



**Student Handbook
2013 -2014**

La Academia Dolores Huerta
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Educators and Courses

Mrs. Virginia Gallegos – Language Arts
Ms. Rosana Ramos – Mathematics
Mr. Rubén Díaz – Science
Ms. Diana Díaz – Social Studies
Mr. Gary Chapman – Title I Math & Algebra I
**Kerri Pettes – English as a Second Language/
Spanish as a Second Language**

**Mr. Chris Bardey and
José Tena – Ballet Folklórico**
René Salazar – Mariachi
Mr. Emmanuel Flores – Conjunto/Norteño

L.A.D.H. Mentorship

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Counselor
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Chancellor/Principal
Octavio Casillas

Welcome to La Academia Dolores Huerta!!

Dear Students and parents/guardians:

Welcome to the 2013-2014 school year at La Academia Dolores Huerta (LADH)! We see ourselves and everyone at LADH- students, parents, teachers, staff, volunteers and others –as a “community” of learners in a collaborative effort to meet very similar goals. Together, it is our main goal to live out our school’s vision and mission.

This handbook serves as a guide to membership in our school. The information contained in this handbook is critical for you to be able to contribute to a community environment that is safe, friendly, and productive. These guidelines set parameters for us. To assist you in making good decisions we have summed up these guidelines with the phrases:

BE SAFE
BE RESPECTFUL
BE RESPONSIBLE

Teachers will review school rules with you during the first days of school and will discuss individual classroom and school procedures. You should read this handbook carefully and refer to it, as needed, throughout the school year. Within this handbook are important state laws, governing council policies, and school rules for which you will be held personally responsible.

Remember that teachers and staff members are here to help you have a successful year as a member of La Academia Dolores Huerta community. Please do not hesitate to talk to any of them if you have any questions, problems or concerns.

Have an enjoyable and very successful school year!

Sincerely,

Octavio Casillas
Chancellor/Principal

Mission Statement

La Academia Dolores Huerta

The mission of La Academia Dolores Huerta is to enable middle school student to achieve high academic standards and personal growth through:

- (1) Promoting multiculturalism and bilingualism;
- (2) Nurturing diverse cultural awareness and appreciation;
- (3) Recognizing and developing the gifts and skills of each student;
- (4) Providing an education that is respected throughout the community for its excellence;
- (5) Promoting nonviolence by emulating the principles and spirit of such leaders as Martin L. King, Cesar Chavez, and Dolores Huerta;
- (6) Encouraging and assisting students and their parents to maximize their involvement in an interfacing relationship with the school's staff and thereby assist them to grow in self-motivation, competency, experience, independence, knowledge and self-worth.

STUDENTS WITH DISABILITIES UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination/harassment in any form toward individuals based on their actual or perceived disability is unacceptable and will not be tolerated. The school will promptly investigate any complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of such discrimination/harassment.

Section 504 also requires that students with disabilities be provided a free and appropriate public education (FAPE), a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For students who are not eligible for special education services, but meet the federal definition of disabled under Section 504, a Section 504 Plan is developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Parents or guardians must be notified in writing of any school decisions regarding the identification, evaluation, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504.

NON-DISCRIMINATION STATEMENT

LADH is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The school prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the school.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee.

Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or and conduct that is threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, all school programs and activities

The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

STUDENT ACHIEVEMENT AND RECOGNITION

Academic Progress Reports

Academic Progress Reports will be sent home at the middle of each grading period. The purpose of the report is to provide current information regarding student progress and/or failure.

Honor Roll

This practice is to encourage scholarship and give recognition to students who succeed academically.

Report Cards

There will be four report card periods. Report cards showing academic achievement and citizenship performance are issued each nine weeks.

Student of the Month Program

The following criterion is used for nominating a student for this honor:

1. Is a positive progressive leader;
2. Works well in class;
3. Demonstrates a friendly attitude;
4. Shows respect and caring for others;
5. Maintains a positive outlook;
6. Demonstrates responsibility;
7. Makes significant progress with any of the above.

CRITICAL INFORMATION

Accidents

Every injury and accident in the school building or on school grounds must be reported immediately to the staff member in charge and to the main office.

Musical Performances

La Academia Dolores Huerta (LADH) invites sixth, seventh, and eighth grade students to participate in various performances. Students must meet scholastic requirements and follow the code of conduct before being eligible to perform.

LADH middle school students are expected to represent their school, their parents, and themselves properly at all times. Student behavior must serve as a model for other students, bring pride, and show positive school spirit.

Students and spectators must conduct themselves in a manner that positively supports the efforts being made by the performers they have come to observe. Their action or presence must not have a negative effect on the ability of the performers to perform. At no time should spectators interfere with the progress of the event. Cheers, chants, and other forms of participation must not negatively affect or incite other spectators or participants.

Students and spectators who do not accept this responsibility and whose actions reflect negatively on them and the school will be asked to leave the event and could face future restrictions to perform in events or/and attend events.

Backpacks

Backpacks are mandatory. Every student at LADH must bring a backpack to school daily.

Fire Drills

Fire drills are held periodically during the school year. A very serious attitude is expected from all students during a drill. Each drill is treated as a real alarm. Each of the students' teachers will give instructions as to where to go in case of a drill. **Everyone must walk quickly and quietly to your assigned places.**

First Aid

First aid for minor injuries is available in the office. If a student becomes injured at school, he/she needs to report to the office.

Guidance

Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped with counseling. If you need to see the counselor, notify a teacher.

Illness

If a student becomes ill at school, the student is to report to the office.

Lunch and Breakfast Programs

Breakfast and lunch are free for students. All food must be consumed in the cafeteria. Students are expected to clean up his/her eating area and throw away their trash. There will be waste receptacles conveniently located. Students who fail to clean up their lunch materials will be assigned cafeteria duties.

Students are not permitted to leave school grounds during the lunch period without principals prior approval.

Make-up Work

Students who are absent will be allowed to make up work missed within a reasonable amount of time as determined by their teachers. It is the student's responsibility to inquire about make-up work and its completion.

Posters

No posters, stickers, placards, or notices are to be posted anywhere in the building without the approval of the principal.

Nuisance Items that disrupt the educational process

Cell phones, ipods, mp3 players, radios, recorders, pagers, CD players, and other such electronic games or devices of any kind cannot be ON during the school day. Anyone found with such items in violation of this rule will have the item/s confiscated and a parent/guardian will be required to pick up the item(s) from the teacher/principal.

Electronics confiscated

1st offense: parent/guardian may pick up item after school the same day and student will serve one session of lunch detention.

2nd offense: parent/guardian may pick up item after the 3rd day and must pick it up after school and student will serve 3 sessions of lunch detention.

3rd offense: parent/guardian may pick up item after school after the 5th day and student must serve one week of lunch detention.

4th offense: parent/guardian may pick up item after the end of the school year.

Schedule Changes

If it becomes necessary to change your schedule during the school year due to some unforeseen circumstances, see the counselor to request a schedule change. The chancellor must approve all schedule changes.

Selling and Soliciting

Students shall not sell items, make collections, conduct membership drives, or sell subscriptions on school property during the school day or at school events without authorization by the principal.

Skateboards/Roller Blades/Scooters

No skateboards, roller blades, scooters, or other such wheeled devices are allowed at school.

Textbooks/Media Center

Textbooks are provided free for use by students. Teachers record the number and the condition of the book issued to each student and holds the student responsible for the return of that book. If a student loses a book, he/she must pay for it before a second book is issued. **Students will be charged for any damages to textbooks assigned to them.** This includes library books and magazines. All lost or damaged books are paid for in the office.

Use of School Computer/Software

As property of La Academia Dolores Huerta, use of the school's computers, technologies, and electronic resources is intended for educational purposes. The school has implemented an Acceptable Use Policy in compliance with the Children's Internet Protection Act and retains the right to monitor all use of school resources. Filtering software has been installed, intended to block minors' access to inappropriate materials.

Students using school computers, networks, printers, scanners, video and audio recorders, cameras, photocopiers, phones and other related electronic resources are expected to use them for educational purposes and in compliance with expressed rules and guidelines. They are expected to seek training or instruction when using equipment that is not familiar.

Students are expected to comply with all expectations expressed in the school's Acceptable Use Policy (see attached policy on next page); maintain the privacy of passwords, which shall not be published, shared, or otherwise disclosed; promptly notify a school official of possible security problems or any electronic message received that is harmful, obscene, pornographic, profane, vulgar, harassing, threatening or otherwise prohibited by law; protect electronic equipment from virus, vandalism, dirt, damage; keep inappropriate material from entering the school's network or from being reproduced; comply with all applicable state and federal laws including copyright and licensing; make financial restitution for unauthorized expenditures or for damage caused by inappropriate use or access; and not to disclose personal identification information about yourself or others over the Internet.

Violations of the school's Acceptable Use Policy will result in consequences deemed appropriate based on the rules set forth in the policy, general school rules, and additional rules as established by the school's Governing Council policies.

La Academia Dolores Huerta recognizes its obligation to adhere to the provisions of copyright laws in the area of microcomputer software. In order to foster the legal and correct use of software, the following points will be observed:

- All users will use software only in accordance with its license agreement.
- Only software owned by LADH will be used on school computers.

Acceptable Use Policy

The following is a summary of the expectations for students who are using La Academia Dolores Huerta computers:

As a student, I will:

...always follow my teacher's directions for using computers, equipment and the internet

...not use the Internet unless I have my teacher's permission

...use computers, equipment, and the Internet responsibly and respectfully

...ask for help if I don't know how to use computers or equipment

...not give out personal information on the Internet without my teacher's permission

...follow the rules about using the Internet

...tell my teacher if the computer or equipment is not working properly

...not share my login or password with others

...not copy or download files or software from the Internet or use someone else's files on school computers

...make sure that the Web sites I access and the language I use on the Internet is respectful, responsible, and educational.

Valuable Articles

Students are not to bring large sums of money or other valuable articles to school. The school is not responsible for items lost or stolen.

Visitors

Parents are welcome to visit La Academia Dolores Huerta. An appointment must be made with the teacher prior to visiting classrooms. Students from other schools are prohibited from visiting LADH.

All visitors to LADH are required to obtain a visitor's pass at the office upon arriving on our campus.

Withdrawing from School

Please report that you will be moving to another school as soon as possible. You must obtain a WITHDRAWAL FORM from the office and check out with each of your teachers.

STUDENT INFORMATION AND POLICIES/PRACTICES

ATTENDANCE

Attendance matters! And it's the law!

School attendance is vital to student's achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.

It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.

Parents and guardians are responsible for ensuring that their children attend school daily.

LADH is always working to improve its attendance in ways that will make students feel more welcome, safe and enthusiastic about showing up every day.

Parents Influence Attendance-Get Involved!

- Plan family vacations for non-school days only.
- Schedule non-emergency medical and dental appointments after school hours.
- Make sure we have your accurate daytime contact information, including cell phone number and/or e-mail address.
- Communicate often with your child's teachers.
- Use Synergy to monitor your child(ren)'s up-to-the-minute progress online. Ask our secretary about setting up a user account.
- Make sure we are aware of any problems your child may be going through.

Every student is expected to attend school on a daily basis, unless there is valid justification for his/her absence. Do not allow your child to have —parent permitted truancies. These truancies are best described as absences for reasons other than what the law allows.

ABSENCE

C.C.R. Title 5, Section 306 – A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent a part or all of a school day or tardy.

Parents, please provide a note for every absence!

ABSENCES – EXCUSED

A pupil shall be excused from school when the absence is:

- Due to his or her illness
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometric or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- For justifiable personal reasons including, but not limited to;
 - an appearance in court;
 - attendance at a funeral service;

- observance of a holiday or ceremony of his or her religion;
- attendance at religious retreats, or
- attendance at an employment conference
- when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative.

ABSENCES – UNEXCUSED

Any absence for reasons other than those listed as EXCUSED ABSENCES are deemed unexcused. The law requires our school to seek an explanation (a written note or verbal justification) regarding all absences. Upon the third unexcused or unexcused absence, the student may be classified as a truant. This could be grounds for referral to the proper authorities and on to the City or District Attorney's Office for possible prosecution.

ABSENCES FOR RELIGIOUS PURPOSES

Pupils who are members of religions that observe religious holidays that fall on school days may be excusable from school by making prior arrangements, as specified by the school principal and with written parental/guardian request [Education Code Section 48205 (a)(7)]. Additionally, students may be absent to attend a religious retreat, not to exceed four hours per semester. Such absences are considered excused absences, and pupils so absent are responsible for making up work missed.

Reporting Absences and Tardiness

Parents are asked to telephone the school (575)526-2984 on the day the student's absence or tardiness. If that is not possible, the students should bring a note to the office upon returning to school. The note must state the exact date(s) of absence(s) or tardiness and a description of the reason for absence.

For every three tardies the student receives an absence.

Signing In and Out/Leaving School

Students needing to leave the building for legitimate reasons during the school day must sign out in the office. No student will be permitted to sign out without a parent/adult present.

When students arrive late in the morning, they are to report to the office and will be issued a pass, which will indicate arrival time and whether the tardiness is excused or not. Students will not be allowed in class without a pass.

Once students are on school grounds, they are not to leave without being approved to do so.

Once school is dismissed, students are to leave the building. If students have an activity after school, they are to be in their designated area with a supervisor.

Students will not be allowed to be picked up after 3:00 p.m. unless an emergency exists and parent/guardian receives approval by administrator in charge.

Tardy Practice

Students a LADH are expected to be on time for every class period. Students are given three minutes between each class period to manage their personal needs. Students will be considered tardy to class if they are not sitting at their assigned seat when the bell rings. Students who arrive late without a proper excuse and/or pass are subject to be disciplined by the teacher or administrator.

Unexcused Tardiness

Teachers have discretion to set their own policy regarding unexcused late arrivals. Please individual teachers re their classroom policy.

Medication Policy

The following policy, adopted by La Academia Dolores Huerta, will be followed:

Any student who is required to take medication during school hours will comply with school regulations. Medications are defined as any prescription and non-prescription medication taken by mouth, inhaler, and injection, applied as drops to eyes or nose, or applied to the skin. School procedures for prescription medication are as follows:

1. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. (The original pharmaceutical container may be considered the prescription)
2. Medication should be brought to school by the parent/guardian. Other arrangements must be confirmed with the building administrator or designee.
3. Parent/guardian consent, in writing, to administer the medication must be on file in the school office.
4. Except in an emergency that threatens the life or health of the student, a school employee designated by the school administration in the presence of another adult must administer medication
5. Any change in dosage, or other medication procedures, must be accompanied by written instruction by the physician. Parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medications at the end of the school year. The school will dispose of medication not claimed on or about the last scheduled day of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

If a student needs to self-administer medication, the parent/guardian should contact the school to obtain proper permission forms.

All of the above guidelines will apply to non-prescription medications as well.

If you have questions regarding the above procedures, please call the school office.

Dress and Appearances

Proper dress is the responsibility of the students and their parents. Students are not permitted to wear clothes that are distracting to the educational process. Examples would include: slippers and pajamas, clothing that displays profanity, are sexually suggestive, promote the use of controlled substances, alcohol or tobacco, or promote gang activity.

Students are allowed to wear shorts and skirts, but they must be of appropriate length. A guideline is that the bottom of the shorts/skirts should be of fingertip length with arms extended at the side. Boy's shorts cannot be overly sized and/or sagged.

Shirts or blouses must cover the stomach area (no bellies showing) and provide coverage with appropriate neckline. Tank tops and spaghetti straps are not allowed.

Excessively baggy or intentionally torn pants are not considered appropriate dress for school. Physical Education clothing may be worn only during Physical Education class. Hats, caps, and sunglasses are not to be worn in school during the day

Substitute Teacher Guidelines

Substitute teachers are guests in our school and assist us when the regular teacher is unable to be present. The following guidelines have been developed for substitute teachers to promote a safe, orderly environment conducive to learning.

The substitute teacher will refer students who are significantly uncooperative and disrespectful, or have developed a pattern of being both to the office.

DISCIPLINARY ACTIONS

Consequences students may be subject to for breaking school policies and regulations include but are not limited to: lunch detention, in-school suspension, out-of-school suspension, expulsion and/or loss of privileges.

Detentions

Detentions at lunch can be assigned to students. The times and dates must be arranged with the student and the teacher assigning detention. The expectations, outcomes and supervision of the detention are the responsibility of the teacher who has assigned the detention. Students must be given the opportunity to eat lunch while they serve detention.

Students who fail to comply with outcomes and expectations of detention will be held accountable by the teacher and may face further disciplinary action.

Out of School Suspension (O.S.S)

Students receive O.S.S. for serious or continued breaches of misconduct. Students who receive O.S.S. are excluded from school performances, dances, school parties, or any other school activity.

Students on suspension are not to be on LADH school grounds for any reason. Students who are found at school or who attend school functions could face added suspensions.

SAFE SCHOOL POLICY

LADH is a safe place for all students to learn. Students and their parents must recognize and do their part to ensure that we remain a “Weapon and Drug Free School” as well as a place that is free from Harassment. Students and their parents are expected to report all incidents of these types of behaviors. They are not welcome in our school.

Drugs and Alcohol

The use, possession, or sale of drugs on school property carries serious penalties.

Any student 1) participating in the use, sale, possession, or purchase of alcohol (including non-alcoholic malt beverages), illegal drugs, narcotics, inhalants, or substances that are unidentified or are represented as (“look-alike” drugs) being illegal drugs, or alcohol in any form on school property or at a school related activity, or 2) being on school grounds or at a school-related activities while under the influence of such substance, will initially be suspended from school for one to ten days during which time the school administration will conduct a further investigation.

The length of suspension and recommendation for the ultimate suspension period will be determined by the school administration, depending upon the circumstances surrounding each individual case, and based upon:

1. The school disciplinary record of the individual involved.
2. The seriousness of the offense.
3. The effect of the individual’s continued presence in the school
4. The attitude of the student and the parents.
5. Willingness to participate in an outside assessment.

In cases when the suspension is to exceed ten days, or when a recommendation is made for expulsion, the case will be presented to the Governing Council for action.

Tobacco

State of New Mexico Law outlaws the use of any tobacco product on school property. The use, possession, or sale of tobacco products (cigar, cigarette, pipe, other lighted smoking devices, or tobacco intended to be inhaled, chewed, or placed in a person’s mouth) by students (minors) is illegal and not permitted on school property or at school-related activities. The use of tobacco products by students creates a safety hazard, endangers health, and annoys others. In the event of a violation of this policy, the following procedure will be used:

1. A first violation will result in a suspension of up to three days and a written notice being sent to the parents informing them of the violation, the penalty, and of the action that will be taken in the event of further violations.
2. A second violation will result in a suspension of up to five (5) days with a conference to be held with the student and the principal. This conference must be held before a student can be readmitted to school; parents are required to attend. The student and the parents

- will be advised of the violations, the penalty imposed, and of the consequences of a further violation.
3. A third violation will result in a suspension from school for up to ten (10) days by the principal. A conference must be held before a student can be readmitted to school; parents are required to attend. The students and the parents will be advised of the violation, the penalty imposed, and of the consequences of further violation.

SEXUAL HARASSMENT POLICY

It is the policy of LADH to maintain a learning and working environment that is free from sexual harassment and discrimination. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex. For that reason, it is a violation of state and federal laws and a violation of school policy.

The school considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending (party).

Any student or employee who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the proper administrator/supervisor so that appropriate action may be taken to resolve the complaint. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them.

Title IX, Education Amendments of 1972
(Title 20 U.S.C. Sections 1681-1688)Section 1681. Sex

- (a) Prohibition against discrimination; exceptions.
- (b) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance

The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or education environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Sexual harassment may include, but is not limited to unwelcome:

- Verbal conduct such as the use of suggestive, derogatory, or vulgar comments (including catcalls and whistling);
- Sexual innuendoes or slurs or making unwanted sexual advances, invitations, or comments;

- Repeatedly asking for dates; making threats; and/or spreading rumors about or rating others as to their sexual activity or performance.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring.
- Physical conduct such as unwanted touching, pinching, kissing, patting or hugging;
- stalking; assault; and/or
- Interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests;
- Retaliation for opposing, reporting, threatening to report, or participating in an investigation or proceeding on a claim of sexual harassment.

BULLYING AND HAZING POLICY

LADH is committed to providing a safe and civil learning and working environment. The school takes a strong position against bullying, hazing or any behavior that infringes on the safety or well-being of students, employees, or interferes with learning or teaching.

The school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction.

The LADH bullying and hazing policy is written in accordance to federal, state and New Mexico law, which requires that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff. —All students and staff of public primary, elementary, junior and senior high have the inalienable right to attend campuses, which are safe, secure and peaceful.

This policy shall encompass behaviors or actions that occur among students, school employees and associated adults. The policy is applicable in schools, at school-related activities and events, at school programs and activities, traveling to and from school, and all other areas of the school's jurisdiction.

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not the educational institution officially recognizes it.

CYBER BULLYING

Cyber bullying is bullying that is conducted via electronic communication technology (e.g., texts, e-mails, blogs, and postings). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school's jurisdiction.

Weapon Free School Zone Policy

In order to ensure a safe, orderly environment for quality learning to occur, La Academia Dolores Huerta will expel any student for 180 school days who possesses a dangerous weapon in a weapon free school zone or who commits arson in a school building or on school grounds. A “dangerous weapon” is defined as a firearm, dagger, explosive, and knife with blade over three inches in length, pocketknife operated by a mechanical device, iron bar, brass knuckles or homemade weapons. In addition, LADH will consider expulsion for a student who possesses a look-alike firearm or weapon, such as a paint gun or B-B gun. This policy has been developed to protect each student’s right to the fullest education opportunity available.

Students will also be subject to disciplinary measures when in possession of an object in a school building or on school grounds, which can cause harm but does not fit the legal definition of a weapon.

If a student is in possession of such an object and turns it in voluntarily, the administration will consider this action an important mitigating factor in deciding on any disciplinary action.

Likewise, if a student knowingly is in possession of an object but does not volunteer this information, this will be considered a serious aggravating factor to be considered in any disciplinary action.

In addition, any student who knows of another student(s) in possession of drugs, alcohol, and/or weapons and does not report it will also face disciplinary action as stated above.

DECISIONS AND CONSEQUENCES

Students who make decisions that are not healthy or safe and are not conducive to quality learning and instruction will be held responsible and accountable for their behaviors. We firmly believe that our students are capable, with parent/guardian support, to work through any problems they may encounter while in attendance at La Academia Dolores Huerta.

Our goal is to use the resources in our community to assist students in growing through positive experiences. The principal and staff will communicate with parents/guardians concerning significant incidents in a timely fashion. The principal will also communicate and cooperate with the civil authorities when necessary and assist you by making referrals to outside agencies when appropriate.

The following is an overview of behaviors and consequences. This overview is not all-inclusive. It does provide, however, a guideline to follow when dealing with the range of behaviors that could occur.

Guidelines for Discipline:

As a community, La Academia Dolores Huerta has a common set of behaviors we value. On occasion, a student may exhibit behavior that violates that standard, detracts from the student’s ability to learn, and infringes upon the rights of others to learn in a safe environment. Such behavior warrants disciplinary action with the intent of bringing about a positive change in the student’s behavior.

LADH has discipline guidelines that provide for a safe and orderly learning environment that increase the opportunity to learn and increases communication between staff, students, and parents. **It is important that you and your parents understand that these are guidelines that must be followed in each and every instance of student misconduct. These guidelines will help school officials in determining appropriate disciplinary actions for student misconduct in violation of federal and state law, and behavioral rules of the school. Such actions may include warnings, lunch detentions, out-of-school suspension, or expulsion. In addition, the administration of LADH will continue to work with law enforcement officials in any and all situations where it is necessary.**

When considering what sanction is appropriate for the specific conduct of a student, the principal, or teacher should consider the following circumstances. In addition, any other circumstances which are related to the purposes of discipline may be considered.

Aggravating factors to be considered include:

- Blatant disrespect for authority
- Inducing others to take part in the prohibited behavior or occupying a position of leadership or dominance of other participants
- Attempting to flee or conceal guilt or to cast blame upon an innocent party
- Receiving money or something of value from the misbehavior
- Victimizing a significantly younger or smaller student or a mentally or physically challenged person
- Taking advantage of a position of trust or confidence to commit the offense
- Committing the same or similar offense, and
- Causing serious injury to another

Factors to be considered which would determine severity of the problem include:

- Having no history of disciplinary problems
- Having significant amount of time pass since the student's last disciplinary problem
- Having the parent/guardian(s) of the student cooperate with the school and share in the imposition of disciplinary measures at home and at school
- Being a passive participant or playing a minor role in the offense
- Reasonably believing that the conduct was legal
- Acting under strong provocation
- Aiding in the discovery of another offender
- Making a full and truthful statement admitting guilt at an early stage in the investigation of the offense
- Displaying an appropriate attitude and giving respectful cooperation during the investigation and disciplinary process
- Making appropriate restitution, or
- Having the parent/guardian(s) and/or student participate in counseling

Levels of Discipline:

In general, student behavior that warrants disciplinary action will be handled in one of four manners, depending on the nature of the misconduct:

1. Violations of classroom, or minor school rules-these offenses are generally handled by the individual teacher or by the teaching team.
2. Chronic violations of classroom or school rules-these offenses are generally discussed in conference with teachers, administration, parent/guardian, guidance counselors and other appropriate adults. If a plan has been developed, and the student is not following that plan, another plan may be developed or students may be written up.
3. Violations of Major School Rules-these offenses are generally dealt with a write-up.
4. Violations of local, state, or federal law-these offenses must be referred to a school administrator who is required to notify and cooperate with law enforcement agencies.

In all four circumstances, the school administration may take what action is deemed necessary including, but not limited to warnings, lunch detentions, community service, probationary status, out-of-school suspension, and/or expulsion.

Violations of Classroom, or Minor School Rules:

Individual teachers have the responsibility of maintaining orderly classrooms where learning takes place, to accomplish this goal, teachers tend to have rules such as, “bring materials to class”, “stay on task”, “complete your homework”, and other reasonable requests. Your teacher is responsible for ensuring that you understand the rules and possible consequences for his/her individual classroom. Possible consequences include, but are not limited to time outs, conference with the student, detentions, loss of break time, or contact with parent/guardian, etc.

Notes:
