



Student and Parent Handbook
2018 - 2019

La Academia Dolores Huerta
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Governing Council Members

Patty Montoya – President
Adrian Gaytan – Vice President
Elaine Palma – Secretary
Robert Palacios – Treasurer
Dr. Michael Gutierrez – Member
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Melissa A. Miranda

Assistant Principal/Instructional Coach

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Business Manager

Juliette Rivera

Business Specialist/Human Resources

Mirna Rodriguez

Administrative Assistant/Synergy Specialist

Dalia Gallegos

Educators

José Brito – Math
April Carrillo –Educational Assistant
Jairo De la Cruz – French/Italian/Spanish
Brenda Favela – Science
Virginia Gallegos – Math
Vince Hernandez – Language Arts/Social Studies
Melissa A. Miranda – Special Education Director
Kerri Pettes – ELD/Language Arts
Jose Plasencia - Chess
Alberto Prieto – Social Studies
Kevin Rendon – Conjunto Norteño/Creative Media
Roberto Renteria – Advanced Conjunto Norteño/Creative Media
Richard “Coach Rob” Robinson– Physical Education
René Salazar – Mariachi
Rebecca Vargas – Ballet Folklórico

Social Worker

Socorro Soriano

IT Director

Chris Burns

Custodian and Cafeteria

Luz Jacobo

Night Custodian

Johnny Tarango

July 2018

Welcome to La Academia Dolores Huerta!

Dear Students and Families:

Welcome to La Academia Dolores Huerta (LADH), home of the Aztecs! On behalf of the LADH staff, we are looking forward to another great school year. It is our privilege to have the opportunity to take part in the education of your child(ren). The staff at LADH is committed to ensuring that every student is provided the opportunity and encouragement to work to their potential. The combination of a talented and caring staff, motivated students, and involved parents help make LADH an outstanding school.

The faculty at LADH has remained fairly constant this year, although there have been a few changes. Please join us in welcoming Sylvy Galvan de Lucero, Brenda Favela, Vince Hernandez, and Rebecca Vargas. Ms. Galvan de Lucero will be assisting all staff, students, and families of LADH as the new assistant principal and instructional coach. Ms. Galvan de Lucero comes to LADH from GISD where she proudly served as an instructional coach for the district. Ms. Favela, an LADH alumni (2006-2009), has returned to LADH to teach Science. Mr. Hernandez is a former teacher of GISD and will teach 6th Social Studies, and 6th – 8th Language arts along with Ms. Chavez. Ms. Vargas is our new Ballet Folklorico teacher. Ms. Vargas is currently majoring in Dance at NMSU and has danced ballet folklorico for several years, including Viva El Paso from 2011-2015. Ms. Galvan de Lucero has also had the honor of dancing with Viva El Paso as well. In addition to the current courses, we have created new electives this year at LADH; therefore, please welcome Mr. Jairo De la Cruz who will be teaching French, Italian, and Spanish classes. Mr. Jose Plasencia will assist students increase their critical thinking skills, sportsmanship, and concentration skills via our new chess course. Also, please help me welcome back Mr. Roberto Renteria, (Advanced Conjunto), Richard Robinson “Coach Rob” (PE), and Ms. April Carrillo, who will be assisting students in the classroom.

While students are required to take core classes such as Language Arts, Math, Science, and Social Studies, LADH offers various electives so that students can explore their interests. Students may choose from Ballet Folklorico, Conjunto, PE, Mariachi, French just to name a few.

Although teachers will review the handbook with students during the first days of school, parents are encouraged to read the handbook with their child(ren). The Student/Parent Handbook is created to answer any questions students/parents may have. This handbook serves as a resource when you need guidance about a school issue or concern. The information contained in this handbook is critical for you to be able to contribute to a safe and friendly environment. You may also want to visit the school’s website at www.ladh.org.

As we begin the new school year, it is extremely important to work together to make LADH the very best. I look forward to making the 2018-2019 school year the best!

If you have any questions or concerns, please do not hesitate to call (575) 526-2984.

Sincerely,
Melissa A. Miranda
Head Administrator

Vision and Mission Statements

Vision

La Academia Dolores Huerta's vision is to be among the top performing middle schools in the country.

Mission

La Academia Dolores Huerta's mission is to create an engaging culturally diverse educational program of the arts and languages that enable LADH middle school students to achieve high personal growth and strong social-cultural identity that leads to academic success.

La Academia Dolores Huerta will achieve its vision and mission by:

- (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.

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

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.

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.

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.

ILLNESS

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

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.

LUNCH AND BREAKFAST

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 are not permitted to leave school grounds during the lunch period without principal's prior approval.

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 office.

SCHEDULE CHANGES

If it becomes necessary to change your schedule during the school year, please speak to the Principal. The Principal must approve all schedule changes.

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 social worker, notify a teacher.

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.

POSTERS

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

Student attendance is extremely important. School attendance is vital to students' 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

- 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 truanancies. These truanancies 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 for their child’s absence.

Parents, please provide a note for each time your child is absent. The note must state the exact date(s) of absence(s) or tardiness and a description of the reason for absence.

EXCUSED ABSENCES

Students 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 funeral services of a member of his or her immediate family.
- 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
 - when the student’s absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative.

UNEXCUSED ABSENCES

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 unjustified 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

Students who are members of religions that observe religious holidays that fall on school days may be excused from school by making prior arrangements, as specified by the school Principal and with written parental/guardian request [Education Code Section 48205 (a)(7)]. Such absences are considered excused absences.

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.

REPORTING ABSENCES/TARDINESS

Students are expected to be at school by 8:25 am. Parents must call the school (575)526-2984 on the day of the student's absence/tardiness. Please notify the office by 8:30 a.m. if your child will be absent or tardy. Lunch meals are ordered in advance. Notifying the office by 8:30 a.m. allows the office to order accurate lunch meals. For every three tardies the student will receive one absence.

SIGNING STUDENTS IN AND OUT

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.

Parent/Guardian/Designated Adult must be 18 years or older. A valid ID is required in order to sign out students.

When students arrive late in the morning, the parent/guardian must sign in the student in the office.

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.

TARDY TO CLASS

Students at LADH are expected to be on time to 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 Principal. After three tardies, students will be subject to the school discipline plan. Teachers have discretion to set their own policy regarding unexcused late arrivals.

MEDICATION POLICY

The following policy, is adopted by La Academia Dolores Huerta, and is required for all students needing medications at school.

Any student who is required to take medication during school hours must comply with NMPED regulations, which are strictly enforced by LADH. Medications are defined as any prescription and/or non-prescription medication. Medications taken orally, nasally, via injection, applied into eyes or nose as drops, or applied topically to skin are included. School procedures for medications are as follows:

1. A physician's notation with diagnosis, medication directions, date, and signature of physician must accompany all medications to be used during school hours. The medication must be brought to school in the pharmacy labeled container. If they are purchased over the counter, they must be in an unopened container with the student's name and date of birth written on them by the parent/guardian.
2. Medications should be brought to school personnel 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 administrator will supervise medication administration. A student may administer their own medication, ONLY if the physician documentation states they are allowed to do so, parents/guardians cannot give consent for self-administration.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions 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 if 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 for school personnel to administer.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to needs of the student.

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

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

DRESS AND APPEARANCE

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 pants and 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. Spaghetti straps or razor back tops are not allowed.

Excessively baggy or intentionally torn pants are not considered appropriate dress for school. 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 uncooperative and disrespectful 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 (Please refer to discipline plan).

DETENTION

Lunch detention can be assigned to students. The detention will be served during the student's assigned lunch time. The detention must be arranged between the student and the teacher assigning the detention. The expectations and outcomes of the detention are the responsibility of the teacher who has assigned the duty and supervision of the detention is the responsibility of the teacher who is on lunch detention duty. 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.

ALCOHOL

The use, possession, or sale of drugs on school property carries serious penalties. Any student 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 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 Principal will conduct a further investigation.

The length of suspension and recommendation for the ultimate suspension period will be determined by the Principal, 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. 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 HARRASSMENT MAY INCLUDE, BUT IS NOT LIMITED TO:

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.

DATING

Dating is not allowed at La Academia Dolores Huerta. The following is considered dating:

- Holding hands
- Hugging
- Kissing
- Any physical contact

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 the 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 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 determining 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.

NOTE: other policies are available on the school's website: ladh.org

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 TO DETERMINE SEVERITY OF ISSUE:

- 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
- 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 circumstances, the school administration may take what action is deemed necessary including, but not limited to warnings, lunch detention, community service, probationary status, out-of-school suspension, and/or expulsion. (Please refer to LADH Discipline Plan)

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. Teachers are responsible for ensuring that students understand the rules and possible consequences for their individual classroom. Possible consequences include: conference with the student, detention, loss of break time, or contact with parent/guardian, etc.

LADH DISCIPLINE PLAN

La Academia Dolores Huerta Discipline Plan

Student Name:	School Year:			Grade					
CATEGORY A: Teacher Intervention	1 st	2 nd	3 rd	CATEGORY C: Administrative Intervention					
Horseplay: rough or rambunctious play	1 Day Lunch Detention	2 Days Lunch Detention	3 Days Lunch Detention, Parent Contacted by Teacher	Move to Category B	Chronic Category B:	1 Day Out of School Suspension, Parent Conference with Teacher(s) & Admin.	2 Days Out of School Suspension, Parent Conference with Teacher(s) & Admin.	3 Days Out of School Suspension, Parent Conference with Teacher(s) & Admin.	Move to Category D
Dress code violation					Destruction of school property/Graffiti				
Running in the hall					Disrespectful toward a staff member				
Throwing objects					Profanity toward a staff member				
Inappropriate Public Display of Affection (PDA)					Inappropriate physical contact				
Minor classroom disruption					Insubordination				
Writing on classroom/school items					Theft-minor				
Tardy to class					Sexual misconduct				
Refusing to work in class/failure to comply					Skipping school/Truancy (off campus)				
No homework/unprepared to for class					Creating an unsafe situation				
OTHER: Teacher Discretion					Threatening/Intimidating/Bullying				
					OTHER: Administrative Discretion				
CATEGORY B: Teacher Intervention	1 st	2 nd	3 rd	CATEGORY D: Administrative/Police Intervention					
Chronic Category A Infractions:	4 Days Lunch Detention, Parent Contacted by Teacher	One week lunch detention, Parent Conference Scheduled with Teacher(s)	One day In school Suspension Parent Conference Scheduled with Teacher(s), & Admin	Move to Category C	Chronic Category C:	3 Days Out of School Suspension + Referral, Parent Conference with Teacher(s) & Admin.	5 Days Out of School Suspension, Parent Conference with Teacher(s) & Admin.	Long-Term Suspension	
Skipping lunch detention					Fighting/Assault				
Skipping class (on campus)					Under the influence/Possession/Distribution of an illegal substance, solvent, or alcohol				
Rumors /Gossip leading to confrontation					Sexual harassment				
Verbal confrontation/Verbal assault					False fire alarm/call 911/bomb threat				
Misbehavior with a substitute					Extortion/Arson				
Possession of unauthorized item (iPod, cell phone etc)					Major vandalism/Intentional destruction of school property/Theft				
Dating					Gang or gang-like activity				
Profanity with or to another student					Possession of a weapon				
Harassment					Failure to follow administrative directive/incorrigible behavior				
Forgery, cheating, being untruthful					OTHER: Administrative Discretion				
Uncooperative with a staff member (insubordination)									
Disorderly conduct/Disturbing class									
OTHER: Teacher Discretion									
Chronic Infractions (more than 3) results in movement to the next category of discipline	All Category D Infraction are subject to Juvenile Class III referrals & possible criminal charges								