

The Academy for Technology & the Classics

"Embracing Innovation While Honoring Tradition"



PARENT & STUDENT HANDBOOK 2010-2011

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ATC GOVERNING BOARD

Mr. George Bennett, President	Dr. Charles Hammer, Education Member
Jerry Wellman, Vice President	Dr. Norman Kaczmarek, Community Member
Sheila Lewis, Secretary	Ms. Linda Vigil, Recording Secretary
Gary Coles-Christensen, Parent Representative	Alexis Lotero, Parent Representative
Bill Carey, Community Member	Martin Dryden, Community Member

ATC: WHO WE ARE & WHAT WE DO

- **Board Responsibilities:**
 - Set policy
 - Conduct Strategic Planning
 - Hold the Charter
 - Maintain Fiscal Oversight
 - Hire and evaluate Director

- **Director Responsibilities:**
 - Facilitate the growth and prosperity of ATC
 - Provide leadership in the areas of curriculum and assessment
 - Oversee organizational and fiscal development and accountability
 - Hire, supervise and evaluate faculty and staff

- **Faculty Responsibilities:**
 - Provide students with effective and innovative approaches to learning and help motivate them
 - Accept students at their existing level of emotional/physical/intellectual skill and help them grow
 - Align curriculum and assessment with NM standards
 - Make all required accommodations for IEPs's and 504 plans
 - Guide your own professional growth and technological literacy
 - Communicate regularly with parents regarding student emotional/physical/intellectual progress

- **Student Responsibilities:**
 - Be on time
 - Engage actively in the learning process
 - Complete assigned work to the best of your ability
 - Ask for help when needed
 - Show respect for yourself and to others and our facilities

- **Parent Responsibilities:**
 - Engage as an active partner with the school by serving on committees, helping with fund and friend raising, participating in work parties
 - Encourage your students and provide assistance with homework as needed
 - Constantly monitor your student's progress
 - Keep the school apprised of any relevant issues regarding your student's emotional/physical/ intellectual health

GENERAL INFORMATION

ATC Non-Discrimination Policy

It is the official policy of ATC that no person shall be discriminated against on the grounds of race, color, sex, disability, religion, national origin, or age, nor be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Inquiries or complaints regarding compliance with state or federal regulations may be directed to Edward Woodd at (505) 473-4282.

Note to Parents Concerning School Visits

Parents are encouraged to visit the school. All parents and other visitors **must** report to the school office to receive a visitor's pass and to record their presence on campus. Visitors may visit with teachers during the teacher's planning time if appointments are made in advance. Students will not be allowed to have visitors during the school day without prior approval by a school administrator. **Note: Also see the special policy section regarding visitors to the ATC campus.**

Sports/Activities Participation

ATC is fortunate to have several active sports teams and clubs which participate in competitions throughout the state. Students are encouraged to join one of these organized activities. There are eligibility guidelines for participation and these can be explained to interested students by the coach or sponsor of the particular activity. Students are expected to maintain at least a 2.0 average in order to be eligible for extracurricular activities.

Students at ATC are allowed to participate in organized sports at other schools in the Santa Fe District. However, students will not be allowed to miss classes at ATC to practice with a team from another school. If a game/competition is scheduled for a school where an ATC student is a member of the team, the student may be excused for that specific event provided that the absence is approved by an ATC administrator. Guidelines for NMAA sanctioned activities will be followed in deciding if a student may participate in a non ATC activity. Also see the non-participation rule on page 8.

Student Health Services

All students must have a Certificate of Immunization before they enroll in school. It shall be the responsibility of school personnel to notify the parents immediately when a student becomes ill or is injured. Other than giving emergency first aid when it is required, **school personnel shall not give any medication, including aspirin or other "Over-the-Counter" medications, except as specified in the following Medication Guidelines:**

- Students in grades 7-12 may bring medications, with the exception of controlled medications (such as Ritalin), to the school office along with a completed medication release form signed by a parent/guardian. Controlled medications, such as Ritalin, must be brought into the school office by an adult for all students. Office personnel will inventory the controlled medication.
- All medications, prescription and nonprescription, must have a medication release form completed and on file in the office prior to the medication being administered by school personnel. A parent or guardian must sign the form.
- A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor's office and the school.

- Prior to the administration of prescription medication, a physician must sign a medication release form.
- All prescription medication must be in the original pharmacy-labeled container with the student's name written on the outside of the container. The information on the bottle must have the same information as the medication release form. Most pharmacists will provide an extra bottle for school use if asked.
- All nonprescription medication must be in the original over-the-counter container.
- A parent/guardian should pick up all unused medication. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break.
- Students with potential life threatening illness/conditions (i.e.: asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening) must have an emergency plan on file at the school. A parent must notify the school administration if an emergency plan is needed. The vice principal and office manager will be involved in the development of the emergency plan.
- **A student may not carry prescription or over-the-counter medications without the approval of an administrator. Any student who violates this policy shall be subject to expulsion.**
- **Parents you must notify an administrator if your child needs an emergency health plan.**

Release of Student Information

The name, address, and telephone number of enrolled students is considered public record. If you do not want this information released, the front office must be notified by letter during the first two weeks of school.

Reporting of Threats

Students must report serious threats to an appropriate school official. Students or parents may report concerns to school officials at 473-4282.

Returning Required Forms to School

Several times during the school year we must acquire information from parents and/or students by means of forms provided by the federal government, the state education department, the ATC governing council, or the school administration. Sufficient time is allowed for each student to take the forms home, share them with parents, and return the forms to school. Failure to return any required form by the announced deadline may result in disciplinary action.

Withdrawals and Transfers from ATC

The parent/guardian and student must contact the Student Services Coordinator in advance of the last day the student plans to attend ATC.

Student Personal Property

ATC is not responsible for any lost, stolen or damaged personal property that a student brings on campus.

Lost Books and Other Indebtedness

All lost textbooks, library books, library materials, fees, fines, monies collected from fund-raising, etc. must be returned or paid for before final exams. State regulations provide for holding report cards, transcripts, or grades if indebtedness is not paid in a timely manner. Report cards will be held in the principal's office until all outstanding fines or charges are paid. In the case of senior students, all past debts must be paid prior to participation in graduation exercises. If monies are not paid, the senior will not be allowed to participate in graduation ceremonies. A minimum \$20 fine will be assessed for damage or abuse of textbooks, equipment, or other classroom materials. In severe situations, total restitution may be required of the student or parent.

Payments

Checks may be made to ATC. Parents will be notified if a check is returned for insufficient funds. Payment must then be made in cash. There is a \$20 fee for each returned check. If two checks are returned for insufficient funds from any family, no additional checks will be accepted during the school year.

Publicity

ATC will work to develop a cooperative relationship with local newspapers and area television stations. During the year we receive requests to photograph or video students at school for use in media coverage. If you do not wish the media to use photographs or video of your child, please notify the school office. In order to prevent the publication of information or photographs of your student on the Internet, a "Waiver of Publication" form must be signed by both the student and a parent or legal guardian of that student.

Interrogations of Students by Law Enforcement Officers

All interrogations shall be conducted in private with an official school representative (principal or designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of a parent or guardian. Other non-school persons shall not interview students without administrative approval.

ACADEMICS

STUDENT ASSESMENT

Grading Scale

90 – 100 = A	80 – 89 = B	70 – 79 = C
60 – 69 = D	0 – 59 = F	I = Incomplete

Grades of incomplete are given only under exceptional circumstances and must be previously approved in writing by the Director. All quarter, semester and final grades are **final** and may not be changed.

Rank is determined by taking the numerical final average for each unit attempted and dividing by the number of units attempted. The GPA is determined by awarding points for each final average letter grade. Total points are then divided by the number of class credits attempted by the student. Points are:

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

Promotion to Grades

Promotion to 10th Grade – Students have accumulated 6 credits, including 1 credit in Math, English, History and Science.

Promotion to 11th Grade – Students have accumulated 12 credits, including 2 credits in Math, English, History and Science.

Promotion to 12th Grade – Students have accumulated 19 credits including 3 credits in English, Math, Science and Social Studies and at least 2 credits in a Foreign Language.

High School Credit for Middle School

Middle school students are who placed in upper level math courses must pass with a “B” in order to receive credit. Otherwise they will need to retake the course for credit.

Reporting of Grades

Students will receive a report card twice per semester at the end of each grading period and the dates that report cards will be distributed are as follows:

Monday, October 25 th	End 1 st Quarter
Wednesday, January 12 th	End 2 nd Quarter
Friday, March 25 th	End 3 rd Quarter
Friday, May 27 th	End 4 th Quarter

A final grade of 100 is considered as perfect at ATC. No higher grade will be awarded on the final transcript. Transferring students with final averages more than 100 in any subject will have the transferred grade on the permanent record. However, in determining rank, any grade greater than 100 will be recorded as 100.

REPLACEMENT OF GRADE WHEN COURSES ARE RE-TAKEN

Applicable to students in Grades 9-12

The Governing Council of ATC School recognizes that students may complete a course from time to time and receive a D or F grade. In order to encourage students to achieve to their maximum potential, the ATC Governing Council authorizes the Director or his or her designee the authority to allow students to retake the course in question and replace it with a better grade, if it is earned, once the D or F grade has been recorded on a secondary transcript. In making the decision to retake a course, school officials and students need to be keenly aware of credit earned and credit requirements for graduation.

Courses may be taken at ATC, or a higher education institution if such institutions are accredited by the State Board of Education of the state in which the entity is located, or at a college or university which is regionally accredited for such purposes. If a course is taken outside the Santa Fe Public School District or at an institution other than ATC, appropriate documentation must be included with the request to change the student's grade. The documentation shall include a grade report with passing grade noted and credit earned. If a student elects to change a D or F grade, that student will not be eligible for valedictory or other class ranking for graduation purposes.

GRADUATION REQUIREMENTS

It is the responsibility of the student and parent to be aware of graduation requirements and the individual's status. The Student Services Coordinator can be contacted for the student's current standing. The student services coordinator works with each student each year in planning classes and checking credits. **Please read the policy for graduation and participation in the commencement services beginning on page 24 of the handbook.** High school students at ATC are required to earn the following 26 credits to graduate:

Course	Credits	Explanation
English	4	English I, II, III, IV
Math	4	Any four math classes. All students must pass Algebra II in order to graduate.
Science	4	2 must be lab science
Social Studies	4	*New Mexico History, Geography, World History, United States History, Principles of Economics
Modern Language	3	German, French, Latin, Italian, Spanish. Students must take a second year of one language
Communication	1	Emphasis on writing and speaking
Physical Education	1/2	
Health	1/2	
Electives	5	

***Please Note: 1 of the 26 credits must be done either through an online or dual enrollment course.**

GRADUATION REQUIREMENTS FOR SPECIAL EDUCATION STUDENTS

The Individualized Education Program (IEP) team is responsible for determining whether a student with disabilities who receives special education services has completed a planned program of study that makes him/her eligible to receive a diploma or certificate. Upon completion of a planned program of study that meets the following requirements of 6 NMAC 3.2.9.18.9, the student will be awarded a diploma if:

- A standard program of study meeting or surpassing all requirements for graduation based on New Mexico Standards for Excellence with or without modification of delivery and assessment.
- A career readiness program of study based upon meeting the State Board of Education's Career Readiness Standards with Benchmarks as defined in the IEP.
- An ability program of study based upon IEP goals and objectives, referencing skill attainment at a student's ability level which may lead to meaningful employment.

A student who receives special education services may be granted a certificate when:

- The IEP team provides documentation and justification for the use of a certificate for an individual student and a follow-up plan of action.
- A student who receives a certificate is eligible to continue receiving special education services until receipt of a diploma or until the end of the academic year in which the student turns 22 (twenty-two). The receipt of a diploma terminates the service eligibility of students with special needs.

References: 6 NMAC 3.2.9.18.9

SCHEDULE CHANGES

All student scheduling and schedule changes must be handled through the Student Services Coordinator. Schedule changes will be considered up to one week after the beginning of the school year. Schedule changes will be approved only after evaluating the reason for the request, completing a student credit check and with department/teacher approval.

Students are required to follow their assigned schedule until the new schedule change has been approved.

TRANSCRIPT & RECORDS REQUEST

Requests for student records and transcripts must be made directly to the Student Services Coordinator. Please note that processing and preparation of student records and transcripts may take one to two weeks, depending on the time of year. Please do not ask for an immediate response to your request.

If the transcript is to be sent to a specific school or program, a sealed official transcript will be sent directly to the recipient from the ATC Administrative Office.

Final transcripts will be available after the close of the school year. Final transcripts will be sent directly to the colleges and universities that the student has requested. An official transcript will be placed in the student's cumulative file for future student requests. The cost of sending official transcripts is as follows: two transcripts are sent at no charge; a fee of \$2.00 is charged for additional requests.

REQUIRED HIGH SCHOOL COURSE SEQUENCE

9th Grade

English I or Pre-AP English I
Math (Algebra I, Geometry, Algebra II)
Physical Science
New Mexico History/Geography
PE/Health
Spanish I
1 Elective

10th Grade

English II or Pre-AP English II
Math (Geometry, Algebra II, Pre-Calculus)
Biology or Pre-AP Biology
World History
Communication Class
Language (Spanish, French, Italian, German)
1 Elective

11th Grade

English III or AP English
Math (Algebra II, Pre-Calculus, AP Calculus)
Chemistry, AP Biology, or other
American History
Language (Spanish, French, Italian, German)
2 Electives

12th Grade

English IV or AP English IV
Math (Algebra II, Pre-Calculus, AP Calculus or Finance)
Any upper level science course or Dual Enrollment
Principles of Economics
Electives or Dual Enrollment

SANTA FE COMMUNITY COLLEGE: DUAL & CONCURRENT ENROLLMENT

Dual Enrollment

The State of New Mexico will pay for authorized dual enrollment classes offered at SFCC during the spring and fall semesters. Students may take one dual enrollment course per semester. Students may also take a class in the summer between their junior and senior years. Junior and senior students who have a GPA of at least a 2.5 are eligible for dual enrollment.

ATC will send home with students their SFCC dual enrollment contract. Parents must review the contract with the students and sign it. SFCC requires signatures from both the student and the parent/guardian. It is important that the contracts be signed, and returned to the school. If the contracts are not completed and returned to ATC by the 2nd week of classes at SFCC, the student will automatically be dropped from his/her dual enrollment class.

Some classes may require prerequisites or placement tests for enrollment. Students receive both college and high school credit for classes in which they receive a passing grade. These classes apply toward graduation credit requirements.

Dual credit classes cannot duplicate any classes offered at ATC and cannot conflict with the student's ATC schedule. Dual enrollment classes are taken after school or on Saturdays. In certain circumstances, senior students can leave campus early to attend their SFCC classes. Transcripts for dual enrollment students are sent automatically to ATC at the end of each semester.

Students are not allowed to take any class for a required credit during the last half of their senior year. They may take classes the last half of that year for extra credit. Students who receive a D, F, or W (withdraw after the reimbursement period), are responsible for reimbursement to ATC for the amount of the class. No student records, grades, or transcripts will be released by ATC until reimbursement has been made.

ATC purchases textbooks for classes. Books must be returned and in reusable condition at the end of the semester or at the time of withdrawal, or the student is to pay ATC for the full price of the book. Any lab or activity fee connected to the SFCC class is to be paid by the student.

If books are not returned or are returned damaged, and not in reusable or "buy-back" condition, the student is responsible for the full replacement cost of the book(s).

Concurrent Enrollment

If a student takes a concurrent enrollment class at SFCC, he/she will receive college credit for the class, but not high school credit. Neither ATC nor the State of New Mexico will pay for concurrent enrollment.

STUDENT CONDUCT

Our goal is for students to accept responsibility for their choices and behavior.

CLASSROOM CONDUCT

The greatest opportunity for students to develop self-esteem, self-discipline, and respect for others occurs in the classroom under the direction of the classroom teacher. If a student evidences a lack of respect for established rules, teachers shall assist the student in recognition of the inappropriate action, help the student identify the rule he/she is breaking, and help in the development of a plan for making appropriate choices in behavior. This is an effort to address the problem before it becomes a situation warranting punitive measures.

Teachers shall apply logical, appropriate consequences for student misbehavior. This includes, but is not limited to, immediate intervention, student conferences, parent conferences, and teacher's detention. Student misconduct which is intense or frequent enough to cause significant disruption in the instructional program shall be referred to an administrator for appropriate disciplinary action. Documentation of previous interventions will be required before sending a student to the administration for disciplinary action.

FIELDTRIP CONDUCT

Each student who takes part in a field trip must complete a permission slip, have it signed by a parent or guardian, and return it prior to the trip. This written permission must be in hand prior to departure. Verbal permission will not be acceptable.

BUS CONDUCT

Riding the bus is a privilege that our students enjoy because we make special provisions for this service. Bus transportation includes a great deal of responsibility because of the potential for accidents and mechanical problems. For this reason students must obey all of the commands of the bus driver and comply with requests for help or assistance. The Santa Fe Public Schools allows us to use their busses for transportation and any severe or continued inappropriate behavior could result in the loss of bus privileges for all students of ATC. We expect you to exhibit exemplary behavior on the bus.

Students may not do anything, including making loud noises that distract the bus driver from his or her driving responsibilities.

- Students may be assigned seats.
- Failure to obey the bus driver will result in disciplinary action.
- Students may not deface anything on the bus.
- Students must remain seated while the bus is moving and must not have anything outside of the window.
- If students have any questions about proper behavior on the bus they should ask the bus driver.

RULES OF CONDUCT

Students must courteously and respectfully comply with the reasonable request of any teacher, staff member, or administrator in or out of the classroom. Students are expected to give their names if asked of them by any staff member.

- Any conduct that is **potentially illegal or disruptive** to the school or learning environment is prohibited.
- Each teacher has the authority to designate additional rules for his/her class. A copy of these classroom standards will be given to the student during the first week of class.
- **During the school day, students are not to go to the parking area or cars unless special permission has been granted. Students are not to loiter in or around parked cars before or after school or during lunch.**
- Students who bring cellular phones or other digital playback devices (audio or video) must use them only at approved times. This means e-devices of any type may not be used during class time or during other times when instruction is being delivered, unless the instruction actively involves such a device. If a student violates the use expectations for electronic devices, the device may be confiscated and returned at the end of the class period. **Repeat offenses will result in confiscation of said device for the remainder of the school year.**
- Headphones or recorders may only be used in a classroom with the **permission of the teacher and if the use of these items is a part of the curriculum or instructional strategy for a particular student or students.**
- School buildings will be opened to students at **9:00AM** and will be locked at **4:15PM**.
- Any student who is out of his/her assigned class for any reason **must have a hall pass**. It is the responsibility of the student to see that he/she has the hall pass with the prior approval of the teacher.
- Pets are not to be brought to school without permission in advance.
- Skateboards are not to be ridden while on the school campus. If a student brings a skateboard to school, he/she agrees that it must be immediately brought to the designated area where it will be stored. The student can then retrieve their skateboard at the end of school.
- Students are not to engage in public displays of affection.
- Students who engage in acts of cheating, forgery, plagiarism, hacking and/or other forms of dishonesty that involve any aspect of school, school records, or school assignments will be disciplined appropriately.
- Written or verbal proposals to engage in inappropriate acts are prohibited. Students who use written, verbal or technological means to encourage inappropriate acts by others will be held accountable for their action.

PROCEDURES TO ADDRESS UNACCEPTABLE BEHAVIORS

Chronic violations of the Student Code of Conduct will result in appropriate disciplinary action that includes one or more of the following:

Staff Parent/Student Contact – Staff member will conference with student and/or parent.

Administrator/Parent/Student Conference – Administrator, student and parent will be involved in a discussion at school.

School Service Activities – Service activities will be assigned on Saturday. Schoolwork, campus clean up and/or behavioral intervention strategies will be the activities on Saturday. School Service is assigned by administrator.

Out-of-School Suspension – Students who are suspended are not allowed on campus and may not attend classes until their parents and school administration agree on the positive behaviors that must be demonstrated by the student prior to readmission. An out-of-school suspension can range from one to ten days. Students may not attend any school-sponsored activities during the time of suspension.

Long-Term Suspension – To protect the majority of the student population, it may be necessary to disenroll students whose presence may interfere with the atmosphere of calm and order. Students may be re-enrolled after they agree in writing to conform to appropriate behaviors. A long-term suspension is eleven or more days. Procedures as outlined in the New Mexico State Board of Education Reg. 81.3 will be used for long-term suspensions. Special Education students require alternate due process procedures as described in this regulation. These procedures that are designed to protect disabled children will be followed precisely.

Expulsion –New Mexico State Board of Education Regulation 81.3 will be followed in cases requiring long-term suspensions and expulsions.

A student who must be expelled has lost his/her right to be to be a student at ATC. A student may be expelled only upon the recommendation of the governing board of ATC and the school Director.

Referral for Legal Action – When the unacceptable behavior is a direct violation of state and federal laws, the case will be referred to law enforcement officials.

Restitution – Restitution will be sought for damage or for the theft of personal or school property. This includes damage to the school facilities, textbooks, materials and supplies for which the student and parent are responsible.

Contractual Agreements – In any of the discipline situations, contracts may be used to clarify and define the guidelines and consequences as needed on an individual basis.

Student Due Process – The ATC governing board defines the procedures for appealing administrative decisions. The staff of the school shall comply with provisions of the appeals procedure. To initiate an appeal, the student and/or parents must confer, within seven calendar days, with the school Director concerning the initial decision. This appeal may be in writing or can be scheduled by conference with the Director. The Director's decision can be appealed to the governing board if the decision is perceived to be unduly harsh or unfair.

The following steps shall be used when appealing the Director's decision: (1) The appeal must be in writing; (2) be received within the established time frame of either the student or parent being informed; and (3) be delivered to the administrator involved in each step.

An appeal to the governing board must be in writing and received within seven calendar days after notification of the Director's decision. The governing board may modify or overrule the decision based on the written report.

We want you to have an exceptional and enjoyable school year.

Make wise choices.

Should you participate or engage in inappropriate behavior, you will own your behavior and be held accountable for your choices.

STUDENT SAFETY

ATC strives to maintain a standard of care that, to the fullest extent, provides a safe environment for students.

STAFF SUPERVISION OF STUDENTS

Before School Supervision: Beginning with the 2010-2011 school year all ATC teachers will be involved in professional development meetings from 8:00am until 9:00am. The instructional day will begin at 9:00am. Because district school busses and public transportation are provided for all students free of charge, parents should make every effort to ensure students do not arrive at school before 8:45am.

We understand that some families must report to work early and find district and public transportation difficult. In these cases, parents who drop off their students before 8:45am must pay \$10 per week to cover the cost of hiring morning supervisors.

After School Supervision: ATC cannot be responsible for students who remain after regular school hours unless they are involved in a school sponsored activity. Parents must ensure that their students leave campus no later than 4:15.

During Regular School Hours: ATC staff members supervise students during lunch and passing times. It must be understood that staff cannot be everywhere at all times. Students must exercise good judgment regarding safe activities.

Campus Boundaries: Unless accompanied by a teacher, students shall not, at any time, go beyond marked boundaries. Failure to follow this rule will result in disciplinary action.

PERSONAL STUDENT SAFETY

Sexual Harassment: Sexual harassment consists of unwelcome verbal or physical conduct of a sexual nature. Such conduct will not be tolerated in this school. Any person who feels they have been victimized should report it to an administrator immediately.

Bullying, Threats, Harassment: Harassment, threat, or intimidation of another student or employee, which includes verbal insults, cyber-bullying, sexting, unfair criticism, name calling, spreading rumors, mocking, teasing, threatening or obscene gestures, menacing stares, hitting, throwing, using a weapon, taking someone's belongings, forming coalitions against someone, persuading others to do any of these behaviors will not be tolerated at ATC.

Any student who feels he/she has been bullied, threatened, or harassed should report it to an administrator immediately. Allegations will be investigated and evidence collected for determination of action.

Students who engage in any of the above mentioned behaviors are subject to disciplinary action.

Weapons: Possession of dangerous weapons on school premises is illegal and prohibited. A dangerous weapon is defined as a knife, club, gun, chain, or any other object deemed dangerous by the Director. This pertains to the possession of a weapon at school, on school grounds, on school bus, and/or at any school sponsored event before, during, or after regular school hours. Coats and backpacks may be searched and students may be asked to empty their pockets. **Any student who violates this policy shall be subject to immediate expulsion. The local police will be notified.**

USE OF TOBACCO AND/OR OTHER ADDICTIVE OR CONTROLLED SUBSTANCES:

Searches on School Property

Desks, lockers, and other equipment at any school belong to the school district and, although assigned to particular students for use, may be entered and searched by school officials whenever school officials have reasonable suspicion that some substance or other material is contained therein which is illegal, harmful to the safety of the student or to the student body as a whole, or significantly disruptive or dangerous to the overall educational process of the school. Backpacks and coats may also be searched by a school official when there is reasonable suspicion to believe that there are materials or substance inside the coat or backpack that are illegal, a threat to health or safety, or may significantly disrupt the educational process or orderly operation of the school. Students may be asked to empty their pockets, if school officials have reasonable suspicion that the student may be in possession of illegal or dangerous material or substances.

Any items specifically prohibited by law, by the Governing Board, education policy, or by fair and reasonable local school requirements may be confiscated by school officials. Such prohibited items shall include, but are not limited to:

Any weapons, illegal drugs of any sort, prescription medicines not used in the prescribed manner, alcoholic beverages, pornographic material or otherwise obscene material.

Any other object, controlled substance, or material which would be a violation or evidence of a violation of Federal or State law, or by Board policy, or of the local school's fair and reasonable regulations.

Please read the additional policies on addictive and controlled substances in the School Policies & Procedures section of this handbook (p. 25).

FIRE DRILLS, BOMB THREATS AND OTHER EMERGENCIES

Ringings of the fire alarm system will signal fire drills. Teachers and students will stop all work, leave books and materials behind, and go to the exit assigned to that classroom. The administration will indicate an "All Clear."

Emergencies are addressed in full in the **ATC Crisis Response Plan**. This document may be viewed in the administrative office or other designated places in the school.

SCHOOL POLICIES & PROCEDURES

When a parent, guardian or caregiver enrolls their child/children at ATC they give their complete consent to accept all expectations and policies of ATC and the ATC Governing Council. Likewise, when the student enrolls, he/she acknowledges consent and agreement that he/she will follow all expectations, policies and requests from all members of the ATC Staff.

ATTENDANCE POLICY

We believe that a partnership between parents and the school is an important step in assuring that the student succeeds. Be assured that ATC will work with our students' parents to address issues related to attendance.

Compulsory Attendance Law

The ATC governing council agrees with the state of New Mexico's Compulsory Attendance Law and believes that the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is assumed to be essential for a student's successful academic progress.

When a student is absent from school for one or more periods in a day for any reason there must be communication between the parent and the school. The parent shall inform the school (473-4282) of the absence by 9:00AM on the day of the absence. If the parent knows the student will be out for several days the dates of absence must be provided. If the parent does not contact the school, the school will attempt to contact the parent.

Excused Absences

Excused absences are defined as absences that are due to participation in school-sponsored events, medically-related conditions, a death in the immediate family (father, mother, siblings, grandparents, aunts and uncles only), inclement weather which would be dangerous to the life or health of the student if he/she attended school, legal quarantine, or an emergency condition as determined by the principal. All other absences are unexcused absences. The school urges all parents to plan travel during non-school times.

Unexcused Absences

Unexcused absences include, but are not necessarily limited to: work, truancy, and babysitting.

The school does not sanction unexcused absences for any reason.

The student may not leave school during the school day without permission from the office.

The school will inform the parents daily of such absence of their student, if the school has not been notified that their student will be absent. This notification will include written notification at the third full day of absence, the fifth full day, and the tenth full day in accordance with the Compulsory School Attendance Law.

5th Unexcused Absence

If a student reaches five unexcused absences, he/she is considered to be a student in need of early intervention. If a student accumulates 5 unexcused absences, there will be a meeting of the parent and the school administration. This meeting will be scheduled at the earliest possible time. The student will

attend school on the day of the scheduled meeting. If the parent and child do not attend the meeting, the case may be reviewed by the Juvenile Probation Office (JPO).

Upon the tenth unexcused absence the school will send a written notice of habitual truancy by mail to the parent. The student shall be reported to the Juvenile Probation Services Office of the judicial district where the student resides. The student will be required to meet with the ATC school administration to develop a credit recovery plan to include makeup of all missing work. The student may be considered for a drop from the class (es). If a student is dropped from a class, he/she must makeup that class to remain on track for graduation. The student will be required to achieve a 70% final average for all classes in order to earn credit for his/her classes.

Upon the tenth absence of any kind the parent will be required to meet with ATC school administration to discuss possible interventions to improve the student's attendance. Serious consideration will be given to the reality that the student may not graduate on time due to lack of sufficient credits.

Regardless of the type of absence, the student is responsible to stay current with his/her school work. For any absence, the school and its teachers shall supply make-up work. Each teacher will outline how students can negotiate make-up assignments and clearly explain the process to students. When a student requests make-up work, teachers will work with that student to provide guidance to complete the necessary work.

Make-Up Work

Makeup work is always available for students. It is the student's and parent's responsibility to contact the teacher for makeup work. A reasonable amount of time will be given to submit makeup work.

Fieldtrip Notification

All school rules apply while on field trips. Assignments missed due to field trips are to be made up in accordance with the make-up policy for that class. Permission to go on school field trips will be based upon a student's grades and/or attendance. Students who are academically or behaviorally at risk may be excluded from school-related activities at the discretion of the school administration.

Non-Participation Rule for All Extra-Curricular Activities

Students must be counted present for the day in order to participate in any school sponsored extra-curricular activity which may occur after school hours.

Truancy

Truancy is the habitual and unlawful absence from school. In accordance with the New Mexico School law on mandatory attendance, the parent(s) and/or legal guardian is responsible for requiring any student under his/her control or charge to **attend school regularly. If a student under the age of 18 years becomes truant, the parent or legal guardian of said student may be guilty of misdemeanor and subject to legal action.**

Students may not leave school between classes or during any class without permission from the office. A student will be considered truant/unexcused if he/she leaves school without permission, comes to school but does not attend classes, leaves campus without the permission of a school official, or obtains permission to go to a certain place but does not report to that place. Students who are found in violation of these rules will suffer the loss of certain privileges depending on the circumstances.

ATC feels so strongly about 100% attendance that we make sure parents are notified and involved at the earliest possible time. We will ask parents to be present for a meeting if their student does not follow our school's attendance expectations. The school takes attendance very seriously because every hour missed is learning missed. Our goal for attendance goes hand in hand with our goal for student academic and personal success. Students with chronic absences do not do well in school.

ATC TARDY POLICY

Students are expected to be on time for class. Students miss valuable instruction and their teacher's lesson introduction details when they arrive late. **When a student arrives late for school, the parent and no one else must come in to the front office and sign the student in for the day. Students who drive to school must sign themselves in at the front office before proceeding to class.** When a student is late to class, the teacher will notify the said student and record him or her as tardy.

2nd Tardy: If a student is tardy for the second time, **the teacher will notify the office**, and the student must meet with the assistant principal to explain why he or she is unable to arrive at school or to class **ON TIME**. Parents/guardian will be notified.

3rd Tardy: If a student is tardy for a third time, **the teacher will notify the office**, parents will be notified and informed that any additional tardy will require attendance at a mandatory meeting at school with the assistant principal to discuss why he or she is unable to arrive on time. The student will be placed on an **Effort and Attendance Contract** that said student and parents will sign.

4th Tardy: If a student is tardy to school or for class for the fourth time, said student will have disregarded the Effort and Attendance Contract **and therefore the teacher will notify the office**. Parents will be notified and the requirement in the contract that a parent accompany the student to class will be enforced. A parent will be required to attend classes with the student the following day to assure that the student is able to arrive on time to school or to class.

Any subsequent tardy that is recorded on a student's official attendance record will require the student and parent/guardian to meet with the ATC Director and assistant principal to consider whether the student wishes to remain or should continue as a student at ATC.

STUDENT CHECKOUT POLICY

Checkouts should be kept to a minimum. If a student needs to be checked out of school, the office staff must speak with and be able to verify that it is the student's parent/guardian who is giving permission. **ONLY A PARENT/GUARDIAN CAN GIVE PERMISSION FOR A STUDENT TO CHECK OUT OF SCHOOL.** Students must sign the checkout book before leaving school. Students may not check out of school and remain on the school campus. If a parent/guardian plans to go out of town, the parent/guardian must notify the school principal or secretary concerning who will have permission to check the student out of school during this time.

Note about student self-checkouts:

Even though students may be eighteen years of age and considered to be adults in the eyes of the law, when they are students at ATC, they must abide by our checkout policy. The only exception to this policy is when the student is recognized as an "EMANCIPATED MINOR" by the New Mexico Judicial System and has provided ATC with a copy of the emancipation document signed by the proper legal authority.

ATC COMPUTER/INTERNET ACCEPTABLE USE POLICY

Students are responsible for the choices they make when using ATC's technology equipment and/or the internet. ATC expects students to own behaviors and accept the consequences for appropriate and inappropriate choices when using any of our school's equipment. The following is a list of expectations and conditions for student use of computers and internet:

- Food or drinks are not be consumed in the computer labs or while using school computers.
- Any student who damages ATC's technology equipment or facilities will be required to make financial restitution for the damage he/she causes. In the event that the student does not or cannot make financial restitution, the student's parent agrees to be completely responsible for making financial restitution for the damage caused by his/her child.
- Students who access the Internet or use Email to engage in cyber-bullying, sexting, or who knowingly send or receive sexually explicit pictures or text, hate or racist information, or other related information that results in harm to another individual will face severe consequences that may include loss of technology/computer/Internet privileges, or suspension for the remainder of the school year.
- Students are not to make changes to programs, computer settings, or other individuals' data. This includes adding programs to the server, changing established access or administrative settings, adding personal programs or software, downloading flash games or software of any type, or formatting disks—**without specific permission of the technology supervisor.**
- Users are not to attempt to gain access to Internet sites that are secured from intrusion or attempt in any manner to bypass the Sonic Wall.
- Students are not to access chat rooms or any other non-educational areas/sites on the Internet unless instructed by the supervising teacher. This includes but is not limited to any type of site such as yahoo messenger or MySpace.
- Individual students are responsible for logging on and off school computers with their assigned user name and password. Students will not log on/off using another user's login or password. Students will log off after they have completed their session or assignment.
- Students who are found to have violated any of the conditions or specific elements of ATC's Computer/Internet Acceptable use Policy are subject to loss of their computer and/or Internet privileges at school, use of school computers, and other disciplinary consequences for an amount of time to be determined.
- **ATC EXPECTS STUDENTS TO MAKE WISE CHOICES. MAKING WISE CHOICES ALLOWS STUDENTS TO KEEP TECHNOLOGY PRIVILEGES IN TACT. IF A STUDENT CHOOSES NOT TO ABIDE BY ATC'S ACCEPTABLE USE POLICY, SAID STUDENT WILL BE HELD RESPONSIBLE FOR HIS/HER CHOICES.**

GRADUATION POLICY

Participation in Graduation Exercises:

Graduation dates for students at The Academy for Technology and the Classics charter school are scheduled on the yearly school calendar and approved by the ATC Governing Board. Graduation dates and times will not be changed without approval of the Director.

Graduation exercises will be scheduled at the completion of the regular school year and at the end of the summer school session. Students who opt for early graduation may participate in either one of the graduation ceremonies.

The school Director must assure that all students who participate in the graduation ceremony have met all requirements for graduation including completion of all course requirements and successful passage of required state exams. The Director must develop procedures for routine credit checks through the school's Student Services Department to assure that students are on schedule for graduation. The Director or designee must notify students and parents if it is determined that the student will be unable to meet requirements for graduation. The Director or designee cannot approve participation in graduation ceremonies unless a student has met all ATC graduation requirements.

The Director or designee must assure that students have ample time to review and approve their name as it will appear on the diploma.

Student Graduation Speeches: Students may deliver speeches during graduation as an approved part of the ceremony. The Director will review the content of such speeches, but must be careful not to censor speeches unless such speech contains profanity or derogatory statements against a class, race or group. Federal law protects student First Amendment rights to free speech.

VISITOR POLICY

The ATC Governing Council believes the school must maintain a safe campus that is free from unnecessary problems or disruptions to the educational process. The policy that follows is intended to improve our ability to assure that students are safe from potential actions of unauthorized person who may enter ATC property.

ATC is considered to be a closed campus. That means outside visitations are controlled and permission to visit must be obtained from the school administration. Teachers or other staff members will not give permission or permit unauthorized individuals to contact students. All individuals are required to check-in at the office when they arrive. No one is exempt from the check-in requirement.

Parents or Guardians are welcome and encouraged to visit the school at any time. Other family members may also visit for an official purpose such as delivery of school-related materials, medical supplies, delivery of a parent communication to a student, or special checkout (if verified by parent via written or verbal notification). Visits for social purposes are not allowed.

Non-Family Visitors: Visiting a student is limited to one (1) fifty minute class period.

Former ATC students who were in good standing when they withdrew or graduated and who had no major/serious discipline concerns while they were a student at ATC may visit the school with permission of the administration. These individuals must check-in at the office and obtain permission to visit from a school administrator or the designee. Office staff will not be allowed to give permission for visitations.

Individuals who are not former ATC students may be allowed to visit the school only if their request is submitted 24 hours prior to the date and time they wish to visit.

There will be no exceptions to the former student requirement without specific administrative approval. Permission to contact an ATC student will be solely at the discretion of the school administrator or designee. If permission is granted, the administrator or designee will provide a written authorization to the individual visitor(s). This authorization is for only one specific date and time. If permission is not granted to remain on ATC property, the individual will have to leave ATC property immediately.

Note: If an unknown individual arrives at the school, claims to be a relative, and requests to visit or check-out a student he/she will not be allowed to visit or remain on ATC property without positive picture identification and a determination that they are, in fact, related to and have a specific reason to visit an ATC student. The administrator or designee may Xerox and keep a copy of the identification provided by any individual who asks to visit anyone at the school.

To prevent any unnecessary emotional upset or hard feelings, it is recommended that any visitor other than a parent, guardian, or other individual listed on the student's personal information form (white office binder) bring a signed document from the parent or guardian requesting that the individual be allowed to contact the student. The school administration will determine the validity of the request and may/may not allow the individual to remain on campus. Law enforcement officials, professional service providers or others who accompany a parent or guardian are allowed to remain on campus to complete their business.

* Variations or exceptions to any and all of the above must be approved by an ATC administrator or designee.

POLICY FOR USE AND/OR POSSESSION OF ILLEGAL SUBSTANCES,
ALCOHOL AND/OR TOBACCO

Process Steps for students who possess use, distribute, or traffic illegal or controlled substances or drug-related paraphernalia on ATC property:

Controlled substances prescribed by an individual's physician and used as prescribed by that individual are not subject to the process described below. Students are exempt if they find a substance and immediately turn in the substance to an ATC staff member.

When a staff member witnesses or can otherwise substantiate that a student or other individual on ATC property possesses, distributes, traffics, is under the influence of controlled or illegal substances, or possesses paraphernalia/items used for the transport, sale, or use of illegal drugs the procedures below will be followed.

1. If the staff member finds a student under the influence of or in possession of an illegal substance or drug paraphernalia, the staff member will confiscate the items.
2. The staff member will immediately contact the office and make arrangements for the student/individual to be brought to the principal's office.
3. The student or individual will be provided with first aid, if required.
4. The student or individual will be isolated from other students and placed under continuous visual adult supervision until a law enforcement official arrives.
5. The confiscated substance or items will be given to the principal or the principal's designee for safekeeping and transfer to law enforcement as required.
6. Law enforcement officials will be notified.
7. Every effort will be made to notify the student's parent or guardian of the incident.
8. If contact is made with parents/guardians they will be requested to immediately report to the school. They will be informed that law enforcement officials will be notified.
9. If the student or individual smells of marijuana, is visibly intoxicated and/or smells of alcohol, the principal or designee may, with another staff member of the same sex as the student present, search the student for contraband. Physical searches of students will not progress beyond asking the student to empty the contents of his/her pockets and a search of backpacks, purses, book bags, lockers, or items of a similar nature. No further searches are to be conducted by ATC staff members. Further searches will be conducted only in the presence of the student's parent or by a law enforcement official.
10. If a student smells of marijuana or alcohol or is suspected of being under the influence of illegal or controlled substances, a search of the student's locker and/or car may be conducted by a school administrator or designee.

CONSEQUENCES FOR USE AND/OR POSSESSION OF ILLEGAL SUBSTANCES,
ALCOHOL AND/OR TOBACCO

The consequences for use or possession of illegal substances, drug-related paraphernalia or unauthorized use or possession of controlled substances on ATC property are described below. A separate procedure for tobacco use or possession is provided.

1. For a first offense, the student will be suspended for not more than five (5) days. **A manifestation determination (when appropriate) will be conducted within two school days.**
2. After the suspension is completed, the student and parent must meet with the Director or the Director's designee to discuss reinstatement options.

3. Upon reinstatement, the student and parent will sign and acknowledge a no repeat use or possession behavior contract.
4. The contract requires that the student enroll in and complete counseling for his/her substance abuse violation. For first offenses, counseling may be provided by a community based substance prevention program, a private licensed counselor hired by the parent, a minister, priest, Rabbi, or other spiritual counselor.
5. The parent must provide written documentation within two (2) weeks that the student has enrolled in a program. Otherwise, the student will be removed from school until his/her enrollment is verified in writing. Should the requested verification not be completed in a timely manner, the student may be recommended for long term suspension or expulsion.
6. Written verification must be provided to the school Director that the student has completed his/her designated counseling program.
7. If the student fails to complete his/her counseling or has a repeat violation of the ATC illegal substance policy, he/she will be immediately suspended while a recommendation for long term suspension or expulsion is considered.
8. **Students who have a second offense** will be suspended for not more than ten (10) school days. After the suspension is completed, the student and parent will meet with the Director or the Director's designee to be informed that a formal meeting with the ATC Governing Board will take place. The purpose of this meeting will be to review the student's behavior and determine if the student should face an expulsion hearing or be conditionally reinstated.
9. **Students who have a third offense** will be suspended for ten (10) days and be subject to an immediate recommendation for expulsion by the school administration. The student and parent will be required to present themselves before the ATC Governing Board for an expulsion hearing. During the hearing, the ATC Governing Board will consider options regarding the student's continued enrollment at ATC.

Distribution or Trafficking Offenses

Distribution and trafficking of alcohol and drugs are considered to be extremely serious offenses. Distribution is giving substances to other students. Trafficking is exchanging money for illegal or controlled substances.

Consequences for Distribution or Trafficking Offenses

1. The ATC staff member will notify the Director or designee.
2. The Director or designee will first notify the parents and then notify appropriate law enforcement officials (usually the Santa Fe County Sheriff's Department). The student will be released to an appropriate law enforcement official.
3. The Director or designee will conduct a preliminary hearing to determine the predominant facts related to the incident.
4. Student is suspended for a minimum of six (6) days, but not more than ten (10) days.
A manifestation determination will be conducted (when appropriate) within two (2) school days.
5. During the suspension, a meeting will take place between the parent, student, ATC administration, and others deemed appropriate by the ATC Principal to consider options for a Formal Hearing before the ATC Governing Board where consideration for long-term suspension, enrollment in an alternative placement, or expulsion will be considered (unless preempted by 504 or special education regulations)

6. Enrollment Probation: Any student who is allowed to return to ATC after engaging in any offense related to distribution or trafficking of alcohol, illegal substances, or drugs will be placed on enrollment probation. Any subsequent violation of ATC policies related to illegal or controlled substances or any of the serious offenses described in the ATC Student Handbook will immediately result in a formal recommendation for permanent expulsion from ATC and denial of future enrollment at ATC.

Tobacco Use and Possession

1. The ATC staff member will inform the Director or designee immediately.
2. The Director or designee will inform the parents and establish a time for a meeting with parent(s) and student(s).
3. A no repeat use and no repeat possession contract will be completed.
4. The student and parent will be referred to free smoking and tobacco community classes in lieu of a three to five day suspension. The school will provide information on possible sources for classes. Verification of enrollment must be provided to ATC within two (2) weeks or the student will immediately be suspended for a minimum of three (3) days.
5. **After the first offense**, all other offenses will result in required formal tobacco avoidance classes or sessions, long-term suspension, or other options as determined by the ATC administration.

Note: ATC is located in the county. Therefore, officers from the Santa Fe County Sheriff's office respond to investigate reports of possession, use, trafficking, etc. of illegal or controlled substances. Any actions, procedures, or imposed consequences by law enforcement or the courts are separate from the actions taken by ATC.

1. When law enforcement officers arrive, they may/may not arrest the student but will likely interview the student at the school. Law enforcement officers will determine if they do/do not conduct an interview.
2. Law enforcement will complete a report of the incident and submit it to the proper juvenile or other agency (the student's age is a factor in reporting).
3. ATC has no control over the procedure followed by the law enforcement investigator who writes the report or by the legal officials that handle the case. The information we receive is limited. However, staff members may be asked to present evidence or give statements to the investigating officer.
4. Patience is required. The number of juvenile cases reported for action is significant. Therefore, it may be some time before we are able to determine the final legal outcome of any charges that are filed by the investigating officer. It may take several weeks before students are required to be in court. Charges indicated by law enforcement may/may not be reduced or dismissed when the student appears in court.

MISCELLANEOUS

Guidelines for Student Dress

Students are expected to dress appropriately and respectfully for school. Discretion will be used to determine the appropriateness of a student's dress on an individual basis. Dress which calls undue attention to one's body, advertises drugs, alcohol, tobacco, or sayings/language which are rude, offensive, or gang-related will not be tolerated.

The administration reserves the right to address individual instances of inappropriate dress that are not covered by these guidelines, and classes missed to address this issue will be unexcused. Excessive abuse of the dress expectations will result in appropriate disciplinary action. **Repeat violations of the dress code may result in suspension from school.**

Students Who Drive To School

Students who drive themselves to school must obtain a student parking permit from the front office. The permit costs \$25.00 per car. **Proof of a valid driver's license and insurance is required.**

All students must park in the designated area. The speed limit on school grounds is 5 miles per hour. Failure to adhere to parking designation and speed limit will result in a loss of parking privilege.

Once students arrive onto campus, they must immediately exit their cars and enter the building. They should make sure they have everything they need for the day as students may not go out to their cars during the school day. Failure to comply shall result in the loss of parking privileges.

Students who drive themselves SHALL NOT leave campus for any reason during the day without permission of the front office. Leaving campus without permission is truancy and will result in disciplinary action and loss of parking privileges. Students who lose parking privileges will not be refunded for parking permits.

The ATC governing council and administration do not assume any responsibility for individual vehicles, including contents of the vehicle. Any risk or loss or damage to a driver's vehicle is solely born by the owner and/or driver of the vehicle. Students who violate these rules will have their campus privileges revoked.

LEGAL

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Notice of Parents' Right to Know

In accordance with the **No Child Left Behind Act, Part A, Section III**, Parents' Right to Know, as parents/guardians you have the right to know the following information about any teacher, paraprofessional, or principal who works with your child:

- Teacher, paraprofessional, or school Director's name
- Teaching or classroom assignment
- Current licensure, level, and type of license held
 - (1) Whether the teacher, paraprofessional, or principal has met State qualification and licensing criteria for the grade levels and subject areas in which the/she provides instruction
 - (2) Whether the teacher, paraprofessional, or principal is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
 - (3) The baccalaureate degree major and any other graduate certification or degree held by the teacher or principal and the field of discipline of the certification or degree
 - (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you are interested in requesting this information, please submit your request in writing to:

Ms. Jaelyn Gomez, Human Resources Coordinator
The Academy for Technology and the Classics
74 A Van Nu Po Rd.
Santa Fe, NM 87508

Wright's Law

Wright's law pertains to special education students. Parents should familiarize themselves with this law which can be accessed at <http://www.wrightslaw.com/>.

Megan's Law

Notice to Parents and Guardians:

The New Mexico Department of Public Safety (DPS) regularly publishes information on registered sex offenders.

The Board of Education urges all parents and guardians of district students to check the listing of registered sex offenders residing within the district so that they may take appropriate precautions for the safety and welfare of their children/charges.

The listings include address of registered sex offenders in most cases, so parents and guardians may determine if registered sex offenders live near their children's or charge's schools, school bus stops, or their walking routes to school.

Parents and guardians may review the listings on the DPS's website:
www.nmsexoffender.com

The listings may be searched by city, county and by other categories. If you do not have a computer in your home through which you can access the DPS website; you can utilize a computer at the public library or contact DPS directly at (505) 827-9193.

Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of a sex offense prior to that date and were incarcerated or on probation/parole as of that date. The integrity and accuracy of the information is based in the information provided at the time a sex offender registers. Address information is subject to frequent change. Information is updated when a sex offender registers, re-registers, after moving or following annual renewal; however, you are cautioned that the information contained on the web page may not reflect the current residence, status, or other information regarding the offender.

If you believe there is a question regarding the accuracy of the information provided, please notify the DPS at (505) 827-9193.

Student and Parent/Guardian acknowledgement of receipt and agreement to comply with ATC policies and regulations:

Parental signatures on this document acknowledge that when they enroll their child/children as a student at ATC parents give their complete and unrestricted acknowledgement and agreement that their child/children will abide by and follow all policies and regulations of the school and the ATC Governing Board. The student's also acknowledge that he/she is required to and will abide by and follow all policies and regulations of the school and the ATC Governing Board.

Print Student's Name

Student's Signature and Acknowledgement

Date

Print Parent/Guardian's Name

Parent/Guardian's Signature and Acknowledgement

Date

Note: This consent will be kept on file by ATC until replaced by a subsequent more recently dated form/copy.

Waiver of Publication:

If the parent or guardian of the student whose signature appears above does not wish the student's picture and /or personal information to be placed on the Internet or shared with news media/reporters, the parent/guardian must sign the following acknowledgement.

I do not give permission for ATC to supply/publish my child's photograph and/or personal information to news media personnel and/or publish photographs and personal information about my child on the Internet or in newspapers.

Parent/ Guardian Signature

Date