

La Academia Dolores Huerta Charter Middle School

Professional Development Policy

All staff will be required to complete the assigned *Cultural Sensitivity, Awareness and Diversity* training annually within the first month of employment with La Academia Dolores Huerta or be able to provide proof that this training has been completed elsewhere within the current academic school year.

Training Plan

Title: *Cultural Sensitivity, Awareness and Diversity*

Topics Covered: Cultural Awareness
 Discrimination/Racism
 Diversity/Harassment
 Reaching ALL Students
 Motivation and Needs
 Learning Environments
 Microaggressions
 Organizational Responsibility
 Mindfulness

When: All staff will complete the training annually within the 1st month of school.

Participation: ALL staff must participate and will be asked to provide a certificate of completion to the HR office.

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Schoolwide Policies and Discipline Matrix

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, hairstyles/headaddresses, 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.

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.

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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.

Code of Conduct & Discipline Matrix

The following LADH Code of Conduct has been adopted to protect and foster respect for the rights of LADH staff and students. The right to attend La Academia Dolores Huerta Charter School is not absolute. It is conditional on each student’s agreement to abide by the laws of the school community.

IN SCHOOL SUSPENSION (ISS)
All in school suspensions will be scheduled at the discretion of the disciplinary team. All suspensions are reported and tracked in the student’s permanent school records.
OUT-OF-SCHOOL SUSPENSION (OSS)
Students who are suspended from La Academia Dolores Huerta Charter School are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. A parent meeting to develop or review a behavior plan/contract must occur prior to the student returning to school. Students are required to maintain contact with their advisor and continue academic coursework during suspension.
OSS WITH HEARING (OSSH)

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It is the Head Administrator’s discretion to recommend a hearing for student habitual behavior. Expulsion from La Academia Dolores Huerta will be decided in collaboration with the Governing Council, Head Administrator, Parent and Student.

*Disciplinary action may result in the loss of privileges to attend scheduled trips or events.

**LADH has a no-restraint safety policy. If a student becomes violent on campus or is in need of immediate removal due to safety concerns, the parent will be notified and the local police department will be dispatched immediately.

***If an incident is considered exceptionally flagrant, then a higher consequence, including but not limited to a disciplinary hearing, may be warranted. In some cases with Level III infractions, a Class III citation & possible criminal charges maybe warranted. In both cases administrative discretion will be exercised.

Level III			
• A Class III citation & possible criminal charges maybe warranted			
Behavior	1st Offense	2nd Offense*	3rd Offense**
Arson	10 days OSSH		
Assault (physical action with intent to do harm)	10 days OSSH		
Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity)	4 days OSS	10 OSSH	
Bomb Threats / False Alarms / Explosives or (possession of)	10 days OSSH		
Fighting (pushing, hitting physical action with intent to resolve conflict)	4 days OSS, mediation, Behavior Contract	10 days OSSH	
Gang Related Activity	4 days OSS, Behavior Contract,	10 days OSSH	
Severe Disruptive Conduct	10 days OSSH		

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Harassment / Bullying (Physical, racial, verbal, electronic intimidation)	2 Days OSS, Parent Meeting, and assigned mentorship or research	4 days OSS, Behavior Contract	10 days OSSH
Intentional tampering / damage to computers / network resulting in loss of data and / or disruption of network operations	10 days OSSH, isolation from network and all systems and restitution, Behavior Contract		
Making a false 911 call	5-10 days OSS, possible hearing		
Possession / use of tobacco products, at school or school sponsored event including possession or use of electronic cigarettes.	2 days ISS	1 day OSS, and CS and research assigned	4 days OSSH
Personal substance abuse (in possession, consuming, soliciting, selling, distributing, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances including OTC drugs and prescription drugs) or possession of paraphernalia.	4 days OSS, Behavior Contract	10 days OSSH	
Sexual Harassment / Misconduct	4 days OSS pending investigation, Behavior Contract	10 days OSSH	
Theft / Extortion	2 days ISS	4 days OSS, Behavior Contract, possible restitution	10 days OSSH pending hearing, possible restitution
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1 day CS, possible restitution	4 days OSS, loss of privileges, and possible restitution	10 days OSSH pending hearing, restitution, loss of privileges
Possession of Weapons	10 days OSSH		
<p>La Academia Dolores Huerta administration can activate immediate dispatch of the local police department for all Level III offenses.</p>			