



Prevention Policies and Procedures

Bullying Prevention Policy

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of, or part, of an ongoing conflict. Bullying can also be characterized as teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

Prohibitions

Each of the following forms of bullying are be prohibited under school policy:

- student-to-student
- student-to-adult staff
- adult staff-to-student
- adult staff-to-adult staff

Any type of bullying that occurs at school, during a school-sponsored activity, on school buses, through the use of electronic devices, or if the behavior disrupts the educational process, is a ground for intervention from the school.

Bully Complaint Procedures

It is considered the responsibility of all students and school staff members to report acts of bullying in any of the above-described situations to a member of the school staff or administration, as designated by the policy to be a recipient of such reports.

The school staff or Executive Director will support students and co-workers making such reports and protect against any potential retaliation for making such a report. Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the staff receiving them. An investigation to determine the facts will take place immediately or as soon as practicable, in order to verify the validity and seriousness of the report. Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the school if the complainant is an adult staff member. The school shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Sanctions and Support

Programs designed to prevent bullying behaviors, redirect students from continuing to bully, and to support both victims of bullies and the bullies themselves will be addressed formally through Advisory and informally throughout the school day. These programs take many forms and include classroom activities and instruction. Where it is determined that students participated in bullying behavior in violation of the policy, the school staff responsible for maintaining order and discipline may take disciplinary action including suspension, expulsion, and referral to law enforcement officials for

possible legal action. Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action established by school policy or practice.

Disclosure and Public Reporting

Notification to all parties subject to this policy defining and prohibiting bullying shall be made annually. A summary of the policy will be incorporated into student and employee handbooks. It will also be distributed to organizations in the community through various ways of communication. Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify the details made in complaints, and the sanctions imposed for incidents found to be violation of the same are to be kept on an annual aggregated basis. No individuals, either complainants or violators, will be named in such reports.

Education

Training will be provided for all school staff. The Director of Student Support will identify resources to assist bullies, victims, bystanders, and families.

Classification or Reclassification

- A student may be reclassified during the months of June, August, and January depending on the number of credits earned.
- A student must have a minimum of five (6) credits to be classified a sophomore.
- A student must have a minimum of eleven (12) credits to be classified a junior.
- A student must have a minimum of seventeen (18) credits to be classified a senior.
- Parents of students who have been reclassified in this process will be contacted.

Distance Learning Policy

The Executive Director is authorized to establish distance learning, a process used to provide instruction for credit when the student and primary instructor are not necessarily physically present at the same time and/or place. The school will assure that students enrolled in a distance-learning program have the necessary access to technology for all classes or activities.

Dual Credit Policy

Dual Credit/Concurrent Enrollment is a program designed to provide high school juniors and seniors the opportunity to earn college credit while still enrolled in high school by taking university courses normally not offered at the high school. Admission to Dual Credit/Concurrent Enrollment is considered non-degree status and is not considered “early admission” to the university. Students desiring to continue in degree status after high school graduation must fulfill the admission requirements described in the current UNM Catalog.

Grade Change Policy

The grade appeal committee was formed by the Executive Director to assist in facilitating resolutions related to disputed grades. If a student believes a grade is unfair, unjust, or incorrectly calculated, the student may appeal the grade issued via the following process:

- The student must go to the Executive Director’s office to receive a grade appeal form.
- The student must speak with the teacher who gave them the grade to make sure the student understands how the grade was earned / calculated. If this conversation resolves the dispute, the process ends here. If the teacher agrees that there was an error in the grade, the teacher must file a grade change form with the Executive Director. If the issue is not resolved and the student still disputes the grade issued, then the student must have the teacher initial the grade appeal form and move on to step 3.
- The student must speak with the Executive Director to review the grade for compliance with the grading policy. If the Executive Director concludes that an error was made in determining the grade, a change of grade form needs to be filled out by the student’s teacher. If the Executive Director determines that the grade is unjust but cannot determine what the correct grade should be, or if the Executive Director upholds the original grade issued and the student still disputes the grade, the Executive Director must initial the form and the student moves on to step 4.
- The student must collect proof of why they believe their grade is incorrect. They must submit all information requested on the grade appeal form (copy of report cards, homework, exams, projects, labs, etc.) and write a letter to the Grade Appeal Committee explaining their point of view. This must be submitted to the Director of Curriculum, Instruction and Assessment with in 10 days of Step 3.

School Attendance Policy

Opportunities for academic success are enhanced when students are on time and in all classes daily. Technology Leadership High School students are allowed:

- No more than ten (10) unexcused absences per school year
- Parents/guardians must notify the school each day that the student will be absent
- Teachers will take attendance for each project. The clerk or designee will ensure attendance is taken in the data system.
- If not, the teacher will be informed that attendance needs to be taken.
- Students in need of early intervention and have habitual truancy will be identified through the school student information system.

Excused Absences

Absences may be excused for the following reasons, with appropriate documentation:

- Doctor's appointment
- Death in the family
- Religious commitment
- Illness
- Family emergency
- Diagnostic testing
- School or college visit
- Sports practice or game
- School approved activity
- Limited extenuating circumstances as approved in advance by the school’s Executive Director

Attendance Laws

Every Student Succeeds Act (**ESSA**) requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

- Students between the ages of 5 and 18 years of age are mandated to attend public school, private school, home school or a state institution.
- Schools will provide intervention strategies that focus on keeping students in school.

- Habitual truants are reported to appropriate authorities such as, CYFD staff, Juvenile Probation & Parole, Truancy Court, and the State of New Mexico.
- Consequences in New Mexico law include: license revocation, fines, and loss of New Mexico Works Program monetary assistance.
- Students receiving financial assistance from the New Mexico Works program must comply with school attendance requirements, or the student's financial assistance may be removed.
- If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.
- School-related activities that take students out of school, like field trips, service-learning experiences, and internships, are not included when evaluating excessive absences.
- State law requires schools to withdraw a student after ten (10) consecutive days of absence, but only after the school has exhausted its efforts to keep the student in an educational setting through a variety of interventions.

Early Interventions

- "Student in need of early intervention" means a student who has accumulated five unexcused absences within a school year.
- "Intervention" means the partnering that school engages in with other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy for the student.
- When a student reaches five unexcused absences, Technology Leadership High School will identify and provide appropriate early intervention strategies for students with five unexcused absences. A representative from Technology Leadership High School shall contact the student in need of early intervention and his or her parent(s)/guardian(s) to identify the causes for the student's five unexcused absences, identify what actions can be taken that might prevent the student's unexcused absences, identify possible school and community resources to address the causes for the student's 5 unexcused absences, and establish a corrective action plan to address the student's 5 unexcused absences. It is understood that sometimes families may need support to help their child be successful. School staff can assist with locating possible resources within the school community.

Habitual Truancy

- Habitual truant" means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
- When a student has attained ten unexcused absences, they will be considered habitually truant and a written notice informing the parent/guardian will be given with a date, time and location to meet.
- Once a student is identified as a habitual truant, the school will document all attempts to notify parent/guardian that the student had unexcused absences, all attempts to meet with the parent/guardian to discuss and develop interventions, and the intervention strategies that were implemented. The school will use withdrawal as provided in Section 22-8-2 NMSA 1978 only after exhausting intervention efforts.

School Complaint Procedures

Technology Leadership High School takes all concerns and complaints seriously. The school values the concerns of our parents/guardians, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible. In the instances when that is not possible, a formal process is in place.

- Step 1: Informal Resolution with Executive Director

- Step 2: Filing a Written Formal Complaint to the Executive Director and to the appointed Board Designee. Complaints must be filed within 180 days of any wrong doing.
- Step 3: An investigation will generally be completed within forty-five (45) calendar days.
- Step 4: When the investigation is concluded by Tech, the complainant and respondent (if applicable) will have ten (10) working days from the date of the written notification to submit an appeal in writing to the Governing Board.
- Step 5: The Governing Board will have fifteen (15) working days from the date of the receipt of the appeal to inform the complainant or respondent of its decision in writing.

Tobacco Free Policy

The Tobacco Free Policy is in effect twenty-four hours a day, seven days a week, on school grounds. If a student is smoking on campus, any of the following may take place:

- Weekly sessions with a student support member for controlled/illegal substances
- Complete the Family Involvement Program or other appropriate intervention programs approved by the site administrator.
- Ineligible to participate in NMAA sanctioned extra-curricular activities

Wellness Policy

In 2004, Congress added a new requirement to the Child Nutrition and WIC Reauthorization Act (Public Law 108-265, Sec 204). In March 2006, the NM Public Education Department released a set of rules that provide additional requirements for local school wellness policy (Wellness Policy and Nutrition: Competitive Foods Rules 6.12.5 and 6.12.6 NMAC, respectively).

The Technology Leadership High School wellness policy addresses all eight components of coordinated school health:

- Family, School & Community Partnership
- Nutrition
- Physical Education & Activity
- Health Education & Life Skills
- Healthy & Safe Environment
- Social & Emotional Well-Being
- Health Services
- Staff Wellness

The goal of a wellness policy is to strengthen and coordinate these components of school health. By doing so, we can provide a comprehensive learning environment for developing and practicing positive health behaviors contributing to students' wellness, academic performance, and lifelong health. For a complete copy of our Wellness Policy, please see Student Support.