



# STUDENT AND PARENT HANDBOOK

# MISSION

It is the mission of the Digital Arts and Technology Academy is to provide a dynamic learning environment where students can master grade level skills and benefit from career exploration in film, media and technology. It is our purpose to provide students with the knowledge base necessary to become productive, civic-minded professionals, while making positive contributions to our community.

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## I. COMMUNITY EXPECTATIONS

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### Student Expectations

The DATA faculty and administration believe that the following expectations are essential in order to maintain a positive and productive learning environment.

1. General Campus Appearance: Students, as well as all DATA community members, are responsible for the appearance of the school campus. We all need to pick up after ourselves in the classrooms, academic labs, hallways, snack bar, front lobby, and areas outside the building. We have a beautiful campus, and we are all responsible for keeping it clean and safe. Students who choose to engage in vandalizing our school in any way show a lack of respect and pride. This is a serious issue and students who are involved in vandalism will face serious consequences.
2. General Campus Behavior: We are a public school with many visitors each day. How we conduct ourselves says a great deal about who we are as individuals and as a school. All DATA community members are expected to conduct themselves appropriately in terms of language, dress and general behavior.
3. Passes: Every student must have a pass to leave or enter a class after it has started. Students will be asked to show their passes to administrators and teachers.
4. ID's: Every student must have an ID. Students are not required to wear their IDs, but they will have to show them when asked.

### Parent / Guardian Expectations

As a parent or guardian of a DATA student, we expect and need your support in the following areas:

1. Attendance: You agree to notify the school through our attendance system of any absences your student may have. It is essential that this is done as soon as possible, in order for us to keep accurate and timely records. For extended absences of 3 or more days, a written request and/or note from a doctor will be required.
2. Communication: You agree to supply us with updated contact information. Accurate phone numbers, email addresses, and physical addresses will allow us to provide you with important information concerning your student, as well as the school.
3. Parent Involvement: You agree that your involvement in the school will benefit the education of your student. We have many opportunities for parent involvement and strongly encourage you to volunteer your time and talent whenever you can.
4. Discipline: You agree to attend all requested academic and disciplinary meetings concerning your student. We believe your involvement in this process is essential in improving student behavior.

### What Parents Can Expect From DATA

1. Timely communication about your student's attendance.
2. Communication from teachers, counselors, advisors and administrators concerning the academic progress of your student.
3. Timely replies to your requests from any member of the DATA faculty, staff and administration.
4. Respectful treatment toward you and your student in all aspects of school life.

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## II. WHOM TO CONTACT

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### How To Get In Touch With Administrators Or Staff

1. If students, parent/guardians or community members need to talk to or meet with someone at the school regarding a particular issue, they can simply leave a message, email the person directly, or call the main school number and ask for assistance, if necessary.
2. If someone stops by to inquire in person, the staff member at the front desk will let the person know the name and extension, or email, of the DATA staff member with whom a message will be left.
3. If a student who is on campus needs to see a counselor or the registrar, he/she can follow the procedures under *III. General Information / Counseling or Transcripts & Transfer of Transcripts* below.

SCHOOL INFORMATION	
Address	1011 Lambertson Place NE, Albuquerque, NM, 87107
Phone Number	505-341-0888
Fax Number	505-341-0658
Web Site	<a href="http://www.datacharter.org">www.datacharter.org</a>

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## III. GENERAL INFORMATION

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### ◆ ADVANCEMENT, ENRICHMENT & STANDARDIZED TESTING

DATA is committed to providing the necessary time and instruction for our students to ensure successful performance on the New Mexico Standards Based Assessment (NMSBA) and the New Mexico High School Competency Exam (NMHSCE), as well as preparing them for a successful post-secondary future.

At the beginning of the year, students will take the Measures of Academic Progress (MAP) survey test to determine their levels of proficiency in math and reading. This will aid in accurate course placement, as well as identify the academic strengths and weaknesses of each individual student. Students not at grade level proficiency will be assigned to one or more of the following: study hall, small group study session, tutoring, additional academic instruction on E2020 and/or Work Train. If it is determined that some students need more instruction than those activities mentioned above, they may be assigned to night school or Saturday school.

In addition, all teachers will monitor student progress on a daily basis. Teachers will assess students on a weekly or bi-weekly schedule to identify New Mexico Standards and Benchmarks not yet mastered. Using a Plan, Do, Study, Act (PDSA) approach, teachers will assess student progress, gather data, adjust lessons and determine the level of proficiency based on NM Standards and Benchmarks.

### **Standardized Testing**

The NMSBA is a test given to students in grade 11 in the areas of math, reading, science and social studies. The test is aligned with New Mexico Standards and Benchmarks for each subject area and teachers are required to ensure that daily lessons address these. The NMSBA is given in the spring, and individual student reports are available in the fall of the next school year. The overall level of proficiency of the school is one of the criteria for meeting Adequate Yearly Progress (AYP). Therefore, it is critical for each student to do his/her best, as it is a measure of school performance.

The NMHSCE is given to students in grades 10-12. Students must pass all subject areas in order to be eligible to receive a New Mexico High School Diploma. Subject areas include reading, language arts, math,

science, social studies and composition. Beginning in 2009-2010, this exam will be replaced by the NMSBA.

◆ **ADVISORS & ADVISORY PROGRAM**

High school students often feel disconnected and have few personalized relationships with the adults who educate them. Student advisories offer a way to overcome the anonymity many students feel. Our advisory program is based on the belief that students need the opportunity to develop trusting relationships with adult educators, and that doing so benefits students in a variety of ways.

Each student in the school is assigned a teacher or staff member who assists the student in achieving his or her academic and personal goals. Advisory meets from 1:04-1:29 pm each day, except on shortened Wednesdays; and attendance is mandatory.

The advisor is the primary contact person for parents. We believe communication and parent involvement is essential to student achievement. Each teacher is directly responsible for working with parents of advisees concerning academic and social issues.

◆ **AWARDS ASSEMBLY**

An awards assembly will be held in May of each year to celebrate the accomplishments of our students. This is an important school wide event where students in every grade are eligible, so all students must attend. Awards assembly attendance for seniors is also required in order to participate in the commencement ceremony.

◆ **CLASS SPONSORS**

Each high school class is guided by Class Sponsors. It is intended that the sponsors oversee a single class throughout their four year period, if possible. The Class Sponsors meet with the class as a whole to discuss matters of concern or interest to the entire class. The Class Sponsors organize and facilitate class meetings, project meetings, parent evenings, community service projects, and other class events and functions.

◆ **CLOSED CAMPUS**

DATA is a closed campus. No student may leave campus without prior notification (written or phoned in by a parent or guardian). Seniors will be granted off-campus privileges in August of their senior year. Failure to follow all student expectations may result in loss of this privilege for the individual, or for the entire senior class. Parents may request a closed campus for their individual student.

◆ **CONFIDENTIALITY & INFORMED CONSENT**

Information divulged by a student to a counselor is confidential except in the following cases:

1. The student is considering harming him/herself or others
2. A major crime has been committed or the student is engaging in illegal activity at school
3. There is a report or evidence of child abuse or neglect

There may be circumstances when it is necessary to release information regarding a student. State law requires that any suspicion or evidence of child abuse or neglect, elder abuse, or knowledge of a minor engaging in dangerous or illegal behavior must be reported to the appropriate child protection agencies and/or legal authorities. Furthermore, if a student poses a serious danger to him or herself, or a substantial danger to others, any individual, including school personnel, with knowledge, evidence, or suspicion of said danger is required by law to intervene by informing family members, identified victims, and the proper authorities to provide for the safety of the student and others.

◆ **COUNSELING**

School counselors will provide individual, small group and family counseling; teach skill development in personal, career, and academic areas; participate in consultation and conferencing; provide large group guidance and psycho-social education; and provide case management and referral to outside agencies. The counselors also form partnerships and alliances with post-secondary institutions on behalf of the students. The primary areas of concentration for the counseling department are: 1) Mental Health/Social Development, 2) Career Development, 3) Academic Development.

◆ **DUAL CREDIT**

One of the many academic and career advantages offered by DATA is our concurrent enrollment program. Students can earn both college and high school credit by attending classes at CNM (Central New Mexico Community College) at no cost. Students who are interested in this program should see their counselors for more information.

◆ **FIELD TRIPS**

In order to participate in a field trip, students will be provided with a permission slip and an academic progress report that must be signed by the parent or guardian. These forms must be turned in to the field trip supervisor four days prior to the field trip. Students must be in good academic and behavioral standing and must not have excessive absences and tardies in any classes. Good academic standing is considered no more than two F's at the time permission slips are due to the field trip supervisor.

All rules that apply to student behavior on campus and in the classroom apply to any student attending a school-sponsored activity on or off campus. Any student participating in an act that is a violation of our school policies will be subject to the disciplinary action stated in that policy. The school trip supervisor has the authority to ban a specific student from future school trips and may choose to do so, based on previous behavior.

◆ **FINAL EXAMS**

Final exams are required by state law and calculated into the semester grade. Final exams will be administered the last week of each semester. **Students and parents may not request exemptions to the final exam schedule.**

◆ **FINES**

A list of textbook and library fines will be posted at the end of each semester. Failure to pay will result in the loss of the right to receive school records or register for classes for the upcoming school year.

As per State Statute, Section 22-15-10, 1993:

A SCHOOL DISTRICT MAY WITHHOLD THE GRADES, DIPLOMA AND TRANSCRIPTS OF THE STUDENT RESPONSIBLE FOR DAMAGE OR LOSS OF INSTRUCTIONAL MATERIALS.

◆ **FOOD SERVICES**

DATA's DECA members participate in the operation of the school's snack bar. Students may purchase food from the snack bar before school and during the lunch period. They may also bring food from home. DATA does not receive the funding necessary to provide a Free and Reduced Lunch Program.

DATA has designated eating areas, including the front lobby, the main hall, and two north halls where there is tile. Except in the main hall, there is no food in the carpeted areas of the building or in the classrooms,

either during class or during lunch, unless food is a part of the lesson for the day or there is a scheduled working lunch.

◆ **GRADE LEVEL CLASSIFICATION**

The grade level of each student will depend on several factors, including any credit requirements of the student’s previous school (if the student transferred into DATA), as well as the requirements of the State of New Mexico (which depend on the year the student enters high school as freshman).

As a basic guideline, the grade classifications of students who need 23 credits to graduate would be these:

Freshman	0 – 4.5 credits
Sophomore	5 – 10.5 credits
Junior	11 – 16.5 credits
Senior	17 – 23 credits

As mentioned above, this may translate into additional credits required for students. If you have questions, please contact the Registrar.

◆ **GRADES & PROGRESS REPORTS**

The academic year is divided into four, 9-week periods, or quarters. After completion of each quarter, student progress reports will be issued.

Each progress report will consist of a percentage grade, an expectation mark, and a comment once per semester. Any time students do not meet expectations, or are receiving a D or lower, a comment will be provided by the teacher. The percentage grade is based on completed work. Expectation marks indicate whether or not the student is meeting classroom standards and behavioral expectations.

Percentage Grades:	Letter Grade:
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

◆ **GRADE POINT AVERAGE (GPA)**

A student’s grades determine the grade point average. The GPA is calculated based on the following:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

A normal class load for a student is 5 – 6 classes. Each class is worth one half (.5) credit per semester. A student must receive a passing grade A, B, C, or D to receive credit for the semester. It should also be noted that student absences eliminate the ability to participate in class activities and discussion. This is reflected in the student’s grade.

◆ **GRADUATION REQUIREMENTS & COMMENCEMENT**

For information on graduation requirements, please use this link from the New Mexico Public Education Department (PED): [www.ped.state.nm.us/Graduation/d110/Grad%20FAQ.pdf](http://www.ped.state.nm.us/Graduation/d110/Grad%20FAQ.pdf).

Meetings will be held to cover all of the necessary details to prepare for graduation. As a result, attendance is required for all prospective graduates. Seniors must complete all required credits by the end of the year deadlines; and any senior who does not wish to participate in the commencement ceremony privilege should notify the receptionist as soon as possible.

◆ **HOMEWORK**

Completing homework and contacting teachers about make-up work is the student's responsibility and part of the educational process. Teachers will provide reasonable deadlines for completion of assignments. Students should request make-up work for short-term illnesses.

◆ **IMMUNIZATIONS**

Students must be in compliance with state law regarding immunizations in order to attend DATA. Students without current immunization records will not be admitted to DATA.

◆ **MESSAGES FOR STUDENTS**

Many students have cell phones; and they are able to use their phones before and after school, as well as during lunch. If an important, unforeseen circumstance requires reaching the student at some other time during the day, or if an emergency arises, a message can be left by calling the main number. We ask, however, that plans be made ahead of time so as to keep non-emergency messages to a strict minimum.

◆ **NEXT STEP PLAN**

All students should have a Next Step Plan from the prior school year. Next Step Plans will be updated in advisory, and the required parent input and approval will be obtained during parent teacher conferences.

◆ **PARKING**

Transportation of students to and from school is the sole responsibility of parents, guardians, or designees. Parking is allowed in the student lot on the north side of the campus. Parking in the student lot will require a campus parking permit, which is displayed from the rearview mirror. A New Mexico driver's license, proof of insurance, car registration, and a student ID will be required to purchase a permit. The cost of the permit is \$10.00 and is good for one year. If the permit is lost or transferred to another student, which is prohibited, the replacement cost will be \$20.00. The student parking lot is monitored during the regular school day; however, DATA does not guarantee that losses will not occur, nor will we be responsible for damages to or loss of personal items or vehicles.

◆ **SCHEDULE CHANGES**

All schedule change requests must be made within the first two weeks of school and are handled by the counselor.

◆ **SNOW DAYS**

DATA follows the Albuquerque Public Schools (APS) closures on days like these. Simply watch or listen to the news or check online; and if APS closes its main Albuquerque high schools (not just their East Mountain schools), DATA will be closed as well.

◆ **STUDENT CALENDARS**

Each student will receive a monthly calendar from each of his or her teachers. Students will keep the

calendars in their required three ring binders. The purpose of the calendar is to provide students a means of keeping track of daily assignments and activities. It will also be used to track weekly progress of each student during the advisory period.

◆ **STUDENT ID'S**

All students will be issued a picture ID badge that is to be carried at all times. These IDs will be used for student attendance, student schedules, student entrance and exit from campus, and student identification. Each student will receive one ID free of charge. ID replacements will be \$5.00 each. IDs are not to be altered, decorated, or vandalized in any way.

◆ **STUDENT ORGANIZATIONS & CLUBS**

**DECA** is an international, co-curricular organization which enhances the understanding and use of skills learned in the marketing courses through a hands-on approach. Students learn leadership, social, and civic skills through participation in various activities, including service projects, banquets, and competitions at the local, state, and international levels.

**SkillsUSA** is a student organization that enhances the skills and work-related attitudes needed for students to be successful in the working world. It is based on Skilled Trades and Industrial Careers and encourages students to participate in various projects in the school and community. Students can also participate in the state Skills USA competition, with the possibility of advancing to the national level.

**Student Government**

There may be an opportunity to establish an elected student government with membership open to all students. If so, the student government will establish reasonable standards for those interested in running for office, and all students shall be allowed to vote in elections designed to promote careful consideration of the candidates and issues.

The responsibilities of the student government shall be subject to the regulations of the School's Governing Council and shall include, but are not limited to, the following:

1. Involvement in the process of developing policies for revisions and additions to the curriculum, school rules and regulations.
2. Involvement in the formulation of guidelines for co-curricular activities.
3. Involvement in allocation of student funds, subject to established audit controls and to the approval of the principal.
4. Regular meetings with the principal or his/her designee to exchange views, share in the formulation of school and student policies, and consider revision to the school's curriculum.

**Other Clubs**

DATA offers as many other opportunities as possible, based on student interest and the availability of faculty and staff members as sponsors. To find out about specific clubs offered have your student talk to his or her advisor.

◆ **STUDENT PROPERTY:**

The school assumes no responsibility for student property; so whenever possible, students should secure their property appropriately.

◆ **TRANSCRIPTS & TRANSFER OF TRANSCRIPTS**

A transcript list courses taken, grades earned, and credit assigned; and it is maintained while a student is

enrolled in high school. This record provides a means of tracking graduation requirements, determining grade point averages, and assigning rank in the graduating class.

DATA will accept credits and courses in progress from another school that is accredited by the State Board of Education.

To request a copy of a transcript from DATA (official or unofficial), students need to fill out a form before school, after school, or during lunch (and not during scheduled classes). These forms are attached to the plastic bin outside of the Registrar's office and can be placed in the bin once they are complete. Official transcripts will be mailed to the address listed on the request form, and unofficial transcripts will be printed within 24 hours of the request and held for student pick up.

#### ◆ **VALEDICTORIAN & SALUTATORIAN**

Calculation of GPA and eligibility for top rankings in the senior class are based on the following factors:

1. The student has passed the New Mexico required assessment(s) for graduation or an alternative assessment, and
2. The student has been enrolled in DATA for four consecutive semesters.

In case of a tie, all students with the highest cumulative GPA will share the title of Valedictorian and/or Salutatorian.

#### ◆ **VISITING THE CAMPUS**

All visitors must enter through the south entrance of the school. The receptionist will greet all visitors, find out what they need, and assist them.

#### **Scheduled Meetings**

If the visitor has a meeting scheduled with someone at the school, the receptionist will have him sign in, issue him a visitor's badge, and inform the appropriate staff member that his guest has arrived. When the visitor is finished with his business, he must sign out with the receptionist. Visitors must wear the badge while on campus.

#### **Student Pick Up**

*(Please see specifics of Early Departure under IV. Policies & Behavioral Expectations/Attendance, Tardies & Early Departure)*

#### **Tours**

Tours can be arranged for interested families and community members by calling the main school number, 505-341-0888.

#### ◆ **VOLUNTEERS**

DATA recognizes that good schools develop when parents, community members, and educators work together. Parent/community volunteerism and direct involvement in the school is a principal means of promoting cooperation and understanding; and this partnership forms a strong foundation for student success.

Parent/community volunteers are encouraged to contribute their time and services to the school in compliance with these guidelines/regulations:

1. The parent/community member agrees to provide volunteer services according to state law, district policy, and building procedures.
2. Parents/community members who wish to provide equipment or gifts in kind will provide a list of proposed donations to the principal.
3. All volunteers working in a public school building are required by law to be fingerprinted and have their fingerprints on file with the Human Resources department at the site in which they volunteer.
4. All volunteers need to sign in at the front desk and receive a visitor's badge when they come to assist during their pre-scheduled times. They also need to sign out before leaving.

DATA already has many areas where volunteers can participate, including the following:

1. Class Parent (works with class sponsors)
2. Front Desk / Office Support
3. Attendance Phone Calls
4. Library
5. Fundraising
6. School Projects/Activities
7. Tutoring / Remediation

Volunteers are also welcome to contribute their time, assistance and talents in other ways. If you are interested, please contact us.

## **IV. POLICIES & BEHAVIORAL EXPECTATIONS**

### ◆ **ACADEMIC INTEGRITY**

The core of academic integrity is the understanding that students are responsible for their own work. The following is a list, although not inclusive, of examples of academic dishonesty:

1. Copying another student's homework and turning it in as your own
2. Receiving help on quizzes, tests and exams from another student
3. Receiving help on quizzes, tests and exams by using notes, books, or sources not allowed during testing
4. Giving another student help on quizzes, tests and exams
5. Plagiarism
6. Texting or using a phone during tests or exams

Any student engaging in academic dishonesty will be subject to the following consequences:

1. First Offense: No credit for the assignment. Administrator meeting with student and parent.
2. Second Offense: Failure of the course. The student will have to repeat the course to get credit.
3. Third Offense: Dismissal or expulsion from DATA

### ◆ **ATTENDANCE, TARDIES & EARLY DEPARTURE**

Daily, punctual attendance is necessary for students to benefit fully from the instructional program and to be successful. New Mexico state law requires that students regularly attend scheduled classes. Students who are between the ages of 18 and 22 are required to follow all DATA attendance policies and procedures, regardless of their adult status. They must also have parental or administrative permission in order to sign out during the school day.

The DATA faculty and staff count on the support of parents/guardians to ensure that their students are at school on time each day, that routine doctor/dentist appointments are scheduled before or after school

whenever possible and that vacations are scheduled during the many opportunities provided for this purpose in the academic calendar. At the same time, DATA does recognize the legitimacy of certain events which may dictate a student's absence. Students may be excused for the following reasons, with appropriate documentation when requested:

1. Doctor's appointment
2. Death in the family
3. Religious/cultural commitment
4. Illness
5. Family emergency
6. Diagnostic testing
7. College visit

Students and their families must assume responsibility for the student's absences, and recognize that excessive absenteeism, regardless of the reason, will negatively affect the student's achievement in class.

**Daily Attendance\***

1. A student who will be absent **must have a parent/guardian call the attendance line** (341-0888 x25), with as much advance notice as possible, and excuse the absence; otherwise, the absence will be counted as unexcused. Some information may be requested in order to verify that the call is indeed from the parent.
2. If the student is absent for more than three consecutive days, **a phone call must be made** to the principal to explain the situation and documentation must be provided, if requested (341-0888 x11).
3. If a student needs to leave during the day for any reason, **a parent or guardian must call** the attendance line to excuse the student and must follow the sign-out procedures listed under *Early Departures* below.
4. The Attendance Clerk calls parents daily to inquire about unexcused absences.
5. Absences will receive the following responses:

# of Absences in a Class (Excused or Unexcused)	Resulting Action
5	Parents will be contacted
7	Parents will be asked to attend a meeting with the student and an administrator to discuss absences and possible solutions
10	Another meeting will be scheduled with the parent, student and an administrator; and the student will be put on an attendance contract.
More than 10	A final meeting will be scheduled to determine if the student will receive a Withdrawal / Fail (W/F) from the class and/or lose credit.

\* Please note that New Mexico State law says that a student who is absent for 50% or more of a school day is considered absent for a full day. It also says that if a student has 10 days of unexcused absences, the student is considered truant; and the school is required to report this to the authorities.

**Tardies**

1. Any student arriving after 8:00 a.m. is considered tardy.
2. Students arriving from 8:00 to 8:05 will report to security to receive a tardy pass to class.
3. Students arriving after 8:05 will report to security and remain until the end of 1<sup>st</sup> period or serve in after school detention. Students may work on homework or read. Use of electronic devices or cell phones is prohibited.

# of Tardies in a Class (Excused or Unexcused)	Resulting Action
5	Parents will be contacted.
7	Parents will be asked to attend a meeting with the student and an administrator to discuss tardies and possible solutions.
More than 10	Student may be removed from the class and receive a Withdrawal / Fail (W/F) grade in the class; and any student receiving a W/F in more than one class due to tardiness/attendance will be removed from Day School and placed in Night School.

**Early Departures\***

1. If a student needs to leave during the day for any reason, a parent must call the attendance line to excuse the student.
2. If the student is responsible for his own transportation, the receptionist will give the student an off-campus pass.
3. If the parent/guardian is driving, he/she must show a picture ID and sign the student out.
4. If a parent cannot be present, an adult designated by the parent, who is listed on the student’s electronic file, can present his/her picture ID and sign the student in and out.
5. Whoever signs the student out is also responsible to sign the student back in again, if he/she returns before the end of the scheduled day.

\*These requirements apply to students who are 18 years of age or older as well, unless they are emancipated and have a copy of the court document in the DATA student file, or have documentation that they live on their own.

◆ **CELL PHONES & OTHER ELECTRONIC DEVICES**

Cell phones, iPods and all other electronic devices are to remain in the off position during scheduled class times, advisory, and E2020 sessions. Any violation will result in confiscation of the device for the day. Repeated offenses may result in a parent meeting/detention and/or suspension.

◆ **DRESS & APPEARANCE**

Students at DATA will observe standards of dress that reflect self-respect and respect for others. The working world for which we are preparing our students demands professional, career-appropriate attire. Furthermore, showing who our students are and what they are capable of doing is initially communicated to visitors and community members through the students’ appearance. Therefore, student dress at DATA will reflect high personal and professional standards. The following are prohibited:

1. Gang affiliated attire
2. Excessive Exposed midriff, exposed cleavage
3. Large arm openings
4. Hats and sunglasses inside
5. Any clothing referring to alcohol, sex, violence, drugs, profane language etc.
6. Chains and other objects that could be considered a danger
7. Clothing that is excessively baggy, or which exposes undergarments.
8. Clothing that is too revealing, exposing underwear/bra

The following guidelines are for short/skirt length, piercings:

1. Shorts and skirts are at least arm’s length (no shorter than fingertips when hands are at the side)
2. Piercings must not inhibit the use of safety attire/equipment

Students whose appearance is determined to be in violation of this policy will be asked to change or, if available, given clothing to wear for the remainder of the day. Repeated offenses will result in suspension.

It is human nature to show affection toward those we care about; and as a school, we do not discourage appropriate displays of affection. However, excessive public displays of affection that prevent students from arriving to class on time, create an uncomfortable environment for those around them, and/or is deemed inappropriate by faculty and staff is subject to disciplinary action.

#### ◆ **DISRUPTION OF THE EDUCATIONAL PROCESS**

DATA rules and regulations are aligned with the school's values. They are designed to articulate clear standards of conduct and a range of reasonable and fair consequences for violations. Individual teachers, assistant principals, and administrators play an active role in addressing all infractions.

DATA does not allow the disruption or obstruction of teaching, administrative, or disciplinary proceedings, public functions, or other DATA activities. This may also include bringing items to school that disrupt the educational process, such as skateboards, MP3 players, cell phones, video cameras, laser pen lights, and markers. Students who engage in behaviors that disrupt the educational process will be subject to the disciplinary actions described below (this includes tending to personal appearance/hygiene during class or in the halls instead of in the restroom during free time). Understand that each student is treated with respect and will be given an opportunity to discuss any serious disciplinary action taken with the principal. **All disciplinary action is subject to the discretion of the principal.**

#### ◆ **TECHNOLOGY ACCEPTABLE USE POLICY**

1. Each student will use school-provided computer resources with internet access with parent permission and under the supervision of DATA staff.
2. Each student will responsibly follow school guidelines for the acceptable use of school-provided networked information, resources, electronic systems, E2020, and the internet as part of planned curriculum learning activities.
3. Each student will use school-provided networked information resources and electronic systems responsibly as part of planned curriculum learning activities.
4. Each student will be assigned his own username and password for access to DATA systems. Students are required to safeguard this information and NOT to give that information to another student for any reason
5. Each student will utilize only the username and password that has been assigned to him every time he logs in to a computer at DATA. Forgotten passwords will be reset for the student on a limited basis. Repeated incidents with forgotten passwords may necessitate disciplinary action by the Administration.
6. Students' personal information (such as addresses, telephone numbers, parents' names and home or work addresses/telephone numbers) will not be published by the students or the Digital Arts and Technology Academy.
7. Students who receive information or messages which make them uncomfortable are to report the occurrence immediately to their teacher, an administrator and/or to their parents/guardians.
8. Students understand that they are never to agree to meet with people they encounter online without the prior permission of their parents/guardians.
9. Students will not attempt to access the private or personal materials, information, or files of others without prior authorization of the owner of the material and/or the IT department. Students may view approved published web pages, but must appropriately cite information obtained from them.
10. Students will not vandalize damage, alter, delete or disable the work (intellectual property) of another individual or organization.
11. Students will not access, manipulate, alter or attempt to damage, disable, delete or destroy technology or computer files. Students can access, view, and copy only material for which they have permission.
12. Students will not manipulate, alter, vandalize or damage any technology hardware/equipment at

- DATA (including, but not limited to computers, keyboards, mice, mouse pads, monitors, tables and chairs).
13. Students will not use school provided internet access for illegal, commercial or non-school related purposes (including, but not limited to checking e-mail, bank accounts, instant messaging, online/flash games, visiting social networking sites, etc..)
  14. Students will not access or attempt to access, create, print or distribute harassing, pornographic, obscene, racist, sexually explicit or threatening material, imagery or language, or anything else that DATA staff deems inappropriate.
  15. Students will not attempt to disable, bypass or circumvent any software/hardware security protocols, security software, or devices, to gain access to restricted files, programs, or restricted Internet content. This includes, but is not limited to
    - a. Using proxies to bypass firewalls or security software.
    - b. Obtaining and / or utilizing login names and passwords not assigned to the student.
    - c. Utilizing a computer that is already logged on to someone else's account, unless prior permission has been granted.
    - d. Concealing (screen-switching) illegal internet access or activities from teachers and staff.
    - e. Utilizing security flaws in any programs or operating systems in use at DATA.
    - f. Attempting to access servers or computers that the student is not authorized to access.
    - g. Attempting to "browse" networked locations, shares, and/or computers, unless specifically asked and authorized to do so (i.e. browsing to a specific class shared folder to upload/download files for that class is acceptable).
  16. Students will not install any hardware, programs, files, or media content onto DATA computers from the internet, program media, removable storage devices, or portable media players without permission from the IT/Network Administrator.
  17. Any Staff member may ask a student to relinquish control / step away from a computer workstation to be secured until an IT representative can be contacted, if the staff member suspects any violation of the Technology Use Policy is occurring.

Failure to comply with the *Technology Acceptable Use Policy* will result in consequences that include the entire range of disciplinary action.

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## IV. DISCIPLINE

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**UNLESS STATED OTHERWISE, DISCIPLINARY ACTION FOR VIOLATION OF ANY OF THE FOLLOWING WILL ADHERE TO THE OPTIONS LISTED BELOW:**

First Offense:	Meeting with administrator and parent notification 1 to 3 day suspension
Second Offense:	Meeting with administrator and parent notification 5 day suspension or dismissal for the semester
Third Offense:	Meeting with administrator and parent notification Dismissal for the semester or expulsion

\*If deemed necessary, the administrator may refer the student to the Health/Mental Health Team for screening. Further in-school counseling may be mandated for the student and parent.

\*If administration deems the violation as egregious, a first or second offense may result in immediate dismissal, expulsion, and/or referral to legal authorities.

*Please Note: In all cases, communication of any illegal act or action by a student may be forwarded to the appropriate authority or law enforcement agency.*

◆ **ARSON**

The willful and/or neglectful starting of a fire by any means, or causing an explosion on school property or at any school related event, is strictly prohibited.

1. First Offense: Meeting with administrator, parent and student. Dismissal for the semester; student and/or parent will be required to make restitution. Authorities may or may not be notified at the discretion of the principal.
2. Second Offense: Meeting with administrator, parent and student. Expulsion, student and/or parent will be required to make restitution and legal authorities will be notified.

◆ **BOMB THREATS AND FALSE ALARMS**

Informing another person that a bomb or other explosive has been placed in a position where persons or property are likely to be injured or destroyed is illegal and strictly prohibited. It is also illegal to interfere with the functioning of a fire alarm or give a false alarm by any means.

1. First Offense: Meeting with administrator, parent and student; dismissal for the semester and referral to legal authorities.
2. Second Offense: Meeting with administrator, parent and student; expulsion and referral to legal authorities.

◆ **BULLYING, INTIMIDATION, HARASSMENT & HAZING POLICY**

When students are afraid to attend school/classes they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and students can learn. When a student is *bullied*, his or her ability to participate in and benefit from the school's educational programs or activities is adversely affected. The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

The staff at Digital Arts and Technology Academy believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

**Definitions**

1. "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.
2. "Intimidation" means influencing the actions of another by the use of threats or violence
3. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
4. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- a. Verbal acts, teasing, use of sarcasm, jokes;
- b. Name-calling, belittling;
- c. Nonverbal behavior such as graphic or written statements;
- d. Conduct that is physically threatening, harmful, or humiliating; or

- e. Inappropriate physical restraint by adults.
- 5. “Racial Harassment” consists of physical or verbal conduct relating to an individual’s race when the conduct:
  - a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
  - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
  - c. Otherwise adversely affects an individual’s academic opportunities.
- 6. “Sexual Harassment” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
  - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
  - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s education; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment.
- 7. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
  - a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
  - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

**Notice of Prohibition Against Bullying and Anti-Bullying Interventions**

Bullying behavior by any student in the Digital Arts and Technology 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:

- 1. Placing a student in reasonable fear of physical harm or damage to the student’s property; or
- 2. Physically harming a student or damaging a student’s property; or
- 3. 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.

### **Reporting Intimidation, Harassment, or Bullying Behavior**

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel.
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify designated staff.
4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form. A copy of this form will be submitted to the Safe Schools coordinator.
5. School principal or designee is *required* to accept and investigate all reports of intimidation, harassment or bullying.
6. School principal or designee is *required* to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.
7. Nothing in this policy shall prevent any person from reporting directly to the office of the Chief Operating Officer.
8. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
11. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is *required* to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

### **Investigating Intimidation, Harassment, or Bullying Behavior**

The principal or their designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.

1. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing *prior* to the investigation taking place.
2. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.
3. The district may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.
4. The investigation shall be completed as soon as possible. The principal (or investigator) shall make a written report to the Chief Operating Officer upon completion of the investigation. If the complaint involves the Chief Operating Officer the report shall be filed directly with the New Mexico Public Education Department, Educator Ethics Bureau. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear

to be violations of this policy. A copy of the completed report will be maintained by the district Safe Schools Coordinator.

### **Consequences for Bullying, Intimidation, Harassment and Hazing**

1. Verified acts of these types of behavior shall result in intervention by the building principal or his/her designee that is intended to ensure that the prohibition against them is enforced.
2. Bullying, intimidation, harassment and hazing behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response. While conduct that rises to the level of bullying, intimidation, harassment and hazing as defined above will generally warrant disciplinary action against the perpetrator, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the building principal.
3. Possible disciplinary action may include: a) Referral to the Health/Mental Health Team for screening, b) Mandatory counseling for student and parent, c) Suspension from school, d) Dismissal for the semester, e) Expulsion

### **Consequences for Knowingly Making False Reports**

1. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Falsely reporting an incident is considered a disruption to the educational process and will be subject to the same disciplinary actions.

### **Anti-Bullying Included In Health Education Curriculum**

“Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. Our curriculum recognizes the importance of bully prevention skills in all grade levels.

### **Threats of Violence**

1. Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.
2. All employees and students are required to report evidence of threats of violence to their principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the principal.
3. In cases of threats that may constitute a violation of criminal law, the principal, Chief Operating Officer or designee shall notify law enforcement authorities.
4. Students who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline, including dismissal or expulsion. For Special Education students administrators will consult with the Director of Special Education regarding the appropriate process.

### **◆ DRUGS, TOBACCO & ALCOHOL**

DATA believes that there is neither any reason nor excuse to possess, use, or be under the influence of alcohol, tobacco, or any illegal drug at school or at school sponsored events. This also includes “look-alikes,” whether or not they are capable of producing a change in behavior or altering a state of mind. Offenses with drugs, tobacco and alcohol fall into three categories: possession on campus, under the influence or use on campus, and sale on campus.

1. ***Possession:*** The possession of drugs, drug paraphernalia, or alcohol on campus
2. ***Suspected Use or Under the Influence:*** The use of drugs or alcohol on campus or arriving on campus under the influence of drugs or alcohol
3. ***Sale of drugs or alcohol:*** The sale or distribution of drugs or alcohol on campus will result in immediate dismissal for the semester. A second offense at any time during the student's DATA career will result in expulsion with no opportunity to reenroll.
4. **Students who smoke or use any tobacco product on school property or in sight of school property will be warned. A second offense will result in suspension and participation in an after school smoking cessation program.**

◆ **FIGHTING**

Intending or performing physical harm and/or causing present fear of imminent danger to a person, with or without a weapon, are strictly prohibited. This includes fights resulting from verbal action, and/or bodily harm.

◆ **INSUBORDINATION**

Willful failure to comply with directions or requests from school personnel is prohibited. This includes failure to show your identification card when requested by faculty or staff.

◆ **SEARCH OF PERSON OR VEHICLE**

1. Vehicle Searches – Search of a student's vehicle while parked on school property may be conducted only if a certified school employee, school security officer, or campus security aide has reasonable suspicion that a crime or breach of the disciplinary code is being committed by the student.
2. 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.
3. 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, school security officer, or campus security personnel.
4. 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.

Students have the right to request parent notification prior to a search.

◆ **THEFT & VANDALISM**

Theft or the unauthorized possession, damage, or misuse of school property, other property on campus or property belonging to any member of the DATA community will result in financial responsibility for loss or damage, as well as the following consequences:

1. First Offense: Meeting with administrator, parent and student. Three day suspension, student and/or parent will be required to make restitution.
2. Second Offense: Five day suspension or dismissal. Student and/or parent will be required to make restitution.
3. Third Offense: Expulsion from DATA, student and/or parent will be required to make restitution.

◆ **TRESPASSING & UNAUTHORIZED PRESENCE**

Students are not allowed to be on school grounds or in school facilities after school hours unless they are participating in a school-sponsored activity with a DATA staff sponsor present.

◆ **WEAPONS**

Possession and/or use of a weapon includes, but is not limited to, firearms; any type of gun, knife, or club; explosives; spiked wrist band, chains, or other items that may cause or are intended to cause injury or death. This also includes “look-alike” guns and knives.

**Possession and/or use of a weapon of any kind will result in immediate expulsion from DATA.**

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## **V. STUDENT RIGHTS**

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STUDENTS HAVE A RIGHT TO:

◆ **CONTROVERSIAL ISSUES**

1. Students shall have the right to encounter diverse points of view.
2. Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs, and assemblies under guidelines established by the school.

◆ **EDUCATIONAL OPPORTUNITY**

1. A free public school education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility to uphold this right for every other student.
2. DATA affords all students equal educational opportunities.
3. Policy prohibits discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status, and pregnancy, in any program or activity sponsored by the school.
4. Students and parents may request documentation of qualifications of any teacher or administrator employed by DATA.

◆ **EXPRESSION & ASSOCIATION**

1. Students are protected in the exercise of the constitutional rights of free speech, press and assembly.
2. The exercise of such rights, however, must be conducted in a manner that does not disrupt the educational process.

◆ **GRIEVANCE PROCEDURES**

A complaint from a parent or student will be subject to a grievance procedure that provides for the prompt and equitable resolution of the dispute. The grievance procedure will follow these steps:

1. The grievant will file a written complaint, stating the specific facts of his/her grievance, and the remedy requested with the administrator.
2. The administrator will make all reasonable efforts to resolve the matter informally at the administrative level most immediate to the complaint.
3. In the event that the complaint cannot be resolved informally, the administrator will convene an informal hearing no later than ten working days after the filing of the complaint. At said hearing, both the grievant and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called and cross-examined. Within ten

working days of the hearing, the administrator will provide a written copy of his/her determination to both parties.

4. If, at this point, the grievance has not been satisfactorily resolved, further appeal may be made to the Chief Operating Officer.

◆ **ORGANIZATIONS AND CLUBS**

*(Please see more details under III. General Information / Student Organizations & Clubs)*

1. Students may form clubs or organizations for any legal purpose.
2. These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the principal.

◆ **PUBLICATIONS**

1. Students shall be allowed to distribute leaflets, newspapers, and other literature on school premises, at specified times and places, if the items have been approved in advance by the administration.
2. Student publications are subject to prior approval and censorship.

◆ **SPECIAL EDUCATION, IDEA & ADA**

1. Special Education and IDEA

Special Education services are provided at DATA based on each student's individual needs. The school policy is consistent with both the New Mexico State Board of Education's Special Education Regulations (6 NMAX 5.2), the Standards for Excellence (6 NMAC 3.2), and the federal Individuals with Disabilities Education Act (IDEA) regulations at 34 CFR Part 300. If you feel your child qualifies for Special Education services or if you have any questions concerning Special Education, please contact the Director of Special Programs.

2. Americans with Disabilities Act (ADA)

A DATA administrator will identify the need for physical access to a specific building, office, restroom, program or other area of the site by a specific student, parent, employee, or community member with a disability. This must include:

- a. Verification that the person does have a disability preventing access in the current situation.
- b. Verification that the person has a legitimate need for access to that area on a continual basis.

The DATA administrator will make every reasonable effort to accommodate the person with a disability by means already available within the site. If on-site accommodations appear inadequate, the administrator will submit a Physical Access Request form to the principal, along with the needs and options for a solution.

- a. Suggested solutions such as assistive technology devices, acquisition or modification of equipment or devices, training or job modifications will be handled through the appropriate channels.
- b. If there is a need for physical modification, the DATA administrator will complete a cost estimate and provide this information to the principal. If approved, the project will be completed.
- c. Records will be maintained by the DATA administrator.

◆ **STUDENT GOVERNMENT**

*(Please see details under III. General Information / Student Organizations & Clubs)*