



Student Handbook 2021 - 2022

Vision

Every student will graduate with the choice of a high paying tech job or attend the college of their choice.

Mission

To prepare students for college and career in technology fields by collaborating with technology companies. Tech focuses on the academic, social, and emotional growth of the underserved youth in Albuquerque's Southeast Heights and International District.

How is Technology Leadership High School different than other High Schools?

Learning by Doing is a dynamic classroom approach in which students actively explore real-world problems and challenges and acquire a deeper knowledge. It is considered an alternative to paper-based, rote memorization, and teacher-led classrooms.

360 Support is where students receive support of social, emotional, and academic needs. This support occurs through our student support, academic and community engagement pillars. These three Pillars are the strong hold of the school for our students.

Industry Partners are collaborating with the teachers, co-facilitating projects, and supporting the students in the classroom. Through these partnerships, students are receiving knowledge that is real time in the tech world.

Exhibitions are the summative assessment for each student. The exhibitions are public and held four times a year. The exhibitions will demonstrate the student's knowledge, creativity and presentation skills.

Advisory time is when students are with their advocate and advisory family. The student's advisor serves as the point-person for the family within the school. Advisors will support, talk, engage, direct, guide, the students throughout their High School years.

Family Meetings are for the student, family, and advocate to attend. The purpose of these family meetings is to provide the student and advisor an opportunity to inform the family about what successes the students has

experienced, what they have learned, what projects they are working on, where they are going with their learning, and what problems they are solving.

Positive Youth Development (PYD)

The Technology Leadership High School Student Conduct Policies are based on the premise that students are being prepared for careers in the technology profession. The rules will respect individual's constitutional and legal rights. The policies were designed using a positive youth development framework that engages students constructively in their developmental processes. Therefore, when disciplinary action is taken, it is done so to foster students' healthy and positive developments. Guidelines for appropriate expectations and consequences are noted in this handbook.

Technology Leadership High School Student Policies and Procedures

Cell Phone and IPOD/MP3/Electronic Devices: must be off and out of sight during project time.

Dress Attire: student dress attire that may present a health or safety hazard, violate municipal or state law or present a potential disruption to the instructional program is prohibited. Dress attire or accessories that advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or show bigotry towards any group is prohibited. Gang-related attire, excessively tight or revealing clothes, short shorts, short skirts, short dresses, bare midriff, low-cut and/or off the shoulder blouses, "Sagging", or the wearing of pants below the waist and/or in a manner that allows underwear or bare skin to show, and "bagging", or the wearing of excessively baggy pants with low hanging crotches.

Educational Opportunity: the right to attend public school is not absolute and may be lost temporarily or permanently for violations of school rules. An expulsion from Technology Leadership High School can jeopardize a student's right to attend other schools. Disciplinary measures applicable to special education students shall be addressed pursuant to the appropriate statutes and regulations. As allowed by law, these students may be moved to an appropriate alternative educational setting. They will continue to participate in the general curriculum in accordance with each student's Individualized Educational Plan (IEP). The Student Conduct Policies meet the state of New Mexico requirements regarding school discipline policies. Technology Leadership High School supports equal educational opportunities for students free from limitations based upon ethnic or racial backgrounds, religious beliefs, handicaps, sex, economic, social, or medical conditions in compliance with state and federal laws. Technology Leadership High School does not tolerate bullying, cyber-bullying or retaliation in our school building, on school grounds, or during school related activities.

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." (20 U.S.C. § 1232g; 34 CFR Part 99):

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Technology Leadership High School is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Technology Leadership High School may charge a fee for copies.

- Parents or eligible students have the right to request that a Technology Leadership High School correct records that they believe to be inaccurate or misleading. If the Technology Leadership High School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the Technology Leadership High School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Technology Leadership High School must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Technology Leadership High School to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest:
 - Other schools to which a student is transferring:
 - Specified officials for audit or evaluation purposes:
 - Appropriate parties in connection with financial aid to a student:
 - Organizations conducting certain studies for or on behalf of the school:
 - Accrediting organizations:
 - To comply with a judicial order or lawfully issued subpoena:
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Technology Leadership High School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Technology Leadership High School must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the Technology Leadership High School not disclose directory information about them. Technology Leadership High School must notify parents and eligible students annually of their rights under FERPA, which is stated above in this handbook. All student files are stored in a locked cabinet.

Goal: the primary goal at Technology Leadership High School is to provide and maintain a safe, nurturing, and appropriately challenging environment that promotes learning and positive personal growth. An environment based on positive youth development principles is the focus of Technology Leadership High School. We expect students to be responsible as partners in this process. Technology Leadership High School will nurture relationships with parents/guardians, community members, and industry partners so that they can be collaborators in our school's goal.

Grading Policy: students earn credit via a mastery system. To earn credit for a class they must pass their exhibitions AND master 75% of the learning outcomes expected for each semester. This data will be reported on student transcripts using traditional letter grades (A, B, C, D, F)

Hats: are not allowed to be worn inside the school building or on explorations

Hooded Sweatshirts: the hood of the sweatshirt is not allowed to be on the head inside the school building

Immunizations: upon enrollment immunizations need to be up to date according to the immunization schedule from Department of Health. These records are confidential at the school. Immunizations are exempt in the following cases: certificate from physician attesting immunization would seriously endanger the life or health of child or certification expressing religious teaching requires reliance upon prayer or spiritual means alone

Internet Use: students are to follow the Internet Safety/Use Policy given explained at student registration

Jupiter: is Tech's Student Information System. It will allow parents and students to check:

- Grades
- Absences and tardies
- Missing assignments
- Messages from the school
- Messages from the teacher

Jurisdiction of Technology Leadership High School: any time they are on school premises, at school sponsored activities or in vehicles authorized for transportation to or from school or school activities. Students participating in extracurricular activities may be subject to additional rules of conduct that apply outside the school year and in locations outside the school premises.

Medication: prescribed medications will only be allowed at school with a doctor's note. Non-prescribed medications will only be allowed at school with a guardian's permission. A student is authorized to carry and self-administer prescribed asthma treatment medications, anaphylaxis emergency treatment medication and diabetes medication/self-care for the current school year, if the following conditions are met:

- 1) Health care practitioner has prescribed the medication for use by the student in the jurisdiction of Technology Leadership High School and instructed the student in the correct and responsible use of the medication
- 2) Signed statement from the guardian of the student acknowledging that, notwithstanding any provision of state law to the contrary, the school (including its employees and agents) is to incur no liability as a result of any injury arising from such self-administration of medication and the parent or guardian will indemnify and hold harmless the school (including its employees and agents) against any claim arising out of such self-administration of medication.

Messages from Parents/Families to Students During the School Day: to communicate non-emergency information with your child during the school day, call the front office and we will have your child return your phone call.

Nondiscrimination Policy: In accordance with Federal Civil Rights Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity, sexual orientation, religious creed, disability, age, political beliefs, marital status, family/parental status, income derived from public assistance or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html or at the front office, or call (866) 632-9992 and at any USDA office. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. To request a copy of the complaint form, call (866) 632-9992.

Professional Qualifications: As a parent/guardian, you may request to view the qualifications of all staff.

Programs Available

1. *Nutrition Program*: Technology Leadership High School offers free nutritious meals to children to promote learning and healthy eating behaviors. Technology Leadership High School will make modifications to the regular school meals for a student with a disability that restricts his/her diet. This service requires a diet prescription form to be completed that is available at the front office or at techabq.org.
2. *Title I*: Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Technology Leadership High School is a school wide Title I to upgrade the instructional program for all students.
3. *Title II*: Provides funds for preparing, training, and recruiting High Quality Teachers, Principals, or other School Leaders.
4. *McKinney Vento Act*: Our families and students who are homeless are served under the McKinney Vento Act.

Special Education: Technology Leadership High School is a full inclusion school. Students receive their services in the regular education setting with support from a certified Special Education Teacher. Parent and Child Rights Procedural Safeguard Notice is located at the front office or techabq.org.

Vehicles: Initially student must inform administration when bringing a vehicle onto school grounds. Vehicles need to be parked in assigned area. NO student is allowed to return to his or her vehicle during the school day.

Disciplinary Offenses

Following is a list of disciplinary offenses in alphabetical order. Please review them and do not engage in these behaviors. This list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school staff. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process.

At Technology Leadership High School, we recognize that making mistakes is a part of learning, in both academics and in social-emotional growth. We will work to support students regardless of the choices they make, but it must be noted that certain actions or behaviors will necessitate firm consequences on behalf of the school.

Attendance

- 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: 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

- 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. 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 to meet about the attendance concerns.
- 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.

Arson

Maliciously, willfully and/or neglectfully, starting or participating in by any means, a fire or explosion on school property or at any school related event is prohibited.

Assault/Bullying (Aggravated)

Intending or performing assault with a weapon, instrument, or any means of force likely to produce bodily injury (including sexual assault and/or offences) is prohibited. Threatening physical harm to another or causing a present fear of imminent danger to a person (including threats, gestures, and verbal assaults) is prohibited at all times.

Assault/Bullying

Threatening physical harm to another or causing a present fear of imminent danger to a person (including threats, gestures, and verbal assaults) is prohibited at all times.

Battery/Fighting

Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm is prohibited.

Battery/Fighting (Aggravated)

Employing hostile contact with any kind of weapon, or causing great bodily harm is prohibited.

Bullying

Using power aggressively in which a person/group is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. The aggression is repeated on more than one occasion and can include either: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation.

Bomb Threat/False Alarm

Falsely and maliciously stating to another that a bomb or other explosive device has been placed in such a position that a person or property are likely to be injured or destroyed, as well as interfering with the proper functioning of a fire alarm system, giving a false alarm, whether by means of a fire alarm or otherwise, are prohibited.

Boundaries

Students are expected to remain in appropriate areas during the school day.

Cell Phone and IPOD/MP3/Electronic Devices

Cell phones and iPod/MP3s can be used during passing periods, lunch, before or after school. However, cell phones must be off and placed in phone tree. For purposes of this procedural directive, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not

limited to cellular phones, pagers, smart phones, music and media players and gaming devices.

Closed Campus Policy

Students are expected to remain on campus during the school day (including lunch periods) unless they have obtained permission from the Principal or designee. Technology Leadership High School has a closed campus policy.

Cyber Bullying

Electronic communication that targets a specific student/group with intent to harm; is published with the intention that the communication be seen or disclosed to the targeted student/group; is in fact seen or disclosed to the targeted student/group; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's/group's educational benefits, opportunities or performance. Those who encourage bullying in a digital or cyber environment may be subject to corrective action on any occasion.

Defiance of School Personnel/Authorities

Students are expected to speak and act in a respectful manner. Refusing to comply with a reasonable request or demand by any school official, at places or times when school officials have jurisdiction, is prohibited. There will be times when a teacher feels it is important to have a student leave the room. This may result from an argument, a student not being willing or able to participate, or other circumstances. A teacher, administrator, or other staff member always has the right and the authority to ask a student to leave the room, and the student must do so immediately and without disruption.

Disruption of the Educational Process

The disruption is any behavior or conduct that disrupts or interferes with the operation of the school. This can also be behavior, which leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction is included in this definition.

Dress Code

The dress code is intended to follow basic a presentation and appearance. Please look in the mirror each morning and ask yourself, "Am I appropriately dressed for school"? The responsibility to interpret and enforce the policy rests with the Principal.

Drug, Alcohol, Tobacco Possession/Use

In accordance with the State Board of Education Regulation 81-3, Technology Leadership High School prohibits students from using, possessing, distributing, or trafficking alcohol and/or other harmful and illegal substances. This is defined as any substance or 'look alike' substance capable of producing a change in behavior, or altering a state of mind or feeling, including but not limited to: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, as well as federally controlled substances, prescription drugs not assigned to that person, and other intoxicating substances. This rule applies on school property, at school, or any school-related events. This includes being under the influence, or looking, smelling, or acting as if under the influence of a controlled or illegal substance. Also strictly prohibited is possession, use or distribution of any paraphernalia such as lighters, pipes, bong, rolling papers, or other materials associated with drugs, alcohol or tobacco. In addition, students may not possess or use tobacco products of any sort on school property, or in the areas immediately surrounding the school property during school, or at school-sponsored events.

****Please note that “possession” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, car, or elsewhere, if subject to the student’s custody and control.**

Extortion

Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person is prohibited.

Firearms

The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials, in which possession, selling or otherwise furnishing a fire arm or explosive device.

Food and Drink on Campus

Students are not allowed to eat food during class without teacher permission.

Gang-Related Activity

A gang can be defined as any group of students and/or non-students whose group behavior is threatening, delinquent, or criminal. Gang-related activity can be intimidating to students, faculty, and staff, and can also be disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable gang-related behaviors include: gang graffiti on school property, intimidation of others, gang fights, initiation rituals, and wearing gang attire and colors.

Since gang behavior, markers and colors are variable and subject to rapid change, the Principal and staff will exercise sound judgment and discretion based upon current circumstances in area neighborhoods and schools when evaluating gang-related activity. Gang-related indicators that will be considered include:

- The student wears attire consistent with gang dress.
- The student displays gang logos, graffiti, and/or symbols on personal possessions.
- The student displays gang hand signs or signals to others.

General Disruptive Behavior

Technology Leadership High School maintains a serious, safe and supportive learning environment. We expect respect from all members of the Technology Leadership High School community. Student behaviors perceived by teachers or other staff as disruptive and/or disrespectful will result in disciplinary consequence.

Harassment

Tech prohibits any behavior that is intended to, or has the effect of harassing, denigrating, or intimidating another person on the basis of sex, race, color, religion, national origin, age, disability, or sexual orientation. Although the determination of what constitutes harassment may vary with the particular circumstances, it can be described generally to include verbal and/or non-verbal forms of conduct, or communication, or physical contact, which is intended to, or which has the effect of coercing, degrading, humiliating, intimidating, or threatening another.

Hazing

Hazing of other students, which includes forcing others to engage in humiliating, or dangerous activity to be included in a group, is expressly forbidden. Hazing is not permitted as a condition of membership to any group associated with Technology Leadership High School.

Horseplay

Students are expected to respect the personal space of others by keeping their hands off one another. This includes but is not limited to, inappropriate wrestling, horseplay, and inappropriate public displays of affection.

Profanity

Using language that is crude, offensive, insulting, rude, or irreverent is not acceptable. This includes swearing and the use of words that show contempt or disrespect.

Robbery

Taking the property of another through means of force or fear is prohibited.

Search Policies

- Vehicle Searches: Search of a student's vehicle while parked on school property may be conducted only if a certified school employee, suspicion that a crime or breach of the disciplinary code is being committed.
- Physical Searches: Search of a student's person or property may be conducted only where there is individualized reasonable suspicion that the student being searched has committed a crime or a breach of the disciplinary code.
- Minimally Intrusive Searches: Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by any certified school employee.
- More Intrusive Searches: Searches such as pat downs and frisks may only be conducted by an authorized person of the same sex as the student being searched and in the presences of with another staff member.
- Most Intrusive Searches: A strip search shall be conducted only upon individualized reasonable suspicion of a safety concern and shall be conducted by a school administrator, of the same sex as the student, and in the presence of another authorized person, of the same sex. Strip searches should only be conducted in life-threatening situations, or in situations that pose a danger to the school population. Administrators who conduct a student strip search will report the incident to their appropriate Associate Superintendent. More Intrusive or Most Intrusive searches can only be conducted where there is reason to believe that a student may be in possession of a firearm, a weapon, or a dangerous drug.

Sexual Harassment

Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment is a violation of Federal Law and School Policy. It is illegal under state human rights statutes and may be considered a criminal offense under state and local assault and child abuse laws. This includes sexual advances, requests for sexual favors, and written or verbal conduct of a sexual nature. If behavior toward another student makes him or her feel intimidated, uncomfortable or if the student feels threatened, it may be considered sexual harassment even if the harasser did not intend for his or her actions to be offensive.

Sexual Misconduct

Sexual misconduct includes but is not limited to; physical acts of aggression, force or threat against another student, threatening to force or coerce sexual acts, touching of private/intimate parts of the body, coercing, forcing or attempting to coerce or force sexual intercourse.

Smoking

Technology Leadership High School is a non-smoking facility and smoking within the building is cause for suspension. This includes the areas in the vicinity of the school building, as well as off-campus school related activities.

Theft

Unauthorized possession, and/or sale of property of another, without consent of the owner is prohibited at all times.

Threats

No member of the Technology High School Leadership community may threaten another. Threats to harm or commit violence against any other individual are taken very seriously, even those uttered while joking or kidding around. A threat is never a joke.

Trespassing

Entering or being on school grounds, or in a school building, without explicit permission is prohibited.

Truancy

Students who skip school or are found in areas not approved by the school are truant.

Vandalism

Deliberately, maliciously, or thoughtlessly destroying, damaging, and/or defacing school property, or the property of another individual is prohibited.

Weapons

Possession or use of any kind of weapon, while at school, or at any school-related event is strictly prohibited. Weapons include, but are not limited to, guns (BB guns and look-alike guns, including squirt guns), knives of any kind, including sharp objects (designed to harm or scare) pepper spray, and any other form of chemical spray.

Definitions of Disciplinary Consequences

Behavior Contract: A behavior contract outlines a plan to which the student must adhere. The contract specifies targeted behaviors the student is expected to correct, the desired behaviors, specific supports and strategies needed, and consequences for success or failure.

Cell Phone and IPOD/MP3/Electronic Devices: consequences will be given for the use during instructional time.

1st time → warning by teacher

2nd time → taken away for the rest of the period by teacher

3RD time → family meeting

College Impact as One Disciplinary Consequence: A possible consequence for serious disciplinary/academic cases includes notification of disciplinary action to colleges to which the student has applied, thus placing at risk student's admissions prospects.

Detention: Students may be assigned to detention during lunch and/or before or after school. Students are assigned at the discretion of the principal. Student behavior during detention must be respectful and

responsible. Students who do not observe the rules will serve additional detention time and may also be subject to suspension.

Disciplinary Hearing: In serious cases and/or cases in which a student has exhibited a pattern of inappropriate behavior that is disrupting the educational process, the principal will call for a Disciplinary Hearing. The disciplinary hearing will occur within 10 days from the first full day of suspension, and the student is suspended from school until the hearing occurs.

Expulsion: The student is banned from Technology Leadership High School grounds and activities for a period of one year. In some cases, expulsion may be a permanent removal from Technology Leadership High School. When appropriate, a student who is expelled may be placed in an alternative program. A student receiving an expulsion will lose credit for the trimester in which the expulsion occurs, unless the student is engaged in an alternative program. A student must be given a due process hearing prior to expulsion. The student may, at his/her own expense, choose to be represented by an attorney at the hearing. Upon completion of an Expulsion a student may return to his/her assigned school.

Family Contact/Meeting: A phone conversation and/or meeting including student, advisor, appropriate teachers, student support members, and/or principal occurs. Please note that in certain instances, especially in the case of concerns around physical or social/emotional safety, the principal may elect to have student not report to class until a family meeting has occurred to problem-solve the issue. This meeting will be set up as soon as possible but will not always occur immediately the next day.

Mediation: The support team works with students, families, and staff in an attempt to resolve a dispute or misunderstanding. The goal of the process is to arrive at a common understanding of accepted responsibility and a shared commitment to positive future interactions.

Referral to Law Enforcement: Communication with local authorities in certain instances as required by law or at the request of the principal and/or designee.

Restitution: involves repaying or making amends to the community for damage or wrongdoing. Restitution entails giving an equivalent compensation for loss, damage, or injury caused to the Technology Leadership High School community.

Suspension: Period of time away from school in which student reflects upon what it means to be a part of the Technology Leadership High School community. The principal or designee determines suspensions upon review of disciplinary cases. Long-term suspensions (10 days or more) will follow the Technology Leadership High School Student Disciplinary Hearing Procedures. Students who are long-term suspended are not allowed on school grounds or at school activities during the suspension time period. Students who are short-term suspended (1 – 9 days) are not allowed on school grounds or at school activities during the suspension time period. A student with an identified disability may not be suspended in excess of 10 days without an IEP review to determine whether the student's IEP is appropriate and whether the behaviors in question are a manifestation of the student's disability. Upon review of disciplinary cases, all state and federally guaranteed due process laws for students will be followed in accordance with New Mexico Statute 22-5-4.3, School Discipline Policies.