WALATOWA HIGH CHARTER SCHOOL

***“Think Globally, Create Locally”***

STUDENT/FAMILY

HANDBOOK

FOR 2018-2019

WALATOWA HIGH CHARTER WALATOWA HIGH CHARTER SCHOOL

**STUDENT/FAMILY HANDBOOK**

TABLE OF CONTENTS

|  |  |
| --- | --- |
| I. GENERAL INFORMATION | 7 |
| 1.1.1.21.31.41.51.61.7 | Mission Statement and Vision1.1.01 Mission Statement 1.1.02 Vision Statement Welcome and Staff Introduction1.2.01 The WALATOWA HIGH CHARTER SCHOOLStaff Welcomes You1.2.02 WALATOWA HIGH CHARTER SCHOOL2011-2012 Staff Campus MapGoverning Council IntroductionParent Teacher AssociationStudents Under Control of Walatowa High Charter SchoolCalendar and Hours | 78910 |
| II. ADMISSIONS AND ATTENDANCE | 11 |
| 2.12.22.32.42.52.62.72.82.92.102.11 | Admission-Lottery & Admissions Policies and ProceduresRegistration and EnrollmentHome Language SurveyParent CustodyChange of Contact InformationAttendanceCompulsory Attendance Policy2.7.01 Excused Absences2.7.02 Makeup Assignment2.7.03 Unexcused Absences2.7.04 Students in Need of Early Intervention2.7.05 Habitual truant2.7.06 Notification and CooperationLeaving Walatowa High Charter SchoolBefore Day’s EndDrop Off and Pick UpExtended CareAbbreviated (Due to Weather) Day2.11.01 Notice2.11.02 Early Dismissal | 11121314151617 |
| III. WALATOWA HIGH CHARTER SCHOOLHEALTH | 18 |
| 3.13.23.33.43.53.6 | Illnesses/Contagious DiseasesMedications PolicySelf-Administration of Certain DrugsMedical Situations and EmergenciesExcuse from Physical EducationVision Screening | 18192020 |
| IV. WALATOWA HIGH CHARTER SCHOOLRULES AND CONSEQUENCES  | 21 |
| 4.14.24.34.4 4.5 4.6 4.74.84.94.10 4.11 4.12 4.134.144.154.164.17 4.18 4.19 4.204.214.224.234.244.25 | WALATOWA HIGH CHARTER SCHOOLPolicy on DisciplineAuthority of WALATOWA HIGH CHARTER SCHOOLGeneral Statement of Citizenship4.3.01 Have Respect4.3.02 Free Speech4.3.03 Knowing the Rules4.3.04 Getting Together4.3.05 Learning in Walatowa High Charter School4.3.06 People Who Are Different4.3.07 Coming to Walatowa High Charter SchoolDress CodeSpecific Prohibited Conduct4.5.01 Cheating or plagiarism4.5.02 Misconduct4.5.03 Violation of Dress Code4.5.04 Public Display of Affection4.5.05 Verbal Abuse or Profanity4.5.06 Theft or Pilfering4.5.07 Student Possession of Tobacco on  Walatowa High Charter SchoolGrounds4.5.08 Vandalism and Tampering4.5.09 Violent Behavior4.5.10 Gang Related Activities4.5.11 Threats4.5.12 False Accusations4.5.13 Failure to Report Serious Offences4.5.14 Bullying and/or Harassment4.5.15 Possession of Dangerous or Disruptive  Items4.5.16 Weapons4.5.17 Possession4.5.18 Extortion4.5.19 Bomb Threats or Terroristic Threats and  Throwing Explosives or Noxious Substances4.5.20 Arson4.5.21 Inciting Others or Disruptions4.5.22 Assault or Battery on Walatowa High Charter SchoolDistrict  PersonnelElectronic DevicesCell PhonesCyber BullyingSearch and Seizure4.9.01 Search of Property4.9.02 Search of Person4.9.03 Seizure of items4.9.04 Notification of law enforcement  authorities4.9.05 Record KeepingViolent or Aggressive Behavior4.10.01 Defined4.10.02 Duty to ReportClassroom RulesConsequencesDetentions, Suspension, and ExpulsionDue Process/Referrals4.14.01 Due Process4.14.02 ReferralsShort Term SuspensionsLong Term SuspensionProcedures for Long Term  Suspension/Expulsion4.17.01 Notice4.17.02 Hearing Officer4.17.03 Time of Hearing4.17.04 DecisionLong Term Suspension/Expulsion Appeal4.18.01 Conduct of review4.18.02 Form of review4.18.03 Timing of review4.18.04 Decision4.18.05 Effect of decision4.18.06 NMPED ComplianceClassroom Control/Corporal PunishmentDiscipline of Students with Disabilities4.20.01 Long Term Suspensions or Expulsions4.20.02 Temporary Suspension4.20.03 Program Prescriptions4.20.04 Immediate RemovalBullying Prohibition Policy4.21.01 Definitions4.21.02 Examples4.21.03 Reporting and Complaints4.21.04 Investigation4.21.05 Process4.21.06 Confidentiality4.21.07 Outcome4.21.08 Consequences4.21.09 Consequences for Knowingly Making  False Reports4.21.10 Retaliation4.21.11 Anti-Bullying included in Health  Education CurriculumAnti-Discrimination and Harassment Policy4.22.01 Sexual Harassment4.22.02 Other Forms of Harassment4.22.03 Strictly Prohibited4.22.04 Reporting Violations of Harassment or  Discrimination Policy4.22.05 Investigation and Walatowa High Charter SchoolAction4.22.06 Retaliation4.22.07 NotificationWeaponsDamage by StudentsViolation of Student Rights | 2121222324262627282930313233343535363738 |
| V. GENERAL WALATOWA HIGH CHARTER SCHOOLINFORMATION | 39 |
| 5.15.25.35.45.55.65.75.85.95.105.115.12 | Grading-Grade ChangeReport CardsField TripsLunchBirthdaysLost and FoundPersonal PropertyParental Concern Policy about StudentGrievance Policy to Address Non-Student  Concerns5.9.01 Initial inquiry5.9.02 Initial Grievance Process5.9.03 Governing Council ReviewFire DrillsLibrary Books and Other Walatowa High Charter SchoolMaterialsAccessibility for Parents/GuardiansClosed Campus | 39404142 |
| VI. STUDENT SUPPORT INFORMATION | 43 |
| 6.16.26.36.46.56.66.7 | Student SupportSection 504Student FindEducational Services for Gifted Students WALATOWA HIGH CHARTER SCHOOLAbuse and NeglectStatement of Rights Parents/Guardians Under  FERPA6.6.01 Inspection6.6.02 Amendment6.6.03 Disclosure/Consent6.6.04 Directory Information – Right to Opt  Out6.6.05 ComplaintTransfer of Student Records | 43434445 |
| VII. TECHNOLOGY USE POLICY | 47 |
| 7.17.27.3 | WALATOWA HIGH CHARTER SCHOOLTechnology Use PolicyGeneral Rules for Student UseNo Expectation of Privacy | 47 |
| APPENDICES |  |
|  | Parent/Walatowa High Charter SchoolCooperative AgreementExclude the Release of Directory InformationBullying Complaint FormTechnology Acceptable Use Agreement FormReceipt for Student/Family Information Book | 4849505153 |

**I. GENERAL INFORMATION**

* 1. MISSION AND ANNUAL ACHEIVEMENT GOALS

1.1.01 Walatowa High Charter Walatowa High Charter SchoolMission Statement

Through a community integrated experiential learning program, Walatowa High Charter Walatowa High Charter Schoolwill prepare students to be academically successful, while promoting culture and language preservations, community wellness, college/career preparation and leadership.

Student Annual Achievement Goals

**2017-2022 Charter School Goals and Objectives-Student Annual Achievement Goals**

1. Mission-Specific Indicator: For SY 2017-2022, WHCS Full Academic Year (FAY) Students will meet expectations in Reading as measured by the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment.

2. Mission-Specific Indicator: For SY 2017-2022, WHCS Full Academic Year (FAY) Students will meet expectations in Math as measured by the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment.

3. Mission-Specific Indicator: College Readiness

For SY 2017-2022, for this goal, WHCS FAY 11TH AND 12TH Grade students will take the Accuplacer Reading, Sentence Skills and/or Elementary Algebra Accuplacer Test and/or ACT/SAT Assessments.

4. Mission-Specific Indicator: Post-Secondary Acceptance

For SY 2017-2022, WHCS High School graduates will be accepted to post-secondary education institutions within the first year following graduation.

5. Walatowa High Charter School will enroll 100% of students in one or more dual credit courses by their graduation date, 80% of whom will complete the course(s) with a passing grade.

 1.2. WELCOME AND STAFF INTRODUCTION.

1.2.01 *THE WALATOWA HIGH CHARTER SCHOOLSTAFF WELCOMES YOU!*

Dear Families,

Welcome to the Walatowa High Charter School. Our commitment to the Jemez Valley Corridor communities (Pueblo of Jemez, Pueblo of Zia, Pueblo of Kewa, Canon, San Luis and Jemez Springs) in which our students live is to provide the highest quality education possible for each and every student. We want our students to graduate from WHCS with the academic and social skills necessary to be successful and contribute back to their communities.

I want to take this opportunity to encourage you to be involved in our school. I'd like to invite you to attend our parent workshops series, athletic events, and community student presentations.

We look forward to an exciting and successful year! Thank you for choosing the Walatowa High Charter School.

Dr. Arrow Wilkinson, WHCS Executive Director

al Education Teachers – MC Rosenberger and Jonas Cossey

Psychologist – Dr. Brian LopezWalatowa High Charter School Social Worker – Vanessa Montez

Walatowa High Charter School Nurse – Nina Simon

Ancillary Staff –

Cerinity Incze(SLP),

Debi Bustamonte(PT)

Jenny Garcia(Diag.)

Darla Nore, OT

Sincerely,

*Dr. Arrow Wilkinson*

1.2.02 Walatowa Educational Program Managers

Dr. Arrow Wilkinson (Arikara/Hidatsa-Muscogee): Ed.D. New Mexico State University, M.A. New Mexico State University. B.S. Oklahoma City University. Superintendent/Executive Director -Level III – New Mexico/Texas Special Education Instructor. Level III New Mexico Administrator

Troy Meek: M.A. University of New Mexico. B.A. San Jose State University, IAIA & CNM Adjunct Professor/Art Instructor. Level I Art Instructor

Frances Strain: Federal Programs- M.A. University of New Mexico-Special Education/Education Administration. NHS Advisor-Level III Education Administration & Level III Special Education.

Dr. Kristina Kommador-Salazar: Science Instructor, Level III, PHD-University of New Mexico, Adjunct Professor, Central New Mexico and Institute of American Indian Arts.

Gabe Minthorn (Yakama): M.A. Lewis & Clark University. B.S. Haskell University. Gear Up NM-Reading and Level I. Social Studies Instructor.

Forest Becker: Level I Special Education Instructor, M.A. New Mexico Highlands University, B.S. Adams State University.

Mary Olson: Public Speaking and Gear UP NM Reading Plus Instructor. Level I ELA Instructor/TESOL Certified. M.A. Exeter University, United Kingdom.

Kay Toya (Jemez): WHCS Business Manager. M.A. Business Administration. New Mexico Highlands University

Raymond Jelus: Educational Assistant/Gear UP NM Tutor. B.S. in Education, University of Miami of Ohio

Shelley Chinana (Jemez), Administrative Assistant & Data Coordinator

Francine Garcia: WHCS Gear Up NM Coordinator.

Cletus Casiquito (Jemez), WHCS Head Chef

Jenna Loretto (Jemez), WHCS Chef Assistant

Barbara Loretto (Jemez), Custodian

SCHOOL ADDRESS

Address: 147 Bear Head Canyon Rd. Jemez Pueblo, NM 87024

Phone/Fax Main (575) 834-0447 Fax: (575) 834-0449

Website [www.walatowahcs.org](http://www.walatowahcs.org)

Office Hours 7:45am – 4:15pm

Instructional Hours 8:00am – 3:09pm

School calendar is available on the school website or by contacting the WHCS Administration office.

IMPORTANT TELEPHONE NUMBERS

WHCS Administration (575) 834-0447

High School Office (575) 834-0447

Pueblo of Jemez Health (575) 834-7413

& Human Services

Pueblo of Jemez Education (575) 834-9102

Department

Pueblo of Jemez Police Dept. Office: (575) 834-0468

Sandoval County Dispatcher: 1-800 898-2876

Bus Contractor Durham School Services (505) 298-6831

1.3 CAMPUS MAP

 Please see the Campus Map at [www.walatowahcs.org](http://www.walatowahcs.org) The Campus Map will show classrooms and classroom teacher assignments and the map for pickup and drop of locations and routes on the Walatowa High Charter School campus.

1.4 WALATOWA HIGH CHARTER SCHOOL GOVERNING BOARD

 The Walatowa High Charter School Governing Board makes policy decisions concerning the Walatowa High Charter School and interviews and hires the principal for his/her position. The members of the governing council operate according to its bylaws. The council members are volunteers who oversee the operation of the Walatowa High Charter School and ensure that Walatowa High Charter School goals and missions are carried out. Other meetings are also convened to discuss Walatowa High Charter School business. Notices of the Governing Board meetings will be posted on the website at [www.walatowahcs.org](http://www.walatowahcs.org) , in Walatowa High Charter School Administration offices and/or local news media (Jemez Valley Online Post).

 Parents and other community members who are interested in serving on the Walatowa High Charter School Governing Board should contact a Governing Board Member and WHCS Administration. All parents are encouraged to attend Walatowa High Charter School Governing Board meetings as a way to keep informed about our Walatowa High Charter School. Often committees are formed to carry out specific functions and parent and community participation is encouraged.

**Governing Council**

Regular meetings are held the third Wednesday of the month at 6:00pm at the Walatowa High Charter School (unless otherwise indicated). The meetings are open to the public. For more information, please visit the school website or contact the WHCS Administrative Assistant. Meeting date, time and location are subject to change. Notification will be advertised on school website: [www.walatowahcs.org](http://www.walatowahcs.org)

The WHCS Governing Council members are:

Kenneth Sando, President (Jemez/San Ildefonso) Stuart Gachupin, Tribal Cacique Leader (Jemez), D.J. Hardy (Zia) , Corrina Yepa (Santa Ana), Ryszard Wasilewski (Jemez Springs/Canon)

**Finance and Audit Committee**

Meetings are held the third Wednesday of the month at 5:30pm at the Walatowa High Charter School. The meetings are open to the public. For more information, please visit the school website or contact the WHCS Administrative Assistant. Meeting date, time and location are subject to change. Notification will be advertised on school website: www.walatowahcs.org

**School Health Advisory Council (SHAC)**

Regular meetings are held the third Wednesday of the month at 3:15pm at the Walatowa High Charter School. The meetings are open to the public. For more information, please visit the school website or contact the WHCS Administrative Assistant.

1.5 WALATOWA HIGH CHARTER SCHOOL FEDERAL PROGRAMS AND GRANTS

Walatowa High Charter School has a very active Federal Programs and Grants program. and works hard to support the education of our students. Contact information and planned events including meetings will be listed in a WHCS website or local news outlets and handouts which that will be given to each Walatowa High Charter School student. Our Federal Programs and Grants activity representative is Francine Garcia and Francis Strain.

1.6 STUDENTS ARE UNDER THE CONTROL OF WALATOWA HIGH CHARTER SCHOOL

 All students are under the control and direction of the Walatowa High Charter School Principal, or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Principal;

➣ while they are being transported to or from Walatowa High Charter School at public expense

 ➣ when they are attending Walatowa High Charter School

➣ when they are engaged in a Walatowa High Charter School-sponsored activity on the Walatowa High Charter School premises or away from Walatowa High Charter School premises

 ➣ during a reasonable time before and after a student is on the premises for attendance at

Walatowa High Charter School or for authorized participation in a Walatowa High Charter School-sponsored activity

 A “reasonable time” shall mean fifteen (15) minutes before the Walatowa High Charter Schoolday or Walatowa High Charter School-sponsored activity is scheduled or actually begins or ends, whichever period is longer.

1.7 CALENDAR AND HOURS

 The following is the 2017-2018 Walatowa High Charter School calendar. Students are to arrive no earlier than 8:00 am and no later than 8:15 am. The opening of the Walatowa High Charter School day is very important and we expect all students to be on time. Students entering after 8:00 am must report to the office for admittance into class and must be signed in by a parent or adult.

**II. ADMISSIONS AND ATTENDANCE**

2.1 ADMISSION

 For information concerning enrollment or the lottery process, please refer to the Admission Section of our Walatowa High Charter School website ([www.walatowahcs.org](http://www.walatowahcs.org))

**Re-admittance of Resident Students**

When a student who has transferred from the Walatowa High Charter School and the student subsequently seeks re-enrollment, the Walatowa High Charter School reserves the discretion to deny re-enrollment, or to initiate suspension or expulsion proceedings, if the student was expelled, or withdrew from enrollment in the previous school in order to avoid expulsion procedures, related to conduct by the student which was violent, threatening or dangerous to the safety, health or welfare of other students or employees. 5. Denial of Enrollment or of Re-enrollment: Notwithstanding any other provision of this policy, enrollment or re-enrollment of a student to any Walatowa High Charter School may be denied by the WHCS Principal or designee of such school on the following grounds:

a. The student seeking enrollment or re-enrollment has been expelled from any WHCS in New Mexico or in any other state during the preceding twelve month period; or

b. The student’s behavior in a WHCS or a private school in New Mexico

Hearing and Appeal of Denial of Enrollment or of Re-enrollment: A student or the student’s parents may appeal a denial of enrollment or of re-enrollment pursuant to paragraph 5, above, through the procedures established for long-term suspensions and expulsions of students, provided, that when the denial of enrollment or re-enrollment was based upon the student’s prior expulsion from any New Mexico school. WHCS within the preceding twelve month period, the admission of evidence of such expulsion shall shift the burden of proof to the student or parents to show that the student should be admitted despite such expulsion. In proceedings regarding denials under all other circumstances provided, the burden of sustaining the denial shall remain with the WHCS in which the student seeks enrollment.

**Extracurricular Activities Participation**

Participation in extracurricular activities is contingent upon an acceptable level of academic achievement. All class work counted for eligibility determination must be acceptable as graduation credit. Eligibility for participation is established by two standards:

1. the student must have passed a minimum of four classes and not failed more than one during the

Immediately previous grading period or shall be currently passing at least four classes and not failing

more than one during the current semester, and

2. must have a grade point average of 2.5 or better for the immediately previous grading period or

cumulatively beginning with and including the second semester of grade eight or during the current

semester.

**Open Enrollment**

The WHCS Governing Board adopts this policy pursuant to the terms of HB16 of the 2001 New Mexico Legislature, also known as the Open Enrollment Act, amending N.M. State Statutes § 22-1-4.

The WHCSWHCS Governing Board retains the discretion to determine whether the WHCS has sufficient accommodations to offer enrollment to students who are not New Mexico residents. The Open Enrollment Act requires that a free public school education be available to any school-age person who is as not received a high school diploma or its equivalent. This policy does not apply to students who are not New Mexico residents.

**Lottery & Admissions Policies and Procedures**

Pursuant to NMSA 22-8B-4.1 A, Walatowa High Charter School lottery policy is as follows:

In the first year of operation: the School will enroll students on a first-come, first-served basis between first week of November of every year and first week of April the subsequent year. The school will have 150 seats available in each opening grade: 9th through 12th grade.

If, on April 12 at 12:00pm, there are more enrollment applications than seats available in a given grade, the school will hold a public lottery selection process.

In the first year, there will be no allowable admission preferences, except students who have a previously admitted sibling for a different grade.

In subsequent years of operation: the Walatowa High Charter School will enroll students for new grades on a first-come, first-served basis between November 1 and the end of the first week of April. The school will have 150 seats available.

In subsequent years, admissions preference will be given to:

(A) Students who have previously been admitted to and have attended the School, admitted through a similar admissions process

(B) Siblings of students who are already attending to or admitted to the Walatowa High Charter School.

**Walatowa High Charter School Lottery Procedures**

Between December and the end of the first week of April, families interested in sending a child to attend Walatowa High Charter School for the 2018-19 school year complete an enrollment “application” (titled “application” because of the chance that the student may be entered in a public lottery in order to obtain a seat).

Families may submit their enrollment forms in two ways:

(1) Via a secure website at www.walatowahcs.org

a. Parents/guardians create an account

b. Parents/guardians submit an enrollment form online for each student they wish to enroll

(2) Via a paper form that will be returned to the WHCS School’s staff

a. Via text message (with a photo of the application)

b. In person

c. Paper forms will be entered into schoolmint.alturaprep.com and families will be given an account to access using skyward.

Enrollment forms will request only information necessary to identify and engage with the student and family including:

1. Basic contact information for the student and parent(s)/guardian(s)

2. Grade enrolling for (including birthdate verification)

On the second Friday in April, the school will hold a public lottery if there are more than 150 applications for a given grade level.

If there are fewer than or 150 applications for one of the grade levels, there will not be a lottery held for seats in that grade. In this case, students with submitted enrollment forms will be admitted to the school automatically.

The Lottery will be conducted using Skyward. This is a secure computer algorithm, with a transparent audit trail generated throughout the lottery process. This ensures that priorities are followed each time and that the possibility of human error or preference is minimized.

Students who have applied for enrollment who are not selected one of the 150 students per grade level for enrollment will be given listed in a specific place on the grade’s waitlist.

**Walatowa High Charter School Registration Procedures**

Walatowa High Charter School families admitted through lottery, or admitted in the absence of need for a lottery will be given a registration packet with forms to be completed. Families will be notified of their acceptance via lottery the day that the lottery is held, and will be asked to either pick up a paper registration packet OR complete the registration forms via Skyward. Registration forms are due within 2 weeks of the lottery date. The last day of April is the deadline for submitting completed registration forms to confirm the child’s seat.

**Registration Packet Forms include:**

 Student and Family Information Form – Tribal Affiliation, Home Language Survey

 New Student Enrollment Screening: Including any IEPs or 504 Plans from previous school(s)

 Health Record Form

 Media Release Form

 Records Release Form

 General Field Trip Permission Form

 Emergency Medical Authorization Form

 Free/Reduced Price Lunch Form

Students and families must also submit:

 Proofs of Residency (New Mexico): Utility bill, lease, mortgage with name and current address

 Student Birth Certificate

 Immunization Records

After a family submits completed registration forms, the student is officially enrolled for the upcoming school year.

**Walatowa High Charter School Admissions Procedures**

Walatowa High Charter School does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the School’s premises during non-working hours, or any other characteristic protected by law in its enrollment, lottery, and admissions practices.

**Walatowa High Charter School Waitlist Procedures**

If a student is either not admitted through the public lottery, or submits an enrollment application after all seats in the school are filled, the student will be added to the waitlist in the order in which s/he applied.

If a student who is a sibling of an Walatowa High Charter School student applies after all of a grade’s seats are filled, the sibling will be given preference on the waitlist and placed at the top of the list of non-sibling students, but behind other siblings already on the waitlist.

**Mid- Year Vacancy Enrollment Procedure**

Walatowa High Charter School endeavors to serve the most students possible in each academic year, given the school’s enrollment cap.

In the event that a Walatowa High Charter School student leaves the school in the middle of the year, the school will attempt to fill that seat with a student from that grade level’s waitlist, through the following procedure:

1. Walatowa High Charter School Executive Director will confirm that the departing student is no longer enrolled in Walatowa High Charter School.

2. Within 48 hours of un enrolling the student, the Walatowa High Charter School Executive Director will review the grade level waitlist in the school’s online enrollment platform and call the family of the student listed first on the waitlist for the given grade level.

3. During this phone call, the family of the student will be given notice that the student has been admitted to Walatowa High Charter School.

1. The family will have 72 hours to decide whether or not they would like to accept the position at the school.

2. Following the acceptance, the family will have one week to complete registration paperwork for the school.

3. The Walatowa High Charter School Executive Director will support the family with completing paperwork and requesting the student files from his/her previous school.

2.2 REGISTRATION/ENROLLMENT Registration is completed or updated each year to ensure that all information is current on each student. 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 student not being officially enrolled at Walatowa High Charter School, jeopardizing his/her place at our charter Walatowa High Charter School where space is limited. Consequently, at the time of enrollment please provide the following completed forms:

* enrollment forms-Tribal Affiliation
* emergency information forms
* health/medical consent forms
* immunization records
* free and reduced lunch forms (if applicable)
* copy of birth certificate
* custody orders (if applicable)
* Early Dismissal Release form
* Home Language Survey

 Please note that according to state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before starting Walatowa High Charter School. Exemptions are permitted for medical reasons or due to the conscientiously held beliefs of the parent/guardian. Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll.

 Once all applicable forms are completed and returned to the Walatowa High Charter School, your student’s registration will be deemed completed and you will be notified if he/she is officially enrolled. Please contact the office as soon as possible with any change of address, contact information, emergency information, custody modification orders or phone numbers.

2.3 HOME LANGUAGE SURVEY

 Each student entering Walatowa High Charter School for the first time must complete a Home Language Survey. The survey form, which has three (3) questions to be answered concerning the student’s language, is a part of the enrollment packet. If a student answers “yes” to any one of the three questions on the survey, the Walatowa High Charter School will assess the student’s English proficiency to determine eligibility for services. Please contact the Walatowa High Charter School’s principal for more information on the English Language Learner program at Walatowa High Charter School.

2.4 PARENT CUSTODY

 When parents are separated or divorced, it is recommended that the Walatowa High Charter School have a signed and certified court order 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 Walatowa High Charter School records and information, to attend conferences, and to be informed about the student’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 Walatowa High Charter School; and
* providing the Walatowa High Charter School with any revisions/updates to the court order that affect custody, visitation, or student record-access rights.

The Walatowa High Charter School is responsible to:

* maintain a copy of the relevant sections of the court order;
* inform appropriate Walatowa High Charter School personnel of the provisions or restrictions in the court order; and
* abide by the provisions and/or restrictions ordered, and the non-custodial parents requests that are consistent with the order.

The Walatowa High Charter Schoolis not required to hold a separate conference for each parent. Please be sure that the Walatowa High Charter School has appropriate contact information for both parents to ensure consistent communications. Unless prohibited by a certified court order, **and upon request**, the Walatowa High Charter School will:

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

2.5 CHANGE OF CONTACT INFORMATION

 It is most important that parents notify the Walatowa High Charter Schoolimmediately of any change in their contact information including their physical address, telephone number (s) and email address. Unlisted numbers will be held in confidence when requested.

2.6 ATTENDANCE

 WHCS students are expected to arrive on time (8:00 am) and adequately prepared for their day. If your student is absent or late, please contact the Walatowa High Charter School at 575-834-0447. If your student is late (all arrivals after8:00, he/she will need to be escorted into the front office and signed in). While regular attendance is required, SICK STUDENTS SHOULD REMAIN AT HOME.

2.7 COMPULSORY ATTENDANCE POLICY

 WHCS is committed (and legally obligated) to enforce the New Mexico Compulsory Attendance Law. The following attendance requirements are consistent with a student’s obligation to attend and a parent/guardian’s obligation to ensure that their student attends Walatowa High Charter School. WHCS hopes that every parent will consider regular and timely attendance to be imperative to their student’s educational success.

2.7.01 *Excused Absences* - A parent/guardian must provide notice of an excused absence by phone or a signed written note describing one of the reasons listed below. The Principal shall in his/her sole discretion determine whether there is a sufficient basis to excuse the absence. Whenever possible, notification of a student’s absence should be given prior to missing Walatowa High Charter School. However, when the circumstances dictate, the information concerning a student’s absence should be provided as soon after the missed Walatowa High Charter School as possible. Failure to advise the Walatowa High Charter School’s attendance clerk in writing or by a telephone within two days of a student’s absence will result in an “unexcused absence.” Absences will only be excused for the following reasons:

 \* Doctors’ appointment \* Illness

 \* Religious commitment \* Death in the family

 \* Family emergency \* Diagnostic testing

 \*Cultural/traditional Observance \* Extenuating circumstances

Absences due to extenuating circumstances may be excused by the Principal. The Principal may request additional documentation to substantiate an “excuse” for an absence at his/her discretion.

PLEASE CONTACT THE WALATOWA HIGH CHARTER SCHOOLOFFICE AT 505-834-0447 TO NOTIFY US OF YOUR STUDENT’S ABSENCE.

2.7.02 *Makeup Assignment* - Assignments missed due to excused absences must be made up by the student. The student is responsible for obtaining his/her assignments from his/her teacher and completing it within the time frame determined by the teacher.

2.7.03 *Unexcused Absences -* Unexcused absences will be tracked for purposes of determining whether a student’s attendance complies with the Compulsory Walatowa High Charter School Attendance Law, NMSA 1978 §§22-12-1, et seq. An “unexcused absence” means an absence from Walatowa High Charter School or classes for which the student does not have an allowable excuse as determined by the rules of the Walatowa High Charter School Governing Board. Unexcused absences of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence. Walatowa High Charter School rules provide that a student’s absence will be recorded as “unexcused” for the following reasons.

\* Tardy for Walatowa High Charter School more than 15 minutes

\* If pre-registered, not showing up for first day of Walatowa High Charter School

\* Leaving Walatowa High Charter School for non-Walatowa High Charter School sponsored trips

\* Absences related to custodial parent changes

\* Trips to other countries for non-Walatowa High Charter School related legal problems

\* Lack of transportation to or from Walatowa High Charter School

\* Family vacations outside of scheduled Walatowa High Charter School breaks

\* Any other absence for which the Principal deems the reason insufficient

2.7.04 *Students in Need of Early Intervention –*A student will be deemed “a student in need of intervention” if he or she accumulates five (5TH) unexcused absences within a Walatowa High Charter School year.

2.7.05 *Habitual truant -* A student is “habitually truant” if he/she accumulates 10 or more unexcused absences in a Walatowa High Charter School year.

2.7.06 *Notification and Cooperation -* Walatowa High Charter School attempt to identify early on when there is a problem with a student’s regular attendance and to assist when feasible both the student and his/her parent/guardian to improve attendance.

Steps:

#1. Parents/Guardians will be notified via mail or e-mail after the third ( 3rd )unexcused absence. After five unexcused absences: If a student is in need of early intervention, Walatowa High Charter School shall contact the student’s parent(s)/guardians(s) to inform them that the student has unexcused absences from Walatowa High Charter School and to discuss possible interventions unless after the Walatowa High Charter School’s contact, the parent(s)/guardian(s) provide an acceptable explanation for the absence and the excuse compiles with the Walatowa High Charter School’s attendance policy. If after the initial contact the student’s absences are not deemed excused, a representative of the Walatowa High Charter School shall meet with the student in need of early intervention and his/her parent(s)/guardian(s) to identify the causes for the student’s unexcused absences, identify what actions can be taken that might prevent the student’s unexcused absences, identify possible Walatowa High Charter Schooland community resources to address the causes for the student’s unexcused absences, and establish a corrective action plan to address the student’s unexcused absences.

#2. After ten unexcused absences: If the student is a habitual truant, the Walatowa High Charter Schoolshall give written notice of the habitual truancy by mail to or by personal service on the student’s parent(s)/guardian(s). The notice shall include a date, time and place for the parent to meet with the Walatowa High Charter School to develop intervention strategies that focus on keeping the student in an educational setting. If there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services of the judicial district where the student resides.

2.8 LEAVING WALATOWA HIGH CHARTER SCHOOLBEFORE DAY’S END

 A student is not permitted to leave the Walatowa High Charter School grounds before regular dismissal, without a parent/guardian checking them out, in person, through the office. Parents are to come directly to the office, sign their students out, and the student will be called from the classroom. Unless authorized by administrative staff, parents should wait for their student in the office. No one may check your student out of Walatowa High Charter Schoolunless they are listed on the registration card or you have notified us, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after 3:00 pm or on Fridays.

2.9 DROP OFF AND PICK UP

**BEFORE WALATOWA HIGH CHARTER SCHOOLSTUDENT DROP-OFF – 7:45 AM – 8:00 AM**

(STUDENTS ARRIVING AFTER 8:00 a.m MUST BE BROUGHT TO THE OFFICE AND SIGNED IN)

AM Drop-Off:

To review the **AM Drop-Off procedures** (red note sent home yesterday): You can drop your students off beginning 8:00 at WHCS Parking lot, or escort them to their classrooms at 8:00 a.m.. Again, if you are escorting them to classrooms, please wait until the teacher enters the room before you leave your student. Teachers will be taking their classes in at 8:00 a.m. and the doors will be locked.

 Students arriving after 8:00 a.m. will need to be escorted to their classrooms. They will need to be signed in by a parent from 8:00 a.m. on. We will escort students arriving after 8:00 a.m. to their classroom.

2.10

Early Dismissal - Early dismissal is defined as leaving school for any amount of time prior to the

regular dismissal time. If the amount of time exceeds two hours, then a ½ day afternoon absence will be logged. When possible, parents are encouraged to plan appointments outside the school day. Students may be released for appointments by the following procedure:

1. Parent/guardian must send a note to the teacher with the child in the morning.

2. Parent/guardian must come to the office to sign the child out. (A photo ID may be

required)

3. Office personnel will retrieve the student from class. Teachers will only release students

to the office.

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

contact the office.

2.11 ABBREVIATED (DUE TO WEATHER) DAY

2.11.01 *Notice -* Walatowa High Charter School will follow the Walatowa High Charter Schools’ (“\_\_B\_”) schedule on days where weather prevents Walatowa High Charter School from beginning on time or where an early release is ordered. Parents should stay tuned to the available news media on days of inclement weather. If weather conditions worsen during the day and WHCS Administration directs that Walatowa High Charter School close early, Walatowa High Charter School will notify parents by phone or other means of communication to come pick up their student(s).

 2.11.02 *Early Dismissal -* The following emergency procedures will be followed at Walatowa High Charter School in the event of early dismissal due to inclement weather or other unforeseen event which necessitates closing the Walatowa High Charter School early:

* Parents will be notified by phone and through the local media that students will be dismissed early.
* We will keep students at a safe place at the Walatowa High Charter Schoolsite until parents or their listed designee arrives for them, i.e., relative, friend, etc.
* If the parent cannot be reached, the designee will be contacted at the emergency telephone number listed on the enrollment card.
* If we are unable to contact anyone listed on the enrollment card, we will refer to the information requested on the attached Early Dismissal Release Form.
* Teachers will request identification of any person they do not recognize as the parent or designee before releasing the student.

 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.

**III. WALATOWA HIGH CHARTER SCHOOLHEALTH**

**Please review NMPED Safe School Policy Procedures**

3.1 ILLNESSES/CONTAGIOUS DISEASES. For the protection of all students, your student should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, or discharge from the eyes or ears. Parents should exercise every caution and keep their student home should other unusual symptoms occur. If a student becomes ill while at Walatowa High Charter School, a parent will be called to pick up the student immediately.

If your student has been exposed to a contagious disease, he/she should be kept at home and the occurrence of his/her condition should be reported to the Walatowa High Charter School immediately. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

3.2 MEDICATIONS POLICY. Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a Walatowa High Charter School and should not be practiced by any Walatowa High Charter School personnel. Walatowa High Charter School 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 Walatowa High Charter School day. If medication is needed during the Walatowa High Charter School day, the policy is as follows:

* *Inform.* Parents/guardians must inform the nurse or administrator when a pupil requires medications during the Walatowa High Charter School day. Students observed by Walatowa High Charter School personnel self-administering unauthorized medications shall be reported to their parents/guardians.
* *Written Permission.* A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing Walatowa High Charter School personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available from the office.
* *Labeled Containers.* Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, student'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 Walatowa High Charter Schoolhours. One bottle will be kept at home and the other at Walatowa High Charter Schoolunder the care of Walatowa High Charter School authorities.
* *Administration.* A nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by an administrator. Students 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 students 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.
* *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 in your student's pockets, backpack, or lunch box. These are considered medications and are to be treated as outlined above.**

3.3 SELF-ADMINISTRATION OF CERTAIN DRUGS. Students 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 student by a health care provider under the following circumstances:

 1. The health care provider has instructed the student in the correct and responsible use of the medication;

 2. The student has demonstrated to the health care provider and the Walatowa High Charter School JHHS Assigned Nurse or other Walatowa High Charter School official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;

 3. The Walatowa High Charter School nurse or health care provider, within input from the parent or guardian and based on the student’s health care practitioner’s medical orders, has formulated a written treatment plan for managing the student’s care and for medication use by the student during Walatowa High Charter School hours or Walatowa High Charter School-sponsored activities, including transit to or from Walatowa High Charter School or Walatowa High Charter School-sponsored activities; and

 4. The student's parent has completed and submitted to the Walatowa High Charter School any written documentation required by the Walatowa High Charter School, including the treatment plan required in paragraph (3) above and a statement relieving the Walatowa High Charter School and its employees and agents from liability arising from the performance the student’s self-administration, carrying or storage of medication, supplies and medication-administration equipment.

 The parent of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide the Walatowa High Charter School with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

 **The Walatowa High Charter School 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 student carrying and, if applicable, disposing of the medication or supplies need to administer medications**.

3.4 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 doctor of the student, unless Walatowa High Charter School determines that the circumstances merit contacting 911 for emergency response. After 911 is called, Walatowa High Charter School make every effort to reach the student'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 “Permission for Medical Attention” be completed and kept current.
* *Staff Aid.* Staff members are required to have current first aid and CPR certification. 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 Walatowa High Charter School/Reports Home.* Health office visits will be charted and nurse pass slips describing the nature of health office visits will be sent home with students. 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 "Accident Report" form. The staff member will sign the form and submit it to a Walatowa High Charter School administrator for review and signature. A copy will be placed in the parent's file and in the student's file. Parents will be notified of any situation that involves trauma to the head
* *Accidental Poisoning.* In the case of poisoning, the staff member will call Poison Control immediately and follow their instructions carefully. Parents will be notified and an "Accident Report" written. A first aid kit is readily available and all emergency numbers are posted.

3.5 EXCUSE FROM PHYSICAL EDUCATION

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

**IV. WALATOWA HIGH CHARTER SCHOOLRULES AND CONSEQUENCES**

**Please review NMPED Safe School Policy Procedures**

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

4.2 AUTHORITY OF WALATOWA HIGH CHARTER SCHOOL. Walatowa High Charter School has both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established for Walatowa High Charter School. With certain limits, Walatowa High Charter School Governing Board has the discretion to develop such rules, policies and procedures as it deems appropriate.

4.3 GENERAL STATEMENT OF CITIZENSHIP. Being a member of a Walatowa High Charter School 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 Walatowa High Charter School as follows:

4.3.01 *Have Respect* - At Walatowa High Charter School everyone works to make sure that you are safe and well and that your day will be pleasant. You must do your part by:

* Following directions
* Respect others’ personal space
* Respect other people’s and our Walatowa High Charter School’s property
* Exhibit respectful behavior and language
* Practice safety at all times
* Use of Walatowa High Charter School equipment and materials appropriately
* Stay on Walatowa High Charter School grounds in assigned areas
* Put forth your best effort
* Be thoughtful and attentive when listening

4.3.02 *Free Speech* - All students have the right to express themselves as long as it does not hurt others. When pledging the flag, you should stand with everyone else unless your parents say you should not because of religious beliefs. If there is a Walatowa High Charter School program, party, or play which your parents will not allow you to attend because of religious beliefs, let your teacher know in advance.

4.3.03 *Knowing the Rules -*The Walatowa High Charter School has rules for all students, which you must know and follow. If you break a rule, you will be treated fairly. You will be allowed to tell your side of the story to your teacher or someone in the office. Punishment may include talking with you, talking with your parents or guardians, or your staying after Walatowa High Charter School or more severe consequences depending on your behavior.

4.3.04 *Getting Together* - During their free time, students may get together on Walatowa High Charter Schoolgrounds or buildings if permission has been given and if it will not disturb others.

4.3.05 *Learning in Walatowa High Charter School*- Walatowa High Charter Schools will help you grow into a productive and successful adult. To do this, you must take part in all of your classes and other activities to the best of your ability. All Walatowa High Charter School workers are there to help you do your best. If you have any questions or problems, ask for help.

Students who bother others and make it hard for them to learn may be removed from the classroom.

4.3.06 *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.

4.3.07 *Coming to Walatowa High Charter School*- You must attend Walatowa High Charter Schooleach day and be on time. When you are sick or have a family emergency, you may remain at home. When you return to Walatowa High Charter School, be sure to have a note from your parent or guardian, explaining why you were absent and to ask your teachers about missed assignments.

4.4 DRESS CODE

 Freedom of expression, good judgment, respect for others and safety are the foundations of Walatowa High Charter School’s approach towards student dress. Clothing and accessories must be safe and non-distracting or disruptive to the educational program. Without limiting the generality of these principles, the following guidelines will be observed:

* Attire or accessories which advertise, display or promote any drug, alcohol, tobacco, sexual activity, violence, disrespect or bigotry towards any group are not acceptable
* Unacceptable clothing includes: sagging/bagging pants, midriff length tops, shorts/skirts shorter that finger-tip length, bare skin or underwear showing around the waste-line area.
* Unacceptable shoes: Flip flop shoes or “heelies” and not permitted. Shoes must be closed-toed.
* Shoes for PE Days: Sneakers or gym shoes are required for Physical Education. Classroom teachers can provide information concerning the days your students will have PE. Students wearing inappropriate shoes may be prohibited from participating in recess or PE.

Students may be removed from class and be required to obtain appropriate dress before being allowed to return. Repeated violations of the student dress guidelines may result in additional consequences at the sole discretion of the Principal.

4.5 SPECIFIC PROHIBITED CONDUCT

 The following conduct is prohibited at Walatowa High Charter School and will result in disciplinary actions as described in this policy. Walatowa High Charter School notice that not all inappropriate student behavior can be identified and consequently there may other circumstances that result in a student being disciplined for his or her conduct.

4.5.01 *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.

4.5.02 *Misconduct* - Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning situation

4.5.03 *Violation of Dress Code* - Instances in which students deliberately defy the Walatowa High Charter School guideline.

4.5.04 *Public Display of Affection* - mutually consensual sexual contact including, but not limited to kissing, holding hands, intentional touching of the other person’s genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas.

4.5.05 *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 teacher, classmates, or merely done overtly.

4.5.06 *Theft or Pilfering* – Taking someone else’s belongings without his/her permission, no matter how small. A student involved in the act of stealing or in possession of stolen property may face criminal charges along with other disciplinary actions by Walatowa High Charter School.

4.5.07 *Student Possession of Tobacco on Walatowa High Charter School Grounds* - While at Walatowa High Charter School or a Walatowa High Charter School sponsored event, students shall be prohibited at all times from smoking or having tobacco in any form in their possession. Punishment shall include definite corrective action.

4.5.08 *Vandalism and Tampering* - Any abuse of Walatowa High Charter School or private property shall be considered vandalism. The parent or guardian shall be requested to meet with the Walatowa High Charter School officials to make arrangements to pay for the damage caused by the student. Criminal charges may be filed along with other disciplinary actions by Walatowa High Charter School.

4.5.09 *Violent Behavior* - Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the Principal or his/her designee. Criminal charges may also be filed along with other disciplinary actions by Walatowa High Charter School. See, 4.4.16, below.

4.5.10 *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.

4.5.11 *Threats* - Serious threats made by a student against the life of another student, teacher or other Walatowa High Charter School personnel shall immediately be reported to the Principal or his/her designee. The Principal 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. See, 4.4.16, below.

4.5.12 *False Accusations* - Accusations or charges made by a student against a teacher, administrator or other Walatowa High Charter School personnel shall be reported to the Principal or designee, who shall conduct a complete investigation of the accusations or charges made by the student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other Walatowa High Charter School personnel, shall be subject to disciplinary action for a serious breach of conduct.

4.5.13 *Failure to Report Serious Offenses* – Students 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 teacher or Principal at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.

4.5.14 *Bullying and/or Harassment* – If, upon investigation, a student has been found to have committed an act(s) of bullying and/or harassment, the student may be suspended or recommended for expulsion. Criminal charges may also be filed if warranted. See Sections. 4.21 and 4.22 below

4.5.15 *Possession of Dangerous or Disruptive Items* - Any item in the possession of or being used by a student which disrupts the class, distracts his/her attention from the class, defaces Walatowa High Charter School property, or in any way endangers the safety of himself/herself or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. Teachers are not to destroy such items. Students who refuse to cooperate shall be reported to the Principal for further action. Possession or use of a dangerous or disruptive item while on Walatowa High Charter Schoolproperty or in attendance at a Walatowa High Charter School function may be grounds for suspension and/or expulsion and referral to proper law enforcement agencies.

4.5.16 *Weapons* - Walatowa High Charter School prohibits students 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 Walatowa High Charter School. This includes Walatowa High Charter School activities, property leased, owned, or contracted for by Walatowa High Charter School a Walatowa High Charter School-sponsored event, and/or while in Walatowa High Charter School 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. Any other dangerous or deadly weapon.

 Students must immediately report knowledge of weapons and threats of violence by students and staff to the Principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from Walatowa High Charter School. The Principal shall immediately report to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a Walatowa High Charter School employee or a visitor.

* *Exception* Items pre-approved in writing by the Superintendent upon request of the building principal 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.

4.5.17 *Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances*. Walatowa High Charter School prohibits students from using, possessing, distributing or trafficking tobacco, alcohol and/or illegal drugs on Walatowa High Charter School property, at Walatowa High Charter School, or at Walatowa High Charter School-sponsored activities. Students, while on Walatowa High Charter School property or attending a Walatowa High Charter School-sponsored activity, who use, possess, distribute, or sell tobacco, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives.

4.5.18 *Extortion* – Is the act of a person who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration.

4.5.19 *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 Walatowa High Charter School property, or on Walatowa High Charter School-sponsored transportation, or during Walatowa High Charter School-sponsored activities.

4.5.20 *Arson* – Means setting fire to Walatowa High Charter School property or while involved in a Walatowa High Charter School activity either as a prank or deliberately to do damage to the property.

4.5.21 *Inciting Others or Disruptions* – The act of encouraging or helping a student to cause a riot, disrupt Walatowa High Charter School activities, or to be absent or otherwise violate Walatowa High Charter School rules, or who disrupts or interferes with the lawful administration or functions of the Walatowa High Charter School activities.

4.5.22 *Assault or Battery on Walatowa High Charter SchoolDistrict Personnel* – Causing bodily harm to or threatening to cause bodily to a Walatowa High Charter School official or a teacher.

4.6 ELECTRONIC DEVICES

 Students are not permitted to bring MP3 players, IPods, radios, tape players, electronic games, compact disks, pagers, game devices or other electronic devices (see Cell Phone Policy below) to Walatowa High Charter School during the Walatowa High Charter School day. Teachers and administrators will take appropriate actions if a student is observed using an electronic device during the Walatowa High Charter School day, or if such devices disrupt the instructional setting. Disciplinary actions may include: immediate confiscation, a parent conference, in-Walatowa High Charter School suspension or suspension, and loss of privileges.

4.7 CELL PHONES

 If a family deems it necessary for a student to bring a cell phone to Walatowa High Charter School, the following rule applies. Administration must be notified, and the phone must be in the “off” position and not be displayed for use during the entire Walatowa High Charter School day. A student may only use his/her phone during the Walatowa High Charter School day while in the administration office with permission to call his/her parent, guardian or designated person for an emergency or other appropriate reason or after or before Walatowa High Charter School hours. Misuse of the cell phone rules will result in confiscation and the Principal will call the parents to meet with the Principal for purpose of discussing this policy and in order to retrieve the cell phone. Walatowa High Charter School is not responsible for the loss and/or theft of any of cell phones.

4.8 CYBER BULLYING

 Cyber bullying defined as a situation when a student is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the student’s learning environment.

 Walatowa High Charter School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Walatowa High Charter School encourages the promotion of positive interpersonal relations between members of the Walatowa High Charter School community. Aggressive behavior toward a stu­dent, whether by other students, staff, or third parties using social networking technologies is strictly prohibited and will not be tolerated. Walatowa High Charter School will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation using these social networking technologies. This policy applies to all activities at Walatowa High Charter School including activities on Walatowa High Charter School property or while in route to or from Walatowa High Charter School sponsored activities and during any Walatowa High Charter School-sponsored, Walatowa High Charter School-approved or Walatowa High Charter School-related activity or function, such as field trips or athletic events where students are under the Walatowa High Charter School’s control, where an employee is engaged in Walatowa High Charter School business, or if occurring off Walatowa High Charter School property if the activity disrupts the Walatowa High Charter School environment or another student’s access to a safe and healthy Walatowa High Charter School environment.

4.9 SEARCH AND SEIZURE

4.9.01 *Search of Property -* Walatowa High Charter School recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student 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 the Principal. In the case of storage spaces provided to students by Walatowa High Charter School, these spaces shall remain property of Walatowa High Charter School and, in accordance with law, may be the subject of random searches. If students are provided places that can be secured by locks, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a Walatowa High Charter School official. Walatowa High Charter School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, Walatowa High Charter School authorities may search the person or property of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of Walatowa High Charter School rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. This authorization to search shall also apply at WALATOWA HIGH CHARTER SCHOOL’s facility, during any Walatowa High Charter School-sponsored activity whether on or off campus.

4.9.02 *Search of Person* - Unless there is an immediate threat of health or safety of the student or others, parents/guardians of the student will be called prior to any search of a student’s person. Search of a student’s person shall be conducted by a person of the student’s gender, in the presence of another staff member of the same gender, and only in exceptional circumstances – that is - when the health or safety of the student or of others is immediately threatened. Except as provided below, a request for the search of a student or a student’s possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Search of a student’s person, will involve, at most, a “pat down” of the students outer clothing. Whenever possible, search of a student’s person will be conducted by the Principal in the presence of the student’s parent and a staff member other than the Principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. In no event shall an Walatowa High Charter School student be subjected to a “strip search.”

4.9.03 *Seizure of items* - Illegal 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. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

4.9.04 *Notification of law enforcement authorities -* The Principal 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 Walatowa High Charter Schoolconducts the search and it discloses illegally possessed contraband material or evidence of some other crime or delinquent act, local law enforcement will be called.

4.9.05 *Record Keeping -* The Principal shall promptly make a record of each search of a student’ 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 Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

4.10 VIOLENT OR AGGRESSIVE BEHAVIOR.

4.10.01 *Defined* - Violent or aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

4.10.02 *Duty to Report* - Any student who believes he/she has been or is the victim of aggressive behavior should immediately report his/her concerns to a teacher or counselor who will be responsible for notifying the Principal. Complaints against the Principal should be filed with the counselor, Human Resource Director, or the Governing Council President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

4.11 CLASSROOM RULES

 Individual classrooms have additional rules and consequences that will be reviewed with your student by the classroom teacher.

4.12 CONSEQUENCES

 Students have certain rights, but also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. Disciplinary consequences may be imposed by the Executive Director or Designee, in addition to consequences developed by the classroom teacher, for violations of Walatowa High Charter School rules. The Executive Director or Designee has the right to impose discipline in his/her reasonable discretion, in accordance with the circumstances presented. Some of the potential consequences include:

* Principal referral. Students who choose to disobey rules will be sent to meet with the Principal to discuss the behavior. An Incident Report will be sent to the parent/guardian. The parents are to sign and return the copy of the slip with the student on the day after it was received. Depending upon the infraction, an additional consequence may be applied at the Principal’s discretion.
* Parent meeting. When deemed necessary by the Principal, or when a student receives his/her 3rd referral, parents will be contacted by the Principal so that arrangements may be made for the student to meet with the Principal, Classroom Teacher, his/her Parents/Guardians and any other appropriate staff to discuss the referrals and develop a plan/contract.
* Student Assistance Team. Additional referrals will result in a referral to the Student Assistant Team to discuss other possible interventions such as a behavior management program, additional participation in the “Social Skills” program, a mentorship, screenings or evaluations, or other disciplinary action deemed appropriate by administration.

 A progressive discipline continuum provides consequences that range from a warning to suspension or expulsion.

4.13 DETENTIONS, SUSPENSION, AND EXPULSION

 Walatowa High Charter School, along with the cooperation of the student and his/her parent/guardian, seeks to avoid having to impose any stronger measures of discipline than contemplated in Section 4.12 above. However, when prior efforts to correct behavior or if the situation warrants, Walatowa High Charter School may choose to impose detentions, suspension and/or pursue expulsion.

4.14 DUE PROCESS/REFERRALS

4.14.01 *Due Process* - In disciplinary cases, each student is entitled to due process. This means students:

* 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.

4.14.02 *Referrals -* All discipline referrals (E-mail notification, skyward documentation) submitted to the Principal/designee will begin with a conference with the student. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call accompanied by a written referral form. If attempts to notify parents by telephone are unsuccessful, parents will be notified by written referral form only. Parent involvement is an important part of the discipline at all levels.

4.15 SHORT TERM SUSPENSIONS

 A short-term suspension is a mandatory absence from Walatowa High Charter School for a period of 10 days or less. If the Principal decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the Principal shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the Principal designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student 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 principal imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request an administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. There is no level of appeal higher than the Principal for a suspension of 10 days or less.

4.16 LONG TERM SUSPENSION

 A long term suspension is a mandatory absence from Walatowa High Charter School for a period exceeding 10 days and up to the balance of the Walatowa High Charter School year. If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student 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 student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct which may result in long-term suspension or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

4.17 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.

4.17.01 *Notice* - If the Principal believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the Principal 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 student 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 student conduct allegedly violated and the proposed discipline
* A copy of 6.11.2 NMAC, “Students Rights and Responsibilities,”
* A clear statement that the hearing will take place as scheduled unless the hearing officer grants a delay or the student 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 Principal at least 72 (seventy-two) hours before the hearing if the student or his parent(s) will have an attorney present.
* Contact information for person from who the parent may request a delay or additional information and.
* A description of the hearing proceedings.

4.17.02 *Hearing Officer –* Suspension and Expulsion hearings will be conducted by an independent hearing officer.

4.17.03 *Time of Hearing –* The hearing shall not be any sooner than five (5) nor later than 10 (ten) Walatowa High Charter Schooldays from the date the notice was received. The hearing officer shall have the discretion to extend the time for hearing, however, it the delay extends beyond the 10 (ten) Walatowa High Charter Schooldays, the student shall be returned to Walatowa High Charter School pending the outcome of the hearing.

4.17.04 *Decision –* The Hearing Officer may announce a decision at the close of any 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 Principal and the student, through the parent, within five (5) working days after the review is concluded.

4.18 LONG-TERM SUSPENSION/EXPULSION APPEAL

 A student 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-Walatowa High Charter School suspension exceeding one Walatowa High Charter School semester or a denial or restriction of student 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 student request for review must be submitted to the Governing Council President within ten (10) Walatowa High Charter Schooldays after the student is informed of the hearing officer’s decision.

4.18.01 *Conduct of review -* The Governing Council shall have discretion to modify the hearing officer’s decision by including imposing any lesser sanction deemed appropriate. The Governing Council shall be bound by the hearing authority's factual determinations unless the student 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.

4.18.02 *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 student and Walatowa High Charter School authorities to written materials or to grant a conference or hearing at which the student and his or her representative, and Walatowa High Charter School authorities may present their respective views in person.

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

4.18.04 *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 Principal, the hearing authority and the student, through the parent, within ten (10) working days after the review is concluded.

4.18.05 *Effect of decision* - The Governing Council's decision shall be the final administrative action to which a student is entitled.

4.18.06 *NMPED Compliance* – The process followed by Walatowa High Charter School 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.

4.19CLASSROOM CONTROL/CORPORAL PUNISHMENT A teacher or other member of the certificated staff shall assume such authority for the control of students who are assigned to him/her by the Principal or designee and shall keep good order in the classroom. To that end, each classroom teacher may establish classroom rules that each student must follow. The use of corporal punishment is *prohibited*. Alternative disciplinary procedures, which may include peer review or other forms of positive reinforcement, should be used to bring about appropriate student classroom behavior.

4.20 DISCIPLINE OF STUDENTS WITH DISABILITIES

 Students with disabilities are subject to Walatowa High Charter School disciplinary processes. They are also not entitled to remain in a particular educational program when their behavior substantially impairs the education of other students in the program. However, Walatowa High Charter School is required by state law and regulations (6.11.2 NMAC) to meet the individual educational needs of students with disabilities as described by their IEP.

4.20.01 *Long-Term Suspensions or Expulsions* – Discipline of students with disabilities shall be governed by the procedures set forth in Section 6.11.2.11 NMAC.

4.20.02 *Temporary Suspension* - of students 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 student 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.

4.20.03 *Program Prescriptions -* A student 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 prescribe or prohibit specified disciplinary measures for an individual student with a disability by including appropriate provisions in the student's IEP. Administrative authorities shall adhere to any such provisions contained in a student 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.

4.20.04 *Immediate Removal -* Immediate removal of a student with disabilities may be done when a student brings a weapon to Walatowa High Charter School or a Walatowa High Charter School function; or knowingly possesses or uses illegal drugs or has sold or solicited the sale of a controlled substance while at Walatowa High Charter School or a Walatowa High Charter School function.

4.21 BULLYING PROHIBITION POLICY

 Walatowa High Charter School believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. The safety and well being of all students is of primary importance. Walatowa High Charter School does not permit and it is the Walatowa High Charter School’s goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

4.21.01 *Definitions-*

* ***Bullying****.* Bullying is any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed or intimidated and which substantially interferes with another student(s) education, opportunities or performance in Walatowa High Charter School, on Walatowa High Charter School grounds, in Walatowa High Charter School vehicles or at Walatowa High Charter School activities or sanctioned events.
* ***Harassment****.* Bullying includes harassment which is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person. (Harassment based on race, sex, ethnicity, national original, religion, disability, age or sexual orientation is addressed below under “Anti-Discrimination and Harassment Policy”).
* ***Hazing****.* Bullying also includes “hazing” which is defined as: committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose.
* ***Cyber stalking.*** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
* ***Cyber bullying.*** is defined as a situation when a student is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the student’s learning environment.

4.21.02 *Examples -* Actions that will be viewed as “bullying” include but are not limited to:

* Repeated teasing, use of sarcasm or malicious jokes.
* Name-calling, belittling comments.
* Non verbal behavior such as gestures, or graphic written statements.
* Conduct that is physically threatening, harmful, intimidating or humiliating.
* Inappropriate physical restraint.
* Cyber bullying and Cyber stalking as defined above.

4.21.03 *Reporting and Complaints -* Students and parents may file verbal or written complaints concerning suspected bullying behavior to Walatowa High Charter School personnel and administrators. See, “Bullying Complaint Form” attached at the end of the Student & Family Information Book. Students, parents and/or staff should use the following guidelines when reporting bullying.

* Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or Walatowa High Charter School personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
* The report may be made to any staff member including a teacher or the Principal. If the complaint is made by a student, to a staff member he or she will assist the student in reporting to the Principal.
* Teachers and other Walatowa High Charter School staff who witness acts of bullying or receive student reports of bullying are required to promptly notify the Principal. Reports should be made in writing using the Bullying Complaint Form. A copy of this form will be submitted to the Principal.

If a student makes a verbal report to a teacher, the teacher should complete the form or take the student to the Principal where a form will be completed on the student’s behalf.

4.21.04 *Investigation –* The Walatowa High Charter School principal or designee will accept and promptly investigate *all* reports of intimidation, harassment or bullying. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing prior to the investigation taking place. Walatowa High Charter School administration may take immediate steps to protect the complainant, students, teachers, administrators, or other Walatowa High Charter Schoolpersonnel pending the completion of an investigation.

 4.21.05 *Process -* The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint 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 investigator.

 4.21.06 *Confidentiality -* The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, Walatowa High Charter School cannot guaranty absolute confidentiality, because it may be necessary to discuss the complaint with others who are witnesses or who may have information about the complaint.

 4.21.07 *Outcome -* The investigation shall be completed as soon as possible. The Principal (or investigator) shall make a written report concerning the bullying. In determining whether the alleged conduct constitutes bullying, 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 completed report will be maintained by the Principal. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA)(to protect the privacy of the student alleged to have committed the bullying) the Principal will notify the parent or guardian making the complaint of the outcome of the investigation. The Principal or designee shall notify the parent or guardian about a determination that their student has committed a verified act of bullying and the consequences for the student’s actions.

 4.21.08 *Consequences -* Verified acts of bullying shall result in intervention by the Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-Walatowa High Charter School suspension, expulsion, or other consequences to be determined) is a matter for the professional discretion of the Principal. Certainly, repeated offense will warrant increasingly severe consequences, up to and including expulsion.

 4.21.09 *Consequences for Knowingly Making False Reports -* False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

 4.21.10 *Retaliation -* Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

 4.21.11 *Anti-Bullying included in Health Education Curriculum*. “Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior throughout their Walatowa High Charter School years. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills. Our curriculum does recognize the importance of bully prevention skills in all grade levels.

4.22 ANTI-DISCRIMINATION AND HARASSMENT POLICY

 Walatowa High Charter School recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Walatowa High Charter School community. Sexual and other forms of harassment will not be tolerated.

 4.22.01 *Sexual Harassment* - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment.

 4.22.02 *Other Forms of Harassment -* Other prohibited ha­rassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment; substantially or unreasonably interfering with an individual’s academic performance; or otherwise adversely affects an individual’s academic opportunities on the basis of race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, sexual orientation, gender identity and/or any other legally protected characteristic. Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

 4.22.03 *Strictly Prohibited -* The harassment by a student of a staff member, fellow student of Walatowa High Charter School or third party (e.g. visitor, volunteer, parent, etc.) is strictly forbidden. In all cases, Walatowa High Charter School personnel will take immediate action to protect the victim of alleged abuse. Any student who is found to have harassed a staff member, third party, or student will be subject to discipline in accordance with law and the Student/Parent Handbook.

 4.22.04 *Reporting Violations of Harassment or Discrimination Policy -* A student who believes he/she has been a victim of discrimination and/or harassment and any third persons with knowledge of such conduct shall report the alleged act immediately to the Principal. Walatowa High Charter School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

 4.22.05 *Investigation and Walatowa High Charter School Action -* In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge against a student, employee, visitor, vendor or other individual on Walatowa High Charter School premises for harassment shall subject that individual to disciplinary action or other consequences. Disciplinary action may include, but may not be limited to the following: written warning, detention, written reprimand, suspension, and/or expulsion. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.

 4.22.06 *Retaliation* - Walatowa High Charter School will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to complaints of harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

 4.22.07 *Notification -* It shall be the responsibility of the Principal to ensure that all employees and students receive appropriate training related to the implementation of this policy. In addition, students, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of designated person to contact to file a complaint and/or receive information related to this policy.

 4.23 WEAPONS

State and federal law requires public Walatowa High Charter School to expel students for one year for carrying guns, knives, or any items used as weapons. To avoid misunderstanding or unintended consequences, do not bring toy weapons or “look alikes” to Walatowa High Charter School. Walatowa High Charter School will report any such violation to the student’s parents AND the appropriate legal authorities.

 4.24 DAMAGE BY STUDENTS

 Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any Walatowa High Charter School building, grounds material, equipment, or other Walatowa High Charter School property by a student enrolled at Walatowa High Charter School shall cause parent, guardian, or person standing in loco parentis of the offending student to restore or replace such damaged property to the satisfaction of the Principal or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Principal.

 4.25 VIOLATION OF STUDENT RIGHTS Students believing their rights have been violated should report their concerns to their parents/guardian or the Principal. If the concern is not resolved by the Principal, a report should be made to the Governing Council using the Parent Concern Policy About Student in Section 5.8 below.

**V. GENERAL WALATOWA HIGH CHARTER SCHOOLINFORMATION**

5.1 GRADING

 Report cards are standards-based. See the Walatowa High Charter School Governing Board’s Grade Change Policy for information regarding requests for a grade change.

**Grading Policy**

It is the responsibility of the staff at the Walatowa High Charter School to keep parents informed of their students’ progress and staff will distribute the progress reports at the end of each grading period. Students must be enrolled a minimum of 20 days within a 45 day grading period in order to receive their progress grades. Should a student be enrolled fewer than 20 days, the staff at Walatowa High Charter School may supply parent/guardian with a summary statement of the student’s progress. Parents of elementary students will be notified by the end of the first semester if there is a possibility of student retention. School personnel will work with families to provide remediation to the student. If a student is retained, the staff will fill out all appropriate paperwork and obtain all required signatures. WHCS Principal or designee’s Responsibilities – General The Executive Director or Designee is responsible for communicating grading requirements and standards to teachers annually at the opening of each school year. The Executive Director or Designee is also responsible for complying and for ensuring that all school staff meets the requirements and procedures set out in this policy. The Executive Director or Designee responsible for ensuring the integrity of the grades recorded and issued by the school and shall monitor grade reporting and grade changes to ensure accuracy and compliance with the requirements of this policy.

**Teacher’s Responsibilities**

Teachers are responsible for evaluating students and for determining students’ grades in the subject area or activity for which the teacher is responsible. Teachers shall use the approved grading scale and system to evaluate student performance and progress and shall assign grades based upon the teacher’s professional judgment of the student’s work. The teacher shall keep written, accurate evaluation records for each student and shall maintain such records in accordance with the Board’s policy and guidelines on the maintenance of student records. The teacher shall timely submit marking period grades for each student by the published deadline. The teacher shall be prepared to justify assigned grades. Teachers are responsible for validating their students’ grades art each marking period.

**Grade Change**

Once a semester or final grade has been issued, that grade may only be changed for the following reasons:

1. Miscalculation of test or assignment scores;

2. A technical error in assigning a particular grade or score;

3. The evaluation of an extra assignment which impacts upon a grade;

4. Use of an inappropriate grading/evaluation system; or

5. Failure to meet grade posting deadline causes incorrect grade reporting.

**Grade Change Procedure**

This policy requires, unless a student is still enrolled in the Walatowa High Charter Schoolat the time of the grade change request, the request to be within 30 days after the student has exited the school unless extenuating circumstances permit consideration of a longer time;

The procedures for approving and administering grade changes are as follows:

1. The Executive Director or Designee must receive a written request from a student’s parent/guardian that states the reason for the requested grade change.

2. The Executive Director or Designee determines if the reason for the change is consistent with the Grade Change section above;

3. The Executive Director or Designee shall review all relevant information and shall, to the extent practicable, confer with the teacher to discuss the grade prior to making a grade change determination;

4. Only the Executive Director or Designee is authorized to approve such grade changes;

5. If the Executive Director or Designee approves a grade change, the Executive Director or Designee must notify the Executive Director or Designee and teacher in writing within three (3) school days of the approval and explain the nature and reason(s) for the change. If the teacher is not in agreement with the Executive Director or Designee change of grade decision, the teacher may appeal by following the procedures in the Teacher Appeals of Grade Change section.

6. The WHCS Principal or designee will notify the parents/guardians of the student of the grade change in writing Parent/guardian notification shall occur only upon completion of any appeal filed by the teacher under the Teacher Appeals of Grade Change.

7. The Executive Director or Designee must complete and sign a Grade Change Authorization Form for all approved grade changes and ensure that the form is maintained in the student’s cumulative folder.

8. The Executive Director or Designee will notify the Governance Board of all approved grade changes by providing a copy of the signed Grade Change Authorization Form. Nothing herein shall limit the Governance Board to require the Executive Director or Designee to furnish additional information on proposed or completed grade changes.

9. No changes shall be made in any test results on statewide assessments used to determine adequate yearly progress or graduation from high school and this Grade Change Policy shall not be interpreted to permit any change in such statewide test available

**Teacher Appeal of Grade Change**

If the teacher is not in agreement with the Executive Director or Designee determination on whether to change a grade, the teacher may submit a written appeal that includes information on why the grade change should or should not be made. This appeal must be sent to the Executive Director or Designee, and Governance Board within five school days of the notification from the of a grade change decision. The Executive Director or Designee will provide the Governance Board with a written explanation as to the reasons why the grade change should be upheld. The Governance Board will make the final determination as to which of the two grades will stand within five (5) school days of receiving the appeal and will record their determination on the Grade Change Authorization Form. The Governance Board shall notify the Executive Director or Designee and teacher in writing of the determination. The Grade Change Authorization Form shall be provided to the Executive Director or Designee who will ensure it is maintained in the student’s cumulative folder. The Executive Director or Designee will notify the parents/guardians of the final determination. This policy in no way limits or eliminates the rights afforded to parents under federal regulations 34 CFR Sections 300.618 through 300.621 under the Individuals with Disabilities Education Act, and 34 CFR Sections 99.20 through 99.22 under FERPA, both as they relate to amendment of a student’s educational records. Prior to the start of each school year, the Governance Board will review and approve the Grading Policy. Information regarding this policy will be available on the school website and included in the annual Parent-Student and Employee Handbooks which are disseminated free.

 5.2 REPORT CARDS

 Report cards are given out tri-annually.

 5.3 FIELD TRIPS

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

 While on Walatowa High Charter School trips students must follow Walatowa High Charter School rules and guidelines. Students shall at all times, follow instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. Misbehavior may result in disciplinary action.

  5.4 LUNCH

WHCS Nutrition Program provides access to:

* A variety of nutritious, affordable and appealing meals and snacks for students
* Nutrition education
* An environment that promotes healthy eating behaviors

 5.5 LOST AND FOUND

All lost items are to be turned into the Lost and Found located in the office. Students 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.

 5.6 PERSONAL PROPERTY

If your student does bring an item to Walatowa High Charter School and loses it, he/she may check in the Lost and Found. The Walatowa High Charter School is not responsible for lost or stolen items. Please remind your student that many personal items are not permitted at Walatowa High Charter School and to otherwise leave personal items at home. They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen. Students should not bring electronic games. They will be taken from the student and kept in the office until the student’s parent/guardian come to the Walatowa High Charter School to retrieve them. It will be up to the parent/guardian to contact the Walatowa High Charter School about the confiscated property.

5.7 PARENTAL CONCERN POLICY ABOUT **STUDENTS**

Walatowa High Charter School encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their student at the lowest possible level. 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 formal dispute resolutions process** (e.g. student suspensions, special education matters or discrimination/harassment complaints).

 Step 1. Speak and/or meet with the person (teacher, staff, or administrator) with whom there is a concern.

 Step 2. If a resolution cannot be reached at this level, then the parent or guardian may contact the person’s supervisor (likely the Executive Director or Designee) and request a meeting with the Executive Director or Designee and the other Walatowa High Charter School employee with whom there is a disagreement. (If it is the principal 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 Executive Director or Designee, then the parent/guardian should submit a written complaint to the Governing Council President requesting a meeting with the Governing Board or its designated committee in closed session. Note - matters concerning a student or employee dispute will not be addressed in an open meeting, unless specifically requested by the parent in writing.

 The Governing Council or designated committee will schedule a meeting with the parent/guardian and all Walatowa High Charter School employees concerned as soon as practical after the complaint is received by the President. The Governing Board 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 process to address the concern. Consideration of student matters shall be conducted in closed session. When reaching its decision the Governing Board or its designated committee will take into consideration the best interest of the student and the mission, goals and policies of Walatowa High Charter School.

5.8 GRIEVANCE POLICY TO ADDRESS **NON-STUDENT** CONCERNS

 5.8.01 *Initial inquiry -* Inquiries or concerns from a community member, parent or student regarding a specific Walatowa High Charter School staff member or program (NOT A STUDENT) should first be directed to the staff member involved or responsible for such program. If a community member, parent or student (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.

 5.8.02 *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 Principal. After a meeting between the community member and the Principal, the Principal 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 Walatowa High Charter School Governing Council for disposition.

 5.8.03 *Governing Board 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: student discipline less than a long term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member’s performance (except the principal), matters particularly within the expertise of the educational staff and administration. The following procedure shall be followed for a Governing Council Review:

1. The community member may submit his/her grievance in writing to the Walatowa High Charter School Governing Board within five days of receiving the Principal’s statement concerning the good faith effort to resolve the dispute.
2. The letter must be in writing, signed by the community member and delivered to the Governing Council at the Walatowa High Charter School. A copy of the Principal’s statement should be enclosed.
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.”
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 Walatowa High Charter School 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.
5. The Governing Board 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.
6. Walatowa High Charter School Governing Board 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.
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.
8. A decision will be established by a majority vote of the members of the Walatowa High Charter School Governing Board hearing the issue. The Walatowa High Charter School Governing Board 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.
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.

5.9 FIRE DRILLS

Fire drills are held at Walatowa High Charter Schoolas required by law. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the teacher, to the designated exit-area. Upon completion of the drill, an all-clear signal will be sounded, at which time all persons will return to their classrooms.

5.10 BOOKS AND OTHER WALATOWA HIGH CHARTER SCHOOLMATERIALS

Students shall take proper care of books or materials. Lost or damaged books or materials are the financial responsibility of the parents and students. Walatowa High Charter Schoolequipment (computers/i-pads etc.) student use/receiving must have prior approval from WHCS I.T. Coordinator. Student/Parent or Guardian is financially responsible for equipment if damaged or lost.

5.11 ACCESSIBILITY FOR PARENTS/GUARDIANS To ensure equal access in accordance with the Americans with Disabilities Act (ADA) WALATOWA HIGH CHARTER SCHOOL will provide appropriate auxiliary aids and services. These auxiliary aids and services for a parent/guardian may include but are not limited to the following:

* Sign Language Interpreter
* Braille
* Mobility Access
* Assistive Listening System
* Large Print

These accommodations are available upon request for Parent-Teacher Organization meetings, Governing Council meetings, Walatowa High Charter School plays, teacher conferences, etc. Please notify the 6. Walatowa High Charter School administration office if you require any of these services.

 5.2 Closed Campus

Walatowa High Charter School has a closed campus. Students may not leave campus without checking out in the attendance office. Students must have a note or the office must have a phone contact with parent and/or guardian before the student leaves campus. No exceptions will be made for students obtaining permission by the use of a cell phone. Violators are subject to student discipline action and any absences will be considered truancies.

For the protection of students, Walatowa High Charter School is a closed campus during school hours.

1. No student is permitted to leave school before the end of his/her school day, except in case of emergency or with the approval of WHCS Administration.
2. The parking lot, track area, the service road circling the Walatowa Youth Center, and behind all portables are off limits except when students are arriving or leaving school. Walatowa Youth Center are off limits during school hours.
3. Student visitors are not allowed. Parents visiting the campus must check in with a WHCS Administration.
4. Properly authorized law officers may seize or apprehend a student according to New Mexico State and Federal law. Parent/Guardian will be notified.

**VI. STUDENT SUPPORT INFORMATION**

 6.1 STUDENT SUPPORT

NCLB and IDEA 2004 call for early intervention strategies with family involvement to improve the academic and functional outcomes of students. When students are struggling with learning or behaviors that interfere with learning at WHCS, we use the Response to Intervention (RTI) process that finds and uses strategies that will work with the student. We look at how students are making progress with the current instruction in the classroom to find more effective ways to help students make academic and functional progress at Walatowa High Charter School. We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that students can be successful and maintain their placement in the general education setting.

 Struggling students are identified through classroom, Walatowa High Charter School-wide and state-wide screening/testing processes as well as other means, such as teacher observation or parent concern. Struggling students are brought before the Student Assistance Team (SAT) that will address problems, design and recommend 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 students who need interventions in order to succeed, but who are not necessarily disabled and therefore do not qualify for special education services or Section 504 accommodations. In other words, the SAT is a “support group” for the regular education teachers and students in need. If you have concerns about your student’s progress, please let the classroom teacher know. If the classroom teachers have concerns, they will bring them to your attention and determine if a SAT meeting is warranted.

**Power “I” Policy**

The Power of “I” Program reinforces the culture of high expectation that already exist at Walatowa High Charter School. Through this program, students are expected to meet grade level course standards at an acceptable level; will improve the quality of student work and will allow instructors to really address the benchmarks and standards.

The Power of “I” Program means that students will no longer receive letter grades of “F, D, and/or zeros,” on any assignment or teacher made assessments. Students will no longer have the option not to turn in work. “I” means that missing assignments are INCOMPLETE and a grade will not be given until missing assignments are completed. Students must receive 70% or better on all course work assigned and assessments.

As part of the Power of “I” Program, instructors will communicate to the students the importance of re-doing assignments and assessments to meet standard based requirements and at/or above proficiency levels. In addition, instructors will communicate regularly with students, WHCS administration and parents of those who receive incompletes on their assignments.

Students will be given the opportunity to complete assignments before/after school, during lunch time tutoring, after-school tutoring, or in Saturday school, which will be provided twice a month if needed. Parents/guardians of students who are receiving “I”s will be contacted and their assistance solicited with their children’s academic responsibilities.

Failure to adhere with this school wide initiative will result in student not advancing to the next grade level until assignments are complete.

Walatowa High Charter SchoolPower of “I” Program

1. What will be the highest grade earned for late assignments?
* 70% will be the highest percentage for submission of completed assignments.
* Enforcing proficiency will emphasize student mastery of material.
* Will establish a sense of fairness for those students who complete assignments the first time.
1. What will be the added cost to WHCS?
* Improved overall educational achievement
* Financial cost-NOTHING
1. Who will be assisting with the Program?
* WHCS Faculty, Staff, Administration, Tribal Education Department, parent volunteers.
1. What are the time requirements?
* Every ten school days (2 weeks) to make up assignments. Grade classification will remain as an incomplete until proficiency (70%) is achieved.
* Ultimately students who choose not to utilize the resources provided by WHCS and fail to obtain a proficient (70%) by the 10 day limit will receive a failing grade. Unchanged “I”s will default into an “F”.

The Walatowa High Charter Schoolis committed to support educational initiatives of our surrounding WHCSs that are structured to provide students every opportunity for success.

 6.2 SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by organizations receiving federal assistance. Included in the regulation is the requirement that handicapped students be provided with a "free appropriate public education" (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public Walatowa High Charter Schools. Individuals who have been determined to be with disabilities under Section 504 may or may not be disabled under special education (IDEA). Section 504 services could apply to any Walatowa High Charter School age student who, (1) has had a physical or mental impairment which substantially limits a major life activity, or (2) is regarded as having a disability by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks.

 Parents who have concerns or questions regarding 504 services should contact the student’s teacher or the Principal.

 6.3 STUDENT FIND

6. Walatowa High Charter School has an affirmative, ongoing, obligation to identify, locate and evaluate all students with disabilities within the Walatowa High Charter School community who either have or are suspected of having disabilities and need special education as a result of those disabilities. Walatowa High Charter School personnel, a private or public agency or institution, or a parent may initiate a referral for a replacement evaluation by contacting the Principal or by contacting one of the Walatowa High Charter School special education teachers

 6.4 EDUCATIONAL SERVICES FOR GIFTED STUDENTS WALATOWA HIGH CHARTER SCHOOL

Offers services to students who qualify as gifted through the Special Education program. For information on referral/screening procedures, eligibility requirements and program options, contact the Principal or special education teacher. Teachers and parents can refer students to the RTI Team for consideration and evaluation. For additional information see the Principal.

 6.5 ABUSE AND NEGLECT

 If any member of the WHCS staff suspects student abuse or neglect, appropriate authorities will be notified. The call and report will be made as soon as any sign of abuse is noticed. Any member of the staff can make the call and does not have to wait for approval. Calls may remain anonymous. Signs of suspected abuse or neglect will be documented and sent to the Principal and appropriate state authority.

 6.6 STATEMENT OF RIGHTS PARENTS/GUARDIANS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and those with custodial rights certain rights with respect to the student’s education records:

 The Walatowa High Charter School provides the following notice regarding those rights:

 6.6.01 *Inspection -* You may inspect and review the student’s education records within 45 days of the day the Walatowa High Charter School receives a written request for access. Parents of students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

 6.6.02 *Amendment -* You may request the amendment of your student’s education records if you believe they are inaccurate or misleading. To amend the record, the parent should write to the Principal and clearly identify the part of the record the parents want changed, and specify why it is inaccurate or misleading. If Walatowa High Charter School decides not to amend the record as requested by the parent or eligible student, Walatowa High Charter School will notify the parent of the decision and advise 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.

 6.6.03 *Disclosure/Consent –* A parent has the right to consent to disclosures of personally identifiable information contained in the student’s education records. Note that FERPA authorizes disclosure without the parent’s consent to Walatowa High Charter School officials with legitimate educational interests. A “Walatowa High Charter School official” is a person employed by Walatowa High Charter School 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 Board; a person or company with who Walatowa High Charter School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Walatowa High Charter Schoolofficial in performing his or her tasks. A Walatowa High Charter School official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

 6.6.04 *Directory Information – Right to Opt Out.* Walatowa High Charter School classifies the following as Directory Information: student’s name, parent’s name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, student’s photograph, and the most recent previous Walatowa High Charter School attended by the student. Walatowa High Charter School officials may release this information to any person without the consent of the parents or the student. **Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the Walatowa High Charter School where the records are kept by no later than September 15 each year**. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 15 of each year, information designated above will be classified as Directory Information until the beginning of the next Walatowa High Charter School year. ***By signing that you received this policy in connection with the Student/Family Information Book, 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 student’s directory information from being released, please sign the attached “Exclude the Release of Directory Information” form attached to this handbook.

 6.6.05 *Complaint -* You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Walatowa High Charter School 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.

 6.7 TRANSFER OF STUDENT RECORDS

When a student withdraws to enroll in another Walatowa High Charter School and records are officially requested by the new Walatowa High Charter School, the following records (if applicable) are forwarded: 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 Walatowa High Charter Schools (if applicable); listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions. Walatowa High Charter School may withhold release of a student’s records if the parent has an outstanding balance for unpaid fees.

**VII. TECHNOLOGY USE POLICY**

 7.1 WALATOWA HIGH CHARTER SCHOOLTECHNOLOGY USE POLICY

At Walatowa High Charter School our students have access to many valuable instructional technology tools as well as Internet access. Our goal is to teach students to utilize these electronic resources to enhance our Walatowa High Charter School’s instructional goals. Walatowa High Charter School has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times. However, we cannot guarantee that students will refrain from locating inappropriate sources.

7.2 GENERAL RULES FOR STUDENT USE

* Student use of instructional media must be in support of grade appropriate Walatowa High Charter School instruction.
* Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for Walatowa High Charter School property abuse and the student’s parent or guardian will be financially responsible for any damages.
* Students 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.
* Students will observe software copyright laws. No students will bring software from home to copy on Walatowa High Charter Schoolwork stations, nor will students copy Walatowa High Charter School software for personal use.
* When using the Internet, students’ actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
* Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

Attached to this Student/Family Information Book is the “Walatowa High Charter School Technology Acceptable Use Agreement Form” that you and your student will be required to sign before your student will be permitted to use Walatowa High Charter School technology and related equipment.

Violation of the computer use policy may result in a student losing his/her privileges.

 7.3 NO EXPECTATION OF PRIVACY

Walatowa High Charter School network spaces are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with Walatowa High Charter School policy and applicable laws and regulations.

**PARENT/WALATOWA HIGH CHARTER SCHOOLCOOPERATIVE AGREEMENT**

As the parent(s)/guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attending Walatowa High Charter School, I/we want and expect to be active participants in our student's education.

I/We support the high academic and performance standards of WHCS.

I/We understand that we need to facilitate our student's on time arrival and preparedness for all classes.

I/We understand that exceptional attendance is crucial to the educational process, and the students should miss no more than 10 days during the Walatowa High Charter School year with written excuses from parents or authorization by Walatowa High Charter School administration.

I/We understand that it is critical that we participate in the parent/student/teacher advisory meetings and attend any scheduled conferences.

 I/We will use our best efforts to serve as a mentor to students other than our own students whenever possible.

 I/We have received and reviewed the Walatowa High Charter School Student & Parent Handbook. I/We understand the policies set forth in the handbook and agree to abide by Walatowa High Charter School policies and procedures and to ensure that our student follows the rules of the Walatowa High Charter School.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian (Print) Parent/Guardian (Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's Name (Print Student (Signature) Date

**EXCLUDE THE RELEASE OF DIRECTORY INFORMATION**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**ANNUAL NOTICE**

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

* A playbill, showing your student's role in a drama production;
* The annual yearbook;
* Honor roll or other recognition lists;
* Graduation programs; and
* Sports activity sheets, such as for 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 student's information disclosed without their prior written consent.

If you do not want Walatowa High Charter School to disclose directory information from your student's education records without your prior written consent, you must notify WHCS in writing by September 1, 2017. Walatowa High Charter School has designated the following information as directory information: [Note: Walatowa High Charter School, but does not have to, include all the information listed below.]

|  |  |
| --- | --- |
| * Student's name/Parents’ name
* Participation in officially recognized activities
* Address
* Telephone listing
 | * Electronic mail address
* Photograph
* Honors, and awards received
* Date and place of birth
* Grade level
 |

 By signing this document I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student at Walatowa High Charter School. Walatowa High Charter School, acknowledge that I have read and understand the FERPA policy stated above. I am requesting that Walatowa High Charter School does *NOT* disclose directory information about my student such as name, address, telephone number, email address, date, 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.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WALATOWA HIGH CHARTER SCHOOLNAME

Bullying Complaint Form

| STUDENT INFORMATION |
| --- |
| Name  | ID#  |
| Grade  | Phone Number  | Home Address  |
| COMPLAINT FILED AGAINST |
| Name  | Grade(or position if not a student)  |
| Name  | Grade(or position if not a student)  |
| INCIDENT |
| Date  | Time  |
| Location  |
| Is this the first time this has happened? YES NO  |
| Is this the first time you are reporting this? YES NO  |
| DESCRIPTION- PROVIDE AS MUCH DETAIL AS POSSIBLE |
|  |
| WITNESSES (IF APPLICABLE) |
| Name  | Grade/position  | Phone number  |
| Name  | Grade/position  | Phone number  |
| Name  | Grade/position  | Phone number  |
| REPORT INFORMATION |
| Today’s Date |  |  |
| Did anyone help you fill out this form? YES NO If yes, who? |
| OFFICE INFORMATION |
| Who received this complaint form?  |
| Position  |
| Date Received  |  |  |

WALATOWA HIGH CHARTER SCHOOL

Technology Acceptable Use Agreement Form

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 Walatowa High Charter School 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 student’s use of a computer at the Walatowa High Charter School is not subject to privacy protections.

 Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of the Walatowa High Charter School that the educational benefits to students and teachers through access to 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 Walatowa High Charter School to provide access to such services to further the educational goals and objectives of the Walatowa High Charter School and is in full compliance with the Students’ Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard Walatowa High Charter School 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 Walatowa High Charter School is for technology resources to be used as a valuable educational tool.

 USER RESPONSIBILITIES: As the user of technology resources provided by the Walatowa High Charter School, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions.

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| --- | --- |
| * I understand that all computer use must be for educational purposes as directed by my teacher.
* I will not download or play any non-educational games on a Walatowa High Charter Schoolcomputer.
* I will not use any instant messaging or chat programs.
* I will not download or play music or videos from the Internet, unless directed by my teacher.
* I will not use any nonWalatowa High Charter Schoolemail address while at Walatowa High Charter School.
* I will respect personal privacy for myself and others.
* I will not give out any personal information about anyone else (home address, telephone number, etc.)
* I will get permission from my teacher before giving out any personal information about myself.
* I will not give my password(s) to any other users.
* I will only use my computer account and won’t use anyone else’s login id and/or password.
* 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 make copies of any software found on Walatowa High Charter School’s equipment or on the Internet.
 | * I will not copy any personal software onto any computer at Walatowa High Charter School. I understand that educational technology is available for the use of all students.
* I will not deface, damage or destroy the equipment.
* I will not waste or take supplies such as paper, printer supplies or diskettes provided by the Walatowa High Charter School.
* I will follow the Walatowa High Charter School’s computer use rules.
* 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 Walatowa High Charter School ‘s equipment.
* I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
* I will follow the rules listed above or lose my computer privileges and face other consequences.
* I understand that I have not expectation of privacy in connection with my use of Walatowa High Charter Schoolcomputers.
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**USE OF TECHNOLOGY RESOURCES AT WALATOWA HIGH CHARTER SCHOOLIS A PRIVILEGE, NOT A RIGHT**

STUDENT ACKNOWLEDGEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have reviewed the information in the Walatowa High Charter School Technology Acceptable Use Agreement Form with my parent(s) or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my computer access and technology privileges at Walatowa High Charter School.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_

PARENT OR GUARDIAN

As the parent or guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student), I have reviewed the Walatowa High Charter School Technology Acceptable Use Agreement Form with my student and understand the terms, rules and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by Walatowa High Charter School. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give Walatowa High Charter School permission to grant technology access to my student. I understand that my student may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my student’s computer access and/or disciplinary action.

Parent or Guardian names (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Walatowa High Charter School Year\_\_\_\_\_\_\_\_\_\_\_\_

Signature

WALATOWA HIGH CHARTER SCHOOLNAME

RECEIPT FOR STUDENT/FAMILY INFORMATION BOOK

2017-2018

We, the parent(s) or guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student), understand that the Walatowa High Charter School Student/Family Information Book contains important information. We acknowledge that we have received a copy of the Walatowa High Charter School Student/Family Information Book and that this handbook contains information and policies that we should be familiar with while our student attends Walatowa High Charter School.

We have reviewed the information and policies contained in this handbook with our student and both our student and we understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for all student 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 Walatowa High Charter School Student/Family Information Book or Walatowa High Charter School policies, rules and guidelines. We are aware that the Walatowa High Charter School 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 Walatowa High Charter School website.

***Directions for return of this form:***

1.) Student and Parent/Guardian review handbook together.

2.) Student and Parent/Guardian sign handbook acknowledgement below.

3.) Tear out this page from handbook

4.) Student returns this page to homeroom teacher by [date]

New and transfer students registering after the start of the 2017-2018 Walatowa High Charter Schoolyear must return this acknowledgement page within one week after receipt.

DATE:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT ID NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME OF STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT HOMEROOM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME OF PARENT/LEGAL GUARDIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/LEGAL GUARDIAN\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_