

Turquoise Trail Charter School

Inspiring a Passion for Learning

Student Handbook

Effective for School Years:

2009-10

2010-11

2011-12

2012-13

2013-14

2014-15

2015-16

2016-17

2017-18

2018-19

2019-20

Turquoise Trail Charter School

GOVERNANCE COUNCIL 2018-2019

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300 Policy Series

Student Administration

POLICY 300 - TURQUOISE TRAIL CHARTER SCHOOL ATTENDANCE POLICY

Turquoise Trail Charter School (TTCS) requires a high level of participation in engaged learning. Regular classroom attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process.

The presence or absence of each student must be recorded each school day. Teachers follow TTCS directives and state requirements in coding unexcused/excused absences and tardiness.

The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen, or until they graduate from high school or receive a GED certificate. This Policy implements state law; to the extent that any portion of this Policy conflicts with state law, the state law shall control.

This policy applies to students and their parents or legal guardians.

A. DEFINITIONS

- a. “Absence” is when a child is not at school for a class or school day, whether excused or not, provided that “absence” does not apply to participation in interscholastic extracurricular activities.
- b. “Excused absence” is an absence due to illness, appointments with health or mental health care providers, death in the family, religious instruction or tribal obligations. At TTCS’ discretion, a written confirmation may be required by the office when the student returns to school. If requested, such letter should come from medical practitioner, funeral service provider, provider of religious education or tribal official. Special family situations may be considered appropriate for excused absence when subject to *prior* written notice from the parents/guardians and *prior* approval is received from the Principal. The Principal’s decision on the request shall be considered final.
 - i. Excused Absence due to Religious Instruction: A student may, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in religious instruction for not more than 1 class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. TTCS does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. TTCS shall provide time for the student to make up the school work missed during the absence.
 - ii. Excused Absence due to Tribal Obligations: A student will, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in tribal obligations with the written

consent of the parent/guardian. TTCS shall provide time for the student to make up the school work missed during the absence.

- c. "Unexcused absence" is an absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy.
- d. "Half Day Absence" is an absence from school for less than 49% of the school day or class period.
 - i. "Excused half day absence" is a half day absence from school for excused reasons identified in this Policy.
 - ii. "Unexcused half day absence" is a half day absence from school or from a class for which the student does not have an allowable excuse as identified in this Policy.
- e. Absence equivalencies:
 - 1. Any combination of two half-day excused absences will equate to one excused absence.
 - 2. Any combination of two half day unexcused absences will equate to one unexcused absence.
 - 3. Percentages are based on absences from *class periods* for the Middle School and *daily absences* for the Elementary School.
- f. "Tardy" is an arrival to school after the start of the day. Late arrivals in excess of 30 minutes or half a class period for Middle School, will be considered a "half day absent."
 - i. "Excused tardy" is a tardy for excused reasons listed in this Policy.
 - ii. "Unexcused tardy" is a tardy for reasons not listed in this Policy.
- g. "Early Release" is a student's departure from school 30 minutes or less prior to dismissal for reasons listed in this Policy. Early releases longer than 30 minutes will be considered a "half day absence."
 - i. "Excused early release" is an early release for excused reasons listed in this Policy.
 - ii. "Unexcused early release" is an early release for reasons not listed in this Policy.
- h. "Chronically Absent" is a student with an absenteeism rate of 10%, but less than 20%, regardless of the reason for absence, and/or whether excused or not. Chronically absent students require Early Intervention; see below.
- i. "Excessively Absent" is a student with an absenteeism of 20% or greater, regardless of the reason for the absence and/or whether excused or not. Excessively absent students require Intensive Support; see below.

- j. “Voluntary Withdrawal” is TTCS interpreting a student’s continued unexcused absences to constitute a voluntary disenrollment of the child from the school, after all TTCS’ intervention attempts have been exhausted. Voluntary withdrawal is not an expulsion of a student and does not require the due process for expulsion.

B. PROCEDURES

a. Attendance Requirement

- a. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person’s parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal.
- b. Students enrolled in TTCS shall attend school for the length of time of the school year as established by the school charter and any resulting reauthorization thereof.
- c. Students are expected to have no more than 5% absentee rate per school year, which includes both excused and unexcused absences.
- d. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.

b. Whole School Efforts to Ensure Student Attendance

- i. Notification of an Absence by a Parent or Guardian: The parent or guardian shall notify TTCS’ front office each day that his or her student will be absent from any part of the school day, except in the case of an emergency, and shall give the reason for the absence and shall provide a written parental verification upon the child’s return to school.
- ii. Notification of an Unexcused Absence by the School: If a student is absent from school or class without a parent or guardian’s notification of absence, TTCS’ front office will, as soon as practicable, contact the parent or legal guardian by telephone or e-mail to give notice of the student’s unexcused absence and to ascertain and document the reason for absence.
- iii. The School Counselor shall notify parent/guardian of a child who has reached a 5% absentee rate regardless of reason for absence and shall keep a record of notification(s).

c. Make up of Work Missed

- i. Following an **excused** absence, parent or guardians shall discuss make-up work with the student’s teacher. A student shall be given a reasonable time by the teacher

within which to make up the work the student missed during the absence. Following an **unexcused** absence, make-up work is at the discretion of the teacher.

d. School Actions Regarding Attendance Issues

- i. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences. **However**, after explicit notification to the parent/guardian that the student is excessively absent despite exhaustion of all intervention efforts described in this Policy, the school may consider further unexcused absences to constitute a voluntary withdrawal of the child from school enrollment.
- ii. Students in need of individualized prevention (5-9% absent)
 1. The School Counselor shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences, which may include referral to the Children, Youth and Families Department (CYFD) for chronic absenteeism.
- iii. Early Intervention for Chronically Absent Students (10 – 19% absent)
 1. Parents/guardians of students found to be Chronically Absent shall meet with the School Counselor. .
 - a. The Attendance Administrator shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet with the School Counselor. .
 - b. The purpose of the meeting will be to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian.
 2. Parents of students with any further unexcused absence after meeting with the Principal to develop an Early Intervention Plan may be referred to the Children Youth and Families Department for suspected neglect.
- iv. Intensive Support for Excessively Absent Students (20% or greater absent)
 1. Parents/guardians of students found to be Excessively Absent shall meet with the Principal and the School Counselor.
 - a. TTCS' School Counselor shall notify the parent/guardian of the student found to be excessively absent in writing, and include the date, time and location for parent/guardian to meet with the Principal and the School Counselor.
 - b. The purpose of this meeting will be to establish non-punitive consequences and school level supports to eliminate future absences,

and to apprise the student and parent of the consequences of further absences.

- c. Parents of students with any future absences of any type after meeting with the Principal for Intensive Support shall be reported to the probation services office of the local judicial district within 10 days after such absence. Such referrals shall include documentation of interventions provided to the family.
 - v. Voluntary withdrawal for 10 Consecutive Unexcused Absences: The school will consider 10 consecutive unexcused absences as a voluntary withdrawal from enrollment at TTCS. Voluntary withdrawal will be processed by the school only after:
 - 1. TTCS has documented and exhausted intervention efforts to keep the child in school per this Policy.
 - 2. TTCS has contacted the juvenile probation department.
 - 3. TTCS has notified the parent/guardian in writing upon the fifth consecutive unexcused absence that accumulating ten consecutive unexcused absences will constitute a voluntary disenrollment of the child. Such notice will require a scheduled meeting between the parent and the Principal.
 - vi. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent students or excessively absent students.
 - vii. TTCS shall provide a parent/guardian, within 5 days of parent's written request, access to attendance data of the student, including information about any intervention strategies that have been employed.
- e. School Action for Tardy/Early Release
- i. The School Counselor shall notify parent/guardian of a child when the child has accumulated 15 or more of any combination of Tardies or Early Releases.
 - 1. Chronically late/leaving early: When a child's combined total of Tardies and/or Early Releases reaches 25, the parents/guardians shall be required to meet with the School Counselor and the division principal.
 - 2. The School Counselor shall notify the parent/guardian of the student found to have 25 Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the School Counselor and the division principal. .
 - a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.

- b. The School Counselor and the Principal will decide on appropriate consequences for continued Tardies or Early Releases.
 - c. Continued meetings will be scheduled for every 10 instances of tardies or early releases.
 - ii. Excessively late/leaving early: When a child's combined total of Tardies and/or Early Releases reaches 55, the parents/guardians shall be required to meet with the Principal and the School Counselor.
 - 1. The School Counselor shall notify the parent/guardian of the student found to have 55 Tardies and/or Early Releases, and include the date, time and location for parent/guardian to meet with the Principal and the School Counselor.
 - a. The purpose of this meeting will be to discuss methods of ensuring on-time arrival and/or limiting early dismissal of students.
 - b. The School Counselor and the Principal will decide on appropriate consequences for continued Tardies or Early Releases.
 - iii. The Principal and/or the Head Administrator may create and implement additional measures to address chronic or excessive late arrivals/early releases.
- f. Native American Students.
 - i. In carrying out its duties under this rule and the school attendance law, TTCS shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the Public Education Department or other authorities per this Policy, TTCS shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification and will furthermore collaborate with tribes to provide support for Native American students.
 - g. If a student becomes pregnant in elementary school, a 504 plan (if not on an IEP) will be devised to support the student's educational needs through their pregnancy. The recommendations in the 504 would be on a case-by-case basis, but would fully support their education through homebound or in school education. Decisions about excused and unexcused absences would be discussed and agreed upon in the 504 meeting.

A copy of this Policy shall be placed on the TTCS website.

References: NMSA 1978 22-12A- 1 et seq.
Amended Oct 16th

POLICY 301 - Age of Attendance

Pre-school

An early childhood Pre-K education program shall be made available to students through the lottery process for a child who has attained his/her fourth birthday prior to 12:01 a.m. September 1 of the year of enrollment.

Kindergarten

An early childhood education program shall be made available to every child who has attained his/her fifth birthday prior to 12:01 a.m. September 1 of the year of enrollment. An exception will be made for any child who comes to Turquoise Trail Charter School from another state having attended kindergarten in that state for not less than sixty (60) days and whose birthday falls on or before December 31 of the year of enrollment.

First Grade

To be eligible for first grade the student must have attained his/her sixth birthday prior to 12:01 a.m. September 1 of the year of enrollment. An exception will be made for any child who comes to Turquoise Trail Charter School from another state having attended the first grade in that state for not less than sixty (60) days and whose birthday falls on or before December 31 of the year of enrollment.

After completion of the first grade, children who apply for initial admission to Turquoise Trail Charter School by transfer from non-public schools or from schools outside the district will be initially enrolled at the grade level they attained elsewhere pending evaluation by classroom teachers, guidance personnel, and the school Head Administrator. After such evaluations have been completed the Head Administrator will determine the final grade placement of the student.

Special Education

Turquoise Trail Charter School provides “special education” services additional to, supplementary with, or different from those provided in the regular school program by a systematic modification and adoption of instructional techniques, materials and equipment to meet the needs of exceptional children.

References: NMSA 1978, Sections 22-12-1 to 22-12-7

POLICY 302 – Enrollment, Admission and Lottery

Policy Statement: Students are admitted to TTCS through the enrollment and lottery processes described below. Any student living in New Mexico may apply to attend TTCS. TTCS does not discriminate against any student or family based on race, gender, religious affiliation, national origin, ethnicity, physical or mental disability, gender identity, sexual orientation or any other classification of individuals as recognized by state or federal law.

Class Size Limitations: Each year TTCS will announce the total number of classes by grade and the total number of students accepted into those classes for each of its locations. At no time will TTCS’s total enrollment for K-8 exceed the PEC approved enrollment cap, currently 840 students.

TTCS Governing Council may adjust the number of classes and students accepted per class, if enrollment trends necessitate an adjustment to accommodate staffing or enrollment demand. In no event shall an adjustment result in the disenrollment of any student.

Enrollment Preferences: TTCS shall grant enrollment preferences as follows:

First: Students who have been enrolled in the charter school and who remain in attendance through subsequent grades;

Second: Siblings of students who are already enrolled in or are attending TTCS; or

Third: Beginning with the enrollment period for 2019-2020 School Year, students who apply to TTCS and who reside in the pre-1994 Santa Fe Public School Turquoise Trail Elementary School Attendance Area boundaries as described on the Attendance Map ("Preference Zone"). Eligibility for this preference will require acceptable documentation of the student's current address. Acceptable documentation shall be required to verify a student's attendance zone.

All other students shall be awarded a space on a first-come, first-serve basis or through a lottery process when the number for students applying for TTCS for any grade level exceeds the number of spaces available after the preferences are applied. Students must both complete an application during the Lottery Application Window, and be registered during the Registration Window. See process for each described below.

Lottery Application Window:

TTCS's Lottery Application Window shall be at least 60 days, which dates shall be posted on TTCS's website. During this period, students currently enrolled and new applicants must each complete the following applicable process:

Students Currently Enrolled

During this Lottery Application Window families of enrolled students must complete a "Returning Student Form" to return for the next school year. Forms will be distributed through email during the Lottery Application Window. The Returning Student Form must be returned by no later than 14 calendar days from the distribution date. TTCS will send 2 reminders to parents before the due date. If after the second documented attempt the Returning Student Form is not completed and returned, TTCS will identify that student's space as vacant for purpose of the lottery. Any student forfeiting a space because the Returning Student Form was not timely returned, must reapply and is subject to the lottery process. **Families should be aware that failure to timely return a Returning Student Form will jeopardize a student's sibling's enrollment preference.**

New Students

Students wishing to apply to attend TTCS for the following school year must complete TTCS's online application found at the "Lottery Link" on TTCS's website during the Lottery Application Window. Families who do not have access to the Internet may use a computer at TTCS or contact the school for assistance (505) 986-4000. All Applicants must provide a valid physical address. If a student's family lives within the Preference Zone, they will need to provide two documents with the same address as proof of residency like those required

for a NM Driver's License (see www.mvd.newmexico.gov) to receive the preference, with the exception of documents from another educational institution.

Lottery Process

After the Lottery Application Window has closed and the time period for existing students to return the Returning Student Form has expired (see above), TTCS will determine the number of open spaces available for admission to TTCS in the next school year. TTCS will use a computer-based, random selection process to conduct a lottery for each grade level to fill the open spaces from applications received during the Lottery Application Window. Once all open spaces are filled, students will be placed on a Wait List in the order selected by the random selection process. The date for the lottery will be announced on TTCS's website as well as within the Lottery application webpage.

Notice

Within two business days of the lottery, TTCS administration shall post a list of students in the front lobby of the School. In addition, families will be notified by email and/or text message that a space is available for the student(s). Returning students and new students must complete the Registration process described below. **Failure to complete Registration by the deadline will result in a forfeiture of the space for the ensuing school year.**

Registration Window

Registration Window for Returning Students

Returning students must complete the Returning Student Form. The Returning Student Form will be via email sometime during the Lottery Application Window each year and must be completed and returned to TTCS within two (2) weeks of its distribution date, and the Registration Deadline will be clearly stated in the email and on the form. **Missing the Registration Deadline will result in forfeiture of the student's space for the next school year.** The following documents must be completed and returned to TTCS by the Registration Deadline:

- Returning Student Form

Registration Window for New Students

Students who have been offered a space MUST attend a registration session or call the school to make a registration appointment. **Missing the registration session or appointment will result in forfeiture of the student's space for the next school year.** The following documents must be provided to TTCS at the registration session or appointment:

- Immunization Record or completed State Approved Certificate of Exemption
- Original Birth Certificate
- Short Cycle Assessment data (MAPs, STARS, Discovery) from current or prior year
- Any relevant court documents
- Any IEP, 504, SAT data

Wait List

Students will be placed on the Wait List in the order drawn during the lottery. TTCS will notify families when open a space become available. Families will have four (4) business days to respond to the School whether the student will accept the open space. Registration must be completed

within three (3) business days of the family's response to accept the space. If either deadline is missed, the offer for an open space will be rescinded and the next student on the Wait List will be offered the open space. The Wait List for the current school year will be honored until June 1 of that year, thereafter, it will be renewed using the list generated by the lottery for the ensuing school year. In other words, the Wait List will not roll over to a new school year and a student on the Wait List should reapply during the Lottery Application Window every year.

First-Come First Served

If an open space becomes available during the school year and there are no students on the Wait List, students will be enrolled on a first-come, first-served basis, until the beginning of the Lottery Application Window. If there are open spaces after the lottery is complete and Registration Window has expired, students will be enrolled, but only if filling the open space will not exclude a student selected by preference or the lottery process for the next school year.

Amended, January 2019

POLICY 303- Extracurricular Activities Participation

It is the policy of Turquoise Trail Charter School to adhere to and comply with the policies, directives and procedures regarding participation in extracurricular activities as set forth in state statute, the New Mexico Activities Association regulations and guidelines, and the TTCS Code of Conduct.

References: NMSA 1978, Sections 22-12-2.1

**New Mexico Activities Association Regulations and Guidelines
TTCS Code of Conduct**

POLICY 304- Intramural Participation

Intramural participation by students in grades 4, 5, and 6 may be denied should that student not meet the established grade criteria.

POLICY 305 - Assignment, Promotion and Retention

The Head Administrator with the assistance of teachers shall determine all grade placements of students. Room assignments of pupils shall be made by the Head Administrator and committees of teachers.

The Governance Council acknowledges that the awarding of marks, retesting and decisions relative to promotion or retention of students is a responsibility of the student success team. It is the Council's policy to support its professional staff in this professional duty. The Governance Council feels that the professional staff can be depended upon to make all such decisions in the

best interests of children. However, the Governance Council considers it important that parents be consulted and informed at an early date when retention is advisable.

Promotion and retention decisions affecting a student enrolled in special education shall be made in accordance with the provisions of the individual educational plan established for that student.

Parental refusal to allow a student to be retained in grades K-6 must be in a written statement. In this case, the parent or guardian shall sign a waiver indicating his/her desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. Students failing to attain proficiency of content standards at the end of that year shall then be retained in the same grade for no more than one year in order to have additional time to master the required content standards.

A student who fails to attain proficiency of content standards for two successive school years shall be referred to the student success team for placement in an alternative program designed by the school.

References: NMSA 1978, 22-2-8.6

POLICY 306 - Student Records

Turquoise Trail Charter School shall maintain a cumulative record folder for each student. The cumulative record folder shall contain all permanent written records directly related to a student that are kept by the respective school unit, with the exceptions noted in policy 326.

For a variety of reasons parents or guardians sometimes choose to have their children called other than their legal surnames. This is permissible but shall be done only when it has been ascertained that it is the request of the legal guardian. It shall be the policy of the Turquoise Trail Charter School to recognize the wishes of the person having custody. However, for future verification and identification, the legal name shall also be included on any permanent records.

Turquoise Trail Charter School shall make every effort to comply with the Family Educational Rights and Privacy Act and to keep student records confidential.

CLASSIFICATION AND MAINTENANCE OF RECORDS

Turquoise Trail Charter School shall maintain a cumulative folder for each student. The cumulative record folder shall contain all the written records directly related to a student that are kept by the school unit except records kept by teachers, counselors, or supervisory or administrative personnel that are in the sole possession of the maker and are not revealed to any other person except a substitute;

The following types of records are kept in cumulative record folders:

Identification information, including name, sex, race, birthplace, and birth date
Family data

Medical health records and emergency medical information
Attendance records
Scholastic records
Standardized test scores
Records of interest, activities, and honors Records
of educational or vocational plans
Information pertaining to special services provided for students Other
educational records kept by individual school unit

Cumulative record folders shall be kept in the office of the Head Administrator. If the student no longer attends Turquoise Trail Charter School or a school within the district, the cumulative record folder shall be stored at Turquoise Trail Charter School for a minimum of five years.

The Head Administrator is responsible for maintaining the cumulative record folders of students attending Turquoise Trail Charter School.

Unnecessary and outdated material may be deleted from the student's record at any time except when a request for a review by a parent or student is pending. At a minimum, the student's records shall be reviewed for unnecessary and outdated information when the student completes elementary school.

Original special education records are kept at the B. F. Young Professional Development Center, and copies are maintained at Turquoise Trail Charter School.

RIGHTS OF PARENTS TO REVIEW AND INSPECT RECORDS

Those who have the right to inspect and review the cumulative record folder kept about the student include parents of students who are under eighteen (18) years of age. It is presumed that parents of students who have not yet reached the age of 21 who are currently attending school claim the student as a dependent for tax purposes.

Parents who wish to inspect and review the cumulative record folder shall submit a request in writing to the Head Administrator. When the Head Administrator receives a written request for review of the records from a parent to inspect the records, the Head Administrator shall schedule the review. The appointment date should be as early as possible but never later than fifteen (15) days after the request. The inspection and review shall be made in the office of the Head Administrator or at another designated place.

A school official competent in interpreting student records shall be present to explain the implications of the records that are examined.

Parents who wish to inspect records and live within fifty (50) miles of the place where the records are kept must do so at the place designated by the school. After the inspection, they may request copies of the records they inspected. Parents who live farther than 50 miles from the place where the records are kept may request copies of the records without first inspecting them at the school. The copies shall be sent by registered mail, return receipt requested.

HEARING TO CORRECT INACCURACIES

Parents of a student who has not yet reached the age of 18 have the right to challenge the content of records in the student's cumulative record. A parent who believes that information contained in the student's cumulative record folder is inaccurate or misleading or otherwise violates the student's rights may request, in writing, that the records be amended by the Head Administrator. Not later than five (5) school days after receipt of a request to amend, the Head Administrator shall decide whether to amend the records in accordance with the request. If the Head Administrator finds that the challenge is not justified, the Head Administrator shall inform the person who made the request of the finding and shall also inform that person of the right to request, in writing, a hearing before the Governance Council. If a parent requests a hearing, the hearing officer shall set a date for the hearing as soon as possible but not more than ten (10) school days after the request for the hearing was made and shall give the parent at least two (2) school days advance written notice of where and when the hearing will be held. At the expense of the parent an attorney or anyone else of their choice may assist at the hearing.

The hearing officer shall render a written decision as soon as possible and must make it within five (5) school days after the hearing. The decision shall be based only on evidence presented at the hearing and shall include a summary of this evidence and the reasons for the decisions.

If the hearing officer decides that the information is not inaccurate or misleading or does not otherwise violate the student's rights, the parent or student shall be notified of that decision. At the same time, the parent or student shall be informed of the right to submit to the Head Administrator a statement of objection of reasonable length to the information contained in the records. Any explanation submitted by the parent shall be placed in the student's cumulative record folder, shall be disclosed by the school whenever the contested portion of the cumulative record is disclosed, and shall not be destroyed unless the contested portion of the cumulative record is destroyed.

A parent or student who is dissatisfied with the decision of the hearing officer may appeal to the Governance Council within fifteen (15) days. The review shall be on the record and not a *de novo* hearing.

DISCLOSURE TO PERSON OTHER THAN PARENTS OR STUDENTS

Persons Authorized to Have Access

Turquoise Trail Charter School may, without the consent of the parent, disclose information kept in the student's cumulative record folder to the following persons:

1. School officials who have a legitimate educational interest in examining the information. The term school official includes any teacher, administrator, assigned student teacher, intern, teacher aide, or other professional employee of the school and members of the Governance Council. The Head Administrator of the school where the records are kept determines whether a school official is seeking the information to carry out official duty and whether the specific information sought will help in carrying out that duty.
2. Authorized representatives of the Comptroller General of the United States; the Secretary

of the U. S. Department of Health and Welfare; the Secretary of the U. S. Office of Education; or officials of the New Mexico State Department of Education, if they seek the information in connection with either the audit and evaluation of state or federally funded programs or the enforcement of state or federal legal requirements that relate to these programs.

3. Accrediting organizations that seek the information to carry out their accrediting functions.
4. Persons or organizations conducting studies for or on behalf of the school administrative unit or another educational agency to develop or validate predictive tests, administer student aid programs, or improve instruction. Any report released on the basis of data collected under this paragraph may not include information that personally identifies students or their parent.
5. Persons who seek the information in connection with a student's application for, or receipt of, financial aid.
6. Officials of another school in which the student seeks or intends to enroll. After the Head Administrator receives a request from another school in which the student seeks or intends to enroll, the Head Administrator of the school shall forward the cumulative record folder without notifying the parents of the transfer or seeking their consent. If the parents so request, the Head Administrator shall furnish them an unofficial copy of the records to be transferred and give them an opportunity to correct any inaccuracies in accordance with the procedure set out in Rights of Parents to Inspect Records.
7. Persons who seek information in connection with a health or safety emergency that threatens the health or safety of the student or other persons.

ALL EMPLOYEES WHO HAVE ACCESS TO STUDENT RECORDS ARE DIRECTED BY THE GOVERNANCE COUNCIL TO MAINTAIN THE MOST SCRUPULOUS PROTECTION OF INFORMATION IN THOSE RECORDS WHICH IS OF A SENSITIVE AND PRIVATE NATURE.

PARENTAL OR STUDENT CONSENT

No one else may have access to personally identifiable information from the cumulative record folder except under one of the following circumstances:

1. When proper written consent to the release of such records has been obtained. If the student is not yet 18, one of his parents must consent to the release. The consent must be signed and dated and must specify the records to be disclosed, the purpose for disclosure, and the persons or class of persons to whom the disclosure may be made. Upon request, the school shall supply a copy of records released to the parent who gave the consent. If the parent gives consent for a student, the parent may request that a copy of the records released be given to the student even though the student is not yet 18.
2. To comply with a court order or lawfully issued subpoena. Upon receipt of a court order or subpoena, the Head Administrator shall immediately send written notice to the student's parents at their last known address that a court order or subpoena has been received.
3. When a school official discloses information from the student's cumulative record folder to anyone other than the parents of the student, the student himself, or other school officials, the office shall inform the person who receives the information that it may not be

transferred to any other party without the consent of the parents.

INSPECTION LOG

The Head Administrator shall maintain in each cumulative record folder a cumulative record inspection log. The inspection log shall include the name and reason for inspection of each person who requests access to the cumulative record, but shall not include disclosures to the parents, the student, school officials, or persons who have student or parent consent. The inspection log may be inspected by the student's parents.

WAIVER OF RIGHTS

Parents of a student may waive any of their rights under this policy. A waiver of rights must be in writing, must be by the parents, and must specify the rights to be waived. A waiver is effective until revoked in writing.

NOTICE TO PARENTS AND STUDENTS

Annual notice of this declaration of compliance with the Family Educational Rights and Privacy Act (FERPA) shall be made by the Governance Council and said declaration shall be published in the parent handbook.

RE-DISCLOSURE

Turquoise Trail Charter School may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

COMPLAINTS

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding and alleged violation of the Federal Education Rights and Privacy Act. The Office's address is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

References: Family Educational Rights and Privacy Act (FERPA)

POLICY 307 - Disclosure of Student Names

Pursuant to State Regulation 93-17, no employee, Governance Council member or school volunteer shall sell or use student lists or disclose the name of any student for the purpose of marketing goods or

services directly to students or their families by means of telephone, mail, or electronic communication.

References: State Regulation 93-17

POLICY 308 - Rights and Responsibilities

STATEMENT OF POLICY

A primary responsibility of the Turquoise Trail Charter School and their professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary charges are brought about.

The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The schools have both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

GENERAL PROVISIONS

Jurisdiction Over Students

All officials, employees, and authorized agents of the Turquoise Trail Charter School whose responsibilities include supervision of students shall stand in *loco parentis* with regard to any students whom they are required to supervise whenever students are lawfully subject to school control, regardless of place. During such periods, Turquoise Trail Charter School authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the school's authority.

School Authority Over Non-Students

School officials have the following forms of limited authority over non-students whose actions

adversely affect school operations or activities.

On School Property

The Turquoise Trail Charter School Governance Council has the authority to prohibit entry to and the removal from the school building, grounds or facility of any person who refuses to identify him/herself and state a lawful purpose for being present. Any person who refuses to do so may be removed by school authorities, who may use such reasonable force as is necessary to accomplish the removal. Alternately, a person who refuses to do so and who also refuses a lawful request to leave school premises may be subject to arrest by law enforcement authorities for a variety of possible criminal offenses, including but not limited to interference with the educational process, disorderly conduct or criminal trespass. A person who identifies him/herself and states a lawful purpose may, nevertheless, be subject to removal by school officials for engaging in prohibited activities as defined in this policy or to arrest by law officers if he/she is also engaging in criminal activity.

Off School Property

Turquoise Trail Charter School authorities have indirect and limited authority over the activities of non-students off school property. To the extent that non-students' conduct at or near the school or school-sponsored activities may constitute a criminal offense, including the crimes of disorderly conduct, criminal trespass (after refusing a lawful custodian's request to leave) or interference with the educational process, school authorities may request the assistance of law enforcement agencies to remove or arrest the offenders.

DEFINITIONS

For the purpose of this policy, any words, terms, or phrases defined herein shall have the meanings stated:

“Administrative Authority” means the Head Administrator, or a person authorized by either to act officially in a manner involving school discipline or the maintenance of order.

“NMSA 1978” means the 1978 compilation of New Mexico Statutes Annotated.

“Parent” means the natural parent, a guardian, or other person or entity having custody and control of a student who is subject to the Compulsory School Attendance Law, or the student himself if he/she is not subject to compulsory attendance. One claiming to be an "other person or entity having custody and control of a student" must provide evidence in the form of a properly executed, acknowledged and filed Power or Attorney Delegating Powers of Parent or Guardian.

“Public School” means the Turquoise Trail Charter School campus, any building, facility, vehicle, or other item of school property owned, operated, controlled, or in the possession of the school. For purposes of student discipline, the term also includes any non-school premises being used for school-sponsored activities.

“Student” means a person who is enrolled in the school or a person who was a student during the

previous school year, and is participating in a school-sponsored activity connected with his or her prior status as a student.

RULES OF CONDUCT FOR THE TURQUOISE TRAIL CHARTER SCHOOL

Prohibited Activities

Acts Prohibited by this Policy

Criminal and delinquent acts which include, but are not limited to:

1. Willful interference with the educational process at Turquoise Trail Charter School, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions this public school; impair, interfere with or obstruct the lawful mission, processes, procedures, or functions this public school;
2. Arson;
3. Assault and/or battery;
4. Criminal damage to property;
5. Criminal libel;
6. Criminal trespass;
7. Unlawful assembly or disturbing lawful assembly;
8. Extortion;
9. Larceny, robbery or burglary;
10. Illegal sale, possession, transportation or use of alcoholic beverages, controlled substances, firearms or other weapons, or explosives;
11. Possession or use of tobacco products;
12. Sexual harassment or misconduct;
13. Hazing;
14. Gang activity.

Disruptive conduct includes, but is not limited to:

1. Willfully obstructing or preventing freedom of movement or use of property, facilities, or parts of Turquoise Trail Charter School, or the right of ingress or egress;
2. Willfully committing any act which does, attempting, threatening or inciting others to commit any act which would reasonably be expected to disrupt, impair, interfere with or obstruct the lawful mission, purposes, processes or procedures of the schools;
3. Willfully impairing the ability of the school in efforts to provide instruction.
4. Refusal to identify self;
5. Refusal to cooperate with school personnel covers situations where students willfully disobey lawful instructions or orders from school personnel or agents such as volunteer chaperons whose responsibilities include supervision of students. This regulatory offense includes, but is not limited to, a student's:
 - a. Willfully refusing a direction to cease any conduct which a supervisory person in charge of a class or other activity has clearly identified to the student as a hindrance to the activity;
 - b. Willfully refusing a direction to cease engaging in disruptive conduct;

- c. Willfully refusing or failing to leave a school facility or school-sponsored activity after being directed to do so by an administrative authority;
- d. Willfully refusing or failing to abide by restrictions on student privileges or other lawful conditions imposed by an administrative authority as a disciplinary measure.

Definitions for Prohibited Acts

“*Criminal Acts*” are acts defined as criminal under the Criminal Code and the Liquor Control Act. Such acts include the crime of willful interference with the educational process of Turquoise Trail Charter School.

“*Disruptive Conduct*” means willful conduct which:

- 1. materially and in fact disrupts or interferes with the operation of the school or the orderly conduct of any school activity, including individual classes, or
- 2. leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.

“*Refusal to Identify Self*” means a student’s willful refusal, upon request from school personnel known or identified as such to the student, to identify himself or herself accurately.

“*School Personnel*” means all members of the staff, faculty, and administration employed by the Governance Council. The term also includes authorized agents, such as volunteer chaperones, whose responsibilities include supervision of students.

“*Refusal to Cooperate with School Personnel*” means a student’s willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.

REGULATED ACTIVITIES

All other areas of student conduct shall be regulated within legal limits by the Governance Council, as it deems appropriate. Conduct by non-students, which affects school operations shall be regulated within legal limits pursuant to any of the forms of authority described above.

LEGAL LIMITS

“Legal Limits” include the requirements of the federal and state constitutions and governing statutes, standards, and regulations, and also include the fundamental common-law requirement that rules of student conduct be reasonable exercises of the school's authority in pursuance of legitimate educational and related functions.

Activities Subject to Governance Council Policy within legal limits include, but are not limited to:

- ‘ School Attendance
- ‘ Use of and access to the public buildings, including: restrictions on vehicular traffic on school property; prohibition of or conditions on the presence of non-school persons on school grounds or in school buildings while school is in session, and reasonable standards of

conduct for all persons attending school-sponsored activities or other activities on school property; student's dress and personal appearance; speech and assembly within the school;

- ‘ Publications distributed in the school;
- ‘ Participation in extracurricular activities;
- ‘ The existence, scope and conditions of availability of student privileges.

ENFORCING RULES OF CONDUCT

Basis for Disciplinary Action

A student may appropriately be disciplined by administrative authorities for violating rules governing “prohibited” or “regulated” activities as defined in this policy or in other rules of conduct promulgated by an administrative authority pursuant to the authorization of the Turquoise Trail Charter School Governance Council. The existence of a specific rule is not a prerequisite for disciplining a student for conduct which endangers the health or safety of students, school personnel, or others for whose safety the public charter school is responsible or for conduct which reasonably appears to threaten such dangers if not restrained.

Selection of Disciplinary Sanctions

Within legal limits, the Governance Council has the discretion to determine the appropriate sanction(s) to be imposed for violations of rules of student conduct. The Governance Council authorizes administrative authorities to make such determinations at such levels and in such decisional framework(s) as appropriate.

SCHOOL DISCIPLINE AND CRIMINAL CHARGES

Appropriate disciplinary actions may be taken against students regardless of whether criminal charges are also filed in connection with an incident.

NONDISCRIMINATORY ENFORCEMENT

Administrative authorities shall not enforce school disciplinary rules or impose punishments in a manner which discriminates against any student on the basis of race, color, religion, age, sex, national origin, ancestry, disability, marital status, sexual orientation, or political affiliation, except to the extent otherwise permitted or required by law or regulation. This policy shall not be construed as requiring identical treatment of students for violation of the same rule; it shall be read as prohibiting differential treatment, which is based on race, color, religion, age, sex, national origin, ancestry, disability, marital status, sexual orientation, or political affiliation, rather than on other differences in individual cases or students.

CORPORAL PUNISHMENT

The Turquoise Trail Charter School Governance Council forbids corporal punishment for behavior modification. The Governance Council encourages the development and use of other effective means of maintaining orderly, safe schools.

DETENTION, SUSPENSION AND EXPULSION

Where detention, suspension, and/or expulsion is determined to be the appropriate penalty, it may be imposed only in accordance with procedures that provide at least the minimum safeguards prescribed below. Suspensions or expulsions of special education students shall be subject to the further requirements of the following subsection.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Special Education students are not immune from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially impairs the education of other children in the program. However, the individual educational needs of exceptional children must be met to the extent that state and federal law requires. Accordingly, before a long-term suspension or expulsion may be imposed on a special education student, school authorities shall seek to determine whether the objectionable conduct is caused by a failure to provide the student with an appropriate educational plan. It is the policy of the Turquoise Trail Charter School Governance Council to comply with all state and federal regulations governing the discipline of students with disabilities, as set forth in the Code of Conduct.

1. **Program Prescriptions.** A special education student's Individual Educational Program (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with this regulation. However, the IEP Team may prescribe or prohibit specified disciplinary measures by including appropriate provisions in a student's IEP. Administrative authorities shall adhere to any such provisions contained in a special education student's IEP, except that an IEP Team may not prohibit the initiation of proceedings for long-term suspension or expulsion, which are conducted in accordance with this regulation.
2. **Immediate Removal.** Nothing herein shall be construed as limiting the administrative authority's ability to remove a special education student from school immediately under emergency conditions. However, an IEP Team meeting shall be held within ten (10) days of removal to determine whether the misconduct is part of the student's handicapping condition. If the behavior is due to the handicapping condition, an alternative placement must be implemented prior to accumulation of ten (10) days of suspension.

SEARCH AND SEIZURE

A student's person or property while under the authority of the schools, and school property assigned to a student, are subject to search, and items found are subject to seizure.

ENFORCING ATTENDANCE REQUIREMENTS

The Turquoise Trail Charter School Governance Council shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled at Turquoise Trail Charter School. An administrative authority who has reason to believe a student is violating the Compulsory Attendance Law shall:

1. Initiate the prescribed statutory procedures for enforcement by sending written notice by certified mail to the parent, and
2. Proceed with whatever administrative sanctions are considered appropriate. If the violation continues after the parent has received the written notice, the administrative authority shall report the matter to the local Children's Court as required by statute. If there is an indication that the continued violation can be ascribed to the parents' act or omission, the administrative authority shall also consider whether to seek or initiate a criminal action against the parent.

PROCEDURE FOR DETENTIONS, SUSPENSIONS, AND EXPULSIONS

The authority of the Governance Council to prescribe and enforce standards of conduct for students must be exercised consistently with the constitutional safeguards of individual student rights. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules. But it is a property right which may only be denied where school authorities have adhered to the procedural safeguards required to afford students due process of law.

The administrative authority shall have the power to suspend from the privileges of the school any student guilty of gross misconduct or continual insubordination to school organization and/or regulations. Any student who is disruptive in a manner contemplated in the zero tolerance offences, as reflected in the Code of Conduct, may be suspended, subject to certain conditions for reinstatement.

When a student is suspended or expelled from school, he is not to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion. Failure to comply may result in legal or other disciplinary action against the student.

The right to expel a student, however, is a power retained by the Turquoise Trail Charter School Governance Council.

IMMEDIATE REMOVAL

"Immediate Removal" means the removal of a student from school for one school day or less under emergency conditions and without a prior hearing. Students whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following rules:

A rudimentary hearing, as required for temporary suspensions, shall follow as soon as possible.

1. Students shall be reinstated after no more than one school day unless within that time a temporary suspension is also imposed after the required rudimentary hearing.
2. As soon as practicable, the school shall exert reasonable efforts to inform the student's parent(s) of charges against the student and the action taken. If direct contact is not established by the middle of the school day following the immediate removal, the school shall prepare a written notice with the required information and deposit the notice for mailing to the parent's address of record.

TEMPORARY SUSPENSION

“Temporary Suspension” means the removal of a student from school for a specified period of ten (10) school days or less after a rudimentary hearing conducted in accordance with the requirements below.

A student facing temporary suspension shall first be informed of the charges against him or her and if she/he denies them shall be told what evidence supports the charge(s) and be given an opportunity to present his/her version of the facts. The following rules apply:

1. The “hearing” may be an informal discussion and may follow immediately after the “notice” is given.
2. Unless the administrative authority decides a delay is essential to permit a fuller explanation of the facts, this discussion may take place and a temporary suspension may be imposed within minutes after the alleged misconduct has occurred.
3. A student who denies a charge of misconduct shall be told what act(s) he/she is accused of committing, shall be given an explanation of the evidence supporting the accusation(s), and shall then be given the opportunity to explain his or her version of the facts. The administrative authority is not required to divulge the identity of informants other than school personnel. She/he is required to disclose the substance of all evidence on which she/he proposes to base a decision in the matter.
4. The administrative authority is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s) or to call witnesses to verify the student’s version of the incident, but none of the foregoing is prohibited.
5. The school shall exact reasonable efforts to inform the student’s parent(s) of the charges against the student and their possible or actual consequence as soon as practicable. If direct contact has not been established by the end of the first full day of suspension, the school shall on that day deposit a written notice with the required information for mailing to the parent’s address of record.

IN-SCHOOL SUSPENSION

“In-school suspension” means suspending a student from one or more regular classes while requiring the student to spend the time in an alternate classroom or other designated area at the same school or elsewhere.

In-school suspension may be imposed with or without further restrictions or student privileges. Any student who is placed in an in-school suspension, which exceeds ten school days must be provided with an instructional program that meets both local educational requirements and the Educational Standards for New Mexico Schools. Student privileges, however, may be restricted for longer than ten (10) days.

In-school suspensions of any length shall be accomplished according to the procedures for a temporary suspension as outlined above.

DETENTION

“Detention” means requiring a student to remain inside or otherwise restricting his or her liberty

at times when other students are free for recess or to leave school. Detention may be imposed in connection with in-school suspensions, but is distinct from in-school suspension in that it does not entail removing the student from any of his or her regular classes.

Long-term Suspension and Expulsion. “Long-term suspension” means the removal of a student from school for a specified time exceeding ten (10) days. “Expulsion” means the removal of a student from school either permanently or for an indefinite time exceeding ten (10) school days. The Head Administrator or his/her designee will initiate procedures leading to long-term suspensions or expulsion. A temporary suspension may be imposed while the procedures for long-term suspensions or expulsion are activated. However, where a decision following the required formal hearing is delayed beyond the end of the temporary suspension, the student must be returned to school pending the final outcome of the hearing.

DEFINITIONS

Hearing Authority: Disciplinarian. “*Hearing Authority*” means the Head Administrator or his/her designee who is designated to hear evidence and determine the facts of a case at a formal hearing authority. The same person will perform both functions, but no person shall act as hearing authority, or disciplinarian, in a case in which (s)he has previously been involved, except as an initiating administrative authority.

“*Review Authority*” is the Governance Council. A student aggrieved by the hearing authority’s decision after a formal hearing, shall have the right to have the decision reviewed by the Governance Council if the penalty imposed was at least as severe as a long-term suspension, expulsion, or an in-school suspension exceeding one school semester, or a denial or restriction of student privileges for one semester or longer.

Initiation of Procedures. An administrative authority shall initiate procedures for long-term suspension or expulsion of a student by designating a hearing authority and disciplinarian, scheduling a formal hearing in consultation with the hearing authority and preparing and serving a written notice meeting the requirements below.

Service of Notice. The written notice shall be addressed to the student, through his or her parent(s), and shall be either personally delivered or mailed to the parent.

Timing of Hearing. The hearing shall be scheduled no sooner than five (5) nor later than ten (10) school days from the date of delivery or mailing of the notice whichever is earlier. The hearing may be scheduled sooner, if mutually agreed upon by the parent and hearing authority. The hearing authority may grant or deny a request to delay the hearing.

Contents of Notice. The written notice must contain all of the following information:

1. The school rule(s) alleged to have been violated, a concise statement of the alleged act(s) of the student on which the charge(s) are based, and a statement of the proposed penalty;
2. The date, time and place of the hearing, and a statement that both the student and parent are entitled and urged to be present;
3. A clear statement that the hearing will take place as scheduled unless the hearing authority grants a delay or the student and parent agree to waive the hearing and comply voluntarily

with the proposed disciplinary action, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to imposition of the proposed penalty by default;

4. A statement that the student has the right to be represented at the hearing by legal counsel, a parent, or some other designated representative;
5. A complete description of the procedures which will govern the conduct of the hearing;
6. The name, business address, and telephone number of a contact person through whom the student, parent, or designated representative may request a delay or seek further information, and
7. Any other information, materials, or instructions deemed appropriate by the administrative authority who prepares the notice.

Delay of Hearing. Student's Status During Delays. The hearing authority shall have discretion to grant or deny a request by the student or the appropriate administrative authority to postpone the hearing. Where a student has been suspended temporarily and a postponed hearing will not occur until after the temporary suspension has expired, the student shall be returned to school at the end of the temporary suspension unless:

1. The student and parent have knowingly and voluntarily waived the student's right to return to the school pending the outcome of the formal proceedings, or
2. The appropriate administrative authority has conducted an interim hearing pursuant to a Governance Council policy made available to the student which affords further due process protection sufficient to support the student's continued exclusion pending the outcome of the formal procedures, or the provisions of the following paragraphs apply.

Waiver of Hearing. Voluntary Compliance or Negotiated Penalty. A student and his or her parent may elect to waive the hearing and the hearing review and negotiate a mutually acceptable penalty with the hearing authority. Such a waiver and compliance agreement shall be knowing, intelligent, and made voluntarily, and shall be evidenced by a written document signed by the student, the parent(s), and the hearing authority.

Procedure for Hearing and Decision. The following rules govern the conduct of the hearing and the ultimate decision:

1. The school shall have the burden of proof of misconduct;
2. The student and his or her parent shall have the following rights, any of which may be waived in writing.
3. The right to be represented by legal counsel or other designated representative;
4. The right to present evidence, subject to reasonable requirements or substantiation at the discretion of the hearing authority and exclusion of evidence deemed irrelevant or redundant;
5. The right to confront and cross-examine adverse witnesses, subject to reasonable limitation by the hearing authority;
6. The right to have a decision based solely on applicable legal rules, including the governing rules of student conduct, and the evidence presented at the hearing.

The hearing authority shall determine whether the alleged act(s) of misconduct have been proved by a preponderance of the evidence presented at a hearing at which the student and/or a designated representative have appeared.

If no one has appeared on the student's behalf within a reasonable time after the announced time for the hearing, the hearing authority shall determine whether the student, through the parent, received notice of the hearing. If so, the hearing authority shall review the school's evidence to determine whether it is sufficient to support the charge(s) of misconduct.

The hearing authority who is also a disciplinarian shall impose the proposed sanction or other appropriate measure if he/she finds that the allegations of misconduct have been proved.

Arrangements to make a tape recording or keep minutes of the proceedings shall be made by the administrative authority who scheduled the hearing and prepared the written notice.

The hearing authority may announce a decision on the question of whether the allegation(s) of misconduct have been proved at the close of the hearing. The hearing authority who is also the disciplinarian may also impose a penalty at the close of the hearing.

The hearing authority shall prepare and mail or deliver to the student, through the parent, a written decision including reasons therefore within five (5) working days after the hearing. The hearing authority shall include in the report a statement of the penalty, if any, to be imposed.

The hearing authority's decision shall take effect immediately upon notification to the parent, either at the close of the hearing or upon receipt of the written decision. If notification is by mail, the parent shall be presumed to have received the notice on the fifth calendar day after the date of mailing.

Effect of Decision. If the hearing authority decides that no allegation(s) of misconduct have been proved, or declines to impose a penalty despite a finding that an act or acts of misconduct have been proved, the matter shall be closed. If the hearing authority imposes any sanction on the student, the decision shall take effect immediately upon notification to the parent, even if the student subsequently appeals to the review authority.

Right of Review. A student aggrieved by the hearing authority's decision after a formal hearing, shall have the right to have the decision reviewed by the Governance Council if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-school suspension exceeding one school semester, or a denial or restriction of student privileges for one semester or longer.

Conduct of Review. The Turquoise Trail Charter School Governance Council shall be bound by the hearing authority's factual determination unless the student persuades the review authority that a finding of fact was arbitrary, capricious, or unsupported by substantial evidence or that new evidence which has come to light since the hearing, which could not, with reasonable diligence, have been discovered in time for the hearing and would manifestly change the factual determination. Upon any such finding, the review authority shall have discretion to receive new evidence or conduct a *de novo* hearing.

Effect of Review Authority's Decision. The Turquoise Trail Charter School Governance Council's decision shall be the final administrative action to which a student is entitled.

POLICY 309- Sexual Harassment - Students

Sexual harassment is an illegal behavior. Title IX of the Federal Education Amendments of 1972 provides that schools must provide an educational program that offers equal educational benefits for boys and girls. Decisions of the United States Supreme Court and the United States Department of Education make clear that sexual harassment toward students by employees or harassment of student(s) toward other students may violate the law.

The Turquoise Trail Charter School Governance Council therefore forbids harassment of any student on the basis of sex. The Governance Council will not tolerate sexual harassment of students by employees or by other students.

The intent of this policy regarding conduct between employees and students is clear and straightforward. No employee of the school district may engage in any conduct of a sexual nature with any student, regardless of the student's age, ability to consent, or actual consent.

The intent of this policy regarding conduct among students requires some further discussion. Much of the conduct described in the detailed specification of this policy - including sexually-oriented name-calling, graffiti, teasing, etc. - clearly has no place in school, and would not be welcomed by anyone. Requests for dates or other age-appropriate expressions of interest or affection, however, are not characteristically inappropriate, and can even contribute to the socialization process that is a large part of education. Accordingly, requests for dates and other age-appropriate expressions of interest between students is not sexual harassment unless the student to whom such requests or expressions are directed has indicated that they are unwelcome.

When a student has made it reasonably clear that he or she does not welcome the requests or attention by the other student, it is sexual harassment for the other student to continue to make such requests or give such attention. In other words, one does have to take "No" for an answer.

DEFINITIONS AND STANDARDS OF CONDUCT

Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature. Special definitions follow:

Conduct of a Sexual Nature

Conduct of a sexual nature may include, but is not limited to:

1. verbal or physical sexual advances, including subtle pressure for sexual activity;
2. sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
3. showing or giving sexual pictures, photographs, illustrations, messages, or notes;
4. writing graffiti of a sexual nature on school property;
5. comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;

6. sexually-oriented “kidding”, “teasing”, double-entendres, and jokes; and
7. any harassing conduct to which a student is subjected because of or regarding the student’s sex.

Standard of Conduct for Employees

No employee may engage in conduct of a sexual nature with a student at any time or under any circumstances, regardless of whether such conduct takes place on school property or in connection with any school-sponsored activity.

Standard of Conduct for Students: Unwelcome Conduct of a Sexual Nature

Verbal or physical conduct of a sexual nature by one student toward another student, may constitute sexual harassment when the conduct, by its nature, is clearly unwelcome or inappropriate, even if the allegedly harassed student has not indicated that it is unwelcome.

A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

REPORTING, INVESTIGATION, AND SANCTIONS

Reporting:

It is the express policy of the Turquoise Trail Charter School Governance Council to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.

Reporting of Sexual Harassment by a School Employee

1. Any student who believes he or she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or Head Administrator.
2. If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor or Head Administrator, the student should tell his or her parent(s) about the problem and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.
3. If a student believes that he or she has been sexually harassed by a counselor or a Head Administrator, or by any other administrator the student should seek the assistance of his or her parent(s) in reporting such harassment to the Head Administrator or to a member of the Governance Council.

Reporting of Sexual Harassment by a Student or Students

1. Any student who believes he or she has been sexually harassed by another student or other students, may tell a teacher, counselor, or administrator.
2. If a student who believes he or she has been sexually harassed by another student or students, and who feels uncertain about whom to tell, or feels uncomfortable telling any counselor, or Head Administrator, the student should tell his or her parent(s) about the

problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.

Reporting of Employees - Mandatory

1. Any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, must notify his or her immediate supervisor or the Head Administrator of such a report, regardless of whether the employee receiving the report considers the report credible or significant.

Investigation:

All reports of sexual harassment of students will be appropriately and promptly investigated by the Head Administrator or his/her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Sanctions:

Employees

Any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.

Students:

Any student found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirements.

POLICY 310 - Hazing

Hazing will not be permitted within the Turquoise Trail Charter School. Hazing is a form of intimidation used to initiate a person or persons into a perceived group. Intimidation is a single act or group of acts that consists of knowingly behaving in a way that is intended to torment, seriously alarm or terrorize another person.

Hazing is defined as follows:

1. To harass by requiring the performance of unnecessary, disagreeable, or degrading tasks.
2. To require students to engage in activities which may result in harm or bodily injury to an individual.
3. To play abusive and humiliating tricks or pranks on an individual by way of initiation.

All employees are required to intervene when any hazing activity is detected and to immediately report any such activity to the Head Administrator. Failure to report such activities may result in disciplinary action. Students who engage in hazing activities will be subject to immediate disciplinary action in accordance with the Student Code of Conduct.

POLICY 311 - Searches of Students

School officials shall be guided by the following in determining if a search should take place and the scope of the search:

STUDENT AND SCHOOL RIGHTS

Students have the right to be protected from unreasonable searches. School officials have the right and duty to maintain order and discipline and to provide for an appropriate and safe educational environment.

Who May Search

School administrators and/or their designee(s) are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search must, if at all possible, request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

School bus drivers are “authorized persons” to conduct searches under the following guidelines. If safety considerations make a search advisable, the driver may require a student to empty clothing pockets or to disclose the contents of purses, bookbags, backpacks and items of a similar nature. The student’s person is not to be touched. Drivers must request another authorized school employee to search, when safety permits delay for that purpose.

SCOPE AND EXTENT OF SEARCHES OF STUDENTS

The scope and extent of the search must be reasonably related to the reason for the search. For example, the scope of the search for a stolen pen would be more limited than the search for a weapon. If the scope of the search is very minimal, e.g., “Show me your hands,” the school official will not necessarily need to have an individualized suspicion that the student is violating the law, or the rules or policies of the school.

More intrusive searches, such as pat-downs, may be conducted only on the basis of reasonable suspicion of the individual student to be searched. The more intrusive the search of a student’s person, the greater the necessity that school officials be able to articulate the specific basis of the suspicion justifying such a search. The following are offered as examples only:

1. If gum is contraband, those students chewing gum can be required to empty their pockets. School officials should not, however, search any student without such reasonable belief that the particular student has violated the rule.
2. A student smelling of marijuana can be searched for contraband, but other students should not be searched without an individualized suspicion that they are violating the law or school rules.

Prior to a search of a student's person, unless school officials reasonably perceive imminent risk or grave bodily harm, every effort shall be made to contact the parent and allow that parent to be

present for the search.

Searches of a student's person beyond such minimal levels as "show me your hands," shall be conducted by a person of the same sex as the student, and shall be conducted in the presence of another authorized person of the same sex.

School employees are expressly forbidden to conduct strip searches. If there is compelling reason to believe that grave bodily harm is imminent or possible from a weapon which could be seized only after a strip search or that illegal substances or evidence of a criminal act is similarly concealed, the following procedures will be used:

1. The student will be isolated from all other students immediately and will be subject to constant adult supervision.
2. Police authorities will be alerted to the danger and asked to take appropriate action immediately.
3. Every reasonable effort will be made to notify the student's parent(s) of the above actions as quickly as possible.

SCOPE AND EXTENT OF SEARCHES OF STUDENT PROPERTY

School property such as lockers, desks, and similar storage facilities remain under the control of the school, although students are expected to assume full responsibility for the security of their property. Lockers, desks and similar storage facilities may be searched by school officials at any time, with or without notice or consent. Students may not use personal locks on school lockers unless access is made available to school authorities. Personal locks may be destroyed if school authorities conduct a search of lockers.

Purses, wallets, bookbags, backpacks and similar items of student's personal property may be searched.

Use of Dogs

In any of the foregoing actions and in the absence of students, the Turquoise Trail Charter School is authorized to use dogs whose reliability and accuracy for sniffing and detecting illegal or unauthorized substances and objects has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. An indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Seizure of Items

Illegal items, legal items, which threaten the safety or security of others, items that are evidence of prohibited activities or items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items may be released to appropriate authorities or a student's parent or returned to the student later as the administrative authority deems appropriate.

When a search discloses illegally possessed contraband material or evidence of some other crime, the administrative authority shall notify the local Children's/Juvenile Court attorney, or other law enforcement officers.

Notice to Students

This policy shall be published in student handbooks and/or the ***Santa Fe Public School Code of Conduct*** and provided to students at the beginning of the school year or upon admission of students entering during the school year.

POLICY 312 - Students Charged with Serious Crimes

Any student charged with or convicted of a serious crime, as determined by the Head Administrator or his/her designee, unrelated to his or her status as a student who wishes to continue his or her education may do so only according to the terms and conditions, and under the circumstances, provided herein:

Any such student who wishes to continue his or her education during the pendency of his or her criminal proceedings must submit a written request to do so to the Head Administrator. Upon receipt of such a request, the Head Administrator shall develop and submit to the Governance Council, for approval, a plan to provide continued educational services to the student on an off-campus, homebound, or other alternative basis. Upon such approval by the Governance Council, the student shall be limited to the alternative educational plan until:

He or she is acquitted of the charge or charges; or

He or she is removed from or leaves the Turquoise Trail Charter School.

The terms of this policy shall also be applied to any new student validly seeking to be enrolled In Turquoise Trail Charter School.

POLICY 313 - Threats of Violence by Students

Threats of violence toward other students, school staff members, or school facilities are prohibited and will result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.

All employees and students are required to report evidence of threats of violence to the Head Administrator. Such reports shall be investigated by the Head Administrator or his/her designee. All such incidents shall be documented by the Head Administrator or his/her designee. Any reports that are regarded as insufficiently credible to warrant investigation shall be documented stating all reasons and basis for such a conclusion.

In cases of threats that may constitute a violation of the criminal law, the Head Administrator, or

designee, shall notify law enforcement authorities.

Regular education students who are charged with violations 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 policy shall be subject to discipline, including long-term suspension (temporary or indefinite removal from school) or expulsion (permanent removal from school).

As a condition or conditions of a student's return to school from a short-term or long-term suspension, for a violation of this policy, the Head Administrator or his/her designee shall consider, and may impose, the following, individually or in any combination, as well as other conditions deemed necessary or appropriate:

That the parent of such student shall provide a documented opinion by a licensed professional that the student does not represent a threat of harm to himself/herself or to others, and, for a period to be determined by the Head Administrator or his/her designee, that the parents provide regular documented updates from the licensed professional;

That the parent of such student agree that, for a period to be determined by the Head Administrator or his/her designee, a parent shall check the student for weapons at home, and shall accompany the student to the school office upon arrival at school at the beginning of each school day, at which time the student shall be searched for weapons or other contraband by school personnel;

That the parent of such student agree that, for a period to be determined by the Head Administrator or his/her designee, the student shall be prohibited from leaving campus during the school day, and that during any non-class time, the student shall remain in a monitored, segregated environment;

That the parent of such student agree that, for a period to be determined by the Head Administrator or his/her designee, the student shall be transported home from school by the parent at the end of the school day;

That the parent of such student agree that, for a period to be determined by the Head Administrator or his/her designee, the student shall not be permitted to participate in any extracurricular activities, or school functions except classroom instruction during the school day; and

That the parent of such student agree that, for a period to be determined by the Head Administrator or his/her designee, the student will not be permitted to enter or be present on school premises except during the regular school day, and that the parent will enforce such prohibition by appropriate means.

In permitting a student to return to school from a short-term or long-term suspension, conditions imposed by the Head Administrator or his/her designee shall be incorporated into a written agreement to be signed by the parents or parent of the student in question. In permitting a student to return to school from a short-term or long-term suspension, the Head Administrator or

his/her designee shall document the reasons and basis for permitting and maintaining such return.

Similar problems with Special Education students shall be addressed under the specific procedures applicable to Special Education students according to state and federal law(s).

POLICY 314 - Activities

All student activities shall be carried on under the authority of the Turquoise Trail Charter School Governance Council and its delegated administrators.

A parent or guardian may request that a student from the family be excused from certain types of student activities for religious or physical reasons. The administration will consider the request in terms of the welfare of all students as well as the individual.

Residual funds from inactive student organizations shall revert to the general student body funds unless otherwise designated.

POLICY 315 - Intimidation and Hostile or Offensive Conduct

The effective education of our students requires a school environment in which students feel safe and secure. The Turquoise Trail Charter School Governance Council is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment.

DEFINITIONS

“*Unlawful harassment*” means verbal or physical conduct based on a student’s actual or perceived race, color, national origin, gender, religion, sexual orientation, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment

“*Bullying*” means intimidating verbal or physical conduct toward another student when such conduct is habitual or recurring.

“*Name-calling*” means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct that the names or comments are unwelcome, or when the names or comments, by their nature, are clearly unwelcome, inappropriate or offensive.

PROHIBITIONS

It is the policy of the Turquoise Trail Charter School Governance Council to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile or offensive environment, regardless of motive or reason. The Governance Council will not tolerate such victim-based

misconduct by students or staff.

It is the express policy of the Governance Council to encourage students who are victims or such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any teacher, Head Administrator, or counselor.

REPORTING

Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student or by another employee, must notify, report as soon as possible, his or her Head Administrator or supervisor.

INVESTIGATION

The school Head Administrator or his/her designee shall promptly investigate all reports of physical or verbal misconduct in violation of this policy.

In assessing the existence of a violation of this policy and the appropriate discipline, the Head Administrator or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

SANCTIONS

Any employee found to have engaged in misconduct in which a student is a victim of violence, threats, name-calling, bullying, assault, battery, extortion, robbery, vandalism, etc. shall be subject to sanctions including, but not limited to, warning or reprimand, suspension, termination, or discharge, subject to any applicable procedural requirements, state or federal law.

Any student found to have engaged in misconduct in which another student is a victim of violence, threats, name-calling, bullying, assault, battery, extortion, robbery, vandalism, etc. shall be subject to discipline including, but not limited to, suspension or expulsion subject to any applicable procedural requirements, state or federal law.

POLICY 316 - Bullying

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.

Turquoise Trail Elementary Charter School 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. Harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

DEFINITIONS

“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.

“Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

“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.

“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.

“Sexual Harassment” means any unwelcome sexual advances, requests or 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.

“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:

- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
- 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.
- 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.
- 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.
- 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

1. The prohibition against bullying shall be publicized by including the following statement in the student handbook(s):

“Bullying behavior by any student in the Turquoise Trail Elementary Charter School 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:

 - a. Placing a student in reasonable fear of physical harm or damage to the student’s property; or
 - b. Physically harming a student or damaging a student’s property; or
 - c. 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.
 - i. 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.”
2. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy,

as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.

3. The Anti-Bullying Policy will be available on the Turquoise Trail Elementary Charter School website, and in all student, staff, and parent handbooks.

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 Head Administrator 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 (See Sample Form, Appendix D). A copy of this form will be submitted to the Safe School coordinator.
5. School Head Administrator or designee is *required* to accept and investigate all reports of intimidation, harassment or bullying.
6. School Head Administrator 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 Superintendent.
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 Turquoise Trail Elementary Charter School, 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 Head Administrator (or investigator) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, 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 sustained as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district's Safe School Coordinator.

Consequences for Bullying

1. Verified acts of bullying shall result in intervention by the building Head Administrator or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Bullying 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 to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out- of-school suspension, or expulsion) is a matter for the professional discretion of the building Head Administrator.

Consequences for Knowingly Making False Reports

1. False charges shall also be regarded as serious offense and will result in disciplinary action or other appropriate sanctions.

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 the benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior beginning in Kindergarten and continuing throughout their school years. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills. Our curriculum does recognize 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 Head Administrator. Such reports shall be investigated by the Head Administrator or

- designee. All such reports shall be documented by the Head Administrator.
3. In cases of threats that may constitute a violation of criminal law, the Head Administrator, superintendent 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 long-term suspension or expulsion. For Special Education students administrators will consult with the Director of Special Education regarding the appropriate process.

Resources

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804
2. Anti-Bullying Policy rule 6.12.7 NMAC.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. New Mexico Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
5. Center for the Study and Prevention of Violence, University of Colorado – online at <http://www.colorado.edu/cspv/safeschools/bullying/overview.html>.
6. Northwest Regional Education Laboratory, How to choose Anti-Bullying Program <http://www.nwrel.org/request/dec01/choosingcreating.htm>.
7. National Youth Violence Prevention Resource Center, Government approved resources on prevention, intervention, & stats <http://www.safeyouth.org/scripts/topics/bullying.asp>.
8. The *Steps to Respect* program is a schoolwide curriculum to develop healthy relationships and decrease bullying behavior. Committee for Children <http://www.cfchildren.org/strf/strindex/>
9. Coloroso, Barbara (2003). *The Bully, the Bullied, and the Bystander*, New York, NY: HarperCollins Publishers.
10. Student Reports of Bullying: Results from the 2001 School Crime Supplement to the 2001 National Crime Victimization Survey, USDE, <http://nces.ed.gov/pubs2005/2005310.pdf>

APPENDIX D*

TURQUOISE TRAIL CHARTER SCHOOL Harassment, Intimidation, Bullying, or Hazing Complaint Form		
Student Information		
Name		ID#
Grade	Phone Number	Home Address
Complaint Filed Against		
Name		Grade (or position if not a student)
Name		Grade (or position if not a student)
Incident		
Date		Time
Location		
Is this the first time this has happened? YES [] NO []		
Is this the first time you are reporting this? YES [] NO []		
Description – PROVIDE AS MUCH DETAIL AS POSSIBLE		
Witnesses (if applicable)		
Name	Grade/position	Phone number
Name	Grade/position	Phone number
Name	Grade/position	Phone number

<p align="center">TURQUOISE TRAIL CHARTER SCHOOL Harassment, Intimidation, Bullying, or Hazing Complaint Form</p>		
Report Information		
Today's Date		
Did anyone help you fill out this form? YES [] NO [] If yes, who?		
Office Information		
Who received this complaint form?		
Position		
Date Received		

POLICY 317 - Corporal Punishment

Turquoise Trail Charter School shall not use corporal punishment for student discipline, punishment or behavior modification.

POLICY 318 - Gang Activity

Gangs and gang-related activities are prohibited in Turquoise Trail Charter School, according to the following:

DEFINITION

A “gang” can be represented by an individual or groups of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Turquoise Trail Charter School.

PROHIBITIONS

No student on or about school property shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang;
2. engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
3. solicit membership in, or affiliation with, any gang;
4. solicit any person to pay for “protection”, or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
5. paint, write, or otherwise inscribe gang-related graffiti, messages, symbols, or signs, on school property;
6. engage in violence, extortion, or any other illegal act or other violation of school policy.

APPLICATION AND ENFORCEMENT

In determining, as part of the application and enforcement of this policy, whether acts, conduct or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods and areas.

The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within twenty-four (24) hours of its first appearance, as noticed by school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.

School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.

School officials are strongly encouraged to work closely with local law enforcement officials in

controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang related activities in the area, including names and characteristics of local gangs.

The Head Administrator or designee, in consultation with the teachers, must report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.

Violations of Policy

Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

POLICY 319 - Weapons in School

It is the policy of the Turquoise Trail Charter School Governance Council to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994 and Gun Free School Zones Act of 1990, and it is the intention of the Governance Council that it be interpreted to conform to provisions of those referenced laws.

DEFINITIONS

“Weapon” - For purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

“Firearm” - For purposes of this policy, and for purposes of compliance with the federal Gun-Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

“School Zone” - For purposes of this policy, and for purposes of conformity with the Gun Free School Zones Act of 1990, a “school zone” is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school.

PROHIBITIONS

It is the policy of the Turquoise Trail Charter School Governance Council that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

ENFORCEMENT

This policy shall be enforced according to the Turquoise Trail Charter School Governance Council's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures detailed in Governance Council Policies regarding due process hearings.

Any student who brings a firearm or weapons to a school or within a school zone shall, in addition to penalties imposed under the Governance Council's policy, be referred to appropriate law enforcement authorities for prosecution.

PENALTIES FOR VIOLATION

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined, shall at a **minimum**, be expelled from school for a period of not less than one (1) year, provided that the Head Administrator or the Turquoise Trail Charter School Governance Council may modify such penalty in appropriate cases in their discretion.

This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA) Revised 97, Sections 300.519 through 300.526.

**References: Gun Free Schools Act of 1994;
Gun Free School Zones Act of 1990;
Individuals with Disabilities Education Act (IDEA) 20 U.S.C. 1415e(3)(B);
IDEA Revised 97, Sections 300.519 through 300.526**

POLICY 320 - Student Dress

The Turquoise Trail Charter School Governance Council authorizes the administration to determine appropriate standards for student dress. A student's dress and appearance shall be such that it does not materially disrupt or interfere with a school's educational mission or threaten the safety of others.

POLICY 321 - Student Publications

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the schools' goals.

The Governance Council recognizes the students' constitutionally protected right to freedom of

expression. Freedom of expression in our schools shall be interpreted as including, and not being contrary to:

1. the development of student responsibility in distinguishing between freedom and license.
2. the consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste.
3. the development of written expression skills among students.

Any student or student group deprived of freedom of expression under this policy shall have the right to request a hearing to determine whether such deprivation is justified under these rules. Such a hearing must be held as soon as possible after the request before a committee, which includes representatives of the faculty and the student body. The hearing shall provide for a full and fair opportunity for both sides to present evidence and argument as to the propriety of the application of this policy. At such hearings, the school shall have the burden of justifying its actions.

The student or student group has the right to appeal the decision of the hearing authority to the Turquoise Trail Charter School Governance Council. Such appeal shall be a review of the procedure and the findings of the hearing authority and shall not be set aside unless it is established, by a preponderance of the evidence presented, that insufficient cause existed for the decision.

The schools are entitled to set high standards and to exercise control in regard to publications produced or distributed under school auspices and will not permit or sponsor the publication or dissemination of student expression that is biased or prejudiced, vulgar, profane, obscene or lewd, unsuitable for immature audiences, defamatory or otherwise intrusive upon the rights of others, inadequately researched, ungrammatical or poorly written, or that will, or is likely to, disrupt or impede the work of the schools.

The schools may control production or distribution of school publications so long as some valid educational purpose is served by such control. Publications may not be deemed disruptive merely because they express unpopular or controversial views. The Head Administrator Is hereby authorized to act under the guidance of this policy taking the Santa Fe community standards into account.

POLICY 322 - Distribution and Sale of Unauthorized Materials

No one, including students and district employees, shall, on any school grounds, publish, distribute, or sell materials, papers, supplies, or any other matter without first obtaining the written consent of the Head Administrator wherein such publications, distribution, or sale is proposed to be made. To petition to distribute or sell, the petitioner must submit a written request to the Head Administrator detailing the nature of the item in question. The Head Administrator shall approve or disapprove the request within ten (10) workdays. In the event of disapproval of a request by students, a review may be requested by a review committee appointed by the Head Administrator composed of two instructors, two students, and the Head Administrator's designee. They shall make their determination known in writing to the petitioner and Head Administrator within ten (10) workdays after the receipt of the request. In the event of disapproval by the review committee, a review by the Head Administrator may be requested, a determination in writing to be made within ten (10) workdays.

POLICY 323 - Student Freedom of Expression

The non-disruptive expression of opinions by students in the Turquoise Trail Charter School, or by non-students near the schools, is protected by the free-speech guarantees of the United States and the New Mexico Constitutions. However, a person's right of expression may be restrained when, because of the time, place or manner of the speech or expressive conduct, it infringes on the schools' compelling interest in maintaining undisrupted school sessions conducive to learning.

The primary liberties in a student's life have to do with the process of inquiry and learning, or acquiring and imparting knowledge, and of exchanging ideas. This process requires that students have the right to express opinions, to take stands, and to support causes, publicly and privately. There should be no interference in the schools with these liberties, or with the students' access to or expression of controversial points of view, except as provided below:

BULLETIN BOARDS

School authorities may restrict the use of certain bulletin boards to school announcements. Bulletin board space shall be provided for the use of students and student organizations, including a reasonable area for notices relating to out-of-school activities or matters of general interest to students. The following general limitations on posting may be applied:

School authorities shall prohibit material that is obscene according to current legal definitions, which are libelous, or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption to the orderly operations of the school.

Identification shall be required on any posted notice of the students *for* student group issuing the notification.

The school shall require that notices or other communications be dated before posting and that such material be removed after a prescribed reasonable time to assure full access to bulletin boards.

DISTRIBUTION OF PRINTED MATERIAL AND CIRCULATION OF PETITIONS

Students shall be free to distribute handbills, leaflets, and other printed materials and to collect signatures on petitions concerning either school or out-of-school issues, whether such materials are produced within or outside the school. The following limitations will be applied:

The time of such activity shall be limited to periods before school begins, after dismissal, and during breakfast break or lunch time, if such limitation is necessary to prevent interference with the school program.

The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.

The manner of conducting such activity shall be restricted to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions. The danger of littering is not sufficient grounds for limiting the right of students to distribute printed materials.

The school shall require that all printed matter and petitions distributed or circulated on school property bear the name of the sponsoring organization or individual.

In case of petitions presented by students to the school authorities, students shall have the right to have their petitions considered and to receive an authoritative reply.

In imposing limitations on student expression for any reason under any of the foregoing provisions, the school must ensure that its rules are applied on a non-discriminatory basis and in a manner designed to assure freedom of expression to students. Any student or student group deprived of freedom of expression under any of these provisions shall have the right to request a hearing to determine whether such deprivation is justified under these rules. As soon as possible, such a hearing must be held before a committee, which will include representatives of the faculty and the student body. The hearing shall provide for a full and fair opportunity for both sides to present evidence and argument as to the propriety of the application of the policy in question. At such hearings, the school shall have the burden of justifying its action.

POLICY 324 - Equal Access for Student Groups

Activities traditionally sponsored by the school but not directly related to the curriculum, such as athletic activities, school plays, and school talent shows, etc., shall not be considered as creating a "limited open forum". A "limited open forum" for a school would be created if student initiated groups can meet on school premises during non-instructional time and the subject matter of the group is not directly related to the school's curriculum. Subject matter is related to the curriculum under these circumstances:

1. the subject matter of the student groups is actually taught in a regularly offered course;
2. if the subject matter of the student group concerns the body of courses as a whole;
3. if participation in the student group is required for a particular course; or
4. if participation in the student group results in academic credit.

School employees shall not:

1. influence the content of any prayer or other religious activity in the school;
2. require any person to participate in prayer or other religious activity in the school;
3. provide any public funding of any religious activity other than the cost incidental the space for the student meetings;
4. compel school employees to attend any meeting if content of the speech at the meeting is contrary to the beliefs of the employees;
5. sanction meetings which would otherwise be unlawful;
6. attend such religious meetings other than in a non-participatory capacity;
7. allow meetings which materially and substantially interfere with the orderly conduct of educational activities within the school;
8. allow non-school persons to direct, conduct, control, or regularly attend activities of such religious meetings, both during scheduled meeting times or at other times during the school day;
9. limit the authority of the school to maintain order and discipline on school premises, to protect the well being of students and faculty, to assure that attendance at such religious meetings is voluntary, and to make such regulations as required by considerations of space, safety, and the common good.

References: Equal Access Act of 1984

POLICY 325 - Immunizations

No student will be enrolled in Turquoise Trail Charter School unless he/she has been immunized, as required under the rules and regulations of the State of New Mexico and can provide satisfactory evidence of such immunization. If the student produces satisfactory evidence of having begun the process of immunization, he/she may enroll and attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his/her child immunized unless the child is properly exempted. Out-of-state students shall have a six weeks period after enrollment to become immunized or to provide proof of immunization.

Exemptions:

Any minor child through his/her parent or guardian may file with the Head Administrator of the school the certificate of a duly licensed physician stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child.

Any minor child through his/her parent or legal guardian may file affidavits or written affirmation from an officer of a recognized religious denomination with the state health agency, Health and Social Services Department, stating that such child's parents or guardians are bona

fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing.

Any minor child through his/her parent or legal guardian may file affidavits or written affirmation with the State Health Agency, Health and Social Services Department, stating that such child's parents or legal guardians religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agents. Upon filing and approval of such certificate, affidavit, or affirmation, the child is exempt from the legal requirement of immunization for a period not to exceed nine (9) months on the basis of any one certificate, affidavit, or affirmation.

POLICY 326 – Transportation

Turquoise Trail Charter School will provide bus transportation to and from school through a contracted bus company who is properly licensed and insured, or by contracting through the local school district. Bus riding privileges are given annually on a first come, first served basis. Limited bus routes are determined annually based on need and is solely at the discretion of the school administration. Decisions regarding any change of service shall consider length of route, student safety and the availability of funding in the transportation budget.

Students riding school buses shall be under the supervision, direction and control of the driver. The driver shall report in writing all disciplinary cases to the school Principal and, when deemed necessary, the school Principal shall report individual disciplinary cases to the Head Administrator. Bus riding privileges can be suspended or terminated for disciplinary reasons by the school administration.

Students may not be dropped off at a bus stop without a parent or legal guardian present unless they are in 2nd grade or higher, *and* the “*permission to drop off*” form has been filled and signed by the parent *and* the permission has been approved by one of the principals or the Head Administrator.

Pre K students may only reserve a space and ride the bus when accompanied by a currently enrolled household member 8 years of age or older and cannot be dropped off without a parent or legal guardian present at the bus stop. PreK students will also be given space on the bus on a first come, first served basis.

The administration of the pupil transportation program shall at all times be consistent with the current regulations and statutes of the State of New Mexico, and follow the Turquoise Trail Charter School transportation procedures.

Student Travel Reimbursements - Eligibility Requirements

In the case of an IEP team or LEA administrator determining that parental/guardian compensation for travel to and from school is required as part of the IEP services, the Head Administrator will have the duty to evaluate and approve the request. Reimbursement will only be considered under

extenuating circumstances, as the Head Administrator deems necessary. The decision on whether to award reimbursement and how much will be based on the parameters below set by the State as well as the following:

- The Student must arrive on time for the beginning of school every day and must be picked up no later than dismissal time, unless Aftercare arrangements have been made in advance.
- The parent/guardian must still follow the attendance requirements set by the state and described in the Attendance Policy as well as the Student Handbook.
- Per state statutes, TTCS will pay mileage at the currently applicable NM mileage rate.
- The parent/guardian must request a meeting with the head administrator to obtain approval for student transportation mileage reimbursement, and be able to provide proof of drivers license, insurance and registration of the vehicle to be used for the student transportation.
- Daily mileage reimbursements not to exceed 30 miles round trip per day.
- Mileage reimbursement is based on one round trip from home to school each day, based on student's home address.

6.43.2.15 TRANSPORTATION REIMBURSEMENT REQUIREMENTS:

- A. When transportation reimbursement is utilized, the local board must be notified of the agreement with the parent or guardian, which defines the terms of the agreement for service, the contract amount, and the responsibilities of the parent/guardian. Decisions regarding any change of service shall consider length of route, student safety and the availability of funding in the transportation budget.
- B.
- C. Administration is responsible for developing a system of accountability to ensure that services are rendered according to the terms of the agreement. Administration shall ensure that payment is not made until services have been rendered.
- D. Parent or guardian must submit a signed mileage log at least monthly to the school's Business Office, but no later than June 15th.

(Amended December 16th, 2019

[12-31-98; 6.43.2.15 NMAC - Rn, 6 NMAC 9.4.1.15 & A, 10-15-01]

POLICY 327 - Tobacco Products

Use and/or possession of tobacco products is discouraged in school buildings, on school property, or in any vehicle used to transport students to and from schools or school-related activities. For purposes of this policy a school vehicle is defined as any vehicle used to transport students to and from any school or school-related function and which has school-sponsored chaperons.

Turquoise Trail Charter School will provide a program of instruction regarding the effects of the use of such products.

POLICY 328 - Medication at School

It is the policy of the Turquoise Trail Charter School to adhere to and comply with the policies, directives and procedures regarding medication and students as set forth in the New Mexico School Health Manual and the Code of Conduct.

Updated copies of the New Mexico School Health Manual will be maintained in the nurse's office at Turquoise Trail Charter School.

**References: NM School Health Manual
TTCS Code of Conduct**

POLICY 329 - Communicable Diseases

Upon discovery or being informed that a student attending Turquoise Trail Charter School has been diagnosed as having a communicable disease, the school will endeavor to protect the health and safety of all students while concurrently safeguarding the legitimate interests and right to a free public education of the infected student.

Communicable diseases are defined as diseases caused by infectious agents that may be transmitted directly or indirectly from person to person. For the purpose of this policy, communicable diseases include, but are not limited to, the following: chicken pox, Cytomegalovirus, diphtheria, herpes simplex, hepatitis B virus, acquired human immune deficiency virus, measles, pertussis (whooping cough), rubella, salmonella, tuberculosis, typhoid fever, and similar communicable diseases with serious consequences.

DEFINITIONS

“Short-term Communicable Diseases” are those that have a communicable period generally lasting up to ten days. Included in this category are chicken pox, measles, and whooping cough.

“Long-term Communicable Diseases” are those that have a communicable period generally lasting for more than ten days.

IDENTIFICATION/DIAGNOSIS OF STUDENTS WITH COMMUNICABLE DISEASES

Turquoise Trail Charter School will not require mandatory testing, screening, or vaccination of students for communicable diseases as a condition before registration, admission, or readmission to school either initially or annually, unless required to do so under state or federal law or ordered to do so by the State District Health Officer. However, if school authorities have reasonable cause to believe that a student has or is a carrier of a communicable disease, such student may be required to submit to an appropriate medical examination.

Parents or guardians of students presently attending or enrolling in Turquoise Trail Charter School have a legal obligation, if there is no health care professional attending the student, to

report to the Health Services Division of the Health and Environment Department of the State of New Mexico, the fact that the student is a carrier of or is infected with a communicable disease, as soon as the parent or guardian becomes aware of the condition.

A student with a communicable disease whose medical condition causes a handicap, as defined under federal law, shall be referred to the Special Education department for determination of eligibility as an exceptional student.

CONFIDENTIALITY

The number of personnel who will be informed of the student's communicable disease will be kept to a minimum to assure the confidentiality of records and other information regarding the student.

School personnel and members of any committee appointed according to the provisions of this policy, shall maintain the student's right of confidentiality with respect to the fact that the student has or is a carrier of a communicable disease. With respect to any records, documents, statements, letters, or memoranda developed or prepared by a committee, nothing shall prohibit or prevent the disclosure of information that may be permitted or required by state or federal law or regulations promulgated as to the reporting of communicable diseases. The chairperson shall remind all committee members about the student's right to confidentiality.

EDUCATIONAL SERVICES FOR SHORT-TERM COMMUNICABLE DISEASES

For communicable diseases of short and well known duration, parents or guardians will be asked to absent their child(ren) during the contagious period. In the event that the parent or guardian refuses to do so, the Head Administrator shall suspend the child for up to ten (10) days, following the procedures governing short-term suspensions of students. For communicable diseases of less well determined duration, parents or guardians may absent their child(ren) from school for any period during which the student's condition is infectious or communicable, provided that such absence is supported by a statement to the effect prepared by a medical doctor.

EDUCATIONAL SERVICES FOR LONG-TERM COMMUNICABLE DISEASES

A student who qualifies as an exceptional student according to the Educational Standards for New Mexico schools shall have placement and services provided in the least restrictive environment as determined by an IEP Multi-Disciplinary Team in accordance with those standards and will be afforded all protections under federal law as to a handicapping condition.

Decisions concerning the educational program and placement setting for non-exceptional students, according to the Educational Standards for New Mexico schools, who have or are carriers of long-term communicable diseases will be made by a committee composed of the following:

The student's physician,
The parent(s) or legal guardian(s),

The Head Administrator or designee,
School personnel with whom the student will interact and who are familiar with the student's educational abilities and needs.

Any person to be appointed by the Head Administrator, whose expertise would be useful to the committee in reaching and implementing its decision.

In determining the least restrictive educational program and placement setting for a non-exceptional student who has or is a carrier of a long-term communicable disease, the following factors will be evaluated:

The nature of the disease,
The age of the student,
The behavior of the student,
The neurological development of the student,
The physical condition of the student,
The expected type of interaction that the student will have with other students or with employees in the proposed placement setting,
The hygienic practices of the student,
The risk of transmission of the disease from the student to other students or employees, with whom the student may interact, and
Any other pertinent factor reasonably related to the decision.

Restrictions placed upon the educational program and/or the placement of a non-exceptional student with a long-term communicable disease will be imposed only when the committee determines that the risks of an unrestricted program and placement outweigh any benefits, which the student may receive from an unrestricted program and/or placement.

The student's placement and program will be reevaluated, and modified if necessary, as often as the circumstances will require, but in no event will the educational program and/or the placement setting continue without reevaluation at least once a semester or twice a year. Any reevaluation will be done by the committee taking into account those factors listed above.

The parent or guardian of a non-exceptional student who has or is a carrier of a long-term communicable disease, who is aggrieved by a program or placement decision made pursuant to this policy, may appeal that decision to the Turquoise Trail Charter School Governance Council by requesting a hearing, in writing, within ten (10) days of the program or placement decision. Such hearing will be held at a time convenient to both parties and shall be held in closed session. The decision of the Turquoise Trail Charter School Governance Council shall be final.

POLICY 330 – Blood-Borne Pathogens

OSHA regulations require the reduction of risk to employees from blood-borne pathogens. It is the policy of the Turquoise Trail Charter School that employees are trained regarding the proper procedures when dealing with possible bloodborne pathogens and that employees adhere to the TTCS exposure control plan as outlined in the Wellness Program . Complete information is available at the School Nurse's office.

Any employee exposed to blood or other potentially infectious material while on duty will be offered a three-injection vaccination series with the expense to be paid by Turquoise Trail Charter School.

TTCS will follow PED's current requirements as to the frequency of this training.

Amended Feb. 2019

POLICY 331- Resuscitation Orders

DEFINITION

“Do Not Resuscitate” (DNR) order means a parent’s or physician’s written request to withhold life saving techniques or resuscitative measures in the event of a respiratory or cardiac arrest suffered by a severely impaired or terminally ill student.

PROCEDURE

The Turquoise Trail Charter School Governance Council believes that a decision not to resuscitate a student or initiate life-saving measures is a medical judgment best made by a physician in the context of a clinic, hospital, or other medical facility, based upon the particular circumstances presented by the student.

School health personnel and other school personnel who have been trained in emergency rescue procedures (CPR) are expected to administer first aid, including life-saving or resuscitation procedures, to a student in the event of an accident, choking, respiratory and/or cardiac arrest, or other life-threatening emergency.

Community emergency response personnel (911) will be called immediately and school personnel will continue resuscitation procedures until they are relieved by emergency response personnel.

This policy, as adopted by the Turquoise Trail Charter School Governance Council, will be fully explained to parents who present DNR orders. The school nurse shall meet with the parent(s) and physician to determine the child’s medical diagnosis, current condition, prognosis and anticipated medical needs. School personnel shall then convene a Multidisciplinary Team (MDT) meeting to develop a health management plan for the student, which may include a medical resuscitation plan, and individually appropriate life-sustaining interventions to be followed in a medical emergency. If the parent declines to meet or to agree to a health management plan, this shall be noted in the student’s file.

The Governance Council takes the position that its paramount responsibility is to protect the health and well being of all students and school personnel. Great emotional trauma could result to students and school personnel if school personnel are required to stand by, unable to render aid to a student in distress. This position shall be explained to the parents at the health

management plan meeting.

Once transportation of the student from the school to an emergency room or medical facility begins, “Do Not Resuscitate” orders shall become the responsibility of parents and physicians.

POLICY 332 - Release of Students

No student shall be released into the custody of any organization, institution, individual, or other without prior consent from or documented attempts at communication with the parents or legal guardians. This includes law enforcement officers whom in performing their assigned duties request permission to remove a student from the campus. In the case of an emergency, every effort will be made to contact the parents or legal guardian before a student is released into the custody of law enforcement or medical personnel. In any case where officials investigating suspected child abuse come to school to place a child or children in protective custody, the documentation procedures must be followed, with the exception of notice to parents or guardians if they are suspected of committing or aiding in the abuse.

POLICY 333 – Placement Policy

Beginning with the applicants for the 2014-15 school year, all new students to TTCS entering grades 3-6 will be required to show attainment of proficiency through previous external testing (not teacher grades or local assessments) or take a (free) grade level assessment in reading and mathematics. The assessment will be held in the spring prior to the start of the school year at TTCS. This assessment may be administered throughout the school year and required of applicants as enrollment openings become available.

If the new student does not score at the proficient level on this test (beginning step or nearly proficient) the student will be required to attend the TTCS summer school session or, if entering after the school year starts, to participate in other no-cost make-up programs, such as after school tutoring as specified by the school.

The purpose of the summer session is to provide additional instruction for students who are not at grade level in reading and or math. They will receive help in a small group setting in which the school, with help from the parents, will provide the services necessary to get student performing on assessments at grade level. This will provide a significant opportunity for all of our new students to be successful as they enter our challenging curriculum.

Students who cannot attend the summer session because of travel or other personal reasons will need to sign a waiver and then will be allowed to take individualized alternative instruction online. This alternative instruction can take place any time during the summer and will be free and available online at any Internet connected computer (home, library, friend’s house or as arranged at TTCS).

All students will be assessed at the end of the summer school session and a required conference

will take place with the new TTCS student so that the teacher and parents can discuss the appropriate grade level placement for the student in addition to any further requirements that will provide the very best opportunity for academic success.

[Approved on February 20, 2014]

POLICY 334 – Education of Homeless Children and Youths

STATEMENT OF POLICY

Turquoise Trail Charter School will provide academic and other school services to homeless students without discrimination so that homeless student have the opportunity for academic and social success.

DEFINITIONS

“Homeless child or youth” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

1. Children and youth who are:
 - a. sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - c. are living in emergency or transitional shelters;
 - d. are abandoned in hospitals; or are awaiting foster care placement;
2. a child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. a child or youth who is living in carts, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or migratory children living in the conditions described above.

SCHOOL SELECTION AND ENROLLMENT

TTCS will accommodate the attendance of homeless children by ensuring access to its lottery admission process and, after the close of the lottery admission process, by offering appropriate grade-level classroom openings to homeless applicants as openings arise. In the event that the enrollment cap or classroom capacities have been met and no openings exist, TTCS will cooperate with Santa Fe Public Schools in a school placement and will provide educational services while the district locates a permanent classroom situation.

TTCS will enroll homeless students even if they do not have the documents normally required for enrollment including immunization and other medical records. The school will obtain school records from the student’s previous school and provide school services while such records are being obtained.

If a student does not have immunizations or immunization or medical records, the school will immediately assist them in obtaining them.

TTCS will maintain records for homeless students and forward them promptly to future schools.

TTCS will develop procedures that will remove barriers to the enrollment and retention of homeless children.

DISPUTE RESOLUTION

When a dispute arises over enrollment Turquoise Trail Charter School (TTCS) will:

- immediately enroll the student into Turquoise Trail pending the resolution of the dispute [42 U.S.C. § 11432(g)(3)(E)(i)].
- Immediately enroll the unaccompanied youth into TTCS pending the resolution of the dispute [42 U.S.C. § 11432(g)(3)(E)(iv)]
- Allow students to participate fully in school and receive all services to which they are entitled, including transportation, while disputes are pending. [42 U.S.C. § 11434a(1)]
- Provide the parent or guardian of the child or youth or the unaccompanied youth a written explanation of any decisions related to school selection or enrollment made by TTCS.
- Notice and written explanation from TTCS about the reason for its decision, at a minimum, should include the following:
 - An explanation of how the school reached its decision regarding eligibility, school selection or enrollment, which should include:
 - a description of the action proposed or refused by TTCS
 - an explanation of why the action is proposed or refused
 - a description of any other options the school considered
 - the reasons why other options were rejected
 - a description of any other factors relevant to the school's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources.
 - Appropriate timelines to ensure any relevant deadlines are not missed
 - and contact information for the local liaison and State Coordinator of Education for Homeless Children and Youth (ECHY) and a brief description of their roles.
- Ensure all decision and notices are drafted using language and formatting appropriate for low literacy, limited vision readers and individuals with disabilities.
- Provide translation and interpretation services in connection with all stages of the dispute

resolution process for children and youth and/or parents or guardians who are English Language Learners or whose dominant language is other than English

- Provide electronic written notice to parents/guardians and unaccompanied youth who have email and follow up with the notice in person or by mail.
- Provide the rights of the parent, guardian, or unaccompanied youth to appeal such decisions. [42 U.S.C. § 11432(g)(3)(E)(ii)].

If a dispute arises over eligibility, or school selection or enrollment in a school, the parent, guardian or unaccompanied youth shall be referred to the TTCS' liaison who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of such dispute. [42 U.S.C. § 11432(g)(3)(E)(iii)].

The School liaison will ensure the parent, guardian or unaccompanied youth shall be made well aware that they have:

- Right to file a complaint, raise a complaint issue or file an appeal.
- Right to provide written or oral documentation to support the parent/guardian or unaccompanied youth's position.
- Step-by-step description of how to appeal the school's decision that includes a simple form parents, guardians or unaccompanied youths can complete and submit to the school to initiate the dispute process.
- If the parent, guardian or unaccompanied youths are English learners, use of a native language other than English, or need additional supports because of a disability, translators, interpreters, or other support services will be made available without charge.
- Right to be enrolled immediately in the school in which enrollment is sought pending the final resolution of the dispute.
- Right to immediate enrollment includes receiving adequate and appropriate transportation to and from the school of origin and the ability to fully participate in all school activities.
- List of legal and advocacy service providers in the area that can provide additional assist during any part of the process.
- Contact information for the local liaison and State Coordinator, with a brief description of their roles.

Timelines for resolving district and state-level appeals..

TRANSPORTATION

At a parent or guardian's request, homeless students will be provided with transportation to and from school.

For unaccompanied youth, transportation to and from school must be provided at the local liaison's request.

If the student's temporary residence is within the TTCS transportation area TTCS will provide transportation. If the enrolled student lives outside of the TTCS transportation area, and within the Santa Fe Public School district transportation service area TTCS and the district must

determine how to divide the cost and responsibility or share it equally.

HOMELESS STUDENT LIAISON

TTCS will designate a liaison to assist homeless children and their parents or guardians in obtaining services from TTCS, Santa Fe Public Schools and other public and private agencies.

The duties of the liaison are:

Post a notice in the school of the educational rights of children and youth experiencing homelessness.

Ensure that homeless children and youth enroll in and have full and equal opportunity to succeed at TTCS.

Assist the homeless student and family in obtaining all necessary documents for school enrollment including immunizations, immunization records and other medical records.

Assist the student in the enrollment process at TTCS or in choosing and enrolling in another public school.

Coordinate with other public agencies and community groups in identifying homeless children and youth within the TTCS service area.

Coordinate and collaborate with State Coordinators for Homeless Education and community and school personnel responsible for the provision of education and related services to children and youths in homeless situations.

Ensure that school personnel, service providers and advocates who work with families in homeless situations are aware of the duties of the school liaison.

Ensure that homeless students and families have access to all educational programs at TTCS for which they are eligible, including pre-school programs administered by TTCS. Ensure that referrals are made to health, mental health, dental, and other appropriate services.

Ensure that parents or guardians of homeless students are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Disseminate notice of the educational rights of students in homeless situations to locations where such children and youths receive services.

Ensure that enrollment disputes are mediated in accordance with the provisions of the McKinney-Vento Act.

Ensure that parents, guardians and unaccompanied youth are informed fully of all available transportation services, including to school, and are assisted in accessing these services.

SEGREGATION

Homeless children and youth enrolled at TTCS will not be separated from the mainstream school environment by virtue of homeless status alone. TTCS will establish no separate programs or separate settings within the school.

Services provided by the school on its grounds will not take place in settings that segregate homeless children from other children except as is necessary for short periods of time for health and safety emergencies or to provide temporary, special and supplementary services.

TTCS will adopt practices to ensure that homeless children are not segregated or stigmatized on the basis of their status as homeless.

Special funding for homeless services, if received by the school, will not be used to replace the regular academic programs and must be expended to improve and supplement services provided as part of the school's regular academic program.

[Approved on December 16th, 2019]

POLICY 335 - Wellness Policy

STATEMENT OF POLICY

Turquoise Trail Charter School believes that good health habits foster benefits for children and adults that last a lifetime, as well as creating an optimum environment for effective teaching and learning. In accordance with this philosophy and with the direction provided in New Mexico Public Education Department Wellness Policy rule 6.12.6.6. NMAC and the requirements of Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, the school establishes the following policies relating to health, wellness, and nutrition.

DEFINITIONS

Competitive Food means a food or beverage sold at school other than one served as part of the United States Department of Agriculture school meal program. The term includes any item sold in vending machines, a la carte or through other school fundraising efforts.

Coordinated School Health Approach means the framework for linking health and education. The focus is healthy and successful students. There are eight interactive components of coordinated school health: health education; physical education and activity; nutrition; social and emotional

well-being; healthy and safe environment; health services; staff wellness; and family, school and community involvement.

Family, School and Community Involvement means an integrated family, school and community approach for enhancing the health and well-being of students accomplished through the establishment of a school health advisory council with the responsibility for making recommendations to the school board in the development or revision, implementation, and evaluation of the wellness policy.

Fund Raisers means beverage or food products sold to raise money that are not sold in vending machines.

Health Education means 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. The health education program will allow students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices and meet the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Health Services means services provided for students to appraise, protect, and promote health. These services are designed to ensure access or referral to primary health care or behavioral health services or both, foster appropriate use of primary health care services, behavioral health services, prevent and control communicable diseases and other health problems, identify program references for emergency care, illness, or injury, promote and provide optimum sanitary conditions for a safe school facility and school environment, and provide educational and counseling opportunities for promoting and maintaining individual, family, and community health.

Healthy and Safe Environment means the physical and aesthetic surroundings and the psychosocial climate and culture of the school. It supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse.

Nutrition means programs that provide access to a variety of nutritious and appealing snacks that accommodate the health and nutrition needs of all students.

Physical Activity means body movement of any type, including recreational, fitness, and sport activities.

Physical Education means the instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity. It meets the content standards with benchmarks and performance standards as set forth in Section 6.30.2.20 NMAC. 6.12.6 NMAC.

Social and Emotional Well Being means services provided to maintain and/or improve students' mental, emotional, behavioral, and social health.

Staff Wellness means opportunities for school staff to improve their health status through activities

such as health assessments, health education and health-related fitness activities. These opportunities encourage school staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school's overall coordinated school health approach.

Vended Beverages and Foods means a beverage or food product sold in vending machines to students in school.

FAMILY, SCHOOL, and COMMUNITY INVOLVEMENT

The goal of family, school and community involvement within a coordinated school health approach is to create a total school environment conducive to student health and academic achievement. Shared responsibility and effective partnerships among families, school and community support for the development and maintenance of this comprehensive learning environment.

In accordance with Public Education Department rule 6.12.6.6 NMAC, TTCS will establish a School Health Advisory Council (SHAC) that consists of parent(s), school food authority personnel or equivalent, school board member(s), school administrator(s), school staff member; student(s); and community member(s). It shall be the responsibility of the Director or designee to appoint the members of the SHAC in accordance with federal and state requirements. The SHAC will have the responsibility to make recommendations to the TTCS Governing Council in the development or revision, implementation, and evaluation of the wellness policy consistent with this rule and will meet for this purpose a minimum of two times annually.

ASTHMA

Asthma is a chronic condition in which airflow in the bronchial tubes becomes periodically obstructed, making breathing difficult. Obstruction can be caused by bronchospasms (tight constriction of the respiratory muscles around the bronchi), by swelling and inflammation of the membranes lining the bronchi and by thick, sticky mucous in the bronchi.

The parent/guardian of a student with asthma should provide the TTCS school nurse with a complete asthma health history, an Asthma Action Plan from the healthcare provider for care in the school setting, and the healthcare provider's orders for any medication, inhalers, and nebulizer treatments to be administered in the school setting. The TTCS school nurse will identify Asthma students to the classroom teacher, special teachers and aftercare staff. The TTCS school nurse will document any asthma episode, care, and medication given to an asthma student.

DIABETES

Diabetes encompasses a group of chronic metabolic conditions characterized by hyperglycemia (high blood sugar)/hypoglycemia (low blood sugar) resulting from defects in insulin secretion by the pancreas, insulin utilization in the body or both. Diabetes is one of the most common chronic diseases of childhood and is categorized as Type 1 (formerly insulin dependent or juvenile onset diabetes) or Type 2 (formerly adult onset or non-insulin dependent diabetes).

The parent/guardian of a diabetic student should provide the TTCS school nurse with a complete

diabetic health history, the Diabetic Management Plan completed by the diabetic healthcare provider, and all diabetic supplies including glucose monitoring equipment, Insulin, Glucagon, juice, protein and carbohydrate snacks.

The TTCS school nurse will organize, supervise, and document all care and treatment given the diabetic student, and communicate with the parent/guardian.

Ongoing medical management of the student with diabetes in the school setting will include assessment and assistance of diabetes self care towards the student's independence per the medical provider's recommendations and education of the student and TTCS staff.

PHYSICAL EDUCATION

Physical education is an instructional program taught by a certified physical educator. Physical education is one of many sources, and it will not be the only source of physical activity. TTCS shall offer a planned, sequential physical education curriculum serving Pre-Kindergartners to 6th graders aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC. Activities shall be based on goals and objectives that are appropriate for all TTCS student requirements.

PHYSICAL ACTIVITY

Physical activity covers a broad spectrum of opportunities for students to move and exercise their brains and bodies outside of the physical education curriculum. These may include but are not limited to integration of movement into core curriculum to provision of sports, fitness, recreational activities, arts-based and teacher led, during, before and/or after school.

Students shall be provided with opportunities to engage in moderate to vigorous physical activity during, before and/or after school. The school shall create guidelines to provide such physical activity opportunities to students.

TTCS will provide education on the health benefits of physical activity that align with the New Mexico Health Education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC.

NUTRITION

Nutrition Education aims to teach, encourage and support healthy eating by students. Nutrition Education and healthy eating support proper physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease.

TTCS will promote the role of nutrition in academic performance and quality of life and will adhere to or exceed the nutrition guidelines set forth in 6.12.5.8. NMAC, to include: Guidelines for school sponsored fund raisers during the normal school hours that

- meet or exceed the minimum guidelines set forth in Paragraph (1) of Subsection C of 6.12.5.8 NMAC.

- Guidelines for school sponsored fund raisers before and after school hours ensuring that at least 50% of the offerings shall be healthy choices in accordance with the requirements set forth in Paragraph (2) of Subsection C of 6.12.5.8 NMAC.

TTCS will provide nutrition education activities that align with the New Mexico Health Education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC. These will include integrated elements of the arts based curriculum.

HEALTH EDUCATION

TTCS will provide a planned, sequential, pre-K-6 Health Education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned with the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. The curriculum will provide the mechanism to help students acquire healthy life skills that promote personal, family, community, consumer, and environmental health.

TTCS will provide activities in comprehensive health education that align with the New Mexico Health Education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC.

Parents may opt into courses of study in grade levels where the sexuality performance standards are addressed such as the state Health Education curriculum that includes all performance standards about human sexuality included in the state standards and benchmarks. At the time parents register their son/daughter for school in those grade levels in which the sexuality performance standards are addressed, they will be asked to review and accept the instruction. Alternatives will be considered as necessary.

TTCS shall provide age-appropriate instruction about HIV and related issues in the curriculum of the required health education content area to all students in the elementary grades, in the middle/junior high school grades as set forth in 6.12.2.10.C NMAC.

HEALTHY AND SAFE ENVIRONMENT

A healthy and safe school environment is vital to academic achievement and includes both the physical and aesthetic surroundings of the school and the creation of a climate and culture before, during, and after school that promotes personal growth, healthy interpersonal relationships, and respect for all members of the school community.

TTCS will develop and regularly review school safety plans that meet state requirements. These plans must include prevention strategies, policies and procedures in line with federal and state law and board policy, and emergency response plans.

TTCS will comply with state law requiring that a minimum of 12 emergency drills will be conducted each year. These drills must include nine fire drills, two shelter-in-place drills, and one evacuation drill (which may be conducted as an in-class lesson exercise) at the intervals described in subsection M of 6.30.2.10 NMAC.

SAFETY RISKS ASSOCIATED WITH HEALTH/PHYSICAL CONDITIONS

Safety considerations in the school setting at TTCS should be designed to help students who have health conditions or special needs become as independent as possible, while protecting the individual student's safety and well-being as well as that of the rest of the student body and school staff.

A school support/educational team meeting for students who meet the criteria for 504 placement is the appropriate place to address safety concerns and precautions that should be taken with each individual student. For special education students, these concerns are addressed in the IEP. All educational team members, including the school nurse, administrator and parent/guardian should participate.

Risk factors must be determined on a case-by-case basis and documented in the 504 or IEP. All safety precautions will be posted in the student's classroom so that the information is readily available. Procedures to protect the health, safety and well being of students during off campus activities i.e. field trips must be addressed (NMSHM-Section IV (09/2013)).

SOCIAL AND EMOTIONAL WELL-BEING

A safe and healthy school environment where all students are effective learners requires creating a respectful and nurturing climate where students' mental, emotional, behavioral, and social health needs are supported and, as necessary, improved.

TTCS shall develop and maintain plans addressing the behavioral health needs of all students in the educational process. Where possible, TTCS will collaborate with community agencies to provide services and promote strategies that maintain and/or improve students' social and emotional well-being.

TOBACCO, ALCOHOL AND DRUG FREE SCHOOL

Definitions:

"Tobacco" means substances that include, but are not limited to cigarettes, ecigarettes, cigars, chewing tobacco, dipping tobacco, snuff and similar substances.

"Alcoholic beverage" means a beverage with no less than one-half percent alcohol and includes wine, beer, fermented, distilled, rectified and fortified beverages.

"Illicit drugs" means steroids and prescription and over-the-counter medications being used for an abusive purpose or when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

"Mood-altering substances" means substances that include, but are not limited to paint, glue, aerosol sprays and similar substances.

TTCS prohibits tobacco use, alcoholic beverage possession or use, and illicit drug possession or use by students, school staff, parents, and school visitors in school buildings, on school property,

and for students at school functions away from school property. TTCS will communicate this policy to students, school staff, parents, school visitors, and the community. Notices should be posted on school grounds stating that the use of tobacco and possession or use of alcoholic beverages and illicit drugs is prohibited on school grounds according to NMAC 6.12.4.1

VISION SCREENING

A PED licensed school nurse or designee, primary healthcare provider, or a lay eye screener (Lions Club) shall administer a vision screening test for students enrolled in pre-kindergarten, kindergarten, first and third grades, and for transfer and new students in those grades. Students who fail a vision screening should be referred to an eye care specialist for a comprehensive diagnostic exam. TTCS will follow these standards stated in the NM School Health Manual Chapter 11, page 26, section II.

IMMUNIZATION REQUIREMENTS

New Mexico State Law, House Bill 223 requires that all students be immunized against certain communicable diseases. These requirements are determined by the NM Department of Health (NMDOH) in collaboration with the NM Vaccine Advisory Committee. The State's official immunization requirements for schools and childcare facilities are released annually. TTCS will follow these standards based on state law so that no child may be registered without the proper up to date immunizations or approved waiver filed with the NMDOH.

HEALTH SERVICES

TTCS is committed to providing health services that are appropriate to the school setting and that meet the needs of students in the educational process.

TTCS shall develop and maintain plans providing for health services that meet the needs of all students in the educational process. Such services shall be defined, coordinated, and evaluated and agreed upon by all parties through the students' SAT, IEP and ILP meetings.

School personnel will meet all federal and state reporting, recordkeeping and confidentiality requirements.

STAFF WELLNESS

TTCS Staff wellness activities are designed to promote the physical, emotional and mental health of school employees as well as to prevent disease and disability. A staff wellness program allows the staff to learn and practice skills to make personal decisions about health-enhancing daily habits.

TTCS staff wellness plan will address the staff wellness needs of all employees that minimally ensures an equitable work environment and meets the Americans with Disabilities Act, Part III. B. Employees will be provided with opportunities to learn and participate in strategies supporting a healthy lifestyle.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC) NMAC 6.12.6

The TTCS Governance Council will establish and maintain a SHAC. The SHACs are responsible to:

- meet at least two times annually ; and
- make recommendations to the council in the development or revision; implementation; and evaluation of the Wellness Policy.

The SHAC must consist of:

- Parent(s)
- School food authority personnel
- Council member(s)
- School Administrator(s)
- School Staff
- Student(s)
- Community member(s)

EVALUATION

The TTCS health and wellness plans for family/school/community involvement, physical activity, nutrition, health education, physical education, healthy and safe environment, health services, social and emotional well-being, and staff wellness will include measurable targets and benchmarks for evaluating the implementation of the policy.

In conformance with the provisions of rule 6.12.6.6. NMAC, one or more persons shall be delegated operational responsibility for ensuring that TTCS is in compliance with this policy.

The School Health Advisory Council (SHAC) will provide an annual progress report to the Governance Council measuring implementation and evaluation of the Wellness Policy (Healthy Schools Report Card).

POLICY 336 - Pest Control Policy

Turquoise Trail Charter School is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticides exposure to children.

The policy does not apply to the following pesticides:

1. When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, and water purifiers.
2. Personal insect repellents when self applied
3. Gel baits or manufactured, enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified applicators and pesticides applied to public school property

must be currently registered for legal use in the state by the New Mexico department of agriculture. Pesticides will be applied when students and staff members are not present, such as during non-instructional time or school vacation periods. Pesticides will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or calendar basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest.

Pursuant to this commitment, the school will:

1. Inform annually parents and staff members of the schools pest control policy at the time student registration by a separate memorandum or as a provision in the handbook.
2. Provide the name and phone number of the person to contact for information on regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance of all pesticide use and provide such notice.
4. Provide notice of planned pesticide application to parents and employees who have requested advance notice
5. Provide notice of all pesticide application to school nurse.
6. Maintain written record for 3 years of pesticide application and available upon request to parents, guardians, students, teachers, and staff.

TTCS has an ongoing pest control action plan. TTCS awards an annual contract to a pest control company for all types of insects, pests, and rodents. Employees report any concerns to our operations /plant manager and all reports are dealt with on an individual remediation basis. Records are kept on reports and response actions.

A list of restricted and allowable pesticides is available upon request.

[amended 2016]

POLICY 337 - Meals Payment and Collection Policy

It is the intent of Turquoise Trail Charter School to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. It is also the intent of TTCS to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch Programs.

Parents must remit payment for student's meals prior to service.

The goals of TTCS payment and collection procedures are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payments and self-responsibility of the student.

TTCS Pre-paid Meal System: The school meal accounting system is a pre-paid system. Parents

or guardians should deposit money into their child's account before meals are served. Payments can be made daily, weekly, monthly, or annually. In addition to using cash and checks, parents can also pay online on the school's website with their credit/debit cards. It is the ***guardian/parent's responsibility*** to make sure that sufficient funds are in the account or a home-prepared meal is sent to school with their child.

Billing Procedures: The school will bill families for outstanding charges in excess of \$5 by sending a billing statement home with their student in a sealed envelope. Billing statements with an outstanding balance greater than \$100 will be mailed to the home address. Statements are sent once per month, and are due within 14 days of the billing date. Also, students may always check the current balance of their students account on the school's web portal (currently Family Link).

Payment Prior to filling out USDA Free and Reduced Application: All meals eaten before a Free and Reduced-Price application is processed and approved are the responsibility of the parent/guardian and must be paid for as required by law. Should the student's application be approved for free or reduced price meals, any future billing will reflect the new status and the parent will be notified of the result of their application by a letter mailed to the home address.

Payment in advance for meals enables TTCS to achieve approved goals:

Emergency Meal Service: Turquoise Trail Charter School acknowledges that on occasion, students may forget or lose meal money to pay on student account. In such cases, the child's statement of need shall be accepted and food will be made available and the student's account will be charged.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the pre-paid school meal program, TTCS school administrators will consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free or reduced-price meals. If for any reason, parents decline to complete an eligibility application and the principal is aware that the student is eligible for free or reduced-price meals, the principal/business office may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free or reduced-price meals.

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit TTCS from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. The school reserves the right to use the services of a debt collection agency when charges exceed \$300 and every effort has been made to make payment arrangements with the family with no success.

Unpaid meal charges will result in the following:

- A letter of explanation of past due charges will be mailed to guardian/parent.
- Automated telephone call home and an email will be sent to guardian/parent
- In case of significant delinquent payments, TTCS reserves to right to take legal action

USDA Program: In partnering with USDA, Turquoise Trail Charter School will adhere 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. Institutions

participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov

Turquoise Trail Charter School is an equal opportunity provider under the USDA guidelines.

Amended and Approved, December 16th, 2019

POLICY 338- Parent communication responsibility

During a school year there are many enrollment and student participation deadlines , e.g re-enrollment for the next year, bus registration, field trips, after school programs etc. The school communicates with parents/guardians in many ways including but not limited to, email, robo calls and the school website. TTCS relies on parent/guardians to provide timely, accurate parent/guardian contact information: including address, phone, student pickup and authorization changes, etc. within two weeks of any change.

It is the responsibility of the parent/guardian to answer and review phone calls and phone messages from the school, open and read email from the school, routinely review announcements on the web site. If a student is denied enrollment in the school, or participation in a school-sponsored activity because a parent has not fulfilled their responsibility, the school will not make an exception for the student missing an opportunity or enrollment.

In an emergency, if we cannot reach parents/guardians or their emergency contacts within two hours, the adult(s) responsible risk a report to CYFD.

400 Policy Series

School Philosophy

POLICY 400 - Philosophy

The Turquoise Trail Charter School Governance Council accepts the concept of accountability to the community that it serves and recognizes that a rigid adherence to traditional methods of instruction may not adequately prepare students for success in a rapidly changing society. Therefore, constant study and evaluation of present instructional methods are encouraged as well as the initiation of innovative present/future instructional methods based on trends and issues of improved instructional approaches, in an attempt to keep pace with the rapidly changing demands of technology and diverse populations.

POLICY 401 - Arts Education

VISION

The vision for Arts Education in the Turquoise Trail Charter School is to provide comprehensive and sequential Performing and Visual Arts Education to all students, at all grade levels and at all schools, as part of the core curriculum.

MISSION

The mission of the Turquoise Trail Charter School in Arts Education is to ensure that every student has opportunities to participate in the creation of Art (Dance, Music, Visual and Media Arts) and to understand and value the Arts.

Policy for the Arts at Turquoise Trail Charter School

The Turquoise Trail Charter School maintains Arts programs, including Dance, Music, Visual and Media Arts, which support the overall academic achievement of all students. To that end, Turquoise Trail Charter School works in partnership with community arts resources and cultural organizations and provide resources to reach these goals.

The programs:

1. provide K-6 Arts curricula and programs, recognizing the integrity of each Arts discipline.
2. provide an integrated approach to Arts in the general curriculum to build relationships between the Arts and other academic disciplines and content areas.
3. foster creative, flexible and analytical thinking, appreciation for differing viewpoints, teamwork and collaboration, language development, and other cognitive skills.
4. provide opportunities for students to participate in public performances and exhibitions.
5. provide for exploration of career opportunities in the Arts and related fields.
6. provide professional development in the Arts for educators.
7. reflect the implementation of the New Mexico Standards and Benchmarks in the Arts.
8. reflect the use of community arts and cultural resources through active partnerships.
9. reflect cultural diversity.

POLICY 402 - Special Education Services

The Governance Council believes that all eligible children with disabilities attending Turquoise Trail Charter School have a right to a Free Appropriate Public Education (FAPE). Turquoise Trail Charter School will provide services and programs in compliance with New Mexico Statutes, Public Law 94-142, and IDEA: Part B, for students with disabilities. It shall be the responsibility of the Head Administrator and the Special Education Department to develop procedures, ensure compliance, and inform the Governance Council, as necessary, regarding the needs of the students receiving special education services.

References: NM Statutes 1978 Annotated, Public Law 94-142, IDEA Part B, Revised 1999

POLICY 403 -- Use of Restraint or Seclusion Techniques

PURPOSE

The purpose of this policy is to provide for the appropriate use of restraints or seclusion techniques to protect students from harming themselves, other students, or staff in a manner that protects the student's dignity and well being.

DEFINITION

A “*restraint*” is a method used to physically and involuntarily restrict a person's movement or physical activity.

RESTRAINT OR SECLUSION POLICY

Physical restraint shall only be used in emergency situations, after less intrusive alternatives have failed or been deemed inappropriate. School personnel permit physical restraint only if both of the following two conditions apply:

1. The student's behavior presents an imminent danger of serious physical harm to the student or others (students, staff, visitors, substitute teachers, contractors, etc.); and
2. Less(er) restrictive intervention(s) appear insufficient to mitigate the imminent danger of serious physical harm.

Only individuals who have been properly trained in physical restraint will use physical restraint on a student. Whenever possible, the administration of a restraint will be witnessed by at least one adult who is not participating in the restraint. Students who have documented medical or psychological limitations will be restrained or secluded only in cases of imminent danger to self or others and only with caution. *Restraints may never be used as a form of punishment or to force compliance from a student.*

Each incident of restraint shall be reported to the Head Administrator and any restraint on a student with medical or psychological limitations will also be reported to the school nurse for review. The report should include the names of the school staff involved, the name of the student involved and a description of the incident leading up to the restraint and the procedures used in the restraint along with information regarding whether the school requires any additional actions. Following the release from a restraint the participants will implement follow-up procedures. These procedures will include reviewing the incident with the student to address the behavior that precipitated the restraint, review of the incident with the person who administered the restraint to discuss whether proper procedures were followed and follow-up to determine if any discussion needs to occur with those who witnessed the incident. The restraint and seclusion techniques shall only be used and applied by school employees who are trained in the safe and effective use of restraint and seclusion unless an emergency situation does not allow sufficient time to summon those trained school employees.

APPROPRIATE USE OF RESTRAINT FOR STUDENTS WITH DISABILITIES.

Authorization for Physical Restraint

1. In all cases, the use of physical restraint must be approved by the student's Individualized Education Program (IEP) team, documented in the student's Behavioral Intervention Plan (BIP), have the expressed written agreement of the parent or legal guardian, and be addressed in TTCS' Written Notice of Actions Proposed (Prior Written Notice) provided to parents following an IEP meeting. The IEP team approves the type of restraint to be used, who is authorized to apply it, the specific setting or conditions under which the use of restraint shall apply, how it will be monitored by other staff, as well as reporting requirements for when restraint is used.
2. In all cases, a mental health professional (i.e., social worker, counselor, psychologist) needs to be a member of the IEP team if physical restraint is being considered as an intervention. The mental health professional reviews all information about the student and observes the student prior to making recommendations at the IEP meeting about the use of physical restraint in the BIP. A recommendation could include the need for additional evaluative or other information before imposing physical restraint in the student's BIP.
3. In some cases, the IEP team may also need to seek approval from the student's medical provider if the use of physical restraint might adversely impact or be in conflict with any medical/physical/mental condition that the student may have or be suspected of having.
4. The IEP team must craft the BIP so as to use a graded system of alternatives for the student's behavior. In other words, positive interventions are the first methods for addressing unacceptable behavior. A variety of such interventions designed to de-escalate a crisis should be listed in the student's BIP, as well as provisions to warn the student that restraint will be used if the target behavior does not stop. Verbal threats or refusal to comply with a staff directive or school rule would not warrant physical restraint unless this is agreed upon in the BIP. Physical restraint is the last resort to protect the student and others from harm. However, its immediate use may be justified if there is imminent, serious danger only.
5. The IEP team needs to establish that other less restrictive interventions have not been effective. The provision for physical restraint that is in the BIP is only appropriate if less

restrictive behavioral management techniques have been tried and documented as not working for the behaviors for which physical restraint will apply.

6. The use of physical restraint must be consistent with the student's IEP and Behavioral Intervention Plan (BIP). Applying the IDEA, the use of physical restraint is restricted the same way the law restricts the use of other teaching or behavioral interventions methods in general. That is, it is a denial of a Free Appropriate Public Education (FAPE) if the use of physical restraint is inconsistent with the student's IEP and BIP.
7. No form of physical restraint may be used that restricts a student from speaking or breathing. This includes the use of prone restraint in which a student's chest, abdomen or stomach is placed on the floor, wall or another surface and force is applied to the student's back, legs, or head. The restraint technique shall not be out of proportion to the student's age or physical condition. The restraint must be applied in such a way that it is safe and only reasonable force is used. A responsible third party should monitor the student's status during the restraint procedure to check respiration and skin color, and to see that limbs are not moved out of the normal range of motion. The restraint should be immediately discontinued if the student exhibits any signs of undue physical distress or injury. In addition, the restraint must not be applied any longer than is necessary to protect the student from causing harm to himself or others.
8. Do not restrain the student in front of other students. If possible, move to another location or clear the setting of other students.

STAFF TRAINING

1. Any staff or staff team designated to apply physical restraint must be professionally trained and/or certified in the particular technique being used *prior to* any such procedures being used on a student. Staff chosen to be trained to apply physical restraint should be individuals who are physically able to do so and can handle a crisis in a calm manner.
2. The professional training needs to emphasize the use of positive interventions, including verbal de-escalation techniques and other strategies to be attempted prior to using physical restraint. Resources for this kind of training include, but are not limited to, Positive Behavioral Intervention and Supports, Crisis Prevention Institute, and The Mandt System.

DOCUMENTATION AND REPORTING

At a minimum, reporting and documentation procedures shall include the following:

- A TTCS employee shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification;
- If the TTCS employee does not provide notice on the same day as the incident, notice must be provided within twenty four (24) hours of the restraint or seclusion; and
- A TTCS employee shall provide the student's parent or guardian with written documentation that includes information about any persons, locations, or activities that may have triggered the behavior, if known. Written documentation must also

include specific information about the behaviors and its precursors or antecedents, the type of restraint and seclusion used, and the duration of its use. This information must be provided to the student's parent or guardian within a reasonable time following the incident of restraint and/or seclusion.

- Any incident of physical restraint or seclusion must be immediately reported to the Head Administrator.

All of these reporting and documentation provisions apply even if non-trained personnel use restraint or seclusion techniques. If law enforcement personnel are summoned in lieu of restraint or seclusion, the school must comply with the reporting, documentation, and review procedures.

Review or Procedures After Use of Restraint or Seclusion:

TTCS shall review strategies used to address a student's behavior if restraint or seclusion are used with individual students two (2) or more times during any thirty-calendar-day period. The review shall include:

- A review and analysis of the circumstances in which restraint or seclusion techniques were used. This should include the antecedents to the dangerous behavior, setting in which the behavior occurred, and people involved in the incident. The consequences of the behavior should be reviewed. The purpose of this analysis is to determine how future incidents of restraint or seclusion may be avoided. In addition, a determination can be made if the student requires a Functional Behavioral Assessment (FBA). For additional technical assistance on FBAs see <http://ped.state.nm.us/RtI/d110/Addressing%20Student%20Behavior%20Guide%202010.pdf>.
- A meeting of student's Individualized Education Program (IEP) team, Behavioral Intervention Plan (BIP) team, or Student Assistance Team (SAT) within two weeks of each use of restraint or seclusion after the second use within a thirty-calendar-day period to provide recommendations for avoiding future incidents requiring the use of restraint and seclusion.
For IEP technical assistance see <http://ped.state.nm.us/ped/SEBdocuments/technical/IEP%20Manual%20October%202011.pdf>.
For SAT technical assistance see [http://ped.state.nm.us/ped/RtIdocs/RtI%20Manual%20most%20updated%20\(2.15\).pdf](http://ped.state.nm.us/ped/RtIdocs/RtI%20Manual%20most%20updated%20(2.15).pdf)

POLICY 404 - Calendar

The Head Administrator shall submit to the Turquoise Trail Charter School Governance Council no later than a regular March meeting, one or more proposed calendars that have been developed utilizing the involvement of both employees and school parents.

The adopted school calendar will provide for at least the minimum days required by law.

When at all possible, Turquoise Trail Charter School will maintain the same calendar as the

Santa Fe Public Schools for the purpose of student transportation.

POLICY 405 - Library Bill of Rights

The Turquoise Trail Charter School Governance Council supports the School Library Bill of Rights, provided by the American Library Association, which asserts that the responsibility of the school library is:

- to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- to provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- to provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
- to provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical reading and thinking.
- to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Each librarian and Head Administrator or designee, shall annually convene a materials selection committee of at least a parent, teacher, library specialist and student (if appropriate) to review the needs of the school library and adherence to the principles as stated in this policy.

POLICY 406 - Videos/Films and Other Materials

The use of videos/films and other media shall be regarded as a part of the total educational program and shall be aligned with state standards, the school curriculum and the Educational Plan for Student Success (EPSS). This policy will be implemented at Turquoise Trail Charter School and may not be waived without Governance Council approval.

POLICY 407 - Sensitive Instructional Materials and Guest Speakers

Instructional materials dealing with personal or sensitive subjects must be previewed by the teacher before they are introduced into the classroom. If materials are sensitive, but the instructor feels they are germane to the subject being taught, the Head Administrator or designee shall adjudge their propriety and pertinence. The Head Administrator's deliberation should include among other things, consideration of the general standards of the clientele served by the Turquoise Trail Charter School and must be aligned with the school's curriculum and Educational Plan for Student Success (EPSS).

The instructor is also responsible for personal or sensitive subjects introduced or discussed by guest speakers in the classroom. Teachers shall provide their students advance notice of the possibility of the use of sensitive materials prior to their use so that students finding the materials offensive may be excused from that portion of the assignment or presentation and provided with an alternative assignment more in keeping with their beliefs. Parents/Guardians may make such a request on behalf of their currently enrolled children.

Teachers should notify the Head Administrator of any apparent problem which arises from the use of sensitive materials or from remarks by a guest speaker.

At appropriate developmental levels, parents should be given advance notice of presentations on topics involving human sexuality.

POLICY 408 - Controversial Materials, Methods and Issues

The Turquoise Trail Charter School Governance Council recognizes that it is sometimes necessary for students to study controversial issues and topics and that in order to deal effectively with them, teachers will sometimes use materials or methods that might lead to misunderstandings. In considering such matters, it shall be the purpose of our school to recognize the student's right and/or obligation:

1. to study any controversial issue which has political, economic, or social significance in which the student should begin to have an opinion,
2. to have free access to all relevant age-appropriate information,
3. to study under competent instruction in an atmosphere of freedom from bias and prejudice,
4. to form and express independent opinions on controversial issues without jeopardizing relations with teachers, staff and administration,
5. to recognize that a reasonable compromise is often an important facet in decision-making in our society, and
6. to respect the opinions of others, including opinions of the minority.
7. to have materials aligned with state standards, school curriculum and the Educational Plan for Student Success, and
8. to have materials reviewed and approved by the administrator.

The teacher is responsible for presenting a balanced view of controversial issues. No materials shall be introduced into the school curriculum by an individual or organized group to promote a biased viewpoint on religious, racial, sexual, or political issues.

The Governance Council authorizes the Head Administrator or his/her designee to establish procedures to address complaints and challenges to reading, teaching methods and materials.

POLICY 409 - Religion in the Schools

It is the belief of the Turquoise Trail Charter School Governance Council that active

governmental participation in religious matters and even the appearance of official preference for or antagonism toward any religious belief or non-belief is disruptive and infringes upon the individual's freedom of conscience. Our school shall neither actively sponsor nor interfere with religions.

Turquoise Trail Charter School recognizes that religion has played an undeniable role in the formation of world civilizations, the foundation of our country, and the lives of its citizens. The place of religion in our society should be recognized as an important one. Clearly the proper role of religion in Turquoise Trail Charter School is in its educational value and non-religious observance or celebration. The school can play a vital role in bringing about an understanding between peoples of different backgrounds. In that capacity and when appropriate within the curriculum, the school is valuable in teaching our children about various belief systems. Belief systems will be discussed in an atmosphere of tolerance and mutual respect. Intercultural programs or curriculum focusing on the role that religion has played in history, literature or in the development of society and the influence that religion has had on historical figures or movements are acceptable and desirable. It is anticipated that students will also develop tolerance and mutual respect as they become aware of diverse belief systems and their current and historical impact on human culture.

RELIGION IN THE CURRICULUM

When religion is included in the curriculum as part of the study of art, literature, history, etc., it should be treated with the same objectivity and educational intent expected in other areas.

Religious themes in the fine arts, literature and history should be recognized and discussed only as extensively as necessary for a balanced and comprehensive study of these areas. Such studies should not foster any particular religious tenet or demean any religious belief.

Materials and activities should be sensitive to the diversity of belief systems.

Instructional activities addressing religion should meet the three-part test established by the Supreme Court to determine constitutionality:

The activity must have a secular purpose.

The activity's Head Administrator or primary effect must be one that neither advances nor inhibits religion.

The activity must not foster an excessive governmental entanglement with religion.

When the subject of religion occurs naturally in studying other topics such as history, literature, culture, etc., it should be treated as part of that study. (For example: Study of the American Indian, the Pilgrims, Greek mythology or the Crusades may be enhanced by the inclusion of the role of religion.)

Student initiated responses to questions or assignments that reflect their beliefs or non-beliefs about a religious theme will be accommodated when appropriate. (For

example: Students are free to express religious beliefs or non-beliefs in compositions, art forms, music, speech and debate.)

Students should be taught to develop an appreciation of the value of religious liberty as guaranteed by the United States Constitution.

The teaching of theories to promote a religious doctrine is not permitted. Religious theories/beliefs shall not direct curriculum content.

Subject matter content may not be included or excluded from the curriculum primarily to conform to the religious views of a particular group.

Students may be excused, without penalty, from instructional activities that are contrary to their religious beliefs unless their absence would defeat an overriding educational goal.

SCHOOL CALENDAR, HOLIDAYS, SCHEDULES, ABSENCES

The origin and significance of diverse holidays shall be presented in an unbiased manner without religious indoctrination. Holiday activities should not be religious in nature. These activities may include the singing of some holiday songs with religious content, but must also include a balanced variety of music not solely of a religious nature.

Neither instructional materials nor assembly programs may be used to promote, encourage or denigrate specific religious groups or religious activities.

The district's calendar shall be prepared so as to minimize conflicts with religious holidays. Where conflicts are unavoidable, care should be taken to avoid tests, special projects, introduction of new concepts and other activities, which would be difficult to make up. Absences by students for religious observances are to be handled based on existing attendance rules.

RELIGIOUS SYMBOLS

Definition

“Religious Symbol” - A religious symbol is any object that portrays or represents a religious belief. A religious symbol can also be an object that is so closely associated with religion(s) or with the celebration of a religious holiday that it is commonly perceived as being of a religious nature.

Policy

Religious symbols may be displayed or used as a teaching resource provided no effort is made to impose any particular beliefs that may be associated with such symbols. They may be used as examples of a culture and/or a specific religious heritage.

Whenever appropriate, teachers are encouraged in their presentations to expose students to

symbols and traditions from a variety of cultures.

Religious symbols may be displayed for show-and-tell or reports or class discussions as long as the students volunteer their appearance and as long as the symbols are removed from display upon completion of the report or discussion.

Students should not be discouraged from appropriately expressing themselves through the use of religious symbols in completing assignments.

RELIGIOUS DISCLOSURE/PRIVACY

Staff or students shall not be induced to disclose their personal religious preferences or beliefs or those of their family members. No one shall be compelled to profess a religious belief, or disbelief, or those of their family members.

PERFORMANCES, CEREMONIES, PROGRAMS AND GATHERINGS

School programs, assemblies or gatherings sponsored by the school shall not have a religious orientation. However, seasonal programs presented by school student groups may include religious music. Such programs shall include a balanced variety of music not solely of a religious nature.

The school shall not include religious invocations, benedictions or formal prayer at school-sponsored events.

School musical groups may not participate, under the auspices of the school, in religious services.

WORSHIP/PRAYER

No form of prayer, worship or expression of belief shall be prescribed or sanctioned in fact nor in appearance by the schools.

Students may voluntarily pray and/or meditate during school and engage in discussions about religion provided this activity does not interfere with the educational process or infringe upon the privacy rights of others.

PROSELYTIZING

In working with students, school staff shall not proselytize or inject personal religious beliefs into any school-related activities. Unwelcome attempts by individuals or groups of students to impose religious beliefs or convert others to religious beliefs or to non-belief are not permitted in school related activities.

The distribution of religious literature on school district property, unless directly related to instructional activities, is not permitted. Teaching materials shall not include the endorsement of ideas or practices of any belief system.

Non-student members of religious groups are not allowed in the school to proselytize or recruit during the school day or during school activities.

The expression of views by staff or students, which disparage or degrade any religion or religious belief, is not permitted at any school-related activity.

POLICY 410 - Textbooks

It is the policy of Turquoise Trail Charter School that each student in every class shall have textbooks and all other necessary materials in alignment with state curriculum standards and in alignment with additional curriculum requirements developed by the school. Students are allowed and encouraged to take these textbooks and curriculum materials away from the school for home study. Students shall be required to return the materials to the school on the following day or as otherwise instructed by the classroom instructor. The school may recover the cost of lost textbooks and curriculum materials from the responsible parent or guardian of the student upon written notice and after a fourteen day grace period.

POLICY 411 - Testing Program of the School District

Turquoise Trail Charter School will maintain a standardized testing program that can be used, communicated and interpreted by school personnel and patrons.

The program will provide:

1. A qualitative assessment of the educational program of the school for purposes of reporting the overall status of the school and charting the growth of its pupils, grades, and areas from year to year.
2. Data for preparing appropriate reports to the Governance Council.
3. Interpretation and use by the teacher, counselor, and administrator so that the test findings may be used to improve the guidance and counseling of individual children and the development of a high quality curriculum.

The program will reflect:

1. The academic growth of pupils according to their own mental capacities and to local and national norms.
2. Adequate and financially feasible training for involved school personnel.
3. Assessment of the growth of pupils in the basic skills and subject matter in the elementary grades.

The school program shall incorporate any test required by state law and/or regulations.

It shall be the responsibility of the Head Administrator to ensure that all standardized tests are handled, stored, prepared for and administered in accordance with SBE Regulation 6.10.7 NMAC and in accordance with any precautionary instructions provided with the tests.

All school staff, including administrators, teachers, volunteers and office personnel who come in contact with standardized tests, shall familiarize themselves with basic principles of standardized test security.

Test examiners shall:

1. administer the test according to the directions and specifications in the test examiners manual and during the designated test administration window.
2. return the tests to the school as directed.

It shall be a prohibitive practice to:

1. photocopy or reproduce in any other fashion, including paraphrasing, any portion of a standardized test including a student's answer.
2. teach from, possess or in any way disseminate a photocopy or other reproduced or paraphrased standardized test or portion of a standardized test.
3. copy copyrighted test preparation materials for the purpose of distribution.
4. provide students with a review of specific test questions or answers before, during or after a test.
5. permit secure standardized test material to remain unattended in an unlocked room.
6. coach or otherwise inappropriately assist with the selection or writing of student answers.
7. take standardized test material off campus unless specifically authorized by the School Test Coordinator of the Assessment and Evaluation Unit of the SDE.

Violating any part of this section could result in suspension, termination or revocation of the staff member's licensure.

An Individual Education Program (IEP) team is charged with the responsibility to determine how students with disabilities will participate in assessment programs. The IEP team must agree that the student is eligible according to the criteria as set forth by the New Mexico Alternate Statewide Student Assessment System and is documented on the student's current IEP.

References: SBE Regulation 6.10.7 NMAC

POLICY 412- Personality Tests

No personality tests or inventories or individual intelligence tests are to be administered to any student without the express written consent of the child's parent(s), and if so approved, such tests are to be administered through the Special Education Department for diagnostic purposes only.

POLICY 413 - Equipment, Books and Materials

In every case, where feasible, the selection of equipment, books and materials shall be made only after consultation with the employees who will be held responsible for their use.

For the selection of basic textbooks for general use, parent representation will be involved in the selection process, with notice provided to parents and the community of the selection process. Turquoise Trail Charter School Governance Council does not require specific textbook adoptions.

POLICY 414 - Copyright

It is the policy of the Turquoise Trail Charter School to prohibit illegal copying of any and all copyrighted materials, including videotaped materials and microcomputer software. Persons who duplicate copyrighted materials shall obtain the necessary permission to do so legally. The insurance and legal protection normally afforded to Turquoise Trail Charter School employees is not extended to include legal protection for willful violations of copyright laws.

POLICY 415 - Pledge of Allegiance

The Pledge of Allegiance to the flag of the United States will be recited on a daily basis. However, no student shall be required to participate in reciting the pledge.

POLICY 416 - Flag Display

The flag of the United States of America and the flag of the State of New Mexico shall be displayed in each classroom of the Turquoise Trail Charter School.

POLICY 417 - Networked Information Resources

With the introduction of telecommunications throughout the modern work place, the Turquoise Trail Charter School Governance Council recognizes that employees will expand the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Governance Council expects that the school will develop its capabilities in these areas and, as they develop, will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on school or district servers will be private. The following behaviors are not permitted on the school or district network:

1. Sharing confidential information on students or employees
2. Sending or displaying offensive messages or pictures
3. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
4. Using obscene language
5. Harassing, insulting or attacking others
6. Engaging in practices that threaten the network (e.g., loaded files that may introduce a virus)
7. Violating copyright laws
8. Using others' passwords
9. Trespassing in others' folders, documents or files
10. Employing the network for commercial purposes
11. Violating regulations prescribed by the network provider

The network supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Violations may result in a loss of access and/or other disciplinary actions. When applicable, law enforcement agencies may be involved.

POLICY 418 - Computers and Internet

DEFINITIONS

“User” shall mean all persons who are granted access to the Turquoise Trail Charter School and/or Santa Fe School District’s computer resources.

“Computer Resources” shall mean all computer hardware, software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides.

NO EXPECTATION OF PRIVACY

The computers and computer accounts given to Users are to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Turquoise Trail Charter School and may be used only for business or educational purposes.

WAIVER OF PRIVACY RIGHTS

Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of Turquoise Trail Charter School to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that Turquoise Trail Charter School may use human or automated means to monitor use of its computer resources.

PROHIBITED ACTIVITIES

Inappropriate or unlawful material(s)

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensive, inappropriate proselytizing, or otherwise unlawful, or in violation of the Turquoise Trail Charter School Governance Council's policy may not be sent by email or any other form(s) of electronic communications (i.e. bulletin Governance Council system, newsgroups, chat groups, list-servers) or be displayed on or stored in the School's computers. Users encountering or receiving this kind of material should immediately report the incident to their Head Administrator(s).

Prohibited uses

Without prior written permission from the Head Administrator or his/her designee, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious materials, or any use which is unauthorized or in violation of the Turquoise Trail Charter School Governance Council's policy.

Waste of computer resource

Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

Misuse of software

Without prior written authorization from the Head Administrator or his/her designee, Users may not do any of the following:

1. Copy software for use on their home computers;
2. Provide copies of software to any third person;
3. Install software on any District workstation or server;
4. Download any software or run executable files from the Internet, email or other online services to any Santa Fe School District's workstations or servers;
5. Modify, revise, transform, recast, or adapt any software; or
6. Reverse-engineer, disassemble, or de-compile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their Head Administrator.

Communication of confidential information

Unless expressly authorized by the Head Administrator or his/her designee, sending, transmitting, or otherwise disseminating confidential information is strictly prohibited.

PASSWORDS

Responsibility for passwords

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

Passwords do not imply privacy

Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system.

SECURITY

Computer security

Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the Turquoise Trail Charter School's Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the School's network via Internet connections or by leaving systems on and logged into the network without authorization and to prevent the introduction and spread of viruses.

VIRUSES

Virus detection

As viruses can cause substantial damage to computer systems, each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the School's or District's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to Turquoise Trail Charter School must be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses; therefore, one should be extremely cautious in transferring from these computers to the School's network.

MISCELLANEOUS

Compliance with applicable laws and licenses

In their use of Computer Resources, Users must comply with all software licenses, copyrights, and all other state, federal and international laws governing intellectual property and online activities.

Other policies applicable

In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of the Turquoise Trail Charter School. Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, intimidating, threatening or potentially violent, racially offensive, defamatory, proselytizing, inappropriate or otherwise unlawful or in violation of the Turquoise Trail Charter School Governance Council's policy is strictly prohibited.

UNACCEPTABLE USE

The Turquoise Trail Charter School has the right to take disciplinary action, remove computer and networking privileges, take legal action, or report to proper authorities any activity characterized as unethical, unacceptable or unlawful. Unacceptable use activities constitute, but are not limited to the following:

- Any activity through which the user seeks to gain unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and utilizes passwords belonging to other Users;
- Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers;
- Invades the privacy of individuals or entities; or
- Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either for public or private use.

VIOLATIONS/CONSEQUENCES

Students

Students who violate this policy shall be subject to revocation of School Computer access up to and including permanent loss of privileges and discipline up to and including expulsion. Violations of law will be reported to law enforcement officials. Disciplinary action may be appealed by parents and/or students in accordance with existing District procedures for suspension or revocation of student privileges.

Staff

Staff members who violate this policy shall be subject to discipline up to and including suspension, termination or discharge in accordance with Governance Council Policy, negotiated agreements and applicable law. Violations of law will be reported to law enforcement officials.

POLICY 419 – Field Trips and Student Activity Travel

Fieldtrips are designed to fulfill the Turquoise Trail Charter School curricular standards and

objectives through activities that enhance pupil learning in ways not easily reproduced within the school context.

The decision to use instructional time for a classroom fieldtrip should be carefully considered. The amount of instructional time used for a fieldtrip should be in proportion to the significance and/or number of curricular objectives. Fieldtrips should provide learning experiences that cannot be provided in school through another format such as bringing a speaker to the classroom. Further, fieldtrips must be aligned with state standards, school curriculum and the Educational Plan for Student Success.

Promotion of and solicitation for any trip not sponsored by the Turquoise Trail Charter School as a part of the curriculum shall be prohibited in school facilities. Neither students nor staff may promote a trip at school.

Fieldtrips beyond the boundaries of the continental United States require approval of the Governance Council according to the guidelines of the administrative regulations.

POLICY 420 - Title I Parental Involvement

REQUIREMENTS OF TITLE I

The Title I Parent Involvement section of the No Child Left Behind Act (NCLB) requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings, and other activities are sent to the parents of Title I children.

Turquoise Trail Charter School agrees to implement the following statutory requirements:

School policies and practices will meet the required parental involvement requirements of section 1118 of the Elementary and Secondary Education Act (ESEA).

The school will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent

comments with the plan when the school submits the plan to the local educational agency (school district).

The school will involve the parents of children served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

The school will provide parental involvement activities under section 1118 of the ESEA in the areas of improving student achievement, child development, child rearing and additional topics parents may request.

The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities, such as those described in section 1118 of the ESEA.

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Turquoise Trail Charter School shall take the following actions to involve parents in the joint development and review of its school parental involvement policy under section 1118 of the ESEA:

We need to enter some stuff here. These are real rough ideas. You'll have to get a group together and give this some thought and do some event planning.

- TTCS will hold a Title I meeting in the fall semester of all parents with special outreach to Title I parents. One agenda item will be to review and take suggestions for the parental involvement policy.
- The school's Governance Council will solicit parental input during its deliberations on the parental involvement policy.

Turquoise Trail Charter School shall take the following actions to involve parents in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA :

We need to enter some stuff here. These are real rough ideas. You'll have to get a group together and give this some thought and do some event planning.

- TTCS will hold a Title I meeting in the spring semester of all parents with special outreach to Title I parents. One agenda item will be to review and take suggestions planned Title I programs to be included in the school's budget for the following school year.
- The school's Governance Council will solicit parental input during its deliberations on the school's budget and planned programs to be included in the budget

Turquoise Trail Charter School shall hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting. The fall parent meeting will include these agenda items.

Turquoise Trail Charter School shall provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet. Both the fall and spring parent meeting will include these agenda items.

Turquoise Trail Charter School shall, at the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible within 30 days after the fall and spring parent meetings

Turquoise Trail Charter School shall provide each parent an individual student report about the performance of their child on the State assessment in math and reading. The school will fulfill this requirement during the fall parent-teacher conferences.

Turquoise Trail Charter School shall take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Turquoise Trail Charter School shall provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below:

The Common Core State Standards
State and local academic assessments including alternate assessments
Title I, Part A requirements
How to monitor their child's progress
How to work with educators

We need to enter some stuff here. These are real rough ideas. You'll have to get a group together and give this some thought and do some

event planning.

- These topics will be on the agendas of the fall and spring parent meetings and “How to monitor their child’s progress; How to work with educators” will also be covered during the parent teacher conferences.

Turquoise Trail Charter School shall provide materials and training to help parents work with their children in the areas of improving student achievement, (including literacy training and using technology) child development, child rearing and additional topics parents may request.

We need to enter some stuff here. These are real rough ideas. You’ll have to get a group together and give this some thought and do some event planning.

- These topics will be on the agendas of the fall and spring parent meetings.

Turquoise Trail Charter School shall, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

We need to enter some stuff here. These are real rough ideas. You’ll have to get a group together and give this some thought and do some event planning.

- These topics will be on the agendas of at least four staff meetings per year with presentations by individuals with expertise in staff-parent communications.

Turquoise Trail Charter School shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with appropriate school programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

We need to enter some stuff here. These are real rough ideas. You’ll have to get a group together and give this some thought and do some event planning.

- Early in the school year the school will have a parent open house in the library/media center to demonstrate resources available there for families.
- The school’s enrichment, tutoring and after school programs will promote their activities to Title I parents.

Turquoise Trail Charter School shall take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. The school will translate all

parent communications into Spanish for families using that as the primary language at home. Parent communications will be reviewed by the Head Administrator or designee for clarity and uniformity.

DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy may include additional information and describe other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

Remove note and state: "In addition to the efforts described above Turquoise Trail Charter School will undertake to build parents' capacity for involvement in the school to support their children's academic achievement by:"

These are all the suggestions in the template. I highlighted some that seem practical.
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- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Training parents to enhance the involvement of other parents.
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement.
- Establishing a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

(List any activities and/or action the school will be implementing.)

ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by

_____.

This policy was adopted by Turquoise Trail Charter School on date and will be in effect for the period of _____. The school will distribute this policy to all parents of participating Title I, Part A children and make it available to the community on or before date.

Signature of Principal

Signature of President, Turquoise Trail Charter School Governance Council

Date

These parents were involved with the development of the document:

(List parents)

[Approved on April 23, 2014]