

**2023-2024**  
**Student & Parent Handbook**



**Mark Armijo**  
**ACADEMY**

**Home of the White Tigers**  
**6800 Gonzales Rd. SW**  
**Albuquerque, NM 87121**

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[Markarmijo.com](http://Markarmijo.com)

# Staff Listing

## Administration:

Shawn Morris	Executive Director	<a href="mailto:Shawn@markarmijo.com">Shawn@markarmijo.com</a>
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## Office Staff:

Rhonda Cordova	Business Manager	
Gretchen DeTurck	Social Worker	<a href="mailto:Gretchen@markarmijo.com">Gretchen@markarmijo.com</a>
Tania Martinez	Registrar	<a href="mailto:Tania@markarmijo.com">Tania@markarmijo.com</a>
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## Faculty/Staff:

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## **Message from the Executive Director**

Mark Armijo Academy Families,

My name is Shawn Morris and I will be serving as the Executive Director of Mark Armijo Academy this year and I want to personally welcome you to the Mark Armijo Academy Family. The staff and I are honored that you have made the decision to have your student continue their education at Mark Armijo Academy.

I have been in the education field since 1999. During my twenty-four years in the education field, I have served as a Substitute, Teacher, Coach, Assistant Principal and Principal. For the past 10 years, I have served as either a Principal or Assistant Principal. I have served at primarily secondary school sites at the middle and high school levels in the Albuquerque area. I have learned a great deal during my time in education and value every experience because the experiences, of all ranges, have shaped me into who I am today professionally and have shaped my leadership style.

Overall, my career has provided many opportunities. Opportunities such as leading teams of people towards a common goal, both in the educational field and in the military. I have also had the privilege to serve as a member on a non-profits board (Cottonwood Gulch), on the NM Community Schools Coalition, on the New Mexico Public Education Departments Community Schools Hub Team and on various committees with ABC Community Schools. My career has also provided me the opportunity to work with various organizations including Johns Hopkins University, Bank Street College of Education, the New Mexico Public Education Department as well as several others.

Working with other organizations has been fulfilling professionally, but doesn't come close to the feeling I get when I know a life has been changed through the education process. Our students are the future and I truly believe the future is bright, but as educators I believe we need to do more to ensure our students are prepared and ready for that future. When I graduated from high school, I wasn't prepared for life after high school. I was ill prepared for college and I had no idea what I was to become because I didn't know about the various

opportunities out there in the world. Eventually, I got on track due to caring teachers who mentored me and helped me to see that I could learn and achieve what I used to think was not possible. One of my goals, because of my educational journey, has been to provide a different outcome, as well as possibilities, to all the students that come through the doors at the institutions that I was either teaching at or leading and I plan to wholeheartedly continue this work at Mark Armijo Academy. I'm privileged to lead the youth at Mark Armijo Academy and I look forward to working with our staff, families and the community.

Lastly, please feel free to reach out to me. I'm happy to discuss your student, programing, likes and dislikes or anything you feel is pertinent to your student's educational journey. Together all things are possible and I look forward to the partnership.

Respectfully/

Shawn Morris  
Executive Director

# **Welcome to Mark Armijo Academy!**

Welcome to the 2023-2024 Mark Armijo Academy (MAA) White Tiger Handbook! This handbook will be a key resource for both parents and students during the school year.

**Please note: this handbook may be revised during the school year. Any revisions will be communicated to students and parents by email as needed.**

We are excited to get to know you and are confident that you will have a rewarding and successful year!

## **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.

***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***

## **MAA 2023/2024 Bell Schedule:**

### **MONDAY and WEDNESDAY (A Day)**

7:30 – 8:30 Zero Hour  
8:30 – 8:40 Attendance Assembly  
8:40 – 10:10 1<sup>st</sup> Period  
10:13 – 10:58 Advisory  
11:01 – 12:35 3<sup>rd</sup> Period  
12:35 – 1:05 Lunch  
1:08 – 2:30 5<sup>th</sup> 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 2<sup>nd</sup> Period  
10:13 – 10:58 Advisory  
11:01 – 12:35 4<sup>th</sup> Period  
12:35 – 1:05 Lunch  
1:08 – 2:30 6<sup>th</sup> 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 1<sup>st</sup> Period  
9:33 – 10:23 2<sup>nd</sup> Period  
10:26 – 11:16 3<sup>rd</sup> Period  
11:19 – 12:09 Lunch  
12:09 – 12:59 4<sup>th</sup> Period  
1:01 – 1:52 5<sup>th</sup> Period  
1:55 – 2:28 6<sup>th</sup> Period  
2:30 – 3:45 After school programs/Tutoring

## Abbreviated Bell Schedule

### **Monday and Wednesday (A Day)**

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

### **Tuesday and Thursday (B Day)**

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

### **Friday (C Day)**

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

## **STUDENT EXPECTATIONS**

### **Discipline**

MAA is committed to maintaining a campus environment that is pleasant, safe and conducive to learning for all students. MAA is dedicated to providing a consistent discipline policy, which will encourage appropriate and socially acceptable behavior. 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.

### **Disciplinary Action**

If a student violates school rules, consequences may include, but are not limited to in-school suspension, detention, behavior contracts, parent/guardian conferences, parent/guardian presences during the school day or revocation of student privileges. Only the Administration may impose expulsion or suggest transfer to the student's home district school.

### **Disciplinary Considerations for Students with Disabilities under Individuals with Disabilities Education Act (IDEA)**

Students with disabilities receiving special education services are subject to the same expectations as students receiving general education services and are expected to follow the District's disciplinary process. While IDEA provides federal guidelines covering the discipline procedures to be followed for students with disabilities receiving special education services, consequences for behavior violations, including school removals of more than ten days, may still



occur. Discipline safeguards, as covered under IDEA, do not apply to students identified under the eligibility of “gifted” unless such students also have a disability eligibility.

Since the exclusion of a student with a disability from their education program for more than a total of ten (10) days during a school year may constitute a change in placement, the following considerations must be addressed.

- When Considering long-term suspension or expulsion, an Individualized Education program (IEP) team must first determine whether the behavior of concern is a manifestation of the student’s disability.
- To determine if the conduct in question is or is not a manifestation of the student's disability, the IEP Team must conduct a Manifestation Determination Review Meeting and then determine:
  - If the conduct in question was a direct result of the Local Educational Agency’s failure to implement the IEP; or
  - If the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability.
  - If the IEP Team determines that the behavior is related to the student’s disability, no further disciplinary proceedings shall occur unless weapons, guns/knives, illegal drugs or serious bodily injury offenses occur. (Refer to IAES) below.)  
Recommendations: review IEP, add services and supports, develop/update a Functional Behavior Assessment (FBA), Behavior Intervention Plan (BIP), and/or change services, if appropriate.
  - If the IEP Team determines that the behavior is not a manifestation of the student’s disability, disciplinary actions may be taken in accordance with the procedures in this handbook.

Should the disciplinary procedures include long-term suspension or expulsion, the District must continue to provide educational services, including access to the general education curriculum and related services, as determined in the IEP.

- Any suspension that excludes a student from their IEP services must be mounted when calculating the total number of suspension days (up to 10 cumulative days or beyond the 10 days may constitute a change in placement)
- The decision to change a student from their IEP placement to an AES or IAES due to imposition of discipline must be made by the IEP team and consider the student’s individual needs on an individual basis.

Interim Alternative Education Setting (IAES) is an off campus placement up to 45 school days for offenses which include:

- Weapons: objects used to cause bodily harm and used in a threatening way,
- Guns/knives (blade must be 2/12 inches or longer): possession/carrying,
- Illegal drugs: possession/sale/distribution/solicitation (not to include alcohol or tobacco),

- Serious bodily injury: student has inflicted serious bodily injury upon another person while at school, on school, on school premises, or at a school function,
- Placement in IAES for “special circumstances” may be no longer than 45 days. Removals may extend past the 45 school days only if the student has been long-term suspended or expelled through the APS hearing Process because the conduct was not a manifestation of disability. During the IAES period for “special circumstances” in which the conduct was a manifestation, the IEP team is to meet to develop strategies and interventions to bring the student back into her/his typical placement as soon as appropriate.

### **Alternative Educational Setting (AES)**

On campus AES refers to special education services provided on the campus where the student is currently enrolled for the duration of a suspension period of more than 10 days. Typically, on campus AES settings are for students suspended for violations that do not involve drugs/weapons/serious bodily injury. The IEP team determines the student's AES. The IEP team is also responsible for ensuring completion of a Functional Behavior Assessment (FBA) and the development of a Behavior Intervention Plan (BIP). If one already exists it would need to be updated.

- APS will follow the federal guidelines regarding the continuation of educational services for suspended special education students with disabilities.
- Procedural safeguards ensure that parental/guardianship due process rights are afforded.
- Students with disabilities are entitled to a due process hearing.
- A student with a disability should not be suspended for a period of time longer than a student without a disability would be suspended.

### **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.

## **Student Disruption of the Educational 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 use of inappropriate language; student use of cell phone during instruction; 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 Code**

Mark Armijo Academy's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identify, gender expression, sexual orientation, ethnicity, religion, cultural observance household income or body type/size.

At MAA:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.

- Student dress code enforcement should not result in shaming or unnecessary barriers to school attendance.

**Students Must wear:**

- A shirt (with fabric in the front, back, and on the sides under the arms) AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings a dress or shorts, AND
- Shoes

**Students May Wear:**

- Hats, beanies, and other headwear are allowed. Headwear must allow the face to be visible to staff.
- Hoodies sweatshirts (wearing the hood overhead is allowed outside the classroom).
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Athletic attire
- Tank tops, off the shoulder blouses, and “spaghetti straps”
- Clothing with commercial or athletic logos.

**Students Cannot wear:**

- Violent language or images, and/or images of weapons (guns, knives, etc.)
- Images or language depicting drugs, alcohol, tobacco, or any illegal item or activity.
- Profanity, sexual language or images, and/or pornography.
- Hate speech or other language and/ or images that create a hostile or intimidating environment.
- Any clothing that reveals visible undergarments.
- Sunglasses inside the classrooms.

**Dress Code Enforcement:**

Students in violation will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

**Inappropriate Language and Gestures**

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

## **Drugs, Alcohol, Tobacco**

Mark Armijo Academy is a smoke free environment. Students may not possess, use, or be under the influence of alcohol or any other drug within the school zone, on school property, while at a school activity.

Any student involved in possession, use, delivery, distribution or sale may in addition to penalties imposed under the school discipline policy, be referred to appropriate law enforcement authorities for prosecution.

This policy shall be enforced according to the probable cause search and seizure procedures. If and when teachers/staff have reasonable suspicion that a student is violating our drug policy as stated, they will do the following:

- Two staff members (at least one of the same gender as the student) may ask a student to empty their pockets, empty the contents of any backpacks or other bags, remove shoes, lift up pant legs, and roll down socks.
- After a search has been conducted, the school will call home to notify parents about the search and reasons why the search was conducted.
- If drugs, drug paraphernalia, or alcohol are found during the search, the police will be notified for criminal action, and the student will be put on a strict contract at staff/advisor/parent discretion or the infraction may lead to long-term suspension or expulsion.

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 may include being sent home for the day.**

## **Student in possession of a firearm or 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 Administration. 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.

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 Administration.

### **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.

### **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.

## **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.

## **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.**

## **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.

## **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.

## **Skateboards and Bicycles:**

Students are not permitted to ride their skateboards/bicycles on school grounds. Once students arrive at school, they must put their skateboard in the office until the end of the day. Bicycles must be placed on the bike rack. MAA will provide locks for students to use for the day for the bike rack. MAA is not responsible for lost or stolen skateboards or Bicycles.

## **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 of any kind.**

## **Conduct During Lunch**

Students must stay on campus while eating lunch and abide by all school handbook rules. Students may not hangout in the parking lot or in their vehicle during lunch.

## **Student Parking**

There is NO fee to park at MAA. Parking privileges will be revoked if a student is speeding or exhibiting any unsafe vehicle operation. Students may not hangout in their vehicles during class time, during lunchtime, or during passing periods.

## **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.

## **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 us.

## **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.

## **Child Find**

Mark Armijo Academy is a 9-12 school setting, we realize that most Special Education placements are discovered during ages 3 to 12; however, MAA will adhere to IDEA compliance (SS 300.818, NMAC 6.31.2.14, 6.31.2.2, 6.31.2.6, 6.31.2.2 & 6.31.2.7). Please see the Special Education Department for the complete document. This will entail:

- Child Find can be initiated by multiple agencies, school staff, relatives, parents, physicians, etc.
- Under Child Find MAA will host a continuous and comprehensive screening process designed to locate, identify and evaluate children with disabilities or special education related services.

- Children may be referred to for full individual evaluation to determine eligibility for special education eligibility, related services, concurrent with SAT/MLSS process.

### **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.

### **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.

### **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.

## **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.

## **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:

- 1<sup>ST</sup> ATTENDANCE REFERRAL NOTICE SENT HOME (3 absences)
- 2<sup>ND</sup> ATTENDANCE REFERRAL NOTICE SENT HOME (5 absences)
- 3<sup>RD</sup> ATTENDANCE REFERRAL NOTICE SENT HOME AND REFERRED TO JUVENILE PROBATION SERVICES OFFICE OF THE JUDICIAL COURT (7 absences)
- 4<sup>TH</sup> 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.
- Students must leave phones in the classrooms when they go to the bathroom.

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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: \_\_\_\_\_

