

Student and Parent Handbook

2022/2023

Mark Armijo Academy
Home of the White Tigers
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Albuquerque, NM 87121
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Staff Listing

Administration:

Monica Aguilar Executive Director Monica@markarmijo.com
Bernadette Frieze Principal Bernadette@markarmijo.com

Office Staff:

Angelica Padilla Counselor 11th-12th/College and Career Angelica@markarmijo.com
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Gretchen DeTurck Social Worker Gretchen@markarmijo.com
Mica Trujillo Director of Instruction and Student Engagement Mica@markarmijo.com
Domenico Tognoni Registrar Domenico@markarmijo.com
Tania Martinez Office Manager Tania@markarmijo.com
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Dana Flores Community Schools Coordinator Dana@markarmijo.com
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Faculty/Staff:

Martin Aragon P.E/Health Martinaragon@markarmijo.com
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Message from the Executive Director

August 2022

Dear Parents and Students,

Welcome to Mark Armijo Academy Home of the White Tigers! The start of the school year is an excellent time for students, parents and families to discuss academic goals regarding high school graduation and a smooth transition to college and the world of work.

We are excited to begin this school year. Our staff collaborates to provide a quality education for students. As the Executive Director, I will provide the leadership and school environment for high quality instruction to meet the unique needs of each student. Parents, teachers, staff and administration all have important roles in encouraging our students to become active learners and productive members of society.

This handbook has been created to provide parents and students with an overview of information about policies and procedures of the school, including important information about attendance requirements, grades, and behavioral expectations. Although, the handbook cannot list every practice and procedure of high school, it can help answer questions and simplify many processes, especially for those who are new to MAA.

As you embark upon your education at MAA this year, I hope you will:

- Study hard and do your homework-you will be amazed at how much success you can find when you work towards a goal.
- Select friends who are good for you-you will find yourself stronger and capable of better decisions when your friends expect you to do good things, too.
- Join clubs or participate in activities-you will find something here that suits your interests and, if you don't, see what you can do to create something new for yourself and your friends.
- Ask good questions-you have access to so many resources at MAA for academic and personal growth; don't be afraid to ask any questions you have because there are many people here who would love to help you.
- ENJOY!

Have a wonderful school year! Remember, failure is not an option.

Monica Aguilar

Executive Director

Mission:

We pursue a mission to provide a quality, innovative and relevant education for youth who have struggled to succeed in a traditional educational setting. Students will become productive citizens and life-long learners through interdisciplinary and career-based curricula in a school community of care and belonging.

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· ***Disclaimer -Not all situations can be covered in a handbook. MAA reserves the right to add or change policy as necessary to accommodate extraordinary situations that may arise during the school year***
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MAA 2022/2023 Bell Schedule:

MONDAY and WEDNESDAY (A Day)

7:30 – 8:30 Zero Hour
8:30 – 8:40 Attendance Assembly
8:40 – 10:10 1st Period
10:13 – 10:58 Advisory
11:01 – 12:35 3rd Period
12:35 – 1:05 Lunch
1:08 – 2:30 5th period
2:30 – 3:45 After school programs/Tutoring

TUESDAY and THURSDAY (B Day)

7:30 – 8:30 Zero Hour
8:30 – 8:40 Attendance Assembly
8:40 – 10:10 2nd Period
10:13 – 10:58 Advisory
11:01 – 12:35 4th Period
12:35 – 1:05 Lunch
1:08 – 2:30 6th period
2:30 – 3:45 After School programs/Tutoring

FRIDAY (C Day)

7:30 – 8:30 Zero Hour
8:30 – 8:40 Attendance Assembly

8:40 – 9:30 1st Period
9:33 – 10:23 2nd Period
10:26 – 11:16 3rd Period
11:19 – 12:09 Lunch
12:09 – 12:59 4th Period
1:01 – 1:52 5th Period
1:55 – 2:28 6th Period
2:30 – 3:45 After school programs/Tutoring

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Abbreviated Bell Schedule

Monday and Wednesday (A Day)

10:30-10:37 Attendance Assembly
10:40-11:40 1st
11:43-12:13 Lunch
12:16-1:16 3rd
1:19-2:19 5th

Tuesday and Thursday (B Day)

10:30-10:37 Attendance Assembly
10:40-11:40 2nd
11:43-12:13 Lunch
12:16-1:16 4th
1:19-2:19 6th

Friday (C Day)

10:30-10:37 Attendance Assembly
10:40-11:09 1st
11:12-11:41 2nd
11:44-12:14 Lunch
12:17-12:46 3rd
12:49-1:18 4th
1:21-1:49 5th
1:52-2:19 6th

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Academic Requirements:

To earn a diploma from the Public Education Department and MAA, each student must earn the specified minimum number of required and elective credits for that particular class.

• English	4 credits
• Mathematics	4 credits
• Science	3 credits
• U.S. History & Geography	1 credit
• World History & Geography	1 credit
• Government	½ credit
• Economics	½ credit
• New Mexico History	½ credit
• Physical Education	1 credit
• Health	½ credit
• Dual Credit/Distance learning	1 credit
• Electives	7 credits

24 credits total

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Senior Portfolio:

In addition to completing all the required courses, students must also complete a senior portfolio. Students will work on the portfolio during their English class. They are also required to present their portfolio in front of the MAA staff at the end of the school year.

Classes that are offered

Mathematics:

Algebra I
Geometry
Algebra II
Transition to College Math
Math Strategies

English:

English 9
English 10

Social Sciences:

New Mexico History
U.S. History
World History
Economics
Government
Health
Physical Education

Electives

English 11

Science:

Anatomy and Physiology
Biology
Forensics
Astronomy
Chemistry
STEM

English 12

creative Writing
Journalism/Newspaper
Media Lit
Team Sports
Ethnic Studies

College and Career

Scholarships

A variety of scholarship applications and information are available in the College and Career office. The College and Career Readiness counselor is available to assist with scholarship searches. Most scholarships begin during the end of junior year and continue until the end of senior year.

UNM/CNM

Students can take college courses and receive both college credit and high school elective credit. Dual credit classes are at no cost to the student. Taking Dual Credit courses will begin your college transcript, so it is important that students take dual credit courses seriously.

Graduation

Graduation ceremonies are optional and a privilege. We encourage all graduating seniors to take part in the ceremonies. Graduation dates and information will be distributed to seniors and their families in senior meetings beginning in the fall semester. Seniors who wish to take part in the ceremonies must wear an official cap and gown and attend the practice session. Orders for senior caps/gowns/announcements are taken in the fall. You may contact Mrs. Padilla for further information. Senior orders are handled by Campus Specialties, 1529 Eubank NE Suite B, (505) 275-9357.

Transcripts

Release of Transcripts:

- Official or unofficial transcripts (Grad. Requirement profile) can be requested for personal use or to be sent to other schools, colleges, universities, military, employers, etc.
- If a student is 18 or over, transcripts **cannot** be released to a parent or any individual without an official written request from the student.

Advisory

All students are assigned to a student advisory group. In most cases, students will remain in the same advisory for the duration of their years at MAA. The purpose of the advisory period is to provide students with support through regular contact with a staff member and a small group that remains constant and makes it easier for students to navigate their way through high school. Advisory will meet 4 days a week and students will be given a grade and credit for participation in the class.

Athletics

Athletics are considered an important part of the total school program. Mark Armijo Academy offers a small variety of sports for students. Students, staff members and parents/guardians are encouraged to support athletics and are asked to demonstrate good sportsmanship.

Students must maintain a minimum 2.0 GPA, with no Fs for the current grading period. Students must attend half of their classes to participate in that day's practice or games. **Students must also have current physical or waiver on file with the school to be eligible to participate in any sport.**

**Any suspensions or referrals can lead to being removed from the team.

If you have any questions regarding athletics, please contact Domenico Tognoni at Domenico@markarmijo.com

Other Student Services

Section 504 of the Rehabilitation Act of 1973/ Americans with Disabilities Act (ADA)

These are Federal Laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such impairment, or is regarded as having such impairment.

In order to fulfill its obligation under section 504 and ADA, MAA recognizes responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. MAA has specific responsibilities under Section 504, which include the responsibility to identify and evaluate and if the child is determined to be eligible under section 504, to afford access to appropriate educational services.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act have specific rights related to educational records. This act gives the parent of record or legal guardian the right to:

- Inspect and review his/her child's educational records.

- Make copies of his/her child's educational records.
- Receive a list of individuals having access to the records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.

NO SCHOOL DISCRIMINATION FOR HAIR

Mark Armijo Academy prohibits the imposition of discipline, discrimination or disparate treatment in schools based on hair or cultural headdresses of a student. Cultural headdress includes burkas, head wraps or other headdresses used as part of an individual's personal cultural beliefs. Protective hairstyles include such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps.

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STUDENT HANDBOOK

Closed Campus

Mark Armijo Academy is a closed campus. This means that students will NOT be permitted to leave campus during the school day without permission. Parents signing students in or out must present a photo ID at the office. Only pre-authorized individuals will be allowed to check out students from school. Students who leave class and try to return, will be sent home for the remainder of the day.

Skateboards

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Students are not permitted to ride their skateboards on school grounds. Once students arrive at school, they must put their skateboard in the office until the end of the day. MAA is not responsible for lost or stolen skateboards.

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Breakfast and Lunch

All students receive free breakfast and lunch at MAA. Students may bring their own lunch to eat.
****We do not allow any food deliveries.**

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Consideration of the Sovereignty of a Native American Tribe

Mark Armijo Academy emphasizes a better understanding of tribal customs, religious practices and laws. If necessary, a memorandum of understanding, or some other form of intergovernmental agreement with Native American tribes will be created. MAA will show respect toward the Native

American tribal customs when notifying parents/guardians of students in need of intervention and habitually truant. Follow-up and reinforcement procedures will be implemented after Native American children have undergone intervention through Native American or other agreed upon resources.

Leaving Campus Due to Illness

Students who become ill during the school day must get permission from the teacher to go to the office and obtain parental permission before leaving campus. Any student needing to leave campus due to illness must sign out. Leaving campus without checking out through the office is considered truancy. **STUDENTS WILL ONLY BE RELEASED TO THOSE PERSONS WHOSE NAMES ARE ON THE STUDENT EMERGENCY CONTACT INFORMATION.**

Permit to Leave Campus

To leave campus during the day; a student needs to obtain parental permission before leaving. When it is time to leave school, the student must sign out in the office. Leaving campus without doing so is considered truant. **STUDENTS WILL ONLY BE RELEASED TO THOSE PERSONS WHOSE NAMES ARE ON THE STUDENT EMERGENCY CONTACT INFORMATION.**

If a student returns to campus that day, he/she should go to the office and sign back in before returning to class.

Medication Guidelines

Parents must sign permission forms for their child to receive over-the-counter medication including aspirin, acetaminophen (Tylenol) or ibuprofen (Advil, Motrin). To protect all students, no prescription medications of any kind are allowed in the student's possession. The only exception to this policy is the use of an inhaler by asthmatic students with written permission from parent/guardian and doctor.

Mark Armijo will provide a locked storage area for medication prescribed by a student's physician. Office staff will make medication available at prescribed times. Parents should arrange with the physician to give medications either before or after school hours. All medication must be in the original prescription containers only.

Visitors

All visitors to MAA are required to sign-in at the office, always provide current picture identification and carry an MAA Visitor badge while on campus. This is meant to provide student safety as well as to eliminate educational interruptions. Those who wish to observe classes can do so by making prior arrangements with the principal's office. If you would like to meet with staff outside of normal school hours, please contact the appropriate teacher and/or counselor to schedule a conference. Students from other schools are not allowed to visit classrooms.

*Unauthorized visitors may be subject to legal action.

Student Parking

There is NO fee for a permit. Parking privileges will be revoked if a student is speeding or exhibiting any unsafe vehicle operation.

Good Neighbor Policy

All policies and policies regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school. This includes lunch hours and bus transportation. Students participating in or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct.

Conduct During Lunch

Students must stay on campus while eating lunch and abide by all school handbook rules.

DANCES

Attendance at school sponsored dances is dependent on age, eligibility, and other criteria as established by the administration and dance sponsors.

1. Most dances are limited to MAA students.
2. Guests of MAA students will be allowed to attend upon approval of the administration.
3. No person's age 21 or over is eligible to attend school sponsored dances.
4. Students that are serving suspension or have outstanding detention time to serve are not eligible to attend dances.

STUDENT HANDBOOK

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Student Responsibilities

Appropriate disciplines and behavior policies at Mark Armijo Academy are outlined in the student handbook. Any additions, revisions, change, or deletions will be the responsibility of the Governance Council.

Equal Opportunity Education

Every student has the right and has access to a public education. No student will be subjected to discrimination, harassment, or obstacles to his or her democratic right to benefit from a public education. MAA will not allow discrimination based on religion, culture, ethnicity, race, sex, sexual orientation, political beliefs, and disabilities. This also includes marital status and pregnancy.

Discipline

The students at MAA will uphold the values of respect and tolerance in their everyday attitudes with all staff and students at MAA. Administration will oversee any situations where students are in ethical violation and respect and tolerance are not observed. Hazing will not be permitted as any condition in the membership of any organization or group at MAA. Discipline violations will be handled on an individual basis, and the discipline policy will be revised at the discretion of the Governance Board.

We believe that all students should be able to take educational risks that do not jeopardize the students or staff in any way. We want to foster our mission of care and belonging in a safe school community.

Each teacher will establish clear and precise expectations, boundaries, and consequences for student behavior. When the classroom teacher cannot mediate or resolve a behavior conflict, a referral to administration will be made.

All State and Federal due process laws for students will be followed in accordance with New Mexico Statute 22-5-4.3 "School Discipline Policies." The school Governance Board "shall establish discipline policies and file them with the Department of Education." The Board will also "...involve parents, school personnel, and students in the development of these policies, and public hearings shall be held during the formulations of these policies in the APS attendance area.

STUDENT DISRUPTION OF THE EDUCATION PROCESS

You, as a student at Mark Armijo Academy, enjoy the right to a quality education, free from unnecessary disruptions and distractions. Everyone in the MAA community, including students, parents, faculty and staff share in the responsibility of maintaining a respectful campus environment. The administration, teaching staff and others have the responsibility to determine when a student's behavior is inappropriate and disruptive, or in violation of local school rules or regulations set forth by the Board. Students who are consistently disruptive to the learning environment may be suspended for up to one year.

Students are responsible for contributing to a positive and appropriate learning environment. Distractions to the continuation of the instructional process are prohibited. Some examples considered classroom disruption are as follows: students not performing assigned tasks; students exhibiting any behavior that interferes with the teacher's right to teach, or students' right to learn; students speaking out at inappropriate times; students moving around the classroom inappropriately. The faculty or staff immediately responsible for the class will determine what constitutes disruptive or distracting behavior.

PUBLIC DISPLAYS OF AFFECTION

Because it is hard to determine the fine line between what is or is not an appropriate public embrace, the school rule will be that holding hands is the limit of affection shown on the campus. Discipline procedures will be taken if students do not follow these rules.

STUDENT DRESS

MAA students represent themselves, their families and their school. MAA requires professional student dress. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Students and their parents/guardians have the responsibility to be aware of the MAA dress code and must conform to those requirements. The responsibility to interpret and enforce the policy rests with the administration. As a guide, the following regulations will be in effect: Any potential violation of dress code will be immediately referred to an administrator for determination.

Unacceptable clothing & accessories includes but are not limited to:

- Excessively tight or revealing clothing including short shorts, short skirts, sheer shirts or bare midriff, tank tops, low cut shirts, off the shoulder shirts, spaghetti straps, tube tops, halter tops or **muscle shirts, altered clothing as well as ripped or frayed clothing.**
- Attire or accessories that advertise, display or promote any profanity, or drug, including alcohol or tobacco, sexual connotation, violence, disrespect and/or bigotry towards any group are not acceptable.
- No cleavage can be shown.
- No sagging or baggy pants or wearing pants below the waist.
- Spiked jewelry, chains, belts with more than 2" excess.
- Gang related attire. This includes rags, bandanas or any clothing displaying gang colors, including gang signs, symbols on clothing, notebooks, backpacks, etc.,
- Pajamas, slippers are not allowed.
- Shoes must always be worn.
- **A mask will be required for all students while they are in the school building.**

Staff may get approval from the Principal for students to wear clothing that does not conform to the MAA Dress Code if the class lesson, activity, or event calls for costumes or special clothing to complete the lesson, activity, or event.

** The administration is the final authority for interpreting whether student attire conforms to the dress code. If dress or appearance is inappropriate, the student will be advised to change into provided clothing. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school. Failure to comply with administration directives regarding dress will result in the student being sent home for the day. Continuous violation of the school dress code will result in a parent conference as well as further disciplinary action to be determined by the administrator.

INAPPROPRIATE LANGUAGE/GESTURES

Students are prohibited from using vulgar, profane and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material.

USE OF TOBACCO PRODUCTS

Mark Armijo Academy is a smoke free environment. Smoking or any use of tobacco is not allowed in any area of campus or any area near campus, e.g. outside gate on sidewalk, back field. If a student violates the no tobacco rule, that student will be imposed appropriate disciplinary action. The presence of tobacco products is not permitted on school grounds and will result in disciplinary action. ****This includes E-Cigs and Vapor Cigarettes.**

SEXUAL MISCONDUCT

Inappropriate public displays of affection or sexual misconduct are prohibited.

SEXUAL HARASSMENT

Sexual harassment of or by any student is prohibited. Prohibited harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

RACIAL OR OTHER HARASSMENT

Racial and other harassment based on race, color, religion, gender, national origin, age or disability is prohibited. Harassment is defined to include, but is not limited to, verbal or physical conduct that creates an intimidating, hostile or offensive school environment or that which unreasonably interferes with a student's work performance.

Anti-Bullying Policy

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

- Placing a student in reasonable fear of physical harm or damage to the student’s property; or
- Physically harming a student or damaging a student’s property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”

Approved by Mark Armijo Academy Governance Board on August 1, 2007.

DRUG AND ALCOHOL USE

MAA will be in full compliance with the State Board Regulation 81-3 that prohibits students from using, possessing, distributing or trafficking alcohol or other harmful and illegal substances on school property, at school, or at school activities. Disciplinary Procedures will result in suspensions, referrals to MAA Substance abuse counseling and even expulsion.

POSSESSION, SALE, USE OR BEING UNDER THE INFLUENCE OF DRUGS, ALCOHOL OR OTHER CONTROLLED SUBSTANCES, OR POSSESSION OF DRUG PARAPHERNALIA

Selling, possessing, using or being under the influence of illegal drugs, alcohol or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at school-sponsored events is prohibited. Students are also prohibited from selling or possession of imitation controlled substances on school property or at school sponsored events.

STUDENT POSSESSION OF A FIREARM/WEAPON

If a student is found to be in possession of a firearm or weapon at school or at a school related function the Principal will take the appropriate steps to handle the situation. The student will be automatically and immediately expelled from MAA and referred to a law enforcement agency. MAA will comply with all applicable state, federal, and local laws regarding firearms and weapons. **ANY STUDENT BRINGING A GUN TO SCHOOL WILL BE EXPELLED IN ACCORDANCE WITH THE GUN-FREE SCHOOL ACT OF 1994.**

Students will not possess or use firearms, weapons, or any other instruments capable of harming a person or property. Weapons include, but are not limited to guns, chains, knives, clubs, etc or any object that can result in bodily injury, harm, or property damage. Possession of a weapon on campus is grounds for expulsion for up to two years. Any student possessing a weapon will be immediately suspended and recommended for expulsion.

STUDENTS WHO HAVE BEEN EXPELLED FROM OTHER APS SCHOOLS FOR WEAPONS VIOLATIONS CANNOT ENROLL AT MAA UNTIL THEY HAVE SERVED THE ENTIRE TERM OF THEIR EXPULSION.

DESTRUCTION OR THEFT OF PROPERTY

The destruction, theft or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable force to protect school and personal property. This includes but is not limited to graffiti on ANY school property or personal/classroom material.

FIGHTING/MUTUAL COMBAT

Fighting, as with all other rules that are broken at MAA, are subject to consequences determined by the MAA Principal. It is the belief of MAA that any rule that has been violated will be weighed on a CASE-BY-CASE

BASIS and that different situations call for a different consequence. Parents will be contacted and required to attend a mandatory mediation meeting with their child, and an appropriate consequence will be determined for the student's involved in the incident. We believe that suspension will have a negative academic effect on students, but if the misbehavior of the student is persistent then suspension may be necessary.

Students shall not fight, push, intimidate or otherwise abuse other students. For reprimand, suspension and expulsion, fighting/mutual combat/intimidation shall include but not be limited to the following types of conduct:

1. Exhibiting behavior that intentionally, knowingly or recklessly causes any physical injury to another person.
2. Exhibiting behavior that intentionally places another person in reasonable apprehension of immediate physical injury.
3. Intending to injure, insult or provoke another person by knowingly touching him/her.
4. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence that disturbs the normal operation of the school, any school sponsored activity or threaten to create a disruption or injury to students, guests or employees of the school.
5. Engaging in fighting, violent or seriously disruptive behavior.
6. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation.
7. Making protracted commotion, utterances or displays with the effect of preventing the orderly administration of the school.
8. Refusing to obey a reasonable order of an employee of Mark Armijo Academy.
9. Threatening by word or conduct to cause physical injury to another person or serious damage to the property.
10. Threatening to use or using physical forces against another in response to a verbal statement.

Students who violate this policy are subject to a (3) to (9) nine-day suspension. If fighting continues to be a problem the student may be disenrolled from Mark Armijo Academy. Violation may also result in lunch detention, community service or other consequences to be determined by the Principal.

GANG ASSOCIATION OR ACTIVITY

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who have a name, claim a territory, have rivals/enemies, interact together to the exclusion of others and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior

that initiates advocates or promotes activities that threaten the safety or wellbeing will not be tolerated.

VERBAL ABUSE OF STAFF

Students shall not insult or verbally abuse staff members.

PHYSICAL ABUSE OF STAFF

Students shall not intimidate or physically abuse school staff. Personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. Any student who violates this rule may be suspended long-term from Mark Armijo Academy for the duration of the school year.

INCITING TO RIOT OR DEMONSTRATION

Students are not to incite or demonstrate in a disorderly or unauthorized manner on or adjacent to school property.

FIREWORKS AND EXPLOSIVE DEVICES

Students are prohibited from possessing or using fireworks or explosive devices on campus.

UNACCEPTABLE USE OF SCHOOL COMPUTERS

Students are prohibited from doing the following on school computer equipment:

- Cyber Bullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- *Social Media, such as Facebook, Instagram, Snapchat, and Twitter*
- *SMS (Short Message Service) also known as Text Message sent through devices*
- *Instant Message (via devices, email provider services, apps, and social media messaging features)*
- *Email*
- Damaging, changing, or tampering with any part of the school's computer system, hardware or software.
- Copying copyrighted software,

- Using, altering, creating, or distributing a password not specifically issued to the student,
- Adding, deleting, or altering files or installing programs without the Technology Department's permission,
- Engaging in non-academic uses of the computer system, such as game playing and chatting,
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system or others,
- Using the Internet or e-mail to solicit or conspire about illegal activities,
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system,
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form,
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights,
- Circumventing or attempting to circumvent the security measures on any school computer,
- Introducing any form of computer virus to any school computer,
- Using the computer system or the Internet for commercial gain, political purpose, or to advocate violence or discrimination.

Search and Interrogation

MAA reserves the legal right to search school property, facilities, and student belongings (including cars) when there are just and reasonable grounds to do so.

Students may not be interrogated by any person not employed at MAA and without approval of the Principal. Other policies regarding search and Interrogation will be established by the Governance Board.

Suspension and Expulsion of Students

All suspension will be carried out in accordance with the student discipline policy and Student Handbook. All Final decisions regarding suspension shall be handled by the School admin. MAA will contact the parents/guardian in a timely process and include the parents/guardian in all suspension or expulsion proceedings.

- Students have the right to DUE PROCESS when being suspended from MAA: Any student of MAA will be entitled to due process when in violation of the school's discipline policies.

- There will be timely notification to law enforcement authorities of situations which are violations of criminal law and/or behaviors which are reportable by federal, state, or local law.
- There will be timely notification to APS of any student receiving long-term suspension or expulsion.
- MAA will comply with the GUN-FREE SCHOOLS ACT.
- MAA will comply with all student records management and retention procedures.
- When Students are suspended it will be their responsibility to get their work from instructors.

HIV/AIDS

HIV, the virus that causes the Acquired Immune Deficiency Syndrome (AIDS) is not transmitted through everyday casual contact. It is the position of MAA that students infected with HIV attend school in an unrestricted manner. The school will observe all HIV/AIDS related provisions in section 504 and the ADA. All other policies regarding students with HIV will be established by the Governance Board.

Mark Armijo Academy Attendance Policy

A strong correlation exists between academic success and regular school attendance. High School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when necessary because much of the classroom activity cannot be replicated; the benefit of discussion and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her high school program.

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period. It is the responsibility of the student to complete make-up assignments and return it by the due date provided by the teacher.

Mark Armijo Academy requires that class attendance be taken and maintained by class period for every instructional day for each student. Mark Armijo Academy is required to report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full day absence.

Chronic Attendance Problems

In compliance with state statute, students who have not been in school and who request to enroll late shall be enrolled. Grades and credits for the semester shall be determined by the teacher(s) in consultation with the principal, or his/her designee, and are dependent upon the effort and achievement demonstrated by the student during the time the student is enrolled. The student and his/her parents/legal guardians shall be made aware of this provision upon enrollment.

For students in need of early intervention the principal, or his/her designee, shall hold a conference with parents/legal guardians, student, nurse, counselors, teachers and/or the school

Health and Wellness team. This conference shall attempt to investigate the reason(s) for the student's unexcused absences, establish a truancy reduction intervention plan and advise parents/guardians regarding the importance of regular school attendance and the legal implications involved. If family problems appear to be involved, families may be counseled to seek help from appropriate community services. This conference shall be documented as part of the school intervention efforts to reduce or eliminate truancy.

Should the conference described above fail, and the student is a habitual truant, a summary of the problem with documentation of the school's efforts shall be transmitted to the Albuquerque Public School Attendance /Special Projects Manager. The Attendance/Special Projects Manager shall take appropriate action in compliance with state statute. At this point, referral of the student and family shall be made to the probation services office of the judicial district where the student resides. Probation may refer the student and family to the court. The court may issue legal notice to the parents/legal guardians or other persons having custody of the student. If all intervention efforts have been exhausted and if the student has another unexcused absence within seven (7) days of the receipt of notice, the school shall notify the Attendance/Special Projects Manager who shall then take appropriate action under the provisions of state statute and the child shall be disenrolled.

Albuquerque Public Schools may refer students who are habitual truants to the probation office of the judicial district where the student resides. The probation office may contact the district attorney if habitual truancy by a student may have been caused by the parent/legal guardian. Out-of-school suspension and expulsion shall not be used as punishment of unexcused absences and/or habitual truancy.

Absences from Mark Armijo Academy fall in two categories:

1. **Excused:** An excused absence is WRITTEN documentation that the student was unable to attend school that day. Examples include a doctor's note for illness, a scheduled court hearing, or other written notice. A note from a parent is NOT considered an excused absence. Parents are encouraged to schedule routine appointments before school or after school hours.

2. **Unexcused:** If a student is absent from school and a parent has not contacted the school by 12:00 PM on the day of the absence, the student will be considered UNEXCUSED. A phone call to parents/guardians will be made the day of absence. An unexcused absence may be changed to excused with the receipt of proper documentation.

a. This process may be examined by and through extreme circumstances for students and instructors.

i. Admin may override such decisions if necessary.

ACTION WILL BE TAKEN REGARDLESS OF ABSENCE TYPE.

Students who are regularly absent may be referred to truancy court or CYFD for follow-up intervention and services.

Attendance Interventions

Interventions taken by MAA Case Manager:

- 1ST ATTENDANCE REFERRAL NOTICE SENT HOME (3 absences)
- 2ND ATTENDANCE REFERRAL NOTICE SENT HOME (5 absences)

- 3RD ATTENDANCE REFERRAL NOTICE SENT HOME AND REFERRED TO JUVENILE PROBATION SERVICES OFFICE OF THE JUDICIAL COURT (7 absences)

- 4TH ATTENDANCE REFERRAL CORRECTIVE ACTION PLAN CREATED AND SIGNED BY PARENTS, STUDENT, CASE MANAGER, AND PRINCIPAL

After the above interventions are taken a student may be withdrawn from Mark Armijo Academy due to habitual attendance.

A student will be disenrolled after ten (10) consecutive days of absence.

Tardies

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but it also disrupts the education of other students. If a student is to learn, he/she must be in his/her classroom prepared to work when class begins. The school reserves the right to determine whether a student is tardy. When a student accumulates 3 tardies, it will be counted as one unexcused absence. 3 Unexcused tardies will result in a discipline referral.

Consequences of Tardies

The following are a list of consequences that will happen when a student arrives late to school

- Cell phones will be confiscated for the remainder of the day.
- If a student arrives with food or drink. Administration will confiscate until lunch
- Loss of parking privileges
- Loss of field trip privileges

Cell Phone/Electronics Policy

It is understood that cell phones have become part of our everyday modern society. However, as an instructional institution we cannot allow cell phones to become a distraction to the educational process or to be used inappropriately. Therefore, the following policy will be enforced with the understanding that many students will bring cellphones to school.

- The use of cell phones is prohibited during instructional hours (classes and study halls) unless part of the curriculum.
- Cell phones with picture capabilities are strictly prohibited in bathrooms or any other place where privacy is expected.
- Students are allowed to use cell phones during breakfast break, lunch, and before or after the school day. ****Phone calls are prohibited during this time.**
- iPods, MP3 Players, students' personal computers, and other technology of this type will be treated the same.
- Staff have the right to take a student's cell phone if they **suspect** that the student is doing something that violates the MAA cell phone policy.

1st Offense: Phone/electronics will be confiscated by staff members and parents will be notified. Phone will be taken to the office. Students will pick up the phone at the end of the day from the office.

2nd Offense: Phone/electronics will be confiscated by staff members and taken to the office. Parent will be notified to come in for a conference and at that time, cell phone/electronics will be returned to parent/guardian.

3rd Offense: Phone/electronics will be confiscated until a conference with parents. Students will be assigned community service.

The school is not liable for personal items that are confiscated, lost, or stolen.

**Failure to relinquish the electronic device will result in an automatic one-day suspension from school.

Parents, if you need to get in contact with your child, please call the front office and our Office Manager will get a message to your child. The number is **873-7758**.

I understand and will follow Mark Armijo Academy Student Handbook

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

COVID Policies and Procedures

COVID GUIDELINES 2022-2023

Effective Monday, August 12, 2022, Mark Armijo Academy will no longer require:

- Social distancing
- Quarantining for close contacts
- Close contact tracing, including notification of exposure to a positive COVID-19 case
- Participating in the Mark Armijo Academy Test to Stay Program

The following COVID-19 safe practices and protocols remain in place:

- Mark Armijo Academy will provide COVID testing for students and employees who exhibit symptoms.
- Parents are responsible for screening their child at home prior to coming to school (parents should be reminded regularly to not bring symptomatic/sick children to school)
- Students and employees should stay home if they are sick
- Symptomatic students and employees are to isolate for 5 days - individuals who test negative on 2 at-home rapid antigen tests, taken 24-48 hours apart, or test negative on 1 PCR test may return before 5 dull days of isolation
- Students and employees who test positive must stay home for at least 5 days and may return after 5 days if fever-free for 24 hours without fever-reducing medication and symptoms are improving
- **Students and employees who test positive must notify their school/supervisor**

· **It is recommended for Students and employees who test positive** and are returning to school/work after 5 days to wear a mask.

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