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RFK
Charter School

*High School
Parent and Student
Information Handbook*

2019-2020

This Parent and Student Information Handbook becomes an agreement between the Administration, Teachers, Staff, Parents, and Students that will govern the well-being and successful achievement of the goals in educating our students.

“ And today, as never before in the free world responsibility is the greatest right of citizenship and service is the greatest of freedom’s privileges”

Robert F. Kennedy

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Vision, Mission and Goals

RFK offers a unique high school experience for students seeking alternatives to traditional secondary schools. We hope this handbook, designed and written with student input and participation, gives an accurate view of our uniqueness as well as our commitment to students.

Our Mission and Vision

The mission of Robert F. Kennedy Charter School prepares, motivates, and supports students to achieve their college and career goals in the partnership with families and the community.

Our goals are to:

- Provide a balance of educational, developmental, and service opportunities designed to assist students to graduate and successfully pursue their post-secondary educational and career goals;
- Maintain and communicate expectations for all students to learn at high levels;
- Establish a program that gives the individualized attention that varied learning styles demand, and that includes every student in the process of developing an individualized learning plan;
- Involve the students' families and the resources of the entire community in the education process.

When is the Handbook In Force?

This Parent and Student Handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school district has the discretion to modify the provisions of this handbook at any time.

The provisions of the Parent and Student Handbook are in force:

- During regular school hours and/or on school property
- During transportation of students
- At times and places where appropriate school administrators and staff have jurisdiction including but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities
- On the way to or from school or a school-related event

Additional sanctions may apply above and beyond the minimum mandatory consequences of this policy for violations which occur when this handbook is in force (i.e.; on school property, during school time, or at school events).

The principal, any school official or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity may have a detrimental effect on the other students, staff or on the orderly educational process.

The Director, Principal, and Deans have the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgement with respect to a particular situation.

How to enroll at RFK

RFK is open to students from anywhere in the state of NM in grades 6-12. The school will advertise an open enrollment period within the school community so that all interested students may have an equal opportunity to apply for admission; and it will include a deadline for accepting applications. All applications will be randomly drawn through a fair and impartial lottery system, if more applications have been submitted than the school can accommodate.

Lottery System

All students interested in enrolling in the school are given a number. Numbers are drawn until all student slots in the school have been filled. The remaining numbers are drawn to place the rest of the students onto a waiting list. As openings occur, students are enrolled in order of their placement on the waiting list. Students remain on the waiting list until they are enrolled, and new students can be added to the end of the waiting list.

Call our office number (243-1118) and ask for an application to be mailed to you, online at RFKCharterSchool.com . You may also drop by our office at 4300 Blake Rd., SW between 8 am and 4 pm to pick up an application for Middle or High School.

If the school is currently full, you will be notified about the next lottery date and contacted by phone if your name is drawn.

RFK High School General Information

Attendance: The staff and administration believe that attendance is a cooperative effort between the parent and the school. When the student is absent for any reason, we ask the parent/guardian to contact the RFK School Office as soon as possible at 505-243-1118. Students leaving school during the day while classes are in session must be signed out in the office. For safety reasons, parents/guardian will be asked for picture identification when signing out their child. If someone other than the parent/guardian is picking up the student, he/she must be on the list of authorized persons or emergency contacts for the student.

Students arriving late to school must sign in when they arrive at school and will receive a pass to class. Students will not be admitted to class without a pass and may be considered absent.

Classroom Regulations: Students will follow the rules of the individual teacher as well as all school policies. Inappropriate behavior includes any action that would disrupt the educational process. If a student does not follow the rules after repeated warnings and parent contact, the student may be referred to the administration. During a “crisis” situation, a student will be removed from class, parent may be notified of their student’s inappropriate behavior.

Closed Campus: Students are not permitted to leave campus during the school day. Once on campus, students must remain on campus.

Communication: When necessary, letters and flyers will be sent home with students.

Field Trips: A school letter will be sent home notifying parents of field trip. All students participating in field trips sponsored by RFK Charter School must have a parental permission form on file prior to the date of the trip. As part of your child’s registration packet, a permission slip was signed for all RFK sponsored field trips. Students will not be permitted to attend field trips without the original signed permission slip. Hand written notes, texts, or emails are not acceptable. Students are responsible for turning in work assigned prior to a field trip. Every student is responsible for obtaining assignments or lessons missed because of a field trip. Assigned work must be turned in prior to the trip or immediately after. Every student must be in appropriate attire or dress code or be sent home and not attend the field trip.

Student Deliveries: RFK does not accept deliveries of flowers, candy, balloons, stuffed animals, etc., to students at any time during the school year.

Student Records: Any parent/guardian requesting school records must request this information in person in the Main Office. A picture ID is required and a request form must be completed by the parent/guardian prior to the release of information. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974 and serves the purpose of protecting the rights of both parents and students. RFK should be given 24 hour notice to copy documents.

Visitors on Campus: **ALL visitors are to check in at the Main Office.** Parents and other visitors must show picture ID to obtain and wear a Visitor’s Pass before entering a classroom. Passes can be picked up at the front desk. If you wish to see a teacher, administrator, or counselor, please call and schedule an appointment. Students are not permitted to bring other students, friends and/or relatives as guests to visit RFK.

RFK Charter 2019-2020

August '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	1
11	12	13	14	15	16	1
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Notes:
Aug 1, 2, 5, 6 & 7: Professional Development Days and/or prep days
Aug 12: First Day of School
Sep 02
Sep 23: Professional Development
Oct 10 & 11: Fall Break
Nov 4: Professional Development
Nov 5: Election Day
Nov 11: Veterans Day
Nov 27, 28, & 29: Thanksgiving
Dec 23 – Jan 3: Winter Break
Jan 6 & 7: Professional Development
Jan 20: Martin Luther King
Feb 14: ½ day PD in PM/School AM
Feb 17: Presidents' Day
March 30 – April 3: Spring Break
April 9: ½ day PD in PM/School AM
Apr 10: Good Friday
May 22: Graduation
May 25: Memorial Day
May 29: Last day of school
Jul 3: 4 th of July Celebration
June 15 – July 17: Extended School Year

November						
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STUDENT RIGHTS AND RESPONSIBILITIES

Students have a right to:

Educational Opportunity

- A free public school education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility not to deny this right to any other student.
- RFK affords all students equal educational opportunities as well as equal opportunities to participate in extracurricular activities.
- Policy prohibits discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status and pregnancy in any program or activity of or sponsored by the school.

Expression and Association

- Students are protected in the exercise of their constitutional rights of free speech, press and assembly.
- The exercise of such rights, however, must be conducted in a manner that does not disrupt the educational process.

Publications

- Students shall be allowed to distribute political leaflets, newspapers and other literature on school premises, at specified times and places.
- Student publications are subject to prior restraint and censorship.

Organizations and Clubs

- Students may form clubs or organizations for any legal purpose.
- These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government, acting in concert with the principal.

Student Dress

- Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school.
- Students are expected to adhere to the RFK dress code policy. (Refer to Page 21)

Privacy

- Questioning a student- if police authorities or security personnel of the school desire to question a student on school premises regarding any alleged act of misconduct by the student, the school authorities shall attempt to contact the parents.
- The parent/guardian may be permitted to be present for questioning.

Search of Person or Vehicle

- **Vehicle Searches-** Search of a student's vehicle while parked on school property may be conducted only by a certified school employee, or if school security personnel have reasonable suspicion that a crime or breach of the disciplinary code is being committed by the student.
- **Physical Searches-** Search of a student's person or property may be conducted only where there is individualized reasonable suspicion that the student being searched has committed a crime or a breach of the disciplinary code.
 - **Minimally Intrusive Searches** - Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by any certified school employee.
 - **More Intrusive Searches** - Searches such as pat-downs and frisks may only be conducted by an authorized person of the same sex as the student being searched.
 - **Most Intrusive Searches** – May involve Law enforcement or other authorized school staff or personnel of same sex.

Controversial Issues

- Students shall have the right to encounter diverse points of views.
- Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by the school.

WHAT TO DO IF YOU BELIEVE THAT YOUR RIGHTS HAVE BEEN VIOLATED

Reports

- Any report will be addressed in accordance with the appropriate procedures as specified in IDEA, Section 504, ADA, Title VI, of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, First Amendment, XIV Amendment, New Mexico Human Rights Act, or with the State Board Regulation 6 NMAC 1.4 and any amendments made to these regulations, which are incorporated within this policy statement.

Violation of Student Rights

- Students who believe that their rights have been violated should report their concerns to their parents, school administrator, or other appropriate school personnel.

Denial of Rights

- Free public school education is a right guaranteed to every student.
- The courts have defined the basis on which the denial of that right is justified.
- That right may be denied in response to behaviors that threaten the safety and security of the school population, are illegal, or have the potential to disrupt the educational process.
- It is the intent of the Governance Council that every reasonable effort be made to provide continuation of options for student, even in the case of suspension or expulsion.
- Special education students must have a free, appropriate, alternative program provided during any long-term suspension or expulsion.

Grievance Procedure

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

Hearing Procedure

- The school prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion.
- The student may, at his/her own expense, choose to be represented by an attorney during any due process hearing.
- If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with a written notice of the hearing.
- The hearing shall be scheduled no sooner than five (5) and no later than ten (10) school days from the date of receipt of notice by the parents.
- The school will provide copies of documents and a list of witnesses at least two (2) working days in advance of the hearing.
- The parent/guardian may choose to waive the student's right to a hearing and accept the disciplinary consequences recommended by the school.
- Expulsion hearings cannot be waived.

Hearing Authority and Transcript

- The Hearing Authority is the appointed Hearing Officer or designee of the school Council.
- A student may waive his or her right to a long-term suspension hearing.
- A transcript of the proceeding shall be recorded and kept at the school for a period of one year, after which the recording will be destroyed, except in cases of expulsion where records are kept for longer periods.

Burden of Proof

- The hearing is not a legal proceeding, and formal rules of evidence shall not govern the conduct of the hearing.
- The burden of proving that the student violated a provision of this Student/Parent Handbook is on the school authorities.
- The student or his/her counsel shall have the right to call witnesses on his/her behalf and to question witnesses against him/her.
- The school authorities shall have the right to call witnesses and to question any witnesses who testify.

Decision of Hearing Authority

- The Hearing Authority shall decide first upon the innocence or guilt of the student with respect to the charges brought and second upon the disciplinary action, if any, that should be taken.
- The Hearing Authority may request additional evidence from the parties.
- The student shall have the right to comment upon the evidence orally and/or in writing.
- The Hearing Authority shall serve its written decision on the parties stating its findings, conclusions and implementations, within five (5) school days after hearing the evidence.
- The Hearing Authority's decision shall take effect immediately upon notification of the parent/guardian and shall continue in force during any subsequent review.

Appeal to the Governance Council

- The parent/ guardian may appeal the decision of the Hearing Authority to the school Governance Council by serving a written Notice of Appeal to the Council President or designee within five (5) days after the decision has been served.
- The Council President or designee shall then review a summary of the transcript within ten (10) calendar days.
- No new information will be considered in the appeal.
- After reviewing all materials presented at the hearing, he/she shall render a decision, which affirms, overrules, or modifies the decision of the Hearing Authority.
- The severity of any sanction previously imposed may not be increased.

RFK Code of Conduct/Discipline Policy

The expectation at RFK is that students uphold the values of respect and responsibility in their everyday interactions. We encourage students to embrace our mission of caring about and belonging to a safe school community.

Education is a right guaranteed to the student, but not an absolute right. The School is a community, and the rules and regulations of a school are the laws of that community. The right to a public education may be denied, temporarily or permanently, in response to behaviors which: threaten the safety and security of the school population; are illegal; disrupt the educational process; or have the potential to disrupt the educational process.

A student's right to an education may not be denied without due process. Separately, special education students must have an alternative program provided during any long-term suspension or expulsion.

Not with standing a school's right to deny a student the right to an education under these circumstances, it is the intent of the RFK Governance Council that every reasonable effort be made in favor of the student's education in disciplinary actions and as such RFK has defined an array of responses to address behaviors that are not appropriate or are prohibited. These are outlined in Part B Responses.

A. PROHIBITED CONDUCT

The following are types of behavior that disrupt the educational process and are prohibited. This list is not all-inclusive; other acts of misconduct not specified herein are also subject to discretionary action by appropriate school personnel.

Arson

Maliciously, willfully and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity.

Category I – Deliberately or with reckless disregard, starting a fire with resulting expense under \$100.00

Category II – Deliberately or with reckless disregard, starting a fire resulting in damage over \$100.00 to property or resulting in injury to a person.

Assault/Bullying

Threatening physical harm to another, causing a present fear of imminent danger to the person; included are threats, gestures and verbal assaults.

Assault, Aggravated

Intending or performing assault and battery with a weapon, instrument or any means of force likely to produce bodily injury. This category includes sexual assault and /or offenses.

Battery, Aggravated

Employing hostile contact with any kind of weapon or causing great bodily harm.

Battery/Fighting

Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

Bomb Threat

Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that people or property are likely to be injured or destroyed.

False Alarm

Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

Controlled Substance, Possession*

Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling, or possessing a substance that looks like, but is not, a controlled substance, whether or not such a “look-alike” substance is capable of producing a change in behavior or altering a state of mind.

Controlled Substance, Sale or Distribution

Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling; including a “look-alike”, or an item sold as a controlled substance.

Controlled Substance, Use

Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including a “look-alike”, or an item sold as a controlled substance.

Defiance or School Personnel/Authorities

Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Extortion

Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.

Firearm, Possession*

Possession of a firearm, as defined at 18 United States Code 921. In summary, a firearm is any weapon, which will propel a projectile by type action of an explosive.

Gang Activities

RFK recognizes that the presence and activities of gangs in the public schools is a serious threat and disruption to the educational process. RFK is a neutral environment so that students can feel safe. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Gangs and gang activities are prohibited at RFK and all school functions.

As a first step, the RFK Director / Dean of Students authorizes actions which are preventive in nature which will be interpreted as proactive steps to discourage the formation of gangs and involvement of students in gang activities. An integral part of these steps is the education of all staff regarding “gang” issues. Annually, the school will train all staff and

assist with implementing and reviewing the dress code and discipline code with respect to gang behaviors.

A. The following will apply:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidence or reflects membership in, or affiliation with any gang, soliciting membership in, or affiliation with any gang.
2. On the person's body display symbol or sign that evidences or reflects membership in, or affiliation with any gang.
3. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
4. Engage in any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting any person to pay for "protection" or threatening any person explicitly or implicitly, with violence or with any other illegal or prohibited act.
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property.
 - Engaging in violence, extortion, or any other illegal act or other violation of school guidelines.
 - Soliciting any person to engage in physical violence against any other person.

B. Application and enforcement

In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school employees are encouraged to exercise discretion and judgment based upon current circumstances in the school, neighborhood, and surrounding areas.

1. The removal of gang-related graffiti shall be priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
2. School employees should also encourage private property owners to promptly remove or cover gang-related graffiti in school neighborhoods.
3. School employees are strongly encouraged to work closely with local law enforcement officials in controlling gang-related activities.
4. The school will report instances on gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.

C. Violation of guidelines

Students who violate these guidelines shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

2019-2020 Safe School Plan

General Disruptive Conduct

General disruptive conduct is defined as:

Willful conduct which materially and in fact disrupts or interferes with the operation of the public schools and the orderly conduct of any public school activity including individual classes. In addition, it may be conduct which leads an administrative authority reasonably to forecast that such an interruption or interference is likely to occur unless preventive action is taken. For example:

1. Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by a teacher, principal, faculty member or other public school official at any time, whether the rule is designed for the classroom, the campus in general, or any other location or facility involving a school-related activity.
2. Being inappropriately dressed, i.e., being dressed in a manner that is potentially disruptive to the educational process.
3. In appropriate display of affection, i.e., a display of affection that has the potential of disrupting the educational process.
4. Cheating; Gambling
5. Inappropriate use of cell phones and/or other electronic devices that disrupts the class, the campus or school activities.

Language, Profane and/or Abusive

Using language, which is crude, offensive, insulting or irreverent; using coarse words to show contempt or disrespect; swearing.

Materials, Obscene

Displaying material, which is indecent and has the potential of being disruptive.

Paraphernalia Possession*

Possessing any paraphernalia, such as but not limited to rolling paper, pipes or bongs.

Plagiarism

The act of using another person's ideas or words without giving credit to that person.

Robbery

Taking of property of another through means of force or fear.

Tardy

A tardy is recorded when a student arrives late to class for any reason and will be recorded in the student information system, which can be viewed on the Student Parent Portal. Parents may excuse a student's tardy by walking with their student into the front office area and signing their student in with the attendance clerk. Phone calls to excuse tardies are not accepted.

Sexual Harassment

Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment is a violation of federal law. Examples of sexual harassment include but are not limited to the following: Sexual assault, unwanted touching, inappropriate comments or conversation, certain nonverbal behaviors and gestures which threaten or belittle others on the basis of gender.

Theft

Unauthorized possession and/or sale of property of another without consent of owner.

Trespassing/Unauthorized Presence

Entering or being on school grounds or in a school building without authorization.

Vandalism

Deliberately or maliciously destroying, damaging and/or defacing school property or the property of another individual.

Weapons Possession*

Possessing a weapon such as but not limited to:

1. A firearm
2. Any type of gun
3. Any type of knife
4. Any type of club
5. Any type of explosive
6. Spiked wrist band
7. Chains
8. Any other item that may cause or is intended to cause injury or death. This specifically includes “look-alike” guns and knives, such as toys, if the look-alike object is used or intended to be used to intimidate, threaten, or cause fear.

Weapon Use

Use of any weapon or “look-alike” weapon to threaten, intimidate, attack, injure or kill any person.

*Possession, as used herein, includes not only possession in one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car or elsewhere, if subject to the student’s custody and control.

B. RESPONSES TO PROHIBITED CONDUCT/UNACCEPTABLE BEHAVIOR

The administrative response to the unacceptable behavior is left to the discretion of school officials depending on circumstances, including the seriousness of the offense and the student’s history. RFK will respond to a student’s violation of school rules or disruptive conduct by following school procedures and policies that keeps the student in school, and in serious circumstances, may result to suspension or expulsion from school.

1. RFK will attempt to fully communicate with appropriate persons, as follows:
 - a. Staff/Student Contact: staff member, defined as any school employee assigned to that school, will contact student

- b. Student/Parent Contact: Staff member will contact parents by note, by telephone, or in person.
 - c. Administrator/Student Contact: Administrator will contact student in person, by note or by telephone
 - d. Administrator/Parent Contact: Administrator will contact parent by note, by telephone or in person
 - e. Administrator/Student/Parent Conference: Administrator, student and parent will meet to discuss problem and solution(s)
2. RFK may employ the following responses to unacceptable behavior:
- a. Community Service: RFK may require community service, including at the school itself.
 - b. Restitution, or community service, will be sought for damage or the theft of personal or school property. This includes: damage to the school facilities (bathrooms, desks, etc.); damage or loss of school textbooks, materials and supplies for which student and parents are responsible; or damage to personal property of school employees or students or school neighborhood residents. Such matters may be referred to the Albuquerque Police Department (APD), BCSO or APS Police for further action.
 - c. Contracts: The student will commit to more positive behavior in the form of a written contract. Student may be assigned community service, lunch detention or after school tutoring.
 - d. Referrals: Student may be referred to various school personnel or other entities for appropriate interventions/services.
 - e. In-School Suspension: Student may be removed from class or activity but remains at school until satisfactory resolution is reached.
 - f. Student may be transferred to another APS or Charter School at the request of the student and parents/guardians, or through mutual agreement of schools, parent and student.
 - g. Detention: The authority of the school to supervise and control the conduct of students includes the authority to impose reasonable periods of detention during the day as disciplinary measure. Reasonable periods of detention may be imposed with the procedures for temporary suspension.
3. In response to serious violations or offenses, RFK will resort to suspension, expulsion, and/or referral for legal action. The due process to which a student is entitled prior to suspension or expulsion is detailed below, in section c.
- a. Short-Term Suspension: Removal of a student from classes and all school-related activities for a period of time ranging from a minimum of a few minutes to a maximum not to exceed ten (10) days.

A student whose presence poses a danger to persons or property is considered to be a disruption to the educational process and may be removed immediately from class or school-sponsored events. APD may participate in removal if necessary.

A student who has been suspended will generally be given a reasonable period of time to complete missed assignments and examinations.

- b. Long-Term Suspension: Removal of a student from school and all school-related activities for more than ten (10) days and up to the balance of the semester. A student receiving a long-term suspension will lose credit for the semester.
- c. Expulsion: Removal of a student from RFK for a period exceeding one semester. A student receiving an expulsion will lose credit for the semester in which the expulsion occurs.

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

C. PROCEDURES

1. The school administration must provide written notification to each of a student's teachers and to the student's parents/guardians within one school day of imposing any form of suspension. The school administration must keep on file a copy of the notification for any suspension occurring during a school year.

The Director and/or Principal are responsible for notification compliance and documentation. Copies of suspension notification may be discarded at the beginning of each academic year for prior years' actions, except for any long-term suspensions or expulsions still in effect.

2. Short-Term Suspension: A student facing suspension for fewer than ten (10) days is not entitled to a formal hearing, but is entitled to a rudimentary hearing, as follows:
 - a. Before the student is suspended, the student shall be informed of the charges against him or her and, if (s) he denies them, shall be told what evidence supports the charge(s) and be given an opportunity to present his or her version of the facts. The administrative authority is not required to divulge the identity of informants, although (s) he should not withhold such information without good cause. S (he) is required to disclose the substance of all evidence on which (s) he proposes to base a decision in the matter.
 - b. If the student denies the charge(s), the school authority may delay the suspension in order to conduct further investigation, but is not required to. The discussion with the student may take place and a temporary suspension may be imposed within minutes after the alleged misconduct has occurred.
 - c. The administrative authority is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s), or to call witnesses to verify the student's version of the incident, but none of these is prohibited.
 - d. The school shall make reasonable efforts to inform the student's parent or guardian of the charges against the student and the possible or actual consequence as soon as practical. If the school has not communicated with the parent/guardian by telephone or in person by the end of the first full day of suspension, the school shall on that day mail a written notice with the required information to the parent/guardian's address of record.

Long-Term Suspension or Expulsion: ***See Student Rights and Responsibilities Section.***

Special Education Services

The mission of RFK is to work with students and families to identify the strengths, needs and issues impacting student success. Graduation from High School or transition into an alternative graduation or career path will be our primary measure of success. RFK will provide flexible and personalized programs for anyone seeking a high school diploma.

Individual needs of students who have been receiving special education services will be addressed through their Individual Education Program. Our dedication to best practices will be demonstrated through an **inclusive model** of education, providing progressive techniques for instruction, curriculum and meeting individual needs of students.

When a student who is eligible for special education services is placed in a regular education classroom, he or she is expected to achieve at the level commensurate with her or his ability and IEP with the assistance of appropriate special education and related services.

Special Education Discipline Procedures

The IEP team must consider, when appropriate, strategies- including positive behavioral interventions, strategies, and supports to address behavioral concerns through the IEP process (614(d)(3)(B)(i).

In response to disciplinary actions by school personnel, the IEP team must, within 10 days, meet to formulate a functional behavioral assessment plan to collect data for developing a behavior intervention plan, or if a behavioral intervention plan already exists, the team must review and revise it (as necessary), to ensure that it addresses the behavior upon which disciplinary action is predicated (615)(c)(3)(D)(vi).

Special Education Procedural Safeguards

NOTIFICATION

Parent/guardian will receive prior written notice before the school proposes or refuse to initiate or change the identification, evaluation, educational placement of your child or the provision of a free appropriate public education to your child. Such notice will:

- Fully explain procedural safeguards
- Describe and explain the school's proposed action or refusal to act, including a description of other options considered and rejected and why rejected
- Describe evaluation procedures, tests, records or reports used for the proposed or refused action
- Describe any other factors which are relevant to the action proposed or refused by the school
- Be provided in a language and/or manner that is understandable to the parent or guardian
- Describe which school personnel will be attending the meeting

WRITTEN CONSENT

Parent/guardian must give written consent prior to the following actions:

- Initiation of an initial individual evaluation

- Initial placement in special education services

Parent/guardian may revoke consent at any time

ASSESSMENT

Parent/guardian may provide an independent educational evaluation of his/her child if he/she disagrees with the school's evaluation. However, the school may initiate a hearing to demonstrate that its evaluation is appropriate. If the final decision is that the school's evaluation is appropriate, the parent/guardian has the right to an independent evaluation at his/her own expense. (The parent should obtain the school's guidelines before proceeding with an independent evaluation.)

RECORDS

Parent/guardian has the right to:

Review any of his/her child's educational records within 45 calendar days of the request.

Receive an explanation of the educational records.

Identify a representative to inspect or review records.

Obtain copies of specific documents.

Request an amendment of information in the child's educational records.

Confidentiality of records is maintained at all times.

PLACEMENT

Parent/guardian has the right to:

Obtain a Free Appropriate Public Education (FAPE) for his/her child with a disability.

Receive a written description and explanation of the special education placement of the child.

RESOLVING DIFFERENCES

Parent/guardian has the right to:

Request a mediation conference to resolve differences regarding the evaluation, placement and program recommendations for his/her child.

Request an impartial due process hearing even when using mediation to resolve differences.

Appeal an adverse hearing decision to the District Court of Appeal, within thirty (30) days of the date of the Final order or bring a civil action in the State Circuit Court or in the Federal District Court.

Request reasonable attorney's fees and related costs which may be awarded if the parent/guardian is the prevailing party in an administrative hearing or court proceeding.

Request an administrative review by the state department of education.

MISCELLANEOUS

Parent/guardian has the right to:

Receive communications in the language or other mode of communication that is understandable to him/her (unless it is clearly not feasible to do so).

Have a surrogate parent assigned to represent a child in decisions regarding educational matter if: (a) No parent/guardian can be identified, (b) No parent/guardian can be located, (c) The child is a ward of the State or court, unless the child resides with a foster parent.

Student Dress Code

Because RFK values respect, safety, health and the educational process, the following are our guidelines for dress and appearance:

1. Head gear to include Ball Caps or Clothing/jewelry that promotes gang affiliation, alcohol, drugs and/or tobacco is not acceptable.
2. RFKCS does not permit baseball caps/hats to be worn on our campus.
3. Clothing/jewelry that disrespects a person or persons for any reason is not acceptable.
4. Clothing should be comfortable and appropriate for the school or work activity.
5. Basically, anything that distracts from the learning process and/or offends another person is not acceptable.
6. RFKCS does not permit clothing that displays or suggests alcohol/drug related material to be worn on campus or to school related activities.

*Appropriate is defined as:

- Clean
- Modest
- “Outerwear” covers “underwear” so it cannot be seen
- Safe for the school activity

The Dress Code is a set of guidelines for teaching young people what is appropriate and acceptable appearance. If a student wears something that requires this guidance, a teacher or staff member will discreetly inform the student, give the student a shirt to wear or ask the student to wear a jacket. The student may also call someone to bring appropriate clothing. Repeated offenses may result in suspension from school.

Smoking Policy

RFK has a **NO SMOKING POLICY** and will not tolerate smoking on campus or at RFK activities outside of normal school hours.

Tobacco Free Schools (Smoking)

According to New Mexico Administrative Code, 6.12.4.8 Tobacco use is prohibited by students, school staff, parents, and school visitors in school buildings, on school property. It is the responsibility of each school to implement and communicate this policy to students, school staff, parents, school visitors and the community and also the school's responsibility to develop provisions for enforcement of this policy.

The Robert F Kennedy Charter high school is dedicated to establishing and maintaining a safe, comfortable and productive educational and work environment for its students and staff. In view of the serious health risks associated with tobacco, the addictive substance of nicotine, and tobacco smoke for both smokers and non-smokers, the following health policy is adopted.

The term "TOBACCO PRODUCT" means any product made or derived from tobacco is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes among other products, cigars, cigarette tobacco, roll-your-own, smokeless tobacco, e-cigarettes and nicotine liquid containers.

Smoking or the use of tobacco products; E-Cigarettes or any nicotine products will not be permitted on school property at any time. Smoking is hazardous to everyone's health.

5 Textbook Policy

Robert F. Kennedy Charter School shall maintain adequate textbooks within the classroom that allows each student the use of a textbook during school hours. Textbooks are available for students to take home should they request so from the teacher. Students must complete a form with the classroom teacher in order to take the book home, and maybe subject to fines and withholding of transcripts should they fail to return the book by semester end.

Cell Phones, Pagers and other Wireless Communication Devices

The possession of a cellular phone, pager, etc, is not in and of itself, a violation of the student conduct and discipline code. The school allows for the possession of cell phones on the education campus, however, cell phones are prohibited during instructional hours, parent meeting, conferences, and/or when a staff member deems inappropriate. The term “use” refers to the device being in visible sight and/or being on and/or used during prohibited times in the location above. When it is determined that the use has occurred in violation of policy, the cell phone will be surrendered to an RFK staff member upon request and the parent will be contacted and a solution will be determined. If a cellular device is used in a criminal act, then criminal penalties may result.

Food Policy

RFK IS A CLOSED CAMPUS. Students are not excused to leave for breakfast or lunch; if a student leaves with or without parental permission they cannot return to school until a parent meeting has been scheduled.

Students may bring their own meals to eat during authorized break times, purchase food from the school vending machines and/or the “school store”. Breakfast, lunch and afternoon snack is provided free to all RFK students during scheduled breakfast, lunch and snack times. Any food brought on campus must be delivered to the main office and may be subject to inspection.

Parking Policy

Students who may be driving a vehicle to school will be issued a parking decal once they have given copies of current driver’s license, auto registration and insurance to the administration office. If these documents cannot be supplied, the student will not be allowed to park his/her vehicle in the RFKCS school parking areas.

Attendance and Truancy Policy

Truancy is defined by the state as the unexcused absence from school or class that results in the student being deemed absent. A student is considered **truant** when he or she has *accumulated 5 unexcused absences within any twenty day period.*

Habitual Truancy is defined by the state as the *accumulation of 10 or more unexcused absences within a school year.*

RFK values excellent attendance and punctuality because these are essential habits for lifelong success. In addition, much of our curriculum and instruction draw on community expertise and is field-based and project-oriented. These teaching practices require daily, in-class participation. Therefore, the following is the RFK Attendance Policy:

1. Students are expected to maintain 95% attendance and punctuality for class, computer lab or any work/volunteer/service learning site or activity. Regularly scheduled classes are offered Mondays through Fridays.
2. The maximum allowable absences at RFK per semester are 10 days. When attendance falls below 89%, or 10 days per semester, an “Attendance Intervention” will begin and may ultimately result in student withdrawal from school. The school is committed to exhausting all possible intervention strategies before this occurs. See “RFK Attendance Policy” located on page 25 (this policy is signed by parent/guardian and student at registration and filed in the students school records). The director and advisory teacher will make the final decision.
3. RFK does not distinguish between excused and unexcused absences. An absence is an absence. Because each student is working with an individual plan and schedule, we expect personal appointments to be made outside class time.
4. Students are expected to discuss reasons for lateness or absences with their Advisory Teacher in advance. At all times, RFK teachers and staff expect open, honest communication with families when a student is absent or late.

RFK Attendance Procedures - Semester

DAILY attendance calls to home are made by School Reach, documented into Power School (the student accountability system)

1st Absence: Parents/guardians will be notified **DAILY** of their student's absence(s) by School Reach; Confirmed or attempted calls to home are documented and logged into Power School; copies of log entries will be put into Advisory Teachers mail boxes. Advisory Teachers will continue to attempt contacting parents/guardians by phone.

2nd Absence: Advisory Teachers will continue to attempt contacting parent/guardian by phone.

3rd Absence: Behavioral Health staff Intervention and 3rd Day Absentee Notification Letter
Advisory Teachers may request: a 3rd Day Absentee Notification **Letter** be mailed to student's Parent/Guardian and if applicable to his/her Parole Officer and agencies requiring full-time school enrollment; notify Social Worker to begin intervention procedures or student's class schedule to be modified to assist student with improving his/her attendance.

4th Absence: Behavioral Health staff will schedule a Visit Student/ Parent/Guardian.

5th Absence: 1st Staffing -Student/Parent/Guardian/Administration/Staff/ Behavioral Health staff
Advisory Teacher will: attempt to contact parent/guardian; schedule staffing; notify Administration, Classroom Teacher(s) and Behavioral Health staff of a staffing to discuss what support and/or solutions RFK can provide to help student improve attendance. Student maybe asked to sign an attendance contract.

6th Absence: Advisory Teacher will attempt to contact parent/guardian.

7th Absence: 7 Day Absentee Notification
Advisory Teacher may request a 7 Day Absentee Notification Letter be mailed to student's Parent /Guardian and if applicable to his/her Parole Officer. Letter will state that student is in jeopardy of being withdrawn from enrollment and Parent/Guardian will be asked to contact Advisory Teacher to discuss student's attendance.

8th Absence: Advisory Teacher will: attempt to contact parent/guardian.

9th Absence: 2nd Staffing - Student/Parent/Guardian/Administration//Staff/Behavioral Health staff
Advisory Teacher will: attempt to contact parent/guardian; schedule staffing; notify Administration, Classroom Teacher(s) and Behavioral Health staff of staffing to discuss what support and/or solutions RFK can provide to help student improve attendance to discuss and assess if student truly desires to remain a student at RFK. At this time, we may suggest a schedule change, referral to another school or suggest withdrawing student from RFK. Student will have access to an appeal process.

10th Absence from Class: 10 Day Absentee Notification and a meeting will be scheduled with Parent /Guardian, Advisory Teacher and Classroom teacher to determine criteria for credit recovery possibility. Student will have access to an appeal process.

10th Absences in All Classes: 10 Day Absentee Notification (Removal from School Enrollment)
Advisory Teacher will request Parent/Student Support Officer mail Notice of Withdrawal from School Enrollment to Parent/Guardian, if applicable to his/her Parole Officer and agencies requiring full-time school enrollment. Student will have access to an appeal process.

Re-Admit Process: Once a student withdraws or has been withdrawn from enrollment, Students must re-apply and will enter through the Lottery Selection Process.

Date: _____ Signatures: _____
Student

Parent/Grandparent/Guardian/Advocate

7

Substance Abuse Policy

- A. If a student is caught in possession of Alcohol, Marijuana, E-Cigarettes or Vapor Devices or any other narcotic related substance or related substance or paraphernalia to include electronic/vaping devices, or is caught using the substance at school:
1. For the first offense the student is suspended for 5 days. The student returns to a staffing and will be scheduled to participate in RFKCS Harm Reduction intervention. Failure to attend any scheduled sessions at RFKCS will result in the student being suspended until a parent/guardian meeting can be held.
 2. For the second offense, the student must participate in a substance abuse program outside of school and have documentation of his or her participation before returning to school.
 3. RFKCS Staff or APD will be called to confiscate and destroy the material
 4. For a third offense the student is taken to a hearing for long term suspension.
 5. RFKCS Staff or APD will be called to confiscate and destroy the material..
 6. RFKCS reserves the right to move to long term suspension for any substance abuse related incident if has been determined by RFKCS staff that other students were put at risk at any time, may result in school change based on teacher recommendation. Parent/Guardian and advisory teachers will be notified of such change.

Amended August 19, 2019

Violence Policy

B. If a student is threatening violence:

Definition: Verbal abuse of another student or staff member which may or may not be accompanied by “getting in the face” of another individual, fist clenched, mad-dogging, or “posturing” behavior which is likely to escalate into violence. This includes any threats of violence through social media.

1. Minimum, automatic 3 day suspension.
2. Additional 2 days may be added for claiming a gang, throwing up gang signs and/or mentioning bringing friends or back-up to school.

If a student is fighting at school:

On the first offense, if a student invites friends on campus to participate, incite or promote the fight, and/or if the circumstances are clearly gang-related, long term suspension may be recommended.

1. The student is suspended for the remainder of the 9 week grading period or at least 9 weeks if the suspension is in mid-grading period, the student must participate in 6 sessions of anger management and show documentation of his or her participation. RFK will offer these interventions in the evening. The student must also petition to be reinstated at RFK following participation in the intervention.
2. If the student is recommended for alternative placement the student must participate in 6 sessions of anger management and show documentation of his or her participation. Student must also petition to be reinstated upon successful completion of alternative placement.
3. If student refuses to participate or does not complete intervention the student will be suspended until he/she meets with Director or Designee.
4. For the second offense the student is taken to a hearing for long term suspension.

Bullying/Cyberbullying Policy

Robert F. Kennedy Charter School Policy #8.121 Complies with Bullying prevention regulation NMAC 6.12.7 and includes PED requirements for anti-bullying policies identified in NMAC 6.12.7.8 and NMAC 6.302.10 and is aligned with NMSA 1978, Section 32-A-4-3(A), (NMAC 6.11.2.7 (A))and (NMAC 6.11.2.10)

Robert F. Kennedy Charter School (RFKCS) is committed to providing a safe, positive, productive, nurturing educational environment for all of its students and encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Gestures, comments, threats, or actions, which cause or threaten to cause bodily harm, emotional distress or personal degradation will not be tolerated.

This policy applies to all activities involving RFKCS. This includes activities on school property and off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. It also applies to any activity or incident in route between school and the off campus school activity. RFKCS expects students to conduct themselves in an appropriate manner for their respective levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

RFKCS believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for RFKCS Policy and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

This policy shall apply to the following definitions of bullying. Please note that these definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Definitions

"Bullying" is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be:

- a. Physical -- hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal (oral or written) -- taunting, malicious teasing, insulting, name calling, sexual, religious, or racial harassment, making threats.

- c. Psychological -- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation.
- d. Electronically transmitted, or cyberbullying--the use of information and communication technologies such as email, cell phones, pagers, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others, or which causes emotional distress to an individual that substantially disrupts or interferes with the operation of the school or with an individual student's ability to receive an education.

For the purposes of this policy, the term “bullying” will also be applied to the following behaviors:

- e. Aggressive behavior---inappropriate conduct, whether a single isolated incident or repeated incidents, that are serious enough to negatively impact a student's or employee's educational, physical, or emotional well-being.
- f. Relational Aggression--behavior that is intended to harm someone by damaging or manipulating his or her relationships with others. Relational Aggression is not always obvious and can include physical, verbal (malicious gossip, putdowns, insults, spreading rumors, lies, telling secrets, name calling and threats to withdraw friendships), or covert (body language, eye rolling, social exclusion, ignoring) aggression.
- g. Harassment for purposes of this policy, includes, but is not limited to, any threatening, insulting, or dehumanizing act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, computer generated or physical nature directed against a student or school employee that:
 - 1. Demeans a person;
 - 2. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 - 3. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
 - 4. Has the effect of substantially disrupting the orderly operation of a school.
- h. Hazing-- performing any act or coercing another, including the target, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy
 - i. Intimidation --includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury.
 - j. Menacing-- includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Staff" includes all RFKCS employees.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in RFKCS business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Any observed behavior that meets the above definition of bullying, shall be handled in a manner outlined in the policy and procedures that follow.

Employees who witness bullying or who receive reports of bullying notify the designated administrator within two calendar days of the employee witnessing or receiving a report of bullying.

BULLYING POLICY

(a) All complaints about bullying, harassment, and aggressive behavior that may violate this policy shall be promptly investigated by the Director or designee. If the investigation, based on all of the facts and surrounding circumstances, finds an instance of bullying, harassment, and aggressive behavior has occurred: on school property; off school property if the bullying, harassment, and aggressive behavior substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education or if the student or employee is at any school-sponsored, school-approved or school-related activity or function, or where an employee is engaged in school business; or while in route to or from a school-sponsored activity; it will result in prompt and appropriate remedial and/or disciplinary action in accordance with Board policy. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to appropriate law enforcement officials.

(b) Consequences and appropriate remedial action for students, school employees, visitors, volunteers and contractors found to have wrongfully and intentionally accused another as a means of bullying or harassment will result in prompt and appropriate remedial and/or disciplinary action in accordance with Parent /Student Handbook and RFKCS Policy 8.12. This could include student success, community service, work with a behavioral specialist, detention, up to expulsion. Individuals may also be referred to appropriate law enforcement officials.

(c) If a student's out of school speech or behavior results in a substantial disruption of an individual student's learning environment or substantially disrupts or interferes with the operation of a school, the student may be subject to discipline as provided above.

(d) Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Bullying policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about bullying, harassment, and aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. The target of the bullying situation, will be worked with behavioral health and administration department through the entire process

In Summary:

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or off school

grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment; or
4. Substantially disrupting or interfering with the operation of a school or an individual student's ability to receive an education.

RFKCS upholds that aggressive behavior, bullying, harassment, and similar acts, of any student or school employee is prohibited during any education program or activity conducted by RFKCS, during any school-related or school-sponsored program or activity, on a school bus, through the use of data or computer software that is accessed through a computer, computer system, or computer network of the RFKCS, or during off-campus activities if the off-campus activities cause emotional distress to an individual that substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

Reporting process Students and families can report an allowance for reporting orally and in the preferred language of the person reporting. Students at RFK can report anonymously in the administrative office in a designated area. Families can report in person or through an electronic communication on our RFK website. In addition to reporting to any RFK staff member.

Immediate notification to all parties involved, the Director and local agencies where criminal charges may be pursued against the perpetrator shall be provided in accordance with the procedure set forth by the Director.

Investigation Procedures The prompt investigation of a report of bullying, harassment, or similar act is deemed to be a school-related activity and begins with a report of such an act. The investigation will be conducted within 10 days unless investigator requests approval from Director for additional time up to 21 days. Student may be sent home during investigation process.

The appeal process for a student who is accused of bullying or who is the target of bullying and who is unsatisfied with the outcome of the initial investigation to the director. The director will have 10 days to review the appeal.

The RFK Behavior Support Team will develop a Student Safety Support Plan for students who are targets of bullying that address the safety measures the school will take to protect the target/students against further acts of bullying.

The RFK Bullying Policy will be published in the RFK Parent and Student Handbook. The policy will also be visible in all classrooms and RFK Common Spaces. The Policy will encompass the RFK Bullying Prevention Program and the RFK Reporting Procedures. The RFK Bullying Policy will be produced and disseminated using developmentally appropriate language and culturally appropriate language.

RFK Charter will document all reports and investigations of bullying and will maintain the records for 4 years. RFK Charter will report bullying incidents and the responses to those incidents annually to the New Mexico Public Education Department through the mode deemed appropriate by the NMPED.

POLICY NOTICE

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and place during the school day and is protected by State and Federal law).

Notice of this policy will be incorporated in student and employee handbooks.

The Director or designee is directed to develop administrative procedures to implement this policy. Procedures shall include reporting and investigative procedures, to include a procedure for reporting to the target's parent/guardian that an incident occurred and to regularly report to a target's parent/guardian the actions taken to protect the target, as needed-in compliance with NMAC 6.12.7.8.

Policy 8.121

RFK Graduation Requirements
F-2013-2014, 2014-15, 2015-16, 2016-17, & 2017-18 Classes
of 2017, 2018, 2019, 2020, & 2021

24 units to include:

- 4 units English
- 4 units Math (one unit = or > than algebra 2)
- 3 units Science (2 w/lab)
- 3.5 units social science, including United States History and Geography, World History and geography, and Government and Economics, and .5 unit New Mexico History
- 1 unit Physical Education, which may include Marching Band, JROTC, or Interscholastic Sports sanctioned by NMAA
- 2 units Career cluster, workplace readiness or language other than English
- 6.5 units Electives (including .5 unit of Health Education)

One of the above units must be honors, Advanced Placement, Dual Credit, or Distance Learning.

RFK GRADUATE PROFILE

PUPROSE: RFK's purpose is to acknowledge, appreciate, celebrate and nurture the strengths of our young people and communities through building healthy, caring relationships, and further to challenge, empower and engage them in designing pathways to development and opportunity.

GOALS: RFK students will develop personal effectiveness, effective teamwork skills, and positively engage in their community by being able to articulate their passions, define lifetime goals, and by developing problem solving skills.

RFK GRADING POLICY

A+	=	100%	A	=	95% to 99%	A-	=	90% to 95%
B+	=	87% to 89%	B	=	85% to 86%	B-	=	80% to 84%
C+	=	77% to 79%	C	=	75% to 76%	C-	=	70% to 74%
		N		=	No credit earned (Fail)			

Final grades will also factor in participation and attendance.

Work Experience and Community Service Credit

RFK offers an opportunity to earn credits through work experience and/or community service. To receive either a half (0.5) or full (1.0) credit, a student must work 90 hours per half credit or 180 hours per full credit to be matched with academic core credit and document the hours with a check stub or time sheet, and supervisor evaluations. The Work Study grade will be equal to the academic average of the grading period and retro- active for past work study credit earned

Testing

RFK administers the following assessments:

- Common Formative Assessments to assess academic levels throughout the school year to measure progress
- English proficiency assessment to identify students requiring ESL and bilingual language services
- PARCC like and END OF YEAR (EOC) Exams: New Mexico graduation requirement.
- CNM ACCUPLACER – Dual Enrollment and NM graduation requirement.
- Workkeys or ASFAB – Career placement Exams

Remediation Plan

RFK is designed to meet the individual academic needs of all students, regardless of ability level, through small classes and differentiated instruction. There are various supports provided towards academic success at RFK. One opportunity is a remediation program for academic improvement. The need and individual program are discussed at parent meetings by the parent, student, Advisory Teacher and teachers assigned to the student.

Remediation will be offered as follows:

Parent and student will be notified no later than the end of the second grading period that his/her child is failing to make adequate progress, and a conference with the parent and teacher shall be held to discuss possible remediation programs available to assist the student. Specific academic deficiencies and remediation strategies shall be explained to the student's parent and a written plan developed containing timelines, academic expectations and measurements to be used to verify that the student has overcome his academic deficiencies. The information will be documented in an Enhanced Academic Improvement Plan (EAIP) and revisited each 9 week period.

The Student Assistance Team (SAT) will be notified via referral form if a student is still not progressing after individual interventions and tutorial program have been provided

Support Services

One of the major benefits parents and students will enjoy about their experience with RFK is the pro-active approach taken in providing student support services. Students have access to a variety of support services both through the school and its interagency partnerships, such as: Student – Family Support Officer, School Social Worker, Dean and Assistant Dean of Students, School Based Health Clinic (SBHC).

After an initial evaluation by the RFK support team/IEP team/, students have access to a school psychologist, and/or social workers. The school also provides special education screening, testing, case management, and service delivery. In addition, referrals can be made for independent counseling, psychiatric, or evaluation services.

Title IX of the Education Amendments of 1972

GENDER DISCRIMINATION

Albuquerque Public Schools and federal law prohibit discrimination on the basis of gender.

- If students are treated differently based upon their gender, in academia or extracurricular activities, this treatment may be considered gender discrimination.
- Gender discrimination may include: academic programs, discipline, classroom assignment, physical education, grading and/or athletics.

SEXUAL HARRASSMENT

Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment:

- Is a violation of Federal Law, APS Board Policy, District Procedural Directives and School Policy.
- Is illegal under state human rights statutes and may be considered a criminal offense under state and local assault and child abuse laws.
- Includes sexual advances, requests for sexual favors, and written or verbal conduct of a sexual nature.
- Extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

If behavior toward another student makes him or her feel intimidated, uncomfortable or if the student feels threatened, it may be considered sexual harassment even if the harasser did not intend for his or her actions to be offensive.

SEXUAL HARASSMENT IS CONSIDERED TO HAVE OCCURRED WHEN:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of the academic status of a student or obtaining an education.
- Submission to or rejection of that conduct or communication by an individual is used as a factor, which affects the academic standing or education of a student.
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with the education of a student, or creates an intimidating, hostile or offensive educational environment.
- There is an intentional and persistent refusal to respect a person's gender identity (name, pronoun, dress, etc.)

SEXUAL MISCONDUCT

Sexual misconduct includes, but is not limited to:

- Physical acts of aggression.
- Force or threat against another student.
- Threatening to force or coerce sexual acts.
- Touching of private/intimate parts of the body.
- Coercing, forcing or attempting to coerce or force sexual intercourse.

These acts should be reported to the APS Police Department or the Albuquerque Police Department.

PREGNANCY

Regulations promulgated pursuant to Title IX of the Education Amendments of 1972 prohibit discrimination against pregnant or parenting teens. Pregnant teens:

- Student may request a SAT Team for Accommodations.