2023	\$ 18,122.07	
6/23/2023	11736	AP Warrant	Renaissance Learning, Inc.		\$ 9,200.89
6/23/2023	11737	AP Warrant	Sandia Office Supply		\$ 2,929.03
6/23/2023	11738	AP Warrant	Southwest Countertops		\$ 11,654.75
6/23/2023	11739	AP Warrant	Stephany Munoz		\$ 6.35
6/26/2023		Payroll Liability Check	Insight Financial Services, Inc.		\$ 840.46
6/26/2023		Payroll Liability Check	NM Department of Taxation and Revenue		\$ 10,214.05
6/26/2023		Payroll Liability Check	NM Department of Taxation and Revenue		\$ 215.00
6/26/2023		Payroll Liability Check	NM Department of Workforce Solutions		\$ 2,173.84
6/26/2023	11740	Payroll Liability Check	Voya ReliaStar		\$ 375.00
6/26/2023	11741	Payroll Liability Check	Aspire Financial Services		\$ 3,150.00
6/26/2023	11742	Payroll Liability Check	Security Benefit		\$ 1,455.00
6/27/2023		Payroll Liability Check	NM Educational Retirement Board		\$ 158,107.69
6/27/2023		Payroll Liability Check	NM Retiree Health Care Authority		\$ 19,559.13
6/28/2023		Payroll Liability Check	EFTPS		\$ 26,239.57
6/28/2023		Payroll Liability Check	NMPSIA		\$ 47,614.42
6/28/2023		Payroll Liability Check	Wells Fargo		\$ 82,582.90
6/28/2023	06-016	Cash Receipt	Title I - 4/30/2023	\$ 5,700.74	
6/29/2023		Payroll Liability Check	EFTPS		\$ 18,947.45
6/29/2023		Payroll Liability Check	EFTPS		\$ 18,947.39
6/29/2023		Payroll Liability Check	Insight Financial Services, Inc.		\$ 480.54
6/29/2023		Payroll Liability Check	NM Department of Taxation and Revenue		\$ 4,868.62
6/29/2023		Payroll Liability Check	NM Department of Workforce Solutions		\$ 272.45
6/29/2023		Payroll Liability Check	NMPSIA		\$ 41,256.14
6/29/2023		Payroll Liability Check	Wells Fargo		\$ 61,946.64
6/29/2023		Payroll Liability Check	Wells Fargo		\$ 61,946.49
6/29/2023	06-017	Cash Receipt	Near Peer - 11/15/22	\$ 2,965.98	
6/29/2023	11743	Payroll Liability Check	Minnesota Child Support Payment Center		\$ 261.50
6/29/2023	11744	Payroll Liability Check	Minnesota Child Support Payment Center		\$ 261.50
6/29/2023	11745	Payroll Liability Check	Voya ReliaStar		\$ 250.00
6/29/2023	11746	Payroll Liability Check	Aspire Financial Services		\$ 2,100.00

The ASK Academy
Outstanding Purchase Orders Report

Accounting Cycle: FY2023; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account Expression: [All]; Include Tax and Shipping: No; Include Closed POs: No; Show Detail: No;

PO Number	Type	Vendor Name	Date Issued	PO Amount	Invoiced Amount	Printed Checks	Remaining Encumbrance	Notes
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Sub Total

\$ - \$ - \$ - \$ -

BANK RECONCILIATION

School: **The ASK Academy**
Bank: **Wells Fargo**
Account Description: **Main Checking Account**
Statement Date: **June 30, 2023**

Beginning balance per bank:	\$	1,473,076.89
Cleared transactions:	\$	(836,892.11)
Deposits and credits:	\$	842,217.40
Other bank adjustments		
Ending balance per bank	\$	<u>1,478,402.18</u>
Plus: Outstanding Deposits		
Plus: Cleared items prior to entry		
Less: Outstanding checks	\$	(329,468.84)
Expected Balance per GL	\$	<u>1,148,933.34</u>

The ASK Academy
Outstanding Checks Report

Accounting Cycle: FY2023; Bank: Wells Fargo Bank - ; Bank Account: Main Bank Acct; Statement Date: 05/31/2023; Include Unposted Transactions: No;

Last Reconciled	Beginning Balance	Statement Date
5/31/2023	\$ (183,634.60)	06/30/2023

Date	Source Document	Item Number	Description	Withdrawal
7/29/2022	APV23-002	10589	Jocelyn Benavides	\$ 44.00
1/13/2023	PR23-14	11259	Myers, Noah D	\$ 10.62
3/30/2023	APV23-079	11494	Accountability and Compliance	\$ 617.34
3/30/2023	APV23-079	11507	World Affairs Delegation	\$ 500.00
6/1/2023	APV23-102	11681	Carol Donlin	\$ 150.00
6/2/2023	PR23-24	11664	Herrera, Nathan	\$ 199.48
6/6/2023	APV23-104	11696	Cheryl Kemnitz	\$ 110.54
6/9/2023	APV23-106	11710	Project Lead the Way, Inc.	\$ 625.00
6/14/2023	APV23-107	11717	Deluxe Design	\$ 195.07
6/20/2023	APV23-110	11727	Herff Jones	\$ 952.43
6/20/2023	APV23-110	11728	Horizons of New Mexico	\$ 77.51
6/23/2023	APV23-111	11736	Renaissance Learning, Inc.	\$ 9,200.89
6/23/2023	APV23-111	11738	Southwest Countertops	\$ 11,654.75
6/26/2023	PVM23-183	11740	Voya ReliaStar	\$ 375.00
6/26/2023	PVM23-184	11741	Aspire Financial Services	\$ 3,150.00
6/26/2023	PVM23-185	11742	Security Benefit	\$ 1,455.00
6/26/2023	PVM23-189		Insight Financial Services, Inc.	\$ 840.46
6/28/2023	PVM23-192		NMPSIA	\$ 47,614.42
6/29/2023	PVM23-193		Wells Fargo	\$ 61,946.64
6/29/2023	PVM23-194		EFTPS	\$ 18,947.45
6/29/2023	PVM23-195	11743	Minnesota Child Support Payment Center	\$ 261.50
6/29/2023	PVM23-196		Wells Fargo	\$ 61,946.49
6/29/2023	PVM23-197		EFTPS	\$ 18,947.39
6/29/2023	PVM23-198	11744	Minnesota Child Support Payment Center	\$ 261.50
6/29/2023	PVM23-199	11745	Voya ReliaStar	\$ 250.00
6/29/2023	PVM23-200	11746	Aspire Financial Services	\$ 2,100.00
6/29/2023	PVM23-201	11747	Security Benefit	\$ 1,080.00
6/29/2023	PVM23-202		Insight Financial Services, Inc.	\$ 480.54
6/29/2023	PVM23-203		NM Department of Taxation and Revenue	\$ 4,868.62
6/29/2023	PVM23-204		NM Department of Workforce Solutions	\$ 272.45
6/29/2023	PVM23-205		NMPSIA	\$ 41,256.14
6/30/2023	APV23-112	11748	Action Security Iron Inc.	\$ 7,099.13
6/30/2023	APV23-112	11749	C&R Enterprises SW, LLC	\$ 4,349.33
6/30/2023	APV23-112	11750	Document Solution Inc	\$ 1,100.59
6/30/2023	APV23-112	11751	Horizons of New Mexico	\$ 8.76
6/30/2023	APV23-112	11752	Michael Chavez	\$ 943.89
6/30/2023	APV23-112	11753	Sandia Office Supply	\$ 16,216.39
6/30/2023	APV23-112	11754	Southwest Countertops	\$ 8,809.52
6/30/2023	APV23-112	11755	University of Tennessee	\$ 550.00

Sub Total	\$ 329,468.84
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ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET FY2024

BUDGETS	YTD Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Budgeted Income	\$ 7,459,265	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605	\$ 621,605
Monthly Budgeted Costs	\$ (7,159,265)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)	\$ (596,605)
Monthly Budget Variance	\$ 300,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Cumulative Budgeted Income		\$ 621,605	\$ 1,243,211	\$ 1,864,816	\$ 2,486,422	\$ 3,108,027	\$ 3,729,633	\$ 4,351,238	\$ 4,972,843	\$ 5,594,449	\$ 6,216,054	\$ 6,837,660	\$ 7,459,265
Cumulative Budgeted Costs		\$ (596,605)	\$ (1,193,211)	\$ (1,789,816)	\$ (2,386,422)	\$ (2,983,027)	\$ (3,579,633)	\$ (4,176,238)	\$ (4,772,843)	\$ (5,369,449)	\$ (5,966,054)	\$ (6,562,660)	\$ (7,159,265)
Cumulative Budget Variance		\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 300,000
ACTUALS													
Monthly Income	\$ 781,078	\$ 781,078											
Cumulative Income		\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078	\$ 781,078
Monthly Costs	\$ (480,718)	\$ (480,718)											
Cumulative Costs		\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)
Monthly Variance	\$ 300,361	\$ 300,361	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Actual Variance		\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361	\$ 300,361
MONTHLY VARIANCES													
Monthly Income Variance	\$ (6,678,187)	\$ 159,472.71	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)	\$ (621,605.42)
Cumulative Income Variance		\$ 159,472.71	\$ (462,132.70)	\$ (1,083,738.12)	\$ (1,705,343.54)	\$ (2,326,948.95)	\$ (2,948,554.37)	\$ (3,570,159.79)	\$ (4,191,765.20)	\$ (4,813,370.62)	\$ (5,434,976.04)	\$ (6,056,581.45)	\$ (6,678,186.87)
Monthly Cost Variance	\$ 6,678,547	\$ 115,887.88	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42	\$ 596,605.42
Cumulative Cost Variance		\$ 115,887.88	\$ 712,493.29	\$ 1,309,098.71	\$ 1,905,704.13	\$ 2,502,309.54	\$ 3,098,914.96	\$ 3,695,520.38	\$ 4,292,125.79	\$ 4,888,731.21	\$ 5,485,336.63	\$ 6,081,942.04	\$ 6,678,547.46
YEAR TO DATE VARIANCES													
Budgeted Income YTD		\$ 621,605	\$ 1,243,211	\$ 1,864,816	\$ 2,486,422	\$ 3,108,027	\$ 3,729,633	\$ 4,351,238	\$ 4,972,843	\$ 5,594,449	\$ 6,216,054	\$ 6,837,660	\$ 7,459,265
Actual Income YTD		\$ 781,078											
% Total YTD Income Received		10%											
% Total YTD Income Variance		26%											
Budgeted Costs YTD		\$ (596,605)	\$ (1,193,211)	\$ (1,789,816)	\$ (2,386,422)	\$ (2,983,027)	\$ (3,579,633)	\$ (4,176,238)	\$ (4,772,843)	\$ (5,369,449)	\$ (5,966,054)	\$ (6,562,660)	\$ (7,159,265)
Actual Cost YTD		\$ (180,357)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)	\$ (480,718)
% Total YTD Costs Incurred		3%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%
% Total YTD Cost Variance		-70%	-60%	-73%	-80%	-84%	-87%	-88%	-90%	-91%	-92%	-93%	-93%
YEAR END PROJECTIONS													
Projected Income Variance		\$ 1,913,672.56	\$ (2,772,796.22)	\$ (4,334,952.48)	\$ (5,116,030.61)	\$ (5,584,677.49)	\$ (5,897,108.74)	\$ (6,120,273.92)	\$ (6,287,647.81)	\$ (6,417,827.49)	\$ (6,521,971.24)	\$ (6,607,179.77)	\$ (6,678,186.87)
Projected Cost Variance		\$ (2,164,283)	\$ (356,247)	\$ (436,366)	\$ (476,426)	\$ (500,462)	\$ (516,486)	\$ (527,931)	\$ (536,516)	\$ (543,192)	\$ (548,534)	\$ (552,904)	\$ (556,546)
Year End Projected Net Variance		\$ (250,611)	\$ (3,129,043)	\$ (4,771,319)	\$ (5,592,457)	\$ (6,085,139)	\$ (6,413,595)	\$ (6,648,205)	\$ (6,824,164)	\$ (6,961,020)	\$ (7,070,505)	\$ (7,160,084)	\$ (7,234,732)

The ASK Academy August 2023 Board Report

Presented by Edward Garcia, CEO

Contact Information: 505-891-0757 EXT 301, egarcia@theaskacademy.org

Celebrations:

- The first day of school was Tuesday, 8/1/23. This is The ASK Academy's 14th year!
- This Fall The ASK Academy will begin year two of our partnership with HP in our Middle School curriculum.

Operations Update:

- The ASK Academy has 1 high school math opening for the 2023-24 school year.

Finance Update:

- FY23 ended with \$1.226 million in operational carryover (\$138K more than originally budgeted, which is one of the BARs in the GC packet).
- We have submitted our Lease Assistance Grant this week with an estimated award of \$497,150.
- We were able to use all of our Junior Bill money last year (\$240K) which went to new classroom furniture PLTW classroom materials, industry grade fume hood and teacher training.
- We are continuing work on the new facility as we acquire revised plans and bids allowing us to forecast different financial scenarios.

- We also have a possible action request: approve expenditure not to exceed \$60,000 + GRT for pre-development services which include site work and environment surveys along with conceptual plans and drawing allowing the RMD to give a project budget.

Academic Update:

- The ASK Academy has begun using the Renaissance Testing platform. This platform allows for short cycle assessments to determine scholar skill levels in math and reading. It gives us immediate data so that we can continue to improve curriculum and meet the needs of all our scholars.
- Middle School iMSSA Testing begins the week of 9/4/23.

Enrollment:

- Currently there is 612 students enrolled for 23-24 school year.

Changes to Parent and Scholar Handbook

2022-2023	2023-2024
Staff Directory	Refer to school website for staff
Governing Council Members	Refer to school website
Code of Conduct and Integrity	Deleted
Dual Credit	<ul style="list-style-type: none"> - Listed current DC institutions - Revised eligibility according to institution - Deleted DC procedures because they vary by institution
Tardies	Deleted proscribed consequences for tardies – these will be handled on a case-by-case basis
Course Grades for Class of 2024 and forward	Deleted the explanation of weighting. This did not happen because of the pandemic and cumulative GPAs should not change at this point.
Fees for Electronic Devices	Updated as per IT
Uniform	Added clarification regarding footwear in accordance with hospital and/or engineering shop standards
Discipline Matrix in Appendix	Expanded with definitions and actions taken by whom at each step.



Scholar and Parent Handbook
2023-2024

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The ASK Academy Scholar and Parent Handbook 2023-2024

General Information

Welcome to The ASK Academy!

The ASK Academy is dedicated to developing the three ASK pillars – Attitude, Skills and Knowledge. ASK wants to create an innovative learning culture for scholars in grades 6-12 that will engage a culturally diverse population of learners into the learning process.

This ASK Academy Scholar and Parent Handbook is provided to enable all ASK scholars and parents to understand the general rules, guidelines, and expectations for The ASK Academy. Please read this handbook and familiarize yourselves with its contents to help us all have a wonderful academic year and to avoid any problematic issues.

The material contained in this handbook provides a *summary* of the operations, policies and procedures for The ASK Academy. In case of conflict between policy and the information in the Scholar and Parent Handbook, the policy most recently adopted by the Governing Council will prevail.

This handbook applies:

- During regular academic hours and/or on Academy property; and
- At times and places where appropriate Academy administrators and staff have jurisdiction including, but not limited to Academy-sponsored events, during transportation of scholars' field trips, and other Academy-related activities.

The ASK Academy Mission

The ASK Academy emphasizes science, technology, engineering, and mathematics (STEM) curricula to create a learning culture through: project-based learning experiences, high academic standards, 21st century technology, research programs, relationship building and a partnership program engaging scholars in the learning process. The ASK Academy will provide multiple opportunities for scholars to demonstrate attitudes, skills and knowledge of the core standards through independent learning experiences.”

The ASK Academy Vision

Building relationships to create self-directed learners.

If you will notice, our vision statement says nothing about Science, Technology, Engineering or Mathematics (STEM), even though The ASK Academy is a STEM pipeline for New Mexico high school scholars. This is because our experience in education taught us the most important ingredient to developing a healthy learning environment is relationships. No one will care what you know, until they know that you care. Building real, meaningful relationships with scholars, managers, Board of Directors, parents, and STEM partners is the most important step toward The ASK Academy making its mission meaningful.

Contact Information

Website: www.theaskacademy.org

Address:

4550 Sundt Rd NE, Rio Rancho, NM, 87124

Phone Number (505) 891-0757

Fax Number (505) 891-2115

Staff Directory

Please refer to the Academy website at: theaskacademy.org for staff contact information.

Governing Council

The ASK Academy Governing Council makes policy decisions concerning the Academy and interviews and hires the Head Administrator. The members of the Governing Council operate according to its bylaws. The council members are volunteers who oversee the operation of the Academy and ensure that The ASK Academy charter's goals and mission are carried out. Regular meetings are held on the second Thursday of every month at 6:30pm (unless otherwise indicated) and often, other meetings are convened to discuss Academy business. Notices of The ASK Academy Governing Council meetings will be posted on the website at the Academy and/or advertised in the Rio Rancho Observer.

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

Please refer to the Academy website at: theaskacademy.org for Governing Council contact information.

Calendar and Hours

Please see the calendar in the back of this handbook. The calendar indicates academic days, professional development dates, SLATE conference dates, end of terms and other important dates.

Academy Hours:

Scholars are to arrive no later than 8:00am Monday - Thursday. *There is no class on Friday, but scholars may come for intervention, project work, or tutoring from 8:00am-10:00am.* The opening of the academic day is very important and we expect all scholars to be on time. Scholars entering after 8:10am must report to the office for admittance into class.

Monday – Thursday Friday

Office Hours 7:30am – 4:30pm Office Hours 8:00am – 12:00pm

Class Time 8:00am – 4:00pm Tutoring/Intervention 8:00am – 10:00am Professional Development 10:00am-12:00pm All day Friday PD as noted on calendar

Authority of The ASK Academy

The ASK Academy has both the authority and the responsibility to ensure that suitable rules of scholar conduct and appropriate disciplinary processes are established for The ASK Academy. With certain limits, The ASK Academy's Governing Council has the discretion to develop such rules, policies and procedures as it deems appropriate.

All scholars are under the authority and direction of the Academy Administration, or designee, and the immediate control and direction of the project manager or another member of the instructional staff to whom such responsibility may be assigned by the Administration:

- while they are being transported to or from the Academy at public expense
- when they are attending the Academy
- when they are engaged in an Academy-sponsored activity on or away from the Academy premises
- during a reasonable time before and after a scholar is on the premises for attendance at the Academy or for authorized participation in an Academy-sponsored activity ("reasonable time" shall mean fifteen (15) minutes before the academic day or Academy-sponsored activity is scheduled or actually begins or ends, whichever period is longer.)

General Statement of Citizenship

Being a member of the Academy is like being a part of a family or a nation. In order for everyone to get along and to have freedom, all must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand; the most important rights and responsibilities you have while at The ASK Academy are as follows:

- Have Respect - At the Academy everyone works to make sure that everyone is safe and well and that their day will be pleasant. Everyone must do their part by:
 - Following directions
 - Respecting others' personal space
 - Respecting other people's and our Academy's property
 - Exhibiting respectful behavior and language
 - Respecting others' identity
 - Practicing safety at all times
 - Using Academy equipment and materials appropriately
 - Staying on Academy grounds in assigned areas
 - Putting forth your best effort
 - Being thoughtful and attentive when listening
- Free Speech – All scholars have the right to express themselves as long as it is not offensive and does not hurt or negatively impact others, or disrupt the learning environment. When pledging the flag, scholars should stand with everyone else unless their parents say they should not because of religious beliefs. If there is an Academy program, party, or play which parents will not allow a scholar to attend because of religious beliefs, let the project manager know in advance.
- Know the Rules –The Academy has rules for all scholars, which all scholars must know and follow. If a scholar breaks a rule, he/she will be treated fairly. Scholars will be allowed to tell their side of the story to the project manager or someone in the office. Discipline may include talking with the scholar, talking with the scholar's parents or guardians, or having the scholar stay after the academic day or more severe consequences depending on the behavior.
- Get Together – During their free time, scholars may get together on Academy grounds or buildings if permission has been given and if it will not disturb others.
- Learn in the Academy – The Academy will help scholars grow into productive and successful adults. To do this, scholars must take part in all of their courses and other activities to the best of their ability. All Academy staff are there to help scholars do their best. If you have any questions or problems, ask for help. Scholars who bother others and make it hard for others to learn may be removed from the learning space to receive behavioral intervention and support. People Who Are Different - Everyone is different in his or her own way. We should treat all people fairly, as we would like to be treated. If a person is verbally, physically, or via social media, attacked/bullied for who they are, what they believe, their appearance, or other reasons, the attacker may face serious discipline consequences.
- Come to the Academy – Only when healthy, scholars must attend the Academy each day and be on time. When scholars are sick or have a family emergency, they should remain at home. When they return to the Academy, they should have a note from a parent or guardian, explaining why they were absent and to ask all project managers about missed assignments. Scholars are responsible for contacting their Project Managers to get assignments when they miss class.

Admission, Enrollment and Attendance

Admission

The ASK Academy does not discriminate against any scholar based on race, gender, gender identity, religious affiliation, national origin, ethnicity, physical or mental disability, sexual orientation, or on any other legally-protected basis. The Academy is nonsectarian in its programs, admission policies, and employment practices.

The Lottery Process

The ASK Academy fills available seats through a lottery process. The exceptions to this policy are scholars continuing in attendance from year to year who do not need to re-apply, eligible siblings of existing ASK scholars, eligible scholars of those employed by the academy, and eligible scholars of active military families who will be offered admission for the upcoming school year, if seats are available, prior to the lottery draw, or placed on the waiting list ahead of other applicants drawn in the lottery. Details are also available on our website.

The process begins at 12:01AM on February 1st of each year. Potential scholars must first submit their names and other information through the online scholar application. The filling of available seats in each grade level is done by the end of the second week in March, using all scholar names submitted online by 11:59PM on the last day of February. Selection is done through a public, random, drawing process. Scholars chosen to fill the available seats will then be sent an email invitation with instructions and with the registration packet attached. They will have five working days to fill out this registration packet and return it to the Academy in order to keep their place.

After all available seats are filled during the public random drawing by the end of the second week in March, all scholars' names remaining on the original lottery list will continue to be randomly drawn for placement on a waiting list for each grade level, and they will be sent an email letting them know where they are on that waiting list. Their place on the waiting list could be impacted by new scholars who also have eligible siblings, scholars of employees of the Academy, and scholars who are members of active military families. When future seats become available, next scholar on the waiting list will receive an email invitation to register.

Scholars who apply after the end of February will be placed at the end of that grade-level's waiting list based on the timestamp of their online application. If there are seats available in the grade-level they applied for and there is no current waiting list for that grade-level, they will be invited to register.

Registration

Registration is completed or updated each year to ensure that all information is current on each scholar. All the following information is to be completed as part of the enrollment process. Failure to provide the required information may delay or result in a scholar not being officially enrolled at The ASK Academy, jeopardizing his/her place where space is limited. Consequently, at the time of enrollment please provide the following completed forms:

- Registration forms
- Copy of birth certificate
- Immunization records
- Emergency information forms
- Health/medical consent forms
- Custody orders (if applicable)

Please note that according to state law, all scholars must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before attending the Academy. Proof of an exemption must be provided in lieu of immunizations records each year to be allowed to enroll.

After completing the registration process, scholars will be asked to provide additional academic work and references to

assist us in placement, and to ensure that we meet scholar academic needs. None of this information will inhibit their acceptance or standing in the Academy.

Change of Contact Information

It is most important that parents notify the Academy immediately of any change in their contact information including their physical address, mailing address, telephone numbers and email addresses. Unlisted numbers will be held in confidence, when requested.

Parent Custody

When parents are separated or divorced, it is required that the Academy have a signed and certified court order on file defining custody and visitation rights. When parents share custody, i.e., have “joint custody,” each parent has the right to access and to receive copies of Academy records and information, to attend conferences, and to be informed about the scholar’s welfare, educational progress, and status.

The custodial parent(s) are responsible for:

- providing a copy of the signed and certified court order to the Academy;
- and providing the Academy with any revisions/updates to the court order that affect custody, visitation, or scholar record-access rights.

The Academy must:

- maintain a copy of the relevant sections of the court order;
- inform appropriate Academy personnel of the provisions or restrictions in the court order; and
- abide by the provisions and/or restrictions ordered, and the non-custodial parent’s requests that are consistent with the order.

The Academy is not required to hold separate conferences for each parent. Please be sure that the Academy has appropriate contact information for both parents to ensure consistent communications. Unless prohibited by a certified court order, and upon request, the Academy will:

- send duplicate correspondence to the non-custodial parent or both custodial parents;
- arrange for review of Academy records by the non-custodial parents;
- keep non-custodial parents apprised of major Academy events.

Enrollment

Course Enrollment

If possible, The ASK Academy requires all scholars be enrolled in at least one course in each of the four core areas every semester of enrollment. Core areas include English, math, science and social studies.

The ASK Academy also requires that all scholars be enrolled in at least one ASK Academy course within their career pathway (Biomedical Sciences or Engineering and Design) every semester of enrollment to fulfill the mission of the Academy.

The ASK Academy requires more of its scholars than surrounding districts. In addition to the above requirements, we require 28 credits (credit only granted for a score of 70% or better). Successful completion at a higher level of rigor better prepares the scholars for post-secondary success.

The ASK Academy requires that all scholars be enrolled in at least four (4) classes each semester to maintain their status as an ASK scholar.

Given the increased academic requirements of The ASK Academy, it is crucial that parents and scholars communicate regularly regarding academic performance.

Course Withdrawal

With the proper documentation and discussion, a scholar may withdraw from a course without penalty up to one week after SLATE conference week. However, scholars cannot enroll in another course for credit after Quarter 1 or Quarter 3 has ended. The scholar will be placed in early dismissal, late arrival, or study hall for NO CREDIT. Scholars entering ASK after the school year has begun will be required to provide a current grade from their previous school indicating progress.

Course Withdrawal Procedures

If a scholar drops a course after the drop date, they will receive a WNC (Withdrawal with No Credit) on their transcript for the course. A WNC will negatively affect the GPA but may be replaced if the scholar successfully repeats the same/equivalent course at a later date.

Scholars may be dropped from a course because of a mathematical inability to pass the course.

Distance Learning

The ASK Academy strives to provide a high-quality education for all scholars, and uses and develops 21st century teaching and learning skills. The Administration or the Administration's designee is authorized to establish Distance Learning as per 6.30.8NMAC, a process used to provide instruction for credit when the scholar and primary instructor are not necessarily physically present at the same time and/or place. ASK will assure that scholars enrolled in a distance learning program have the necessary technology at the Academy for all classes or activities.

Credit Recovery Through Edgenuity

ASK currently uses *Edgenuity* an online distance learning program, for courses that need to be recovered. Any courses that are being taken for credit recovery will be taken during Friday school (8:00-12:00). Edgenuity coursework will not be completed during regular Academy hours. There are other distance learning options available, as long as the program you choose is accredited and approved by the ASK Academic Dean or High School Principal as an accredited, credit awarding institution. *Distance Learning options vary in cost, and, since they are for credit not earned in the initial class, will be charged to the family.*

Dual Credit

The ASK Academy offers Dual Credit enrollment program that allows eligible scholars to enroll in college- level courses prior to graduation and receive high school and college credit simultaneously as per 6.30.7 NMAC.

The state of New Mexico requires high school scholars to complete a Dual Credit course or online course or Advanced Placement course as a graduation requirement. (6.30.7 NMAC) The ASK Academy Dual Credit program allows scholars a structured opportunity to take college level classes from selected postsecondary partners, while simultaneously enrolled at least 50% of the time as a high school student.

Dual Enrollment (also known as "Dual Credit") refers to a program that allows scholars who have met eligibility requirements to enroll in college-level courses offered by partnering postsecondary institution(s). Dual Credit introduces high school scholars to college level coursework, as well as Career Technical courses not available via ASK's curriculum.

The ASK Academy has dual credit partnerships with the following institutions:

- Central New Mexico Community College
- University of New Mexico (main campus)
- New Mexico State University (Alamogordo)

Generally, the postsecondary partner will provide a final grade report upon completion of the class. However, if it does not, it is the scholar's responsibility to order official transcripts from the postsecondary partner. The ASK Academy will not reimburse for materials or record credit earned from the postsecondary partner upon receipt of an official grade or transcript.

General Eligibility for Dual Credit Classes

- Scholars must have completed the 9th grade (CNM) or a minimum of 16 years old (UNM and NMSU)
- Meet the specific dual credit partners' admission requirements in regards to testing
- Enroll at the postsecondary partner as Dual Enrollment student
- Scholars must have reliable transportation
- Scholars must have a minimum 2.5 GPA and not have an NC at ASK the prior semester
- Scholars cannot repeat a Dual Credit class

Courses may not be remedial, developmental, or PE, and must be on the State's list of approved DE courses, to simultaneously earn credit toward high school graduation and college credit.

Within this program, the postsecondary institution will waive tuition and general fees, The ASK Academy will fund required text books. The scholar is responsible for related instructional materials and course- specific fees (e.g. lab, computer).

Scholars interested in taking Dual Credit courses should consult with the Academic Dean regarding enrollment procedures and eligibility.

Attendance

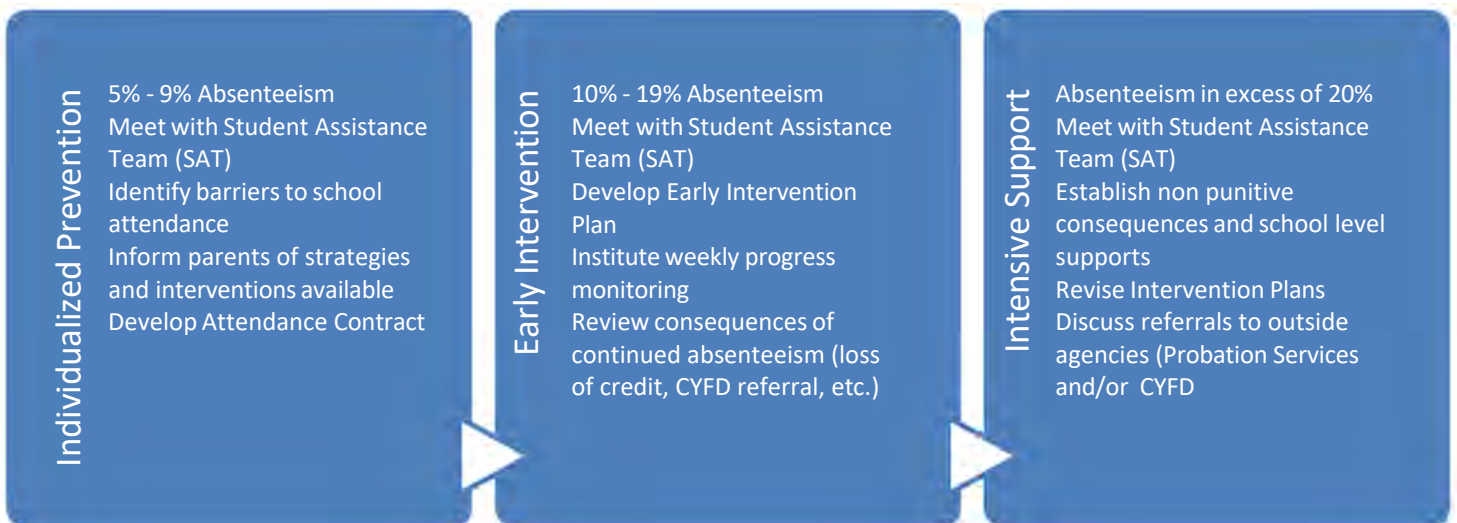
ASK Academy scholars are expected to arrive on time (8:00AM) and be adequately prepared for their day. Scholars arriving after 8:10AM must sign-in at the office. Scholars arriving after 8:30AM must sign- in at the office and will be considered absent from that class. While regular attendance is required, SICK SCHOLARS SHOULD REMAIN AT HOME.

Please contact The ASK Academy on the website at: <https://www.theaskacademy.org> and click the Attendance link on the home page or call [505-891-0757](tel:505-891-0757) to notify us of your scholar's absence.

New Mexico Attendance for Success Policy

The ASK Academy is committed (and legally obligated) to enforce the New Mexico Attendance for Success Act. Attendance letters are automatically sent out after three, five, and ten absences. See Appendix p. 55-64 for the Academy's Attendance Policy and procedures.

The Academy's attendance requirements are consistent with a scholar's obligation to attend and a parent/guardian's obligation to ensure that their scholar attends school. The ASK Academy expects that every parent will consider regular and timely attendance to be imperative to their scholar's educational success. Consistent with the Attendance for Success Act, ASK will implement a three-tiered system of interventions for absenteeism.



A scholar may be excused for parent- or doctor-authorized medical reasons. ASK will require a written verification from the scholar's licensed health care provider if a scholar is absent for three (3) or more consecutive school days due to the scholar's health. Subsequent consecutive absences will be counted as unexcused until such documentation is provided. ASK will also require a written verification from the scholar's licensed health care provider if a scholar is absent a total of ten (10) or more days during the academic year due to the scholar's health.

Makeup Assignments

Assignments missed due to absences must be made up by the scholar. The scholar is responsible for obtaining his/her assignments from his/her project manager(s) and completing them within the time frame determined by the project manager(s).

Tardies

The project manager reserves the right to determine whether a scholar is tardy. If a scholar misses the daily start time of 8:00 AM by more than 10 minutes, they will need to sign-in at the front office and obtain a pass to class. If a scholar is late by more than thirty (30) minutes, they will be counted absent.

Leaving the Academy Before Day's End

Scholars are not permitted to leave the Academy grounds before regular dismissal without a parent/guardian or an adult listed on the Permission to Pick-up form checking them out, in person, through the front office. Parents/Guardians or adults listed on the Permission to Pick-up form are to come directly to the office, sign their scholar out, and the scholar will be called from the classroom. Unless authorized by administrative staff, parents should wait for their scholar in the front office. No one may check a scholar out of the Academy unless they are listed on the Permission to Pick-up form or you have notified us, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after 4:15pm or on Fridays.

If scholars drive themselves to school and must leave for an appointment, parents must report on The ASK Academy website at: <https://www.theaskacademy.org> and click the Attendance link on the home page or call 505-891-0757 to notify us at least 2 hours prior to the appointment for permission to release the scholar.

Excused Absences for Pregnant/Parenting Scholars

Scholars will be permitted 10 (ten) days of excused absences upon documentation of the birth of that scholar's child. Documentation, in the case of the mother, can be a note from her medical provider; for the mother or father, a copy of the child's birth certificate. Scholars missing school due to the birth of a child shall have the same number of days that he/she was absent for the birth to make up the class assignments missed. The time for make-up work will begin on the first day the scholar returns to class following the excused absence.

Pregnant scholars may take up to four (4) days off for pregnancy related health care for herself if she provides a health care provider note. Scholars missing work related to pregnancy shall have the same number of days that she was absent to make up the work missed. The time for make-up work will begin on the first day the scholar returns to class following the excused absence.

Parenting scholars (father or mother) may take up to four (4) days to care for a child under the age of 13 needing care. Documentation of parent status may be requested by school administration. A scholar missing school for care related to his/her child shall have the same number of days that he/she was absent to make up the class work missed. The time for make-up work will begin on the first day the scholar returns to class following the excused absence.

Excused Absences for Scholars Experiencing Homelessness

The ASK Academy will evaluate the attendance of homeless youth on a case-by-case basis and develop an appropriate plan given individual circumstances related to shelter and transportation.

Excused Absences for Religious Instruction

A scholar may, subject to the prior approval of the Administration, be absent from school to participate in religious instruction for not more than one (1) class period per school day, with the written consent of the scholar's parent/guardian, at a time that is not in conflict with the academic program of the Academy. ASK Academy shall provide a reasonable time for the scholar to make up school work missed during the absence. ASK Academy does not assume responsibility for the religious instruction for any scholar, nor does it permit religious instruction to be conducted on school property.

Excused Absences for Tribal Instruction

A scholar, with the written consent of his/her parent/guardian and subject to the approval of the Administration, may be absent from school to participate in tribal obligations. ASK Academy shall provide a reasonable time for the scholar to make up the school work missed during the absence.

Interscholastic Extracurricular Activities

A student shall not be absent for interscholastic extracurricular activities (as defined by the Act) in excess of fifteen (15) days per semester, and no class shall be missed in excess of fifteen (15) times per semester for Interscholastic Extracurricular Activities.

18-Year-Old Scholars

Scholars who have achieved the age of majority (18) must fill out the transfer of rights form with their parents/guardians to determine which rights they wish to assume and which rights they wish to share with their parents/guardians. With written parent acknowledgement, these scholars may also sign themselves in and out of the Academy, but only for documented reasons.

Drop-Off and Pick-Up

Please see the drop-off and pick-up map in appendices at the end of this booklet.

Gate Hours

The entrance gate will be open in the morning from 7:30 to 8:15AM, and in the afternoon from 3:30 until 6:15PM. Scholars and parents needing access to the campus outside of these hours will need to be buzzed in.

Drop-Off – 7:30AM – 8:00AM

You can drop your scholars off beginning at 7:30AM by entering The ASK Academy parking lot via the West gate, proceeding to the drop off zone in front of the Academy and proceeding out through the East gate. Scholars arriving after 8:10AM must sign in at the front office. Please note that the reception desk is not staffed until 7:30AM. If you have an early morning meeting, please make arrangements with the Project Manager to let you in.

Early Pick-Up: Before 3:30PM

Due to traffic concerns, scholars who need to be picked-up early must be signed-out before 3:30PM. Scholars will not be released from classes after 3:30PM.

Pick-Up – 4:00PM – 4:30PM

You can pick your scholars up beginning at 4:00PM by entering The ASK Academy parking lot via the West gate, proceeding to the pick-up zone in front of the Academy and proceeding out through the East gate. Please do not arrive excessively early.

Unless the scholar is here for a sponsored activity, parents must pick up before 4:30.

Extended Care

Extended care will not be provided by The ASK Academy. If an emergency occurs and you are unable to pick up your scholar by 4:30PM, please contact our office as soon as possible to let us know so supervision can be arranged. Abuse of this policy

will not be tolerated; please be considerate of staff. Proper authorities (RRDPS and/or CYFD) may be contacted after repeated instances of failing to timely pickup scholars from the Academy, or if parents/guardians do not pick up their scholar/scholars until after office hours.

Friday Support: Drop-Off 7:45AM Pick-Up 10:00AM

Fridays are designed for academic support and other course, or project related learning. Scholars are expected to sign-up for appointments with their Project Managers and then report to that learning space. They are expected to remain in the indicated learning spaces until 10:00 AM. If they finish early, they are to call their parents to be picked up.

Scholars are not to leave campus on Fridays until they have been picked up by a parent or guardian. If a scholar leaves campus without permission, they will be given a referral for leaving campus and assigned consequences according to the Discipline Matrix.

Inclement Weather Days

Notice - The ASK Academy will usually follow the Rio Rancho Public Schools' decision to delay or cancel Academy attendance on days where weather prevents the Academy from beginning on time or where an early release is ordered. Parents should check The ASK Academy web page for status and should stay tuned to the available news media on days of inclement weather. The ASK Academy will notify parents by phone if school hours are delayed or cancelled. If weather conditions worsen during the day and the Academy decides to close early, The ASK Academy will notify parents by phone or other means of communication to come pick up their scholar(s).

Abbreviated / Delayed Schedule -- School-Wide

The ASK Academy will follow the abbreviated Delayed Schedule on days in which scholars are asked to come in late due to inclement weather or testing. See the appendix for the Delayed Schedule.

Early Dismissal – School-Wide

The following emergency procedures will be followed at The ASK Academy in the event of early dismissal due to inclement weather or another unforeseen event which necessitates closing the Academy early:
Parents will be notified by phone and through the local media.

We will keep scholars at a safe place at the Academy until parents or their listed designee arrives for them, i.e., adults listed on the Permission to Pick-Up form.

If the parent cannot be reached, the designee will be contacted at the telephone number listed.

If we are unable to contact anyone listed on the Permission to Pick-Up form, we will refer to the emergency contact information listed on the Emergency Medical Authorization Form

Academy staff will request identification of any person they do not recognize as the parent or designee before releasing the scholar.

It is important to realize that under some emergency situations, it may not be possible to notify everyone by telephone, but we will do our very best with your cooperation. Your assistance is necessary in order to have a safe and orderly dismissal.

General Academy Information

Grading

Please check grades in PowerSchool on a regular basis to ensure that you are not lagging behind on assignment completion and overall class grades. If you notice your scholar is having difficulty, please contact the Project Manager.

Course Grades

The following scales will serve as a guide for the distribution of grades earned at ASK:

<u>Grading Scale</u>		<u>Unweighted GPA</u>	<u>Weighted GPA</u>	<u>*Honors GPA</u>	<u>**AP/DE GPA</u>
96% - 100%	=	4.5	4.5	5.0	5.5
A+					
90% - 95%	=	A4.0	4.0	4.5	5.0
80% - 89%	=	B3.0	3.0	3.5	4.0
70% - 79%	=	C2.0	2.0	2.5	3.0
Below 70%	=	0.0	0.0	0.0	0.0
NC					

* Honors courses add an extra .5 GPA to the Weighted GPA

** AP (Advanced Placement) and DE (Dual Enrollment) Courses add an extra 1.0 to the Weighted GPA

Semester Grade Calculations

Semester 1 Semester 2

Quarter 1 = 40% of Semester 1 Quarter 3 = 40% of Semester 2

Quarter 2 = 40% of Semester 1 Quarter 4 = 40% of Semester 2

Exam 1 = 20% of Semester 1 Exam 2 = 20% of Semester 2

Total = 100% of Semester 1 Total = 100% of Semester 2

Grade Adjustment

The Academy requires that project managers follow the procedures established by the Academy subject grade procedures, as well as NMPED regulations governing grade adjustment. A change to a grade can only be made through the procedures indicated below.

Procedure to Change a Course Test or Assignment Grade Not Yet in the scholar's permanent record

The first step is to contact the project manager and discuss the grade and concerns. If the project manager does not agree with the proposed grade adjustment, the parent/ guardian or scholar may submit a request in writing to the Administration using a "Missing or Incomplete Grade Form". The final decision will be made by the Administration no further appeal will be allowed.

A score of zero will be entered for any missed finals. The scholar will have 30 days from the start of the following semester to take the final exam. Managers will then follow the grade change protocol to update the grade. If the scholar does not take the final within the 30-day window, the score of zero will become permanent.

Procedures to Change a Course Grade that *is on a scholar's permanent record*.

A course grade that has been entered on a scholar's report card, in the cumulative record, or on a transcript *is considered a scholar record* under FERPA by the Academy.

A project manager who discovers a grade that was incorrect due to mechanical or clerical errors (this may include an arithmetic error, transcribing error, or posting error) may request a grade change by submitting a "Grade Change Request Form" to the Administration for approval.

If the parent/guardian or scholar believes a scholar record grade is inaccurate, misleading, or in violation of the scholar's rights, or can show proof that the project manager failed to reasonably follow the guidelines in the Academy subject grade

procedures, the grade may be considered for change.

The first step for the parent or scholar is to submit a "Missing or Incomplete Grade Form" to the Administration. The Administration will begin the disposition in accordance with the hearing procedures established.

Procedures to Seek to Correct Education Records can be found in its entirety in the Policy Manual in the main office of The ASK Academy.

Graduation Requirements

Diploma of Excellence – 28 Total Credits – As follows:

English (4 credits)

- 1 cr. English 9
- 1 cr. English 10
- 1 cr. English 11
- 1 cr. English 12

Mathematics (4 credits)

- 1 cr. Algebra 1
- 2 cr. Algebra 2
- 1 cr. Other Math

Science (4 credits)

- 2 cr. Lab Sciences
- 2 cr. Elective Sciences

Social Studies (3.5 credits)

- .5 cr. NM History
- 1 cr. World History 1 cr. US History
- .5 cr. Government
- .5 cr. Economics

Other (7.5 credits)

- 1 cr. Physical Education
- .5 cr. Health
- 2 cr. World Language
- 4 cr. Biomedical or Engineering Courses

Elective Credits (5 credits)

Any of the above courses taken beyond the graduation requirement may count as an elective

(Within the above requirements, 1.0 credit must be earned through Honors / Advanced Placement / Dual Enrollment or Distance Learning.)

In addition to earning the above credits, scholars must also pass any state required examinations (e.g., SAT, EOC, etc.) to demonstrate competency.

The ASK Academy Diploma of Excellence Bilingualism and Biliteracy Seal Policy

The ASK Academy is committed to graduating future professionals and enabling scholars to be competitive in college admissions and the workforce. As such, The ASK Academy is committed to helping scholars attain fluency in a language other than English, which will set them apart from their peers.

The ASK Academy will offer the New Mexico Public Education Department Diploma of Excellence Bilingualism and Biliteracy Seal, as well as a distinction on their official transcripts, to all scholars who demonstrate proficiency in a language other than English, according to New Mexico state statute/applicable regulations.

There are four ways to earn this distinction:

Option 1- Tribal Languages

A scholar must receive a written certification from the tribal office certifying proficiency in that language.

Option 2- Units of Credit and Proficiency Assessment

A scholar must earn four credits in a world language with a "C" or better and pass a proficiency exam in that same language.

Option 3- Units of Credit and Alternative Process Portfolio

A scholar must earn four credits in a world language with a "C" or better, submit a portfolio, and pass the portfolio presentation in the same language.

Option 4- Proficiency Assessment and Alternative Process Portfolio

A scholar must pass a proficiency exam, submit a portfolio, and pass the portfolio presentation in the same language.
Requirements:

For units of credit: The ASK Academy will honor any world language credit (from an accredited university or other accredited program) that is transferable for credit to The ASK Academy, in addition to credit earned in world language classes taught at The ASK Academy.

For the proficiency exam: The ASK Academy will accept an AP (Advanced Placement) score of a three (3) or higher on a world language test, or a CLEP world language test score of fifty (50) or higher.

For the portfolio: A scholar must obtain approval of the Bilingual Coordinator, to create a language portfolio demonstrating proficiency in the world language. Portfolios must include evidence of proficiency in both receptive and expressive language. The scholar must then present to a committee of reviewers to be selected by the school Bilingual Coordinator, and receiving passing marks.

Scholar Progress Reports, Report Cards, and Ongoing Class Standing

It is essential that each scholar's academic progress be monitored by their parents/guardians. Parents are provided a PowerSchool account and access code so that they can monitor their scholar's academic progress. Please utilize this resource on a regular basis.

The ASK Academy will report progress to the scholars and to their parents/guardians as appropriate. These reports will provide a basis of understanding among project managers, parents, and scholars for the benefit of the individual scholars. The ASK Academy will develop progress report forms or report cards in accordance with this policy. Parents will be emailed mid-way through each quarter (approximately four and a half weeks into the quarter) and asked to check their scholar's grades. This progress report is meant to convey an idea of where the scholar's grades are headed for the current quarter.

Report Cards will be distributed every quarter (approximately every nine weeks). Report cards include an explanation of the system of marks used. Report cards are presented at SLATE conferences which are held after Quarter 1 and Quarter 3 are complete. Before report cards are distributed each quarter, the project managers should explain the marking system to the scholars.

Additional reports will be made when necessary.

Parents will be informed regularly, and at least four (4) times a year, as to the progress their scholars are making in school. PowerSchool: Parents and scholars may access progress through the PowerSchool program at any time. If you are having trouble accessing PowerSchool please contact the Registrar. PowerSchool is the most efficient way to monitor progress

because quarterly grades adjust as Project Managers enter assignment grades. The assignments in PowerSchool are the basis for the end of quarter, final examination, and end of semester grades. Parental involvement and monitoring of progress is the single best way to ensure that scholars are meeting their educational benchmarks.

While we will do our best to alert and/or confer with parents as soon as possible when a scholar's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration, your vigilance will ensure that grades do not slip beyond recovery.

Insofar as possible, distinctions will be made between a scholar's attitude and academic performance. At comparable levels, the Academy will strive for consistency in grading and reporting except as inappropriate for certain courses or certain scholars.

When grades are given, Academy staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to scholar achievement.

When no grades are given but evaluation is made informally in terms of the scholar's own progress, such evaluation will be a realistic appraisal of the skills developed by the scholar.

The ASK Academy Scholar Excellence Awards

The ASK Academy values high expectations and achievement and will recognize those scholars who exceed our expectations. While quarterly grades will be reflected on progress reports, semester grades will carry these additional formal acknowledgements. Scholars who earn these designations will be given certificates at the end of each semester.

Middle School: Administration's Honor Roll: All A's at the end of the semester

Honor Roll: A's and B's with no C's or lower at the end of the semester

High School: Administration's Honor Roll: GPA of 4.0 or higher (No NC's) High Honor Roll: GPA between 3.5-3.9 (No NC's)

Honor Roll: GPA of 3.0-3.49 (No NC's)

Credit Recovery

Scholars are eligible for Credit Recovery courses via Edgenuity if they receive an NC in any course required for graduation. Scholars are expected to complete the course within the required timeframe (approximately 16 weeks). If scholars do not complete the course within the agreed upon timeframe, an NC will be recorded on the transcript for that semester. Each Edgenuity course bears .5 credit. Scholars using Edgenuity will pay a fee, and must attend Friday school to complete the work.

As scholars applying for credit recovery courses are already behind in credits, they are expected to complete these courses off-site and on their own time, if the Academy is unable to schedule them into required classes due to course conflicts.

Field Trips

Field trips are considered an important part of our educational program and will be taken periodically to nearby places. The Academy will provide adequate and responsible adult supervision. The ASK Academy must have on file an individual signed permission form for off-campus trips. Parents will be notified in advance of the location of upcoming field trips and travel arrangements.

Field trips are a privilege and scholars may not be allowed to attend if they have had behavioral and/or academic problems (two or more NC's in core classes) during the same quarter, or semester depending on severity. If a scholar is not allowed to attend a required field trip, an alternative assignment will be provided.

While on Academy trips, scholars must follow Academy rules and guidelines. Scholars shall at all times, follow instructions and directives of project managers, sponsors, or chaperones in charge of the field trip. Misbehavior shall result in disciplinary action.

Scholar Parking

Scholars may park their cars, with an ASK Academy parking permit attached to the front windshield on the lower passenger side, in The ASK Academy parking lot *ONLY*. There are a limited number of permits available for \$15.00 per year. All scholars' vehicles must be registered through the office with proof of driver's license, registration, and insurance. Failure to obtain permit and supply documentation may result in a loss of parking privileges or other consequences.

Any vehicle that does not display an ASK Parking Permit will be treated as a non-registered vehicle. If a vehicle is illegally parked, or if a vehicle does not have a permit, the Academy has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.

Parking or off-campus lunch privileges can be revoked if a scholar is speeding, exhibiting any unsafe vehicle operation, or for any other violations regarding their vehicle. The parking fee will not be refunded if a permit is revoked.

Scholars must have Project Manager permission to go to their vehicles during the school day, including during the lunch break. Privileges may be revoked at any time.

Vehicles parked on ASK Academy property are treated the same as lockers regarding contents and search. If there is reasonable suspicion regarding the contents of a vehicle or activities occurring within it, The ASK Academy staff has the right to search the vehicle. If a scholar is found in possession of forbidden materials at school or a school event, their vehicle also will be searched. Any violation of ASK policy occurring within or around a vehicle on Academy property will be dealt with according to the rules governing The ASK Academy building.

The ASK Academy is not responsible for any theft or vandalism that occurs while vehicles are parked in The ASK Academy lot.

Lunch

The ASK Academy does not offer a cafeteria lunch, but there is a food truck on campus during lunch (M-W) and pizza is available on Thursdays. Scholars must bring their lunch, or buy lunch from one of the vendors (if they are here). Only Seniors in good standing, and with parent permission, are allowed to drive off campus for lunch, but must also meet attendance requirements, including returning from lunch on time. For safety and liability reasons, scholars may not drive other scholars to off-campus lunch.

Lost and Found

All lost items are to be turned into the Lost and Found located in the front office. Scholars are encouraged to check for all lost items there. Due to the lack of storage space, clothing items in the Lost and Found may be donated to local charities as often as monthly and definitely at winter and spring breaks.

Personal Property

If your scholar does bring an item to the Academy and loses it, he/she may check in the Lost and Found. The Academy is not responsible for lost, damaged or stolen personal items. Please remind your scholar to leave non-essential personal items at home. They can disrupt the learning environment and create safety problems. There is also a risk of items being broken, lost or stolen. For this reason, do not bring personal items to the Academy.

Parental Concern Policy About Scholars

The ASK Academy encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their scholar at the lowest possible step, which will be described here. However, it is recognized that sometimes an intermediary is helpful for both sides to move beyond an impasse. Therefore, the following policy is provided for resolving situations that are not

otherwise covered by a formal dispute resolution process (e.g. scholar discipline/suspensions/expulsions, special education matters or discrimination/ harassment complaints, which are covered by other processes).

Step 1. Email specific concerns or questions to the project manager. Speak and/or meet with the person (project manager, staff, or administrator) with whom there is a concern. If there are still concerns, obtain permission to observe the class, and then meet with the manager. Develop a plan for success.

Step 2. If a resolution cannot be reached at this level, then the parent or guardian may contact the person's supervisor (likely the Administration) and request a meeting with the Administration and the other ASK Academy employee with whom there is a disagreement. (If it is the Administration with whom there is a disagreement, then move to Step 3.)

Step 3. If a resolution cannot be reached at Level 2, or the issue is with the Administration, then the parent/guardian should submit a written complaint to the Governing Council Chair requesting a meeting with the Governing Council or its designated committee in closed session. Note - matters concerning a scholar will not be addressed in an open meeting, unless specifically requested by the scholar's parent in writing.

The Governing Council or designated committee will schedule a meeting with the parent/guardian and all ASK Academy employees concerned as soon as practical after the complaint is received by the Chair. The Governing Council may designate a committee to hear and issue a decision regarding the concern. The Governing Council or its designated committee will be the final step in the process to address the concern. Consideration of scholar matters shall be conducted in closed session, unless specifically requested to be in open session by the scholar's parent/guardian in writing. When reaching its decision, the Governing Council or its designated committee will take into consideration the best interest of the scholar and the mission, goals and policies of The ASK Academy.

Grievance Policy to Address Non-Scholar Concerns

Initial inquiry - Inquiries or concerns from a community member, parent or scholar regarding a specific ASK Academy policy, staff member or program (NOT A SCHOLAR) should first be directed to the staff member involved or responsible for such program. If a community member, parent or scholar (hereinafter "community member") is not sure who is the responsible staff member, or, if the community member has an inquiry or concern of a broad nature, the community member should contact the administrator for clarification on the steps to follow.

Initial Grievance Process - If the community member feels the issue has not been satisfactorily handled at the individual staff member level, the issue may be referred to the Administration. After a meeting between the community member and the Administration, and the matter is not resolved, the Administration will prepare a written summary in an attempt to resolve the community member's concern. A copy will be promptly provided to the community member. If the community member feels the issue has not been satisfactorily resolved at the administrative level the community member may take the issue to The ASK Academy Governing Council for disposition.

Governing Council Review - The Governing Council, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Council intervention. Typically, the Governing Council will NOT review administrative decisions regarding the following, under this process: scholar discipline, scholar placements (in special education or regular education classes), complaints about a staff member's performance (except the Administration), matters particularly within the expertise of the educational staff and administration, and matters subject to other procedures. The following procedure shall be followed for a Governing Council Review:

Step 1- The community member may submit his/her grievance in writing to The ASK Academy Governing Council within five business days of receiving the Administration's statement concerning the good faith effort to resolve the dispute.

Step 2 - The letter must be in writing, signed by the community member and delivered to the Governing Council at the Academy. A copy of the Administration's statement should be enclosed.

Step 3 - If the community member does not submit a written grievance within five business days from the date the written summary prepared by the administrator is delivered to the community member, the complaint will be deemed “resolved.”

Step 4 - The grievance submitted to the Governing Council should include specific reasons why the community member is not satisfied with the administrator’s decision; any specific Academy policy that the member believes has been violated, and any other relevant information and documentation that supports the grievance. The written grievance must be dated and signed by the person submitting the complaint.

Step 5 - The Governing Council will decide at the first meeting immediately following receipt of the written grievance whether it will hear the matter, and if it agrees to hear the matter, it will schedule a time for the meeting, which shall not be unreasonably delayed. Depending on the substance of the complaint, the Governing Council will also decide whether the grievance shall be heard as an informal meeting of the concerned parties, an informal hearing with each party being allowed to present his/her side of the story or any other procedure the Governing Council deems appropriate.

Step 6 - The ASK Academy Governing Council members who are interested parties or who may have an actual or apparent conflict of interest shall disclose such conflict and be excused from the grievance meeting if the Governing Council deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.

Step 7 - Any meeting or hearing concerning a matter that relates to personnel issues, that is confidential, or that implicates an individual’s privacy rights will be held in a closed meeting in accordance with the Open Meetings Act, unless written permission by the affected individual is obtained prior to the meeting.

Step 8 - A decision will be established by a majority vote of the members of The ASK Academy Governing Council hearing the issue. The ASK Academy Governing Council may designate a committee of the Governing Council to meet with or conduct the hearing. Any final action required to be taken by the Governing Council will be made after the committee’s recommendation is presented to the full Governing Council.

Step 9 - If additional information or investigations are necessary after the initial meeting or hearing, the meeting or hearing may resume as soon as is practical after further information has been gathered or an investigation has been conducted. The Governing Council will issue a final written decision regarding the grievance. The decision of the Governing Council is final.

Fire and Other Safety Drills

Fire drills are held at the Academy as required by law. Drills may occur at any time of the day. Scholars are requested to move quickly, as directed by the project manager, to the designated exit-area (fire drills), or as directed by the school safety plan (safety drills). Upon completion of the drill, an all-clear signal will be sounded, at which time all persons will return to their classrooms.

Shelter in place, lock down, evacuation, active shooter, and any other drills deemed necessary by the Department of Public Safety will also be conducted throughout the year.

Campus Safety During Extreme Events

Shelter in Place:

During a situation such as a medical emergency or any other situation that requires hallways to be clear, scholars will remain in their learning spaces until the situation is resolved and an all-clear announcement has been delivered by the Administration or their designee.

Lock Down:

A lockdown will be issued for any threat deemed dangerous to anyone on the campus. Any threat will be dealt with by ASK administration working in conjunction with DPS. This is our most serious security level. Project managers will direct scholars to follow directions appropriate to the situation.

Should a lock down occur, scholars and project managers will place all electronic devices on silent mode. A cell phone ring, or computer ding could be enough to alert a threatening person that people are inside a learning space. The campus will maintain a secure perimeter during the incident.

Lock-In:

Lock-ins occur when there is an external threat outside of the building or in close proximity to school premises. In the event of a lock-in, scholars are to remain in the building and exterior doors are locked. If a higher level of threat exists, scholars may be directed into classrooms and those doors may be locked.

Please, do not attempt to contact your scholar during any such event.

Computers, Books and Other Academy Materials

Scholars shall take proper care of books or materials. Replacement or repair of lost or damaged books or materials are the financial responsibility of the parents and scholars.

ASK Academy Laptops - A scholar may choose to be assigned a school laptop computer (with fee to cover associated costs for maintenance and software) which the scholar will use to complete required learning assignments in school, at home, and in the field. All equipment assigned to the scholar is and remains the property of The ASK Academy. Scholars and their parents will be required to sign an Acceptable Use of Technology Policy and Laptop Contract (appendix). The software applications are fully licensed and appropriate for scholar use. The computer has been imaged to allow scholars to save their work to the hard drive. Scholars should back-up work on external storage devices. Scholars may not add any new software to the laptop computer unless it has been approved by The ASK Academy. Some software additions may impede or conflict with the equipment's established software or disable a level of the computer's performance. The system administrator must have all software licensing on file. Any questions regarding the addition of software to the laptop computer should be directed to The ASK Academy's System Administrator. The scholar and her/his parent/guardian(s) accept full responsibility for the equipment. Should the equipment be damaged through misuse or negligence during the period of this contract, the family must pay for the repair or replacement of the equipment.

If a scholar does not return the laptop at the end of the year, when withdrawing from the Academy, or upon disenrollment, a police report will be filed for theft of property. If the computer is lost or stolen, the family is responsible for the replacement price of the computer as determined by the ASK IT Coordinator. If the computer or components are damaged or broken, fees will be assessed for the repairs/replacement.

Fees:

Security Software: \$25

Replacement computer: full replacement cost

Cracked/broken screen: \$150 Keyboard or missing Keys: \$50

Damage to case: Varies by degree of damage Chargers: Dell \$60.00; HP \$20

Accessibility for Parents/Guardians

To ensure equal access in accordance with the Americans with Disabilities Act (ADA), The ASK Academy will provide appropriate auxiliary aids and services that may include but are not limited to:

Sign Language Interpreter

Braille

Mobility Access

Assistive Listening System

Large Print

These accommodations are available upon request for Parent-Manager Organization meetings, Governing Council meetings, Academy activities, parent conferences, etc. Please notify The ASK Academy administration office if you require any of these services/aids.

Parent and Visitor Information

Parent Expectations - The ASK Academy considers parents to be our partners in the process of education. Parents are expected to get involved in their scholar's education through communication, participating in Academy-sponsored events, and attending conferences. ASK also encourages parents/guardians to volunteer at the Academy, contributing to the educational success of all ASK scholars.

As an active participant in a scholar's education, parents are expected to:

- Get your scholar to the Academy on time every day.
- Make learning a priority.
- Provide a suitable time and place for your scholar to study at home.
- Maintain regular communication with your scholar's project managers, Academy administrator, and other Academy staff. Stay informed of your scholar's ongoing academic progress by logging in to the PowerSchool program, and advocate for your scholar's learning needs.
- Attend all conferences for your scholar, including but not limited to SLATE conferences, SAT conferences, 504 conferences, and IEPs.
- Keep ASK informed of your current contact information by notifying us of any change of address, email address, or phone numbers.
- Understand The ASK Academy's rules, policies and procedures.
- Support ASK administration in enforcing these rules, policies and procedures.
- Support the Academy as we maintain high standards of behavior for all scholars.
- Alert ASK about any significant life change(s).
-

Parents are allowed in the buildings only after signing in at the front desk.

Friday scholar support is for scholars. If you would like to meet with a project manager, please make an appointment.

Learning Walks

One of the ways The ASK Academy promotes the learning process in our classrooms is to conduct regular Learning Walks throughout the building. During a Learning Walk, a team of educators, parents and community members observe project managers facilitating instruction. Learning Walks offer an informal yet insightful way to experience The ASK Academy. Call or see the receptionist at the front desk if you would like to participate in a Learning Walk.

Volunteers

Volunteers are welcome at ASK to participate in scholar activities such as field trips and assisting project managers with projects. Potential volunteers must complete a Department of Public Safety/FBI Background Check at their own expense, which must be approved by the Administration, before they may volunteer at ASK. The form may be obtained in the ASK main office and has a fee required for submission.

Volunteers will be needed for various duties. These duties go from chaperoning field trips to monitoring the building and grounds.

Field trips might occur at any point during the year, Volunteers will be needed to assist with morning and afternoon pick-up and drop-off, and lunch duty for MS and/or HS. In order to become a monitor, in addition to the background check, you

must also complete a safety training that will include a review of all related rules and expectations and additional de-escalation training.

Volunteers will be asked to accept certain responsibilities and be on campus at agreed upon times and dates. The Academy will create a digital calendar and volunteers will be able to choose times and dates when they can assist us.

As always, volunteers will be here to assist Academy staff and should defer any situations beyond basic interactions to administration or a project manager.

If a parent, volunteer, or other visitor violates ASK policies/procedures, they will be restricted from access to ASK campus. Visitors - All visitors are required to sign in and sign out through the main office. They will be given a visitor's badge to wear while they are on campus and must return that badge to the main office when they sign out. All visitors shall be accompanied and supervised by staff at all times while on campus, unless they are regular volunteers who have a current, approved background check on file at the school.

Parents are always welcome at ASK, but should ask for and receive permission from the Administration if they would like to be on-campus other than in the main office during the regular academic day.

Visitors such as professionals coming to present in classrooms should have their names submitted to the main office by the sponsoring project manager prior to their visit. Scholars must ask for and receive permission prior to having other scholars who do not attend ASK "visit" during the academic day. This permission will only be granted under a very limited set of circumstances.

Visitors are expected to follow school policies and behavior norms and not interact with scholars unless as part of a presentation, or in conjunction with the project manager.

Scholar Support Information

Multi-Layered System of Support

The Every Student Succeeds Act (2015) calls for early intervention strategies with family involvement to improve the academic and functional outcomes of scholars. When scholars are struggling with learning or behaviors that interfere with learning at The ASK Academy, we use the Multi-Layered System of Support (MLSS) process that finds and uses strategies that will work with the scholar. We look at how scholars are making progress with the current instruction in their courses to find more effective ways to help scholars make academic and functional progress at the Academy. We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that scholars can be successful and maintain their placement in the general education setting. Struggling scholars are identified through course progress, Academy-wide and state-wide screening/testing processes as well as other means, such as project manager observation or parent concern.

The most important intervention we have is home support, and scholar participation in their academic career.

Academic Supports:

Scholars may sometimes struggle due to a variety of factors. Project Managers, working in conjunction with parents and scholars, will help the scholar reach their academic goals. If a scholar's grades and performance are falling below ASK standards, we will utilize multiple measures to keep parents and scholars informed of what their present levels of performance are, and steps that will help them reach critical academic measures.

Tier 1

Early Warning System

The ASK Academy utilizes an Early Warning System to identify scholars who are having difficulties in the areas of Academics, Attendance, and/or Behavior. Periodically managers will meet to identify scholars who meet these criteria and relevant information will be shared to assess what the issues are and how best to help the scholars address them. A project manager or Achievement Coach will meet with the scholar and parent to implement, monitor, and measure the impact of any interventions.

Tutoring

The ASK Academy offers several opportunities for scholars to seek tutoring. Individual project managers may offer tutoring at their discretion. Fridays from 8-10AM are dedicated to intervention and tutoring. After school tutoring may also be available.

Intervention Courses

The ASK Academy has created courses to help middle school scholars who have identified weaknesses in academics. These courses will help develop the skills required to become successful in their current grade-level, based on the individual scholar's identified needs.

Parent Conferences

Parents should regularly monitor their scholar's grades in PowerSchool. If a scholar is failing to make adequate progress, the parent should initiate contact with the manager to develop a plan for success. That plan should include available interventions and a plan for success.

Parents will be invited to attend two (2) SLATE (Scholar Led Academic Tales of Excellence) Conferences after Quarter 1 and Quarter 3 of each academic year. At these conferences, the scholar will present the quarter report card and graduation progress, as well as artifacts which represents the scholar's Research in Action project and current course work. The scholar will present their best work, as well as work that could be improved.

In addition to scheduled meetings, parents shall have the opportunity to arrange conferences with project managers throughout the year. Parents may request a conference with an individual project manager by contacting that manager through their email or leaving a message with the receptionist asking the manager to contact the parent. Parents may request a conference with all of the scholar's project managers by contacting the Achievement Coach, and setting up a date and time that is available. The Achievement Coach will, in turn, notify the managers of the conference. The ASK Academy will consider these conferences as Academic Warning or Academic Probation conferences. If the scholar's performance does not improve with the interventions put in place at such conferences, a SAT conference may be called to consider other interventions in which the focus is to provide targeted, supplemental, and individualized support at a more intense level.

Ongoing Expectation:

All scholars will e-mail parents grade checks every week and include progress updates. Parents/guardians will have access to PowerSchool to check scholar grades and communicate questions to Project Managers when necessary.

Tier 2

Academic Improvement Plan

An academic warning is an alert that a scholar is struggling and needs to work with their Project Managers to raise their grades. A scholar is placed on an Academic Improvement Plan if, at a progress report or report card marking period, he/she has an NC in two or more core classes (English, math, science, or social studies). A letter will be sent home with the scholar and e-mailed to the family explaining the reason for the implementation of an improvement plan. The Academic Dean, parents, and the scholar will meet to determine what steps need to be taken to increase grades.

Student Assistance Team (SAT)

Struggling scholars are referred to the Scholar Assistance Team (SAT) which will develop an Academic Improvement Plan to address problems, design, recommend, and measure interventions that will help to alleviate or resolve the situation prior to referral for a multidisciplinary evaluation. In many cases, the SAT is able to assist scholars who need interventions in order to succeed. The SAT team, which includes the scholar, parents/guardians, Project Managers, and the SAT Chairperson, will develop interventions which can be measured to rectify the behavior or to help the scholar develop the skills necessary for academic success. If the interventions have not been successful, the SAT team may request an educational evaluation to determine the existence of a learning or language issue.

Tier 3

Scholar Find

The ASK Academy has an affirmative, ongoing, obligation to identify, locate and evaluate all scholars with disabilities within the Academy community who either have or are suspected of having disabilities and may need special education services as a result of those disabilities. The ASK Academy personnel, a private or public agency or institution, or a parent may initiate a referral for a placement evaluation by contacting the SAT Coordinator to initiate the SAT process. Parents have the right to request an educational evaluation at any time. If you wish to request an educational evaluation of your scholar, please notify the SAT Chairperson so he/she can request a representative from the Special Services department be present at the meeting, to hear and understand parental concerns, explain the evaluation process, to propose and explain the types of testing to be conducted, to secure informed Consent to Evaluate, and to explain the parental rights in special education as they pertain to evaluation. Please note that federal regulations require that the data collected as a part of and prior to evaluation must include interventions and their outcomes.

Section 504

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities and in the school setting it is designed to ensure equal access and fairness in general education which is accomplished through the implementation of a 504 Accommodation Plan. This plan is aimed at “leveling the playing field” for them through targeted accommodations carried out in the classroom/on school property/at school events. It is not a plan designed to enhance a student’s performance; it is only to provide fairness and equal access to education.

In the State of New Mexico, there are three required elements of Section 504:

The starting point for consideration of a 504 is with the Scholar Assistance Team (SAT) who makes the initial decision as to whether or not the student needs to be considered for a 504 plan. When a student has not responded positively to research-based interventions through SAT and/or has a suspected physical or mental/emotional disability, SAT may refer them to the 504 Coordinator who will initiate the eligibility determination process.

The process of determining 504 eligibility begins with the coordinator making contact with the parent/guardian to complete a Parent/Guardian Input Packet and obtaining consent to collect data from a scholar’s managers and medical providers. Once the data has been collected, the 504 team, which includes the 504 Coordinator, parent/guardian, the scholar and at least two managers, will meet and review the information to determine if the scholar’s *impairment limits a major life activity*, whether a mental life activity such as learning, or a physical life activity such as breathing or walking for example.

If there is evidence of impairment because of their physical or mental/emotional condition, this impairment must be *substantial*, not mild or moderate. *It must present a barrier to the scholar’s ability to access the same educational opportunities as those afforded to a non-disabled student, or a substantial limitation does not exist.* Essentially, the substantial limitation determination indicates that the physical/mental/emotional impairment impacting a major life activity is at a disability level warranting 504 protection.

Parents/guardians may also bring questions or concerns about their scholar’s need for an accommodation to the SAT team and/or 504 Coordinator in the first instance. Parents who have questions about 504 eligibility or concerns about their scholar’s present 504 Plan should contact the 504 Coordinator.

Resource Class

The ASK Academy has Resource classes to provide scholars with special needs additional time and assistance to complete their program of studies. Interventions such as read aloud and extended time to complete tests, quizzes, and assignments are coordinated with the Resource Project Manager. The Project Manager will also help scholars develop study, organizational, and self-advocacy skills, provide individualized tutoring, mentoring, and academic monitoring. Scholars must have an Individualized Educational Plan (IEP) and Resource Room must be on their Program of Studies to enroll.

Educational Services for Gifted Scholars

The ASK Academy offers services to scholars who qualify as gifted through the Special Education program. For information on referral/screening procedures, eligibility requirements and program options, contact the Director of Special Education Services. Project managers and parents can refer scholars to the SAT Team for consideration and evaluation.

Additional Services

ELL (English Language Learner) Program

The ASK Academy supports scholars whose first language is not English as reported on the Home Usage Survey parents complete when first enrolling their scholar in public education. The ELL population falls into two categories:

scholars whose primary or home language is other than English, including recent immigrants; scholars from heritage language groups needing enrichment and further development of academic English, some of whom maintain degrees of fluency in their heritage language.

The ASK Academy supports this population by providing daily ELL instruction.

McKinney Vento – Homelessness Assistance Act

The McKinney-Vento Homeless Assistance Act guarantees rights and services for homeless students. The ASK Academy desires to ensure that students experiencing homelessness have equal opportunity and access to their education and educational support services. We hope to help reduce the barriers that students experiencing homelessness face. Scholars/parents should reach out to our Academy’s Homeless Liaison should you believe your living situation might meet the following criteria or should you need support connecting with community resources.

McKinney-Vento Definition of Homeless

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or are awaiting foster care placement;
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Living in one of the above circumstances and who are migratory according to the definition in Section 1309 of the Elementary and Secondary Education Act of 1965.
- Please see the Homeless Liaison for the Academy’s policy/procedures regarding homeless and other students protected by the McKinney Vento Act.
- Abuse and Neglect
-

In the state of New Mexico every person who knows or has reasonable suspicion that a child is being abused or neglected must report the matter immediately to CYFD’s Statewide Central Intake Abuse Hotline (1-855-333-SAFE (7233) or #SAFE from a cell phone) or to law enforcement or the appropriate tribal identity. In accordance to this state statute, all staff members of the ASK Academy are mandated reporters and, should they suspect abuse or neglect, appropriate authorities will be notified. Individuals making a report may choose to remain anonymous and will be immune from liability, civil or criminal, as long as they have acted in good faith by reporting.

Harm to Self and Harm to Others

Scholar safety and emotional wellbeing is of utmost importance. Should a scholar express intent to harm themselves or others the following actions will be taken.

- In either instance of harm to self or harm to others, a scholar may be removed to a safe location, including but not limited to the offices of the school counselor, social worker, nurse, or Administration for health, safety or welfare reasons.
- If a scholar is observed to have new/ fresh self-inflicted injuries (cuts, burns, bruises, etc.) they should be immediately referred to the school nurse who will provide wound care and collaborate with the school counselor or social worker with regard to suicidal ideation.

Other concerning scholar expressions of suicidal ideation, threats and/or attempts of self-harm should be reported to the

school counselor or social worker who will conduct a timely risk assessment and contact the parent/guardian when warranted. In the event that the scholar's safety at school is in question, the parent/guardian will be instructed to pick up the scholar and a Parent Statement of Understanding will be used to advise parents that a mental health consultation is recommended. In some cases, failure to seek outside mental health services may constitute neglect in which case the Academy is legally obligated to report the situation to the Child, Youth and Families Department (CYFD).

All threats or attempts of harm to others should be reported to a member of administration who will assess the level of risk and take appropriate action which would include contacting the parent/guardian of those scholars involved, and possibly involving the school counselor or social worker, and/or contacting the Department of Public Safety (DPS) if deemed necessary. If the safety of a scholar at school is in question, parent/guardian will be directed to pick up the scholar and sign a Parent Statement of Understanding which would indicate that the parent/guardian is aware of the threat or action and that a follow up with a mental health provider may be indicated.

Statement of Parents/Guardians Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and those with custodial rights certain rights with respect to the scholar's education records. The ASK Academy provides the following notice regarding those rights:

- Inspection - You may inspect and review your scholar's education records within 45 days of the day The ASK Academy receives a written request for access. Parents of scholars should submit to the Administration or designee a written request that identifies the record(s) they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
- Amendment - You may request the amendment of your scholar's education records if you believe they are inaccurate or misleading. To amend the record, the parent should write to the Administration and clearly identify the part of the record the parents want changed, and specify why it is inaccurate or misleading. If The ASK Academy decides not to amend the record as requested by the parent or eligible scholar, The ASK Academy will notify the parent of the decision and advisement of the parent's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- Disclosure/Consent – A parent/guardian must consent to disclosures of personally identifiable information contained in their scholar's education records; however, FERPA authorizes disclosure by the school without the parent/guardian consent to the following parties or under the following conditions (34 CFR § 99.31):
- Academy officials with legitimate educational interest
- An "Academy official" is a person employed by The ASK Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Council; a person or company with whom The ASK Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another Academy official in performing his or her tasks. An Academy official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Other schools to which a scholar is transferring
- Appropriate parties in connection with financial aid to a scholar
- Organizations conducting certain studies for or on behalf of the Academy
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law
- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

Directory Information - Right to Opt Out

The ASK Academy classifies the following as Directory Information: scholar's name, parent/guardian's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, scholar's photograph, and the most recent previous school attended by the scholar. Certain Academy officials may release this information to any person without the consent of the parents or the scholar. Any parent or eligible scholar who objects to the release of any or all of this information without his or her consent must notify each year, in writing, the Administration of the Academy where the records are kept. The objection must state what information the parent or scholar does not want to be classified as directory information. If no objection is received each year, information designated above will be classified as Directory Information until the beginning of the next academic year. *By signing that you received this policy in connection with the Scholar and Parent Handbook, you acknowledge that you have received your annual notice of FERPA rights as required by federal law.* If you chose to opt out for permitting your scholar's directory information from being released, please sign the attached "Exclude the Release of Directory Information" form in the appendices of this handbook.

Complaint

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The ASK Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Transfer of Scholar Records

When a scholar withdraws to enroll in another school and records are officially requested by the new school, the following records (if applicable) are forwarded by the Academy: continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools (if applicable); listing of disclosure and transfer of scholar records; relevant legal documents and documentation of suspensions and expulsions. The ASK Academy may withhold release of a scholar's records if the scholar has an outstanding balance for unpaid fees.

Only an accredited school or accredited homeschool credits will be accepted for Academy credit. Similar courses such as AP, Dual Credit, or Honors level courses taken at other schools will be awarded credit according to The ASK Academy (weighted) grading scale.

The ASK Academy Use of Technology

At The ASK Academy our scholars have access to many valuable instructional technology tools as well as Internet access. Our goal is to teach scholars to utilize these electronic resources to enhance our Academy's instructional goals. The ASK Academy has taken precautions to ensure that scholars are using the Internet and other electronic resources for appropriate educational means. Scholar use of the Academy's Internet and multimedia resources will be supervised by an adult. However, we cannot guarantee that scholars will refrain from locating inappropriate sources. If scholars make choices that are offensive, are deemed inappropriate, or are disruptive to the educational environment, the discipline

matrix will be followed. *Scholars are not allowed to use personal hotspots while on campus.* Any attempt to circumvent the school's firewall or otherwise subvert electronic safety monitoring, the scholar will be held to serious consequences according to the discipline matrix.

Cell Phones

Scholars will not use cell phones in their learning spaces, except when directed to do so by their Project Manager. Project Managers may require that phones be placed in a designated storage area, turned off and placed in backpacks, or other methods that ensure the phone is not a distraction to the learning environment.

Expectation and Consequences for non-Authorized Cell Phone Use

If a scholar is not following the PM's direction on cell phone storage and use the Project Manager will request the scholar's phone. The PM will then give the phone to Administrative Personnel and the phone may be retrieved at the end of the day. Additional cell phone use infractions will result in disciplinary consequences.

CIPA (Children's Internet Protection Act) Internet Safety Policy

It is the policy of The ASK Academy to: (a) prevent, to the extent practical, user access to or the transmission over its computer network of inappropriate material via Internet, electronic mail, and other forms of direct electronic communications; (b) prevent, to the extent practical, unauthorized access and other unlawful online activity; (c) prevent, to the extent practical, unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with CIPA.

Access to Inappropriate Material

ASK believes that staff supervision, an acceptable use policy, electronic monitoring of Internet activity, and use of technology protection measures are all parts of a comprehensive plan to protect scholars from inappropriate materials. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information, or other forms of electronic communications, deemed inappropriate.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, pornographic, or child pornography, or to any material deemed harmful to minors. Materials promoting hate, violence, defamatory speech, or other offensive materials are also forbidden.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

General Rules for Scholar Technology and Internet Use

These guidelines, along with ASK Board policies, must be followed to prevent loss of network and Internet privileges at The ASK Academy. The following guidelines should be practiced whether ASK computers access the ASK network or the Internet on or off campus at any time of day or night.

- Events that occur outside of school hours are subject to Rio Rancho Department of Public Safety intervention.
- Scholar use of instructional media must be in support of grade appropriate Academy instruction.
- Scholars will use respect and show proper care and handling of all equipment. Any scholar found to be intentionally damaging any software or hardware will be cited for abuse of Academy property and the scholar's parent or guardian will be financially responsible for any damages.
- Scholars are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Scholars will observe software copyright laws. No scholars will bring software from home to copy on Academy computers, nor will scholars copy Academy software for personal use.
- When using the Internet, scholars' actions will be supervised. They will be held responsible for information viewed, received, and sent.

- Scholars are expected to respect the work and ownership rights of scholars, staff, and people outside the building.
- Keep your password and login information to yourself.
- Understand that email on networks should not be considered absolutely secure or private. Scholars should exercise caution before opening attachments to e-mail received from outside the Academy. There is a risk that such attachments may contain programs or executable files that carry viruses. Do not open attachments unless the source and/or sender can be verified.
- All email using The ASK Academy network is subject to search based on probable cause.
- Keep personal information private; home addresses, telephone, etc.
- Use ASK resources efficiently. Think before printing; consider storage space requirements and bandwidth issues.
- Tell an adult in charge immediately if you encounter materials which violate the rules of appropriate use.
- Scholars, Project Managers, staff, and parent volunteers are not allowed to make any audio or video recording of another person(s) (scholars, staff, Project Managers, parent volunteers) in any space without written permission of the person(s) being recorded. Violation subject to discipline matrix.

Included in the appendices of this handbook is the “The ASK Academy Acceptable Use of Technology Policy and Laptop Contract” that parents and scholars will be required to sign before the scholar will be permitted to use The ASK Academy technology and related equipment. Violation of the technology use policy may result in a scholar losing his/her technology privileges, and/or other disciplinary consequences.

No Expectation of Privacy

Academy network spaces and equipment are analogous to scholar desks or lockers and may be inspected when network maintenance becomes necessary or if scholars are suspected of abusing access rights, and to ensure compliance with The ASK Academy policy and applicable laws and regulations.

Health

Immunization

Please note that according to state law, all scholars must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before attending the Academy. Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll.

Illnesses/Contagious Diseases

For the protection of all scholars, staff, and Project Managers, your scholar should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, discharge from the eyes or ears, or any symptoms related to contagious illnesses. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

Medications Policy

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of the Academy and should not be practiced by any Academy personnel. Nursing personnel will dispense only medications that have been prescribed by a physician. When possible, medication doses should be given at home to avoid interruptions in the academic day. If medication is needed during the academic day, the policy is as follows:

- Inform - Parents/guardians must inform the nurse or administrator when a scholar requires medications during the academic day. Scholars observed by Academy personnel self-administering unauthorized medications shall be reported to their parents/guardians. Additional discipline consequences will also be taken.
- Written Permission - A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing Academy personnel from liability should reactions result from the medication. The written statement must include the scholar's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available in the health office.
- Labeled Containers - Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, scholar's name, physician, name and dosage of medication. The dispensing pharmacy must

split medication into duplicate bottles if it is necessary to give medication during academic hours. One bottle will be kept at home and the other at the Academy under the care of Academy authorities.

- Administration - A nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by an administrator. Scholars will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency (See additional requirement below).

Doctor's Orders

Tylenol or other over-the-counter medicines will be administered to scholars only with a physician's written order in addition to the parent authorization as required above. Such over-the-counter medication must be in the original container. Again, parents are urged to administer such medication at home when possible. Forms are available in the health office.

Disposal

When the medication is no longer needed, it will be returned to the parent or guardian, or destroyed. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator.

PLEASE DO NOT SEND OVER THE COUNTER MEDICATIONS IN YOUR SCHOLAR'S POCKETS, BACKPACK, OR LUNCH BOX. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.

Self-Administration of Certain Drugs

Scholars will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self-administration of diabetes treatment medications, if it has been legally prescribed to the scholar by a health care provider under the following:

- The health care provider has instructed the scholar in the correct and responsible use of the medication;
- The scholar has demonstrated to the health care provider and the Academy nurse or other Academy official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
- The Academy nurse or health care provider, with input from the parent or guardian and based on the scholar's health care practitioner's medical orders, has formulated a written treatment plan for managing the scholar's care and for medication use by the scholar during academic hours or Academy-sponsored activities, including transit to or from the Academy or Academy-sponsored activities; and
- The scholar's parent has completed and submitted to the Academy any written documentation required by the Academy, including the treatment plan required in the paragraph above and a statement relieving the Academy and its employees and agents from liability arising from the performance the scholar's self-administration, carrying or storage of medication, supplies and medication-administration equipment.
- The parent of a scholar who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide the Academy with backup medication and equipment that shall be kept in a location to which the scholar has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

THE ACADEMY SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE SCHOLAR CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEEDED TO ADMINISTER MEDICATIONS.

Student Diabetes Management

Upon enrollment at the Academy or at annual registration, the parent/guardian of a scholar with diabetes who seeks

diabetes care while at school shall submit to the school a diabetes medical management plan. Upon submission of the diabetes medical management plan, the school shall review the plan with the parent/guardian, and shall implement the plan. The school does not require or compel parents/guardians to provide diabetes care for a student with diabetes at school or school or school-related activities. Upon the written request of a parent/guardian of a scholar with diabetes, and authorization by the student's diabetes medical management plan, and upon demonstrated proficiency, a scholar with diabetes will be permitted to perform blood glucose checks, administer insulin through the insulin delivery system that the scholar uses, treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of the student's diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity, and may keep the necessary supplies and equipment on the student's person.

Please refer to the ASK Academy website for the Student Diabetes Management Policy and procedures.

Medical Situations and Emergencies

Emergencies - In the event of a medical emergency or an accident, we will first attempt to contact the parent/guardian or the health care provider of the scholar designated on emergency forms, unless The ASK Academy determines that the circumstances merit contacting 911 for emergency response. After 911 is called, The ASK Academy will make every effort to reach the scholar's parent/guardian, or other emergency contact prior to treatment; however, this may not always be possible. For this reason, it is absolutely necessary that all contact information on the "Emergency Medical Authorization Form" be completed and kept current.

Staff Aid

Should first aid be needed, a first aid-certified staff member or other person assigned to take care of a particular situation will administer first aid or give instructions for proper care. All staff members will follow these instructions carefully.

Incidents at the Academy/Reports Home

Health office visits will be charted and nurse pass slips describing the nature of health office visits will be sent home with scholars. Minor accidents (e.g., bruises, scratches, bumps, cuts, scrapes, etc.), which can be taken care of by staff members, will be attended to immediately. The staff member will document the accident on an "Incident Report" form. The staff member will sign the form and submit it to an Academy administrator for review and signature. A copy will be placed in the scholar's file. Parents will be notified of any situation that involves trauma to the head.

Accidental Poisoning

In the case of poisoning, a staff member will call Poison Control immediately and follow their instructions carefully. Parents will be notified and an "Incident Report" written. A first aid kit is readily available and all emergency numbers are posted.

Excuse from Physical Education

Please send a request to the project manager if your scholar needs to be excused from physical education. Written instructions are required from the scholar's physician if the scholar is to be excused for more than two days, and must include a re-entry date.

Academy Rules and Consequences

Academy Policy on Discipline

A primary responsibility of The ASK Academy and its professional staff is to instill in scholars an appreciation of our representative form of government, the rights and responsibilities of the individual or group, as well as the legal processes whereby necessary changes are made. The ASK Academy is a community and the rules and regulations of our Academy are the laws of our community. All members of our community are subject to The ASK Academy rules, which carry corresponding obligations. The right to attend public school is not absolute. It is conditioned on each scholar's acceptance of the obligation to abide by the lawful rules of the Academy community until and unless the rules are changed through lawful processes. Project managers, administrators and other Academy employees also have rights and duties. Project managers are required by law to maintain a suitable environment for teaching in their learning spaces and to assist in maintaining Academy order and discipline. The administration is responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment at The ASK Academy. In discharging their duties, all Academy employees have the right to be free from intimidation or abuse by all community members, including scholars, parents and visitors and to have their lawful requests and instructions followed.

Uniform Policy

Freedom of expression, good judgment, respect for others, and safety are the foundations of The ASK Academy's approach towards scholar dress. The Academy requires that all scholars wear a prescribed uniform. Our "Dress for Success" Uniform Policy is meant to improve the learning environment and train scholars to see the importance of making a good first impression to professionals in the fields and careers related to Science, Technology, Engineering and Mathematics. This uniform policy is mandatory for all scholars. The uniform also serves as an identifier of who should and who should not be on Academy grounds.

Clothing and accessories must be safe and non-distracting or disruptive to the educational program. The following guidelines will be observed:

- Tops (Shirts) – All scholars must wear an ASK polo shirt, with the ASK logo, purchased from an approved ASK vendor. The color of the ASK polo shirt identifies the scholar with their selected career pathway.
- Polo shirts will not be overly baggy, nor exceedingly tight. Shoulder seams must be at the shoulders, and shirts cannot hang down below mid-thigh level.
- Middle School – Red or Light Blue
- High School –
- Biomedical Sciences – Dark Green or Purple
- Engineering and Design – Royal Blue or Burgundy
- Bottoms (Pants) –
- Allowable pants/slacks of solid color (khaki or black) and should meet our uniform expectations. They should be of a non-stretch, khaki or similar material.
- No shorts, skirts, skirts, cargo pants (pants with many pockets) are allowed.
- No excessive "sagging" is allowed. Inseam of pants must be where legs and torso join.
- Excessively tight pants such as spandex, yoga pants, leggings, sweat pants or other non-uniform fabrics are not allowed.

Footwear

Scholars must wear closed-toe shoes at all times at the Academy (no sandals, flip-flops, crocs, open back shoes, slippers, or shoes made out of foam are allowed). Please remember that our learning spaces have sharps, blades, power tools, solvents, and acids so adherence to this policy is a priority.

No head wear

Hats, bandanas, beanies, headbands with extraneous distractors, etc. including sweatshirt hoods, are not allowed inside the Academy. Exemptions for headwear that may be required for religious reasons will be considered on a case-by-case basis.

Outer wear

Jackets will not qualify as a replacement to an ASK polo. Jackets may be worn as long as they have a zipper front and are not excessively baggy (shoulder seams are at the shoulders and cannot hang below mid-thigh level). When worn inside, jackets must allow full view of the ASK polo (be worn unzipped indoors). Scholars can wear sweatshirts and hoodies under, but not over the ASK polo. Please remember that the ASK polo is one of our layers of security.

Clothing or jewelry that are determined to pose a risk to potential injury while in the learning environment will not be permitted.

Attire or accessories which advertise, display or promote any drug, alcohol, tobacco, gang, sexual activity, violence, disrespect or bigotry towards any group, or items that are associated with a gang are not permitted.

All attire should be suitable to a professional environment.

If there is a financial need, please check in with the receptionist for support.

Scholars may be removed from the learning space and be required to obtain appropriate dress. Repeated violations of the uniform policy raise the issue to insubordination and will result in additional consequences as outlined in the discipline matrix.

Learning Space Rules, Control and Corporal Punishment

Individual learning spaces have additional rules and consequences that will be reviewed with the scholars by the project managers.

A project manager or other certified staff shall assume such authority for the control of scholars who are assigned to him/her by the Administration or designee and shall keep good order in the learning space. To that end, each project manager may establish learning space rules that each scholar must follow. The use of corporal punishment, seclusion, and physical restraint for discipline is *prohibited*. Alternative disciplinary procedures, which may include peer review or other forms of positive reinforcement, should be used to bring about appropriate scholar behavior.

Restraint will only be used in emergency situations to prevent the scholar from harming him or herself or others. If a restraint is necessary, only trained and authorized school employees shall apply the restraint pursuant to the requirements in Section 22-5-4.12 NMSA 1978. All Academy personnel receive semi-annual Crisis Prevention and Intervention training in nonviolent crisis intervention.

Electronic Devices and Cell Phones

In general, cell phone use is prohibited during school hours. There is educational value in utilizing portable electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the scholars' learning process related to the instructional objectives of the course.

Approval for scholars' use of such devices in class or during instructional activities will be at the discretion of the project manager and/or Administration/designee unless such device is mandated in the scholar's individual education program (IEP) or 504 Plan as assistive technology, or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

Use of cameras, the camera features, or audio recording on a cell phone or other portable electronic device anywhere on campus or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited. Posting of any images without consent is a violation of privacy and will be dealt with accordingly.

Misuse of electronic devices and/or cell phones will result in confiscation and the Administration/ designee will call the parents to meet for purpose of discussing this policy and in order to retrieve the electronic device or cell phone. The ASK Academy is not responsible for the loss and/or theft of any electronic devices or cell phones.

Bullying, Cyberbullying, Harassment, Hazing and Violence Prevention

The ASK Academy prohibits bullying, cyberbullying, harassment, hazing and violence, and it is the school's goal to prevent and respond to all such acts, in accordance with applicable laws, including the New Mexico Safe Schools for All Students Act, NMSA 1978, §§22-35-1, et seq. (2019) This Policy and prohibition applies on school property, including electronic communication on or using School property; at school-sponsored functions; and on any school-sponsored transportation.

Definitions

Bullying

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

Harassment

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

Hazing

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

Cyberbullying

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

Electronic Communication

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

Gender Identity

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

Physical or Cognitive Disability

Includes a physical or cognitive impairment that substantially limits one or more of a student's major life activities.

Progressive Discipline.

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

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

Please refer to the Discipline Matrix in the Appendix for a lengthier explanation of prohibited behaviors and the progressive discipline associated with each type and severity of the behavior.

Sexual Orientation

Includes heterosexuality, homosexuality or bisexuality, whether actual or perceived.

Regular Volunteers

Means those persons, including relatives of students, who commit to serve at school on a regular basis.

Reporting And Complaints

Scholars and parents may, and are strongly encouraged to, file verbal or written reports concerning suspected Bullying/Harassment/Cyberbullying/Hazing/Violence to school personnel or to administrations. See “Bullying/Harassment/Cyberbullying/Hazing/Violence Report Form” available online or in the administrative offices. Students, parents and/or staff should use the following guidelines when reporting Bullying/ Harassment/ Cyberbullying/Hazing/Violence.

Who and What?

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

Report to Whom?

The report may be made to any staff member, including a teacher, or directly to the Administration.

- *Prompt Notice and Form.* Teachers, Regular Volunteers, and school staff who witness or who receive student reports of Bullying/Harassment/Cyberbullying/Hazing/Violence are required to promptly notify the Administration. Staff reports should be made in writing using the Report Form, and submitted to the Administration.
- *Assisting Student Reporting.* If a student makes a verbal report to a teacher/Regular Volunteer/staff member, the teacher/Regular Volunteer/staff member shall complete the Report Form or take the student to the Administration, where a form will be completed on the student’s behalf.
- *Staff Obligation to Report.* A school employee who has information about or a reasonable suspicion of conduct that may constitute Bullying/Harassment/Cyberbullying/Hazing/Violence toward a student shall report the matter immediately or as soon as practical to Administration, but in no event later than two calendar days after the employee witnesses or receives a report of bullying.

Investigation

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

- *Process.* The investigation shall consist of personal interviews with the reporter, the individual(s) against whom the report was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigating administrator.
- *Confidentiality.* The right to confidentiality, of the reporter, the victim and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, ASK cannot guarantee absolute confidentiality, because it may be necessary to discuss the report with others who are witnesses or who may have information about the report.

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

Consequences

Verified Bullying/Harassment/Cyberbullying/Hazing/Violence conduct shall result in intervention by the Administration or his/her designee that is intended to ensure that this Policy is enforced. The Administration will use Progressive Discipline approaches appropriate to the situation to address Bullying/Harassment/Cyberbullying/Violence, and/or may impose other disciplinary consequences. The level and severity of the prescribed consequence shall be determined by the Administration. All consequences shall be designed to

- appropriately correct the bullying behavior;
- prevent another occurrence of bullying or retaliation; (c) protect the target of the bullying; (d) be flexible so that, in application, the consequences can be unique to the individual incident and varied in method and severity based on the nature of the incident, the developmental age of the student who is bullying, and any history of problem behavior from the student who is bullying; and (e) for cyberbullying incidents, use the least restrictive means necessary to address the interference with the student's ability to participate in or benefit from the services, activities or privileges provided by the school, to the greatest extent possible. Certainly, repeated offenses will warrant increasingly severe consequences, up to and including suspension/expulsion.

Consequences For Knowingly Making False Reports

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

Retaliation

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

Appeal.

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

Anti-Bullying Included In Health Education Curriculum

Anti-bullying education shall be included in the Academy's health education curriculum, in accordance with health education content standards with benchmarks and performance standards as set forth in NMPED regulation 6.30.2.19 NMAC.

Dissemination Of Policy

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

Training

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

Student Safety Support Plan.

The school shall develop a student safety support plan for students who are targets of conduct prohibited by this policy that addresses safety measures the school will take to protect targeted students against further acts of bullying/cyberbullying/harassment/hazing/violence.

Annual Reporting.

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

Publication.

This Policy shall be made available on The ASK Academy website.

The School's CEO shall be the point of contact for any bullying/harassment-related concerns, or other concerns relating to this Policy. Parents/guardians and students shall be informed about this Policy at least annually.

Legal Reference: 6.12.7 NMAC (11/12/2019); NMSA 1978, §22-35-1 et seq.

Scholars who make video, take pictures, or otherwise promote rather than report aggressive or violent events will be subject to disciplinary consequences.

Weapons

State and federal law require public schools to expel scholars for one year for bringing weapons, as defined by law, to the Academy or to an Academy-related activity. To avoid misunderstanding or unintended consequences, do not bring toy weapons or "look-a-likes" to the Academy. The ASK Academy will report any such violation to the scholar's parents AND the appropriate legal authorities. Weapons are not allowed in backpacks, on your person, or in any vehicle on Academy grounds, whether during the school day, or at an Academy sponsored event.

Damage by Scholars

Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any Academy building, grounds material, equipment, other Academy property or the property of another person while on Academy property, by a scholar enrolled at The ASK Academy shall cause parent, guardian, or person standing in loco parentis of the offending scholar to restore or replace such damaged property to the satisfaction of the Administration or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Administration.

Violation of Scholar Rights

Scholars believing their rights have been violated should report their concerns to their parents/guardian or the Administration. If the concern is not resolved by the Administration, a report should be made to the Governing Council using the Parent Concern Policy About Scholar process.

Search and Seizure

Search of Property

The ASK Academy recognizes that the privacy of scholars or their belongings may not be violated by unreasonable search and seizure and directs that no scholar be searched without reasonable suspicion or in an unreasonable manner. These searches are intended to be minimally intrusive such as emptying pockets, cubby holes, lockers (if applicable), backpacks, purses, removal of hats, socks, and shoes may be conducted by an administrator. In the case of storage spaces provided to scholars by The ASK Academy, these spaces shall remain property of The ASK Academy and, in accordance with law, may be the subject of random searches. If scholars are provided places that can be secured by locks, scholars may lock them against incursion by other scholars, but in no such places shall scholars have such an expectation of privacy as to prevent examination by an Academy official. All vehicles parked on Academy property, or at an Academy sponsored event, are also subject to the search and seizure policy. Academy authorities are charged with the responsibility of safeguarding the safety and well-being of the scholars in their care. In the discharge of that responsibility, Academy authorities may search the person or property of a scholar, with or without the scholar's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of Academy rules. The extent of the search will be governed by the seriousness of the alleged infraction and the scholar's age. This authorization to search shall also apply at The ASK Academy's facility, and during any Academy-sponsored activity whether on or off campus.

Search of Person

Search of a scholar's person shall be conducted by a person of the scholar's gender, in the presence of another staff member of the same gender, whenever possible, and only in exceptional circumstances – that is – when the health or safety of the scholar or of others is immediately threatened. Bringing prohibited items onto Academy property is a threat to safety and will warrant a search of person, belongings, locker, and vehicle (if applicable). That safety also includes introduction of prohibited items into the learning environment. Except as provided below, a request for the search of a scholar or a scholar's possessions will be directed to the Administration who shall seek the freely offered consent of the scholar to the inspection. Search of a scholar's person, will involve, at most, a "pat down" of the scholar's outer clothing. Search of a scholar's person will be conducted by an Administrator and a staff member.

Seizure of Items

Illegal, or other prohibited items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Items used for delivery of prohibited items (pipes, vaping devices, etc..) will not be returned. Seized items shall be released to appropriate authorities or a scholar's parent or returned to the scholar when and if the administrative authority deems appropriate.

Notification of Law Enforcement Authorities

The Administration shall have discretion to notify the district attorney or other law enforcement officers when search for possession of an illegal substance or item is suspected to conduct the search. If the Academy conducts the search and it discloses illegally possessed contraband material or evidence of some other crime or delinquent act, local law enforcement will be called, when warranted.

Record Keeping

The Administration or designee shall promptly make a record of each search of a scholar's property or person and include the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Administration shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a scholar.

Specific Prohibited Conduct

The following conduct is prohibited at The ASK Academy and will result in disciplinary actions as described in this policy. The ASK Academy gives notice that not all inappropriate scholar behavior can be identified and consequently there may other circumstances that result in a scholar being disciplined for his or her conduct. Failure to report any of the following

behaviors may also result in disciplinary consequences. Posting of any images or videos of events on the campus will result in disciplinary actions for encouraging such activities.

- Cheating or Plagiarism
- Misconduct
- Violation of Uniform Policy
- Public Display of Affection
- Verbal Abuse or Profanity
- Theft or Pilfering.
- Scholar Possession of Tobacco, Alcohol, or Drugs or Paraphernalia on Academy
- Vandalism and Tampering
- Violent Behavior
- Gang Related Activities
- Threats
- False Accusations
- Failure to Report Serious Offenses.
- Bullying and/or Harassment
- Possession of Dangerous or Disruptive Items
- Possession of a Firearm
- Explosive Devices
- Knife/Cutting Instrument includes, but is not limited to dagger, dirk, stiletto, shank, knife, razor, box-cutter, or Exact-o knife.
- Other weapons including pipes, pointed instruments (including pencils, pens), nunchakus, brass knuckles, Chinese stars, billy-clubs, bludgeons, slingshots, portable devices or weapons directing electrical current (stun guns), impulse, wave, beam or chemicals, BB pellets, CO2 firing devices, or dart guns, bows, explosives, or propellants.
- Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances. The ASK Academy prohibits scholars from using, possessing, distributing or trafficking tobacco, e-cigs/vapes/e-liquids, alcohol and/or illegal drugs on Academy property, at the Academy, or at Academy-sponsored activities. Scholars, while on Academy property or attending an Academy- sponsored activity, who use, possess, distribute, or sell tobacco, e-cigs/vapes/e-liquids, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives. Medical marijuana, although legal in state statute is still an illegal substance under federal law, therefore medical marijuana will not be allowed on Academy property.
- Extortion – Is the act of a person who blackmails or otherwise threatens another scholar for the payment of money of any sum or other consideration.
- Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances – means making threats, placing, discharging, or throwing a destructive explosive item or noxious substance, or makes a terroristic threat while in or on The ASK Academy property, or on Academy-sponsored transportation, or during Academy-sponsored activities.
- Arson – Means setting fire to Academy property or while involved in an Academy activity either as a prank or deliberately to do damage to the property.
- Inciting Others or Disruptions – The act of encouraging or helping another scholar to cause a riot, disrupt Academy activities, or to be absent or otherwise violate Academy rules, or who disrupts or interferes with the lawful administration or functions of the Academy activities. This includes recording, in any format, and sharing infractions in any manner.
- Assault or Battery on Academy Personnel – Causing bodily harm to or threatening to cause bodily harm to an Academy official or a project manager.

Scholars must immediately report knowledge of weapons and threats of violence by scholars and staff to the Administration. Failure to report such knowledge may subject the scholar to immediate suspension and potential expulsion

from the Academy. The Administration shall immediately report to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of an Academy employee or a visitor.

Consequences

Scholars have certain rights, but also have the responsibility to respect the rights and property of others. If a scholar fails to do this, disciplinary action will follow. Disciplinary consequences may be imposed by the Administration, in addition to consequences developed by the project manager, for violations of Academy rules. The Administration has the right to impose discipline in his/her reasonable discretion, in accordance with the circumstances presented. Some of the potential consequences include:

- **Administrative Referral.** Scholars who choose to disobey rules will be sent to meet with the Administration/designee to discuss the behavior. Depending upon the infraction, an additional consequence may be applied at the Administrator's discretion.
- **Parent Meeting.** When deemed necessary by the Administrator, or when a scholar receives his/her 3rd referral, parents will be contacted by the Administrator so that arrangements may be made for
- the scholar to meet with them, the project manager, his/her Parents/Guardians and any other appropriate staff to discuss the referrals and develop a plan/contract.
- **Scholar Assistance Team.** Additional referrals may result in a referral to the Scholar Assistant Team (SAT) to discuss other possible interventions such as a behavior management program, a mentorship, screenings or evaluations, or other appropriate interventions.

A progressive discipline continuum provides consequences that range from a warning to suspension or expulsion. The ASK Academy Discipline Matrix is provided in the appendices section of this handbook.

Detentions, Suspension, and Expulsion

The ASK Academy, along with the cooperation of the scholar and his/her parent/guardian, seeks to avoid having to impose any stronger measures of discipline than contemplated above. However, when prior efforts to correct behavior or if the situation warrants, The ASK Academy may choose to impose detentions, suspension and/or pursue expulsion. Scholars covered under the McKinney Vento Act are still subject to all ASK policies, but there may be mitigating factors in the case of suspension; see Discipline of Scholars Experiencing Homelessness.

Due Process/Referrals

Due Process – In disciplinary cases, each scholar is entitled to due process. This means scholars:

- Will be informed of accusations against them.
- Will have the opportunity to accept or deny the accusations.
- Will have explained to them the factual basis for the accusations.
- Will have a chance to respond to the facts presented against them.

The extent of the due process required will depend upon the severity of the infraction and the related consequence.

Referrals - All discipline referrals submitted to the Administration/designee will begin with a conference with the scholar. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call. If attempts to notify parents by telephone are unsuccessful, parents will be notified by email. Parent involvement is an important part of the discipline at all levels.

Short Term Suspensions

A short-term suspension is a mandatory absence from the Academy for a period of 10 days or fewer. If the Administration/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or fewer, the Administration/designee shall give the scholar an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The scholar shall be afforded due process rights including the opportunity to present to the Administration/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the Administration/designee, upon the basis of all facts and information

learned, shall determine if the scholar committed a conduct violation. If the scholar is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 days. If a suspension is imposed, the Administration/designee shall keep a record of the aforesaid proceedings. Homework can be provided at the request of the parent. The scholar and guardian must meet with the Administration or designee for a re-entry meeting before returning to classes. A parent may request an administrative review of the discipline data and decision to suspend. There is no level of appeal higher than the Administration for a suspension of 10 days or fewer.

Long Term Suspension/Expulsion

A long-term suspension is a mandatory absence from the Academy for a period exceeding 10 days and up to the balance of the academic year. If the Administration/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a long-term suspension or expulsion, the accused scholar shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the scholar with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a scholar is charged by the Administration/designee with misconduct which may result in long-term suspension or expulsion, the parent(s) or guardian of the scholar shall be informed within a reasonable time period by telephone or email of the charges against the scholar.

Procedures for Long Term Suspension/Expulsion

The long-term suspension process shall be in accord with 6.11.2 of the New Mexico Administrative Code. The ability to make up work for credit during long - term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

Notice - If the Administration believes that a long-term suspension may be warranted as a result of alleged misconduct of a scholar, the Administration will notify the parent(s) in writing of the grounds for the proposed suspension and the date, time and location of the suspension hearing. Notice will be given by certified mail return receipt or by personal delivery addressed to the scholar and his/her parents/guardians. The notice shall contain:

- The time, date and place of the hearing;
- The name of the hearing officer;
- A description of the alleged misconduct, the standard of scholar conduct allegedly violated and the proposed discipline;
- A copy of 6.11.2 NMAC, "Scholars Rights and Responsibilities";
- A clear statement that the hearing will take place as scheduled unless the hearing officer grants a delay or the scholar and parent agrees to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default; (*Note: Expulsion hearings may not be waived.*)
- A statement that notice must be given to the Administration at least 72 (seventy-two) hours before the hearing if the scholar or his parent(s) will have an attorney present;
- Contact information for person from whom the parent may request a delay or additional information; and
- A description of the hearing proceedings.

Hearing Officer

Expulsion hearings will be conducted by an independent hearing officer (board member).

Time of Hearing

The hearing shall not be any sooner than five (5) nor later than 10 (ten) academic days from the date the notice was received. The hearing officer shall have the discretion to extend the time for hearing; however, if the delay extends beyond the 10 (ten) academic days, the scholar shall be returned to the Academy pending the outcome of the hearing.

Decision

The Hearing Officer may announce a decision at the close of the hearing. The hearing officer shall also prepare a written decision, including concise reasons for the decision and the penalty to be imposed, if any, and mail or deliver it to the Administration and the scholar, through the parent, within five (5) working days after the review is concluded.

Suspension/Expulsion Appeals

A scholar aggrieved by the hearing officer's decision has the right to have the decision reviewed if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-Academy suspension exceeding one academic semester or a denial or restriction of scholar privileges for one semester or longer. The appeal shall be to the Governing Council or its designee. The Governing Council may grant a right of review for less severe penalties. A scholar request for review must be submitted to the Governing Council Chair within ten (10) academic days after the scholar is informed of the hearing officer's decision.

Conduct of Review

The Governing Council shall have discretion to modify the hearing officer's decision including imposing any lesser sanction deemed appropriate. The Governing Council shall be bound by the hearing authority's factual determinations unless the scholar persuades the Governing Council that a finding of fact was arbitrary, capricious, or unsupported by substantial evidence or that new evidence which has come to light since the hearing and which could not with reasonable diligence have been discovered in time for the hearing would manifestly change the factual determination. Upon any such finding, the Governing Council shall have discretion to receive new evidence, reconsider evidence introduced at the hearing or conduct a new hearing. In the absence of any such finding, the review shall be limited to an inquiry into the appropriateness of the penalty imposed.

Form of Review

The Governing Council shall have discretion to conduct a review on the written record of the hearing and decision in the case, to limit new submissions by the aggrieved scholar and Academy authorities to written materials or to grant a conference or hearing at which the scholar and his or her representative, and Academy authorities may present their respective views in person.

Timing of review

Except in extraordinary circumstances, a review shall be concluded no later than fifteen (15) working days after a scholar's written request for review is received by the appropriate administrative authority.

Decision

The Governing Council may announce a decision at the close of any conference or hearing held on review. In any event, the Governing Council shall prepare a written decision, including concise reasons, and mail or deliver it to the Administration, the hearing authority and the scholar, through the parent, within ten (10) working days after the review is concluded.

Effect of decision

The Governing Council's decision shall be the final administrative action to which a scholar is entitled.

NMPED Compliance

The process followed by The ASK Academy shall conform to 6.11.2 NMAC, and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern.

Discipline of Scholars with Disabilities

Scholars with disabilities are subject to Academy disciplinary processes. They are also not entitled to remain in a particular educational program when their behavior substantially impairs the education of other scholars in the program. However, The ASK Academy is required by state law and regulations (6.11.2 NMAC) to meet the individual educational needs of

scholars with disabilities as described by their IEP.

Long-Term Suspensions or Expulsions

Discipline of scholars with disabilities shall be governed by the procedures set forth in Section 6.11.2.11 NMAC.

Temporary Suspension

The suspension of scholars with disabilities may be imposed in accordance with the normal procedures prescribed in Subsection D of Section 6.11.2.12 NMAC, provided that the scholar is returned to the same educational placement after the temporary suspension and unless a temporary suspension is prohibited under the provisions of Subsection G, Paragraph (3) of 6.11.2.10 NMAC.

Program Prescriptions

A scholar with a disability's individualized education program (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with the regulation. However, the IEP Committee may call a Manifestation Determination meeting, prescribe or prohibit specified disciplinary measures for an individual scholar with a disability by including appropriate disciplinary provisions in the scholar's IEP including, establish behavior goals and objectives, or impose a Behavior Intervention Plan with modified disciplinary actions. Administrative authorities shall adhere to any such provisions contained in a scholar with a disability's IEP, except that an IEP Committee may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this regulation.

Immediate Removal

Immediate removal of a scholar with disabilities may be done when a scholar brings a weapon to the Academy or an Academy function, or knowingly possesses or uses illegal drugs or has sold or solicited the sale of a controlled substance while at the Academy or an Academy function. The procedures for long-term suspension or expulsion of disabled scholars are set forth in Section 6.11.2.11 NMAC above. School personnel under this section may remove a scholar with a disability who violates a rule of scholar conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to scholars without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under Subsection G of 6.11.2.11 NMAC above).

Discipline of Scholars Experiencing Homelessness

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

The ASK Academy shall:

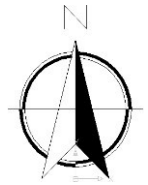
- through professional development activities, create an awareness among educators and administrators of the types of behaviors that scholars experiencing homelessness may exhibit due to homelessness and provide strategies and supports to address the behaviors through the scholar assistance team process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

Appendices

Dropping Off and Picking Up Scholars

Morning drop off will not be as difficult as afternoon pick-up but it will definitely be slower, please plan accordingly. We will follow regular protocols (enter West gate exit East gate).

Afternoon pick-up: See turquoise arrows on attached map. Pull up as far as possible to the walk near the pedestrian gate on the NE side. After the drive up is full of vehicles then follow the black arrows. Once your child is secure, pull into the left lane and proceed out the east gate making a right turn onto Sundt.



Attendance

The ASK Academy requires that all enrolled scholars attend classes regularly. The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen, or until they graduate from high school, receive a GED certificate, or withdraw from school on a hardship waiver. This Policy implements state law; to the extent that any portion of this Policy conflicts with state law, the state law shall govern.

This applies to scholars and their parents or legal guardians.

1. DEFINITIONS

- a. "Absence" is when a child is not in attendance for a class or school day for any reason, whether excused or not; provided "absent" does not apply to participation in interscholastic extracurricular activities.
- b. "Attendance Improvement Plan: means a tiered data-informed system of support to identify scholars who are chronically or excessively absent to aid families and the Academy in the development and implementation of prevention strategies with targeted interventions. Each of the tiers is defined as follows:
 1. "Whole School Prevention" are universal prevention strategies for all scholars, including scholars who have missed less than five percent (5%) of classes or school days for any reason;
 2. "Individualized Prevention" means targeted prevention strategies for individual scholars who are missing five percent (5%) or more, but less than ten percent (10%) of classes or school days for any reason;
 3. "Early Intervention" means interventions for scholars who are missing ten percent (10%) or more, but less than twenty percent (20%) of classes or school days for any reason; and
 4. "Intensive Support" means interventions for scholars who are missing twenty percent (20%) or more of classes or school days for any reason.
- i. "Excused absence" is an absence due to illness, appointments with health or mental health care providers, death in the family, or religious instruction or tribal obligations. At the school's discretion, a written confirmation may be required by the office when the scholar returns to school. If requested, such letter should come from medical practitioner, funeral service provider, or provider of religious education or tribal official. Special family situations may be considered appropriate for excused absence when *prior* approval is received from the Administration. The Administration's decision on the request shall be considered final. Excused Absence due to Religious Instruction: A scholar may, subject to the approval of the Administration, be absent from school to participate in religious instruction for not more than 1 class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic

program of the school. The Academy does not assume responsibility for the religious instruction for any scholar, nor does it permit religious instruction to be conducted on school property. The Academy shall provide time for the scholar to make up the school work missed during the absence.

- ii. Excused Absence due to Tribal Obligations: A scholar may, subject to the approval of the Administration, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. The Academy shall provide time for the scholar to make up the school work missed during the absence.
- c. “Unexcused absence” is an absence from school or from a class for which the scholar does not have an allowable excuse as identified herein.
- d. “Half Day Absence” is an absence from school for less than half (three class periods) of the school day.
 - i. “Excused half day absence” is a half day absence from school for reasons identified in this Policy.
 - ii. “Unexcused half day absence” is a half day absence from school or from a class for which the scholar does not have an allowable excuse as identified herein.
- e. Absence equivalencies:
 - 1. Any combination of two half-day excused absences will equate to one excused absence.
 - 2. Any combination of two half day unexcused absences will equate to one unexcused absence.
 - 3. Any absence for more than 3 class periods of a scholar’s approved school day in a school day equates to a full-day’s absence.
- f. “Tardy” is an arrival to school after 10 minutes of beginning of a class.
 - i. “Excused tardy” is a tardy for reasons listed herein.
 - ii. “Unexcused tardy” is a tardy for reasons not listed herein.
- g. “Early Departure” is a scholar’s departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy.
 - h. “Excused early departure” is an early release for reasons listed herein.
 - iii. “Unexcused early departure” is an early release for reasons not listed herein.
- h. “Chronically Absent” is a scholar with an absenteeism rate of 10%, but less than 20% regardless of the reason for absence, and/or whether excused or not. Chronically absent scholars require Early Intervention; see below.

- i. "Excessively Absent" is a scholar with an absenteeism of 20% or greater, regardless of the reason for the absence and/or whether excused or not. Excessively absent scholars require Intensive Support; see below.
- j. "Voluntary Withdrawal" is the School interpreting a scholar's continued unexcused absences to constitute a voluntary disenrollment of the child from the school, after all school's intervention attempts have been exhausted. Voluntary withdrawal is not an expulsion of a scholar and does not require the due process for expulsion.

2. PROCEDURES

a. Attendance Requirement

- 1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person's parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Administration.
- 2. Scholars enrolled in The ASK Academy shall attend school for the length of time of the school year as established by the school charter and any resulting reauthorization thereof.
- 3. Scholars are expected to have no more than 5% absentee rate (approximately 8 days) per school year, which includes both excused and unexcused absences.
- 4. Scholars are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.

b. Whole School Efforts to Ensure Scholar Attendance

- i. Notification of an Absence by a Parent or Guardian: The parent or guardian shall notify the Attendance Officer each day that his or her scholar will be absent from any part of the school day, except in the case of an emergency, and shall give the reason for the absence and shall provide a written parental verification upon the child's return to school.
- ii. Notification of an Unexcused Absence by the School: If a scholar is absent from school or class without a parent or guardian's notification of absence, the Attendance Officer (or the designee) will, as soon as practicable, contact the parent or legal guardian by telephone or e-mail to give notice of the scholar's unexcused absence and to ascertain and document the reason for absence.

c. The Attendance Officer shall notify parent/guardian of a child who has reached a 5% (approximately 8 days) absentee rate regardless of reason for absence and shall keep a record of notification(s).

d. Make up of Work Missed

- i. Following an excused absence, the scholar, parent, or guardians shall discuss make-up work with the scholar's teacher. A scholar shall be given a reasonable time by the teacher within which to make up the work the scholar missed during the absence. Following an unexcused absence, make-up work is at the discretion of the teacher.

e. School Actions for Poor Attendance

- i. Out-of-school suspension and expulsion will not be used as discipline for truancy or unexcused absences. However, after explicit notification to the parent/guardian that the scholar is excessively absent despite exhaustion of all intervention efforts described in this Policy, the school may consider further unexcused absences to constitute a voluntary withdrawal of the child from school enrollment.

ii. Scholars in need of individualized prevention (5-9% absent)

1. The Attendance Support Team shall talk to the parent/guardian (either in writing or in person) and inform them of the scholar's attendance history, the impact of scholar absenteeism on scholar academic outcomes, and identify and discuss the barriers to school attendance, identify solutions to improve the scholar's attendance, intervention or services available to the family. The Team shall further inform parent/guardian of the consequences of further absences.

iii. Early Intervention for Chronically Absent Scholars (10 – 19% absent)

1. Parents/guardians of scholars found to be Chronically Absent shall meet with the Attendance Support Team and school administration.
 - a. The school Attendance Officer shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet with Administration.
 - b. The purpose of the meeting will be to establish an Early Intervention Plan. This plan will include an Attendance Contract with weekly progress monitoring of interventions and reporting of scholar attendance to the parent/guardian.
2. Parents of scholars with any additional unexcused absences after meeting with Attendance Support Team to develop an Early Intervention Plan may be referred to the Children Youth and Families Department for suspected neglect.

iv. Intensive Support for Excessively Absent Scholars (20% or greater absent)

1. Parents/guardians of scholars found to be Excessively Absent shall meet with the Attendance Support Team and CEO or designee.
 - a. The Attendance Officer shall notify the parent/guardian of the scholar found to be excessively absent in writing, and include the date, time and location for parent/guardian to meet with the Attendance Support Team. The purpose of this meeting will be to establish scholar

accountability and school level supports, revise intervention plans to eliminate future absences, and to apprise the scholar and parent of the consequences of further absences.

- b. Parents of scholars with any future absences of any type after meeting with the Attendance Support Team for Intensive Support shall be reported to the probation services office of the local judicial district within 10 days after such absence. Such referrals shall include documentation of interventions provided to the family.
- v. Voluntary withdrawal for 10 Consecutive Unexcused Absences: The school will consider 10 consecutive unexcused absences as a voluntary withdrawal from enrollment at the Academy. Voluntary withdrawal will be processed by the school only after:
 - 1. The school has documented and exhausted intervention efforts to keep the child in school per this Policy.
 - 2. The school has contacted the juvenile probation department.
 - 3. The school has notified the parent/guardian in writing upon the fifth, consecutive unexcused absence that accumulating ten consecutive unexcused absences will constitute a voluntary disenrollment of the child. Such notice will require a scheduled meeting between the parent and Administration.
- vi. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent scholars or excessively absent scholars.
- vii. The Attendance Officer shall provide a parent/guardian, within 5 days of parent's written request, access to attendance data of the scholar, including information about any intervention strategies that have been employed.
- f. Native American Scholars
 - i. In carrying out its duties under this rule and the school attendance law, the School shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the Public Education Department or other authorities per this Policy, the School shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification.
- g. Interscholastic Extracurricular Activities (High School Only):
 - i. A scholar shall not be absent for interscholastic extracurricular activities in excess of 15 days per semester, and no class shall be missed in excess of 15 times per semester for Interscholastic Extracurricular Activities. A scholar shall have at least a 2.0 grade point average on a 4.0 scale, or its

equivalent, either cumulatively or for the grading period immediately preceding participation, to be eligible to participate in any interscholastic extracurricular activity. For purposes of this section, “grading period” is a period of time not less than six weeks. This subsection shall not apply to scholars receiving C or D level special education services.

- ii. The Secretary of the Public Education Department may issue a waiver relating to the number of absences for participation in any state or national competition that is not an interscholastic extracurricular activity.

h. Pregnant/Parenting Scholars.

- i. The Academy shall provide at least ten (10) days of excused medical absences during the school year for a scholar who provides documentation of the birth of the scholar’s child, and the Academy shall provide time for the scholar to make up the school work missed during the absence.
- ii. The Academy shall provide four (4) days of excused absences for a scholar who provides appropriate documentation of pregnancy or that the scholar is the parent of a child under the age of thirteen needing care, and the Academy shall provide time for the scholar to make up the school work missed during the absence.

**The ASK Academy Class Schedule
2023-2024
Regular Day Schedule**

Middle School		High School	
Class Period	Bell Schedule	Class Period	Bell Schedule
1	8:00 – 9:08	1	8:00 – 9:08
2	9:08 – 10:16	2	9:08 – 10:16
3	10:16 – 11:24	3	10:16 – 11:24
Lunch	11:24 – 12:00	4 CP/FC	11:24 – 12:00
4 CP/FC	12:00 – 12:36	Lunch	12:00 – 12:36
5	12:36 – 1:44	5	12:36 – 1:44
6	1:44 – 2:52	6	1:44 – 2:52
7	2:52 – 4:00	7	2:52 – 4:00

**The ASK Academy Class Schedule
2023-2024
Bad Weather / Delayed Day Schedules**

Middle School		High School	
Class Period	Bell Schedule	Class Period	Bell Schedule
1	10:00 – 10:45	1	10:00 – 10:45
2	10:45 – 11:30	2	10:45 – 11:30
3	11:30 – 12:15	3	11:30 – 12:15
Lunch	12:15 – 1:00	4 CP/FC	12:15 – 1:00
4 CP/FC	1:00 – 1:45	Lunch	1:00 – 1:45
5	1:45 – 2:30	5	1:45 – 2:30
6	2:30 – 3:15	6	2:30 – 3:15
7	3:15 – 4:00	7	3:15 – 4:00

The ASK Academy 2023-2024 Calendar

The ASK Academy

2023-2024 School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				5.0	

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				19	2.5	

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				15	2.5	

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
		18			1.0	

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				16	1.0	

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				12	2.0	

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			13		2.5	

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
				17	1.5	

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				12	2.0	

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		18			2.0	

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				14	1.5	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- School Closed
- 2 Hours: PD
- SLATE Conferences: 1/2 Day Bell Schedule
- Admin Start/Stop

- Progress Reports/End of Quarter
- School Start/End
- PD
- New Staff Orientation

Scholar Days by Sem
 1st - 80
 2nd - 74
 Total - 154

Staff PD by Sem
 1st - 14
 2nd - 9.5
 Total - 23.5



Exclude the Release of Directory Information

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that The ASK Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your scholar's education records. However, The ASK Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow The ASK Academy to include this type of information from your scholar's education records in certain Academy publications. Examples include:

- A playbill, showing your scholar's role in an Academy production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Activity sheets, such as for Robo Rave, or wrestling (showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their scholar's information disclosed without their prior written consent.

If you do not want The ASK Academy to disclose directory information from your scholar's education records without your prior written consent, you must notify the Academy in writing. The ASK Academy has designated the following information as directory information:

[Note: The ASK Academy, may but does not have to, include all the information listed below.]

- Scholar's name/Parents' names
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address(es)
- Photograph
- Honors, and awards received
- Date and place of birth
- Grade level

By signing this document as a parent/guardian of a scholar at The ASK Academy, I acknowledge that I have read and understand the above stated FERPA policy. I am requesting that The ASK Academy does NOT disclose directory information about my scholar such as name, address, telephone number, email address, date, and place of birth, honors and awards, and dates of attendance.

I understand that this directive shall remain in effect until I withdraw or modify it in writing.

Scholar Name: _____

Parent/Guardian Printed Name:

Signature: _____

Date: _____



Scholar Incident Report

Scholar Name: _____ Date: _____

Name(s) of other person(s) involved in this incident: _____

Describe in detail –

Where did the incident happen? _____

When did it happen? _____

What did you say or do? _____

What did the other person(s) say or do? _____

Who did you tell before this problem escalated? _____

Life is full of choices and consequences, so make good choices because the choices you make today you will live with tomorrow.

The ASK Academy Charter Academy
Acceptable Use of Technology Policy and Laptop Contract
2023-2024

This contract dated is by and between **The ASK Academy Charter School**, the Scholar (Print Scholar Name) _____ and the Parent(s)/Guardian(s) (Print Names) _____ This contract contains the vital components of which are integral to the terms and conditions of this Contract:

Acceptable Use of Technology Agreement

Computers and technology are used to support learning and enhance educational Instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at The ASK Academy are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A scholar's use of a computer at The ASK Academy or an ASK Academy Laptop in any location is not subject to privacy protections. Internet, a network of networks, allows users to interact with millions of other people using computers. It is the belief of The ASK Academy that the educational benefits to scholars and project managers accessing various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of The ASK Academy to provide access to such services to further the educational goals and objectives of The ASK Academy and is in full compliance with the Scholars' Internet Protection Act. However, parents should be aware that scholars using telecommunications have the potential to access unacceptable sources if they disobey or disregard Academy rules and guidelines. Even through the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of The ASK Academy is for technology resources to be used as a valuable educational tool.

These guidelines, along with ASK Board policies, must be followed whether ASK computers access the ASK network or the Internet **on or off campus at any time of day or night**. When using the Internet, scholars will be held responsible for information viewed, received, and sent. As a user of technology resources provided by The ASK Academy, each scholar must review, understand, and accept the following rules. Failure to obey the following statements will result in disciplinary action.

- ◇ I understand that all technology use must be for educational purposes as directed by my project manager.
- ◇ I will not download or play any non-educational games on an Academy computer.
- ◇ I will not download or play music or videos from the Internet, without permission of my project manager.
- ◇ I will respect personal privacy for myself and others.
- ◇ I will not give out any personal information about myself or anyone else (home address, telephone number, etc.)
- ◇ I will only use my computer account and won't use anyone else's login id and/or password nor will I give my login information to anyone.
- ◇ I will not copy, change, read or use files that belong to another user.
- ◇ I understand that software and ideas are protected by copyright laws.
- ◇ I will not copy information received from any source and say that it is my work.
- ◇ I will list all sources of information that I use in my projects and work.
- ◇ I will not copy any personal software onto any computer at the Academy.
- ◇ I will not make copies of any software found on The ASK Academy's equipment or on the Internet.
- ◇ I will not deface, damage or destroy the equipment.
- ◇ I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
- ◇ I understand that abusive language (including name calling and swearing) and bullying is prohibited.
- ◇ I understand that I must follow state and federal rules when using technology.
- ◇ I will not try to bypass the security measures of any computer equipment.
- ◇ I will not knowingly create or introduce any virus to The ASK Academy's equipment or network.
- ◇ I will not produce, send, or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
- ◇ I understand that I have no expectation of privacy in connection with my use of Academy technology.
- ◇ I understand that email on networks should not be considered absolutely secure or private.
- ◇ There is a risk that attachments may contain programs or executable files that carry viruses. I will not open attachments unless the source and/or sender can be verified.
- ◇ I will tell an adult in charge immediately if I encounter materials which violate the rules of appropriate use.

Assignment of an ASK Laptop

The scholar is assigned a laptop computer which the scholar will use to complete required learning assignments in Academy, at home, and in the field. All Equipment assigned to the scholar is the property of The ASK Academy. The software applications are fully licensed and appropriate for scholar use. The computer has been imaged to allow scholars to save their work to the hard drive. Scholars may not add any new software to the laptop computer unless it has been approved by The ASK Academy's System Administrator. Some software additions may impede or conflict with the Equipment's established software or disable a level of the computer's performance. The system administrator must have all software licensing on file. Any questions regarding the addition of software to the laptop computer should be directed to The ASK Academy's System Administrator.

The scholar and her/his parent/guardian(s) accept full financial responsibility for the repair or replacement of the Equipment should the Equipment be lost or damaged through misuse or negligence during the period of this contract.

If a scholar does not return the laptop at the end of the year, when withdrawing from the Academy, or upon disenrollment a police report will be filed for theft of property.

The Terms of the Contract will be as follows:

The scholar is enrolled as a full-time scholar at The ASK Academy who agrees to the conditions of this contract as well as all Academy policies and procedures. The scholar and parent/guardian agree to abide by policies identified in The ASK Academy's Acceptable Use of Technology Policy at the Academy and at home.

1. Authority:

The ASK Academy personnel will be available to assist the scholar in any way possible. The sponsor Project Manager is the first person the scholar should consult regarding the use of Equipment or problems that may arise. The ASK Academy's Systems Administrator will be notified by the scholar's Project Manager so that the appropriate processes for computer help or needed repair can be followed. The equipment will be the responsibility of the scholar and the parent/guardian when it is used at home. Scholars will be asked to bring the laptop **DAILY** to Academy for in-Academy projects. **Scholars may not LOAN or EXCHANGE their assigned laptop at the Academy or at home.**

Scholars may choose to connect their computer to the Internet when at home. The parent/guardian and the scholar understand that they must have an Internet Service Provider in order to use the Internet. The ISP connection is the responsibility of the parent/guardian.

2. Transportation of the Equipment (High School scholars):

The scholar is responsible for transporting the Equipment **ONLY** in a padded backpack that will need to be provided by the family. It is important that the scholar take great care not to drop the laptop and break the screen as breaking the screen may render the laptop useless and the family will have to pay full depreciated cost of the laptop before another laptop can be issued to them.

3. Parent/Guardian Consent:

By signing this contract, the Parent/guardian of The ASK Academy scholars gives permission for her/his child to accept or use the laptop computer. The scholar's parent/guardian accepts responsibility or the consequences of her/his child's actions and/or behavior while using the Equipment. Additionally, the parent/guardian of a high school scholar agrees to pay the **yearly maintenance fee of \$60.00 (non-refundable)** for the use of the laptop and ability to take that laptop home during the academic year.

Bringing a Personal Laptop for use at The ASK Academy

If the scholar and parent/guardian choose to have the scholar use a personal laptop at The ASK Academy, then they agree to download required ASK software, including the ASK security software (anti-virus, anti-spyware, etc.) onto that personal laptop. Furthermore, they agree to pay a **yearly software and network usage fee of \$15.00 (non-refundable)** for the use of the Academy software, and ASK internet access.

___ CHECK HERE IF THE SCHOLAR WILL BE USING THEIR OWN LAPTOP

By signing this Contract, all parties agree to the terms and conditions stated within.

Signature of Scholar

Date

Signature of Parent/Guardian

Date

Discipline Matrix

Scholar Offenses/Definitions/Consequences

The ASK Academy is a place to learn and to be part of a community where scholars, staff, and families are respectful, responsible, and safe. If a scholar is behaving in a way that does not allow other scholars to learn and/or feel safe, school staff will need to intervene with the scholar. Scholars, whether receiving general or special education services, may need to receive interventions for disruptive behavior.

Administrators may impose consequences to maintain the safety and security of the school population. The definitions and charts in the consequences section are meant to guide administrators in the decision-making process when determining consequences.

In addition to the grade ranges, administrators also take into consideration the varying degrees of actions or the severity of the actions within any single definition when deciding. A scholar's offense could have actions that fall into multiple areas. Required actions are indicated, while other actions are determined by the administrator. Administration or CEO will have final discretion and implementation based on individual scenarios.

- Disciplinary and restorative consequences will be appropriate for a scholar's age, ability level, and severity of behavior.
- Class grades shall not be reduced because of unacceptable conduct or disciplinary action.
- Grades shall not be reduced as a direct penalty for inappropriate behavior, with the exception of plagiarism or cheating on a test.

***Indicates Required action**

SRO = School Resource Officer/RRPD

Arson
 Maliciously, willfully and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity.

Arson I: less than \$200 damage, Arson II: \$200 to \$999 damage, Arson III: \$1000 damage or more.
 (Invoices for replacement costs, repair and police reports must be part of final referral when seeking long-term suspension or expulsion.)

Arson I: less than \$200 damage	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> ● Staff/Scholar Contact* ● Project Manager Contacts Parents* ● Administrative/Parent Contact/Conference* ● Lunch detention ● In School Suspension (1-3 days) ● Short-term suspension (1-3 days) ● Long-term suspension (1-5 days) ● Report to SRO for Police Report* ● Seek Restitution 	<ul style="list-style-type: none"> ● Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* ● Administration contacts parents and SRO*

Arson II: \$200 to \$999 damage	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report* • Seek Restitution 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents and SRO*
Arson III: \$1000 damage or more	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report* • Seek Restitution 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents and SRO*
Damage greater than \$10,000	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Expulsion • Report to SRO for Police Report* • Seek Restitution 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents and SRO*

Assault

A verbal or written threat or physical attempt of bodily harm; any unlawful act, threat or menacing conduct which causes another person to reasonably believe that they are in danger of receiving an immediate battery; or the use of insulting language toward another impugning their honor, delicacy or reputation.

Assault	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO

Assault, Aggravated

Unlawfully assaulting or attempting to strike at another person with a weapon, instrument, or any means of force likely to produce bodily injury.

(When seeking long-term suspension, police reports and evidence will be included: witness statements, security camera footage, etc.)

Assault, Aggravated	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Battery, Aggravated

An actual and intentional touching or striking of another person against his or her will with the use of a weapon or intentionally causing bodily harm to an individual

(When seeking long-term suspension, police reports and evidence will be included: witness statements, video, etc.)

Battery, Aggravated	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Battery/Fighting

Unlawful, intentional touching or application of force to another person, when done in a rude, disrespectful, or angry manner

Battery/Fighting	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline

Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD
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Battery/Sexual

Sexual battery is defined as a scholar intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts. No scholar shall commit any act of sexual battery on school property, school buses, or at school-sponsored events. See Harassment/Sexual for other offenses.

Battery/Sexual	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Consequences determined by outcome of investigation* • Referral for Mediation • CYFD Referral 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD* • Administration contacts CYFD

Bullying

Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted, and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted scholar feeling oppressed, fearful, distressed, injured, and/or uncomfortable. The aggression is repeated on more than one occasion and can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, gender expression, sexual orientation, mental, physical, or academic ability. Additional characteristics may be the actual or perceived basis for bullying. Bullying often takes place in a social context. (If seeking long-term suspension, documentation of intervention and training for the aggressor must be included with referral.)

Bullying	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Cyberbullying

“Cyberbullying” means any bullying that takes place through electronic communication. “Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet or video or audio recording. (If seeking long-term suspension, documentation of intervention and training for the aggressor must be included with referral.)

Cyberbullying	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline

Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD
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Controlled Substance

A controlled substance is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling. Controlled substances include but are not limited to alcohol, marijuana, narcotics, amphetamine, barbiturate, hallucinogens, prescription drugs, over the counter drugs, synthetic drugs or intoxicants of any kind. This does not include tobacco or tobacco products. Possession and/or use of a controlled substance, including alcohol, presents a health concern for scholar and is a potential disruption to the educational process.

*** “Possession” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a scholar may be found in possession of any item if the item is in the scholar’s backpack, locker, car, or elsewhere, if subject to the scholar’s custody and control.

9a. Controlled Substance, Paraphernalia Possession***

Possessing any paraphernalia, such as but not limited to rolling paper, pipes, bongos or vape pens.

Controlled Substance, Paraphernalia Possession	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • CYFD Referral 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

9b. Controlled Substance, Possession***

Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling.

Controlled Substance, Possession	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline

Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents*
	<ul style="list-style-type: none"> • CYFD Referral 	<ul style="list-style-type: none"> • Administration completes referral to SRO/RRPD

9c. Controlled Substance, Sale or Distribution

Selling or distributing a substance capable of producing a change of behavior or altering a state of mind or feeling or an item sold as a controlled substance. Distribution is not “sharing”. Distribution requires a quantity of product that has been broken into sale portions and quantities of money indicating possible purchase. Distribution and sale require evidence to include photos and a police report to support the charge.

Controlled Substance, Sale or Distribution	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report* • CYFD Referral 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration completes referral to SRO/RRPD*

9d. Controlled Substance, Use or Under the Influence

Alcohol/Illegal Drugs/Inhalants: No scholar shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids. Legal intoxication is not required for violation of this Code of Conduct.

Controlled Substance, Use	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report* • CYFD Referral 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration completes referral to SRO/RRPD*

Dress Code Violation

Non-compliance with specific school dress codes. No exclusionary discipline (suspension or exclusions) can be used as punishment for scholar dress code.

Dress Code Violation	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Parent Contact Parents* • Administrative/Parent Contact/Conference 	<ul style="list-style-type: none"> • Project Manager contacts parents and logs entry into PowerSchool. Scholar is sent to office to change or
	<ul style="list-style-type: none"> • Lunch Detention/School Community Service 	contact home. Scholar will be sent back to class while they wait for parents to bring correct uniform if a loaner piece is not available. * <ul style="list-style-type: none"> • Administration also contacts parents

Extortion

Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

Extortion	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference* • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager Writes Discipline Referral, logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration completes referral to SRO/RRPD

False Accusations

Falsely reporting crimes or purposely and knowingly giving false information to a school administrator or other investigator during the process of an investigation, in accordance with the NM Criminal Code Statute

False Accusations	Consequences – Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact/Conference • Lunch detention • In School Suspension (1-3 days) • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Report to SRO for Police Report • Referral for Mediation 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents • Administration contacts SRO/RRPD

False Alarm/Fire Alarm

Interfering with the proper functioning of a fire alarm system or pulling the fire alarm intentionally when no fire or other danger exists

False Alarm/ Fire Alarm	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents* • Administration contacts SRO/RRPD

Firearm, Possession***

Possession of any weapon, which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, bb guns, or pellet guns, but does include bombs, grenades, and some explosives (also, see weapon possession).

*** “Possession” as used herein, includes not only possession on one’s physical person, but also custody and control.

Thus, a scholar may be found in possession of any item if the item is in the scholar’s backpack, locker, car, or elsewhere, if subject to the scholar’s custody and control.

- ***The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a scholar who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the CEO may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Rio Rancho Police Department.
- New Mexico 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.
- SAFE GUN STORAGE: Secure firearm storage is an essential part of home safety. If a decision has been made to bring a gun into your home, parents/guardians can make the home safer by storing any firearms unloaded and locked, with ammunition kept in a separate place. Research has proven that this simple practice can help prevent unintentional shootings, gun suicides, and other tragedies that can result when kids and teens gain access to guns. For more information, see BeSMARTforkids.org

Firearm, Possession	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	Expulsion of not less than one year* Report to CYFD*	Administration Contacts Parents* Administration Contacts SRO/RRPD* Administration Contacts CYFD*

Firearm, Use

Use of any weapon, which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, bb guns, or pellet guns, but does include bombs, grenades, and some explosives (also, see weapon possession).

- ***The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a scholar who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the CEO may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Rio Rancho Police Department.
- New Mexico 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.

Firearm, Use	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	Expulsion of not less than one year* Report to CYFD*	Administration Contacts Parents* Administration Contacts SRO/RRPD* Administration Contacts CYFD*

Gang-Related Activity

Gang-related activity can be intimidating to scholars, parents and staff and is disruptive to the educational process. Although this list is not all inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals, wearing or possessing gang-related apparel. A “gang” can be any group of scholars and/or non-scholars whose group behavior is threatening, delinquent, or criminal. Since gang behavior, markers, and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators that will be considered should include:

- The scholar associating with admitted or known gang members
- The scholar displaying gang logos, graffiti and/or symbols on personal possessions
- The scholar displaying gang hand signs or signals to others
- The scholar talking about gang activities with others
- Hostile contact with others in which two or more scholars have contributed to a situation causing bodily harm to another.

Gang-Related Activity	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

General Disruptive Conduct and/or Defiance

Any behavior or conduct that disrupts or interferes with the operation of the school, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor or lying to or intentionally misleading any school official at places and times where school personnel have jurisdiction is included in this definition. For example:

- use of cell phone during instructional time
- misuse of cell phones and other forms of technology including internet and school email
- filming of other scholars
- filming any staff members
- audio recording of other scholars
- audio recording any staff members
- failure to provide school identification upon request
- inappropriate display of affection
- any sexual act committed on campus
- making false accusations regarding staff or scholars

Note: It is the responsibility of the parent/legal guardian of the scholar to retrieve confiscated cell phones or other electronic devices according to the school's procedures.

General Disruptive Conduct	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report • Loss of school technology including, but not limited to email and internet 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents • Administration contacts SRO/RRPD

Harassment

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a scholar's academic performance, or otherwise adversely affects a scholar's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment.

Harassment - General

Harassment - General	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Harassment Disability

Conduct including but not limited to the following: mocking, taunting, intimidating, criticizing, or punishing a scholar/group with a disability because of their disability. (See Section 504 and the Americans with Disabilities Act).

- Repeatedly placing classroom furniture or other objects in the path of scholars who use wheelchairs or walking devices, impeding their mobility
- Repeatedly belittling and criticizing a scholar for using accommodations in class
- Taunting or belittling a scholar with disabilities by mocking and intimidation
- Making remarks out loud during class that a scholar with a disability is “retarded” or “deaf and dumb” and does not belong in the class
- Habitually subjecting a scholar to inappropriate physical restraint because of conduct related to their disability
- Repeatedly denying a scholar with a disability access to lunch, recess, field trips, assemblies, or extra-curricular activities as punishment for taking time off from school for requires services related to the scholar’s disability

Harassment - Disability	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Harassment Sexual

Examples include but are not limited to the following:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Unwelcome or inappropriate sexually-motivated or intentional touching of intimate bodyparts;
- Offensive or unwelcome sexual advances or propositions;
- Graphic or degrading verbal comments about an individual or his/her physical attributes;
- Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct;
- Display of sexually suggestive objects, pictures, cards, or letters;
- Lewd or suggestive comments or gestures;
- Off-color language or jokes of a sexual nature;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or scholars' educational status;
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

Harassment - Sexual	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> ● Staff/Scholar Contact* ● Project Manager Contacts Parents* ● Administrative/Parent Contact* ● Report to CYFD ● Lunch detention ● Short-term suspension (1-3 days) ● Long-term suspension (1-5 days) ● Suspension from extracurricular activities. ● Report to SRO for Police Report 	<ul style="list-style-type: none"> ● Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* ● Administration also contacts parents* ● Report to CYFD* ● Administration contacts SRO/RRPD

Harassment, Racial

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a scholar's academic performance, or otherwise adversely affects a scholar's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment. The prohibition includes but is not limited to, harassment, intimidation or abuse of scholars or others based on actual or perceived characteristics, such as disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

Conduct including but not limited to the following:

- racial slurs
- racial jokes
- offensive or derogatory remarks
- display of racially offensive material or symbols
- exclusion from normal school activities based on scholar's race or ethnicity

Harassment - Racial	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> ● Staff/Scholar Contact* ● Project Manager Contacts Parents* ● Administrative/Parent Contact* ● Lunch detention ● Short-term suspension (1-3 days) ● Long-term suspension (1-5 days) ● Suspension from extracurricular activities. ● Report to SRO for Police Report 	<ul style="list-style-type: none"> ● Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* ● Administration also contacts parents* ● Administration contacts SRO/RRPD

Hate Incident

Conduct that reflects hatred or bigotry based on real or perceived disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

Hate - Incident	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> ● Staff/Scholar Contact* ● Project Manager Contacts Parents* ● Administrative/Parent Contact* ● Lunch detention ● Short-term suspension (1-3 days) ● Long-term suspension (1-5 days) ● Suspension from extracurricular activities. ● Report to SRO for Police Report 	<ul style="list-style-type: none"> ● Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* ● Administration also contacts parents* ● Administration contacts SRO/RRPD

Language, Profane and/or Abusive

Using language that is crude, offensive, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing. The words are used towards another individual in an offensive or insulting manner.

Language, profane and/or Abusive	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents • Administration contacts SRO/RRPD

Materials, Obscene***

Displaying or possession of material that is indecent and has the potential of being disruptive. Including, but not limited to: written, photographed and drawn materials.

Materials, Obscene	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report • Report to CYFD 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents • Administration contacts SRO/RRPD

Racialized Aggression

Any aggressive act that can be characterized, categorized or that appears as such to be racial in nature. State of New Mexico Anti-Racism, Anti-Oppression Hotline: Call (833)485-1335, Email: ARAO.Hotline@state.nm.us

Racialized Aggression	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Robbery

Taking of property through means of force or fear

Robbery	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents • Administration contacts SRO/RRPD

Theft

Unauthorized possession and/or sale of property of another without consent of owner.

Theft	Consequences - Middle/High *Indicates Required action	
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration contacts parents • Administration contacts SRO/RRPD

Threats of Violence Against the School

Threats of violence against the school in any form, verbal, written, or via social media

(Threats of Violence require evidence to include photos and a police report to support the charge.)

Threats of Violence Against School	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Threats of Violence Against another Person

Threats of violence against another person in any form, verbal, written, or via social media (Threats of Violence require evidence to include photos and a police report for Long-term suspension to support the charge.)

Threats of Violence Against Person	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Tobacco

Any tobacco products made or derived from tobacco that are intended for human consumption, including any component, part, or accessory of a tobacco product. This includes among other products, cigarettes, cigars, pipe tobacco, roll-your-own tobacco, dissolvable or smokeless tobacco. E-cigarette means any electronic oral devices, or any part of it, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or any other product, name or descriptor; but does not include any product regulated as a drug or device by the US Food and Drug Administration. Nicotine liquid container means a bottle or other container of any substance containing nicotine where the substance is sold, marketed, or intended for use in an e-cigarette.

Tobacco Possession*, Use, and/or Distribution**

Possession, use, and/or distribution of tobacco, including all tobacco products, e-cigarettes, and nicotine liquid containers anywhere on a school campus or at a school related event is prohibited

Tobacco Possession, Use and or Distribution	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Trespassing/Unauthorized Presence

Entering or being on school grounds or in a school building without authorization

Trespassing/ Unauthorized Presence	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD

Vandalism

Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

Vandalism I: less than \$200 damage, Vandalism II: \$200 - \$999 damage, Vandalism III: \$1000 damage or more.

Vandalism I: less than \$200 damage	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
All Occurrences	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report • Seek Restitution 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts Parents* • Administration contacts SRO/RRPD

Vandalism II: \$200 - \$999 damage	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
All Occurrences	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report* • Seek Restitution 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD*

Vandalism III: \$1000 damage or more	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline

All Occurrences	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report • Seek Restitution 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • * • Administration also contacts parents* • Administration contacts SRO/RRPD
Damage greater than \$10,000	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report* • Seek Restitution • Expulsion 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD*

Weapon Possession***

Possessing a weapon such as but not limited to a firearm, any type of gun, knife, club, firecracker, explosive, spiked wristband, chains, or other item that may cause or is intended to cause injury or death. This specifically includes “look- alike” guns and knives, such as toys. (Weapons covered by the Gun-Free Schools Act are defined under Firearm, Possession/Use.).

*** “Possession”, includes not only possession on one’s physical person, but also custody and control. Thus, a scholar may be found in possession of any item if the item is in the scholar’s backpack, locker, car, or elsewhere, if subject to the scholar’s custody and control.

Weapon Possession	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report* 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD*

Weapon Use

Use of any weapon to threaten, intimidate, attack, injure, or kill any person. Must be actual use of the weapon.

Weapon Use	Consequences - Middle/High *Indicates Required action	Parties Responsible for Discipline
Any Occurrence	<ul style="list-style-type: none"> • Staff/Scholar Contact* • Project Manager Contacts Parents* • Administrative/Parent Contact* • Lunch detention • Short-term suspension (1-3 days) • Long-term suspension (1-5 days) • Suspension from extracurricular activities. • Report to SRO for Police Report* 	<ul style="list-style-type: none"> • Project Manager writes discipline referral and logs entry into PowerSchool and contacts parents* • Administration also contacts parents* • Administration contacts SRO/RRPD*



Review of Scholar and Parent Handbook 2023-2024

This handbook will also be located our website at www.theASKAcademy.org

We, the parent(s)/guardian(s) of an ASK Academy scholar understand that the Scholar and Parent Handbook contains important information. We acknowledge that this handbook contains information and policies that we should be familiar with while our scholar attends The ASK Academy.

We have reviewed the information and policies contained in this handbook with our scholar and both our scholar and we understand that all scholars will be held accountable for their behavior and that failure to abide by the guidelines for all scholar behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Scholar and Parent Handbook or any of The ASK Academy policies, rules and guidelines. We are aware that The ASK Academy reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. We are also aware that any changes or updates to this handbook will be posted on the Academy website.

Directions for return of this form:

- 1.) Scholar and Parent/Guardian review handbook together.
- 2.) Scholar and Parent/Guardian sign handbook acknowledgements below.
- 3.) Tear out or print this page from the handbook.
- 4.) Scholar returns this page to the Academy.

New and transfer scholars registering after the start of the academic year must return this acknowledgement page within one week after receipt.

Date: _____

Scholar Name (Print) _____

Scholar Signature _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Please sign and return this page **immediately** and keep.

The ASK Academy Scholar and Parent Handbook at home for future reference.

Add-ons are highlighted. Removed areas are struck through.

Page 12 - H. Work Schedule

H. Work Schedule:

1. Business Hours. The ASK Academy generally operates from 7:30 am until 4:30 pm, Monday through Thursday, 8:00 am until 12 pm on Fridays. Work schedules are determined by the CEO. Please consult with your direct supervisor if you have any questions concerning your work schedule.

2. Classroom Coverage. Scholars must be supervised at all times and are never left unattended. If you need to leave your classroom or workstation, you must arrange for adequate coverage. This applies to any clubs or programs that you run for ASK. If you need to leave the campus for any reason, you are required to check out with the front desk and check back in upon returning.

3. Duty Stations. Scholars must be supervised at all times and never left unattended. For this reason, staff will be responsible for an assigned duty station within the duty day, with the exception of Friday. All staff will have time for a duty-free lunch. Duty schedules will be provided by supervisors at the beginning of each semester. If you cannot be at your assigned duty station, you must arrange coverage.

4. Absence or Lateness. If you are unable to report to work, or if you will arrive late, you are required to contact the office before 7:30 am. If you know in advance that you will need to be absent, you must request this time off directly from your direct supervisor and arrange for a substitute, if applicable, according to ASK protocol. During absences, if you need coverage for a classroom, you must provide the substitute with detailed sub plans. If you are absent because of an illness, your direct supervisor may require that you submit a written statement from your healthcare provider stating that you are able to resume your employment responsibilities. Unauthorized absences, lateness, or leaving campus may lead to disciplinary action, including possible termination or discharge.

Page 39 - G. Leave Benefits

G. Leave Benefits: As a part of the Benefits package provided to ASK staff members, regular full-time staff members on the current school calendar contract are entitled to 10 paid leave days per ASK year. Employees accrue leave at a rate of 1 day or 8 hours per month, earned on the first pay period of each month, August-May.

All full-time staff members on an extended calendar: defined as 2-3 weeks before school starts and 2-3 weeks after school ends, earn a total of 12 days of leave per year. These employees accrue leave at a rate of 1 day or 8 hours per month, earned on the first pay period of each month, July – June.

Contract personnel are entitled to the number of leave days stated in their contract. Unless otherwise provided for or as approved by the CEO, leave is to be used by staff members in accordance with the following provisions:

1. Misuse of leave is cause for discipline, up to and including termination or discharge. Misuse of leave refers to instances where documentation provided to the CEO or supervisor is falsified or forged or when legitimate documents are used under false pretenses.

2. Notice of absence from work should be provided to the CEO or his or her designee by no later than 7:30 a.m. on the day of absence. If use of leave is foreseeable advance notice shall be provided to the CEO or his or her designee.

3. A staff member will not be paid for unused leave days upon severance of his/her employment from ASK, however, unused leave may be carried over into succeeding ASK years.

4. Staff members may not use more than 4.5 consecutive leave days per semester. Leave for longer than 4.5 consecutive days must be approved by the CEO.

5. If you are absent more than 4.5 consecutive days because of an illness, your direct supervisor will require that you submit a written statement from your healthcare provider stating that leave was necessary. If you are absent because of an illness, your direct supervisor may require that you submit a written statement from your healthcare provider stating that you are able to resume employment responsibilities.

6. Parental leave, with appropriate documentation, will be granted as follows:

Family and Medical Leave Act (FMLA) will be granted to employees who have worked for The ASK Academy for one (1) full contract year equivalent and who have worked a minimum of 1,420 hours in the immediate previous (12) twelve months.

For staff who do not qualify for FMLA, the birthing parent or the person with primary maternal responsibilities will be allowed up to 12 consecutive weeks of leave. Those with primary paternal responsibilities will be allowed up to 4 consecutive weeks of leave. Only paternal or maternal leave may be granted, but not both. The staff member's available leave balance will be used for parental leave. Once the available leave is exhausted, the staff member will take leave without pay. Once the leave balance is exhausted, the staff member is required to make the appropriate insurance payments to ASK, if applicable. Staff members requesting parental leave are expected to notify their supervisor as soon as possible so that arrangements can be made for replacement during this absence. Parental leave may be requested under different circumstances. Other requests for parental leave must be requested from the CEO.

FMLA is limited to 12 weeks of leave per calendar year. The staff member's available leave balance will be used for FMLA leave. Once the available leave is exhausted, the staff member will take leave without pay. Once the leave balance is exhausted, the staff member is required to make the appropriate insurance payments to ASK, if applicable. Staff members requesting parental leave are expected to notify their supervisor as soon as possible so that arrangements can be made for replacement during this absence.

Requests for Leave Forms must be completed and submitted to the CEO for leave longer than 4.5 consecutive days for approval. Explanations of the reason for leave should be entered on a Request for Leave form. The Governing Council may also allow approved leaves of absence for the CEO. Leaves may be granted with or without pay.

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L. Military Reserves or National Guard Leave of Absence: Staff members who serve in the U.S. military organizations or ~~state militia groups~~ may take the necessary time off during the ASK year, with pay up to 15 days, to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These staff members may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so. You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.



STAFF HANDBOOK

2022-23

THE ASK ACADEMY STAFF HANDBOOK

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I. OVERVIEW OF THE ASK ACADEMY

A. Mission: The mission of The ASK Academy is:

The ASK Academy will emphasize science, technology, engineering and mathematic (STEM) curricula to create a learning culture through: project-based learning experiences, 21st century technology, research programs, relationship building and a partnership program engaging scholars in the learning process. The ASK Academy will provide multiple opportunities for scholars to demonstrate attitudes, skills and knowledge of the core standards through independent learning experiences.

B. Working Environment: ASK endeavors to create a friendly working environment for all staff. In pursuit of this goal, ASK has adopted the following staff relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select staff on the basis of skill, training, ability, attitude, and character without discriminating.
3. Review wages, staff benefits, and working conditions periodically with the objective of being competitive in these areas, consistent with sound business practices.
4. Assure staff, after talking with their supervisor, an opportunity to discuss any issue or problem with the appropriate administrator.
5. Take prompt and appropriate action to resolve complaints which may arise in the everyday conduct of our business.
6. Respect individual rights and treat all staff members with courtesy and consideration.
7. Maintain open communications and mutual respect in our working relationships.
8. Promote an atmosphere consistent with ASK's vision, mission, and goals.

THE POLICIES IN THIS HANDBOOK ARE GUIDELINES; ARE NOT EXPRESSED OR IMPLIED CONTRACTS WITH STAFF; AND DO NOT CREATE CONTRACTUAL OBLIGATIONS OF ANY KIND BETWEEN ASK AND ANY OF ITS STAFF. ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY STAFF AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. ASK RETAINS THE RIGHT TO TERMINATE ANY STAFF, AT ANY TIME, CONSISTENT WITH NEW MEXICO LAW AND THE NEW MEXICO SCHOOL PERSONNEL ACT.

The provisions of this Handbook have been developed at the direction of the Governing Council, and the policies in this Handbook may be amended, revised, supplemented, or rescinded at any time, in the sole discretion of the Governing Council. Only the CEO of ASK may alter or modify any of the provisions of this Staff Handbook. Any such alterations or revisions must be in writing and approved by the CEO and the Governing Council. Statements or promises by anyone other than the CEO, shall not be interpreted as a change in policy and do not constitute an agreement with a staff member.

C. What ASK Expects From You: As a member of ASK's team, we need your help to make each working day enjoyable and rewarding. Your first responsibility is to perform the duties assigned to you promptly, correctly and pleasantly. You are also expected to cooperate with management and your fellow staff. How you interact with fellow staff members and those whom ASK serves, and how you accept direction can affect the success of the Academy. Whatever your position, you have an important assignment: perform every task to the very best of your ability. We are dedicated to making ASK an organization in which you can approach administration to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of The ASK Academy. We are all working for the success of ASK and to support student success, so please communicate with each other and with management.

ASK encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your direct supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Retaliation against any staff member for the appropriate use of communication channels is unacceptable. Please remember it is counterproductive for staff members to create or repeat rumors or office gossip.

We encourage all staff members to bring forward their suggestions and good ideas about how ASK can be made a better place to work and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your direct supervisor. She/he can help you bring your idea to the attention of the people of ASK who may be responsible for implementing it. All suggestions are valued.

D. Purpose of the Staff Handbook: The purpose of this handbook is to provide guidance and information in regard to the various, in some instances complex, employment issues, terms, and policies. This handbook covers a broad range of topics, and is meant to apply generally to all staff members. If you have questions, please see your direct supervisor.

You are expected to review the Staff Handbook, be familiar with information it contains and to maintain a copy for future reference. A current version of the staff handbook is also maintained on the ASK website.

II. EMPLOYMENT POLICIES

A. Equal Employment Opportunity: The ASK Academy is an equal opportunity employer committed to maintaining a non-discriminatory, diverse work environment. ASK does not unlawfully discriminate against any person on the basis of race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, status as a Vietnam-Era or disabled veteran, military service, sexual orientation, spousal affiliation, marital status, gender identity or any other basis protected by federal, state or local law. This policy covers all programs, services, policies, and procedures of The ASK Academy.

B. Staff Members with Disabilities: In accordance with the Americans with Disabilities Act (ADA), ASK does not discriminate against any "qualified individuals with a disability." Individuals qualify for employment if they meet the educational, skills, and experience requirements of a position and can perform the essential functions of the job with or without a reasonable accommodation. Individuals have a disability if they have an impairment that impacts a major life function such as caring for one's self, performing manual tasks, walking, hearing, seeing, speaking, breathing, learning, or if the impairment otherwise impacts an individual's ability to perform a class of jobs or broad range of jobs. Psychological impairments, learning disabilities, and some chronic health impairments, such as epilepsy, diabetes, arthritis, cancer, cardiac problems, and AIDS may also be considered disabilities.

ASK is committed to diversity and nondiscrimination and supports the full employment of qualified individuals with disabilities in its workforce. Therefore, a process has been established to assist staff members with disabilities in reasonably modifying the work environment to allow the staff member to perform the essential functions of his or her job. It is the responsibility of the staff member to request an accommodation of his or her physical or mental disability by contacting your direct supervisor. In accordance with the ADA, ASK will take such requests seriously and will promptly determine whether the staff is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the staff member to perform the essential functions of the job without imposing an undue hardship on ASK or other staff members. If you believe that you have been unlawfully discriminated against because of a disability, you should discuss the matter with your direct supervisor and/or follow the complaint procedure described in Section I. C. 4., below.

C. Anti-Harassment/Discrimination: The ASK Academy is committed to providing a work place that is free of unlawful discrimination or harassment. Every staff member is expected to treat his or her co-workers, visitors, scholars and guests professionally and respectfully.

Each staff member is required to familiarize him/herself with this Anti-Harassment/Discrimination Policy, reporting obligations and procedures. If you have any questions about The ASK Academy policy, please contact your direct supervisor or his/her designee for clarification.

1. No Tolerance Harassment/Discrimination. ASK is committed to creating a workplace free of discrimination and harassment. Both the law and ASK prohibit any form of discrimination and/or harassment based on race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, status as a Vietnam-Era or disabled veteran, military service, sexual orientation, spousal affiliation, marital status, gender identity or any other basis protected by federal, state or local law. All of these groups are referred to in this policy as “protected classes.” This policy applies to all staff members, contract workers, consultants, vendors, scholars, parents and guardians, visitors and guests, or any other people doing business with or for The ASK Academy. It is in effect not only at ASK’s primary site but during all ASK-sponsored functions.

2. Discrimination/Harassment Described. Discrimination and harassment include conduct that could reasonably be construed generally as any unwelcome behavior towards another, whether verbal, physical or visual, that is based on a person’s belonging to a protected class. This conduct will most likely interfere with others’ ability to work and most certainly will be intolerable as an example to our scholars and our community. All such harassment can be unlawful when it is severe or pervasive enough to affect a reasonable staff members’ job.

a. Sexual Harassment: Because sexual harassment raises issues about human interaction that are to some extent unique, the subject of sexual harassment is described separately here, however, it is no more or less tolerable than harassment based on some other protected status. Sexual harassment is a form of sex discrimination that may include:

- requests for sexual favors;
- sexual advances;
- persistent or unwelcome flirtation or requests for dates, especially if the behavior continues after a clear objection has been made;
- sexually motivated inappropriate conduct such as facial expressions or body language, leering, making sexual gestures or actual touching, kissing, impeding or blocking another’s movements;
- displaying sexually suggestive objects, pictures or cartoons; demands to submit to sexual requests in order to maintain employment or avoid some employment-related loss (e.g. salary), and offers of job benefits or favors in return for sexual favors; AND/OR
- intimidation and hostility directed to an individual because of sex; or explicit or degrading verbal, written or electronic comments of a sexual nature, such as comments about an individual’s body or dress.

This list is not exhaustive and applies to conduct by co-workers, supervisors, volunteers and others invited to The ASK Academy premises. Sexual harassment can apply to conduct in any work-related setting outside the work place as well, including on social media. It may also apply to situations involving individuals of the same sex.

Consensual sexual behavior between adults, outside the workplace and welcome by both parties is not considered sexual harassment; however, those who engage in such relationships should be aware that questions regarding the actual freedom of choice of one of the parties may be raised later, especially when a superior/subordinate relationship exists between them.

**IF YOU BELIEVE THAT YOU HAVE EXPERIENCED OR WITNESSED SEXUAL
HARASSMENT, FOLLOW THE PROCESS DESCRIBED IN THE PARAGRAPHS
BELOW**

b. Harassment/Discrimination Other Basis. Other prohibited harassment includes verbal or physical conduct which degrades or shows hostility or aversion toward an individual even partly because of a person's belonging to a protected class. Conduct similar to that described above as sexual harassment and discrimination, if based on one of these protected classifications is illegal. For example, verbal conduct such as epithets, jokes based on ethnicity, age-related derogatory comments, foul or obscene language or racial slurs will likely be unwanted and offensive to others resulting in unwelcome behavior that could be interpreted as harassing or discriminatory.

3. Staff Responsibilities. All staff members of ASK are responsible for taking appropriate action to prevent and eliminate harassment and discrimination at The ASK Academy. If you experience discrimination or harassment, ASK encourages you to firmly and promptly notify the offender that his or her conduct is offensive, even if it is not directed at you. If you choose not to address the issue directly with the person, or if the conduct continues you should report the conduct immediately. If you observe discrimination or harassment of another staff member, student, visitor or guest, by a fellow staff member, report the concern immediately. At no time should you assume that inappropriate conduct between a student and an adult is acceptable, "consensual" or that it should not be reported because you are concerned that you misinterpreted the conduct.

4. Reporting Complaints. If you experience or observe harassment or discrimination you should bring your concerns directly to ASK's CEO and follow mandated reporter guidelines, if applicable. Your complaint will be promptly investigated by the individual to whom you reported or a third-party investigator, if appropriate. The complainant and the alleged offender will be instructed to limit their work contact with each other immediately, pending the outcome of the investigation.

5. No Retaliation. The ASK Academy will not tolerate retaliation or reprisals of any type against any staff who complains of harassment or provides information in connection with any such complaint. Retaliation is considered to be misconduct and grounds for disciplinary action, up to and including discharge.

6. Complaint Procedure, Investigation and Response. Complaints may initially be made verbally, however, the complainant MUST provide a written statement to assist with the investigation process.

a. Normally, an investigation will include interviews with the complainant, and the alleged offender (who will be told of all of the allegations against him or her) and all witnesses or other relevant persons as necessary to establish the facts. All staff-witnesses, the complainant and the alleged offender are expected to cooperate in the investigation. Failure to cooperate or deliberately providing false information during an investigation, including the complaint itself, will be grounds for disciplinary action, up to termination or discharge. Other individuals, such as a third party investigator, may be involved to resolve the complaint. The investigator will collect and review all relevant documents.

b. The ASK Academy will investigate every report of harassment or discrimination. In conducting an investigation, ASK will respect the privacy of all concerned; however, complete confidentiality may not always be possible because of the need to conduct a complete and thorough investigation and to ensure that all involved parties' interests are fairly protected.

c. As soon as the investigation is finished, the investigator will meet with the individual's supervisor or, if appropriate the supervisor's supervisor(s), and report whether he or she believes that discrimination or harassment has occurred. If the investigation results in a finding of discrimination and/or harassment, then the supervisor will determine the appropriate disciplinary action up to and including a recommendation to terminate or discharge the staff member. The supervisor will inform the complainant and the alleged offender of the outcome of the investigation and his/her proposed disciplinary action. The date of the discussion with the respective party shall constitute the "determination date."

d. Appeal. If the complainant or alleged offender is not satisfied with the outcome of a discrimination complaint, either staff member may appeal that decision to the ASK Governing Council or to a neutral third party, whichever is deemed appropriate by the CEO under the circumstances. The staff member appealing the supervisor's decision must submit a written appeal to the CEO with copies to the other party within five (5) working days of the determination date. The non-appealing party and supervisor of the appealing party has the option of submitting written materials in support of their respective positions within three (3) working days from the date they receive the appealing parties' appeal.

e. Final Decision. The Governing Council or neutral third-party will inform the complainant/respondent of the appeal decision in writing within five (5) working days from the date the appeal was submitted. This is the final level of review in the internal complaint process. The time lines set forth in this policy may be waived or extended by the Governing Council.

D. Religious Accommodation: Sometimes individuals hold religious beliefs or conduct religious practices that conflict with their work schedules or assigned responsibilities. ASK will attempt to provide a reasonable accommodation for religious beliefs and practices of such individuals if to do so does not impose an undue hardship for the staff members department, or interfere with the staff members' ability to perform the essential functions of the position. If you would like to request reasonable accommodation based on your religious beliefs, you should contact your direct supervisor. You may be asked to provide appropriate documentation to support your request.

E. Staff Background Check: Prior to becoming an staff member of ASK, a comprehensive background check consisting of prior employment verification, professional reference checks, education verification, licensure and certification confirmation, and a criminal background check is conducted in accordance with applicable laws. If applicable to your position, a driving records check will be completed.

F. Immigration Law Compliance: All offers of employment are contingent upon verification of your right to work in the United States. You will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, "Employment Eligibility Verification Form." If you at any time cannot verify your right to work in the United States, ASK may be obligated to terminate your employment.

G. Personnel Records: The responsibility of handling personnel records and related personnel administration functions at The ASK Academy has been assigned to the Business Office. Questions regarding insurance, wages, and interpretation of personnel policies may be directed to him or her. ASK strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business or which is required by federal, state, or local law. The CEO (or designee) is responsible for overseeing the record keeping for all personnel information. Staff members have a responsibility to ensure their personnel records are up to date and should notify the Business Office in writing of any changes in name; address; contact phone numbers; marital status (for benefits and tax withholding purposes only); number of dependents (for benefits and tax withholding purposes only); addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only); beneficiary designations if applicable; and emergency contact information. If you have a change in any of these items, please complete a **staff change form** and return to the Business Office as soon as possible.

1. Contents of File. In addition, a staff member's personnel file may contain the following information:

- a. Complete application for employment along with verification of qualifications for the position as outlined in job description;
- b. Professional license;
- c. Official transcript;

- d. Staff members contract;
- e. Pre-employment references;
- f. Signed acknowledgment that the staff member has received the staff handbook and agrees to abide by all ASK Policies and Procedures;
- g. Performance appraisals;
- h. Documented attendance at educational and training programs, including in-service courses and orientation;
- i. Any complaints, allegations, inquiries or findings of student abuse or neglect; warnings or disciplinary actions;
- j. Documentation of equipment issued to staff: keys, laptops, etc.

2. Separate File. The following records will be maintained in a separate file, apart from the personnel file, for each staff:

- a. Employment medical records;
- b. INS (Immigration and Naturalization) I-9 Form;
- c. Workers' compensation records;
- d. Health records;
- e. Drug testing records;
- f. Fingerprint results/background check results

3. Inspection of Personnel File. Staff members may inspect their own personnel records in the presence of the CEO (or designee) except documents relating to confidential materials related to pre-employment. Such an inspection must be requested in writing to the CEO (or designee) and will be scheduled at a mutually convenient time. Staff members who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the CEO (or designee) that documentation to correct such materials be added to personnel files. Only supervisors and others in management who have an employment related need-to-know about another staff member may inspect the personnel files of a particular staff member.

H. Work Schedule:

H. Work Schedule:

1. Business Hours. The ASK Academy generally operates from 7:30 am until 4:30 pm, Monday through Thursday, 8:00 am until 12 pm on Fridays. Work schedules are determined by the CEO. Please consult with your direct supervisor if you have any questions concerning your work schedule.

2. Classroom Coverage. Scholars must be supervised at all times and are never left unattended. If you need to leave your classroom or workstation, you must arrange for adequate coverage. This applies to any clubs or programs that you run for ASK. If you need to leave the campus for any reason, you are required to check out with the front desk and check back in upon returning.

3. **Duty Stations.** Scholars must be supervised at all times and never left unattended. For this reason, staff will be responsible for an assigned duty station within the duty day, with the exception of Friday. All staff will have time for a duty-free lunch. Duty schedules will be provided by supervisors at the beginning of each semester. If you cannot be at your assigned duty station, you must arrange coverage.

4. **Absence or Lateness.** If you are unable to report to work, or if you will arrive late, you are required to contact the office before 7:30 am. If you know in advance that you will need to be absent, you must request this time off directly from your direct supervisor and arrange for a substitute, if applicable, according to ASK protocol. During absences, if you need coverage for a classroom, you must provide the substitute with detailed sub plans. If you are absent because of an illness, your direct supervisor may require that you submit a written statement from your healthcare provider stating that you are able to resume your employment responsibilities. Unauthorized absences, lateness, or leaving campus may lead to disciplinary action, including possible termination or discharge.

5. **School Closing Under Severe Weather and Emergency Conditions.** During emergency conditions, radio and TV stations will be asked to announce school/office closing. Only the CEO is authorized to issue notification to radio stations concerning school closing or changes in the school hours due to emergency or weather conditions. The ASK Academy will follow the Rio Rancho Public Schools observance of delay or closed days due to inclement weather. Employees and students should listen to their local radio or TV stations for appropriate announcements when weather conditions indicate the possible closing of school. Every effort will be made to get such announcements to the radio and TV stations by 6:00 a.m.

I. Building Access/Use: Each staff member will be issued keys for their classroom. Staff members entering or leaving the building outside of regular school hours are responsible for making sure all entrances are secure and the alarm set upon their departure. Any difficulty in setting the alarm should be immediately reported to the Custodian, COO, CEO, or one of the Principals.

III. WAGE AND SALARY POLICIES

A. ASK – an equal opportunity employer: Staff compensation will be structured to attract, motivate, retain, and reward high quality personnel to effectively carry out the objectives of ASK without regard to race, color, ancestry, religion, age, sex, national origin, disability, medical condition, status as a veteran, sexual orientation, spousal affiliation, gender identity or any other basis protected by federal, state or local law. ASK will prioritize its expenditure of resources to achieve a competitive compensation position in public education in the local area market.

B. Pay Periods: The payroll period is a two week period from Mondays 12:00 AM until Sundays 11:59 PM and you will be paid each subsequent Friday following the completion

of that pay period. Your check will reflect your compensation for that pay period, less required payroll deductions. If you were hired after a payroll deadline (check with your supervisor), your first paycheck will be delayed until the second payday after you started work. You will be issued pay checks every two weeks or 26 times per year.

Your deductions will be itemized on your payroll stub. You should review your paycheck stub carefully each payday. If, at any time, you have any questions about the amounts shown on your paycheck or how they are calculated, you should contact the Business Office. If you have been overpaid, and it is later discovered, you will be required to return the overpayment in full to ASK.

C. Basis for Determining Pay: The ASK Governing Council adopts a salary schedule for project managers each year based upon education, experience, and legislative mandates.

D. Salary Increases: ASK Governing Council shall set the salary schedule based on The ASK Academy's annual budget. A project manager's salary will be based on the NMPED's mandated three-tier license, salary schedule. Any salary increase will be based on the salary schedule and individual qualifications.

E. Direct Payroll Deposit: Direct payroll deposit is the automatic deposit of your pay directly into a financial institution account. Contact the Business Office for details and the necessary authorization forms. This is a benefit we provide for your convenience.

F. Mandatory Deductions from Paycheck: Federal, state and local income taxes and your contribution to Social Security and New Mexico Educators Retirement system will be deducted from your pay check as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify the number of deductions, please request a new W-4 form from the Business Office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings. Other mandatory deductions from your paycheck include court-ordered garnishments or support deductions. If ASK receives a court order mandating that your pay be garnished you will be notified and provided a copy of the order. ASK will comply with the court order until such time as you provide a subsequently dated and signed court order directing ASK to modify or cease making the deduction from your pay check.

G. Reimbursement for Travel and Expenses: Staff members will be reimbursed for authorized travel and per diem expenses pursuant to the New Mexico Travel and Per Diem Rule, NMAC 2.42.2 as amended. You must obtain prior written authorization for expenditures for which you expect to be reimbursed for by ASK. Failure to follow the appropriate procedures **prior** to incurring an expense for which you want to be reimbursed, may result in a denial of your request for reimbursement.

H. Employment Classifications: Your position at ASK is classified as either regular full-time, part-time or short-term. In addition, you are classified as either **non-exempt** or **exempt**. Certain policies and procedures outlined in the Staff Handbook may apply differently to you depending on how your job position is classified. If you have a question concerning applicability of any particular provision, contact your direct supervisor or the Business Office prior to signing the receipt for this Handbook.

1. Non-Exempt and Exempt Staff members. At the time you are hired or you transfer to a new position, you will be classified as either "exempt" or "nonexempt." This is necessary because, by law, staff members in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These staff members are referred to as "non-exempt" in this Staff Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt staff members are administrators, project managers, counselors, social workers, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

2. Full-Time Staff. A staff member who works 40 hours per week, is considered a full-time staff member.

3. Part-Time Staff. A staff member who is regularly scheduled to work less than 40 hours per week is considered part-time. If you are a part-time staff member working less than 20 hours per week, you are not eligible for the staff benefits described in this Staff Handbook. Benefits will be prorated for staff members working between 20 and 35 hours per week.

4. Overtime Pay. If you are a non-exempt staff member you will be paid overtime in accordance with state and federal laws. Any overtime must be approved in advance by your supervisor; failure to obtain authorization prior to working overtime may result in disciplinary action. For purposes of determining overtime pay, ASK's work week shall be from 12:00 a.m. Monday until 11:59 p.m. Sunday.

5. Compensatory Time. ASK does not normally award compensatory time off.

I. Records of Time Worked: If your position requires that you keep time records, you are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including discharge, of both staff members. In the event of an error in recording your time, please report the matter to your supervisor immediately.

IV. PERFORMANCE

A. Performance Reviews: The administration will follow Governing Council policies and New Mexico Public Education Department requirements when conducting performance reviews for all licensed and non-licensed personnel. The performance reviews will be conducted collaboratively. Nonexempt staff members will be evaluated annually; licensed personnel will be evaluated in a manner consistent with NMPED regulations and ASK's charter, if applicable. The ASK Academy CEO will be evaluated no less frequently than once per year by ASK's Governing Council.

During a formal performance review your direct supervisor may cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.
- **All other competencies for your position, level of licensure or certification.**

Additional areas will also be reviewed as they relate to your specific job. Along with incorporating competencies, ASK will implement a multi-source feedback system to appraise the performance of all staff, professional, licensed and non-licensed, to nurture self-efficacy and goal-orientation. All staff members will receive feedback from their supervisors, peers, team members, parents and scholars. The multi-source feedback system will be used to supplement the traditional evaluation system, enabling ASK to engage its staff members in development activities, thereby enlisting its entire staff in continuous learning based on quality feedback.

Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. Your supervisor can answer any questions you may have about the performance review process.

Your supervisor uses your annual performance evaluation as a factor in recommending your rate/salary increase, promotions, or award of subsequent contracts, if any. Your performance evaluation may also be impacted by your willingness to follow and cooperate with ASK's staff conduct policies as described in this Handbook or other directives or instruction given to you by the CEO or your supervisor.

V. STANDARD OF CONDUCT

Generally speaking, we expect each staff to act in a mature and responsible way at all times. Educational professionals are required to comply with the New Mexico Code of Ethical Responsibility of the Education Profession, NMAC 6.30.9. If you have any questions

concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

A. Smoking: The use of tobacco in any form, or electronic cigarettes at ASK or any ASK-sponsored functions, events or activities is prohibited for scholars, faculty, and staff.

B. ASK and Staff Meetings: On occasion, we may require that you attend a meeting or ASK function outside your duty day. If you are not able to attend, you must request prior permission from your supervisor to be absent. If you are a non-exempt staff, you will be paid for time spent. Prior approval by your supervisor will be required for any overtime.

C. Computer Software (Unauthorized Copying): ASK licenses the use of computer software from a variety of outside companies. ASK does not have the right to reproduce the software or to grant licenses for other users. Staff members shall use the software only in accordance with the software publisher's license agreement. As a rule, do not download ASK-purchased software on any other computer without verifying the right to do so. Illegal reproduction of software can subject a staff member to civil damages and criminal penalties, including fines and imprisonment. In addition, violation of this policy will result in disciplinary action up to and including discharge or termination.

D. Acceptable Use of Staff Technology: ASK provides technology resources and business equipment to its staff for educational and administrative purposes. This governs the use of business equipment, computers and telephonic communication systems, including e-mail, Internet and Internet systems (collectively referred to as technology resources). The use of ASK technology resources is a privilege granted to staff members for the enhancement of job-related functions and are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these expectations may result in disciplinary actions.

ASK does not attempt to articulate all possible violations of acceptable use. In general, users are expected to use ASK technology resources in a responsible, polite, and professional manner. Users are not allowed to:

1. Knowingly send, receive, or display sexually oriented images, messages, or cartoons or use abusive or foul language.

2. Knowingly or recklessly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs or for any other reason.

3. Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others.

4. Knowingly send, receive, or display communications that disparage or berate ASK, Governing Council members, or staff members, or diminish staff productivity and/or professionalism.

5. Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws.

6. Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes.

7. Disrupt, disable, damage, or interfere with services, equipment, or other users.

8. Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization. (Never use another user's login information, and never give your login information to someone else.)

9. Use ASK technology resources for non-ASK-related business.

10. Violate ASK's social networking policies.

Please keep in mind that all users need Internet access, and it is important to keep your bandwidth usage in mind so that all users' bandwidth needs can be met.

ASK reserves the right to review, audit, intercept, access, and disclose all matters placed on ASK technology resources, as business conditions and/or security considerations warrant, without staff notice, during or after staff working hours. The use of an ASK provided password by a staff member does not restrict ASK's right to access electronic communications. While ASK does not regularly monitor electronic communications, it reserves the right to do so without notice.

ASK reserves the right to access and monitor the use of ASK's technology resources from any location; therefore, no staff member should have any expectation of privacy in connection with the use of this equipment or the transmission, receipt, or storage of information in such equipment, whether the information is personal or ASK-related.

E. Dress Code and Personal Appearance: Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards. You are expected to be suitably attired and groomed during working hours or when representing ASK. If your attire and/or grooming are inappropriate for ASK you may be asked to leave your workplace until you are properly attired and/or groomed. Staff members who violate dress code standards may be subject to disciplinary action.

F. Drug-Free Workplace Policy: Staff members who work while under the influence of alcohol or drugs present a safety hazard to themselves, their co-workers and scholars. In addition, staff members who work under the influence of alcohol or drugs threaten ASK's reputation and integrity. ASK policy is to create a drug-free workplace in accordance with the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in business off premises, such as at a parent's home, are strictly prohibited.

Prohibition and Standards.

1. General Prohibition. No staff or student will unlawfully possess, use, distribute, dispense, manufacture or be under the influence of alcohol or drugs while on ASK grounds; at ASK sponsored or supervised activities (e.g., field trips); in any ASK owned,

leased or used vehicle; while engaged in or going to or from ASK activities; or, while attending a ASK-related activity (e.g., workshop).

2. Definition of Drug. For purposes of this policy, the term “drug” will include any “illicit drug,” “controlled substance,” “intoxicating substance,” “inhalant,” “counterfeit substance,” “look-alike substance,” “marijuana,” “cannabis,” “opiate,” “hallucinogen,” “narcotic,” or other unlawful drug for purposes of federal or state law including, but not necessarily limited to the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act Amendments, the U.S. Controlled Substances Act and the New Mexico Controlled Substances Act. NMSA 1978 §§30-31-1 et seq.

3. Exceptions. This policy is not intended to prevent possession of a controlled substance if it was obtained directly pursuant to a valid prescription or order, from a physician, dentist or other person duly licensed, registered, or otherwise permitted under federal and state law to distribute or dispense the substance in the course of professional practice. If a staff member is taking prescribed or over-the-counter medication that may affect work performance, this information should be immediately reported to your supervisor.

4. Conditions of employment. As a condition of employment, each staff member will abide by the terms of this drug-free workplace policy. Every staff member is required to notify the CEO of any criminal drug conviction or plea of no contest for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Sanctions. Where a staff member violates the terms of this policy or is convicted of violating a criminal drug statute for an offense occurring in the workplace, the staff member will be subject to sanctions, consistent with law and policy, which may include either appropriate personnel action against the staff member, up to and including termination; or, a requirement that such staff member satisfactorily participate in a drug-abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health agency, law enforcement or another appropriate agency. The staff member will be responsible for all uninsured costs associated with any such program.

The ASK Academy reserves the right to search and inspect for maintenance of a safe drug-free workplace.

G. Acceptance of Gifts/Payments for Tutoring: Advance approval from the CEO is required before a staff member may solicit a gift on behalf of ASK. ASK staff members are not to receive payment for tutoring, counseling, advising or providing services related to special programs from any scholar assigned to their classroom or for other ASK functions.

H. Employment of Relatives: If you and members of your family are employed by ASK, one may not supervise the other nor work in the same department. If the staff members are unable to develop a workable solution, the CEO will decide which staff may be transferred in such situations. Family members include the staff members spouse, child,

parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the staff member's life is interdependent and with whom the staff shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the staff members spouse or domestic partner, and any relative living in the household of the staff member or domestic partner. Should two staff members who work together or supervise each other enter into a personal, non-work related relationship, one or both staff members may have to be reassigned.

No person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, or brother-in-law of the CEO may be employed by ASK unless approved by the Governing Council. The Governing Council may not hire a CEO who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, or brother-in-law of any member of the Governing Council.

I. Solicitations and Distributions: Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-ASK literature in work areas at any time during working time. Staff members are not permitted to sell raffle chances, merchandise or otherwise solicit or distribute literature without management approval. Persons not employed by ASK are prohibited from soliciting or distributing literature on ASK property.

J. Confidentiality: As a staff member of ASK, you may learn confidential information about scholars, other staff members or ASK business (together referred to as "confidential ASK information"). During and after employment with ASK, confidential ASK information may not be shared with non-staff members of ASK and may only be shared with other ASK staff members on a need-to-know basis. If you violate this policy, disciplinary action will be taken up to and including termination or discharge.

ASK will provide staff information to outside agencies only upon written authorization of the staff member or as provided by law. Only the CEO or his/her designee can make decisions about releasing confidential personnel information. Most banks, credit agencies, or other parties requiring employment information will provide you with an appropriate form. You must provide a written and signed authorization form to ASK, before ASK will release your personal information. ASK's standard reference letters are limited to confirming dates of employment, job title, and current rate of pay. All requests for employment verification must be received by the CEO or Business Office in writing. ASK's response will be in writing. ASK does not provide letters of recommendation.

ASK protects staff members' confidentiality and expects the staff members to protect confidential ASK information as well. No one should provide any information about a staff member and must refer any phone calls seeking such information to the Business Office. Under no circumstances will ASK verify employment by telephone.

In addition, ASK also expects that you respect the privacy of your fellow staff members, both with staff members and non-staff members. Personal information about any staff member may not be discussed with other staff members or non-staff members without written authorization. Breaching confidences may be grounds for disciplinary action up to and including termination or discharge.

K. Staff Privacy: ASK reserves the right to search any person entering on its property or offsite while performing services for ASK and to search property, equipment, and storage areas including but not limited to, clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch and equipment boxes or bags, and equipment. Any items that you do not want to have inspected should not be brought to work.

L. Basis for Conduct-Related Discipline: In addition to the foregoing described standards of conduct, the following is a list of unacceptable activities that can result in disciplinary action, up to and including termination. This list should NOT be considered comprehensive and nothing in this list alters the at-will nature of employment for applicable staff members.

1. Violation of any ASK policy.
2. Violation of security or safety rules or failure to observe safety rules or ASK safety practices.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on ASK premises, except medications prescribed by a physician to the staff in possession and which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on ASK property or at any ASK sponsored event.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on ASK premises or when representing ASK; fighting, or provoking a fight on ASK property.
7. Insubordination or refusing to obey reasonable instructions or directives issued by your supervisor while at work; unreasonably refusing to help out on a special assignment.
8. Threatening, intimidating or coercing fellow staff members on or off the premises at any time, for any purpose.
9. Intentional or negligent destruction of or damage to ASK property, or the property of fellow staff members, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of ASK property or the property of fellow staff members; unauthorized possession or removal of any ASK property, including documents, from the premises without prior permission from administration; unauthorized use of ASK equipment or property for personal reasons; using ASK equipment for personal profit or business.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about personal leave; falsifying reason for a leave of absence or other data requested by ASK; unauthorized alteration of ASK or student records or other documents.

12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another staff member's ability to perform his/her job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on ASK property.
14. Conducting a lottery or gambling on ASK premises or when using ASK property and/or equipment.
15. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
16. Any act of harassment as described above.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of ASK telephones for personal calls.
20. Smoking on ASK property or in ASK vehicles.
21. Creating or contributing to unsanitary conditions.
22. Failure to report an absence or late arrival; excessive absence or lateness.
23. Obscene or abusive language toward any supervisor, staff, parent, or student; indifference or rudeness; any disorderly/antagonistic conduct on ASK premises.
24. Speeding or careless driving of vehicles on ASK property.
25. Failure to immediately report damage to, or an accident involving, ASK equipment or property.
26. Unauthorized soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another staff person(s) on ASK premises.
27. Failure to use required timesheets, alteration of your own timesheet or records or attendance documents, punching or altering another staff members timesheet or records, or causing someone to alter your timesheet or records.
28. Engaging on off-campus conduct which negatively impacts or threatens to negatively impact ASK's learning and workplace environment and/or disrupt the learning process.
29. Any other act or omission which impairs or restricts the ability of ASK to provide a safe and healthy environment for staff members and scholars.

M. Discipline Process: A number of tools are utilized to motivate, correct, and/or discipline staff members, including, but not limited to verbal and written warnings, suspensions, and discharge or termination as determined to be appropriate in each individual circumstance.

If your work performance is unsatisfactory or if your conduct on the job becomes a problem, your supervisor may counsel you and work with you to help resolve the issues. You may initiate this counseling as well.

Your supervisor **may** but is not required to use a progressive, corrective process. This disciplinary process may involve, but is not limited to, oral or written warnings, probation for poor work performance/habits, disciplinary suspension, and termination.

If progressive discipline is not considered appropriate, however, the sequence described above will not be followed.

THE CEO RESERVES THE RIGHT TO DISCIPLINE A STAFF MEMBER BY TAKING WHATEVER ACTIONS, AT HIS/HER SOLE DISCRETION, DEEMS TO BE APPROPRIATE AND IN THE BEST INTERESTS OF THE ASK ACADEMY, UP TO AND INCLUDING TERMINATION OR DISCHARGE.

In the case of serious misconduct, it may be necessary to protect the safety and security of the workplace by suspending or placing the involved staff members on administrative leave in order to remove them from the workplace. In addition, in some instances, while your supervisor is investigating and considering appropriate action, you may be relieved from duty pending a full investigation of the circumstances. The investigation may have one of the following results: (a) if the circumstances do not justify suspension, you will be allowed to return to work, although other disciplinary action may be taken; (b) if the circumstances do justify suspension you will be notified of the suspension and dates and conditions for returning to work. You will not be paid or accrue leave (if applicable to you) for the period suspension occurs; or (c) if the circumstances justify termination, and you are not a contract staff member within the meaning of the New Mexico Personnel Act, you will be dismissed and a final paycheck will be issued excluding time of unpaid suspension. If you are a contract staff member and the circumstances justify termination or discharge, the process outlined in this handbook will be followed.

N. Grievance Procedures: ASK recognizes that most personnel-related conflicts arise from a lack of communication. This procedure is designed to provide a formal mechanism for promoting or restoring such communication so that problems may be resolved before more serious difficulties arise. The purpose of this policy and these procedures is to provide for the reporting and resolution of legitimate employment-related concerns of the staff members of ASK at the earliest possible time and with the least possible expense, disruption and friction. *Nothing contained herein will be construed to limit in any way the ability of ASK and the grievant to resolve any grievance by informal means. A staff member's decision to refrain from the grievance procedure in lieu of alternative dispute mechanisms may limit the administration's ability to promptly and completely resolve the staff member's concerns. You are encouraged to use this process to ensure timely and satisfactory resolutions.*

NO PERSONS WILL SUFFER RETALIATION, RECRIMINATION, DISCRIMINATION, HARASSMENT, OR BE OTHERWISE ADVERSELY AFFECTED BECAUSE OF HIS OR HER USE OF THIS GRIEVANCE PROCEDURE.

1. Definitions.

- (a) "Grievant" means a staff member who is personally and directly affected by a condition for which he or she seeks a resolution.
- (b) "Grievance" means an allegation by a staff member that the treatment he or she has received from a superior is unfair or improper, or that there has

been a violation, a misinterpretation or an inequitable application of ASK policy, administrative rules or procedures that directly and adversely affect the grievant. A single grievance may be submitted jointly by more than one grievant.

(c) "Resolution(s)" means the proposed written decision by the CEO or Governing Council, in response to the grievance.

(d) "Parties in interest" means the grievant and the superior or other staff member(s) of ASK whose conduct or actions are the subject of the grievance.

2. Limitations to Grievance Procedure. A grievance cannot be filed by a former staff member after the effective date of termination or discharge of employment.

The following situations are **not** covered by this grievance procedure and are therefore not a grievance under this policy:

(a) The discretionary act(s) of professional judgment relating to the evaluation of the work performance of any staff by his or her immediate supervisor.

(b) Any personnel decision made by the Governing Council, including, but not limited to a refusal to re-employ, a discharge, a demotion, or any other action directly and adversely affecting the employment of a staff member.

(c) Situations in which the Governing Council and CEO are without authority to act.

(d) Situations in which the remedy for the alleged violation exclusively resides in some person, agency, or authority other than the Governing Council.

(e) Situations as to which a different procedure with ASK is prescribed by a state or federal authority.

(f) Situations as to which a different procedure or remedy has been provided by the Governing Council.

(g) Situations involving a grievance by a contractor with ASK.

3. General Procedural Requirements.

(a) A grievance must be initiated at Level 1 within ten (10) work days of the date upon which the grievant became aware of the circumstances which gave rise to the grievance.

(b) Whenever possible, any grievance conference or hearing at any level will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled ASK program.

(c) A grievant requiring the attendance and testimony of other staff members will have the right to bring such witness as are willing to testify in his or her behalf, and any necessary substitutes or release time will be provided and the expense borne by ASK when hearings must be scheduled during the ASK day.

(d) A separate file will be maintained by the CEO for grievances. All documents produced during the processing of a grievance will be kept in the separate file.

(e) All parties shall maintain confidentiality with regard to proceedings, and the resolution of the grievance, to the extent possible, and the proceedings will not be made public unless agreed to by the grievant and the CEO or Governing Council or unless the grievant pursues the matter beyond this policy.

(f) The grievance file will be maintained for one (1) year after being cleared according to the New Mexico State Records Center and Archives, and access to

the file will be limited to the grievant, the immediate supervisor, the CEO and the members of the Governing Council.

(g) A grievant may terminate the process at any level if he or she indicates in writing a desire to do so, accepts the resolution at that level, or fails to pursue his or her grievance by filing at the next level within the specified time period or refuses to attend a scheduled meeting even if that meeting must occur after ASK hours.

(h) All grievances will be filed and processed on grievance forms prepared by ASK and available in the office of the CEO.

(i) The time limits at any level may be extended by mutual agreement between the grievant and the CEO, review committee or Governing Council.

(j) Except as otherwise provided herein, unless a party can demonstrate prejudice arising from a departure from the proceedings established in this policy, such departure will be presumed to be harmless error.

4. Procedural Steps.

(a) Level 1 (Informal Conference). Prior to the filing of a formal written grievance, the grievant will first discuss the grievance with his or her direct supervisor in a good faith attempt to resolve the grievance prior to the filing of a formal grievance. In the case of a claim of sexual harassment in which the grievant's direct supervisor is the subject of the claim, the grievant may initiate the grievance at the next supervisory level above that of the direct supervisor.

(b) Level 2 (CEO). If the grievant is not satisfied with the discussion and disposition of the grievance at Level 1, he or she may file a written grievance with the CEO within ten (10) days of the disposition. The CEO will communicate his or her proposed resolution in writing to the grievant within five (5) work days from the filing of the written grievance. If the proposed resolution is not acknowledged or approved by the grievant within five (5) work days, the CEO has the discretion to require a hearing or conference and gather such evidence prior to the preparation of the decision as he or she feels would assist in any appropriate resolution of the grievance. The hearing or conference will occur within five (5) work days of the grievant's action/inaction regarding the CEO's proposed resolution. The hearing or conference should be as informal as possible and will be conducted as the CEO feels is appropriate for a full understanding of the grievance, the position of the grievant and the evidence supporting the position. The CEO will have the right to ask any question of the interested parties as he or she deems necessary. Within five (5) work days following the hearing, the CEO will render his or her written proposed resolution to the grievant.

(c) Level 3 (ASK Governing Council). If the grievant is not satisfied with the resolution of the grievance at Level 3, or if the CEO fails to issue a proposed resolution within the specified time limit, the grievant may make a written request to the CEO for a hearing with the Governing Council within ten (10) work days after the CEO's resolution was rendered or due, if none was received. At its sole option, the Governing Council may appoint a Grievance Review Committee to hear the grievance. The Grievance Review Committee will be comprised of three (3) persons, one from each of the following staff categories: Licensed ASK Project Manager; Administrator (other than the immediate supervisor or CEO involved) and one Governing Council member.

The members will be appointed by the Governing Council. The Committee will select its Chairperson prior to the processing of the grievance. The Chairperson of the Committee will schedule an informal hearing within ten (10) work days of receipt of the grievance. If a Committee member is unable to participate in the informal hearing, the Chairperson will designate a substitute from within the staff category of the non-attending member.

5. Procedure for Hearing before Governing Council Committee. The following procedure will be used at hearings before the Governing Council Committee.

(a) The parties in interest will submit written statements of position which will be delivered to the Governing Council Committee Chair at least five (5) days prior to the hearing. In addition, any other documentary evidence desired to be reviewed by the Governing Council Committee will be submitted at that time.

(b) The grievant will present his/her grievance first through testimony, witnesses, documents, etc. Cross-examination will not be allowed by the other party in interest, if any.

(c) The other party or parties in interest, if any, will present their responses to the grievance. Cross-examination will not be allowed.

(d) The Committee members may ask any questions that it deems necessary.

(e) Arrangements to make a taped recording or to keep minutes of the proceeding will be made by the Chair. A verbatim transcript is not required, but any minutes or other written record will fairly reflect the substance of the hearing.

(f) Within five (5) days following the date of the hearing, the Committee will transmit its findings and recommendations for proposed resolutions to the Governing Council. Within ten (10) working days or the next scheduled Governing Council meeting, the Governing Council shall consider the recommendations of the Committee. The Governing Council may accept the recommendations as presented, impose a lesser sanction if disciplinary action was recommended, or decide to hold a new hearing on the grievance.

(g) If the Governing Council rules that it is appropriate to hear the grievance, it will set the date for such hearing and the parties in interest will be notified by the Governing Council Chair. If the Governing Council adopts the recommendations of the Governing Council Committee, the decision shall be final.

6. Hearing before full Governing Council. If the Governing Council decides to grant a new hearing the following procedures will be followed.

(a) Each party in interest will have the opportunity to present oral statements limited to thirty (30) minutes each.

(b) The presentation will be limited to a review of evidence previously presented, unless the Governing Council, in its discretion, allows new evidence to be presented during the hearing.

(c) Evidence may not be cross-examined by the other party in interest, however, the Governing Council may ask questions of any party as it deems necessary or appropriate.

(d) Hearings will be conducted in a closed session, in a public meeting.

(e) The Governing Council will render a written decision within 10 working days after the hearing. In arriving at its decision, the Governing Council has complete discretion in fashioning such relief, if any, as it believes is appropriate, regardless of the relief requested. The Governing Council's decision is final.

VI. TERMINATION AND DISCHARGE.

A. Definitions.

1. Termination. In the case of a licensed staff, “termination” means non-renewal of a contract at the end of its term. For all other staff members, “termination” means severing or ending the employment relationship.
2. Discharge. Discharge means to sever the employment relationship of licensed personnel or staff members under contract before the end of the existing contract.
3. Just cause. Just cause refers to a reason for termination or discharge that is rationally related to a staff member’s competence or moral turpitude or the proper performance of his/her duties and that is not in violation of the staff members civil or constitutional rights.

B. Termination of Staff Members with Less than Three (3) Consecutive Years of Service.

1. General. ASK may terminate a staff member (licensed or non-licensed) with fewer than three (3) years of consecutive service for any reason it deems sufficient.
 - a. Non-contract staff members. Staff members with three (3) years or less of consecutive service and who are not employed pursuant to a contract are “at-will” staff members, that is, the staff may be dismissed from employment at any time and for any lawful reason the CEO deems appropriate. A written notice of termination will be provided to the staff.
 - b. Contract staff members. Contract staff members with three (3) years or less of consecutive service; i.e., who have not been reemployed under a third consecutive contract, may be terminated by non-renewal of their contracts for any lawful reason the CEO deems appropriate.

2. Protest Procedure for Staff members with Less than Three (3) Consecutive Years of Service. For a staff member of less than three (3) consecutive years who was terminated or whose contract was not renewed, there is no protest. A terminated staff member may request a statement of reasons from the CEO for his/her termination or non-renewal. Requests for an explanation will be made in writing and delivered to the CEO no later than five (5) working days after receipt of the notice of termination or notice of non-renewal. Reasons for the CEO’s decision will be provided to the staff within ten (10) days of receiving his/her request. The decision of the CEO to terminate is final and not subject to appeal.

C. Termination/Discharge Policy for Staff Members with More than Three (3) Years of Consecutive Service.

1. Non-Contract and Contract: No staff member who has been employed by ASK for three (3) years or more of consecutive service may be terminated or discharged except for just cause.

2. Protest Procedure. ASK provides the following procedures for challenges to termination or discharge decisions for staff members with three (3) or more years of consecutive service:

a. Request for Statement of Rationale. A staff member who has been employed by ASK for three (3) consecutive years and who receives a notice of termination or notice of non-renewal may request a written statement of the reasons for non-renewal. The staff must request that statement of reasons within five (5) working days from the date he/she receives the notice of termination. The CEO shall provide the statement of reasons within five (5) working days from the request.

b. Statement before the Governing Council. If the staff member requests an opportunity to make a statement to the Governing Council regarding the CEO's decision to terminate, she must do so SIMULTANEOUSLY with the request for written reasons for the termination. The opportunity to present to the Governing Council will be granted, if within 10 working days after receiving the written reasons for termination, the staff member submits a written statement to Governing Council which includes an explanation of why the staff member believes that he/she was terminated for reasons that do not constitute just cause. In addition, the statement must include facts, supporting documentation and potential witnesses who will support the staff members position. Thereafter, the Governing Council will meet to hear the staff member present the statement in no less than five (5) and no more than fifteen (15) working days after receipt of the staff members written statement of contentions.

c. Hearing on termination:

i. The staff member and the Governing Council may have representation of their choice, but at their own expense.

ii. The hearing will be conducted in accordance with the provisions of the Open Meetings Act.

iii. A designee of the Governing Council will first state the reasons for termination and present the factual support for those reasons. The reasons will be limited to those first provided to the staff member after his/her request for an opportunity to address the Governing Council.

iv. The staff will next state his/her reasons and factual support for contending that the termination was not for just cause. Those reasons and factual support must be the same as those provided in the staff members written response to the statement provided by the CEO.

v. The CEO may offer such rebuttal testimony that she deems appropriate.

vi. Each party may question all witnesses.

vii. Only evidence presented at the hearing will be considered and the Governing Council is only required to consider that testimony it considers reliable.

viii. No record will be kept of the hearing.

ix. The Governing Council will notify the staff member and the CEO of its decision in writing within five (5) working days from the conclusion of the meeting.

[Reference, NMSA 1978 §22-10A-24.]

d. Appeals – Arbitration on Termination. Either the terminated staff member or other representatives of ASK may appeal the decision of the Council. The matter will be appealed to an independent arbitrator who will hear all evidence as if presented for the first time. The arbitration process takes place as follows:

i. Timely Request. The staff member must submit a request for an appeal in writing that states his/her reasons for the appeal to the Chair of the Governing Council within five (5) working days from the receipt of the Governing Council's written decision. The request for appeal must include a statement of facts supporting the basis for appeal. Failure to submit a timely appeal will bar the staff member's objection to the decision of the Governing Council and will render the Governing Council's decision final.

ii. Selection of Arbitrator. The Governing Council and the staff member will meet within ten (10) working days from the receipt of the staff members timely request for appeal to select an independent arbitrator. If they cannot make a choice, they will ask the presiding judge of the First Judicial District Court for the State of New Mexico to select an individual to hear the matter. The judge will make the selection within five (5) days of the request. The arbitrator selected must be experienced in school employment matters and must have no financial, personal or other direct interest in the outcome of the proceeding.

iii. Scope of Arbitration. The arbitrator will hear all of the evidence presented and not be limited to a review of the Governing Council's decision. The issue before the arbitrator will be limited to whether the evidence presented demonstrates just cause for termination.

iv. Date of Arbitration. The arbitration will be held within thirty (30) working days from the date the arbitrator is selected. Notice of the hearing will be provided by the arbitrator, which will include the date, time and location of the hearing.

v. Rules of Arbitration:

(A) The ASK Academy and the staff member may have representation of their choosing, but at their own expense;

(B) Discovery will be limited to depositions and requests for production of documents on a time schedule to be determined by the arbitrator;

(C) The arbitrator has the power to issue subpoenas for witnesses and documents and to administer oaths;

(D) The New Mexico Rules of Civil procedure will not be strictly enforced, however, the rules will apply to the extent that both contentions and responses are amply and fairly presented;

(E) The Rules of Evidence will not strictly apply, but the arbitrator will permit either party to call and examine witnesses, to cross-examine witnesses and to introduce evidence. The arbitrator will require reasonable substantiation of statements and authentication of records where the accuracy or truth is in reasonable doubt;

(F) The Governing Council will have the burden to show by a preponderance of evidence that the staff member was terminated for reasons that constitute just cause.

(G) If the Governing Council cannot show just cause, or the staff member sufficiently rebuts the Governing Council's reasons, then the arbitrator will reverse the decision to terminate and order reinstatement of the staff member;

(H) Either the staff member or ASK may record the proceeding at their own expense, but it will not constitute an official record for purposes of further appeal.

(I) Departures from these procedures are considered harmless unless the party can demonstrate prejudice.

(J) Decision. The arbitrator will issue a written decision within thirty (30) working days of the hearing, which will contain findings of fact and conclusions of law.

(K) Remedies. The only remedies available to a staff member who has been reinstated by the decision of an arbitrator are: reinstatement; back pay, but subject to any scheduled salary increase to which the staff may be entitled; or, both, less an offset for any compensation received by the staff member during the period the compensation was terminated; e.g., unemployment benefits.

(L) Binding Decision. Decisions by the arbitrator are final and binding on both ASK and the staff member. The decision may not be appealed unless the decision was procured by corruption, fraud, deception or collusion, in which case it will be appealed to the First Judicial District Court for the State of New Mexico.

(M) Costs/Fees. The staff and ASK will pay their own fees, expenses and costs. The arbitrator can assign to either party or both parties the fees and costs of the independent arbitrator.

(N) Report to NMPED. The ASK Academy is required to report the terminations to the NMPED. [Reference NMSA 1978 §22-10A-25 (2003)]

D. Termination/Discharge Policy for Other Personnel Exempt From Protest Procedures: In addition to staff members who have less than three (3) consecutive years of employment, the rights to due process protests upon termination do not apply to the following ASK personnel:

1. Licensed ASK project managers employed to fill the position of licensed ASK project manager entering military service;
2. Persons employed as licensed ASK administrators;
3. Non-licensed ASK staff members employed to perform primarily school-wide management functions. [Reference, NMSA 1978 §22-10A-26 (2003)]

E. Discharge Policy for Contract Staff Members Discharged Prior to the end of their Contract Term. A contract staff may be discharged prior to the end of his/her contract term for just cause according to the following procedures:

1. Notification and Immediate Removal.

a. Notice of discharge. The CEO will serve written notice (certified mail return receipt requested) or will arrange personal delivery retaining a receipt signed and dated by the staff member, of intent to recommend to the Governing Council that the staff member be discharged. Service otherwise consistent with the rule of civil procedure will be sufficient to complete service as meant by these provisions.

b. Stated reasons. The notice will include the reasons for the CEO's recommendation that the staff member be discharged along with a written description of the staff members right to a hearing before the Governing Council.

c. Immediate Removal. In the event that the CEO determines that it is necessary to immediately remove the staff member from the ASK premises, the staff will be placed on paid administrative leave pending the outcome of a hearing on the CEO's decision to discharge.

2. Protest Procedure/Hearing. A contract staff member who receives a notice of discharge may request a hearing before the Governing Council by giving the CEO a written request for hearing within five (5) working days of receipt of the notice of discharge.

a. Date of Hearing. If the staff timely notifies the CEO that he/she is requesting a hearing on the decision to discharge, a hearing will be scheduled for no less than twenty (20) and no more than forty (40) working days after the CEO receives the written election from the staff member. The staff member will have at least ten (10) working days prior notice of the hearing date.

b. Hearing Procedures.

i. ASK and the staff member may have representation of their choosing and at their own expense.

ii. Discovery will be limited to depositions and request for production of documents, which will be completed prior to the hearing.

iii. The Governing Council will have the authority to issue subpoenas for the attendance of witnesses and to produce documents and other evidence at the request of either party and will have the power to administer oaths.

iv. ASK will have the burden of proving the just cause for discharge by a preponderance of the evidence. The evidence at hearing will be limited to the reasons as stated in the notice to the staff member recommending the discharge.

v. ASK will present its evidence first; the staff member will present second; either party may present witnesses and introduce documents to prove their respective case.

vi. An official record must be kept of the preceding and the staff member is entitled to one copy at the expense of ASK.

vii. The Governing Council will render its written decision within twenty (20) calendar days of the conclusion of the hearing and deliver its decision to the staff member by certified mail return receipt requested or by personal delivery.

3. Appeal from Decision on Discharge: Arbitration. Either the discharged contract staff member or a representative(s) of ASK may appeal the decision of the Governing Council. The matter will be appealed to an independent arbitrator who will hear all evidence as if presented for the first time.

a. Request Appeal/Arbitration. To request an appeal the staff member must state his/her reasons for the appeal in writing (“request for appeal”) and submit it to the Chair of the Governing Council within five (5) working days from the receipt of the Governing Council’s written decision. The appeal must contain a statement of the particular reasons the staff believes the Governing Council’s decision was incorrect and include a statement of facts supporting his/her decision.

b. Timely Appeal. Failure to submit a timely appeal will bar the staff member’s right to object to the decision of the Governing Council and will render the Governing Council’s decision final.

c. Selection of Arbitrator. The Governing Council and the staff member will meet within ten (10) working days from the receipt of the staff member’s request for appeal to select an independent arbitrator. If they cannot decide they will request the presiding judge of the First Judicial District Court for the State of New Mexico to select an individual to hear the matter. The judge will make the selection within five (5) working days of the request. The arbitrator selected will be experienced in school employment matters. He/she will have no financial, personal or other direct interest in the outcome of the proceeding.

d. Scope of Review. The arbitrator will hear all of the evidence presented and not be limited to a review of the Governing Council’s decision. The issue before the arbitrator will be limited to whether the evidence presented demonstrates just cause for discharge.

e. Date of Arbitration. The arbitration will be held within thirty (30) working days from the date the arbitrator is selected. Notice of the hearing will be provided by the arbitrator, which will include the date, time and location of the hearing.

f. Arbitration Rules:

i. ASK and the staff member may have representation of their choosing, but at their own expense;

ii. Discovery is limited to depositions and requests for production of documents on a time schedule to be determined by the arbitrator;

iii. The arbitrator has the power to issue subpoenas for witnesses and documents and to administer oaths;

iv. The New Mexico Rules of Civil procedure will not be strictly enforced, however, the rules will apply to the extent that both contentions and responses are amply and fairly presented;

v. The Rules of Evidence will not strictly apply, but the arbitrator will permit either party to call and examine witnesses, to cross-examine witnesses, and to introduce evidence. The arbitrator will require reasonable substantiation of statements and authentication of records where the accuracy or truth is in reasonable doubt;

vi. The Governing Council will have the burden to show by a preponderance of the evidence that the reasons provided for recommended the staff members discharge constitute just cause;

vii. If the Governing Council cannot show just cause, or the staff member sufficiently rebuts the Governing Councils reasons, then the arbitrator will find in favor of the staff member;

viii. Either the staff member or ASK may record the proceeding at their own expense, but it will not constitute an official record for purposes of appeal; only the official record prepared by a licensed court reporter will constitute the official record;

ix. Departures from these procedures are considered harmless unless the party can demonstrate prejudice;

x. Decision. The arbitrator will issue a written decision within thirty (30) working days of the hearing, which will contain findings of fact and conclusions of law;

xi. Final Decision. Decisions by the arbitrator are final and binding on both ASK and the staff member; the decision may not be appealed unless the decision was procured by corruption, fraud, deception or collusion, in which case it will be appealed to the Second Judicial District Court for the State of New Mexico.

xii. Costs/Fees. The staff member and ASK will pay their own fees, expenses and costs; the arbitrator may assign to either party, or both of them, the fees and costs of the independent arbitrator.

xiii. Compensation after discharge. Payment of compensation to any licensed ASK project manager or licensed administrator will terminate as of the date a final decision is provided by the Governing Council. If the contract is to be paid monthly during a twelve (12) month period for services to be performed during a period less than twelve (12) months, the person will be entitled to a pro rata share of the compensation payments due for the period during the twelve (12) months in which no services were to be performed.

F. Phasing Out and Elimination of Positions/Reduction-in-Force/Furloughs.

From time-to-time, it may be necessary to phase-out or eliminate certain job classifications or reduce the number of positions in a particular employment category. An orderly process will be established by the CEO and the Governing Council to guide such phase-out or reduction in force. A reduction in force carried out pursuant to ASK policy is just cause for termination or discharge. The ASK Academy may also implement a voluntary or involuntary furlough if such measures are necessary due to budgetary constraints and can avoid a reduction in force. Any furlough implement shall be conducted according to ASK policy.

G. Administrative Leave Pending Possible Disciplinary Action: If you are suspected of violating ASK's policies, procedures, or work rules, you may be placed on administrative leave with pay pending an investigation of the situation. Administrative leave is not intended as punishment, but rather provided for the purpose of allowing a thorough and thoughtful investigation of a situation before a decision is rendered.

H. Resignation/Job Abandonment: Non-exempt staff members should give a minimum of two weeks written notice of resignation to the CEO. All contract staff members are required to provide written notice of their intent to terminate employment with ASK to the CEO at least thirty (30) calendar days in advance. Failure to provide adequate notice may result in a complaint to the PED Licensing Bureau.

ASK will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from ASK;
2. Fail to return from an approved leave of absence on the date specified for your return; or
3. Fail to report to work or call in for two (2) or more consecutive work days.

Any person leaving an administrative position at ASK must observe one year of absence from any kind of employment or service provision (paid or unpaid) for ASK Academy, unless approved in writing, in advance by the ASK Academy CEO.

I. Retirement: Eligible staff members who meet the criteria established by the New Mexico Educators Retirement Board and wish to retire should contact the Business Office in advance of the anticipated retirement date to initiate retirement proceedings. Staff members anticipating retirement should contact the New Mexico Educators Retirement Board to ensure that the staff member follows the most appropriate and current requirements.

J. Return of ASK Property: Any ASK property issued to you, such as keys, computer equipment, etc. must be returned to ASK at the time of your resignation, termination, or discharge. You will be responsible for any lost or damaged items. If you do not return property of value, you will be asked to sign a wage deduction authorization form to compensate for the value of the loss.

K. Safety:

1. General Staff Safety. ASK is committed to the safety and health of all staff members and recognizes the need to comply with regulations governing injury and accident prevention and staff safety. Maintaining a safe work environment, however, requires the continuous cooperation of all staff members. ASK will maintain safety and health practices consistent with the needs of our profession. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your direct supervisor or the CEO for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported to the Business Office immediately. Compliance with these safety rules is considered a condition of employment. We strongly encourage staff participation and your input on health and safety matters.

SAFETY COMMON SENSE:

Lifting: Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling: Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal: Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up: To prevent slips and tripping, clean up spills and pick up debris immediately. Contact the custodial staff for safe clean up bodily fluids.

Preventing Falls: Keep aisles, work places and stairways clean, clear and well lighted. Walk, do not run. Watch your step.

Handling Tools: Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects: Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas: Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders: Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Machines: Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

Electrical Hazards: Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Prevention: Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source. Evacuation exits should be posted. Be familiar with fire drill procedures and plans for evacuating scholars.

2. Reporting Safety Issues/Workers Compensation Injuries. All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the CEO or her designee. If you or another staff member is injured, you should contact outside emergency response agencies, if needed. The Staff members Claim for Worker's Compensation Benefits Form must be completed for any

instance of staff injury, even if no medical attention is sought at the time of injury. If you fail to report your injury timely, you may jeopardize your right to collect workers' compensation benefits.

L. Weapons: ASK prohibits all persons who enter ASK property from carrying a handgun, firearm, knives of any length, or other weapons regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers, security guards or other persons who have been given written consent by ASK to carry a weapon on the property. Any staff member violating this policy will be subject to disciplinary action

ALL STAFF MEMBERS MUST REVIEW AND BE FAMILIAR WITH SAFETY POLICIES AND PROCEDURES LISTED IN THE ASK SAFETY PLAN.

M. Violence in the Workplace: ASK prohibits workplace violence. Consistent with this, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect ASK or which occur on ASK property will not be tolerated. Every staff member is required to report incidents of threats or acts of physical violence of which he/she is aware to the CEO.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at ASK, or to create a hostile, abusive, or intimidating work environment for one or several staff members. Examples of workplace violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction of or threatening to destroy ASK's property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

N. Security: Maintaining the security of ASK buildings and vehicles is every staff members responsibility. Develop habits that insure security as a matter of course. For example: when you leave ASK premises make sure that all entrances are properly locked and secured and the alarm set.

O. Parking Areas: You must use the parking areas designated for staff members. Remember to lock your car every day and park within the specified areas. Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other staff members. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor. The ASK Academy is not responsible for any loss, theft or damage to your private vehicle or any personal property.

P. Prohibited Disclosure of Student information: No person shall sell or use student, faculty or staff lists with personal identifying information obtained from a public school or a local school district for the purpose of marketing goods or services directly to scholars, faculty or staff or their families by any means of communication. The provisions of this section shall not apply if the scholars and their parent/guardian has consented in writing.

Q. Prohibited Sales by ASK Personnel. Staff members of ASK shall not directly or indirectly, sell or be a party to any transaction to sell or receiving any commission or profit from any contract for sale any instructional material, furniture, equipment, insurance, school supplies to ASK. This provision shall not apply in cases in which ASK staff contracts to perform special services with the school with which they are associated or employed during time periods wherein service is not required under a contract for instruction, administration or other employment. No staff members of ASK shall solicit or sell or be the party to a transaction to solicit or sell insurance or investment securities to any staff member of ASK. Violation of the prohibited sales provisions may constitute a fourth degree felony. In addition, the NMPED may suspend or revoke the licensure of a licensed ASK staff member for acting contrary to this provision.

R. Conflict of Interest. Staff members are prohibited from using confidential information acquired by virtue of their associations with ASK for their individual or another's private gain. Staff members are prohibited from requesting, receiving or accepting a gift or loan for themselves or another that tends to influence them or appear to influence them in the discharge of their duties as staff members.

VII. BENEFITS

ASK is committed to sponsoring a comprehensive benefits program for all eligible staff members. Literature is available from our insurance companies for details on your health/dental coverage. Please see the Business Office for information on your benefits and coverage.

ASK RESERVES THE RIGHT TO MODIFY OR TERMINATE NON-MANDATORY EMPLOYER BENEFITS AT ANY TIME

If you are a full-time staff, or a part-time staff member who works more than twenty (20) hours per week, you will be eligible to receive all of the benefits described in this Staff Handbook. For part-time staff members, benefits are pro-rated. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions. The exceptions are long term substitutes and educational assistants who are not eligible for benefits, according to NMPSIA. Please see the Business Office for details.

A. Group Insurance: Staff members may participate in the New Mexico Public School Insurance Authority's (NMPSIA) Staff Benefits Group Plan, which consists of Group Medical, Dental, Vision, and Basic Life coverage. Staff members who are active at work and work the minimum qualifying number of hours shall be eligible for the following:

1. All staff members who work a minimum of twenty (20) hours or more per week shall be entitled to participate in Medical, Dental, and Vision coverage.
2. ASK shall enroll and pay premiums at the rate of 100% for Basic Life insurance coverage for any staff member who works a minimum of fifteen (15) hours per week, regardless if the staff participates or is eligible to participate in any other line of NMPSIA coverage.
3. Members of the Governing Council are not eligible to participate in medical, dental, vision, and life insurance coverage.
4. A newly eligible staff is required to enroll within thirty-one (31) calendar days of being hired or within thirty-one (31) calendar days of being upgraded to that of an eligible staff member.
5. An eligible staff member who has a change in status is required to complete the appropriate NMPSIA Staff Record Change Card within thirty-one (31) calendar days from the qualifying event.
6. Pursuant to federal law and NMPSIA rules, an eligible staff may enroll in medical coverage for the occurrence of "special or significant life events" as defined by NMPSIA rules.
7. ASK shall comply with the 1985 Consolidated Omnibus Budget Reconciliation Act (COBRA) in notifying staff members of their right to continue health and life insurance coverage upon resignation, termination, or retirement. Dependents that are also losing coverage upon becoming ineligible shall also be informed of their COBRA rights.

B. Life Insurance Coverage.

1. The ASK Academy shall provide the following Basic Life/Accidental Death and Dismemberment coverage to all staff members: \$50,000 Life/AD&D.
2. ASK Academy staff members have the option to select Voluntary Life through Legacy Financial for themselves, spouse or children, which is a 100% staff deduction.
3. ASK shall provide staff members, on a prorated matching basis, long-term disability coverage. The waiting period for coverage shall be thirty (30) days.

C. New Mexico Retirement Plan: The New Mexico Educators Retirement Act is provided to eligible staff members (those who have completed sufficient service) with a monthly pension benefit upon retirement. All staff members who work more than 25% of the time (.25 FTE) are mandated by the New Mexico Educational Retirement Act to participate in the retirement plan. Participation in the Plan begins on **the first day of the month following your date of hire**. ASK and the staff members are required by State law to contribute to this retirement plan operated by the New Mexico Educators Retirement Board. The details regarding ASK and staff member contributions, vesting, administration, and investments are provided in the Summary Plan Description, made available through the Education Retirement Board.

D. Social Security: In accordance with the applicable federal law, all staff members are required to participate in and contribute to Social Security. ASK also makes a mandatory matching contribution on behalf of staff members. Contribution levels are established by law, and are subject to change. To obtain information about Social Security and related programs, you may contact the local Social Security office.

E. Workers' Compensation: ASK maintains Workers' Compensation Insurance coverage for staff members who sustain an injury or illness compensable under the New Mexico workers' compensation laws. ASK pays the full cost of the workers' compensation insurance. All workers' compensation claims are subject to evaluation and investigation by ASK and its insurance carrier. If you are injured while performing duties related to your job at ASK, you must report the injury promptly to your immediate supervisor. More information is available from ASK's Business Office.

F. Unemployment Compensation: ASK staff members are covered in accordance with applicable unemployment compensation laws and regulations that also govern eligibility for unemployment benefits. All forms or contacts related to unemployment compensation claims should be delivered or referred to the ASK CEO or Business Office.

G. Leave Benefits: As a part of the Benefits package provided to ASK staff members, regular full-time staff members on the current school calendar contract are entitled to 10 paid leave days per ASK year. Employees accrue leave at a rate of 1 day or 8 hours per month, earned on the first pay period of each month, August-May.

All full-time staff members on an extended calendar: defined as 2-3 weeks before school starts and 2-3 weeks after school ends, earn a total of 12 days of leave per year. These employees accrue leave at a rate of 1 day or 8 hours per month, earned on the first pay period of each month, July – June.

Contract personnel are entitled to the number of leave days stated in their contract. Unless otherwise provided for or as approved by the CEO, leave is to be used by staff members in accordance with the following provisions:

1. Misuse of leave is cause for discipline, up to and including termination or discharge. Misuse of leave refers to instances where documentation provided to the CEO or supervisor is falsified or forged or when legitimate documents are used under false pretenses.

2. Notice of absence from work should be provided to the CEO or his or her designee by no later than 7:30 a.m. on the day of absence. If use of leave is foreseeable advance notice shall be provided to the CEO or his or her designee.

3. A staff member will not be paid for unused leave days upon severance of his/her employment from ASK, however, unused leave may be carried over into succeeding ASK years.

4. Staff members may not use more than 4.5 consecutive leave days per semester. Leave for longer than 4.5 consecutive days must be approved by the CEO.

5. If you are absent more than 4.5 consecutive days because of an illness, your direct supervisor will require that you submit a written statement from your healthcare provider stating that leave was necessary. If you are absent because of an illness, your direct supervisor may require that you submit a written statement from your healthcare provider stating that you are able to resume employment responsibilities.

6. Parental leave, with appropriate documentation, will be granted as follows:

Family and Medical Leave Act (FMLA) will be granted to employees who have worked for The ASK Academy for one (1) full contract year equivalent and who have worked a minimum of 1,420 hours in the immediate previous (12) twelve months.

For staff who do not qualify for FMLA, the birthing parent or the person with primary maternal responsibilities will be allowed up to 12 consecutive weeks of leave. Those with primary paternal responsibilities will be allowed up to 4 consecutive weeks of leave. Only paternal or maternal leave may be granted, but not both. The staff member's available leave balance will be used for parental leave. Once the available leave is exhausted, the staff member will take leave without pay. Once the leave balance is exhausted, the staff member is required to make the appropriate insurance payments to ASK, if applicable. Staff members requesting parental leave are expected to notify their supervisor as soon as possible so that arrangements can be made for replacement during this absence. Parental leave may be requested under different circumstances. Other requests for parental leave must be requested from the CEO.

FMLA is limited to 12 weeks of leave per calendar year. The staff member's available leave balance will be used for FMLA leave. Once the available leave is exhausted, the staff member will take leave without pay. Once the leave balance is exhausted, the staff member is required to make the appropriate insurance payments to ASK, if applicable. Staff members requesting parental leave are expected to notify their supervisor as soon as possible so that arrangements can be made for replacement during this absence.

Requests for Leave Forms must be completed and submitted to the CEO for leave longer than 4.5 consecutive days for approval. Explanations of the reason for leave should be entered on a Request for Leave form. The Governing Council may also allow approved leaves of absence for the CEO. Leaves may be granted with or without pay.

H. Bereavement Leave: After a death in the immediate family of any staff member, ASK staff may use up to three (3) days of bereavement leave, from their accrued personal days, without loss of pay. For each bereavement day the staff member was scheduled to work, a staff member may utilize personal paid days in an amount equivalent to the number of days that the staff member was scheduled to work. The staff member

may be required to submit proof of death and/or funeral or services date. Immediate family includes current spouse, parent, step-parents, parent-in-law, step parent-in-law, grandparent, child, stepchild, grandchild, sibling, step-siblings, current domestic partner, child of domestic partner and any relative living in the household of the staff.

I. Leave for Jury Duty and Subpoena for Witness Service: Staff members are encouraged to serve as jurors when summoned to do so but should advise their direct supervisor of the date of such service immediately upon receipt of notice. Staff members will receive their normal compensation from the school and are expected to remit to the school any pay received for jury duty if the employee serves for more than two consecutive days.

If you are served with a Subpoena for witness duty and the matter in which you are to testify is directly related to ASK, e.g. ASK student or staff matter, ASK will pay you your normal compensation from the school, plus any mileage reimbursement, and you are expected to remit to the school any pay received for witness fees. To be reimbursed, you must present the subpoena and a copy of the witness fee payment voucher.

J. Professional Leave: may be granted at the discretion of your direct supervisor, upon request, for professional development, professional organizational activities, ASK-related professional activities, or other activities related to the staff member's assignments.

K. Religious Leave: Leave may be granted, upon request, for observance of recognized religious events. Personal leave may be used or leave without pay will be granted. This leave may be granted for up to two (2) days per year.

L. Military Leave of Absence: If you are a full-time staff member and are inducted into the U.S. Armed Forces, you will be eligible for reemployment after completing military service, provided:

1. You show your orders to your direct supervisor as soon as you receive them.
2. You satisfactorily complete active duty service of five years or less.
3. You enter the military service directly from your employment with ASK.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge from active duty.

M. Military Reserves or National Guard Leave of Absence: Staff members who serve in the U.S. military organizations **or state militia groups** may take the necessary time off during the ASK year, with pay up to 15 days, to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These staff members may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so. **You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.**

N. Voting Leave: will be granted to staff members who are eligible voters and whose scheduled work day begins less than two hours after the polls open (before 9:00 a.m.) and ends less than three hours before the polls close (after 4:00 p.m.) If you qualify you will be granted for a maximum of two (2) hours with pay in order to vote in an election recognized under the law. Written requests for this leave must be submitted prior to the day of the election. Your direct supervisor will schedule voting leave to ensure department work is covered.

O. Domestic Violence Leave:

1. The Law. Promoting Financial Independence for Victims of Domestic Abuse Act, NMSA 1978, §§ 50-4A-1 to 50-4A-8 went into effect July 1, 2009. Under the Act employers are required to give eligible staff members "domestic abuse leave," which is defined as "intermittent paid or unpaid leave time for up to fourteen days in any calendar year to obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorneys' victim advocates or to attend court proceedings related to the domestic abuse of an employee or a employee's family member." It is prohibited under the Act to retaliate against a staff member who uses domestic abuse leave.

2. Notice. When domestic abuse leave is taken in an emergency, the staff member or the staff member's designee shall give notice to your direct supervisor within twenty-four hours of commencing the domestic abuse leave. All information provided to the employer under this provision shall remain confidential and employer may not disclose staff member's information unless staff consents in writing, or pursuant to a court or administrative agency order or as otherwise required by state or federal law.

The ASK Academy will require verification of the need for domestic abuse leave, and, if so, a staff member shall provide one of the following forms of verification through furnishing in a timely fashion:

- (i) a police report indicating that the staff member or a family member was a victim of domestic abuse;
- (ii) a copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse, but the document does not constitute a waiver of confidentiality or privilege between the staff member and the staff members advocate or attorney; or
- (iii) the written statement of an attorney representing the staff member, a district attorney's victim advocate, a law enforcement official or a prosecuting attorney that the staff member or staff members family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.

3. Benefits and Leave Accrual: Staff members shall be required to use any unused leave during periods of domestic abuse leave, and thereafter any remaining leave shall be designated unpaid leave. Staff member's health coverage and other benefits shall continue during domestic leave. The ASK Academy shall not include time taken for domestic abuse leave in calculating eligibility for benefits.

Review of Staff Handbook 2022-2023

This handbook will also be located our website at www.theASKacademy.org

I, _____, understand that the Staff Handbook contains important information. I acknowledge that this handbook contains information and policies that I should be familiar with while employed by The ASK Academy.

I have reviewed the information and policies contained in this handbook and understand that I will be held accountable for its contents. Failure to abide by these guidelines can result in the discipline outlined in this handbook.

I understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Staff Handbook or any of The ASK Academy policies, rules and guidelines. I am aware that The ASK Academy reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. I am also aware that any changes or updates to this handbook will be posted on The ASK Academy website.

Directions for return of this form:

1. Staff member review handbook.
2. Staff member sign below handbook acknowledgement.
3. Staff member returns this page to the Business Office.

New staff members who start after the beginning of the academic year must return this acknowledgement page within one week after receipt.

Date: _____

Staff Member Name (Print) _____

Staff Member Signature _____

Please sign and return this page ONLY **immediately** and keep
The ASK Academy Staff Handbook at home for future reference.
This form will be retained in your Employee File.