



# Scholar & Parent Handbook 2016-2017

*Approved by the Governing Council on 1-14-16*

**The ASK Academy  
Scholar & Parent Handbook  
2016-2017**

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## General Information

### **Welcome to The ASK Academy!**

The ASK Academy is dedicated to developing the three ASK pillars – Attitudes, Skills and Knowledge. ASK wants to create an innovative learning culture for scholars in grades 6-12 that will re-engage a culturally diverse population of learners into the learning process.

This ASK Academy Scholar & Parent Handbook is published for the purpose and intent to enable all ASK scholars and parents to understand the general rules, guidelines and expectations for The ASK Academy. It is our desire that you read through this handbook and familiarize yourselves with its contents to help us all have a wonderful academic year and to avoid as many problematic issues as we can.

The material contained in this handbook provides a **summary** of the operations, policies and procedures for The ASK Academy. In case of conflict between policy and the information in the Scholar & Parent Handbook, the policy most recently adopted by the Governing Council will prevail.

This handbook is in force:

- During regular academic hours and/or on academy property
- At times and places where appropriate academy administrators and staff have jurisdiction including, but not limited to academy-sponsored events, during transportation of scholars field trips, and other academy-related activities.

**The ASK Academy Mission** - The ASK Academy will emphasize science, technology, engineering and mathematics (STEM) curricula to create a learning culture through: project-based learning experiences, 21st century technology, research programs, relationship building and a partnership program engaging scholars in the learning process. The ASK Academy will provide multiple opportunities for scholars to demonstrate attitudes, skills and knowledge of the core standards through independent learning experiences.”

### **The ASK Academy Vision - Building relationships to create self-directed learners.**

If you will notice, our vision statement says nothing about Science, Technology, Engineering or Mathematics (STEM), even though The ASK Academy is a STEM pipeline for New Mexico high school scholars. This is because our experience in education taught us the most important ingredient to developing a healthy learning environment is relationships. No one will care what you know, until they know that you care. Building real, meaningful relationships with scholars, managers, Board of Directors, parents, STEM partners is the most important step toward The ASK Academy making its mission meaningful.

Please see the **Campus Maps** in the back of this handbook. The Campus Maps will show classrooms and pickup / drop of locations and routes.

## **Contact Information**

**Website** [www.theaskacademy.org](http://www.theaskacademy.org)

### **Address**

4550 Sundt Rd NE  
Rio Rancho, NM 87124

**Phone Number** (505) 891-0757

**Fax Number** (505) 891-2115

## **Staff Directory**

General Manager

Assistant General Manager / HS Math Project Manager

Receptionist

Administrative Assistant

Registrar / Attendance Clerk

Director of Advancement

Director of Engineering & Design / HS Math Project Manager

Achievement Coach / Scholar Information System Coordinator

Director of Special Education Services / HS English Project Manager

HS English Project Manager / Special Education

HS English Project Manager / Special Education

HS English Project Manager

HS Math / MS Robotics Project Manager

HS Math Project Manager / HS and MS Math Intervention / Test Coord

HS and MS Physical Education/Health Project Manager

HS Science and HS / MS Biomedical Sciences Project Manager

HS Science and Biomedical Sciences Project Manager

HS Science, Engineering and Biomedical Sciences Project Manager

HS Social Studies Project Manager

HS Social Studies Project Manager / Special Education

HS Social Studies and Spanish Project Manager / ESL Coordinator

HS Technical Drawing (CAD) Project Manager

HS Robotics / MS Engineering & Design Project Manager

HS Engineering and Biomedical Sciences Project Manager

MS English & Social Studies Project Manager / Special Education

MS English & Social Studies Project Manager

MS English & Social Studies Project Manager

MS Math & Science Project Manager

MS Math & Science Project Manager / Special Education

MS Math & Science Project Manager

HS and MS Reading Intervention / Special Education

Dan Busse

Daniel Barbour

Mary Lou Lopez

Melanie Feger

Chrisanna Lane

Constance Dove

Paul Stephenson

Vicki Gonzalez

Nadyne Shimada

Jessica DelCurto

Scott Gullett

Michelle Peterson

Andrew Hostetler

Kim Pierce

Candice Lemons

Darlene Cox

Danielle Plomaritas

Colin DeGroot

Ed Garcia

Krista Pink

Brennan Divett

Sean Hurley

Ryan Grainger

Nevelyn Headrick

Jessika Potter

Bonnie Smith

Janisse Vazquez

Shelly Bethke

Laurie Erickson

Carol Donlin

Valerie Zink

## **Governing Council**

The ASK Academy Governing Council makes policy decisions concerning the academy and interviews and hires the General Manager. The members of the Governing Council operate according to its bylaws. The council members are volunteers who oversee the operation of the academy and ensure that The ASK Academy's charter's goals and missions are carried out. Regular meetings are held on the second Thursday of every month at 6:30pm (unless otherwise indicated) and often, other meetings are convened to discuss academy business. Notices of The ASK Academy Governing Council meetings will be posted on the website at the academy and/or advertised in the Rio Rancho Observer.

Parents and other community members who are interested in serving on The ASK Academy Governing Council should contact a Governing Council Member. All parents are encouraged to attend The ASK Academy Governing Council meetings as a way to keep informed about our academy. Often committees are formed to carry out specific functions and parent and community participation is encouraged.

### **Governing Council Members**

Chair	Michael Smith
Vice-Chair	Nels Hoenig
Secretary	John Kolessar
Director	Dr. Daryl Lee
Director	Dr. Denise Gonzales
Director	Edgar Short
Director	Dr. Jeanne Forrester

## **Calendar and Hours**

### **Calendar**

Please see the calendar in the back of this handbook. The calendar will indicate academic days, professional development dates, SLATE conference dates, and end of terms.

### **Academy Hours:**

Scholars are to arrive no later than 8:00am Monday - Thursday. *There is no class on Friday, but scholars may come for intervention or tutoring.* The opening of the academic day is very important and we expect all scholars to be on time. Scholars entering after 8:00am must report to the office for admittance into class and must be signed in by a parent/guardian or adult listed on the Permission to Pick-up form.

#### **Monday – Thursday**

Office Hours 7:30am – 4:30pm

Class Time 8:00am – 4:00pm

#### **Friday**

Office Hours 8:00am – 12:00pm

Tutoring/Intervention 8:00am – 10:00am

## **Scholars are Under Control of the Academy**

All scholars are under the control and direction of the academy General Manager, or designee, and the immediate control and direction of the project manager or another member of the instructional staff to whom such responsibility may be assigned by the General Manager:

- while they are being transported to or from the academy at public expense

- when they are attending the academy
- when they are engaged in an academy-sponsored activity on or away from the academy premises
- during a reasonable time before and after a scholar is on the premises for attendance at the academy or for authorized participation in an academy-sponsored activity (“reasonable time” shall mean fifteen (15) minutes before the academic day or academy-sponsored activity is scheduled or actually begins or ends, whichever period is longer.)

## **Admission and Attendance**

**Admission** - The ASK Academy does not discriminate against any scholar based on race, gender, religious affiliation, national origin, ethnicity, physical or mental disability, or sexual orientation. The academy is nonsectarian in its programs, admission policies, and employment practices.

**The Lottery Process** - The ASK Academy fills available seats through a lottery process. The exceptions to this policy are scholars continuing in attendance from year to year who don’t need to re-apply and siblings of scholars currently attending The ASK Academy who need to apply but are given admissions preference and aren’t put through the lottery process.

The process begins at 12:01AM on February 1<sup>st</sup> of each year. Potential scholars must first submit their names through the online scholar application. The filling of available seats in each grade level is done on March 1<sup>st</sup> of each year, using all scholar names submitted online by 11:59PM on the last day of February. Selection is done through a public random drawing process.

Scholars chosen to fill the available seats will then be sent an email invitation with instructions and with the registration packet attached. They will have five working days to fill out this registration packet and return it to the Academy.

After all available seats are filled during the public random drawing on March 1<sup>st</sup>, all scholars’ names remaining on the original lottery list will continue to be randomly drawn for placement on a waiting list for each grade level and they will be sent an email letting them know where they are on that waiting list. When future seats become available, the next scholar on the waiting list will receive an email invitation to register.

Scholars who apply after the end of February will be placed at the end of that grade-level’s waiting list based on the time-stamp of their online application. If there are seats available in the grade-level they applied for and there is no current waiting list for that grade-level, they will be invited to register.

### **Registration**

Registration is completed or updated each year to ensure that all information is current on each scholar. All the following information is to be completed as part of the enrollment process. Failure to provide the required information may delay or result in a scholar not being officially enrolled at The ASK Academy, jeopardizing his/her place at where space is limited. Consequently, at the time of enrollment please provide the following completed forms:

- Registration forms
- Copy of birth certificate
- Immunization records
- Emergency information forms



- Health/medical consent forms
- Custody orders (if applicable)
- Permission to Pick-Up form

Please note that according to state law, all scholars must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before attending the academy. Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll.

**Home Language Survey** - Each scholar entering The ASK Academy for the first time must complete a Home Language Survey. The survey form, which has three (3) questions to be answered concerning the scholar's language, and is a part of the registration packet. If a question is answered with "yes" to any one of the three questions on the survey, the academy will assess the scholar's English proficiency to determine eligibility for English as a Second Language services. Please contact the academy's General Manager for more information on the English as a Second Language program at The ASK Academy.

### **Change of Contact Information**

It is most important that parents notify the academy immediately of any change in their contact information including their physical address, mailing address, telephone numbers and email addresses. Unlisted numbers will be held in confidence, when requested.

### **Parent Custody**

When parents are separated or divorced, it is recommended that the academy have a signed and certified court order defining custody and visitation rights. When parents share custody, i.e. have "joint custody," each parent has the right to access and to receive copies of academy records and information, to attend conferences, and to be informed about the scholar's welfare, educational progress, and status.

The custodial parent(s) are responsible for:

- providing a copy of the signed and certified court order to the academy; and
- providing the academy with any revisions/updates to the court order that affect custody, visitation, or scholar record-access rights.

The academy must:

- maintain a copy of the relevant sections of the court order;
- inform appropriate academy personnel of the provisions or restrictions in the court order; and
- abide by the provisions and/or restrictions ordered, and the non-custodial parents requests that are consistent with the order.

The academy is not required to hold separate conferences for each parent. Please be sure that the academy has appropriate contact information for both parents to ensure consistent communications. Unless prohibited by a certified court order, **and upon request**, the academy will:

- send duplicate correspondence to the non-custodial parent or both custodial parents;
- arrange for review of academy records by the non-custodial parents;
- keep non-custodial parents apprised of major academy events.

## Enrollment

### ○ **Course Enrollment**

The ASK Academy requires that all scholars be enrolled in at least one course in each of the four core areas every semester of enrollment. Core areas include English, math, science and social studies.

The ASK Academy also requires that all scholars be enrolled in at least one ASK Academy course within their career pathway (Biomedical Sciences or Engineering & Design) every semester of enrollment to fulfill the mission of the Academy.

### ○ **Course Withdrawal**

With the proper documentation a scholar may withdraw from a course without penalty up to three weeks after Quarter 1 and Quarter 3 grades are submitted. However, they cannot enroll in another course for credit after Quarter 1 or Quarter 3 has ended. The scholar will be placed in early dismissal, late arrival, study hall, or office aide for NO CREDIT.

### ○ **Course Withdrawal Procedures**

- If a scholar drops a course after the three week period, they will receive a WNC (Withdrawal with No Credit) on their transcript for the course. A WNC will negatively affect the GPA but may be replaced if the scholar successfully repeats the same/equivalent course at a later date.
- Scholars will not be dropped from a course because of a mathematical inability to pass the course. Scholars will not be removed from a project manager's roster or be excused from attending the course when it becomes mathematically impossible to pass the course for that semester. If behavioral issues present themselves, the General Manager will become involved.

### ○ **Distance Learning**

The ASK Academy strives to provide a high quality education for all scholars, and uses and develops 21st century teaching and learning skills. The General Manager or the General Manager's designee is authorized to establish Distance Learning as per 6.30.8NMAC, a process used to provide instruction for credit when the scholar and primary instructor are not necessarily physically present at the same time and/or place. ASK will assure that scholars enrolled in a distance learning program have the necessary technology at the academy for all classes or activities.

ASK currently uses **Edgenuity (formerly education2020)**, an online distance learning program, for courses that need to be recovered or may not fit in the scholar's scheduled day. There are other distance learning options, as long as the program you choose is accredited and approved by the ASK Achievement Coach as an accredited, credit awarding institution. *Distance Learning options vary in cost.*

### ● **Dual Enrollment and Concurrent Enrollment**

The ASK Academy will offer Dual Enrollment and Concurrent Enrollment programs that allow eligible scholars to enroll in college-level courses prior to graduation and receive high school and college credit simultaneously. NMAC 6.30.7

○ **Dual Enrollment**

Dual Enrollment refers to a program that allows scholars who have met eligibility requirements to enroll in college-level courses offered by partnering postsecondary institution(s). Courses may be academic or career technical **but not remedial or developmental**, and simultaneously earn credit toward high school graduation and college credit.

Within this program, the postsecondary institution will waive tuition and general fees. The ASK Academy will fund **required** instructional materials, and the scholar is responsible for course-specific fees (e.g. lab, computer).

The ASK Academy will record credit earned from the partner institution upon receipt of an official grade or transcript record.

**Dual Enrollment Procedures**

- ❖ Scholars must be enrolled at least 51% of their academic day (i.e. 4 out of 7 class periods) at The ASK Academy.
- ❖ Scholars must receive prior approval from The Achievement Coach before enrolling in courses.
- ❖ Scholars must have a minimum cumulative high school GPA of 2.5 or better.
- ❖ Scholars are subject to the postsecondary institution's enrollment and course eligibility requirements, code of conduct and all policies related to course completion, including: grading, attendance, drop/add and withdrawal procedures.
- ❖ Scholars must provide their own transportation.
- ❖ Scholars must abide by regular operating calendars, schedules and associated requirements of both The ASK Academy and the postsecondary institution. In instances in which the calendars are incongruent, the scholar is required to independently satisfy **both** calendar requirements. Scholars may consult with The ASK Academy Achievement Coach for assistance.
- ❖ One (1) and two (2) credit college-level courses equal one half (0.5) credit at The ASK Academy. Three (3) and four (4) credit college-level courses equal one (1.0) credit at The ASK Academy.
- ❖ Course credits earned through Dual Enrollment will count as elective credit at the ASK Academy. Scholars may request that Dual Enrollment credits apply towards core credit required for graduation through The ASK Academy General Manager.
- ❖ Instructional materials funded by The ASK Academy must be returned to the Academy.

○ **Concurrent Enrollment**

Concurrent Enrollment refers to a program that allows scholars to enroll, on their own, in college-level courses that are not designated as Dual Enrollment. This includes courses not listed within the Dual Enrollment master agreement between The ASK Academy and its partner institution(s), but **does not include remedial or developmental** courses. Concurrent Enrollment courses may simultaneously earn credit toward high school graduation and college credit.

Scholars are responsible for paying for tuition, instructional materials and applicable fees at the postsecondary institution.

The ASK Academy will record credit earned from an accredited institution upon receipt of an official grade or transcript record.

### **Concurrent Enrollment Procedures**

- ❖ Scholars participating in Concurrent Enrollment are subject to the postsecondary institution's enrollment and course eligibility requirements, code of conduct and all policies related to course completion, including: grading, attendance, drop/add and withdrawal procedures.
- ❖ Scholars must provide their own transportation.
- ❖ It is the scholar's responsibility to ensure that an official transcript is provided to The ASK Academy from the accredited postsecondary institution for the credits to be included on the scholar's ASK Academy official transcript.
- ❖ One (1) and two (2) credit college-level courses equal one half (0.5) credit at The ASK Academy. Three (3) and four (4) credit college-level courses equal one (1.0) credit at The ASK Academy.
- ❖ Course credits earned through Concurrent Enrollment will count as elective credit at the ASK Academy.

### **Attendance**

ASK Academy scholars are expected to arrive on time (8:00AM) and adequately prepared for their day. If your scholar is late (all arrivals after 8:00AM, he/she will need to be escorted into the front office and signed in by a parent/guardian or adult listed on the Permission to Pick-up form). While regular attendance is required, **SICK SCHOLARS SHOULD REMAIN AT HOME**.

*Please contact The ASK Academy at 505-891-0757 to notify us of your scholar's absence.*

### **Compulsory Attendance Policy**

The ASK Academy is committed (and legally obligated) to enforce the New Mexico Compulsory School Attendance Law. The following attendance requirements are consistent with a scholar's obligation to attend and a parent/guardian's obligation to ensure that their scholar attends school. The ASK Academy hopes that every parent will consider regular and timely attendance to be imperative to their scholar's educational success.

ASK will require a written verification from the scholar's licensed health care provider if a scholar is absent **for three (3) or more consecutive days** due to the scholar's health. Subsequent consecutive absences will be counted as unexcused until such documentation is provided.

ASK will also require a written verification from the scholar's licensed health care provider if a scholar is absent a **total of ten (10) or more days** during the academic year due to the scholar's health. All subsequent absences will be counted as unexcused until such documentation is provided.

**Tardies** - The project manager reserves the right to determine whether a scholar is tardy. All tardy scholars need to be escorted into the front office and signed in by a parent/guardian or adult listed on the Permission to Pick-up form and will receive a pass to class. If a scholar is late by more than thirty (30) minutes, they will be counted absent. If tardies become habitual, a parent conference will be held.

**Excused Absences** - A parent/guardian must provide notice of an excused absence by phone or a signed written note describing one of the reasons listed below. The General Manager shall in his/her sole discretion determine whether there is a sufficient basis to excuse the absence. Whenever possible, notification of a scholar's absence should be given prior to missing school. However, when the circumstances dictate, the information concerning a scholar's absence should be provided as soon after the missed academic day as possible. Failure to advise the academy's office in writing or by a telephone within two days of a scholar's absence will result in an "unexcused absence." Absences will only be excused for the following reasons:

- |                                 |                              |
|---------------------------------|------------------------------|
| * Doctor/Counseling appointment | * Illness                    |
| * Religious commitment          | * Death in the family        |
| * Family emergency              | * Diagnostic testing         |
| * College visit                 | * Academy-sponsored activity |
| * Extenuating circumstances     |                              |

Absences due to extenuating circumstances may be excused by the General Manager. The General Manager may request additional documentation to substantiate an "excuse" for an absence at his/her discretion.

**Excessive Absences** - Scholars with excessive absences are in danger of losing credit for that course. Attendance is of utmost importance for scholars to be able to participate, learn, and demonstrate competency of the course standards.

**Makeup Assignments** - Assignments missed due to excused absences must be made up by the scholar. The scholar is responsible for obtaining his/her assignments from his/her project manager(s) and completing them within the time frame determined by the project manager(s).

**Unexcused Absences** - Unexcused absences will be tracked for purposes of determining whether a scholar's attendance complies with the Compulsory School Attendance Law, NMSA 1978 §§22-12-1, et seq. An "unexcused absence" means an absence from the academy or classes for which the scholar does not have an allowable excuse as determined by the rules of The ASK Academy Governing Council. Unexcused absences of two or more classes or up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence. The ASK Academy rules provide that a scholar's absence will be recorded as "unexcused" for the following reasons.

- Tardy for class more than 30 minutes
- Leaving the academy for non-academy sponsored trips
- Absences related to custodial parent changes
- Lack of transportation to or from the academy
- Family vacations outside of scheduled academy breaks
- Any other absence for which the General Manager deems the reason insufficient

**Scholars in Need of Early Intervention** - A scholar will be deemed "a scholar in need of intervention" if he/she accumulates five unexcused absences within an academic year.

**Habitual Truant** - A scholar is "habitually truant" if he/she accumulates 10 or more unexcused absences in an academic year.

**Notification and Cooperation** – The ASK Academy will attempt to identify early on when there is a problem with a scholar’s regular attendance and to assist when feasible both the scholar and his/her parent/guardian to improve attendance.

Steps:

1. After five unexcused absences: If a scholar is in need of early intervention, The ASK Academy shall contact the scholar’s parent(s)/guardian(s) to inform them that the scholar has unexcused absences from the academy and to discuss possible interventions unless after the academy’s contact, the parent(s)/guardian(s) provide an acceptable explanation for the absence and the excuse compiles with the academy’s attendance policy. If after the initial contact the scholar’s absences are not deemed excused, a representative of the academy shall meet with the scholar in need of early intervention and his/her parent(s)/guardian(s) to identify the causes for the scholar’s unexcused absences, identify what actions can be taken that might prevent the scholar’s unexcused absences, identify possible academy and community resources to address the causes for the scholar’s unexcused absences, and establish a corrective action plan to address the scholar’s unexcused absences.
2. After ten unexcused absences: If the scholar is a habitual truant, the academy shall give written notice of the habitual truancy by mail to or by personal service on the scholar’s parent(s)/guardian(s). The notice shall include a date, time and place for the parent to meet with the academy to develop intervention strategies that focus on keeping the scholar in an educational setting. If there is another unexcused absence after delivery of a written notice of habitual truancy, the scholar shall within seven (7) days of this unexcused absence be reported to the probation services of the judicial district where the scholar resides.

### **Leaving the Academy Before Day’s End**

Scholars are not permitted to leave the academy grounds before regular dismissal, without a parent/guardian or an adult listed on the Permission to Pick-up form checking them out, in person, through the front office. Parents/Guardians or adults listed on the Permission to Pick-up form are to come directly to the office, sign their scholar out, and the scholar will be called from the classroom. Unless authorized by administrative staff, parents should wait for their scholar in the front office. No one may check your scholar out of the academy unless they are listed on the Permission to Pick-up form or you have notified us, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after 4:15pm or on Fridays.

### **18 Year Old Scholars**

Scholars who have achieved the age of maturity (18 year olds) must fill out the transfer of rights form with their parents/guardians to determine which rights they wish to assume and which rights they wish to share with their parents/guardians.

## **Drop-Off and Pick-Up**

(Please see the drop-off & pick-up map in appendices at the end of this booklet)

- **Before Academic Day Drop-Off – 7:30AM – 8:00AM**

You can drop your scholars off beginning at 7:30AM by entering The ASK Academy parking lot via the West gate, proceeding to the drop off zone in front of the academy and proceeding out through the East gate. Scholars arriving after 8:00AM must be escorted by a parent/ guardian to the front office and signed in.

- **After Academic Day Pick-Up – 4:00PM – 4:30PM**

You can pick your scholars up beginning at 4:00PM by entering, The ASK Academy parking lot via the West gate, proceeding to the drop off zone in front of the academy and proceeding out through the East gate.

## **Extended Care**

Extended care will not be provided. If an emergency occurs and you are unable to pick your scholar by 4:30PM, please contact our office as soon as possible to let us know and we will keep them in our office. Abuse of this policy will not be tolerated. Proper authorities may be contacted after repeated instances of failing to timely pickup scholars from the academy, or if parents/guardians do not pick up their scholar/scholars until after office hours.

## **Inclement Weather Days**

**Notice** - The ASK Academy will usually follow the Rio Rancho Public Schools' decision to delay or cancel academy attendance on days where weather prevents the academy from beginning on time or where an early release is ordered. Parents should stay tuned to the available news media on days of inclement weather and The ASK Academy will notify parents by phone if school hours are delayed or cancelled. If weather conditions worsen during the day and the academy decides to close early, The ASK Academy will notify parents by phone or other means of communication to come pick up their scholar(s).

### ***Abbreviated / Delayed Schedule – School-Wide***

The ASK Academy will follow the abbreviated Delayed Schedule on days in which scholars are asked to come in late due to inclement weather.

### ***Early Dismissal – School-Wide***

The following emergency procedures will be followed at The ASK Academy in the event of early dismissal due to inclement weather or other unforeseen event which necessitates closing the academy early:

- Parents will be notified by phone and through the local media.
- We will keep scholars at a safe place at the academy until parents or their listed designee arrives for them, i.e., adults listed on the Permission to Pick-Up form.
- If the parent cannot be reached, the designee will be contacted at the telephone number listed.
- If we are unable to contact anyone listed on the Permission to Pick-Up form, we will refer to the emergency contact information listed on the Emergency Medical Authorization Form
- Academy staff will request identification of any person they do not recognize as the parent or designee before releasing the scholar.

It is important to realize that under some emergency situations, it may not be possible to notify everyone by telephone, but we will do our very best with your cooperation. Your assistance is necessary in order to have a safe and orderly dismissal.

## General Academy Information

### Grading

Please check grades in PowerSchool on a regular basis to insure that you are not lagging behind on grade and assignment completion, and overall class grades.

- **Course Grades**

The following scales will serve as a guide for the distribution of grades earned at ASK:

<u>Grading Scale</u>	<u>Unweighted GPA</u>	<u>Weighted GPA</u>	<u>*Honors GPA</u>	<u>**AP/DE GPA</u>
96% - 100% = A+	4.0	4.5	5.0	5.5
90% - 95% = A	4.0	4.0	4.5	5.0
80% - 89% = B	3.0	3.0	3.5	4.0
70% - 79% = C	2.0	2.0	2.5	3.0
Below 70% = NC	0.0	0.0	0.0	0.0

\* Honors courses add an extra .5 GPA to the Weighted GPA

\*\* AP (Advanced Placement) and DE (Dual Enrollment) Courses add an extra 1.0 GPA to the Weighted GPA

- **Semester Grade Calculations**

Semester 1

Quarter 1 = 40% of Semester 1

Quarter 2 = 40% of Semester 1

Exam 1 = 20% of Semester 1

Total = 100% of Semester 1

Semester 2

Quarter 3 = 40% of Semester 2

Quarter 4 = 40% of Semester 2

Exam 2 = 20% of Semester 2

Total = 100% of Semester 2

- **Standards Grades**

Standard Score

4

3

2

1

0

Proficiency Level

Exceeds Course Expectations

Consistently Meets Course Expectations

Meets Course Expectations

Progressing Towards Meeting Course Expectations

Not Taught or Not Meeting Course Expectations

### Research in Action and Research Conference (RiA and ReCon)

The RiA program is designed to support scholars in conducting independent research. The ultimate goals are for scholars to investigate a topic that they are passionate about, and collect original data. They then present their project at the semiannual ReCon, typically held in December and April/May. Projects are divided into three main categories: data collection, engineering, and humanities. The scholars may also qualify for additional competitions at the December ReCon event.

RiA is a class period that meets twice a week during the regular school day. This provides scholars with an opportunity to check in with their project mentor. They will receive a grade in this class that will account for 25% of their Career Pathways or Fundamental Connections grade each quarter. In addition, their Research in Action progress will account for 10% of each quarter grade in all other classes. This score may be directly pulled from the RiA class grade, or project managers may independently assess how a scholar has demonstrated content standards related to the course curriculum through their RiA project.



## **Grade Adjustment**

The Academy requires that project managers follow the procedures established by the Academy subject grade procedures. A change to a grade can only be made through the procedures indicated below.

- **Procedure to Change a Course Test or Assignment Grade Not Yet in the scholar's permanent record**

A course grade that is currently in the project manager's gradebook and *has not yet been printed* on a scholar's quarter or semester report card, in the cumulative record or on a transcript.

The first step is to contact the project manager and discuss the grade and concerns. If the project manager does not agree to change the grade, the parent/ guardian or scholar may submit a request in writing to the General Manager using a "Grade Change Request Form". The final decision will be made by the General Manager no further appeal will be allowed.

- **Procedures to Change a Course Grade that *is in a scholar's permanent record*. A course grade that has been entered on a scholar's report card, in the cumulative record, or on a transcript *is considered a scholar record* under FERPA by the Academy.**

A **project manager** who discovers a grade that was incorrect due to mechanical or clerical errors (this may include an arithmetic error, transcribing error, or posting error) may request a grade change by submitting a "Grade Change Request Form" to the General Manager for approval.

If the **parent/ guardian or scholar** believes a scholar record grade is inaccurate, misleading, or in violation of the scholar's rights, or can show proof that the project manager failed to reasonably follow the guidelines in the Academy subject grade procedures, the grade may be considered for change.

The first step is for the requester to submit a "Grade Change Request Form" to the General Manager. The General Manager will begin the disposition in accord with the hearing procedures established.

- **Procedures to Seek to Correct Education Records** can be found in its entirety in the Policy Manual in the main office of The ASK Academy.

## **Graduation Requirements – Diploma of Excellence – 28 Total Credits – As follows:**

### **The Classes of 2017 and forward**

#### **English (4 credits)**

- 1 cr. English 9
- 1 cr. English 10
- 1 cr. English 11
- 1 cr. English 12

#### **Mathematics (4 credits)**

- 1 cr. Algebra 1
- 1 cr. Algebra 2
- 2 cr. Other Math

#### **Science (4 credits)**

- 2 cr. Lab Sciences
- 2 cr. Elective Sciences

#### **Social Studies (3.5 credits)**

- .5 cr. NM History
- 1 cr. World History
- 1 cr. US History
- .5 cr. Government
- .5 cr. Economics

#### **Other (7.5 credits)**

- 1 cr. Physical Education
- .5 cr. Health
- 2 cr. World Language
- 4 cr. Biomedical or Engineering Courses

#### **Elective Credits (5 credits)**

*Any of the above courses taken beyond the graduation requirement may count as an elective*

**(Within the above requirements, 1.0 credit must be earned through Honors / Advanced Placement / Dual Enrollment or Distance Learning.)**

### **The ASK Academy Diploma of Excellence Bilingualism and Biliteracy Seal Policy**

The ASK Academy is committed to graduating future professionals and enabling scholars to be competitive in college admissions and the workforce. As such, The ASK Academy is committed to helping scholars attain fluency in a language other than English, which will set them apart from their peers.

The ASK Academy will offer the New Mexico Public Education Department Diploma of Excellence Bilingualism and Biliteracy Seal, as well as a distinction on their official transcripts, to all scholars who demonstrate proficiency in a language other than English according to New Mexico state statute.

There are four ways to earn this distinction:

- **Option I- Tribal Languages**

A scholar must receive a written certification from the tribal office certifying proficiency in that language.

- **Option 2- Units of Credit and Proficiency Assessment**

A scholar must earn four credits in a world language with a “C” or better and pass a proficiency exam in that same language.

- **Option 3- Units of Credit and Alternative Process Portfolio**

A scholar must earn four credits in a world language with a “C” or better, submit a portfolio, and pass the portfolio presentation in the same language.

- **Option 4- Proficiency Assessment and Alternative Process Portfolio**

A scholar must pass a proficiency exam, submit a portfolio, and pass the portfolio presentation in the same language.

**Requirements:**

- **For units of credit:** The ASK Academy will honor any world language credit (from an accredited university or other accredited program) that is transferable for credit to The ASK Academy, in addition to credit earned in world language classes taught at The ASK Academy.
- **For the proficiency exam:** The ASK Academy will accept an AP score of a three (3) or higher on a world language test, or a CLEP world language test score of fifty (50) or higher.
- **For the portfolio:** a scholar must obtain approval of the Bilingual Coordinator, to create a language portfolio demonstrating proficiency in the world language. Portfolios must include evidence of proficiency in both receptive and expressive language. The scholar must then present to a committee of reviewers to be selected by the school Bilingual Coordinator, and receiving passing marks.

### **The ASK Code of Honor and Integrity**

The ASK Code of Honor and Integrity is summarized as follows, “Let every individual who finds themselves a member, or is contemplating becoming a member of The ASK Academy, embrace this important statement as their own: **I give my word of honor and have the integrity to maintain my honor in spite of every temptation that may arise!**”

The purpose of the ASK Code of Honor and Integrity is to instill and preserve a learning culture that promotes academic honesty. Ideally, a scholar’s personal integrity is sufficient assurance that he or she will not copy or use information or files that are the intellectual property of another person, or claim the work of another as their own. While the environment and expectations of The ASK Academy encourage collaboration as acceptable and necessary, The ASK Code of Honor and Integrity refers to individual evaluation and/or product production such as quizzes, tests, projects and reports where plagiarism could be an issue.

The ASK Code of Honor and Integrity is one of many attributes we ask scholars to incorporate into their lives to help develop creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. **The goal of the ASK Code of Honor and Integrity is to have all scholars graduate from The ASK Academy as citizens with integrity.**

## **Scholar Progress Reports and Report Cards**

It is essential that each scholar's academic progress be fully communicated to their parents.

The ASK Academy will report progress to the scholars and to their parents/guardians as appropriate. The reports will be clear, concise, and accurate, and will provide a basis of understanding among project managers, parents, and scholars for the benefit of the individual scholars.

The ASK Academy will develop progress report forms or report cards in accordance with this policy.

- **Progress Reports** will be given to scholars to take home mid-way through each quarter (approximately four and a half weeks into the quarter). This progress report is meant to convey an idea of where the scholar's grades are headed for the current quarter.
- **Report Cards** will be distributed every quarter (approximately every nine weeks). Report cards include an explanation of the system of marks used. Report cards are presented at SLATE conferences which are held after Quarter 1 and Quarter 3 are complete. Before report cards are distributed each quarter, the project managers should explain the marking system to the scholars.
- Additional reports will be made when necessary.
  - ❖ Parents will be informed regularly, and at least four (4) times a year, as to the progress their scholars are making in school.
  - ❖ Parents and scholars may access progress through the PowerSchool program at any time, and those grades are constantly in flux until grades are stored at the end of each quarter.
  - ❖ Parents will be alerted and conferred with as soon as possible when a scholar's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
  - ❖ Insofar as possible, distinctions will be made between a scholar's attitude and academic performance.
  - ❖ At comparable levels, the academy will strive for consistency in grading and reporting except as this is inappropriate for certain courses or certain scholars.
  - ❖ When grades are given, academy staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to scholar achievement.
  - ❖ When no grades are given but evaluation is made informally in terms of the scholar's own progress, such evaluation will be a realistic appraisal of the skills developed by the scholar.

## **Field Trips**

Field trips are considered an important part of our educational program and will be taken periodically to nearby places. The academy will provide adequate and responsible adult supervision. The ASK Academy must have on file an individual permission form for off-campus trips. Parents will be notified in advance of the location of upcoming field trips and travel arrangements.

While on academy trips, scholars must follow academy rules and guidelines. Scholars shall at all times, follow instructions and directives of project managers, sponsors, or chaperones in charge of the field trip. Misbehavior may result in disciplinary action.

## **Fall Fest (Previously called Winterim)**

Each year The ASK Academy has an event we call Fall Fest, in which all scholars participate in experiential learning. There are a variety of field trips and activities to appeal to scholar interests. Some are on campus, some are off. To cover the cost, there will be a blanket Fall Fest fee for all scholars charged at the beginning of each school year.

## **Scholar Parking**

Scholars may bring and park their cars at ASK's designated parking areas *ONLY*. There are a limited number of permits. Parking permits must be displayed in vehicle windshield. This does not guarantee the scholar a parking spot. **Scholars are not allowed to drive off campus for lunch.**

There is **\$15.00 fee** for the permit and only one permit per scholar will be issued. All scholars' vehicles must be registered through the office with proof of driver's license, registration, and insurance.

Any vehicle that does not display an ASK Parking Permit will be treated as a non-registered vehicle. If a vehicle is illegally parked, or if a vehicle does not have a permit, the academy has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.

Parking privileges can be revoked if a scholar is speeding, exhibiting any unsafe vehicle operation, or for any other violations regarding their vehicle.

The ASK Academy is not responsible for any theft or vandalism that occurs while vehicles are parked at ASK's designated parking areas.

## **Lunch**

The ASK Academy does not offer a cafeteria lunch. Scholars must bring their lunch, buy lunch from the food truck (if they are here), or have lunch delivered. ASK no longer offers off-campus lunch options, as there is no place within walking distance for scholars to go.

## **Lost and Found**

All lost items are to be turned into the Lost and Found located in the front office. Scholars are encouraged to check for all lost items there. Due to the lack of storage space, clothing items in the Lost and Found may be donated to local charities as often as monthly and definitely at winter and spring breaks.

## **Personal Property**

If your scholar does bring an item to the academy and loses it, he/she may check in the Lost and Found. The academy is not responsible for lost or stolen items. Please remind your scholar to leave non-essential personal items at home. They can disrupt the learning environment and create safety problems. Also, there is a risk of items being broken, lost or stolen.

## **Parental Concern Policy About Scholars**

The ASK Academy encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their scholar at the lowest possible level. However, it is recognized that sometimes an intermediary is helpful for both sides to move beyond an impasse. Therefore, the following policy is provided for resolving situations that are **not otherwise covered by the formal dispute resolution process** (e.g. scholar suspensions, special education matters or discrimination/harassment complaints).

- Step 1. Speak and/or meet with the person (project manager, staff, or administrator) with whom there is a concern.
- Step 2. If a resolution cannot be reached at this level, then the parent or guardian may contact the person's supervisor (likely the General Manager) and request a meeting with the General Manager and the other ASK Academy employee with whom there is a disagreement. (If it is the General Manager with whom there is a disagreement, then move to Step 3.)
- Step 3. If a resolution cannot be reached at Level 2, or the issue is with the General Manager, then the parent/guardian should submit a written complaint to the Governing Council Chair requesting a meeting with the Governing Council or its designated committee in closed session. Note - matters concerning a scholar or employee dispute will not be addressed in an open meeting, unless specifically requested by the parent in writing.

The Governing Council or designated committee will schedule a meeting with the parent/guardian and all ASK Academy employees concerned as soon as practical after the complaint is received by the Chair. The Governing Council may designate a committee to hear and issue a decision regarding the concern. The Governing Council or its designated committee will be the final step in process to address the concern. Consideration of scholar matters shall be conducted in closed session. When reaching its decision the Governing Council or its designated committee will take into consideration the best interest of the scholar and the mission, goals and policies of The ASK Academy.

### **Grievance Policy to Address Non-Scholar Concerns**

- Initial inquiry - Inquiries or concerns from a community member, parent or scholar regarding a specific ASK Academy staff member or program (NOT A SCHOLAR) should first be directed to the staff member involved or responsible for such program. If a community member, parent or scholar (hereinafter "community member") is not sure who is the responsible staff member, or, if the community member has an inquiry or concern of a broad nature, the community member should contact the administrator for clarification on the steps to follow.
- Initial Grievance Process - If the community member feels the issue has not been satisfactorily handled at the individual staff member level, the issue may be referred to the General Manager. After a meeting between the community member and the General Manager, the General Manager will prepare a written summary of attempt to resolve the community member's concern of the matter is not resolved. A copy will be promptly provided to the community member. If the community member feels the issue has not been satisfactorily resolved at the administrative level the community member may take the issue to The ASK Academy Governing Council for disposition.
- Governing Council Review - The Governing Council, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Council intervention. Typically, the Governing council will NOT review administrative decisions regarding the following: scholar discipline less than a long term suspension or expulsion, scholar placements (in special education or regular education classes), complaints about a staff member's performance (except the General Manager), matters particularly within the expertise of the educational staff and administration. The following procedure shall be followed for a Governing Council Review:
  - ◇ Step 1- The community member may submit his/her grievance in writing to The ASK Academy Governing Council within five days of receiving the General Manager's statement concerning the good faith effort to resolve the dispute.

- ◇ Step 2 - The letter must be in writing, signed by the community member and delivered to the Governing Council at the academy. A copy of the General Manager's statement should be enclosed.
- ◇ Step 3 - If the community member does not submit a written grievance within five days from the date the written summary prepared by the administrator is delivered to the community member, the complaint will be deemed "resolved."
- ◇ Step 4 - The grievance submitted to the Governing Council should include specific reasons why the community member is not satisfied with the administrator's decision; any specific academy policy that the member believes has been violated, and any other relevant information and documentation that supports the grievance. The written grievance must be dated and signed by the person submitted the complaint.
- ◇ Step 5 - The Governing Council will decide at the first meeting immediately following receipt of the written grievance whether it will hear the matter, and if it agrees to hear the matter, it will schedule a time for the meeting, which shall not be unreasonably delayed. Depending on the substance of the complaint, the Governing Council will also decide whether the grievance shall be heard as an informal meeting of the concerned parties, an informal hearing with each party being allowed to present his/her side of the story or any other procedure the Governing Council deems appropriate.
- ◇ Step 6 - The ASK Academy Governing Council members who are interested parties or who may have an actual or apparent conflict of interest shall disclose such conflict and be excused from the grievance meeting if the Governing Council deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.
- ◇ Step 7 - Any meeting or hearing concerning a matter that relates to personnel issues, that is confidential, or that implicates an individual's privacy rights will be held in a closed meeting in accordance with the Open Meetings Act, unless written permission by the affected individual is obtained prior to the meeting.
- ◇ Step 8 - A decision will be established by a majority vote of the members of The ASK Academy Governing Council hearing the issue. The ASK Academy Governing Council may designate a committee of the Governing Council to meet with or conduct the hearing. Any final action required to be taken by the Governing Council will be made after the committee's recommendation is presented to the full Governing Council.
- ◇ Step 9 - If additional information or investigations are necessary after the initial meeting or hearing, the meeting or hearing may resume as soon as is practical after further information has been gathered or an investigation has been conducted. The Governing Council will issue a final written decision regarding the grievance. The decision of the Governing Council is final.

### **Fire Drills**

Fire drills are held at the academy as required by law. Drills may occur at any time of the day. Scholars are requested to move quickly, as directed by the project manager, to the designated exit-area. Upon completion of the drill, an all-clear signal will be sounded, at which time all persons will return to their classrooms.

### **Campus Safety During Extreme Events**

Shelter in Place: During a situation such as a medical emergency or any other situation that requires hallways to be clear, scholars will remain in their learning spaces until the situation is resolved and an all-clear announcement from the General Manager or their designee has been delivered.

Code Red: A code red will be issued for any threat deemed dangerous to anyone on the campus. Any threat will be dealt with by ASK administration working in conjunction with DPS. The Code Red is our most serious security level. Project managers will lock their doors and block out any openings that allow for someone to see into the learning spaces. Scholars and project managers will gather in the most secure area within the learning space and remain silently in place until the all-clear is given by DPS and/or ASK administration.

Should a code red ever arise, scholars and project managers will place all electronic devices on silent mode. A cell phone ring, or computer ding could be enough to alert a threatening person that people are inside a learning space. The campus will maintain a secure perimeter during the incident.

### **Books and Other Academy Materials**

Scholars shall take proper care of books or materials. Lost or damaged books or materials are the financial responsibility of the parents and scholars.

- **ASK Academy Laptops** - A scholar may choose to be assigned a laptop computer which the scholar will use to complete required learning assignments in school, at home, and in the field. All equipment assigned to the scholar is the property of The ASK Academy. Scholars and their parents will be required to sign an Acceptable Use of Technology Policy & Laptop Contract (appendix). The software applications are fully licensed and appropriate for scholar use. The computer has been imaged to allow scholars to save their work to the hard drive. Scholars should back-up work on external storage devices. Scholars may not add any new software to the laptop computer unless it has been approved by The ASK Academy. Some software additions may impede or conflict with the equipment's established software or disable a level of the computer's performance. The system administrator must have all software licensing on file. Any questions regarding the addition of software to the laptop computer should be directed to The ASK Academy's System Administrator. The scholar and her/his parent/guardian(s) accept full responsibility for the equipment. Should the equipment be damaged through misuse or negligence during the period of this contract, the family must pay for the repair or replacement of the equipment.

If a scholar does not return the laptop at the end of the year, when withdrawing from the academy, or upon disenrollment, a police report will be filed for theft of property. If the computer is lost or stolen, the family is responsible for the replacement price of the computer as determined by the ASK IT Coordinator.

### **Accessibility for Parents/Guardians**

To ensure equal access in accordance with the Americans with Disabilities Act (ADA) The ASK Academy will provide appropriate auxiliary aids and services that may include but are not limited to:

- Sign Language Interpreter
- Braille
- Mobility Access
- Assistive Listening System
- Large Print

These accommodations are available upon request for Parent-Manager Organization meetings, Governing Council meetings, academy activities, parent conferences, etc. Please notify The ASK Academy administration office if you require any of these services.



## Parent and Visitor Information

- **Parent Expectations** - The ASK Academy considers parents our partners in the process of education. Parents are expected to get involved in their scholar's education through communication, participating in academy-sponsored events, and attending conferences. ASK also encourages parents/guardians to volunteer at the academy, contributing to the educational success of all ASK scholars.

As an active participant in a scholar's education, parents are expected to:

- ❖ Get your scholar to the academy on time every day.
  - ❖ Make learning a priority.
  - ❖ Provide a suitable time and place for your scholar to study at home.
  - ❖ Maintain regular communication with your scholar's project managers, academy administrator, and other academy staff.
  - ❖ Stay informed of your scholar's ongoing academic progress by logging in to the PowerSchool program, and advocate for your scholar's learning needs.
  - ❖ Attend all conferences for your scholar, including but not limited to SLATE conferences, SAT conferences, 504 conferences, and IEP's.
  - ❖ Keep ASK informed of your current contact information by notifying us of any change of address, email address, or phone numbers.
  - ❖ Understand The ASK Academy's rules, policies and procedures.
  - ❖ Support ASK administration in enforcing these rules, policies and procedures.
  - ❖ Support the academy as we maintain high standards of behavior for all scholars.
- **Learning Walks** - One of the ways The ASK Academy promotes the learning process in our classrooms is to conduct regular Learning Walks throughout the building. During a Learning Walk, a team of educators, parents and community members observe project managers facilitating instruction. Participants who have experienced Learning Walks have found them informative and enjoyable.
  - **Volunteers** - Volunteers are welcome at ASK to participate in scholar activities such as field trips and assisting project managers with projects. Potential volunteers must complete a Department of Public Safety Background Check before they may volunteer at ASK. The form may be obtained in the ASK main office and has a fee required for submission.
    - ◇ Volunteers will be needed for various duties. These duties go from chaperoning field trips to monitoring the building and grounds.
    - ◇ Field trips might occur at any point during the year,
    - ◇ Volunteers will be needed to assist with morning and afternoon pick-up and drop-off, and lunch duty for MS and/or HS. In order to become a monitor, in addition to the background check, you must also complete a safety training that will include a review of all related rules and expectations and additional de-escalation training.
    - ◇ Volunteers will be asked to accept certain responsibilities and be on campus at agreed upon times and dates. The Academy will create a digital calendar and volunteers will be able to choose times and dates when they can assist us.
    - ◇ As always, volunteers will be here to assist Academy staff and should defer any situations beyond basic interactions to administration or a project manager.

- **Visitors** - All visitors are required to sign in and sign out through the main office. They will be given a visitor's badge to wear while they are on campus and must return that badge to the main office when they sign out.

Parents are always welcome at ASK but should ask for and receive permission from the General Manager if they would like to be on-campus other than in the main office during the regular academic day.

Visitors such as professionals coming to present in classrooms should have their names submitted to the main office by the sponsoring project manager prior to their visit.

Scholars must ask for and receive permission prior to having other scholars who do not attend ASK "visit" during the academic day. This permission will only be granted for a very limited set of circumstances.

## **Scholar Support Information**

### **Response to Intervention (RtI)**

NCLB and IDEA 2004 call for early intervention strategies with family involvement to improve the academic and functional outcomes of scholars. When scholars are struggling with learning or behaviors that interfere with learning at The ASK Academy, we use the Response to Intervention (RtI) process that finds and uses strategies that will work with the scholar. We look at how scholars are making progress with the current instruction in their courses to find more effective ways to help scholars make academic and functional progress at the academy. We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that scholars can be successful and maintain their placement in the general education setting.

Struggling scholars are identified through course progress, academy-wide and state-wide screening/testing processes as well as other means, such as project manager observation or parent concern.

- **Tutoring**

The ASK Academy offers several opportunities for scholars to seek tutoring.

- Individual project managers may offer tutoring at their discretion.
- Fridays from 8-10AM are dedicated to intervention and tutoring.

- **Math and Reading Intervention Courses**

The ASK Academy has created courses to help middle school and high school scholars who have been identified as weak in the areas of reading and math. These courses will help develop the skills required to become successful in their current grade-level, based on the individual scholar's identified needs.

- **Achieving Success and Resource Courses**

The ASK Academy has created courses called Achieving Success and Resource designed to help your scholar with study and organizational skills, individualized tutoring, mentoring, and to provide academic monitoring. Scholars who are identified as at-risk of not achieving academic success may be enrolled in these courses as space allows.

- **Parent Conferences**

A parent shall be notified no later than the end of the second grading period that their child is failing to make adequate progress, and a conference consisting of the parent and the project manager(s) shall be held to discuss possible interventions available to assist the scholar in attaining adequate progress.

Parents will be invited to attend two (2) SLATE (Scholar Led Academic Tales of Excellence) Conferences after Quarter 1 and Quarter 3 of each academic year. At these conferences, the scholar will present the quarter report card and graduation progress, as well as artifacts which represents the scholar's master project and current course work. The scholar will present their best work as well as work that could be improved upon.

In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with project managers throughout the year. Parents may request a conference with an individual project manager by contacting that manager through their email or leaving a message with the receptionist asking the manager to contact the parent.

Parents may request a conference with all project managers by contacting the Achievement Coach, and setting up a date and time that is available and she will in turn notify the managers of the conference. The ASK Academy will consider these conferences as a Pre-SAT conferences. If the scholar's performance does not improve with the interventions put in place at such conferences, a SAT conference may be called to consider other interventions in which the focus is to provide targeted, supplemental, and individualized support at a more intense level.

- **Scholar Assistance Team (SAT)**

Struggling scholars are brought before the Scholar Assistance Team (SAT) that will address problems, design and recommend interventions that will help to alleviate or resolve the situation prior to referral for a multidisciplinary evaluation. In many cases, the SAT is able to assist scholars who need interventions in order to succeed, but who are not necessarily disabled and therefore do not qualify for special education services or Section 504 accommodations. In other words, the SAT is a "support group" for the regular education project managers and scholars in need. If you have concerns about your scholar's progress, please let the project manager know. If the project managers have concerns, they will bring them to your attention and determine if a SAT meeting is warranted.

- **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by organizations receiving federal assistance. Included in the regulation is the requirement that handicapped scholars be provided with a "free appropriate public education" (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public schools. Individuals who have been determined to be with disabilities under Section 504 may or may not be disabled under special education (IDEA). Section 504 services could apply to any school age scholar who has had a physical or mental impairment which substantially limits a major life activity, or is regarded as having a disability by others. Major life activities may include, but are not limited to walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks.

Parents who have concerns or questions regarding 504 services should contact the scholar's Achievement Coach or the General Manager.

- **Scholar Find**

The ASK Academy has an affirmative, ongoing, obligation to identify, locate and evaluate all scholars with disabilities within the academy community who either have or are suspected of having disabilities and need special education services as a result of those disabilities. The ASK Academy personnel, a private or public agency or institution, or a parent may initiate a referral for a placement evaluation by contacting the General Manager, the Achievement Coach, or the Director of Special Education Services.

- **Educational Services for Gifted Scholars**

The ASK Academy offers services to scholars who qualify as gifted through the Special Education program. For information on referral/screening procedures, eligibility requirements and program options, contact the General Manager or the Director of Special Education Services. Project managers and parents can refer scholars to the SAT Team for consideration and evaluation.

- **ESL (English as a Second Language) Program:**

The ASK Academy supports scholars whose first language is not English and do not meet English Language Proficiency requirements. The ESL population falls into three basic categories:

- scholars whose primary or home language is other than English, including recent immigrants;
- scholars from heritage language groups needing enrichment and further development of academic English, some of whom maintain degrees of fluency in their heritage language; and
- any other scholars needing enrichment and further development of academic English.

The ASK Academy supports this population by providing a pull-out program in which scholars are excused from their regular classrooms for ESL instruction in small groups or as an individual.

### **Abuse and Neglect**

If any member of The ASK Academy staff suspects scholar abuse or neglect, appropriate authorities will be notified. The call and report will be made as soon as any sign of abuse is noticed. Any member of the staff can make the call and does not have to wait for approval. Calls may remain anonymous. Signs of suspected abuse or neglect will be documented and sent to the General Manager and appropriate state authority.

### **Self-Harm and Harm to Others**

All threats or attempts of harm to self or harm to others requires monitoring. This would include scholars suffering from any condition that threatens his/her welfare or the safety of others. In each instance in which a scholar expresses ideation, threats, or attempts of harm, an assessment of risk will be completed and all attempts will be made to inform the scholar's parents.

- When deemed necessary, a scholar will be moved to a safe location, including, but not limited to: sending the scholar to the Achievement Coach's, Social Worker's or General Manager's office, turning the scholar over to parental care, involving the Rio Rancho Police Department, etc. for health, safety, or welfare reasons.
- When a scholar is removed from the academy for threats or attempts of harm, a Parent Statement of Understanding will be used to advise the parents and outside professional mental health personnel of the academy's concerns. Failure to seek outside mental health consultation may constitute neglect in which case the academy is legally obligated to report the situation to the Child, Youth, and Families Department.

### **Statement of Scholar Rights Under PPRA (Protection of Pupil Rights Act)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and scholars in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor scholars are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - ❖ Political affiliations;
  - ❖ Mental and psychological problems potentially embarrassing to the scholar and his/her family;
  - ❖ Sexual behavior and attitudes;
  - ❖ Illegal, anti-social, self-incriminating and demeaning behavior;
  - ❖ Critical appraisals of other individuals with whom respondents have close family relationships;
  - ❖ Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - ❖ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or scholars who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

### **Statement of Parents/Guardians Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and those with custodial rights certain rights with respect to the scholar's education records:

The ASK Academy provides the following notice regarding those rights:

- *Inspection* - You may inspect and review the scholar's education records within 45 days of the day The ASK Academy receives a written request for access. Parents of scholars should submit to the General Manager or designee a written request that identifies the record(s) they wish to inspect. The General Manager will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
- *Amendment* - You may request the amendment of your scholar's education records if you believe they are inaccurate or misleading. To amend the record, the parent should write to the General Manager and clearly identify the part of the record the parents want changed, and specify why it is inaccurate or misleading. If The ASK Academy decides not to amend the record as requested by the parent or eligible scholar, The ASK Academy will notify the parent of the decision and advisement of the parent's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- *Disclosure/Consent* – A parent has the right to consent to disclosures of personally identifiable information contained in the scholar's education records. Note that FERPA authorizes disclosure without the parent's consent to the following parties or under the following conditions (34 CFR § 99.31):
  - ❖ Academy officials with legitimate educational interest  
An "academy official" is a person employed by The ASK Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the Governing Council; a person or company with who The ASK Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another academy official in performing his or her tasks. An academy official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- ❖ Other schools to which a scholar is transferring
  - ❖ Specified officials for audit or evaluation purposes
  - ❖ Appropriate parties in connection with financial aid to a scholar
  - ❖ Organizations conducting certain studies for or on behalf of the academy
  - ❖ Accrediting organizations
  - ❖ To comply with a judicial order or lawfully issued subpoena
  - ❖ Appropriate officials in cases of health and safety emergencies
  - ❖ State and local authorities, within a juvenile justice system, pursuant to specific State law.
- **Directory Information – Right to Opt Out.** The ASK Academy classifies the following as Directory Information: scholar’s name, parent’s name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, scholar’s photograph, and the most recent previous school attended by the scholar. Certain academy officials may release this information to any person without the consent of the parents or the scholar. **Any parent or eligible scholar who objects to the release of any or all of this information without his consent must notify each year, in writing, the General Manager of the academy where the records are kept.** The objection must state what information the parent or scholar does not want to be classified as directory information. If no objection is received each year, information designated above will be classified as Directory Information until the beginning of the next academic year. **By signing that you received this policy in connection with the Scholar & Parent Handbook, you acknowledge that you have received your annual notice of FERPA rights as required by federal law.** If you chose to opt out for permitting your scholar’s directory information from being released, please sign the attached “Exclude the Release of Directory Information” form in the appendices of this handbook.
  - **Complaint** - You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The ASK Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **Transfer of Scholar Records**

When a scholar withdraws to enroll in another school and records are officially requested by the new school, the following records (if applicable) are forwarded: continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools (if applicable); listing of disclosure and transfer of scholar records; relevant legal documents and documentation of suspensions and expulsions. The ASK Academy may withhold release of a scholar’s records if the scholar has an outstanding balance for unpaid fees.

## Use of Technology

### The ASK Academy Use of Technology

At The ASK Academy our scholars have access to many valuable instructional technology tools as well as Internet access. Our goal is to teach scholars to utilize these electronic resources to enhance our academy's instructional goals. The ASK Academy has taken precautions to ensure that scholars are using the Internet and other electronic resources for appropriate educational means. Scholar use of the Internet and multimedia resources will be supervised by an adult. However, we cannot guarantee that scholars will refrain from locating inappropriate sources.

- **CIPA (Children's Internet Protection Act): Internet Safety Policy:**

It is the policy of The ASK Academy to: (a) prevent, to the extent practical, user access or the transmission over its computer network of inappropriate material via internet, electronic mail, and other forms of direct electronic communications; (b) prevent, to the extent practical, unauthorized access and other unlawful online activity; (c) prevent, to the extent practical, unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with CIPA.

- **Access to inappropriate material** – ASK believes that staff supervision, an acceptable use policy, electronic monitoring of Internet activity, and use of technology protection measures are all parts of a comprehensive plan to protect scholars from inappropriate materials. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet access to inappropriate information, or other forms of electronic communications, deemed inappropriate.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### General Rules for Scholar Technology and Internet Use

These guidelines, along with ASK Board policies, must be followed to prevent loss of network and Internet privileges at The ASK Academy. The following guidelines should be practiced whether ASK computers access the ASK network or the Internet on or off campus at any time of day or night.

- Scholar use of instructional media must be in support of grade appropriate academy instruction.
- Scholars will use respect and show proper care and handling of all equipment. Any scholar found to be intentionally damaging any software or hardware will be cited for abuse of academy property and the scholar's parent or guardian will be financially responsible for any damages.
- Scholars are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Scholars will observe software copyright laws. No scholars will bring software from home to copy on academy computers, nor will scholars copy academy software for personal use.
- When using the Internet, scholars' actions will be supervised. They will be held responsible for information viewed, received, and sent.
- Scholars are expected to respect the work and ownership rights of scholars, staff, and people outside the building.

- Keep your password and login information to yourself.
- Understand that email on networks should not be considered absolutely secure or private. Scholars should exercise caution before opening attachments to e-mail received from outside the Academy. There is a risk that such attachments may contain programs or executable files that carry viruses. Do not open attachments unless the source and/or sender can be verified.
- Keep personal information private; home addresses, telephone, etc.
- Use ASK resources efficiently. Think before printing; consider storage space requirements and bandwidth issues.
- Tell an adult in charge immediately if you encounter materials which violate the rules of appropriate use.

Included in the appendices of this handbook is the “The ASK Academy Acceptable Use of Technology Policy & Laptop Contract” that parents and scholars will be required to sign before the scholar will be permitted to use The ASK Academy technology and related equipment. Violation of the technology use policy may result in a scholar losing his/her technology privileges.

### **No Expectation of Privacy**

Academy network spaces are analogous to scholar desks or lockers and may be inspected when network maintenance becomes necessary or if scholars are suspected of abusing access rights, and to ensure compliance with The ASK Academy policy and applicable laws and regulations.

## **Health**

### **Immunization**

Please note that according to state law, all scholars must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before attending the academy. Proof of an exemption must be provided in lieu of immunizations records to be allowed to enroll.

### **Illnesses/Contagious Diseases**

For the protection of all scholars, your scholar should be kept at home if he/she has any of the following symptoms: fever, diarrhea, vomiting, a rash, nasal discharge, or discharge from the eyes or ears. Parents should exercise every caution and keep their scholar home should other unusual symptoms occur. If a scholar becomes ill while at the academy, a parent/guardian will be called to pick up the scholar immediately.

If your scholar has been exposed to a contagious disease, he/she should be kept at home and the occurrence of his/her condition should be reported to the academy immediately. Chicken pox, ear infections, giardia, hepatitis, measles, mumps, scarlet fever, strep, and viral infections are among those conditions categorized as "highly contagious".

### **Medications Policy**

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of the academy and should not be practiced by any academy personnel. Academy personnel will dispense only medications that have been prescribed by a physician. When possible, medication doses should be given at home to avoid interruptions in the academic day. If medication is needed during the academic day, the policy is as follows:



- **Inform** - Parents/guardians must inform the nurse or administrator when a scholar requires medications during the academic day. Scholars observed by academy personnel self-administering unauthorized medications shall be reported to their parents/guardians.
- **Written Permission** - A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing academy personnel from liability should reactions result from the medication. The written statement must include the scholar's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available in the health office.
- **Labeled Containers** - Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, scholar's name, physician, name and dosage of medication. The dispensing pharmacy must split medication into duplicate bottles if it is necessary to give medication during academic hours. One bottle will be kept at home and the other at the academy under the care of academy authorities.
- **Administration** - A nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by an administrator. Scholars will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency (**See additional requirement below**).
- **Doctor's Orders** - Tylenol or other over-the-counter medicines will be administered to scholars only with a physician's written order in addition to the parent authorization as required above. Such over-the-counter medication must be in the original container. Again, parents are urged to administer such medication at home when possible. Forms are available in the health office.
- **Disposal** - When the medication is no longer needed, it will be returned to the parent or guardian, or destroyed. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator.

**PLEASE DO NOT SEND COUGH DROPS IN YOUR SCHOLAR'S POCKETS, BACKPACK, OR LUNCH BOX. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.**

### **Self-Administration of Certain Drugs**

Scholars will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self-administration of diabetes treatment medications, if it has been legally prescribed to the scholar by a health care provider under the following circumstances:

- The health care provider has instructed the scholar in the correct and responsible use of the medication;
- The scholar has demonstrated to the health care provider and the academy nurse or other academy official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
- The academy nurse or health care provider, with input from the parent or guardian and based on the scholar's health care practitioner's medical orders, has formulated a written treatment plan for managing the scholar's care and for medication use by the scholar during academic hours or academy-sponsored activities, including transit to or from the academy or academy-sponsored activities; and
- The scholar's parent has completed and submitted to the academy any written documentation required by the academy, including the treatment plan required in the paragraph above and a statement relieving the academy and its employees and agents from liability arising from the

performance the scholar's self-administration, carrying or storage of medication, supplies and medication-administration equipment.

The parent of a scholar who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide the academy with backup medication and equipment that shall be kept in a location to which the scholar has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

**THE ACADEMY SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE SCHOLAR CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEED TO ADMINISTER MEDICATIONS.**

### **Medical Situations and Emergencies**

- **Emergencies** - In the event of a medical emergency or an accident, we will first attempt to contact the parent/guardian or the doctor of the scholar, unless The ASK Academy determines that the circumstances merit contacting 911 for emergency response. After 911 is called, The ASK Academy will make every effort to reach the scholar's parent/guardian, or other emergency contact prior to treatment; however, this may not always be possible. For this reason it is absolutely necessary that all contact information on the "Emergency Medical Authorization Form" be completed and kept current.
- **Staff Aid** – Some staff members have current first aid and CPR certification. Should first aid be needed, a first aid-certified staff member or other person assigned to take care of a particular situation will administer first aid or give instructions for proper care. All staff members will follow these instructions carefully.
- **Incidents at the Academy/Reports Home** - Health office visits will be charted and nurse pass slips describing the nature of health office visits will be sent home with scholars. Minor accidents (e.g., bruises, scratches, bumps, cuts, scrapes, etc.), which can be taken care of by staff members, will be attended to immediately. The staff member will document the accident on an "Incident Report" form. The staff member will sign the form and submit it to an academy administrator for review and signature. A copy will be placed in the scholar's file. Parents will be notified of any situation that involves trauma to the head.
- **Accidental Poisoning** - In the case of poisoning, a staff member will call Poison Control immediately and follow their instructions carefully. Parents will be notified and an "Incident Report" written. A first aid kit is readily available and all emergency numbers are posted.

### **Excuse from Physical Education**

Please send a request to the project manager if your scholar needs to be excused from physical education. Written instructions are required from the scholar's physician if the scholar is to be excused for more than two days, and must include a re-entry date.

## Academy Rules and Consequences

### Academy Policy on Discipline

A primary responsibility of The ASK Academy and its professional staff is to instill in scholars an appreciation of our representative form of government, the rights and responsibilities of the individual or group, as well as the legal processes whereby necessary changes are made. The ASK Academy is a community and the rules and regulations of our academy are the laws of our community. All members of our community are subject to The ASK Academy rules, which carry corresponding obligations. The right to attend public school is not absolute. It is conditioned on each scholar's acceptance of the obligation to abide by the lawful rules of the academy community until and unless the rules are changed through lawful processes. Project managers, administrators and other academy employees also have rights and duties. Project managers are required by law to maintain a suitable environment for teaching in their learning spaces and to assist in maintaining academy order and discipline. The administration is responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment at The ASK Academy. In discharging their duties, all academy employees have the right to be free from intimidation or abuse by all community members, including scholars, parents and visitors and to have their lawful requests and instructions followed.

### Authority of The ASK Academy

The ASK Academy has both the authority and the responsibility to ensure that suitable rules of scholar conduct and appropriate disciplinary processes are established for The ASK Academy. With certain limits, The ASK Academy's Governing Council has the discretion to develop such rules, policies and procedures as it deems appropriate.

### General Statement of Citizenship

Being a member of the academy is like being a part of a family or a nation. In order for everyone to get along and to have freedom, all must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand; the most important rights and responsibilities you have while at The ASK Academy are as follows:

- **Have Respect** - At the academy everyone works to make sure that everyone is safe and well and that their day will be pleasant. Everyone must do their part by:
  - Following directions
  - Respecting others' personal space
  - Respecting other people's and our academy's property
  - Exhibiting respectful behavior and language
  - Practicing safety at all times
  - Using academy equipment and materials appropriately
  - Staying on academy grounds in assigned areas
  - Putting forth your best effort
  - Being thoughtful and attentive when listening
- **Free Speech** – All scholars have the right to express themselves as long as it does not hurt others. When pledging the flag, scholars should stand with everyone else unless their parents say they should not because of religious beliefs. If there is an academy program, party, or play which parents will not allow a scholar to attend because of religious beliefs, let the project manager know in advance.
- **Know the Rules** –The academy has rules for all scholars, which all scholars must know and follow. If a scholar breaks a rule, he/she will be treated fairly. Scholars will be allowed to tell their

side of the story to the project manager or someone in the office. Punishment may include talking with the scholar, talking with the scholar's parents or guardians, or having the scholar stay after the academic day or more severe consequences depending on the behavior.

- **Get Together** – During their free time, scholars may get together on academy grounds or buildings if permission has been given and if it will not disturb others.
- **Learn in the Academy** – The academy will help scholars grow into productive and successful adults. To do this, scholars must take part in all of their courses and other activities to the best of their ability. All academy staff are there to help scholars do their best. If you have any questions or problems, ask for help. Scholars who bother others and make it hard for them to learn may be removed from the learning space.
- **People Who Are Different** - Everyone is different in his or her own way. We should treat all people fairly, as we would like to be treated.
- **Come to the Academy** - Scholars must attend the academy each day and be on time. When scholars are sick or have a family emergency, they may remain at home. When they return to the academy, be sure to have a note from a parent or guardian, explaining why they were absent and to ask all project managers about missed assignments.

### **Uniform Policy**

Freedom of expression, good judgment, respect for others and safety are the foundations of The ASK Academy's approach towards scholar dress. The academy requires all scholars to wear a prescribed uniform. Our “Dress for Success” Uniform Policy is meant to improve the learning environment and train scholars to see the importance of making a good first impression to professionals in the fields and careers related to Science, Technology, Engineering and Mathematics. This uniform policy is mandatory for all scholars.

Clothing and accessories must be safe and non-distracting or disruptive to the educational program. The following guidelines will be observed:

**Tops (Shirts)** – All scholars must wear an ASK polo shirt, with the ASK logo, purchased from an approved ASK vendor. The color of the ASK polo shirt identifies the scholar with their selected career pathway. Polo shirts will not be overly baggy. Shoulder seams must be at the shoulders, and shirts cannot hang down below mid-thigh level.

- **Middle School** – Red or Light Blue
- **High School** –
  - **Biomedical Sciences** – Dark Green or Purple
  - **Engineering & Design** – Royal Blue or Burgundy

### **Bottoms (Pants)** –

- Allowable colors of pants/slacks are khaki and black and should be purchased from an approved ASK vendor.
- **Denim pants of any color are not allowed** except on special designated days only.
- No shorts, skorts, skirts, cargo pants (pants with many pockets) are allowed.
- No excessive “sagging” is allowed (To be determined by ASK administration and staff). Inseam of pants must be where legs and torso join.
- Excessively tight pants such as spandex, yoga pants, leggings, sweat pants or other non-uniform fabrics are not allowed.

### **Other –**

- Scholars must wear closed-toe shoes at all times at the academy (no sandals, flip-flops, or slippers are allowed).
- No head wear (hats, bandanas, beanies, etc.) allowed inside the academy, other than headwear that may be required for religious reasons.
- Outer wear – jackets will not qualify as a replacement to an ASK polo. Jackets may be worn as long as they have a zipper front and are not excessively baggy (shoulder seams are at the shoulders and cannot hang below mid-thigh level). When worn inside, jackets must allow full view of the ASK polo (be worn unzipped indoors).
- Clothing, jewelry or appearances that are determined by the administration or staff to be distracting to the learning environment will not be permitted.
- Attire or accessories which advertise, display or promote any drug, alcohol, tobacco, gang, sexual activity, violence, disrespect or bigotry towards any group, or items that are associated with a gang are not permitted. Determination of said attire or accessories is to be determined by ASK administration.

Scholars may be removed from the learning space and be required to obtain appropriate dress before being allowed to return. Repeated violations of the uniform policy may result in additional consequences at the sole discretion of the ASK General Manager.

### **Learning Space Rules, Control & Corporal Punishment**

Individual learning spaces have additional rules and consequences that will be reviewed with the scholars by the project managers.

A project manager or other member of the certificated staff shall assume such authority for the control of scholars who are assigned to him/her by the General Manager or designee and shall keep good order in the learning space. To that end, each project manager may establish learning space rules that each scholar must follow. The use of corporal punishment is **prohibited**. Alternative disciplinary procedures, which may include peer review or other forms of positive reinforcement, should be used to bring about appropriate scholar behavior.

### **Electronic Devices and Cell Phones**

There is educational value in utilizing portable electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the scholars' learning process related to the instructional objectives of the course.

Approval for scholar's use of such devices will be at the discretion of the project manager and/or General Manager unless such device is mandated in the scholar's individual education program (IEP) or 504 Plan or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

Use of cameras or the camera features on a cell phone or other portable electronic device in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.

Misuse of electronic devices and/or cell phones will result in confiscation and the General Manager will call the parents to meet with the General Manager for purpose of discussing this policy and in order to retrieve the electronic device or cell phone. The ASK Academy is not responsible for the loss and/or theft of any electronic devices or cell phones.

## **Bullying Prohibition Policy**

The ASK Academy believes that providing an educational environment for all scholars, 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. The safety and well-being of all scholars is of primary importance. The ASK Academy does not permit and it is the academy's goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **• Definitions-**

- **Bullying** - Bullying is any written, verbal expression, physical act or gesture or pattern of such that causes a scholar(s) to feel distressed or intimidated and which substantially interferes with another scholar(s) education, opportunities or academic performance, on academy grounds, in academy vehicles or at academy activities or sanctioned events.
- **Harassment** - Bullying includes harassment which is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person. Harassment based on race, sex, ethnicity, national origin, religion, disability, age or sexual orientation is addressed under "Anti-Discrimination and Harassment Policy".
- **Hazing** - Bullying also includes "hazing" which is defined as: committing an act against a scholar, or coercing a scholar into committing an act, that creates a risk of harm to a person, in order for that scholar to be initiated into or affiliated with a scholar organization, or for any other purpose.
- **Cyber Stalking** - means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- **Cyber Bullying** - is defined as a situation when a scholar is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the scholar's learning environment.
- **Examples** - Actions that will be viewed as "bullying" include but are not limited to:
  - Repeated teasing, use of sarcasm or malicious jokes.
  - Name-calling, belittling comments.
  - Nonverbal behavior such as gestures, or graphic written statements.
  - Conduct that is physically threatening, harmful, intimidating or humiliating.
  - Inappropriate physical restraint.
  - Cyber bullying and Cyber stalking as defined above.
- **Reporting and Complaints** - Scholars and parents may file verbal or written complaints concerning suspected bullying behavior to academy personnel and administrators. See, "Scholar Incident Report" in the appendices of the Scholar & Parent Handbook. Scholars, parents and/or staff should use the following guidelines when reporting bullying.
  - Any scholar who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a scholar or academy personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a scholar should immediately report the alleged acts.
  - The report may be made to any staff member including a project manager, the Achievement Coach, or the General Manager. If the complaint is made by a scholar, to a staff member he or she will assist the scholar in reporting to the General Manager.

- Project managers and other academy staff who witness acts of bullying or receive scholar reports of bullying are required to promptly notify the General Manager. Reports should be made in writing using the Scholar Incident Report Form. A copy of this form should be submitted to the General Manager.
- If a scholar makes a verbal report to a project manager, the project manager should complete the form or take the scholar to the General Manager where a form will be completed on the scholar's behalf.
- **Investigation** – The General Manager or designee will accept and promptly investigate *all* reports of intimidation, harassment or bullying. 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. The ASK Academy administration may take immediate steps to protect the complainant, scholars, project managers, administrators, or other academy personnel pending the completion of an investigation.
- **Process** – 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.
- **Confidentiality** - The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, The ASK Academy cannot guaranty absolute confidentiality, because it may be necessary to discuss the complaint with others who are witnesses or who may have information about the complaint.
- **Outcome** - The investigation shall be completed as soon as possible. The General Manager (or investigator) shall make a written report concerning the bullying. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the scholar's history, and the context in which the alleged conduct occurred will be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the General Manager. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) (to protect the privacy of the scholar alleged to have committed the bullying), the General Manager will notify the parent or guardian making the complaint of the outcome of the investigation. The General Manager or designee shall notify the parent or guardian about a determination that their scholar has committed a verified act of bullying and the consequences for the scholar's actions.
- **Consequences** - Verified acts of bullying shall result in intervention by the General Manager or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced. 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, expulsion, or other consequences to be determined) is a matter for the professional discretion of the General Manager. Certainly, repeated offense will warrant increasingly severe consequences, up to and including expulsion.
- **Consequences for Knowingly Making False Reports** - False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
- **Retaliation** - 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.

- **Anti-Bullying included in Health Education Curriculum.** “Health Education” is the instructional program that provides the opportunity to motivate and assist all scholars to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows scholars to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All scholars need to be aware of bullying behavior throughout their academic years. It is imperative that scholars 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.

### **Cyber Bullying**

Cyber bullying is defined as a situation when a scholar is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the scholar’s learning environment.

The ASK Academy is committed to providing a safe, positive, productive, and nurturing educational environment for all of its scholars. The ASK Academy encourages the promotion of positive interpersonal relations between members of the academy community. Aggressive behavior toward a scholar, whether by other scholars, staff, or third parties using social networking technologies is strictly prohibited and will not be tolerated. The ASK Academy will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation using these social networking technologies. This policy applies to all activities at The ASK Academy, including activities on academy property or while in route to or from academy sponsored activities and during any academy-sponsored, academy-approved or academy-related activity or function, such as field trips or events where scholars are under the academy’s control, where an employee is engaged in academy business, or if occurring off academy property if the activity disrupts the academy environment or another scholar’s access to a safe and healthy academy environment.

### **Anti-Discrimination and Harassment Policy**

The ASK Academy recognizes that a scholar has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of The ASK Academy community. Sexual and other forms of harassment will not be tolerated.

- **Sexual Harassment** - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment.
- **Other Forms of Harassment** - Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment; substantially or unreasonably interfering with an individual’s academic performance; or otherwise adversely affects an individual’s academic opportunities on the basis of race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical



condition, sexual orientation, gender identity and/or any other legally protected characteristic. Scholars shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

- **Strictly Prohibited** - The harassment by a scholar of a staff member, fellow scholar of The ASK Academy or third party (e.g. visitor, volunteer, parent, etc.) is strictly forbidden. In all cases, academy personnel will take immediate action to protect the victim of alleged abuse. Any scholar who is found to have harassed a staff member, third party, or scholar will be subject to discipline in accordance with law and the Scholar & Parent Handbook.
- **Reporting Violations of Harassment or Discrimination Policy** - A scholar who believes he/she has been a victim of discrimination and/or harassment and any third persons with knowledge of such conduct shall report the alleged act immediately to the General Manager. The ASK Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.
- **Investigation and Academy Action** - In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge against a scholar, employee, visitor, vendor or other individual on The ASK Academy premises for harassment shall subject that individual to disciplinary action or other consequences. Scholar disciplinary action may include, but may not be limited to the following: written warning, detention, written reprimand, suspension, and/or expulsion. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.
- **Retaliation** – The ASK Academy will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to complaints of harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
- **Notification** – It shall be the responsibility of the General Manager to ensure that all employees and scholars receive appropriate training related to the implementation of this policy. In addition, scholars, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of designated person to contact to file a complaint and/or receive information related to this policy.

### **Violent or Aggressive Behavior**

- **Defined** – Violent or aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a scholar’s educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.
- **Duty to Report** – Any scholar who believes he/she has been or is the victim of aggressive behavior should immediately report his/her concerns to a project manager or achievement coach who will be responsible for notifying the General Manager. Complaints against the General Manager should be filed with the Governing Council Chair. Every scholar is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a scholar. Reports may be made to those identified above.

## **Weapons**

State and federal law requires public schools to expel scholars for one year for bringing weapons to the academy or to an academy-related activity. To avoid misunderstanding or unintended consequences, do not bring toy weapons or “look-a-likes” to the academy. The ASK Academy will report any such violation to the scholar’s parents AND the appropriate legal authorities. Weapons are not allowed in backpacks, on your person, or in any vehicle on Academy grounds, whether during the school day, or at an Academy sponsored event.

## **Damage by Scholars**

Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any academy building, grounds material, equipment, other academy property or the property of another person while on Academy property, by a scholar enrolled at The ASK Academy shall cause parent, guardian, or person standing in loco parentis of the offending scholar to restore or replace such damaged property to the satisfaction of the General Manager or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the General Manager.

## **Violation of Scholar Rights**

Scholars believing their rights have been violated should report their concerns to their parents/guardian or the General Manager. If the concern is not resolved by the General Manager, a report should be made to the Governing Council using the Parent Concern Policy About Scholar process.

## **Search and Seizure**

- **Search of Property** – The ASK Academy recognizes that the privacy of scholars or their belongings may not be violated by unreasonable search and seizure and directs that no scholar be searched without reasonable suspicion or in an unreasonable manner. These searches are intended to be minimally intrusive such as emptying pockets, cubby holes, lockers (if applicable), backpacks, purses, removal of hats, socks, and shoes may be conducted by the General Manager. In the case of storage spaces provided to scholars by The ASK Academy, these spaces shall remain property of The ASK Academy and, in accordance with law, may be the subject of random searches. If scholars are provided places that can be secured by locks, scholars may lock them against incursion by other scholars, but in no such places shall scholars have such an expectation of privacy as to prevent examination by an academy official. All vehicles parked on Academy property, or at an Academy sponsored event, are also subject to the search and seizure policy. Academy authorities are charged with the responsibility of safeguarding the safety and well-being of the scholars in their care. In the discharge of that responsibility, academy authorities may search the person or property of a scholar, with or without the scholar’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of academy rules. The extent of the search will be governed by the seriousness of the alleged infraction and the scholar’s age. This authorization to search shall also apply at The ASK Academy’s facility, and during any academy-sponsored activity whether on or off campus.
- **Search of Person** – Search of a scholar’s person shall be conducted by a person of the scholar’s gender, in the presence of another staff member of the same gender, whenever possible, and only in exceptional circumstances – that is – when the health or safety of the scholar or of others is immediately threatened. Except as provided below, a request for the search of a scholar or a scholar’s possessions will be directed to the General Manager who shall seek the freely offered consent of the scholar to the inspection. Search of a scholar’s person, will involve, at most, a “pat

down” of the scholar’s outer clothing. Whenever possible, search of a scholar’s person will be conducted by the General Manager and a staff member other than the General Manager.

- **Seizure of Items** – Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a scholar's parent or returned to the scholar when and if the administrative authority deems appropriate.
- **Notification of Law Enforcement Authorities** - The General Manager shall have discretion to notify the district attorney or other law enforcement officers when search for possession of an illegal substance or item is suspected to conduct the search. If the academy conducts the search and it discloses illegally possessed contraband material or evidence of some other crime or delinquent act, local law enforcement will be called.
- **Record Keeping** – The General Manager shall promptly make a record of each search of a scholar’s property or person and include the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The General Manager shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a scholar.

### **Specific Prohibited Conduct**

The following conduct is prohibited at The ASK Academy and will result in disciplinary actions as described in this policy. The ASK Academy gives notice that not all inappropriate scholar behavior can be identified and consequently there may other circumstances that result in a scholar being disciplined for his or her conduct.

- **Cheating or Plagiarism** – means, for example, to take a test in a dishonest way, copying somebody’s homework, or by improper access to answers on classroom assignments, tests or homework, copying work done by somebody else and claiming it to be your own. Plagiarism also applies when work is taken from another source without acknowledging that it is another person’s work. It applies to documents, excerpts from documents, theories, calculations, drawings or any other creation that is not completely your original work. If another person’s work is used, it must be cited appropriately.
- **Misconduct** - Actions by scholars which are insubordinate or show disrespect for others or general misconduct which disrupts the learning environment.
- **Violation of Uniform Policy** - Instances in which scholars deliberately defy The ASK Academy uniform policy.
- **Public Display of Affection** - mutually consensual sexual contact including, but not limited to kissing, intentional touching of the other person’s genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas.
- **Verbal Abuse or Profanity** – Verbal abuse shall be interpreted to include any profane, obscene, vulgar, racial slur or slang or unnecessarily crude utterance, gesture, or display reflecting on an individual’s gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference, or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. It shall not matter for disciplinary purposes whether it is directed toward the project manager, another scholar, or merely done overtly.
- **Theft or Pilfering** – Taking someone else’s belongings without his/her permission, no matter how small. A scholar involved in the act of stealing or in possession of stolen property may face criminal charges along with other disciplinary actions by The ASK Academy.

- **Scholar Possession of Tobacco on Academy Grounds** - While at the academy or an academy-sponsored event, scholars shall be prohibited at all times from smoking or having tobacco in any form, including electronic cigarettes, in their possession. Punishment shall include definite corrective action.
- **Vandalism and Tampering** - Any abuse of academy or private property shall be considered vandalism. The parent or guardian shall be requested to meet with the academy officials to make arrangements to pay for the damage caused by the scholar. Criminal charges may be filed along with other disciplinary actions by The ASK Academy.
- **Violent Behavior** - Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the General Manager or his/her designee. Criminal charges may also be filed along with other disciplinary actions by The ASK Academy.
- **Gang Related Activities** – Means for example; wearing clothing, displaying paraphernalia, and altering one’s appearance, the display of gang signs, symbols, monikers or signals, that signifies or exhibits an individual’s affiliation with, or representation of, a gang. Also included is recruitment, harassment, intimidation, posturing, bullying, tagging or marking, assault, battery, theft, trespassing, or extortion, or criminal activity performed by an individual affiliated with, or on behalf of a gang. Gang affiliation and/or intent can be implied from the character of the individual’s acts as well as the circumstances surrounding the misconduct.
- **Threats** - Serious threats made by a scholar against the life or well-being of another scholar, project manager or other academy personnel shall immediately be reported to the General Manager or his/her designee. The General Manager may at his/her discretion under the circumstances inform the person to whom the threat was directed of the situation. Appropriate authorities may be called.
- **False Accusations** - Accusations or charges made by a scholar against a project manager, administrator or other academy personnel shall be reported to the General Manager or designee, who shall conduct a complete investigation of the accusations or charges made by the scholar. Any scholar found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a project manager, administrator or other academy personnel, shall be subject to disciplinary action for a serious breach of conduct.
- **Failure to Report Serious Offenses** – Scholars who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a project manager or the General Manager at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.
- **Bullying and/or Harassment** – If, upon investigation, a scholar has been found to have committed an act(s) of bullying and/or harassment, the scholar may be suspended or recommended for expulsion. Criminal charges may also be filed, if warranted.
- **Possession of Dangerous or Disruptive Items** - Any item in the possession of or being used by a scholar which disrupts the class, distracts his/her attention from the class, defaces academy property, or in any way endangers the safety of himself/herself or others shall be taken by the project manager and held until proper disposition of the item(s) can be made. Project managers are not to destroy such items. Scholars who refuse to cooperate shall be reported to the General Manager for further action. Possession or use of a dangerous or disruptive item while on academy property or in attendance at an academy function may be grounds for suspension and/or expulsion and referral to proper law enforcement agencies.
- **Weapons** – The ASK Academy prohibits scholars from possessing, storing, making, carrying, concealing in a backpack or on their persons, or using a weapon or other devices designed to

inflict serious bodily harm in any setting that is under the control and supervision of The ASK Academy. This includes academy activities, property leased, owned, or contracted for by The ASK Academy, an academy-sponsored event, and/or while in academy sponsored transportation. The term “weapon” includes a firearm, destructive device, knife/cutting instrument and other weapon as defined herein.

- A **firearm** is any device which will, 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; any destructive device; or any machine gun. Weapon includes firearms of any kind (operable or inoperable, loaded or unloaded, commercial or homemade); including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun, or tear gas gun.
- A **destructive device** is any bomb, grenade, mine rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.
- **Knife/Cutting Instrument** includes, but is not limited to dagger, dirk, stiletto, shank, knife, razor, box-cutter, or Exact-o knife.
- **Other weapons** means the possession or intention of using any instrument or object to inflict harm on another person, or to intimidate any person, including, but not limited to chains (even if not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length or metal not being used for the purpose it was normally intended), pointed instruments (including pencils, pens), nunchakus, brass knuckles, Chinese stars, billy-clubs, bludgeons, slingshots, portable devices or weapons directing electrical current (stun guns), impulse, wave, beam or chemicals, BB pellets, CO2 firing devices, or dart guns, bows, explosives, or propellants.

Scholars must immediately report knowledge of weapons and threats of violence by scholars and staff to the General Manager. Failure to report such knowledge may subject the scholar to immediate suspension and potential expulsion from the academy. The General Manager shall immediately report to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of an academy employee or a visitor.

❖ *Exception* Items pre-approved in writing by the General Manager as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy; working firearms and any ammunition will never be approved as part of a presentation.

- **Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances.** The ASK Academy prohibits scholars from using, possessing, distributing or trafficking tobacco, e-cigs, alcohol and/or illegal drugs on academy property, at the academy, or at academy-sponsored activities. Scholars, while on academy property or attending an academy-sponsored activity, who use, possess, distribute, or sell tobacco, e-cigs, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives.
- **Extortion** – Is the act of a person who blackmails or otherwise threatens another scholar for the payment of money of any sum or other consideration.
- **Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances** – means making threats, placing, discharging, or throwing a destructive explosive item or noxious

substance, or makes a terroristic threat while in or on The ASK Academy property, or on academy-sponsored transportation, or during academy-sponsored activities.

- **Arson** – Means setting fire to academy property or while involved in an academy activity either as a prank or deliberately to do damage to the property
- **Inciting Others or Disruptions** – The act of encouraging or helping a scholar to cause a riot, disrupt academy activities, or to be absent or otherwise violate academy rules, or who disrupts or interferes with the lawful administration or functions of the academy activities.
- **Assault or Battery on Academy Personnel** – Causing bodily harm to or threatening to cause bodily harm to an academy official or a project manager.

## Consequences

Scholars have certain rights, but also have the responsibility to respect the rights and property of others. If a scholar fails to do this, disciplinary action will follow. Disciplinary consequences may be imposed by the General Manager, in addition to consequences developed by the project manager, for violations of academy rules. The General Manager has the right to impose discipline in his/her reasonable discretion, in accordance with the circumstances presented. Some of the potential consequences include:

- **General Manager Referral.** Scholars who choose to disobey rules will be sent to meet with the General Manager to discuss the behavior. An Incident Report will be sent to the parent/guardian. The parents are to sign and return the copy of the slip with the scholar on the day after it was received. Depending upon the infraction, an additional consequence may be applied at the General Manager's discretion.
- **Parent Meeting.** When deemed necessary by the General Manager, or when a scholar receives his/her 3rd referral, parents will be contacted by the General Manager so that arrangements may be made for the scholar to meet with the General Manager, project manager, his/her Parents/Guardians and any other appropriate staff to discuss the referrals and develop a plan/contract.
- **Scholar Assistance Team.** Additional referrals may result in a referral to the Scholar Assistant Team (SAT) to discuss other possible interventions such as a behavior management program, a mentorship, screenings or evaluations, or other appropriate interventions.

A progressive discipline continuum provides consequences that range from a warning to suspension or expulsion. The ASK Academy Discipline Matrix is provided in the appendices section of this handbook.

## Detentions, Suspension, and Expulsion

The ASK Academy, along with the cooperation of the scholar and his/her parent/guardian, seeks to avoid having to impose any stronger measures of discipline than contemplated above. However, when prior efforts to correct behavior or if the situation warrants, The ASK Academy may choose to impose detentions, suspension and/or pursue expulsion.

## Due Process/Referrals

- **Due Process** – In disciplinary cases, each scholar is entitled to due process. This means scholars:
  - Will be informed of accusations against them.
  - Will have the opportunity to accept or deny the accusations.
  - Will have explained to them the factual basis for the accusations.
  - Will have a chance to respond to the facts presented against them.

The extent of the due process required will depend upon the severity of the infraction and the related consequence.

- **Referrals** - All discipline referrals submitted to the General Manager/designee will begin with a conference with the scholar. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call accompanied by a written referral form. If attempts to notify parents by telephone are unsuccessful, parents will be notified by written referral form only. Parent involvement is an important part of the discipline at all levels.

### **Short Term Suspensions**

A short-term suspension is a mandatory absence from the academy for a period of 10 days or less. If the General Manager/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the General Manager/designee shall give the scholar an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The scholar shall be afforded due process rights including the opportunity to present to the General Manager/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the General Manager/designee, upon the basis of all facts and information learned, shall determine if the scholar committed a conduct violation. If the scholar is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 days. If a suspension is imposed, the General Manager/designee shall keep a record of the aforesaid proceedings. Homework can be provided at the request of the parent. The scholar and guardian must meet with the General Manager or designee for a re-entry meeting before returning to classes. A parent may request an administrative review of the discipline data and decision to suspend. There is no level of appeal higher than the General Manager for a suspension of 10 days or less.

### **Long Term Suspension**

A long term suspension is a mandatory absence from the academy for a period exceeding 10 days and up to the balance of the academic year. If the General Manager/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused scholar shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the scholar with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a scholar is charged by the General Manager/designee with misconduct which may result in long-term suspension or expulsion, the parent(s) or guardian of the scholar shall be informed within a reasonable time period by telephone or letter of the charges against the scholar.

### **Procedures for Long Term Suspension/Expulsion**

The long-term suspension process shall be in accord with 6.11.2 of the New Mexico Administrative Code. The ability to make up work for credit during long - term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

- **Notice** - If the General Manager believes that a long-term suspension may be warranted as a result of alleged misconduct of a scholar, the General Manager will notify the parent(s) in writing of the grounds for the proposed suspension and the date, time and location of the suspension hearing. Notice will be given by certified mail return receipt or by personal delivery addressed to the scholar and his/her parents/guardians. The notice shall contain:
  - The time, date and place of the hearing
  - The name of the hearing officer

- A description of the alleged misconduct, the standard of scholar conduct allegedly violated and the proposed discipline
- A copy of 6.11.2 NMAC, “Scholars Rights and Responsibilities,”
- A clear statement that the hearing will take place as scheduled unless the hearing officer grants a delay or the scholar and parent agrees to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default. **Note:** *Expulsion hearings may not be waived.*
- A statement that notice must be given to the General Manager at least 72 (seventy-two) hours before the hearing if the scholar or his parent(s) will have an attorney present.
- Contact information for person from whom the parent may request a delay or additional information and.
- A description of the hearing proceedings.
- **Hearing Officer** – Suspension and Expulsion hearings will be conducted by an independent hearing officer.
- **Time of Hearing** – The hearing shall not be any sooner than five (5) nor later than 10 (ten) academic days from the date the notice was received. The hearing officer shall have the discretion to extend the time for hearing, however, if the delay extends beyond the 10 (ten) academic days, the scholar shall be returned to the academy pending the outcome of the hearing.
- **Decision** – The Hearing Officer may announce a decision at the close of the hearing. The hearing officer shall also prepare a written decision, including concise reasons for the decision and the penalty to be imposed, if any, and mail or deliver it to the General Manager and the scholar, through the parent, within five (5) working days after the review is concluded.

### **Long Term Suspension/Expulsion Appeal**

A scholar aggrieved by the hearing officer’s decision has the right to have the decision reviewed if the penalty imposed was at least as severe as a long-term suspension or expulsion, an in-academy suspension exceeding one academic semester or a denial or restriction of scholar privileges for one semester or longer. The appeal shall be to the Governing Council or its designee. The Governing Council may grant a right of review for less severe penalties. A scholar request for review must be submitted to the Governing Council Chair within ten (10) academic days after the scholar is informed of the hearing officer’s decision.

- **Conduct of Review** – The Governing Council shall have discretion to modify the hearing officer’s decision including imposing any lesser sanction deemed appropriate. The Governing Council shall be bound by the hearing authority’s factual determinations unless the scholar persuades the Governing Council 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 and which could not with reasonable diligence have been discovered in time for the hearing would manifestly change the factual determination. Upon any such finding, the Governing Council shall have discretion to receive new evidence, reconsider evidence introduced at the hearing or conduct a new hearing. In the absence of any such finding, the review shall be limited to an inquiry into the appropriateness of the penalty imposed.
- **Form of Review** – The Governing Council shall have discretion to conduct a review on the written record of the hearing and decision in the case, to limit new submissions by the aggrieved scholar and academy authorities to written materials or to grant a conference or hearing at which the scholar and his or her representative, and academy authorities may present their respective views in person.



- **Timing of review** – Except in extraordinary circumstances, a review shall be concluded no later than fifteen (15) working days after a scholar's written request for review is received by the appropriate administrative authority.
- **Decision** – The Governing Council may announce a decision at the close of any conference or hearing held on review. In any event, the Governing Council shall prepare a written decision, including concise reasons, and mail or deliver it to the General Manager, the hearing authority and the scholar, through the parent, within ten (10) working days after the review is concluded.
- **Effect of decision** – The Governing Council's decision shall be the final administrative action to which a scholar is entitled.
- **NMPED Compliance** – The process followed by The ASK Academy shall conform to 6.11.2 NMAC and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern.

### **Discipline of Scholars with Disabilities**

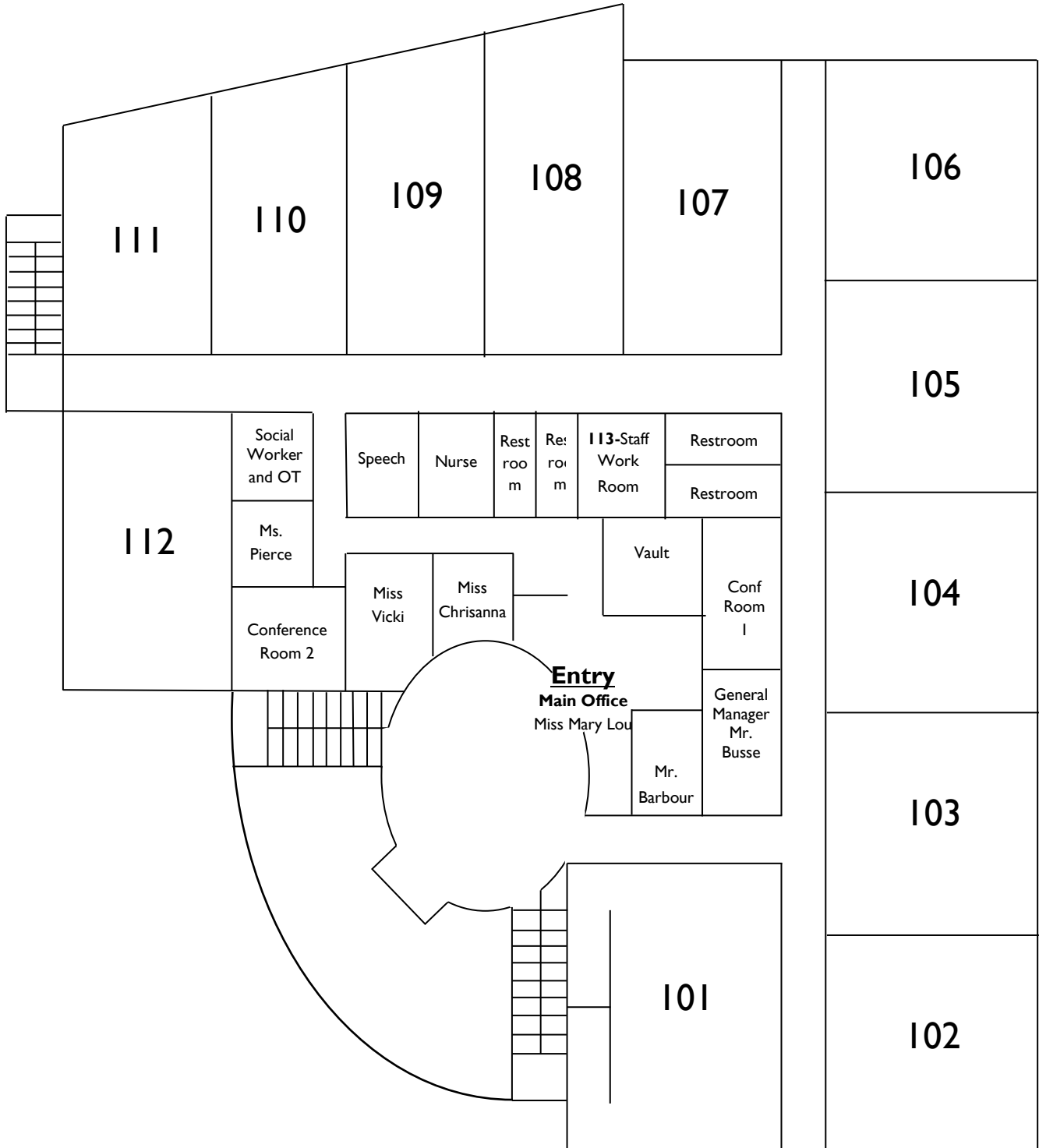
Scholars with disabilities are subject to academy disciplinary processes. They are also not entitled to remain in a particular educational program when their behavior substantially impairs the education of other scholars in the program. However, The ASK Academy is required by state law and regulations (6.11.2 NMAC) to meet the individual educational needs of scholars with disabilities as described by their IEP.

- **Long-Term Suspensions or Expulsions** – Discipline of scholars with disabilities shall be governed by the procedures set forth in Section 6.11.2.11 NMAC.
- **Temporary Suspension** - of scholars with disabilities may be imposed in accordance with the normal procedures prescribed in Subsection D of Section 6.11.2.12 NMAC, provided that the scholar is returned to the same educational placement after the temporary suspension and unless a temporary suspension is prohibited under the provisions of Subsection G, Paragraph (3) of 6.11.2.10 NMAC.
- **Program Prescriptions** - A scholar with a disability's individualized education program (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with the regulation. However, the IEP Committee may prescribe or prohibit specified disciplinary measures for an individual scholar with a disability by including appropriate provisions in the scholar's IEP. Administrative authorities shall adhere to any such provisions contained in a scholar with a disability's IEP, except that an IEP Committee may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this regulation.
- **Immediate Removal** - Immediate removal of a scholar with disabilities may be done when a scholar brings a weapon to the academy or an academy function, or knowingly possesses or uses illegal drugs or has sold or solicited the sale of a controlled substance while at the academy or an academy function.

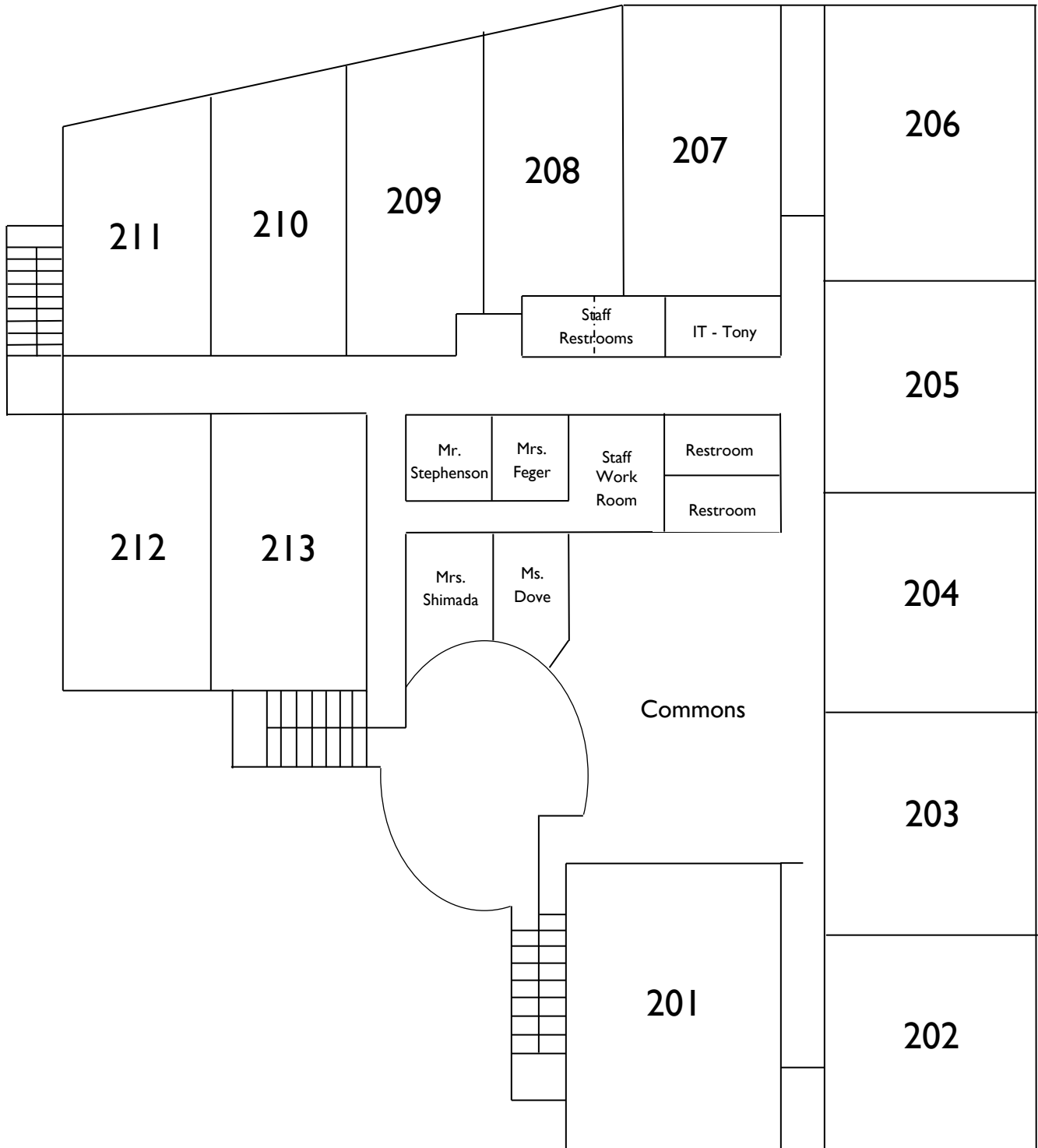
# Appendices

# The ASK Academy Map

## First Floor



# The ASK Academy Map Second Floor

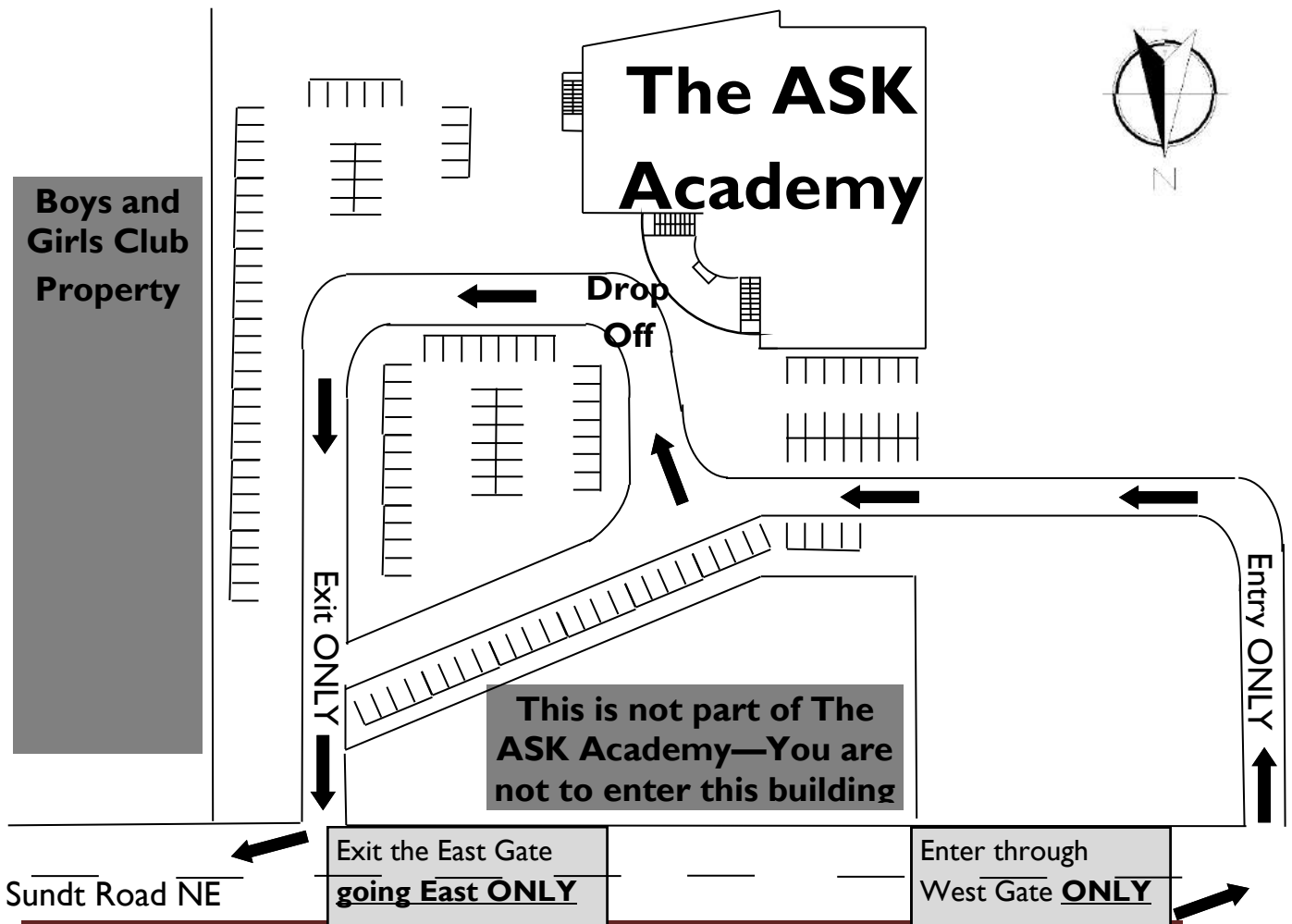




A New Mexico Public Charter School  
**The ASK Academy**  
*21<sup>st</sup> Century Design Thinking*

## Dropping Off and Picking Up Scholars

To drop off and pick your scholars up, enter The ASK Academy parking lot via the West gate, proceed to the drop off zone in front of the academy and exit out through the East gate, going East on Sundt.





A New Mexico Public Charter School

## The ASK Academy

21<sup>st</sup> Century Design Thinking

### Attendance

ASK Academy scholars are expected to arrive on time (8:00AM) and adequately prepared for their day. While regular attendance is required, SICK SCHOLARS SHOULD REMAIN AT HOME.

*Please notify The ASK Academy of your scholar's absence by emailing the attendance office at [attendance@theaskacademy.org](mailto:attendance@theaskacademy.org) or by calling 505-891-0757.*

ASK will require a written verification from the scholar's licensed health care provider if a scholar is absent **for three (3) or more consecutive days** due to the scholar's health. Subsequent consecutive absences will be counted as unexcused until such documentation is provided.

ASK will also require a written verification from the scholar's licensed health care provider if a scholar is absent a **total of ten (10) or more days** during the academic year due to the scholar's health. All subsequent absences will be counted as unexcused until such documentation is provided.

#### Arriving Late

If your scholar is late (all arrivals after 8:00AM or after the scholar's first class period has begun), he/she will need to be **escorted** into the front office and **signed in** by a parent/guardian or adult listed on the Permission to Pick-up form.

#### Leaving Early

Scholars are not permitted to leave the academy grounds before regular dismissal, without a parent/guardian or an adult listed on the Permission to Pick-up form **checking them out, in person**, through the front office. Parents/Guardians or adults listed on the Permission to Pick-up form are to **come directly to the office, sign their scholar out**, and the scholar will be called from the classroom. Unless authorized by administrative staff, parents should wait for their scholar in the front office. No one may check your scholar out of the academy unless they are listed on the Permission to Pick-up form or you have notified us, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after 4:15pm or on Fridays.

#### Scholars Who Drive Themselves

Scholars who drive themselves and need to leave campus early may have their parents approve their signing themselves out by either emailing the attendance office, faxing a signed note to 505-891-2115, or by sending a signed note with their scholar to the school prior to the scholar needing to check themselves out.

#### 18 Year Old Scholars

Scholars who have achieved the age of maturity (18 year olds) must fill out the transfer of rights form with their parents/guardians to determine which rights they wish to assume and which rights they wish to share with their parents/guardians. After filling out this form, they may choose the ability to sign themselves out without having a parent sign for them.

# The ASK Academy Class Schedule 2016-2017

## Regular Day Schedules

Middle School		High School	
Class Period	Bell Schedule	Class Period	Bell Schedule
1	8:00 - 9:08	1	8:00 - 9:08
2	9:08 - 10:16	2	9:08 - 10:16
3	10:16 - 11:24	3	10:16 - 11:24
Lunch	11:24 - 12:00	<u>4</u> <u>M &amp; W-CP/FC</u> <u>T &amp; Th-RiA</u>	11:24 - 12:00
<u>4</u> <u>M &amp; W-CP/FC</u> <u>T &amp; Th-RiA</u>	12:00 - 12:36	Lunch	12:00 - 12:36
5	12:36 - 1:44	5	12:36 - 1:44
6	1:44 - 2:52	6	1:44 - 2:52
7	2:52 - 4:00	7	2:52 - 4:00

# The ASK Academy Class Schedule 2016-2017

## Bad Weather / Delayed Day Schedules

Middle School		High School	
Class Period	Bell Schedule	Class Period	Bell Schedule
1	10:00 - 10:45	1	10:00 - 10:45
2	10:45 - 11:30	2	10:45 - 11:30
3	11:30 - 12:15	3	11:30 - 12:15
Lunch	12:15 - 1:00	4 <u>M or W</u> -CP/FC <u>T or Th</u> -RiA	12:15 - 1:00
4 <u>M or W</u> -CP/FC <u>T or Th</u> -RiA	1:00 - 1:45	Lunch	1:00 - 1:45
5	1:45 - 2:30	5	1:45 - 2:30
6	2:30 - 3:15	6	2:30 - 3:15
7	3:15 - 4:00	7	3:15 - 4:00



# The ASK Academy 4.5 Day/Week

## 2016-2017 School Calendar

July 2016							August 2016							September 2016						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
					5.0						19	2.0						16	2.0	
October 2016							November 2016							December 2016						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
				17	1.5						16	1.5						9	1.5	
January 2017							February 2017							March 2017						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
				15	3						15	2.0						14	2.0	
April 2017							May 2017							June 2017						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				
				16	1.5						16	2.5								

- Offices Open / Close for the year
- No School / Offices Closed
- 1/2 Prof Dev / Scholar Intervention
- Planning / In-service
- End of Quarter
- School Begins and Ends
- A.M. Classes / P.M. SLATE

Board Approved

### Scholar School Days by Semester

1st	77
2nd	76

### Staff Professional Development by Semester

1st	13.5
2nd	11.0



## Exclude the Release of Directory Information FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that The ASK Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your scholar's education records. However, The ASK Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the academy to the contrary in accordance with academy procedures. The primary purpose of directory information is to allow the The ASK Academy to include this type of information from your scholar's education records in certain academy publications. Examples include:

- A playbill, showing your scholar's role in an academy production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Activity sheets, such as for Robo Rave, or wrestling (showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their scholar's information disclosed without their prior written consent.

If you do not want The ASK Academy to disclose directory information from your scholar's education records without your prior written consent, you must notify the academy in writing. The ASK Academy has designated the following information as directory information: [Note: The ASK Academy, may but does not have to, include all the information listed below.]

- Scholar's name/Parents' names
- Participation in officially recognized activities
- Address
- Telephone listing
- Electronic mail address(es)
- Photograph
- Honors, and awards received
- Date and place of birth
- Grade level

By signing this document as a parent/guardian of a scholar at The ASK Academy, acknowledge that I have read and understand the FERPA policy stated above. I am requesting that The ASK Academy does NOT disclose directory information about my scholar such as name, address, telephone number, email address, date, and place of birth, honors and awards, and dates of attendance.

***I understand that this directive shall remain in effect until I withdraw or modify it in writing.***

Parent/Guardian Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Scholar Incident Report

**Scholar Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name(s) of other person(s) involved in this incident: \_\_\_\_\_

\_\_\_\_\_

**Describe in detail –**

Where did the incident happen? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When did it happen? \_\_\_\_\_

\_\_\_\_\_

What did you say or do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did the other person(s) say or do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who did you tell before this problem escalated? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Life is full of choices and consequences, so make good choices  
because the choices you make today you will live with tomorrow.***



## Discipline Matrix

The discipline matrix was designed as a guide for establishing clear, firm, fair and consistent consequences for specified offenses. The administration reserves the right to deviate from the stated consequences depending on the circumstances of the offense. The basis of discipline at The ASK Academy is to provide a positive learning environment for all scholars. When an Out of School Suspension (OSS) is warranted, the scholar and guardian must meet with the General Manager or designee for a re-entry meeting before returning to classes. All disciplinary actions are undertaken with the intention of helping the scholar adjust their behavior and return to classes. In addition to the following consequences, the scholar may also be required to develop and fulfill a Scholar Ownership Plan. When behavior is inappropriate, the following consequences will be enforced:

- 1. General Disruptive Behavior:** Any scholar conduct that disrupts the educational process constitutes a health or safety risk, is in violation of state or municipal law, or is in violation of academy rules that are specifically covered under policy.
  - 1<sup>st</sup> Offense - Classroom Consequences
  - 2<sup>nd</sup> Offense - Parent Phone Conference / Classroom Consequences
  - 3<sup>rd</sup> Offense - Referral, In-School-Suspension (ISS)\*. Parent Phone Call
  - 4<sup>th</sup> Offense - Referral, ISS /Possible Out-of- School- Suspension (OSS)\*, Parent Phone Call
  - 5<sup>th</sup> Offense - Referral, Possible OSS\* and/or Expulsion\*, Parent Phone Call
- 2. Defiance of academy personnel:** Refusing to comply with any reasonable request made by any academy staff.
  - 1<sup>st</sup> Offense - Referral, Conference, ISS, Parent Phone Call
  - 2<sup>nd</sup> Offense - Referral, ISS / possible OSS\*, Parent Phone Call
  - 3<sup>rd</sup> Offense - Referral / possible OSS/Expulsion\*, Parent Phone Call
- 3. Profanity/verbal abuse/racial slurs/harassment/bullying:** Any aggressive or unwanted behavior directed towards peers or staff.
  - 1<sup>st</sup> Offense - Referral, Conference, ISS, Parent Phone Call, Possible Stay-Away Contract
  - 2<sup>nd</sup> Offense - Referral, Conference, ISS or Possible OSS\*, Stay-Away Contract
  - 3<sup>rd</sup> Offense - Referral, Possible OSS/Expulsion\*
- 4. Sexual Harassment** - Sexual harassment is any unwanted and unwelcome physical or verbal behavior, including gestures, notes, and pictures. Bullying about gender, body parts, or sexual orientation is prohibited.
  - 1<sup>st</sup> Offense - Referral, Conference, ISS or possible OSS\*, Stay-Away Contract
  - 2<sup>nd</sup> Offense - Referral, Possible OSS/Expulsion\*
- 5. Cyber Bullying** – any use of electronic information and communication devices, to include but not limited to, email messages, instant messages, text messages, cellular telephone communication, internet blogs, Internet chat rooms, Internet postings, and defamatory websites, that:
  1. Deliberately threatens, harasses or intimidates an individual or group of individuals; or
  2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
  3. Has the effect of substantially disrupting the orderly operation of the Academy.
  - 1<sup>st</sup> Offense - Referral, Mediation, Stay-Away Contract, ISS, Parent Phone Call
  - 2<sup>nd</sup> Offense - Referral, Mediation, ISS or OSS, Parent Phone Call
  - 3<sup>rd</sup> Offense - Referral, Mediation, OSS or Possible Expulsion, Parent Phone Call
  - 4<sup>th</sup> Offense - Referral, OSS/Expulsion, Parent Phone Call

**6. Fighting:** Any aggressive behavior verbally or physically directed towards peers or staff. This includes play fighting.

**Minor** (Physical engagement, play fighting)

1<sup>st</sup> Offense - Referral, Conference, Possible OSS\*

2<sup>nd</sup> Offense - Referral, ISS, Possible OSS\*, Parent Phone Call

3<sup>rd</sup> Offense - Referral, ISS, Possible OSS\* Parent Phone Call

*\*(Anyone instigating or encouraging a fight will result in ISS and administrative discretion)*

**Major** (Any major physical engagement)

1<sup>st</sup> Offense - Referral, Conference, ISS, Possible OSS, Parent Phone Call

2<sup>nd</sup> Offense - Referral, Possible OSS / Expulsion\*

**7. Theft/possession:** Any unauthorized possession and/or sale of property of another without consent of owner.

\$0-\$199 - Referral, Restitution, ISS/Possible OSS\*, Police Notification

\$200-\$1,499 - Referral, Restitution, Possible OSS\*, Police Notification

\$1,500+ - Referral, Restitution, Possible Expulsion\*, Police Notification

**8. Gang-like Activity/Items:** Any group of scholars whose group behaviors are threatening, delinquent or criminal. Examples of inappropriate and unacceptable behaviors are such things as gang graffiti on academy property, intimidating others, gang fights and/or initiation rituals, and wearing gang attire or "colors".

1<sup>st</sup> Offense - Referral, Conference, ISS/Possible OSS\*

2<sup>nd</sup> Offense - Referral, Possible OSS\* and/or Expulsion\*, Police Notification

**9. Vandalism, Tagging, Graffiti:** Any reckless damage or destruction of property

Minor Graffiti - Restitution, Referral, ISS

\$0-\$200 - Referral, Restitution, ISS, Police Notification

\$200-\$999 - Referral, Restitution, Possible OSS\*, Police Notification

\$1,000+ - Referral, Expulsion\*, Police Notification

**10. Controlled Substance & Possession & Paraphernalia:** Possessing any controlled substance, e-cigarettes and or paraphernalia (rolling papers, pipes or bongs).

1<sup>st</sup> Offense - Referral, Parent Phone Call, 3-5 Days Possible OSS\*, Confiscation, Police Notification

2<sup>nd</sup> Offense - Referral, Parent Phone Call, 5 Days Possible OSS\*, Confiscation, Police Notification

3<sup>rd</sup> Offense - Referral, Parent Phone Call, Possible OSS/Expulsion\*, Confiscation, Police Notification

**11. Controlled Substance Sale or Distribution:** Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling; including a look-a-like or an item sold as a controlled substance.

1<sup>st</sup> Offense - Parent Phone Call, Referral, 3-5 Days Possible OSS\*, Confiscation, Police Notification

2<sup>nd</sup> Offense - Parent Phone Call, Referral, 5-10 Days Possible OSS\* and/or Expulsion\*, Confiscation, Police Notification

**12. Controlled Substance Use or Under the Influence:** Absorbing a substance capable of producing a change in behavior or altering a state of mind of feeling, including look-alike or an item sold as a controlled substance.

1<sup>st</sup> Offense - Referral, Parent Phone Call, Possible 3-5 Days OSS\*, Police Notification

2<sup>nd</sup> Offense - Referral, Parent Phone Call, Possible 5 Days OSS/Possible Expulsion\*, Police Notification

3<sup>rd</sup> Offense - Referral, Parent Phone Call, Possible Expulsion\*, Police Notification

**13. Weapons - Possession/Use:** Not limited to; fire arms, knife, club, or any other item that may cause or is intended to cause injury or death (fake and look-alike included)

ANY Offense - Referral, Confiscation, Possible Expulsion for 1 Year\*, Police Notification

**14. Skipping/Leaving Campus Without Permission:** Skipping class at any time during the day.

1<sup>st</sup> Offense - Referral, Conference, ISS

2<sup>nd</sup> Offense - Referral, Conference, Possible OSS\*

3<sup>rd</sup> Offense - Referral, Conference, Possible Expulsion\*

- 15. Tardy:** (Mangers classroom discipline plan)  
Excessive tardies will be referred to the General Manager for conference.
- 16. Uniform:** Any violation of regarding dress and grooming guidelines.  
1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Offenses - Sent to the Office, Parent Phone Call, Change of Clothing or ISS  
4<sup>th</sup> Offense - Referral, Parent Phone Call, Possible OSS\*
- 17. Cheating/Plagiarism/Forgery:** Any making of writing with the intent to defraud or to deceive or practice fraud/present another's writing as one's own.  
1<sup>st</sup> Offense - Conference, Referral, ISS 1-5 Days  
2<sup>nd</sup> Offense - Conference, Referral, Possible 3-5 Days OSS\*  
3<sup>rd</sup> Offense - Conference, Referral, Possible Expulsion\*
- 18. Driving:** (parking pass, off campus, etc.)  
1<sup>st</sup> Offense - Referral, Lunch Detention, Driving / Parking Privileges Revoked for a Month  
2<sup>nd</sup> Offense - Referral, ISS, Driving/Parking Privileges Revoked for a Semester  
3<sup>rd</sup> Offense - Referral, Possible OSS\*, Driving / Parking Privileges Revoked for the Remainder of the Academic Year  
4<sup>th</sup> Offense - Referral, Possible Expulsion\*
- 19. Technology:** Inappropriate use of technology. \*  
1<sup>st</sup> Offense - Classroom Consequences – Confiscated, Review Rules,  
2<sup>nd</sup> Offense - Referral, ISS 1-3 Days, Parent Phone Call  
3<sup>rd</sup> Offense - Referral, ISS or Possible 1-3 Days OSS\*, Parent Phone Call  
4<sup>th</sup> Offense - Referral, Possible 3-7 Days OSS\*, Internet Privileges Revoked, Parent Phone Call  
5<sup>th</sup> Offense - Referral, Possible Expulsion\*  
\* All inappropriate use offenses carry the possibility of ongoing technology use restrictions which may include checking out a computer when needed, more restrictive software monitoring system, and a possible ban on using technology on campus. Since inappropriate sounds, images, or videos may be disruptive, threatening, or intrusive to other scholars' learning space, further consequences from other segments of the Discipline Matrix may be part of any consequences.

**Expulsion:**

Scholars may be expelled from ASK after serious infractions of the ASK Scholar Code of conduct and when numerous consequences have been unsuccessful in modifying the scholar's behavior. Any such expulsion shall follow state laws and regulations and ASK policies and procedures.

**Administrative Discretion:**

The number of incidents does not take precedence over the "severity" of incidents in which the scholar is involved. If any situation jeopardizes the safety, well-being, and/or educational progress of The ASK Academy, its scholars and/or staff, the administration has the authority to act with discretion and implement resolution decisions immediately, pursuant to academy policies and procedures.

\*= pursuant to academy OSS/Expulsion policies and procedures.



**The ASK Academy Charter Academy**  
**Acceptable Use of Technology Policy & Laptop Contract**  
**2016-2017**



This contract dated is by and between **The ASK Academy Charter School**,  
 the Scholar(Print Scholar Name) \_\_\_\_\_  
 and the Parent(s)/Guardian(s) (Print Names) \_\_\_\_\_

This contract contains the vital components of which are integral to the terms and conditions of this Contract:

**Acceptable Use of Technology Agreement**

Computers and technology are used to support learning and enhance educational Instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at The ASK Academy are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A scholar's use of a computer at The ASK Academy or an ASK Academy Laptop in any location is not subject to privacy protections.

Internet, a network of networks, allows users to interact with millions of other people using computers. It is the belief of The ASK Academy that the educational benefits to scholars and project managers accessing various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of The ASK Academy to provide access to such services to further the educational goals and objectives of The ASK Academy and is in full compliance with the Students' Internet Protection Act. However, parents should be aware that scholars using telecommunications have the potential to access unacceptable sources if they disobey or disregard academy rules and guidelines. Even through the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of The ASK Academy is for technology resources to be used as a valuable educational tool.

These guidelines, along with ASK Board policies, must be followed whether ASK computers access the ASK network or the Internet **on or off campus at any time of day or night**. When using the Internet, scholars will be held responsible for information viewed, received, and sent. As a user of technology resources provided by The ASK Academy, each scholar must review, understand, and accept the following rules. Failure to obey the following statements will result in disciplinary action.

<ul style="list-style-type: none"> <li>◇ I understand that all technology use must be for educational purposes directed by my project manager.</li> <li>◇ I will not download or play any non-educational games on an academy computer.</li> <li>◇ I will not download or play music or videos from the Internet, without permission of my project manager.</li> <li>◇ I will respect personal privacy for myself and others.</li> <li>◇ I will not give out any personal information about myself or anyone else (home address, telephone number, etc.)</li> <li>◇ I will only use my computer account and won't use anyone else's login id and/or password nor will I give my login information to anyone.</li> <li>◇ I will not copy, change, read or use files that belong to another user.</li> <li>◇ I understand that software and ideas are protected by copyright laws.</li> <li>◇ I will not copy information received from any source and say that it is my work.</li> <li>◇ I will list all sources of information that I use in my projects and work.</li> <li>◇ I will not copy any personal software onto any computer at the academy.</li> <li>◇ I will not make copies of any software found on The ASK Academy's equipment or on the Internet.</li> <li>◇ I will not deface, damage or destroy the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>◇ I will follow the rules of network etiquette, which include use of appropriate language and polite responses.</li> <li>◇ I understand that abusive language (including name calling and swearing) and bullying is prohibited.</li> <li>◇ I understand that I must follow state and federal rules when using technology.</li> <li>◇ I will not try to bypass the security measures of any computer equipment.</li> <li>◇ I will not knowingly create or introduce any virus to The ASK Academy equipment or network.</li> <li>◇ I will not produce, send, or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.</li> <li>◇ I understand that I have no expectation of privacy in connection with use of academy technology.</li> <li>◇ I understand that email on networks should not be considered absolutely secure or private.</li> <li>◇ There is a risk that attachments may contain programs or executables that carry viruses. I will not open attachments unless the source sender can be verified.</li> <li>◇ I will tell an adult in charge immediately if I encounter materials that violate the rules of appropriate use.</li> </ul>
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## Assignment of an ASK Laptop

The scholar is assigned a laptop computer which the scholar will use to complete required learning assignments in academy, at home, and in the field. All Equipment assigned to the scholar is the property of The ASK Academy. The software applications are fully licensed and appropriate for scholar use. The computer has been imaged to allow scholars to save their work to the hard drive. Scholars may not add any new software to the laptop computer unless it has been approved by The ASK Academy's System Administrator. Some software additions may impede or conflict with the Equipment's established software or disable a level of the computer's performance. The system administrator must have all software licensing on file. Any questions regarding the addition of software to the laptop computer should be directed to The ASK Academy's System Administrator.

**The scholar and her/his parent/guardian(s) accept full financial responsibility for the repair or replacement of the Equipment should the Equipment be lost or damaged through misuse or negligence during the period of this contract.**

If a scholar does not return the laptop at the end of the year, when withdrawing from the academy, or upon disenrollment a police report will be filed for theft of property.

### The Terms of the Contract will be as follows:

The scholar is enrolled as a full-time scholar at The ASK Academy who agrees to the conditions of this contract as well as all academy policies and procedures. The scholar and parent/guardian agree to abide by policies identified in The ASK Academy's Acceptable Use of Technology Policy at the academy and at home.

#### 1. Authority:

The ASK Academy personnel will be available to assist the scholar in any way possible. The sponsor Project Manager is the first person the scholar should consult regarding the use of Equipment or problems that may arise. The ASK Academy's Systems Administrator will be notified by the scholar's Project Manager so that the appropriate processes for computer help or needed repair can be followed. The equipment will be the responsibility of the scholar and the parent/guardian when it is used at home. Scholars will be asked to bring the laptop **DAILY** to academy for in-academy projects. **Scholars may not LOAN or EXCHANGE their assigned laptop at the academy or at home.**

Scholars may choose to connect their computer to the Internet when at home. The parent/guardian and the scholar understand that they must have an Internet Service Provider in order to use the Internet. The ISP connection is the responsibility of the parent/guardian.

#### 2. Transportation of the Equipment (High School scholars):

The scholar is responsible for transporting the Equipment **ONLY** in a padded backpack that will need to be provided by the family. It is important that the scholar take great care not to drop the laptop and break the screen as breaking the screen may render the laptop useless and the family will have to pay full depreciated cost of the laptop before another laptop can be issued to them.

#### 3. Parent/Guardian Consent:

By signing this contract the Parent/guardian of The ASK Academy scholars gives permission for her/his child to accept or use the laptop computer. The scholar's parent/guardian accepts responsibility or the consequences of her/his child's actions and/or behavior while using the Equipment. Additionally, the parent/guardian of a high school scholar agrees to pay the **yearly maintenance fee of \$50.00 (non-refundable)** for the use of the laptop and ability to take that laptop home during the academy year

### Bringing a Personal Laptop for use at The ASK Academy

If the scholar and parent/guardian choose to have the scholar use a personal laptop at The ASK Academy, then they agree to download required ASK software, including the ASK security software (anti-virus, anti-spyware, etc.) onto that personal laptop. Furthermore, they agree to pay a **yearly software and network usage fee of \$15.00 (non-refundable)** for the use of the academy software, and ASK internet access.

CHECK HERE IF THE SCHOLAR WILL BE USING THEIR OWN LAPTOP

By signing this Contract, all parties agree to the terms and conditions stated within.

\_\_\_\_\_  
Signature of Scholar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date





## Review of Scholar & Parent Handbook 2016-2017

This handbook will also be located our website at [www.theASKAcademy.org](http://www.theASKAcademy.org)

We, the parent(s)/guardian(s) of an ASK Academy scholar understand that the Scholar & Parent Handbook contains important information. We acknowledge that this handbook contains information and policies that we should be familiar with while our scholar attends The ASK Academy.

We have reviewed the information and policies contained in this handbook with our scholar and both our scholar and we understand that all scholars will be held accountable for their behavior and that failure to abide by the guidelines for all scholar behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Scholar & Parent Handbook or any of The ASK Academy policies, rules and guidelines. We are aware that The ASK Academy reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. We are also aware that any changes or updates to this handbook will be posted on the academy website.

### **Directions for return of this form:**

- 1.) Scholar and Parent/Guardian review handbook together.
- 2.) Scholar and Parent/Guardian sign handbook acknowledgements below.
- 3.) Tear out or print this page from the handbook
- 4.) Scholar returns this page to the academy

New and transfer scholars registering after the start of the academic year must return this acknowledgement page within one week after receipt.

Date: \_\_\_\_\_

Scholar Name (Print) \_\_\_\_\_

Scholar Signature \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Please sign and return this page **immediately** and keep  
The ASK Academy Scholar & Parent Handbook at home for future reference.