



Scholar & Parent Handbook 2020-2021

**The ASK Academy
Scholar & Parent Handbook
2020-2021**

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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 re-engage a culturally diverse population of learners into the learning process.

This ASK Academy Scholar & 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 & 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
- 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

CEO	TBD
MS Director	Daniel Busse
Attendance/Registrar/STARS Coordinator/SIS Coordinator	Chrisanna Lane
Receptionist	Mary Lou Lopez
Administrative Assistant	Mackenzie Woods
Director of Advancement	Constance Castilleja
Director of Special Education Services	Nadyne Shimada
HS Director	Edward Garcia
Counselor/SAT Coordinator/504 Coordinator	Kylee Shurter
Social Worker/Homeless Liaison	April Marquez
HS Achievement Coach	Candice Lemons
Occupational Therapist	Dayne Williams
Speech Language Pathologist	Camille Hernandez
Diagnostician and Reading Intervention/Special Education	Michelle Montoya
Information Technology	Tony Brown
HS English Project Manager/Special Education	Jessica DelCurto
HS English Project Manager	Rachael Eberhardt
HS English Project Manager	Dain Forsythe
MS English Project Manager/Special Education	Emily Romero
MS/HS Physical Education Project Manager	Corki Morales
HS Math and Science Project Manager	Bahador Mousavi
Test Coordinator and Tech Manager	Kim Pierce
HS Science and Biomedical Sciences Project Manager	Barbara McCann
HS Math Project Manager	Anthony Valdez
HS Math Project Manager	Laurie Price
HS Science and Biomedical Sciences Project Manager	Michelle Nuanez
HS Science Project Manager	Lisa Flores
HS Social Studies Project Manager/Special Education	Krista Pink
HS Social Studies and Spanish Project Manager/ESL Coordinator	Christopher Castilleja
HS Technical Drawing (CAD) and MS Science Project Manager	Chris Schiotis
HS Engineering Project Manager	Nevelyn Headrick
MS Engineering & Design Project Manager	Kim Ayres
MS Biomedical Sciences Project Manager	Stephanie Davis
MS Science Project Manager	Sandra Beaudet
MS Science Project Manager	Jennifer Chase
MS Science Project Manager	Steven Cole
MS Social Studies/and ELL	Tamara Wright
HS English Project Manager/SAT Coordinator	Cheryl Walker
MS English & Social Studies Project Manager	Bonnie Smith
MS English Project Manager	Samantha Vollmer
MS English & Social Studies Project Manager	Janisse Vazquez
MS Math Project Manager	Alexander Tharinger
MS Math Project Manager	Carol Donlin
MS Technology Project Manager	Deanne Miller
MS English Project Manager / Special Education	Valerie Zink
Custodial/Maintenance	James Gachupin
MS Social Studies Project Manager	Sandra Gray
MS Math Project Manager	Lester Miller

Governing Council

The ASK Academy Governing Council makes policy decisions concerning the academy and interviews and hires the General Manager. 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.

Governing Council Members

Chair	Dr. Jeanne Forrester
Vice Chair	Dr. Denise Gonzales
Secretary	Mike Malloy
Director	Michael Smith
Director	Edgar Short
Director	Lindsey Bomke
Director	David Stoliker

Calendar and Hours

Calendar

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

Office Hours 7:30am – 4:30pm

Class Time 8:00am – 4:00pm

All Day Friday Academic Day per calendar

Friday

Office Hours 8:00am – 12:00pm

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. Punishment 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 them to learn may be removed from the learning space.

- **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 beyond the discipline matrix.
- **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, be sure to 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.

The ASK Code of Honor and Integrity

The ASK Code of Honor and Integrity is summarized as follows, “Let every individual who finds themselves a member, or is contemplating becoming a member of The ASK Academy, embrace this important statement as their own: **I give my word of honor and have the integrity to maintain my honor, to resist every temptation that may arise!**”

The purpose of the ASK Code of Honor and Integrity is to instill and preserve a learning culture that promotes academic honesty. Ideally, a scholar’s personal integrity is sufficient assurance that he or she will not copy or use information or files that are the intellectual property of another person, or claim the work of another as their own. While the environment and expectations of The ASK Academy encourage collaboration as acceptable and necessary, The ASK Code of Honor and Integrity refers to individual evaluation and/or product production such as quizzes, tests, projects and reports where plagiarism could be an issue.

The ASK Code of Honor and Integrity is one of many attributes we ask scholars to incorporate into their lives to help develop creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. **The goal of the ASK Code of Honor and Integrity is to have all scholars graduate from The ASK Academy as citizens with integrity.**

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 don’t need to re-apply, and eligible siblings of existing ASK scholars, 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 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. When future seats become available, the 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 time-stamp 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

The ASK Academy requires that 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 & 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 70% or better). Successful completion at a higher level of rigor better prepares the scholars for post-secondary success. Adjustments may be made for seniors to meet graduation requirements.

The ASK Academy requires that all scholars be enrolled in at least 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 scholar communicate regularly regarding academic performance.

Course Withdrawal

With the proper documentation, a scholar may withdraw from a course without penalty up to three weeks after Quarter 1 and Quarter 3 grades are submitted. However, they 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 three-week period, 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 will not be dropped from a course because of a mathematical inability to pass the course. Scholars will not be removed from a project manager's roster or be excused from attending the course when it becomes mathematically impossible to pass the course for that semester. If behavioral issues present themselves, the General Manger will become involved.

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 (10:30-12:30). 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 Achievement Manager 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 Enrollment

The ASK Academy will offer Dual Enrollment program allows eligible scholars to enroll in college-level courses prior to graduation and receive high school and college credit simultaneously as per NMAC 6.30.7

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 (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 in an area of their interest as declared on their **NEXT STEP PLAN**. Developmental and remedial courses are not eligible for Dual Credit. All courses are for college credit and most transfer back to ASK as elective credit. Dual Credit courses are not to replace high school core graduation requirements.

Scholars pursuing Dual Credit courses must realize that the courses are not free. Scholars are responsible for related instructional materials and course specific expenses, the postsecondary institution waives the tuition fee, and ASK pays the cost of the required textbook.

It is the scholar's responsibility to order official transcripts from the postsecondary partner. The ASK Academy will record credit earned from the postsecondary partner upon receipt of an official grade or transcript.

- **Eligibility:**

- Scholars must be 16 years of age
- 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
- Dual Credit course must be within the chosen career field listed on the NEXT STEP PLAN
- Scholars cannot repeat a Dual Credit class

Courses may be academic or career technical **but not remedial or developmental**, and must be on the State's list of approved DE courses, to simultaneously earn credit toward high school graduation and college credit. Note that, at this time, only English, and foreign languages earn subject area credits. All other courses earn elective credits.

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).*

It is the scholar's responsibility to order transcripts. The ASK Academy will record credit earned from the partner institution upon receipt of an official grade or transcript record.

Dual Enrollment Procedures

The ASK Academy follows the NM Higher Education Department Policies and Procedures Manual for Dual Credit (effective Summer, 2018).

- ❖ Prior to enrollment, scholars must complete a career interest inventory, choose a high school pathway, choose a corresponding post-secondary pathway, and document all of the above on the Next Step Plan (pages 2 and 3) including the selected dual credit courses.
- ❖ All dual enrollment courses must receive prior approval by the Achievement Coach. If a scholar enrolls without consent, The ASK Academy has the right to drop them from the class.
- ❖ First Semester Enrollment: Scholars demonstrating readiness for their college course work (placement determined by the Accuplacer, ACT, SAT, and current high school GPA) may enroll in one first term course in the pathway.
- ❖ Provisional Enrollment: Scholars not demonstrating readiness for their college course work may enroll provisionally in one dual credit course per semester, as determined by the Higher Education Institution (HEI).
- ❖ Full Dual Enrollment Eligibility: Scholars who score at or above college level placement on the Accuplacer, ACT, or SAT, making adequate progress towards high school graduation, and who have successfully completed one dual enrollment course may take two (2) DE courses per semester. To maintain full dual credit eligibility, scholars must obtain course grades of C or better and not obtain withdrawals (WP and WF) for transcribed courses. Scholars who fail an ASK class in the prior semester, or,

fail or withdraw from a DE class will not be allowed to enroll in DE courses for the subsequent semester.

- ❖ Scholars will **not** be allowed to enroll in more than 2 DE courses per semester.
- ❖ Scholars may not obtain incompletes (I, INC) for transcribed dual credit courses, and may not enroll in dual credit courses to audit or for Pass/Fail credit.
- ❖ The ASK Academy reserves the right to approve or disapprove of courses based on content.
- ❖ DE courses do not replace HS core credit classes.
- ❖ Scholars must be enrolled at least 51% of their academic day (i.e. 4 out of 7 class periods) at The ASK Academy.
- ❖ Scholars must have a minimum cumulative high school GPA of 2.5 or better.
- ❖ Scholars are subject to the postsecondary institution's enrollment and course eligibility requirements, code of conduct and all policies related to course completion, including: grading, attendance, drop/add and withdrawal procedures.
- ❖ Scholars must provide their own transportation.
- ❖ Scholars must abide by regular operating calendars, schedules and associated requirements of both The ASK Academy and the postsecondary institution. *In instances in which the calendars are incongruent, the scholar is required to independently satisfy both calendar requirements.* Scholars may consult with The ASK Academy Achievement Coach for assistance.
- ❖ One (1) and two (2) credit college-level courses equal one half (0.5) credit at The ASK Academy. Three (3) and four (4) credit college-level courses equal one (1.0) credit at The ASK Academy.
- ❖ **Course credits earned through Dual Enrollment will count as elective credit at the ASK Academy.** Scholars may request that Dual Enrollment credits apply towards core (foreign language).

Instructional material funded by The ASK Academy must be returned to the academy.

Attendance

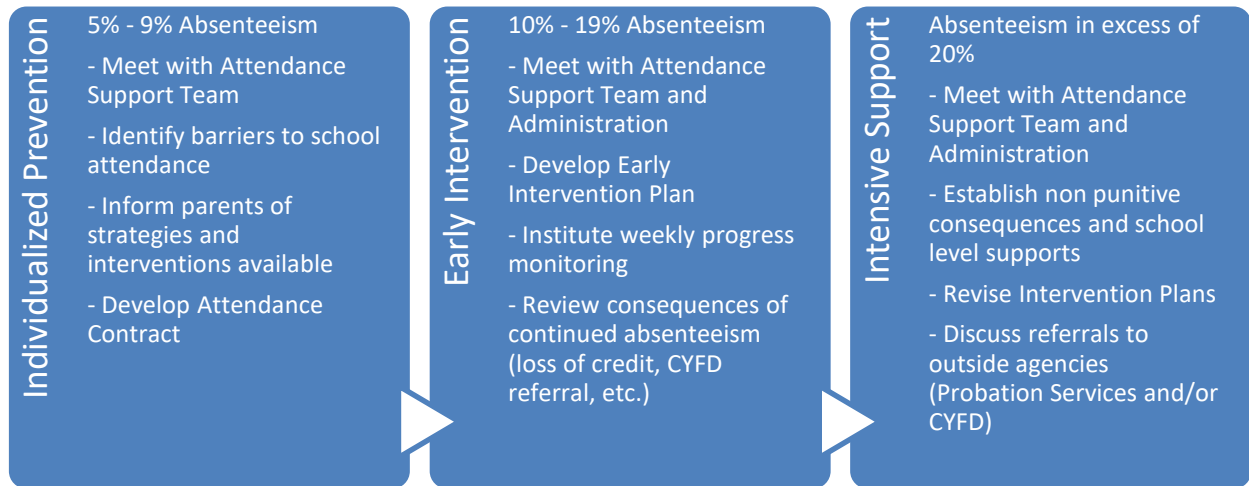
ASK Academy scholars are expected to arrive on time (8:00AM) and be adequately prepared for their day. All scholars arriving between 8:01 and 8:10 will be considered tardy, but may proceed directly to class. Scholars arriving after 8:10AM must sign-in at the office. Scholars arriving after 8:30AM must 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 at attendance@theaskacademy.org or [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. See Appendix p. 64-70 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 outlined below.



Within five days of a parent/guardian’s written request, ASK Academy will provide a parent/legal guardian with access to the attendance data of that parent/guardian’s scholar, including information about any intervention strategies that have been employed to help the scholar improve the scholar’s attendance.

Please see New Mexico Attendance for Success Act as outlined in the Appendix for additional details.

Excessive Absences - Scholars with excessive absences, approximately four (4) days per semester or eight (8) days per academic year will be referred to the Attendance Support Team for intensive support/intervention plans. Also note that high school scholars with excessive absences are in danger of losing credit for coursework. Attendance is of utmost importance for scholars to be able to participate, learn, and demonstrate competency of the course standards.

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).

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.

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. Continual tardies in **any** class will result in the following:

- Three (3) tardies: Lunch Detention
- Four (4) tardies: After School Detention
- Five (5) or more tardies: In School Suspension

If a scholar has more than five tardies in a semester, a parent conference (in person, via e-mail, or by phone) will be held with an administrator. Additional excessive tardies will be considered as a violation of school policy and will be treated under the absence matrix.

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 e-mail attendance@theaskacademy.org 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 and 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 Director, 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 Director, 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 & pick-up map in appendices at the end of this booklet)

Before Academic Day 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.

After Academic Day 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 and we will keep them in our office. 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.

Fridays: 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 check-in at the front desk, record who they will be working with and where, 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 ditching/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. See appendix.

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 grade and 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 beginning with the class graduating in 2021 through 2023:

<u>Grading Scale</u>	<u>Unweighted GPA</u>	<u>Weighted GPA</u>	<u>*Honors GPA</u>	<u>**AP/DE GPA</u>
96% - 100% = A+	4.5	4.5	4.5	5.5
90% - 95% = A	4.0	4.0	4.5	5.0
80% - 89% = B	3.0	3.0	3.5	4.0
70% - 79% = C	2.0	2.0	2.5	3.0

Below 70% = NC 0.0 0.0 0.0 0.0

* 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

Course Grades

The following scales will serve as a guide for the distribution of grades earned at ASK beginning with the class graduating in 2024:

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

* 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

Quarter 1 = 40% of Semester 1

Quarter 2 = 40% of Semester 1

Exam 1 = 20% of Semester 1

Total = 100% of Semester 1

Semester 2

Quarter 3 = 40% of Semester 2

Quarter 4 = 40% of Semester 2

Exam 2 = 20% of Semester 2

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 to change the grade, 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 grade will become permanent.

- **Procedures to Change a Course Grade that *is in 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 accord 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:

The Classes of 2017 and forward

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
- 1 cr. Algebra 2
- 2 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 in English (reading and writing), mathematics, social studies, and science.

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. The reports will be clear, concise, and accurate, and 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.

- **Progress Reports** will be given to scholars to take home mid-way through each quarter (approximately four and a half weeks into the quarter). 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

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)

Bringing Up Grades Awards

Scholars who are participating in the academic probation program and raise their grades from NC's to C's in 2 or more core classes will be eligible for BUG awards to acknowledge their hard work.

Credit Recovery

Scholars are eligible for Credit Recovery courses via Edgenuity if they receive an NC in any course required for graduation. With the exception of a Lab Science which may require additional arrangements, scholars must obtain an Edgenuity Online Program Agreement from the Achievement Coach, complete the form with scholar's and parent/guardian signatures and contact information. 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 problems during the same semester, or year depending on severity, as the field trip. If a scholar is not allowed to attend a required field trip, an alternative assignment will be given.

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.

Seniors in good standing are allowed to drive (individually and with a signed parent consent form) off campus for lunch, but must also meet attendance requirements, including returning from lunch on time.

Except for Seniors with permission to leave campus for lunch, scholars are not allowed to go to their vehicles during the school day, including during the lunch break.

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.

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, buy lunch from the food truck (if they are here), or have lunch delivered. Only seniors with off campus privileges can go off campus for lunch. **There can be no more than one scholar per vehicle for off campus lunch: 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. 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, the Administration will prepare a written summary of attempt to resolve the community member's concern of the matter is not resolved. A copy will be promptly provided to the community member. If the community member feels the issue has not been satisfactorily resolved at the administrative level the community member may take the issue to The 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 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 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 submitted 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 DPS 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: 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: occurs 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 maybe 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 & 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:

Replacement computer: Up to \$850.00

Cracked/broken screen: \$200.00

Keyboard or missing Keys: \$25

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 are 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

Response to Intervention (RtI)

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 Response to Intervention (RtI) 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.

Math and Reading Intervention Courses

The ASK Academy has created courses to help middle school and high school scholars who have identified weaknesses in the areas of reading and math. 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 RIA project and current course work. The scholar will present their best work, as well as work that could be improved upon.

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 Warning:

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 Academic Warning if, at a progress report or report card marking period, he or she has an NC in two or more core classes (English, math, science, or social studies). A warning letter will be sent home with the scholar and e-mailed to the family explaining the reason for the warning and the scholar will be given an opportunity to raise his or her grades before being placed on Academic Probation.

Academic Probation:

Academic Probation gives notice to the scholar and parent that there is an academic deficiency and the scholar is at risk of not passing the course, not receiving credit (high school courses), and may be in danger of not graduating on time. Probation is a coordinated effort between home and school to correct the academic deficiency and move forward.

Any scholar in the 8th through the 12th grades who has failed two (2) or more core classes (English, math, science, social studies) may be placed on Academic Probation as determined during major marking periods (progress report or semester report card). An action plan will be created based on the scholar's individual needs. The Academic Probation Information packet will be sent home for parent/guardian review and acknowledgement, and the scholar will begin the program immediately. While on Academic Probation, scholars are required to attend Friday School from 8:00 AM until 10:00 AM. Beginning at 8:00 AM, scholars will meet with Scholar

Services Staff to set goals, track progress, and follow their action plan during the remainder of tutoring time on Friday. Scholars are required to follow their action plan during the week and turn in progress tracking sheets each week on Friday during their meeting with the Scholar Services Staff.

In addition to mandatory Friday School, scholars should take advantage of time in Fundamental Connections or Career Pathways to work on assignments and improve basic academic skills (time management, study skills, etc.), make an effort to work with their Project Managers for class and homework help, and schedule tutorials, if necessary, to raise their grades.

Removal/Continuance of Academic Probation:

If, according to the next progress report/report card, the scholar is passing all classes, he or she will be removed from Academic Probation. As long as the scholar keeps his or her grades in core classes at 70% or higher at the end of each marking period, the scholar will remain off probation. However, if a scholar's grades fall below 70% at the end of any marking period, he or she will return to probationary status.

If, according to the next progress report/report card, the scholar is still failing two or more core classes, he or she will remain on Academic Probation. Parents/guardians of a scholar who remains on Academic Probation for multiple semesters, who is out of compliance with the action plan, or who is out of compliance with the contract, may be required to meet with Scholar Services Team to evaluate scholar progress, additional interventions, and next steps. However, this meeting can be requested at any time by any member of the team or administration, including the parent or scholar.

Evaluation Review:

Two successive semesters that end in Academic Probation will result in a conference with administration to review the following: scholar academic progress, additional interventions and supports put in place, scholar participation and compliance with the interventions and supports, attendance, discipline, and communication with parents.

It is our desire to give scholars on Academic Probation support and encouragement. Our goal is to see each scholar restored to good academic standing. The appropriate staff person and/or Scholar Success Team will confer with the scholar and his/her parents/guardians as needed to make recommendations and evaluate the scholar's progress. If the scholar is not able to make the anticipated progress, they will then be referred to the Scholar Assistance Team for more intensive interventions.

Student Assistance Team (SAT)

Struggling scholars are brought before the Scholar Assistance Team (SAT) which will 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 or 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:

- 1) 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.
- 2) 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.
- 3) 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 that afforded 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 Room

The ASK Academy has Resource Room 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 Room 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.

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 three 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 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 instances 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, Dean of Students 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 the Dean of Students 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 a 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 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 & 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. See also Electronic Devices and Cell Phones, below.

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 RRDPS 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 are not allowed to make any recording of another person(s) in any space without 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 & 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, 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 of the COVID-19 virus. Scholars experiencing any of the previous symptoms should report to their physician and not return to school until a doctor deems them non-contagious. Parents should exercise every caution and keep their scholar home should other unusual symptoms occur. If a scholar becomes ill while at the academy, a parent/guardian will be called to pick up the scholar immediately. Scholars experiencing any of the above symptoms should not return to school until a physician deems them non-contagious.

If your scholar has been exposed to a contagious disease, he/she should be kept at home until cleared by a doctor to return **and the occurrence of his/her condition should be reported to the academy immediately**. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections such as COVID-19 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 COUGH DROPS OR 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 circumstances (for diabetes management, see Student Diabetes Medical Management Policy, Appendix ___):

- 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 Appendix for the ASK Academy's Student Diabetes Management Policy and procedures.

Medical Cannabis

Pursuant to the New Mexico Medical Cannabis in Schools Act (“Act”) and NMPED regulations, qualified scholars certified to use medical cannabis pursuant to the Lynn and Erin Compassionate Use Act who require medical cannabis as a reasonable accommodation necessary for the scholar to attend school may be administered medical cannabis by the scholar’s parent/guardian before attending school, or by the scholar’s parent/guardian at the academy. School personnel will not administer medical cannabis to scholars; only parents/guardians may administer to their student on campus, in the area of campus designated by the Director. Please refer to the Medical Cannabis Policy/Procedure attached as Appendix ___ for complete information.

Medical cannabis may be administered at the academy only if:

1. A written treatment plan for the administration of the medical cannabis is agreed to and signed by the Administration or designee, and by the qualified scholar’s parent or legal guardian; and
2. Before the first administration of medical cannabis in a school setting, the qualified scholar’s parent or legal guardian completes and submits documentation to the Administration that includes a:
 - a. Copy of the qualified scholar’s written certification for use of medical cannabis pursuant to the Lynn and Erin Compassionate Use Act from a certifying practitioner; and
 - b. Written statement from the qualified scholar’s parent or legal guardian releasing the school and school personnel from liability (see Administration for copy of required form).

Administration and use of medical cannabis in a school setting is not authorized, and being under the influence of cannabis in a school setting is not authorized, where the scholar is not a qualified scholar pursuant to the Lynn and Erin Compassionate Use Act, where the scholar’s performance/behavior at school/school activities is adversely affected by such use, where it may pose a danger to other scholars, and/or where it disrupts or has the potential to disrupt the educational process.

A scholar shall not possess, store, or self-administer medical cannabis at a school setting or at an academy-related activity.

Violation/misuse of this policy shall be considered possession use of an unlawful substance on campus, and shall be disciplined accordingly. Scholar possession, use, distribution, sale or being under the influence of a cannabis product in a manner inconsistent with this policy is banned and shall be disciplined accordingly.

As used in this section:

- i. “certifying practitioner” means a health care practitioner who issues a written certification to a qualified scholar;
- ii. “designated school personnel” means a school employee whom the academy authorizes to possess, store and administer medical cannabis to a qualified scholar in accordance with the Act;
- iii. “medical cannabis” means cannabis that is:
 - a. Authorized for use by qualified patients in accordance with the provisions of the Lynn and Erin Compassionate Use Act; and

- b. In a form that is not an aerosol and cannot be smoked or inhaled in particulate form as a vapor or by burning;
- iv. “qualified scholar” means a scholar who demonstrates evidence to the Administration that the scholar is authorized as a qualified patient pursuant to the Lynn and Erin Compassionate Use Act to carry and use medical cannabis in accordance with the provisions of that act;
- v. “school setting” means any of the following locations during a school day:
 - a. A school building;
 - b. A school bus or activity vehicle used within the state during, in transit to or in transit from a school-sponsored activity;
 - c. A public vehicle used within the state during, in transit to or in transit from a school-sponsored activity in the state; or
 - d. A public site in the state where a school-sponsored activity takes place;
- vi. “written certification” means a statement in a qualified scholar’s medical records or a statement signed by a qualified scholar’s certifying practitioner that, in the certifying practitioner’s professional opinion, the qualified scholar has a debilitating medical condition and the certifying practitioner believes that the potential health benefits of the medical use of cannabis would likely outweigh the health risks for the qualified scholar. A written certification is not valid for more than one year from the date of issuance.

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 & 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, skorts, skirts, cargo pants (pants with many pockets) are allowed.
- No excessive "sagging" is allowed (To be determined by ASK administration and staff). 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.

Other –

- Scholars must wear closed-toe shoes at all times at the academy (no sandals, flip-flops, or slippers are allowed).

- No head wear (hats, bandanas, beanies, etc.) allowed inside the academy, other than headwear that may be required for religious reasons.
- 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 sweat shirts under, but not over The ASK polo. Scholars who violate this policy will be required to turn in sweatshirts until end of business.
- Clothing, jewelry or appearances that are determined by the administration or staff to be distracting to 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. Determination of said attire or accessories is to be determined by ASK administration.
- 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 before being allowed to return. Repeated violations of the uniform policy raise the issue to defiance/insubordination and will result in additional consequences at the sole discretion of the ASK Administration or designee.

Learning Space Rules, Control & 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 or the camera features 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 with the Administration 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 POLICY

POLICY STATEMENT. 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.

A. DEFINITIONS.

1. **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.

2. **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.

3. **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.

4. **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.

5. **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.

6. **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.

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

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

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

9. **Sexual Orientation.** Includes heterosexuality, homosexuality or bisexuality, whether actual or perceived.

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

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

1. **Bullying, Cyberbullying and Harassment.**

- Spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
- Repeated teasing, use of sarcasm or malicious jokes.
- Name-calling, belittling comments.
- Nonverbal behavior such as gestures, or graphic written statements.
- Conduct that is physically threatening, harmful, intimidating or humiliating.
- Inappropriate physical restraint.
- Posting mean, embarrassing, threatening, intimidating or humiliating pictures, videos, websites, comments, fake profiles or other communications over social media platforms, such as Facebook, Twitter, Instagram, LinkedIn, Pinterest (not an exhaustive list).

2. **Hazing.**

- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or school policies.

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

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

2. **Report to Whom?** The report may be made to any staff member, including a teacher, or directly to the Principal.

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

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

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

D. INVESTIGATION. The Director or an administrator designated by the Director 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 Director 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.

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

investigation may also consist of other methods or documents deemed relevant by the investigating administrator.

2. **Confidentiality.** The right to confidentiality, of the reporter, the victim and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, 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.

3. **Outcome.** The investigation shall be completed as soon as possible. The Director (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 Director 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 Director 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 Director or designee shall notify the parent or guardian about a determination that their student has committed an act violating this Policy, and the consequences for the student's actions.

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

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

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

H. **APPEAL.** A student accused or bullying/harassment/cyberbullying/hazing/violence, or a student who is the target, who is not satisfied with the outcome of the Principal'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, above.

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

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

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

L. *STUDENT SAFETY SUPPORT PLAN.* 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.

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

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

The School's Director 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, Dean of Scholars, 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 be punished for encouraging such activities.

- **Cheating or Plagiarism** – means, for example, to take a test in a dishonest way, copying somebody’s homework, or by improper access to answers on classroom assignments, tests or homework, copying work done by somebody else and claiming it to be your own. Plagiarism also applies when work is taken from another source without acknowledging that it is another person’s work. It applies to documents, excerpts from documents, theories, calculations, drawings or any other creation that is not completely your original work. If another person’s work is used, it must be cited appropriately. Cutting and pasting without citation is plagiarism. When taking on-line courses, the work submitted must be only your work.
- **Misconduct** - Actions by scholars which are insubordinate or show disrespect for others or general misconduct which disrupts the learning environment.
- **Peddling** – With the exception of school designated fund raisers, scholars are not allowed to sell any items, whether legal or illegal in nature, on academy property or during academy events.
- **Violation of Uniform Policy** - Instances in which scholars deliberately defy The ASK Academy uniform policy. Repeated violations of the Uniform Policy will result in insubordination, general disruptive behavior, and/or defiance of academy personnel consequences as defined by the discipline matrix.
- **Public Display of Affection** - mutually consensual sexual contact including, but not limited to kissing, intentional touching of the other person’s genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas, or sitting on each other’s laps.
- **Verbal Abuse or Profanity** – Verbal abuse shall be interpreted to include any profane, obscene, vulgar, racial slur or slang or unnecessarily crude utterance, gesture, or display reflecting on an individual’s gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference, or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. It shall not matter for disciplinary purposes whether it is directed toward the project manager, another scholar, or merely done overtly.
- **Theft or Pilfering** – Taking someone else’s belongings without his/her permission, no matter how small. A scholar involved in the act of stealing or in possession of stolen property may face criminal charges along with other disciplinary actions by The ASK Academy.
- **Scholar Possession of Tobacco, Alcohol, or Drugs or Paraphernalia on Academy Grounds** - While at the academy or an academy-sponsored event, scholars shall be prohibited at all times from smoking or having tobacco, alcohol, drugs or paraphernalia (lighters, matches, rolling papers) in any form, including electronic cigarettes/vapes, or eliquids in their possession. Punishment shall include definite corrective action and consequences as defined in the discipline matrix. Prohibited items that are found will be confiscated.
- **Vandalism and Tampering** - Any abuse of academy or private property shall be considered vandalism. The parent or guardian shall be requested to meet with the academy officials to make arrangements to pay for the damage caused by the scholar. Criminal charges may be filed along with other disciplinary actions by The ASK Academy.
- **Violent Behavior** - Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the Administration or his/her designee. Criminal charges may also be filed along with other disciplinary actions by The ASK Academy.

- **Gang Related Activities** – Means for example; wearing clothing, displaying paraphernalia, and altering one’s appearance, the display of gang signs, symbols, monikers or signals, that signifies or exhibits an individual’s affiliation with, or representation of, a gang. Also included is recruitment, harassment, intimidation, posturing, bullying, tagging or marking, assault, battery, theft, trespassing, or extortion, or criminal activity performed by an individual affiliated with, or on behalf of a gang. Gang affiliation and/or intent can be implied from the character of the individual’s acts as well as the circumstances surrounding the misconduct.
- **Threats** - Serious threats made by a scholar against the life or well-being of another scholar, project manager or other academy personnel shall immediately be reported to the Administration or his/her designee. The Administration may at his/her discretion under the circumstances inform the person to whom the threat was directed of the situation. Appropriate authorities may be called.
- **False Accusations** - Accusations or charges made by a scholar against a project manager, administrator or other academy personnel shall be reported to the Administration or designee, who shall conduct a complete investigation of the accusations or charges made by the scholar. Any scholar found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a project manager, administrator or other academy personnel, shall be subject to disciplinary action for a serious breach of conduct. Scholars initiating false reports (weapon on campus, bomb threats, etc.) will be subject to disciplinary measures up to and including expulsion.
- **Failure to Report Serious Offenses** – Scholars who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a project manager or Administration at their earliest opportunity. Scholars are also required to report incidents (whether actual or threatened) of self-harm, or threats to others, or to the academy. Failure to report serious offenses may be cause for disciplinary action.

Bullying and/or Harassment – If, upon investigation, a scholar has been found to have committed an act(s) of bullying and/or harassment, the scholar may be suspended or recommended for expulsion. Criminal charges may also be filed, if warranted. See Bullying, Cyberbullying, Harassment, Hazing and Violence Prevention Policy, above.

- **Possession of Dangerous or Disruptive Items** - Any item in the possession of or being used by a scholar which disrupts the class, distracts his/her attention from the class, defaces academy property, or in any way endangers the safety of himself/herself or others shall be taken by the project manager and held until proper disposition of the item(s) can be made. Project managers are not to destroy such items. Scholars who refuse to cooperate shall be reported to the Administration for further action. Possession or use of a dangerous or disruptive item while on academy property or in attendance at an academy function may be grounds for suspension and/or expulsion and referral to proper law enforcement agencies.
- **Weapons** – The ASK Academy prohibits scholars from possessing, storing, making, carrying, concealing in a backpack or on their persons, or using a weapon or other devices designed to inflict serious bodily harm in any setting that is under the control and supervision of The ASK Academy. This includes academy activities, property leased, owned, or contracted for by The ASK Academy, an academy-sponsored event, and/or while in academy sponsored transportation. The term “weapon” includes a firearm, destructive device, knife/cutting instrument and other weapon as defined herein.
 - A **firearm** is any device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. Weapon includes firearms of any kind (operable or inoperable, loaded or unloaded, commercial or

homemade); including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun, or tear gas gun.

- A **destructive device** is any bomb, grenade, mine rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.
- **Knife/Cutting Instrument** includes, but is not limited to dagger, dirk, stiletto, shank, knife, razor, box-cutter, or Exact-o knife.
- **Other weapons** means the possession or intention of using any instrument or object to inflict harm on another person, or to intimidate any person, including, but not limited to chains (even if not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length or metal not being used for the purpose it was normally intended), pointed instruments (including pencils, pens), nunchakus, brass knuckles, Chinese stars, billy-clubs, bludgeons, slingshots, portable devices or weapons directing electrical current (stun guns), impulse, wave, beam or chemicals, BB pellets, CO2 firing devices, or dart guns, bows, explosives, or propellants.

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.

❖ *Exception* Items pre-approved in writing by the Administration as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy; working firearms and any ammunition will never be approved as part of a presentation.

- **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, unless pursuant to the Medical Cannabis policy and procedure above and in the Appendix.
- **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.

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, below.

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 less. If the Administration/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, 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 less.

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** - 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.

- (1) The ASK Academy shall:
 - (a) 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;
 - (b) 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;
 - (c) consult with school behavior response teams or other applicable personnel to assign appropriate discipline related to the behavior;
 - (d) implement discipline alternatives to out of school suspensions or expulsions or classroom removals, if possible; and
 - (e) connect scholars with mental health services as needed.
- (2) 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

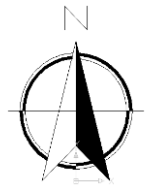


A New Mexico Public Charter School
The ASK Academy
21st Century Design Thinking

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.





A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

Attendance

THE ASK ACADEMY ATTENDANCE POLICY

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 control.

This policy 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.
- c. "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.

- i. 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.
- d. "Unexcused absence" is an absence from school or from a class for which the scholar does not have an allowable excuse as identified in this Policy.
- e. "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 in this Policy.
- f. 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.
- g. "Tardy" is an arrival to school after 10 minutes of beginning of a class.
 - i. "Excused tardy" is a tardy for reasons listed in this Policy.
 - ii. "Unexcused tardy" is a tardy for reasons not listed in this Policy.
- h. "Early Departure" is a scholar's departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy.

- i. “Excused early departure” is an early release for reasons listed in this Policy.
 - ii. “Unexcused early departure” is an early release for reasons not listed in this Policy.
- i. “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.

- iii. 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).

c. 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.

d. School Actions for Poor Attendance

- i. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences. However, after explicit notification to the parent/guardian that the 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 General Manager 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.
 - b. The purpose of this meeting will be to establish non punitive consequences and school level supports, revise intervention plans to eliminate future absences, and to apprise the scholar and parent of the consequences of further absences.
 - i. 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.
- e. 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.

- f. 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.
 - ii. 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.
 - iii. The Secretary of the Public Education Department may issue a waiver relating to the number of absences for participation in any state or national competition that is not an interscholastic extracurricular activity.
- g. 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 School 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 School shall provide time for the scholar to make up the school work missed during the absence.

A copy of this Policy shall be placed on The ASK Academy’s website.

The ASK Academy Class Schedule 2020-2021

Regular Day Schedules

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 2020-2021

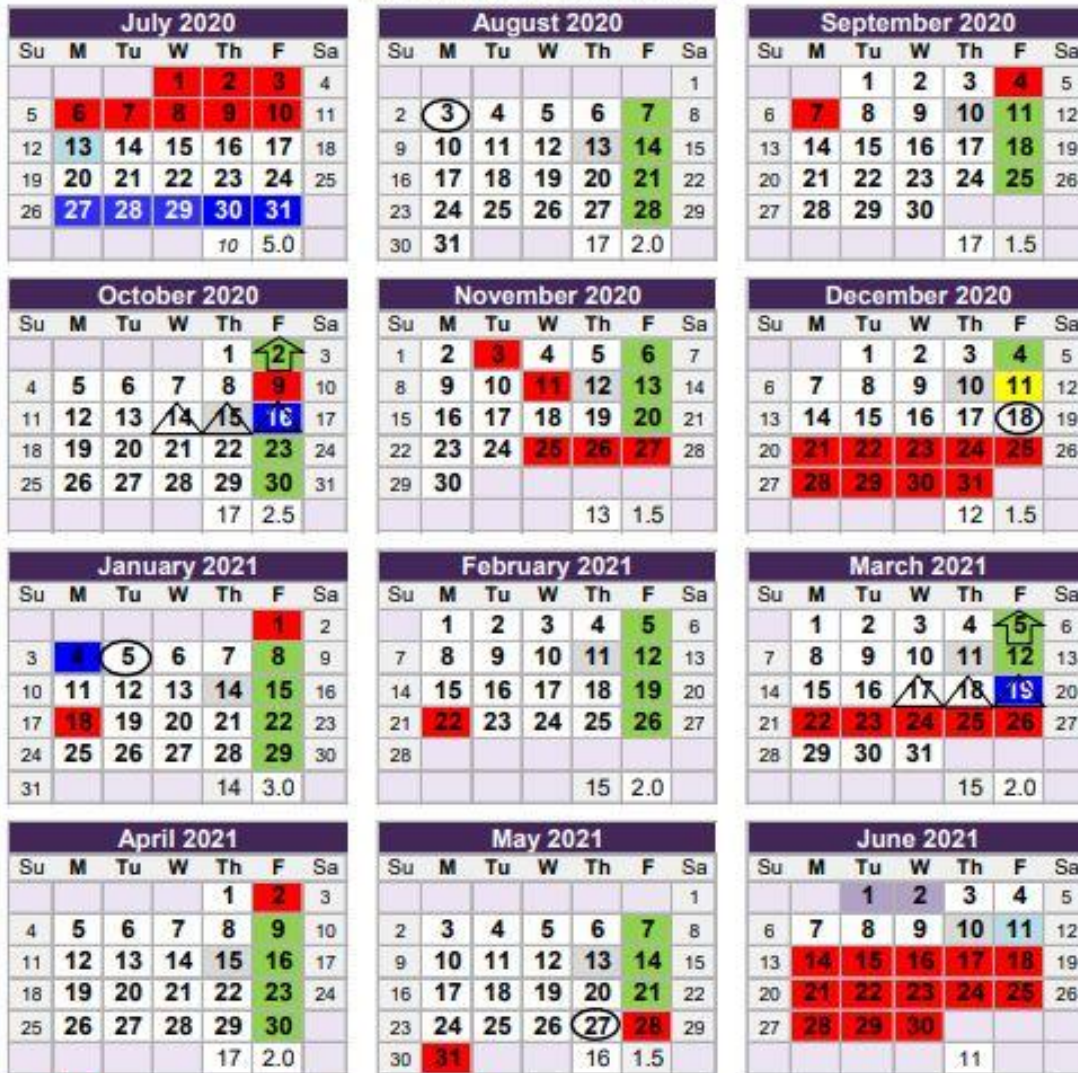
Bad Weather / Delayed Day Schedules

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 2020-2021 Calendar

The ASK Academy

2020-2021 School Calendar



- No School
- A.M. Scholar Intervention/1/2 Prof Dev
- A.M. Scholar Intervention/Full Day Prof Dev
- Full Day In-Svc/No Scholar Intervention
- Make-Up Weather Days
- End of Quarter
- School Begins and Ends
- A.M. Classes / P.M. SLATE
- Governing Council Meeting

Student

School Days/hours by Semester

1st	76	562
2nd	77	570

Staff Professional Days by Semester

1st	14.0
2nd	10.5



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 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, acknowledge that I have read and understand the FERPA policy stated above. 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.

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.



Discipline Matrix

The discipline matrix was designed as a guide for establishing clear, firm, fair and consistent consequences for specified offenses. The administration reserves the right to deviate from the stated consequences depending on the circumstances of the offense. The basis of discipline at The ASK Academy is to provide a positive learning environment for all scholars. When an Out of School Suspension (OSS) is warranted, the scholar and guardian must meet with the Administration or designee for a re-entry meeting before returning to classes. All disciplinary actions are undertaken with the intention of helping the scholar adjust their behavior and return to classes. In addition to the following consequences, the scholar may also be required to develop and fulfill a Scholar Ownership Plan. Since one incident may involve multiple infractions, consequences will cover the scope of each element. When behavior is inappropriate, the following consequences will be enforced:

- 1. General Disruptive Behavior:** Any scholar conduct that disrupts the educational process constitutes a health or safety risk, is in violation of state or municipal law, or is in violation of academy rules that are specifically covered under policy.
 - 1st Offense - Classroom Consequences, Parent Phone Conference, or more depending on severity
 - 2nd Offense - Parent Phone Conference / Classroom Consequences, or more depending on severity
 - 3rd Offense - Referral, Lunch detention/ISS* Dependent on severity. Parent Phone Call
 - 4th Offense - Referral, ISS /Possible Out-of- School- Suspension (OSS)*, Parent Phone Call
 - 5th Offense - Referral, Possible OSS* and/or Expulsion*, Parent Phone Call
- 2. Defiance of academy personnel:** Refusing to comply with any reasonable request made by any academy staff.
 - 1st Offense - Referral, Conference, Lunch Detention/Possible ISS, Parent Phone Call
 - 2nd Offense - Referral, ISS / possible OSS*, Parent Phone Call
 - 3rd Offense - Referral / possible OSS/Expulsion*, Parent Phone Call
- 3. Profanity/verbal abuse/racial slurs/harassment/bullying:** Any aggressive or unwanted behavior directed towards peers or staff. Depending on severity (hate crimes, ongoing harassment, etc.), these violations may include more serious consequences even after only one offense
 - 1st Offense - Referral, Conference, ISS, Parent Phone Call, Possible Stay-Away Contract,
 - 2nd Offense - Referral, Conference, ISS or Possible OSS*, Stay-Away Contract
 - 3rd Offense - Referral, Possible OSS/Expulsion*
- 4. Sexual Harassment** - Sexual harassment is any unwanted and unwelcome physical or verbal behavior, including gestures, notes, and pictures. Bullying about gender, body parts, or sexual orientation is prohibited.
 - 1st Offense - Referral, Conference, ISS or possible OSS*, Stay-Away Contract, Possible DPS Referral
 - 2nd Offense - Referral, Possible OSS/Expulsion* and DPS Referral
- 5. Cyber Bullying** – any use of electronic information and communication devices, to include but not limited to, email messages, instant messages, text messages, cellular telephone communication, internet blogs, Internet chat rooms, Internet postings, and defamatory websites, that:
 1. Deliberately threatens, harasses or intimidates an individual or group of individuals; or
 2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
 3. Display of pictures, images, audio recording, videos or any other representation of another scholar or manager without their express consent.
 4. Has the effect of substantially disrupting the orderly operation of the Academy.
 - 1st Offense - Referral, Mediation, Stay-Away Contract, ISS or OSS, Parent Contact, Possible DPS referral
 - 2nd Offense - Referral, Mediation, OSS or Possible Expulsion (depending on severity, occurrences) Parent Phone Call, Possible DPS referral
 - 3rd Offense - Referral, Mediation, OSS or Possible Expulsion, Parent Contact, Possible DPS referral
 - 4th Offense - Referral, OSS/Expulsion, Parent Contact, Possible DPS referral
- 6. Fighting:** Any aggressive behavior verbally or physically directed towards peers or staff. This includes play fighting.
 - Minor** (Physical engagement, play fighting)
 - 1st Offense - Referral, Conference, Lunch Detention, ISS, Possible OSS* (severity)
 - 2nd Offense - Referral, ISS, Possible OSS*, Parent Phone Call
 - 3rd Offense - Referral, ISS, Possible OSS* Parent Phone Call
 - *(Anyone instigating or encouraging a fight will result in ISS and administrative discretion)*
 - Major** (Any major physical engagement)
 - 1st Offense - Referral, Conference, ISS, Possible OSS, Parent Phone Call
 - 2nd Offense - Referral, Possible OSS / Expulsion*

- 7. Theft/possession:** Any unauthorized possession and/or sale of property of another without consent of owner.
- \$0-\$199 - Referral, ISS/Possible OSS*, Police Notification
 - \$200-\$1,499 - Referral, Possible OSS*, Police Notification
 - \$1,500+ - Referral, Possible Expulsion*, Police Notification
- In all cases restitution can be made if agreed to by all parties.
- 8. Gang-like Activity/Items:** Any group of scholars whose group behaviors are threatening, delinquent or criminal. Examples of inappropriate and unacceptable behaviors are such things as gang graffiti on academy property, intimidating others, gang fights and/or initiation rituals, and wearing gang attire or “colors”.
- 1st Offense - Referral, Conference, ISS/Possible OSS* , Police Notification
 - 2nd Offense - Referral, Possible OSS* and/or Expulsion*, Police Notification
- 9. Vandalism, Tagging, Graffiti:** Any reckless damage or destruction of property
- Minor Graffiti - Restitution, Referral, ISS
 - \$0-\$200 - Referral, Restitution, ISS, Police Notification
 - \$200-\$999 - Referral, Restitution, Possible OSS*, Police Notification
 - \$1,000+ - Referral, Expulsion*, Police Notification
- 10. Controlled Substance & Possession & Paraphernalia:** Possessing any controlled substance, e-cigarettes and or paraphernalia (rolling papers, pipes or bongs).
- 1st Offense - Referral, Parent Phone Call, 3-5 Days Possible OSS*, Confiscation, Police Notification
 - 2nd Offense - Referral, Parent Phone Call, 5 Days Possible OSS*, Confiscation, Police Notification
 - 3rd Offense - Referral, Parent Phone Call, Possible OSS/Expulsion*, Confiscation, Police Notification
- 11. Controlled Substance Sale or Distribution:** Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling; including a look-a-like or an item sold as a controlled substance.
- 1st Offense - Parent Phone Call, Referral, 3-5 Days Possible OSS* and/or expulsion, Confiscation, Police Notification
 - 2nd Offense -Parent Contact, Referral, 5-10 Days Possible OSS* and/or Expulsion*, Confiscation, Police Notification
- 12. Controlled Substance Use or Under the Influence:** Absorbing a substance capable of producing a change in behavior or altering a state of mind of feeling, including look-alike or an item sold as a controlled substance.
- 1st Offense - Referral, Parent Phone Call, Possible 3-5 Days OSS*, Police Notification
 - 2nd Offense - Referral, Parent Phone Call, Possible 5 Days OSS/Possible Expulsion*, Police Notification
 - 3rd Offense - Referral, Parent Phone Call, Possible Expulsion*, Police Notification
- 13. Weapons - Possession/Use:** Not limited to; fire arms, knife, club, or any other item that may cause or is intended to cause injury or death (fake and look-alike included)
- ANY Offense - Referral, Confiscation, and Possible Expulsion for 1 Year*, Police Notification
- 14. Skipping/Leaving Campus Without Permission:** Skipping class at any time during the day.
- 1st Offense - Referral, Conference, ISS
 - 2nd Offense - Referral, Conference, Possible OSS*
 - 3rd Offense - Referral, Conference, Possible Expulsion*
- 15. Tardy:** (Mangers classroom discipline plan)
- Excessive tardies will be referred to the Administration for conference. Subsequent disciplinary action will be taken.
- 16. Unauthorized Selling:** Selling of any items on Academy property without consent.
- 1st Offense - Conference, Referral, Possible ISS or OSS 1-5 Days
 - 2nd Offense - Conference, Referral, Possible 3-5 Days OSS*
 - 3rd Offense - Conference, Referral, Possible Expulsion*
- 17. Uniform:** Any violation regarding dress and grooming guidelines. Repeated violations elevate the referral to insubordination/defiance and will result in more stringent consequences.
- 1st and 2nd Offenses - Sent to the Office, Parent Phone Call, Change of Clothing, Lunch Detention/Possible ISS
 - 3rd and 4th Offense - Referral, Parent Phone Call, ISS/Possible OSS*
 - 5th Offense – Referral, Parent Phone Call, Possible OSS
- 18. Cheating/Plagiarism/Forgery:** Any making of writing with the intent to defraud or to deceive or practice fraud/present another’s writing as one’s own. This also includes copying answers or any other test or class work that is not your work.
- 1st Offense - Conference, Referral, ISS 1-5 Days
 - 2nd Offense - Conference, Referral, Possible 3-5 Days OSS*
 - 3rd Offense - Conference, Referral, Possible Expulsion*
- 19. Driving:** (parking pass violation, reckless driving on ASK Academy property, non-compliance with passenger restrictions in a moving automobile)
- 1st Offense - Referral, Lunch Detention, Driving / Parking Privileges Revoked for a Month

- 2nd Offense - Referral, ISS, Driving/Parking Privileges Revoked for a Semester
- 3rd Offense - Referral, Possible OSS*, Driving / Parking Privileges Revoked for the Remainder of the Academic Year
- 4th Offense - Referral, Possible Expulsion*

20. Technology: Inappropriate use of technology. *

- 1st Offense - Classroom Consequences – Confiscated, Review Rules. Depending on content accessed, or security elements offense may rise to a more serious level and invoke extra consequences.
- 2nd Offense - Referral, ISS 1-3 Days, Parent Phone Call. Depending on content accessed, or security elements violated, the offense may rise to a more serious level and invoke extra consequences.
- 3rd Offense - Referral, ISS or Possible 1-3 Days OSS*, Parent Phone Call. Depending on content accessed, or security elements offense may rise to a more serious level and invoke extra consequences.
- 4th Offense - Referral, Possible 3-7 Days OSS*, Internet Privileges Revoked, Parent Phone Call. Depending on content accessed, or security elements offense may rise to a more serious level and invoke extra consequences.
- 5th Offense - Referral, Possible Expulsion*

* All inappropriate use offenses carry the possibility of ongoing technology use restrictions which may include checking out a computer when needed, more restrictive software monitoring system, and a possible ban on using technology on campus. Since inappropriate sounds, images, or videos may be disruptive, threatening, or intrusive to other scholars' learning space, further consequences from other segments of the Discipline Matrix may be part of any consequences.

Expulsion:

Scholars may be expelled from ASK after serious infractions of the ASK Scholar Code of conduct and when numerous consequences have been unsuccessful in modifying the scholar's behavior. Any such expulsion shall follow state laws and regulations and ASK policies and procedures.

Administrative Discretion:

The number of incidents does not take precedence over the "severity" of incidents in which the scholar is involved. If any situation jeopardizes the safety, well-being, and/or educational progress of The ASK Academy, its scholars and/or staff, the administration has the authority to act with discretion and implement resolution decisions immediately, pursuant to academy policies and procedures.

*= pursuant to academy OSS/Expulsion policies and procedures.



The ASK Academy Charter Academy **Acceptable Use of Technology Policy & Laptop Contract** 2020-2021

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 \$50.00 (non-refundable)** for the use of the laptop and ability to take that laptop home during the academy 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



Review of Scholar & Parent Handbook 2020-2021

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 & 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 & 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 & Parent Handbook at home for future reference.