

La Promesa Early Learning Center

“Where Success speaks louder than words”

2017-2018 Parent/Student Handbook

School Telephone Numbers:

Central: (505) 268-3274

Unser: (505) 836-7706

Executive Director: Mr. Chris Jones

Director of Operations: Mrs. Diana Diaz

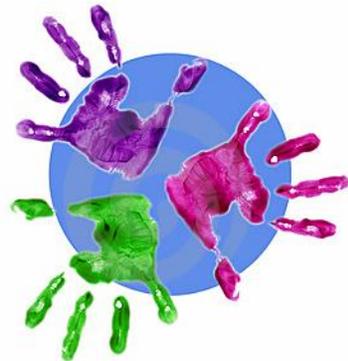


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La Promesa Early Learning Center

Philosophy

La Promesa Early Learning Center staff believes the worth and dignity of each and every individual, whether a baby in diapers, a third grader studying multiplication, a high school student reading Plato, a parent working in their occupation or someone proud of his grandchildren. We see individual strengths and encourage those strengths; we strive to help individuals achieve one's greatest potential. La Promesa Early Learning Center staff uses several innovative strategies and techniques, which have proven to be highly successful.

We accept the premise that the best program in school can only be successful if there is a strong home/school relationship. We respect that parents and families know their children in great depth. We learn immense information about our students in a group setting and use various methods to truly understand them. We also believe joining our knowledge and understanding, with the knowledge of love of you as a parent, will create a powerful force in the academic, social, emotional and physical success of La Promesa Early Learning Center students.

Teddy Roosevelt once wrote, **“If you think that you can, you’re absolutely right. If you think you can’t, you’re absolutely right.”** This is a profound statement that we believe to be true for our students as well as ourselves, **“one can do anything once they set their mind to”**. We also believe that **“Education is a journey, not a destination”**. We know that we are in this journey together, hand-in-hand as partners, to give every single child the very best education possible. We need your help along every step of this journey because education changes to a “destination” when there is not consistent parent participation, academic growth, or pride in what is accomplished along the way. Let’s join this “journey” together!

CHILDREN LEARN WHAT THEY LIVE

By Dorothy Law Nolte

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with fear, he learns to be apprehensive.

If a child lives with jealousy, he learns what envy is.

If a child lives with encouragement, he learns to be
confident.

If a child lives with acceptance, he learns to love.

If a child lives with approval, he learns to like himself.

If a child lives with recognition, he learns that it is good
to have a goal.

If a child lives with friendliness, he learns that the
world is a nice place.

If a child lives with tolerance, he learns to be patient.

If you live with serenity, your child will live with peace
in mind.

What is your child living with?

LA PROMESA EARLY LEARNING CENTER



Where success speaks louder than words

Chris Jones, Executive Director

Dear Parents/Guardians:

I am pleased to return as your Principal/Director of La Promesa Early Learning Center. La Promesa is one of the first charter schools authorized in Albuquerque, and we are happy to have served the community as a Bilingual Dual Language charter. We would like to welcome all new and returning families to La Promesa Early Learning Center Charter School. The entire La Promesa administration and staff thanks you for your commitment to education and look forward to partnering with you in the process of educating your student. We are very excited about the 2017-2018 school year!

The upcoming year brings many challenges and goals set forth by the Public Education Commission. We were able to overcome many hurdles last school year, and for your support I cannot thank you enough.. We know that it is our loyal families and our high quality staff that have allowed us to make a reality of the vision of former Director. Her vision has been for La Promesa to provide a continuum of high quality education to students that will take them from Pre-Kindergarten to a high school and then post-secondary graduation. This year our three pillars of success will be: 1) social emotional learning, 2) response to intervention, and 3) professional development for staff.

We are, of course, highly committed to our Dual Language Model. In addition, we will maintain an expectation for our students to become productive citizens who thrive in the 21st century. La Promesa staff and administration believes that every child can succeed and we sustain high expectations and high standards to assure that our children will be triumphant in all their endeavors. We understand that in order to be successful, it is essential that we form a partnership with you, the parents. "Home is a child's first and most important classroom." Therefore, we understand that in order for students to succeed socially, emotionally, and academically, we must foster a positive and collaborative working relationship with parents and our community. I encourage you to participate in school events and complete the parent engagement survey so we can identify ways that you can support your student and others.

We look forward to working with each and every one of you and are confident that 2017-2018 will be a great year!

Sincerely,

Chris Jones

ED/Principal

Daily Schedule

8:15-3:15	Instructional Day
8:00-8:15	Student Drop-off
8:15-8:30	Breakfast in the Classroom
11:00-11:30 (1)	K & 1 st Lunch
11:30-12:00 (2)	2 nd & 3 rd Lunch
12:00-12:30 (3)	4 th & 5 th Lunch
12:30-1:00 (4)	6 th , 7 th & 8 th Lunch
3:15	K – 8 th Grade Dismissal

Attendance Policy

In accordance with the “New Mexico Compulsory Attendance Law”, all school age children over the age of five (before September 1st) and students under the age of eighteen (18) years and who have not yet graduated from high school or earned a high school equivalency certificate, are required to attend school. This law is enforceable unless parents have requested through writing and have been formally granted permission for their school-age student to leave school due to hardship. Excessive absenteeism, regardless of the reason, will negatively affect achievement in class. **Compliance is the responsibility of the parent/guardian.** Research clearly states that consistent school attendance is highly proportionate to academic success.

The staff at La Promesa Early Learning Center considers school attendance and punctuality a necessity to reach student expected outcomes as well as instilling life skills for students. Daily school attendance is necessary for students to benefit fully from the instructional program. The La Promesa Early Learning Center does recognize that there are situations that dictate a student's absence. Students and their families, however, must assume responsibility for the student's absences and recognize that excessive absenteeism, regardless of the reason, will negatively affect the student's achievement in class.

Unexcused absences up to fifty percent of an instructional day will count as **one-half day absence** and the unexcused absences of more than fifty percent of an instructional day will be counted as **one full-day absence**.

At La Promesa Early Learning Center, a student is considered in need of intervention at five (5) unexcused absences and a habitual truant at ten (10) unexcused absences within an academic year. If there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services of the judicial district in which the student resides.

Excessive excused absences may result in further inquiry from the principal and request for additional documentation. Family vacations are considered **unexcused absences**, and it is expected that parents will schedule vacations during periods of time when school is not in session. Students who are signed out before the end of the instructional day must have written

documentation of the reason (as defined under excused absences) or be subject to the same consequences as tardy.

La Promesa Early Learning staff will follow the attendance process outlined in the Attendance Procedural Directive. This Directive strives to work with students and their parents/guardians by notifying, meeting and planning with parents/guardians to provide intervention strategies that focus on keeping students in an educational setting. If there is another unexcused absence after delivery of a written notice of habitual truancy, the student will be reported to the probation services office of the judicial district for possible legal actions.

Make-up Work

- Students are entitled to make up work for all excused absences and up to 10 unexcused absences with the following exceptions;
 - The Principal has the discretion to decide whether or not a truant student (10 unexcused full day absences) will be entitled to make up their work.
 - On the first day back to a class, students are responsible for completing and submitting the **Make-Up Work Request Form** in order to obtain make-up assignments.
 - Students will have the opportunity to complete the work in a period of time equal to the number of days absent unless other arrangements have been mutually agreed upon and documented by the student and the teacher.
 - Failure to complete make-up work in the time allowed may place students at risk of not earning class credits and may cause retention.
 - Teachers will need 24 hours from the time of the request to compile assignments.
 - Students are expected to take semester finals on the days they are scheduled.
 - Students will be permitted to make up finals if they are missed due to an excused absence.

Attendance Procedural Directive

- La Promesa Early Learning Center Charter School will hold an annual meeting at the beginning of the school year to explain attendance policies and procedures and to solicit recommendations and suggestions from families. La Promesa school staff will refer to La Promesa Attendance Policy School when discussing attendance policies and procedures with families.
- A parent/guardian is responsible for calling to notify La Promesa in the event of their student's absence. We are concerned for the safety of our students. Each day of your child's absence, please call the office at 836-7706 (Unser) or 268-3274 (Central) to notify us that he/she will be absent. The absence may be left on the school recorder before the end of the instructional day. If a phone is not available in the home please send a note to the office upon return.

- The school should be notified by the parent or guardian of anticipated absences because of family trips, family emergencies, and medical or agency appointments.
- Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session. The school should be notified by the parent of anticipated absences for family emergencies and medical or agency appointments.
- Principals may request additional documentation for excessive excused absences.
- Calls from a parent/guardian regarding absences are requested as early in the school day as possible, but they will be accepted until the end of the school day.
- School staff will make an attempt to contact the parent/guardian if the school has not received notification of absences for three (3) consecutive days.
- Teachers will take attendance for each instructional day in the morning AND afternoon.
- Absences will be recorded daily in the School Master Data Management System then imported into to the Student Teacher Accountability Reporting System (STARS).
- The Parent Liaison or School Clerk will make A “Safety Call” to parent/guardian if the student has not been recorded as present by 10:00 AM if a student as not been recorded as present by 9:00 AM.
- Absences may be excused for the following reasons with appropriate documentation:
 - Illness (including chronic illness documented on a health plan, IEP or 504 plan)
 - Limited family emergencies; family deaths
 - Medical, health or legal appointments
 - Religious commitment
 - Diagnostic testing
 - Limited extenuating circumstances as approved in advance by the school principal
- All absences for other reasons are unexcused including:
 - Non-school sponsored activities or trips
 - Family vacations outside of the normally scheduled school break
- At La Promesa a student is considered “a student in need of early intervention” at five (5) unexcused absences and a habitual truant at ten (10) unexcused absences in a year.
- La Promesa will investigate unexcused absences through telephone contact or home visits with parents/guardians as soon as possible and advise them regarding the importance of regular school attendance and the legal implications of missing school in the parents’/students’ language.
- A written notification letter will be sent to parent/guardian, of those students at the three (3) day unexcused benchmark, being respectful and in the language and manner that is understandable by student and parent/guardian.
- A written notification to parent/guardian, of those students at the five (5) day unexcused benchmark, will be generated automatically, being respectful and in the language and manner that is understandable by student and parent/guardian.

- The School Liaison and/or Principal will within a week of the 5th unexcused absence schedule an “Attendance School Hearing” to be conducted by the “Health/Mental Health Team”. The Mental Health Team will include the Principal, Parent Liaison, and Classroom Teacher. An Attendance Contract inclusive of interventions will be drawn with signatures of the team and parent/guardian. The interventions will contain follow-up procedures to ensure that the causes for the student’s unexcused absences are being addressed. Students will be referred to the School Health/Mental Health team if appropriate.
 - A conference **may** be held with parents/guardians and student by the Health/Mental Health Team when the attendance problem appears to be developing.
- School Health/Mental Health teams will review student file, review interventions to address truancy and identify and document new interventions to keep students in school. They may assign school staff to work with the student or they may refer to an outside agency to work with the student and family.
- If the student is a habitual truant (10th unexcused absence), school staff will give written notice of the habitual truancy by certified mail to or by personal delivery (in the language and manner that is respectful and understandable by parent/guardian and student) to the Student’s parent(s)/guardian(s); the notice shall include a date, time and place for the parent to meet with the school staff review intervention strategies that focus on keeping the student in an educational setting.
- If there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence, be reported to the Juvenile Probation Office for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code.
 - If the student is a habitual truant La Promesa shall document the following for each student identified as a habitual truant:
 - Attempts of La Promesa to notify the parent that the student had unexcused absences;
 - Attempts of the school to meet with the parent to discuss intervention strategies; and
 - Intervention strategies implemented to support keeping the student in school.

Excessive Absences

- School-sponsored activities taking students out of school are not included when evaluating excessive absences. No more than ten (10) school-related absences shall occur per class per semester.
- State law, Section 22-8-2, requires schools to withdraw a student after ten (10) **consecutive days** of absence, but only after the school has exhausted its efforts to keep the student in an educational setting through a variety of documented interventions.
- La Promesa **may not** use out of school suspension or expulsion as punishment for truancy.

Tardies

Students must report to the office if they arrive after 8:00 am. Parents **MUST** sign in their student or it will be documented as an unexcused tardy.

- Students who are tardy for class will receive consequences.
 - Consequences for being tardy will be determined by the school administration. Examples of consequences include extended time in an alternative academic or community service setting (i.e. lunch, recess, after school, Saturday school, etc.).
 - A parent/guardian must sign a student out of school at the front attendance desk if a student is leaving before the end of the instructional day. If it is necessary to take your student prior to dismissal, please do so prior to 2:00 PM. No students will be dismissed from class after 2:00 PM unless in an emergency.
 - Tardies and early releases are tracked by the front office. A mandatory meeting with administration will be required in the event that a student accumulates 5 tardies/early releases.

Special Education Attendance

Regular attendance is expected of special education students unless individual needs of such students is documented on an IEP Health Plan and recommended by the IEP committee.

Native American Students and Parent(s)/Guardian(s)

- Consideration will be given of the sovereignty of a Native American tribe.
- La Promesa will enter into a memorandum of understanding with the Native American tribes if needed.
- La Promesa will respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification.
- La Promesa will emphasize a better understanding of tribal customs, religious practices and laws, with regard to Native American students.
- La Promesa will utilize respectful and effective ways to notify a parent(s)/guardian(s) of student in need of intervention and habitually truant Native American student's families or other agreed upon resources.
- La Promesa will respectfully follow-up or reinforce procedures after Native Americans children have undergone intervention Contract.

School Student Drop Off/Pick Up

- School grounds are only supervised during the school day.
- Parents may not drop off their students at the La Promesa campus more than fifteen (15) minutes before school begins (7:30 AM).
- All students must be picked up within fifteen (15) minutes at the end of the school day. (3:30 PM) with the exception of the afterschool registered students.
- If extenuating circumstances prevent a family from picking up a student on time, the school must be notified within fifteen minutes of the end of the school day.
- If students are repeatedly left on campus outside of the school day hours, an administrator will attempt to contact the family to discuss the problem.

- If the problem continues, the student may be considered abandoned and the police will be notified and such children may be subject to transportation to a designated state shelter.

Students transported by Bus:

- Students arriving at school in the morning by bus will be put in the bus at dismissal.
- Parents wanting to put or take a student off the bus must call the office no later than 1:00 PM to give enough time to notify the teachers.

Students walking to and from school:

- A written consent form must be filled and kept on file in the office that gives permission by the parent/guardian for the child to walk to and from school.
- Parent not wanting student to walk home, must notify office.

Announcements

The staff of La Promesa Early Learning Center makes every effort to communicate clearly and often with students and parents. We request student and parental participation to communicate with us as well. Please check students' backpacks daily for their Communication Folders which will hold important announcements or communication regarding your child or children. Also, please check out our school website: www.lpelc.com for up to date calendar, newsletters, announcements, as well as teacher pages that include important class-related information.

Changing of Student Information

It is very important for parents to keep the school informed, in writing, of any changes in student information to include but not limited to:

- Allergies
- Medication
- Illnesses
- Doctors
- Hospital Choice
- Address
- Phone number (please make sure we always have a current phone number)
- Emergency Contact Numbers
- Court Orders
- Authorized person who may pick your child up from school
- Unauthorized individuals who are not permitted to pick your child up from school

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the La Promesa Early Learning Center receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and

notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the La Promesa Early Learning Center to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the La Promesa Early Learning Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Immunization

Parents must present a copy of the students' immunization record to the school secretary at registration. Students who are not current on immunizations will not be allowed to attend school until they become current. New Mexico State Department of Health requires that all students attending school have the following immunization:

- | | | |
|---|------------------------|-------------------------------|
| • Hep B Series (Hepatitis B): | | 3 doses |
| • DTaP (Diphtheria, Tetanus, Pertussis) | At least | 4 doses, one after 4 yrs. old |
| • IVP (Oral Polio) At least | | 4 doses, one after 4 yrs. old |
| • MMR (Mumps, Measles, Rubella) | 2 doses, 1 recommended | Between 4-6 yrs. |
| • Varicella (Chickenpox) | 2 doses or had disease | |
| • Hib (Haemophilus Influenza type b) | | 3 doses by 1 year of age |

Medications

Students are not allowed to bring any non-prescription or prescription drugs to school. Parents must bring the medication to the school's nurse or health assistant in a closed and labeled original container with written directions for administration of the medication. Possession of any medication not handled in the above manner will result in disciplinary action.

Visitors

Safety is very important in our school. All visitors must report to the office and sign in. A pass will be given to all visitors. We only want to make sure all visitors have legitimate reason to be on our campus. All employed staff, volunteers, and visitors are required to wear badges. In addition, students are not allowed to bring visitors to school, (older siblings, cousins or friends). This violates La Promesa Early Learning Center's insurance policy. Parents and adult family members are always welcome!

Student Behavior

LPELC uses the *Love and Logic* method of working with students that promotes positive school wide discipline.

Core Beliefs-Developed from the "Love and Logic" method of dealing with behavior and discipline

1. I believe that every attempt should be made to maintain the dignity of both the student and adult during a disciplinary situation.
2. I believe that students should be guided and expected to solve the problems they create while preserving the educational environment.
3. I believe that there should be a logical connection between the students' actions and the consequences that follow.
4. I believe that students should be given the opportunity to make decisions and live with the natural or logical consequences whether good or bad.
5. I believe that the adult's emphasis should be placed on helping student learn to problem solve and to adopt new behaviors.
6. I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world.
7. I believe that it is best if the students do most of the thinking with adult guidance placed on helping students learn to problem solve, adopt, and implement appropriate new behaviors.

School and Classroom Rules

1. I will treat you with respect so you know how to treat me.
2. If you cause a problem, I will ask you to solve it.
3. If you can't solve the problem or choose not to, I will do something.
4. Feel free to do anything that doesn't cause a problem for anyone else.
5. What I do will depend on the special person and the special situation.
6. If you feel something is unfair, there will be an opportunity to express that.

Recovery-This is a method of removing a child from the regular classroom activities to preserve the learning environment so:

Goal #1: The teacher can teach

Goal #2: Other students can learn

There will be three “recovery” areas.

- Somewhere in the classroom
- Another teacher’s classroom
- In the event that students display severely problematic behavior that endangers themselves or others, a space for recovery will be determined by the Crisis Response Team.

Rights to a Free Appropriate Education

All students are guaranteed the right to a free appropriate education. Should the behavior of another student interfere with the ability for a student or students to receive an appropriate education, the student interfering with these rights will be removed from the educational setting. At any time, La Promesa Early Learning Center reserves the right to suspend or expel a student should the behavior or behaviors be dangerous to the safety or educational process of self or others.

Disruption of the Educational Process- See Discipline Matrix (Appendix A)

Consequences will result for cases of bullying, fighting, harassment, inappropriate use of cell phones or other electronic devices, and other forms of disrupting the educational process, or violation of laws, rules and regulations. Acts of misconduct are subject to disciplinary action by appropriate school personnel. Unacceptable behavior is defined as whether or not it disrupts or has the potential to disrupt the educational process. This handbook follows La Promesa, State, and Federal guidelines.

Consequences for Unacceptable Behavior

The school is a community, and the rules and regulations of a school are the laws of that community. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules.

- Minimum mandatory consequences have been established and must be expected for any violation.
- Schools must make a good faith effort to notify the parents or legal guardian of the student in any circumstances where the school’s disciplinary response will exceed administrator/student contact.
- Administrative response to unacceptable behavior may vary as each administrator selects from a spectrum of actions such as those listed here and in each school’s discipline handbook.
- *Administrators may impose consequences beyond those identified as minimum mandatory.*

Suspension

A suspension is the removal of a student from a class or classes and all school-related activities for any period of time. Suspension will include a range of responses from in-school suspension alternatives to long-term removals of one year or longer.

- The school administration must provide written notification to each of a student's teachers and to the student's parents/legal guardians within one (1) school day of imposing any form of suspension. Parents and students have the right to a due process hearing prior to a short or long-term suspension.
- The school administration must keep on file a copy of the notification for any suspension occurring during a school year.
- The principal of the school is responsible for notification, compliance and documentation at his/her school.
- Copies of suspension notification may be discarded at the beginning of each academic year for prior year actions, except for any long-term suspensions or expulsions still in effect.

Short-Term Suspension

Short-term suspension will be at the discretion of the school administrator and will address behaviors that disrupt the educational process. Administrators may impose consequences beyond minimum mandatory in order to maintain the safety and security of the school population.

- Short-term suspension will be limited to no more than five (5) days.
- A student must be given the opportunity for a due process hearing prior to the suspension.
- Each school will have its own method for developing alternative educational settings for students who have been short-term suspended.

Long-Term Suspension

Long-term suspension is defined as the removal of a student from instruction and all school-related activities for more than ten (10) days and up to the balance of the semester, or longer as determined by the hearing officer in cases which are near the end of a given semester.

- A student receiving a long-term suspension may lose credit for the semester unless placed in an alternative school setting.
- A student must be given the opportunity for a due process hearing prior to the suspension.
- The student may, at his/her own expense, choose to be represented by an attorney at the hearing.
- At the principal's discretion, students may be suspended pending a due process hearing.

Expulsion

Expulsion is the suspension of a student from La Promesa for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal from this school system. When appropriate, a student who is expelled may be placed in an alternative program.

- A student receiving an expulsion will lose credit for the semester in which the expulsion occurs, unless the student is engaged in an alternative program.
- A student must be given a due process hearing prior to expulsion.
- The student may, at his/her own expense, choose to be represented by an attorney at the hearing.

Types of Discipline Incidents

Firearms

- Possession, selling or otherwise furnishing a firearm.
- Possession of any explosive device as defined in the Gun Free Schools Act.

The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the Superintendent may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the Albuquerque Police Department.

Referral for Legal Action

- Communication of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency.
- New Mexico law requires that, if any school employee has reasonable cause to believe that a child is or has been in possession of a firearm on school premises, the employee shall immediately report the child's actions to a law enforcement agency and the Children, Youth and Families Department.

Suspension of Extra-Curricular Privileges

Students may be removed, at the discretion of the principal, from any part or all of extra-curricular privileges for time periods up to one (1) full calendar year.

- Participation in extra-curricular activities is a privilege offered to and earned by students.
- Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times.
- Participants are expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extra-curricular privileges.
- *Participation in extra-curricular activities is **not** a student right, and suspension of such privileges does **not** require a due process hearing procedure.*

Attendance Incidents

Students are expected to attend school regularly and come to school on time. Furthermore, after arriving at school, students must not leave campus without parental consent and must report to regular and specialty classes on time as directed by staff. Students may not leave their assigned/designated areas at any time under any circumstance unless given permission by the staff member responsible for supervision. A listing of 'Attendance Incidents' can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Rule Violation

Rules at La Promesa have been established to maintain the order of our school and to ensure the safety of our students. All La Promesa students are expected to follow the established rules. A listing of 'Rule Violations' can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Disruptive Incidents

Behavior that impedes the learning of La Promesa students will not be tolerated. Any disruptions of the educational process will warrant disciplinary consequences. Cooperating with teachers and peers is essential to learning. Students are expected to actively participate in class and activities related to the curriculum, and to refrain from disruptive behavior such as horseplay or using profane language. A listing of ‘Disruptive Incidents’ can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Substance Abuse/Drug Related Incidents

The campus of La Promesa Early Learning Center is tobacco, alcohol, and drug free. All persons entering the campus of La Promesa Early Learning Center are not permitted to carry or use tobacco, alcohol, illegal or non-prescribed drugs. Students may not transmit, sell, or be under the influence of non-prescribed medication, tobacco, alcohol, illegal drugs, and may not be in the possession of drug paraphernalia. A listing of ‘Substance Abuse/Drug Related Incidents’ can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Acts Against Persons

Students should refrain from making physical contact with other La Promesa students or with other persons while participating in off-campus school-related activities. Aggressive acts will not be tolerated, physical nor verbal. A listing of ‘Acts Against Persons’ can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Property Incidents

Destruction of any property of La Promesa Early Learning Center or the property on the campus of La Promesa Early Learning Center requires disciplinary action. This includes theft, vandalism, technology, arson and burglary. A listing of ‘Property Incidents’ can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Other Criminal Incidents

All criminal acts will be reported to law enforcement. We take criminal incidents very seriously in order to preserve the safety of our students. Weapons or look-alike weapons are not allowed on La Promesa property. Please see the complete listing of ‘Other Criminal Incidents’ that can be found within the La Promesa Discipline Matrix, along with the designated consequence for each rule violation.

Searches and Questioning

- Physical Searches – Search of a student’s person or property may be conducted only where there is individualized reasonable suspicion that the student being searched has committed a crime or a breach of the disciplinary code.
 - Minimally Intrusive Searches – Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by any certified school employee, school security officer, or campus security aide.
 - More Intrusive Searches – Searches such as pat downs and frisks may only be conducted by an authorized person of the same sex as the student being searched.

- Most Intrusive Searches - A strip search shall be conducted only upon individualized reasonable suspicion of a safety concern and shall be conducted by a school administrator, of the same sex as the student, and in the presence of another authorized person, of the same sex. Strip searches should only be conducted in life-threatening situations, or in situations that pose a danger to the school population. Administrators who conduct a student strip search will report the incident to their appropriate Associate Superintendent.
- More Intrusive or Most Intrusive searches can only be conducted where there is reason to believe that a student may be in possession of a firearm, a weapon, or a dangerous drug.
- Field Trips – Approved chaperones of the same gender may assist in checking of luggage or personal items for activity/field trips.

La Promesa Early Learning Center Charter School Anti-Bullying Policy

The La Promesa governance board recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

State Statute 6.12.7 NMAC defines “bullying” as “any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

“Bullying” or “harassment” is **any** gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all well being may be at issue.

“Bullying” is conduct that meets all of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more pupils;
- Is conveyed through physical, verbal, *technological* or emotional means; • substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more pupils;
- Is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

LPELC Cyber bullying Policy

House Bill (HB) 54a defines “cyber bullying” as electronic communication that:

- Targets a specific student;
- Is published with the intention that the communication be seen by or disclosed to the targeted student;
- Is in fact seen by or disclosed to the targeted student; and
- Creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s educational benefits, opportunities, or performance.

The La Promesa governance board recognizes that in order to have the maximum impact, it is critical to provide training on how to recognize signs that a person is being cyber bullied for all licensed school employees; Expects any licensed La Promesa staff member with information about or a reasonable suspicion that a person is being cyber bullied to report the matter immediately to the school principal, executive director, or both; Expects the La Promesa principal or executive director who receives the report of cyber bullying to take immediate steps

to ensure prompt investigation of the report; and expects the La Promesa principal or executive director to take prompt disciplinary action in response to cyber bullying confirmed through investigation.

HB 54- Student Discipline for Cyber bullying Confirmed through Investigation

- The La Promesa principal and/or executive director will ensure that disciplinary action for cyber bullying will be by the least restrictive means necessary to address a hostile environment on the school campus resulting from the confirmed cyber bullying
- Such discipline may include counseling, mediation, and appropriate disciplinary action that is consistent with the legal rights of the students involved.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The La Promesa governance board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The La Promesa governance board recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The La Promesa governance board believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The La Promesa governance board believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should

encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate and lack of connectedness
- Student-staff relationships and staff behavior toward the student
- Level of consistency in staff responses to bullying or harassing behaviors
- Level of consistency in application or severity of consequences given to students
- Staff-staff relationships witnessed by students
- General staff management of classrooms and other educational environments

- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with La Promesa student handbook policies. Remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.* Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Loss of Electives times
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or Saturday School, for students, and parent
- Out-of-school suspension
- Legal action
- Expulsion or termination
-

Examples of Remedial Measures

Strategies for Individual Behavioral Change:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices

- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Strategies for Environmental Change (Classroom, School Building, or School District):

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- Change process to improve school culture
- School climate improvement/improvement in conditions for learning and instructional pedagogy (incorporation of brain-compatible strategies)
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for staff in key disciplinary roles
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Increased involvement of parent-teacher organizations
- Increased involvement of community-based organizations
- Increased opportunities for parent input and engagement in school initiatives and activities
- Development of a general bullying/harassment response plan
- Peer support groups
- Increase communication with and involvement of law enforcement
- Engage in community awareness events and planning sessions

The La Promesa governance board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The La Promesa governance board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The La Promesa governance board prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The La Promesa governance board prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with La Promesa policies, procedures, and agreements.

The La Promesa governance board requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff. The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

Lost and Found Money/Valuables

- Students should never carry unnecessary amounts of money. If money is needed at school to pay for items, it should be brought on the day due and taken as soon as possible to the appropriate person.
- Textbooks and personal belongings: jackets, coats, outer clothing, lunch boxes, sack lunches, etc. should be marked with the student's name.
- Students should keep all personal items with them and not leave them unattended.
- Textbooks that are lost, stolen, or damaged are the responsibility of the student.
- Should something be found that belongs to someone else, it should be turned in to the office.

Toys

Students are not allowed to bring personal toys, sports equipment and/or playthings to school. Bringing such items increases the risk for these to be broken, stolen or lost. Personal belongings have been known to cause disagreements, disrupt organized activities, and inflict pain upon others. Please understand we have your child's well-being and safety in mind. Once again, do not allow your child to bring such items to school or they will be confiscated. Parents will be called and asked to come pick them up in the office. *Skateboards, roller-shoes (Heelys) and scooters are not allowed at school.* The wheels must be removed from the roller-shoes prior to entering the school campus.

Electronic Devices

Students are not allowed to bring **cell phones**, MP3 players, portable gaming systems, and other non-essential electronic devices. Bringing such items increases the risk for these to be broken, stolen or lost. Once again, do not allow your child to bring such items to school or they will be confiscated. However, La Promesa will not be held liable for misplaced, damaged or lost tablets brought to school by students.

Uniform Policy - Appropriate Attire for Students:

Slacks and Pants:

- Color: All slacks and pants must be a **solid Khaki for students in Kinder-4th grade; navy blue color for students in 5th to 8th grade.**
- Style: Slacks and pants can be pleated or flat front, full length, appropriately fastened at the waist; if pants have loops, belts are required.
- Material: Cotton, canvas, corduroy, linen, polyester, or twill.

Tops:

- Shirts and blouses must have button down collars or have straight collars. Turtlenecks and polo shirts are permitted. All tops must be worn tucked inside pants, slacks or skirts, unless they are designed to be worn outside.
- Color: All students **in Kinder to 4th grade shall wear maroon shirts;**
- **Students 5th-8th may wear any shade of red, blue, white or maroon solid color polo shirt.**
- Style: Long or short sleeves with a collar required.
- Logos: La Promesa school logos are permitted and are not limited to size.
- Undershirts: Must be maroon or white, and match the color of the top.

Skirts, Skorts, and Jumpers:

- Color: Khaki for students in Kinder to 4th grade or navy blue color for students in 5th to 8th grade, single color MM-Box pleats front and backs, MM-Center box pleat (see Dennis Style). Skorts: with Tabs (see Dennis Style). Skirts must be at least knee length.

Jackets, Cardigans, and Sweaters: Optional

- Must be appropriate and should not disrupt their learning process or the school environment.

Footwear:

- Style: Athletic shoes, loafers, dress shoes, or other closed toed/closed heel shoes. Heelys, opened toed and opened heels are not appropriate footwear.

Computer Access

Computers are accessible in every classroom and are also available for use in the before and after school program. Computers shall be used for educational purposes only. Plagiarism, invasion of privacy, and the international misuse of prohibited sites are strictly prohibited. La Promesa Early Learning Center requires all parents and students to sign an internet use agreement form holding to a proper use of internet.

Evacuation

Students will be escorted to a location off of the La Promesa Early Learning Center campus should the need arise to evacuate the premises due to fire, chemical spill, smoke inhalation, etc..

Progress Report

At the completion of each trimester, parents will be given a progress report on their child. Parent conferences will be held at the completion of the first and second trimester. If additional progress discussions are needed, either the parent or the teacher or school may request additional meetings.

Section 504 of the American with Disabilities Act (ADA)

Section 504 of the ADA is a federal law that prohibits discrimination against qualified individuals with disabilities. Students with disabilities who are not eligible for special education programs and related services under the IDEA may be eligible for services under Section 504. Section 504 provides legal rights for children with disabilities and their parents. Their goal is to ensure students under Section 504 receive a free appropriate public education with the appropriate accommodations or modifications.

Special Education

All students are guaranteed a free appropriate education. Students from birth to age 21 if eligible can be provided Special Education services. If one of our educational professionals believes that a student would benefit from Special Education services, parents will be notified. With parental consent, the student will be tested. Results will be shared with parents and decisions regarding services will be made by the FST (Family Support Team) team of educational professionals and the parents.

Homeless Education Policy

It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment. Please visit <http://www.lpelc.com/Content2/40>. This policy will be distributed at the time of registration and is available in the reception area of the LPELC campus located at 7500 La Morada Pl. NW 87120.

Due Process

Federal law and state rules provide that either the parent/adult student or the school district has the right to request a due process hearing whenever there is a dispute between the parent and the school district over the district's proposal or refusal to initiate or change the identification, evaluation, proposed individualized education program (IEP) or portion thereof, the implementation of the IEP, educational placement, or the provision of a free appropriate public education (FAPE). These requests for due process are heard by independent due process hearing officers. During a due process hearing and any appeals, your child must stay in the current educational placement unless you and the school agree to change it. If your child is placed in a disciplinary setting, he/she must stay there until a final decision is reached or the term of the disciplinary action ends. Please complete the due process form and submit/mail to LPELC and the NMPED (address provided in form). LPELC will work with the NMPED to expedite due process hearings.

Dual Language School

We strongly believe in the importance of being bilingual and multicultural. We wish to give all students an equal opportunity to learn two languages (English and Spanish) at La Promesa Early Learning Center. We also want all students to learn about other cultures. We want them to learn to embrace others and to accept differences. We are a dual language (Spanish-English) focused charter school. Further information on the program will be sent home throughout the school year. The cultures of New Mexico are all an important part of the Bilingual Program as is the development of higher student self-esteem.

Field Trips

Throughout the school year your child will be attending fieldtrips and activities that may require them to leave campus. Parents are encouraged and welcome to come on school fieldtrips and all school sponsored activities. There are, however, some rules for which we must adhere to. We are sorry for the inconvenience these rules may cause but there are valid safety issues and liabilities we must always consider.

We ask that parents do not ride on the school buses with siblings, small children. You will be required to provide your own transportation if you are taking other kids with you. Please understand, for liability reasons your child must ride the bus to the destination and back to the

school. If you want to take your child from the fieldtrip you must write a letter to the teacher taking full responsibility for your child.

We understand siblings would like to go with their older brother or sister, but it is a liability issue for them to join in the fieldtrip. Parents may participate as chaperones and ride the bus as long as you do not have siblings with you. You are unable to supervise students when you are busy taking care of your own kids. We appreciate your understanding on this issue.

Parent Teacher Advisory Team (PTAT)

The Parent Teacher Advisory Team exists primarily to encourage and assist in being the home/school liaison. Its goals, committees and activities all lead to this one important purpose. Participation in the organization ensures a higher degree of interaction and better communication between the two places where elementary students spend most of their school days. We encourage you to become active in this vital group. Meetings will be held monthly. Notices of meetings and activities throughout the year will be sent home.

Admissions

All children in grades K-8 interested in attending La Promesa Early Learning Center may register. Admission is based on available space and students on waiting lists will enter a lottery process. Names will be drawn and parents notified depending on school's enrollment cap and space. However, in accordance with NMSA 22-1-4, *a student who was expelled from a NM district or private school within the preceding 12 months, may not enroll at La Promesa Early Learning Center until the expulsion is cleared from their previous school.*

Grievance Procedure

- It is the intent of the La Promesa Board that students and their parents be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school.
- Faculty, parents and students shall attempt resolution of problems affecting students and the education process by informal means.
- If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal to discuss the matter.
- If the student or parent is not satisfied, the student or parent shall be afforded the opportunity to confer with the Executive Director.

Inclement Weather/Schedule Change

- **Schedule Change (Late Start, early release or cancellation of classes)**
In case of inclement weather, classes may begin on a two hour delay, classes may be cancelled, or schools may be closed. Announcements will be made on television and radio.
- **La Promesa Early Learning Center will follow the same abbreviated or closed school schedule as Albuquerque Public Schools.** In the event that classes must be cancelled once the students are in school, parents will be notified by phone as well as television and radio.

URGENT: Please notify the office of any phone number changes; the office must be able to communicate with you in case of an emergency.

LA PROMESA EARLY LEARNING CENTER ADMINISTRATIVE DISCIPLINE MATRIX..

All criminal acts are reported to local law enforcement.

<ul style="list-style-type: none"> Documentation is required for all violations Parents are mailed documentation Student discipline files are maintained and available upon request in accordance to FERPA guidelines All serious incidents are reported to the state through STARS 	Incident Report Completed and Mailed to Parent/Guardian	Parent/Student/Teacher/ Problem-Solving Conference	Lunch and/or After School Detention (1-3 days)	Restitution (When Applicable)	Confiscation (When Applicable)	In-School Suspension (1-3 days)	Saturday School (1-3 days)	Out of School Suspension (1-3 days)	Long-Term Suspension (10 days)	Recommendation for Expulsion
<p>Discipline of SPED IEP/504 students shall be in accordance with state and federal laws and School Board policies.</p>										
<p style="text-align: center;">Legend</p> <p>M= Mandatory Action X= Initial punitive action for first offense A= Additional action (Administration discretion)</p>										
INCIDENT										
ATTENDANCE INCIDENTS										
<p>Truancy: LPELC follows the New Mexico Compulsory Attendance Law: 3 Unexcused Absences (UA)= warning letter; 5 UA=attendance hearing with Assistant Principal; 10 UA= attendance hearing with Director; Beyond 10 UA= Student reported to the probation service office of district court</p>										
Truancy	M	M					X			
Class Cut (skipping)	M	M	X				X			
Leaving campus	M	M	M				M	A	A	A
Tardiness, Habitual (>5)	M	M					M	X	A	
Out of Assigned Area	M	M	M			X	A	A		
RULE VIOLATION INCIDENTS										
Dress code violation	M	A	X							
<p><i>Dress Code Violation Only-1st Offense-must include verbal parent notification, 2nd Offense must include parent conference, 3rd Offense includes parent conference, letter to parent regarding the student's in-school suspension AND ineligibility to participate in extracurricular activities.</i></p>										
Cheating (major)	M	M	M				X	A		
School/Classroom Rules Violation	M	A	M			A	A			
Detention Unserved	M	X	X			A	A	A		
Detention (after school or Saturday school) Unserved	M	X	A			X	A	X		
Electronic Devices- offensive or unlawful use or publication	M	A	A			A	A	A	A	
Cell Phone Violation- punitive action begins on the 2nd offense	M	M	A			A	A			

**LA PROMESA EARLY LEARNING CENTER
ADMINISTRATIVE DISCIPLINE MATRIX**

<ul style="list-style-type: none"> Documentation is required for all violations Parents are mailed documentation Student discipline files are maintained and available upon request in accordance to FERPA guidelines All serious incidents are reported to the state through STARS 	Incident Report Completed and Mailed to Parent/Guardian	Parent/Student/Teacher/Administration Problem-Solving Conference	Lunch and/or After School Detention (1-3 days)	Restitution (When Applicable)	Confiscation (When Applicable)	In-School Suspension (1-3 days)	Saturday School (1-3 days)	Out of School Suspension (1-3 days)	Long-Term Suspension (10 days)	Recommendation for Expulsion
Discipline of SPED IEP/504 students shall be in accordance with state and federal laws and School Board policies.										
Legend M= Mandatory Action X= Initial punitive action for first offense A= Additional action (Administration discretion)										
Dangerous Equipment- sports	M	M	X			A				
<i>DISRUPTIVE INCIDENTS</i>										
Disruptive (unruly) Behavior or Play	M	M	X			A	A	A		
Disobedience/Insubordination	M	M	X			X	A			
Defiance of Authority	M	M	X			X	A			
Cumulative Administrative Referrals (5 or More)	M	M					X	X	A	A
Profanity- Use of Obscene/Insulting Language	M	M	X				X	A		
Profanity Directed Towards Staff	M	M	X					X		
Gang Activity	M	M						X		
Inciting a Disturbance	M	M						X		
Passing and/or Producing Counterfeit Money	M	M						X	A	
Forgery of Signature	M	M					X	A		
Disruption on Campus (Minor)	M	M	X				X	A		
Disruption on Campus (Major)	M	M						X	A	A
Trespassing	M	M						A	A	
False Fire Alarm/911 Call	M	M		M			A	X	A	

LA PROMESA EARLY LEARNING CENTER ADMINISTRATIVE DISCIPLINE MATRIX

<ul style="list-style-type: none"> Documentation is required for all violations Parents are mailed documentation Student discipline files are maintained and available upon request in accordance to FERPA guidelines All serious incidents are reported to the state through STARS 	Incident Report Completed and Mailed to Parent/Guardian	Parent/Student/Teacher/Administration Problem-Solving Conference	Lunch and/or After School Detention (1-3 days)	Restitution (When Applicable)	Confiscation (When Applicable)	In-School Suspension (1-3 days)	Saturday School (1-3 days)	Out of School Suspension (1-3 days)	Long-Term Suspension (10 days)	Recommendation for Expulsion
Discipline of SPED IEP/504 students shall be in accordance with state and federal laws and School Board policies.										
Legend M= Mandatory Action X= Initial punitive action for first offense A= Additional action (Administration discretion)										
<i>SUBSTANCE ABUSE/DRUG RELATED INCIDENTS</i>										
<i>X* 1st Offense</i>										
<i>Mandatory 10 day out- of- school suspension; up to 7 days may be waived after referral to outside substance abuse community resource</i>										
<i>X* 2nd and 3rd Offense</i>										
<i>Mandatory 10 day out- of- school suspension and recommendation for expulsion</i>										
Medication- Possession/Unauthorized Use	M	M			M				X*	
Tobacco Use/Possession/Sale/Transmittal	M	M			M			X*		
Alcohol Use/Possession/Under the Influence	M	M			M				X*	
Drug Use/Possession/Under the Influence	M	M			M				X*	
Drug or Imitation Drug Sale/Attempted Sale/Transmittal	M	M			M				X*	
Drug- Possession of Unauthorized Substances	M	M			M				X*	
Drug Paraphernalia- Possession	M	M			M				X*	
<i>ACTS AGAINST PERSONS</i>										
<i>X* When deciding what disciplinary action should be taken, the Principal or designee shall consider the severity of the offense and may impose a more severe consequence up to and including a long term suspension and/or recommendation or expulsion. X* Incident reported to law enforcement.</i>										
Fight- Minor/Altercation/Confrontation	M	M				X		A		
Fighting	M	M					A	X*	A	A
Bullying	M	M					A	X*		

**LA PROMESA EARLY LEARNING CENTER
ADMINISTRATIVE DISCIPLINE MATRIX**

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Discipline of SPED IEP/504 students shall be in accordance with state and federal laws and School Board policies.										
Legend M= Mandatory Action X= Initial punitive action for first offense A= Additional action (Administration discretion)										
Harassment	M	M					A	X*		
Hazing	M	M					A	X*	A	
False Accusation Against School Staff	M	M					A	X*	A	
Sexual Misconduct/Indecent Exposure	M	M					A	X*	A	A
Sexual Harassment	M	M					A	X*	A	A
Assault/Threat (Low level-Non-Criminal)	M	M					A	X*	A	
Assault/Threat (Medium Level)	M	M						X*	A	A
Assault/Threat (High Level)	M	M								X*
Assault/Threat (Serious)	M	M								X*
Battery	M	M								
Battery on a LPELC Employee	M	M								X*
Battery- Serious	M	M								X*
PROPERTY										
Theft- Petty < \$300	M	M								
Theft- Grand ≥ \$300	M	M		M				X		A*
Vandalism/Damage to Property < \$1000	M	M		M				X		A*

LA PROMESA EARLY LEARNING CENTER ADMINISTRATIVE DISCIPLINE MATRIX

<ul style="list-style-type: none"> Documentation is required for all violations Parents are mailed documentation Student discipline files are maintained and available upon request in accordance to FERPA guidelines All serious incidents are reported to the state through STARS 	Incident Report Completed and Mailed to Parent/Guardian	Parent/Student/Teacher/Administration Problem-Solving Conference	Lunch and/or After School Detention (1-3 days)	Restitution (When Applicable)	Confiscation (When Applicable)	In-School Suspension (1-3 days)	Saturday School (1-3 days)	Out of School Suspension (1-3 days)	Long-Term Suspension (10 days)	Recommendation for Expulsion
Discipline of SPED IEP/504 students shall be in accordance with state and federal laws and School Board policies.										
Legend M= Mandatory Action X= Initial punitive action for first offense A= Additional action (Administration discretion)										
Vandalism/Damage to Property \geq \$1000	M	M		M				X		A*
Technology- Inappropriate Use (Computers or Networks)	M	A		M				X		A*
Technology- Illegal Use (Computers or Networks)	M	M		M				X		A*
Arson	M	M		M				X		A*
Fire- Starting a Fire On Campus	M	M		M				X		A*
Burglary- Unlawful Breaking/Entering Into a School Facility	M	M		M				X		A*
<i>A*- When deciding what disciplinary action should be taken, the Principal or designee shall consider the severity of the offense and may impose an Alternative Probationary Contract along with the initial punitive action.</i>										
OTHER CRIMINAL INCIDENTS										
Other Serious Incident/Delinquent Act	M	M		M				X		A
Delinquent Act/Felony Off-Campus	M	M						A		A
Weapons (Possession)	M	M								M
Robbery or Attempted Robbery	M	M								M
Sexual Battery/Rape (Actual or Attempted)	M	M								M
Kidnapping or Abduction	M	M								M
Extortion	M	M							X	A
Bomb Threat (False Reporting)	M	M							X	A

La Promesa Early Learning Center

5201 Central NW
Albuquerque, NM 87105
505-268-3274

7500 La Morada NW
Albuquerque, NM 87120
505-836-7600

Parent/Student Handbook **Parent's Signature Form**

I have read the Parent/Student Handbook and agree to abide by the rules and regulations that have been stated.

He leído el libro de pólizas de Padres/Estudiante y estoy de acuerdo en seguir las reglas y los procedimientos mencionados.

Parent/Guardian's Signature: _____
Firma del padre/tutor

Date/Fecha: _____

Student's Signature: _____
Firma del estudiante

THIS PAGE MUST BE RETURNED TO THE CHILD'S TEACHER. ONLY ONE HANDBOOK PER FAMILY IS NEEDED, PLEASE RETURN ANY EXTRAS TO THE OFFICE. THANK YOU.

ESTA PAGINA DEBE SER REGRESADA AL MAESTRO DE SU HIJO. SOLAMENTE SE NECESITA UN LIBRO POR FAMILIA, POR FAVOR REGRESE LOS EXTRAS A LA OFICINA. GRACIAS.