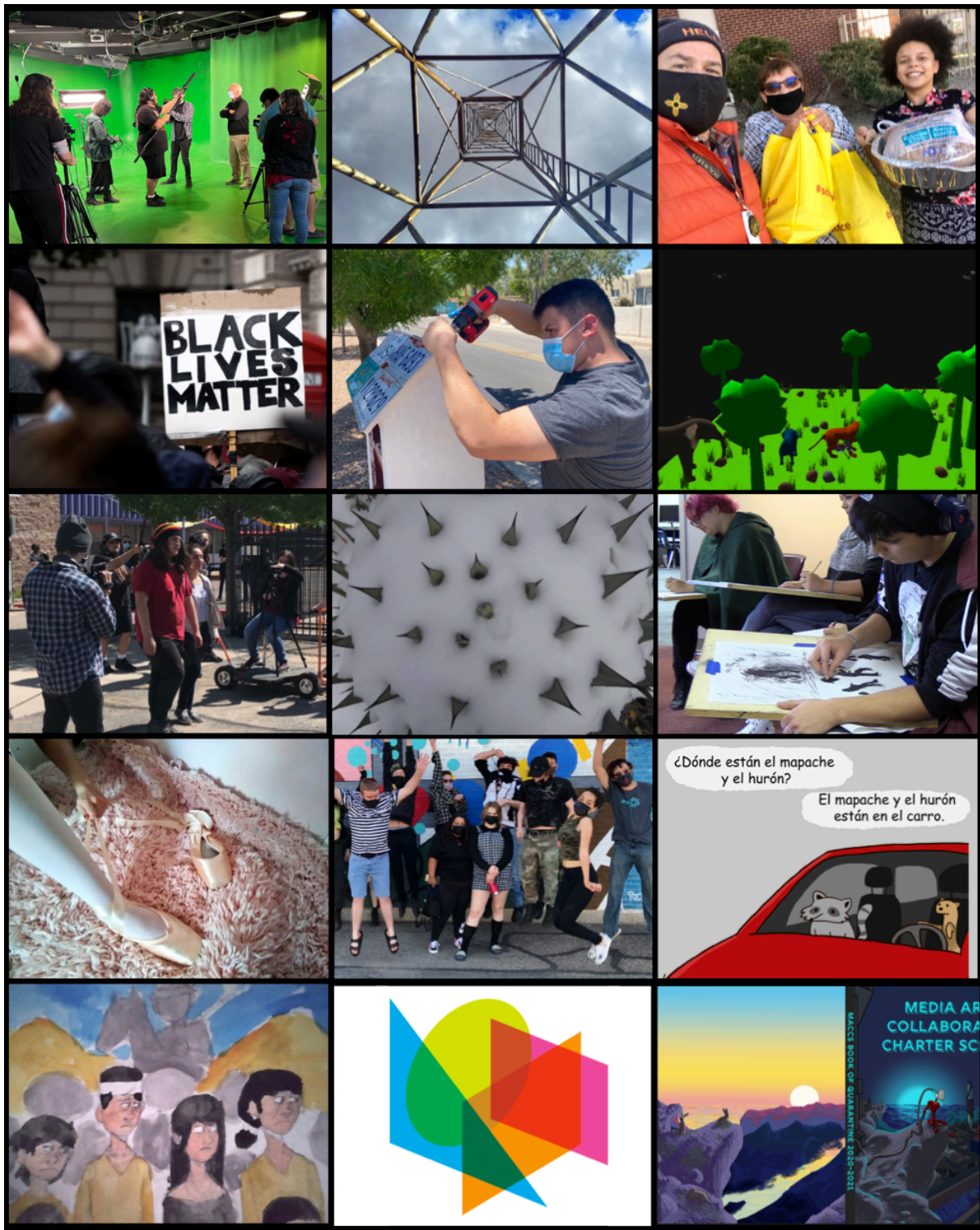


New Mexico Academy for the Media Arts

Parent & Student Handbook



*Revised & Approved by Governing Council, December 2021 (Pending)
(f.k.a. Media Arts Collaborative Charter School)*

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Mission

New Mexico Academy for the Media Arts offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts.

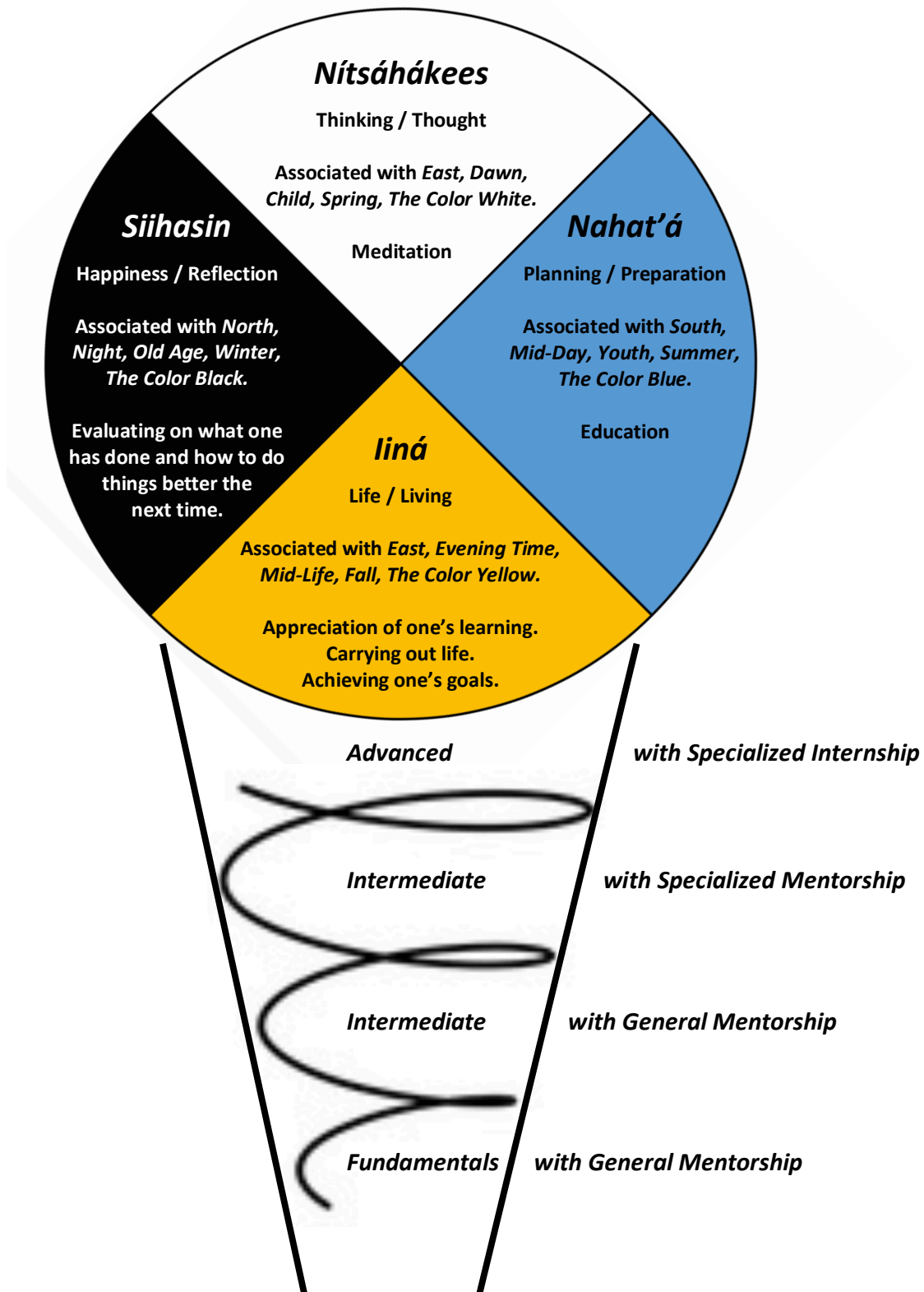
We prepare our graduates for positions in the media industries and for the rigor of post-secondary education.

New Mexico Academy for the Media Arts adheres to the following tenets:

**Compassionate, Confident, Creative,
Collaborative and Community.**

Cultural & Linguistic Responsive Visual Framework

Sá'ah Naaghai Bik'é Hózhó (SNBH) – *The Beauty Way (Diné)*



School Calendar

August 11, 2021	Classes Begin
September 6	Labor Day Holiday
September 22	Curriculum Night
October 6	Parent/ Teacher Conferences
October 7-8	Fall Break
November 11	Veterans Day Holiday – NO SCHOOL
November 22-26	Thanksgiving Break
December 20-31	Winter Break
January 3, 2022	Teacher PD – NO SCHOOL
January 4	Students Return to School
January 17	Martin Luther King Jr. Holiday – NO SCHOOL
February 21	Presidents' Day Holiday
March 18	Parent/ Teacher Conferences
March 21-25	Spring Break
April 15-18	Vernal Recess – NO SCHOOL
May 13	Student Showcase Gala
May 13	Last Day for Seniors
May 23	Class of 2022 Graduation
May 25	Middle School Step-Up Ceremony
May 26	School Picnic & BBQ/ Last Day of Classes

Daily Schedules

Teacher & Staff Universal Prep 8:00-9:15am each day

MONDAY-THURSDAY SCHEDULE

9:15 – 10:45am	1 st Period
10:50am – 12:15pm	2 nd Period
12:20 – 12:55pm	LUNCH
1:00 – 2:25pm	3 rd Period
2:30 – 4:00pm	4 th Period

FRIDAY SCHEDULE

9:15 – 10:30am	1 st Period
10:35 – 11:50am	2 nd Period
11:55am – 12:30pm	LUNCH
12:35 – 1:20pm	Advisory
1:25 – 2:40pm	3 rd Period
2:45 – 4:00pm	4 th Period

TWO-HOUR DELAY SCHEDULE

11:15am – 12:15pm	1 st Period
12:20 – 12:55pm	LUNCH
1:00 – 1:55pm	2 nd Period
2:00 – 3:00pm	3 rd Period
3:05 – 4:00pm	4 th Period

REPORT CARD TERMS

Semester 1:

Term 1 – August 11-September 17

Term 2 – September 20-October 29

Term 3 – November 1-December 17

Semester 2:

Term 4 – January 4-February 18

Term 5 – February 22-April 14

Term 6 – April 19-May 26

Report Cards are sent home with students 3 days after the last day of the Term.

For any/ all school cancellations,
the NM Academy for the Media Arts Online Platform will go into effect.

Email Contact Information

ADMINISTRATION

Jonathan Dooley, jdooley@nmmediaarts.org

Pat Kelly, pkelly@nmmediaarts.org

Stephany Munoz, smunoz@nmmediaarts.org

COUNSELORS & SOCIAL WORKER

Lizbeth Delgado, ldelgado@nmmediaarts.org

Daniel Frampton, dframpton@nmmediaarts.org

Maureen Johnson, mjohnson@nmmediaarts.org

INSTRUCTIONAL COACHES

Humanities Coach/ Spanish Instructor,

Stephanie Tuttle, stuttle@nmmediaarts.org

STEM Coach,

Dr. Paul Bentley, pbentley@nmmediaarts.org

SPECIAL EDUCATION

Paul Meeker, Director, pmeeker@nmmediaarts.org

Beckie Asay, masay@nmmediaarts.org

Robert Burnett, rburnett@nmmediaarts.org

Jeannie McDowell, jmcdowell@nmmediaarts.org

Educational Assistants:

Cathy Beel, cbeel@nmmediaarts.org

Andrea Vicente, avicente@nmmediaarts.org

Ancillary Staff:

Dayne Williams, dayneot@gmail.com

Mya Colasurdo, myacola@gmail.com

CAREER TECHNICAL EDUCATORS

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Anthony Conforti, aconforti@nmmediaarts.org

Chris López, clopez@nmmediaarts.org

Tom Richardson, trichardson@nmmediaarts.org

HUMANITIES

Kim Berlat, kberlat@nmmediaarts.org

Bethanne Chavez, bchavez@nmmediaarts.org

Anne Strader, astrader@nmmediaarts.org

STEM

Vary Coates, vcoates@nmmediaarts.org

Rachel Kilman, rkilman@nmmediaarts.org

Dr. Tanya Mueller, tmueller@nmmediaarts.org

SERVICES & FACILITIES

Rose Burton, rburton@nmmediaarts.org

Manny Camacho, ecamacho@nmmediaarts.org

Nursing Services, Bonnie Kaufman at

charterschoolnursing@hotmail.com

Attendance Policy

Parent/ Guardian, Student Responsibility

New Mexico Academy for the Media Arts requires parents/ guardians to call the school **prior** to a student's absence each day in order to excuse their absence or tardy. Students missing three (3) consecutive days **MUST** have a Doctor's note. If a student misses four (4) or more days in a three (3) week period, a doctor's note must be provided or the student must visit the school nurse for the absences to remain excused. Students who come in late more than halfway through a class will be counted absent for that class. Three (3) class absences, more than ½ day, will be recorded as one (1) full day of absence. Any absence reported after three (3) school days shall be recorded as unexcused.

Chronic excused absences may also be of concern. If a student reaches ten (10) excused days a meeting with the DWC (District Wellness Committee) will be required to address possible barriers to regular attendance.

Parents will receive notifications of unexcused absences that are in keeping with NM State Law Compulsory School Attendance Law [22-12-1 NMSA 1978] and Public Education Department regulations. School personnel will work with parents to design interventions to support students and families to improve attendance. The student will remain on the class roll and should continue attending class unless otherwise notified by the Principal. Parents are encouraged to call the Academy or log on to: maccs.powerschool.com to get an attendance update. Please call the Front Office to get your login ID & password.

Advisor's/ Teacher's Responsibility

Teacher must take accurate attendance every class period. On the third (3) day of unexcused absence the teacher will notify the student's Advisor and parent/ guardian of student's unexcused absence. On the fifth (5) day of unexcused absence the Social Worker will notify the parent/ guardian and the student's Advisor and request a conference with Parents & Administration. On the seventh (7) day of unexcused absence, an Attendance Contract will be implemented within an additional Parent & Administrator conference and Saturday School recommendation for assignment makeup. Advisors/ Teachers take daily attendance for Advisory. Students will receive an F at 15 unexcused Advisory absences.

Administration's (Office) Responsibility

After the tenth (10) day of unexcused absenteeism in a school year a student will be considered habitually truant and a letter will be generated by Administration. The student's academic performance will be evaluated to determine if further action is needed. The written notice will state a date, time and place for parents, DWC (District Wellness Committee) and teacher to meet to develop intervention strategies that focus on keeping the student in an educational setting. Administration, Teachers and Support Staff will ensure timely communication between home and school, and are responsible for implementing consequences related to the attendance contract below.

Administrative interventions and consequences related to habitual unexcused absences include:

- At five, seven, and ten days of unexcused absences, Teacher/ Social Worker will notify parents and student's Advisor. Advisor & Administration will request conference with parent/ guardian in writing.
- Saturday School may be applied for student's overall Academic benefit.
- Attendance Contracts may be applicable for students with habitually unexcused absences.

- Parent, student, DWC, and teacher conferences will be scheduled by written notice at the fifth unexcused absence to determine causes and supportive actions that can be taken to prevent further unexcused absences.
- Upon continued unexcused absences after delivery of written notice of habitual truancy or if the parent/ guardian fails to respond to communication from the school, the student may be reported to the probation services office of the Judicial District where the student resides.
- Documentation of habitual truancy, including attempts to notify parents of unexcused absences; attempts for school to meet with parents to discuss intervention strategies; and implementation of intervention strategies will be kept in the student's school file.

Unexcused Full Day Absences	3	5	7	10	10+
Parent Guardian Contact	•	•	•	•	•
School Interventions and Strategies		•	•	•	•
Written Notice to Parents		•	•	•	•
Saturday School		•	•	•	•
Parent & Student Conference with School Staff (DWC)			•	•	•
Home Visit				*	*
Referral to Children' Court Authorities or CYFD				•	•

Make-Up Policy

1. Students are entitled to make up work for all excused absences.
2. It is the student's responsibility to request make-up assignments.
3. If a student is absent for three or more consecutive days due to illness, he/ she should request assignments through the Administration Office.
4. Teachers may need 24 hours from the time of the request to compile assignments.
5. The student will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and teacher.
 - a. Bereavement: In the event of a loved one's death, students are eligible for three (3) days excused bereavement leave if a parent or guardian calls in. Missed work accrued during this time should be submitted within three additional days (one for each that the student missed). In addition, we encourage bereaved students to meet with an advisor or the school social worker to get any support they might need in the time following the death of a loved one.
 - b. Homework: To help students develop work ethic skills, all assignments in high school classes are due on the day determined by the high school teacher. Incomplete work turned in on the appropriate day are eligible for rewrites and revisions until the end of the term. Work that is not turned in is **not** eligible for revision or rewrites.

Suspension Make-Up Policy

A student who has been suspended will be allowed to complete missed assignments and tests. The student has the amount of days they were suspended to make up any missed assignments. This includes suspension days prior to a Long Term Suspension hearing.

School-Related Absences Make-Up Policy

Arrangements for make-up work should be made before the student attends any event taking him/her away from the school campus.

Visitors/ Classroom Visitations

All Visitors must sign in and out with the Administrative Assistant/ Front Office. A Visitor's badge will be given to every visitor to identify them on Campus. Unauthorized visitors may be cited for unlawful presence.

Parents are welcome and encouraged to visit New Mexico Academy for the Media Arts, but in order to maximize the efficiency of parental presence in classrooms or meetings between parents and staff, parents should schedule meetings with any persons on campus prior the visit, as well as outcomes they wish to achieve. Parents will check in with the front office. Please follow these guidelines to make the most of your visit to your child's classroom:

1. Visitation is not for an individual conference, if you need to speak to a teacher about your child's progress, please set up a meeting time through the Main Office or by contacting the teacher via email.
2. Classroom visitors should consult teachers and agree to visits in advance and will need to check in with the Main Office to sign in and receive a Visitor's pass.

Change of Address or Phone Number

Promptly notify the Administration Office if there is a change in name, home address, or telephone numbers. Students and Parents are responsible in keeping this information current for use in an emergency. Any name change must be accompanied by official evidence of the change.

Immunizations

All students must be currently immunized (or have a current exemption) before entering school. Immunization requirements are as follows:

- Diphtheria – Tetanus – a series of three plus a booster every 10 years
- Polio vaccine – a series of three-also the student needs to have received the most recent dose of polio vaccine after the fourth birthday. If the student has already reached the age of 18 years, no additional polio vaccine is required.
- MMR (measles-mumps-rubella) – two doses of this vaccine are required. Both doses must be given after the age of 12 months. MMR vaccine given before the first birthday is not considered valid.
- Hepatitis B – series of 3. Students with exemptions must have them renewed annually.

Closed Campus

New Mexico Academy for the Media Arts policy prohibits students from leaving the school campus during the regular school day. Only students with authorization as granted by the Administration will be allowed to leave campus.

Seniors may leave campus for lunch ONLY if the following are in place:

- Minimum 2.5 GPA, cumulative after Term 1
- Unexcused absences under 5 per semester
- Parent/ Guardian has signed Senior Open Campus Contract
- No previous Behavior or Attendance contracts in place (for current semester)

The campus is also closed to all individuals who are not on staff or who are not current students without obtaining a visitor's pass at the front desk. All deliveries must go through the front office. Delivery of food is strictly prohibited unless brought to school by parents or guardians.

Communication/ Electronic Devices

Cell phones or any other electronic device may not be used during instructional time and may not disrupt the instructional process. Violations of this policy will result in the confiscation of said device.

- 1st offense – device will be confiscated and returned to parent/ guardian at the end of day.
- 2nd offense – device will be confiscated for 24 hours and returned to parent/ guardian.
- 3rd offense – device will be confiscated for remainder of semester.

New Mexico Academy for the Media Arts is not responsible for lost or stolen items.

Use of cell phones for bullying or "sexting" is a major offense and will result in suspension, pending behavior contract with all students involved, parents and Administration.

Dress Code

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 required to wear footwear at all times.

The New Mexico Academy for the Media Arts shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statute, NMSA 1978 §22-8B-4(U).

Students wearing clothing that reveals or draws attention to private areas, including breasts, stomachs, and/ or buttocks, or that display content that promotes drug use or alcohol use, or includes profanity or nudity, may be asked to change clothes that will be available in the office.

Students or families in need of clothing assistance are encouraged to approach the school social worker for assistance in accessing community resources.

Computer Use Policy – Internet Access Agreement

Access to computers and the Internet must support the educational goals of the New Mexico Academy for the Media Arts. Violation of the ethical and legal use of the school computers and Internet will terminate the student's access to all school computers. Prohibited activities include, but are not limited to the following:

- Using the computers/ Internet to commit any illegal activity.
- Playing games
- Changing computer settings without permission
- Downloading, printing or scanning of non-teacher approved materials
- Accessing any inappropriate material
- Vandalism in any form
- Accessing chat rooms, chat lines, list servers, or bulletin boards
- Gaining unauthorized access
- Plagiarism
- Cyber-bullying or Social network bullying

Students understand and will abide by the above Computer Use Policy and Internet Access Agreement. Students understand that any violation of the above regulations may cause my computer privileges to be revoked.

As a parent/guardian of your student at MACCS, you have read this agreement and I understand that any violation of the above terms may cause my student's computer and internet access to be revoked. You will allow your student to access the internet at MACCS and understand that, although content is filtered, it is impossible to limit all questionable material from the internet.

Extracurricular Activities

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

Any student who wishes to start a new organization should check with the Principal for information about how new clubs and organizations are formed. **Every club must have a sponsor who is a member of the school staff.** Every effort will be made to provide opportunities for students to express their interests by belonging to clubs and organizations.

Students are also encouraged to participate in athletics & activities sponsored by the NM Activities Association.

Breakfast and Lunch Services

The New Mexico Academy for the Media Arts nutrition program is made available and provided to all eligible individuals without discrimination. New Mexico Academy for the Media Arts informs parents/guardians of students of the availability of program benefits or services, the nondiscrimination policy, right to file a complaint, complaint procedures and all significant changes in existing requirements that pertain to program eligibility and benefits. For the safety of all students, families of students with specific food allergies, such as peanuts or shellfish, are asked to inform the front office.

The US Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form which can be found at the following website, http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or you may call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to

U.S. Department of Agriculture
Director, Office of Adjudication
1400 Independence Ave. SW
Washington, DC, 20250-9410

or email at program.intake@usda.gov.

New Mexico Academy for the Media Arts is designed for the convenience of students who wish to purchase all or part of their breakfasts or lunches. The price for meals is established by the Public Education Council. Free and reduced-price lunches and breakfasts are available for students who qualify. Applications can be obtained in the Administration Office. Students should keep their eating areas clean and comfortable by placing all litter in the proper containers.

Student Rights and Responsibilities

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. The New Mexico Academy for the Media Arts 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 the 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

Privacy

Questioning of 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 if a certified school employee, or 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 – A strip search shall be conducted only upon individualized reasonable suspicion of a safety concern and shall be conducted by a school administrator of the same sex, and in the presence of another authorized person of the same sex. A strip search shall be conducted in a manner that will cause the least amount of embarrassment to the student. Strip searches should only be conducted in life-threatening situations or in situations that pose a danger to the school population. A situation that could warrant a strip search is possession of a firearm or weapon.

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 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.

Wherever possible, students and parents/ guardians will attempt to settle differences and disagreements among themselves, or with teachers or staff, in a respectable and professional manner. However, if this does not bring resolution, then the steps below may take place.

Denial of Rights

Free Appropriate Public Education is a right guaranteed to a 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 Governing Council that every reasonable effort be made to provide continuation of options for the 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 Due Process

Purpose: The purpose of this policy is to provide a procedure for the reporting and resolution of legitimate student-related concerns of the New Mexico Academy for the Media Arts at the earliest possible time and with the least possible expense, disruption and friction. This policy is a nondiscrimination policy. This procedure is designed to provide a formal mechanism for promoting or restoring such communication so that problems may be resolved before far more serious difficulties result. Mediation will always be an acceptable form of resolution at any step in this process.

Step One:

A student who believes that his/ her rights to a Free Appropriate Public Education have been violated shall make a formal report in writing to the school administrator within five (5) school days of the alleged violation stating the factual background and essence of the problem.

Administration shall contact the parent/ guardian. Administration shall investigate the concern and submit in writing within five (5) school days the decision to the student and the parent/ guardian.

Step Two:

The student or parent/ guardian may grieve the decision to the school administrator within (3) school days of the decision as per date of the postmark or email.

Administration, the parent/ guardian and the student shall meet within three (3) school days to attempt resolution of the problems that affect the student and the educational process and that shall remain confidential.

Step Three:

The student or parent/ guardian may grieve in writing to the school administrator the resolution of problems affecting the student and the educational process within two (2) school days of the resolution meeting.

A conference shall be afforded with the school administrator and Governing Council designee as soon as possible to discuss the matter. A final resolution of problems affecting the student and the educational process shall then be reached and the grievance procedure due process shall be complete.

This Grievance Procedure does not apply to long-term suspensions or expulsions, the procedure for which is described below.

Code of Conduct/ Discipline Policy

The expectation at the New Mexico Academy for the Media Arts 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 that 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.

Notwithstanding a school's right to deny a student the right to an education under these circumstances, it is the intent of the New Mexico Academy for the Media Arts. Governing Council that every reasonable effort be made in favor of the student's education in disciplinary actions and as such the Academy has defined an array of responses to address behaviors that are not appropriate or are prohibited. These are outlined in Part B Responses.

Prohibited Conduct – Major Infractions:

The following are types of major behavior infractions that disrupt the educational process and are prohibited. These infractions are intolerable due to the threat of immediate safety to the entire school community, and will be directed straight to the Principal for disciplinary consequences, which may include contract implementation or expulsion. This list is not all-inclusive; other acts of misconduct not specified herein are also subject to discretionary action by appropriate school personnel, including direct consequences by the Principal.

- **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.
- **Assault/ Bullying/ Cyber-Bullying**
Threatening physical harm to another, causing a present fear of imminent danger to the person; included are verbal threats, incitement, coercion, gestures, inappropriate media portrayals/ images, threatening texts and verbal assaults with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a student or school employee.
- **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 and/ or property are likely to be injured or destroyed.
- **Cyber-stalking**
To engage in a course of conduct to communicate words, images or language through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- **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.
- **Tobacco**
E-cigarettes, tobacco cigarettes, and nicotine containers are included in the definition of “tobacco” under Title 6, Chapter 12, Part 4 NMAC, and the use of such products or items in school buildings, on school property, and by students at school-sanctioned functions away from school property are strictly prohibited. Additionally, all smoking contraband (pipes, lighters, matches) is prohibited.
- **Discrimination**
Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, socio-economic background, ability, ancestry, gender, gender identity, sexual orientation, expression, linguistic preference, political beliefs or social/ family background.

Racialized Aggression – racialized aggression, defined broadly as hostility/aggression toward, or denigration/invalidation of, a different racial group or member(s) thereof, involving any student or school personnel, is strictly prohibited.

- **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-Related Activity**

Gang-related activity can be intimidating to students, faculty and staff, and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/ or initiation rituals, wearing gang attire or “colors”. A “gang” can be any group of students and/ or non-students whose group behavior is threatening, delinquent or criminal.

Because gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators, which will be considered, should include:

1. The student associates with admitted or known gang members
2. The student wears attire consistent with gang dress
3. The student displays gang logos, graffiti and/ or symbols on personal possessions
4. The student displays gang hand signs or signals to others
5. The student talks about gang activities to others

- **Materials, Obscene**

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

- **Paraphernalia Possession***

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

- **Robbery**

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

- **Sexual Harassment/ 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, including “sexting”, certain nonverbal behaviors and gestures which threaten or belittle others on the basis of gender.

Harassment is any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to her/ his person or damage to her/ his property
2. Has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities or benefits
3. Has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being
4. Has the effect of substantially disrupting the orderly operation of the school.

The following NEW Title IX regulations involving Sexual Harassment are effective August 14, 2020, and are provided from Matthews Fox, P.C. All rights reserved.

WHAT IS TITLE IX?

- Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sexual discrimination in all educational programs and activities, such as athletic programs and extra-curricular activities. The law’s intent is to ensure that people are not sexually harassed or discriminated against based on gender in any educational program or activity operated by the School. Title IX protects all participants in the School’s educational programs and activities including students, employees and job applicants.

THE SCHOOL’S POLICIES PROHIBIT AND PROVIDE FOR GRIEVANCE COMPLAINT PROCEDURES.

- The School does not discriminate on the basis of sex and prohibits discrimination, which includes sexual harassment and sexual violence in all of the programs or activities that it operates. The School’s governing body has adopted a formal policy addressing the requirements of Title IX (Title IX Sexual Nondiscrimination/Sexual Harassment Policy as well as a Title IX Grievance Complaint Procedure that can be found in the New Mexico Academy for the Media Arts *Parent/ Student Handbook* and *Employee Handbook*. These policies procedures apply to students as well as employees.

WHO SHOULD I CONTACT TO FILE A COMPLAINT OR TO KNOW MORE ABOUT MY RIGHTS?

- Employees or students who believe they have been discriminated against or sexually harassed should contact the School’s Title IX Coordinator who can be reached at:
 - Name of Title IX Coordinator: **Shelley Walden**
 - Title (e.g. School Director, Title IX Coordinator): **Title IX Coordinator**
 - Email address: **swalden@nmmediaarts.org**
 - Phone number(s): **505-243-1957**
 - School physical & mailing address: **4401 Central Ave NE, Bldg. 2 Alb., 87108**
 - If filing online, report is available on the website via link
- Student Complaints may also be filed with the United States Department – Office for Civil Rights:
 - Office for Civil Rights <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
 - Denver Office
 - Office for Civil Rights
 - U.S. Department of Education
 - Cesar E. Chavez Memorial Building
 - 1244 Speer Boulevard, Suite 310
 - Denver, CO 80204-3582
- Employees Complaints may also be filed with the New Mexico Human Rights Bureau or the United States Equal Opportunity Commission:
 - New Mexico Human Rights Division
 - 1595 Pacheco St., Suite 103
 - Santa Fe, NM 87505
 - <https://www.dws.state.nm.us/Filing-a-Charge-of-Discrimination>

- U.S. Equal Employment Opportunity Commission:
505 Marquette Avenue, NW
Albuquerque, NM 87102
<https://www.eeoc.gov/filing-charge-discrimination>

HOW TO FILE A TITLE IX SEXUAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

- First, contact the Title IX Coordinator, see above.
- The Title IX Coordinator will provide you with the information you need to file a written complaint or will be available for you to talk about your concerns even if you only want to make a report about yourself or someone else.
- Your report or complaint will be written down and if you want to proceed in a formal manner you will be asked to sign and file a Formal Complaint and to follow the School's Title IX Grievance and Complaint Procedure.

WHAT DOES THE SCHOOL DO WITH YOUR COMPLAINT?

- The School will process the Formal Complaint according to its School's Title IX Grievance Complaint Procedures.
- You will be kept informed by the Title IX Coordinator of the progress of the Investigation.
- You will be contacted by the Title IX Coordinator to discuss your complaint and to discuss Supportive Measures to help you continue your school programs and/or activities without further sexual discrimination or sexual harassment.
- Once the Investigator has finished collecting the evidence another person will review that evidence and decide whether a violation of the Title IX Policy occurred.
- If there has been a violation, consequences for the behaviors will be imposed and that information will be made known to you and the other person or people found in violation of the Title IX policy.
- Either you or the person who was found in violation of the School's Title IX Policy does not agree with the decision, an appeal may be filed.

CAN I REPORT CONDUCT THAT OCCURRED DURING A SCHOOL'S EDUCATIONAL PROGRAM OR ACTIVITY TO LAW ENFORCEMENT?

- Yes. If you believe you have been a victim of criminal conduct, you should **immediately** contact law enforcement and not wait to speak to School officials.
- You can and should report any such incident to School Officials, even if you do not intend to file a Title IX complaint.

- **Theft**

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

- **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.

Use of cell phones for bullying or “sexting” is a major offense and will result in suspension, pending behavior contract with all students involved, parents and Administration.

“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.

However, students are allowed to carry and self-administer medication, such as asthma medication and emergency anaphylaxis medication, that has been legally prescribed to the student by a licensed health care provider.

Prohibited Conduct – Minor Infractions:

The following are minor behavior infractions that disrupt the educational process and are prohibited during school hours and school-related activities. This list is not all-inclusive; other acts of misconduct not specified herein are also subject to discretionary action by the Teacher, Advisor, Student Support Team, and/ or Principal.

- **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.

- **Ditching and/ or Hanging Out in Student Vehicles** We want all students to be safe and where they are supposed to be – *in class and learning*. Leaving campus without permission and/ or hanging out in student cars at any time is not allowed.

- **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 that 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. Inappropriate 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 pagers, i.e., any use 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.

- **Perfume Use**

Please be respectful of others. No spraying of perfumes or colognes on campus. Use them at home before coming to school.

- **Trespassing/ Unauthorized Presence**

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

Academic Integrity

The New Mexico Academy for the Media Arts is committed to the academic, social and ethical development of each student. Plagiarism and cheating inhibits a student's academic achievement and compromises the trust between teacher and student, which is fundamental to the learning process.

Because academic and creative integrity is the cornerstone of every media profession, New Mexico Academy for the Media Arts students are responsible for learning and upholding professional standards of research, writing, assessment, production and ethics in their areas of study. All original work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited at the Academy.

A breakdown of behaviors that constitute academic dishonesty is presented below. Academic dishonesty includes but is not limited to:

- **Cheating on Examinations:** Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.
- **Plagiarism:** Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.
- **Fabrication, Forgery and Obstruction:** Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom

experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and similar identification of authorship. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

- **Complicity** - Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Academic Retention – *Students failing any Core class(es) must complete them prior to the beginning of the next school year. Any student not completing their grade level, required Core classes for each school year will be retained in those Core classes the following year.*

Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

Sanctions for Violations

In cases involving violation of the Policy on Academic Integrity, determination of the student's grade, and the student's status in the course are made by the instructor. When a determination of a violation has been made, the student will be informed of the decision, presented with evidence of the violation, and be given with the opportunity to discuss any mitigating circumstances. If the instructor determines that a violation of this Policy did occur, the student's parent(s) or guardian(s) will also be notified of the violation and its consequences.

The instructor's determination can be appealed via written notification by the student or his/her parents to the school Principal. The letter must detail the reasons for protesting the instructor's decision, and state reasonable grounds for appeal. The Principal's determination in the matter is final.

At a minimum, students who are found in violation of Policy on Academic Integrity will automatically receive a failing grade for the assignment, exam, media production, or other work in question.

If the instructor believes that a student has violated the Policy on Academic Integrity and that the violation is sufficiently serious, the instructor may refer the case to the school Principal for the consideration of additional sanctions. At the discretion of the Principal, students may also face additional sanctions including but not limited to before/ after school detention, academic probation, and suspension or expulsion from school.

Academic Support Interventions

All students receiving two or more failing grades in core content classes will be referred to participate in academic support initiatives to assist in increasing their letter grade to a C or better. Academic Support Interventions/Initiatives include any combination of: Early Warning Systems Protocols, academic contracts, progress reports, tutoring and Saturday School. (See Appendix A)

Students who violate Ethical and Professional Behavior or Academic Integrity will be subject to loss of school privileges, and/or other previously stated discipline actions.

Three-Stage Discipline Procedures

Responses to Prohibited Conduct/ Unacceptable Behavior / Major & Minor Infractions are as follows:

Stage One – A student will receive a referral for minor infractions after 3 warnings (for the first referral) for interfering with educational process from any teacher or staff. Referrals will be documented and stored digitally and an email will be sent to the guardian listed in the student information center.

After three (3) such referrals, a staffing will be held. The Student Intervention Specialist or Counselor will call and invite the parent/ guardian to this required meeting. The staffing will likely consist of the advisor, the teachers/ staff who made the discipline referrals, the school counselor or social worker, the student and the student's parent/ guardian. The Student Intervention Specialist or Counselor will facilitate the meeting.

In the staffing the reasons for the referrals will be addressed and an improvement plan may be implemented. If necessary, as determined by the support staff, additional interventions will be implemented. If implemented, the improvement plan will include short term goals, and a list of loss of privileges, (such as loss of field trips, lunch detention, use of electronic devices, etc). Improvement plans will be reevaluated after 4 weeks.

Students who show satisfactory improvement on their behavior goals will be exited from the improvement plan pending submitting a one-page reflection essay, and as determined by support staff.

Stage Two – After implementation of an improvement plan, if student continues to show disruptive behavior, referrals will continue to be given and staff will email parents of referral(s). An FBA will be conducted for students with IEPs if a fourth (4) behavior referral is given.

After the third (3) referral in the second stage (the sixth referral overall), a second staffing will be held. The Student Intervention Specialist or Counselor will call and invite the parent/ guardian to this required meeting. The staffing will consist of the advisor, the teachers/ staff who made the discipline referrals, the school counselor or social worker, the student and the student's parent/ guardian.

The Student Intervention Specialist or Counselor will facilitate this meeting. In the staffing the reasons for the referrals will be addressed and a formal behavior contract will be made. This behavior contract will include:

- The student behaviors/ issues needing correction
- Specific actions that the student, parent and staff will take to support the correction of behaviors.
- Possible consequences for the student if the agreed upon actions are not taken and/ or if no improvement is made in the student's behavior.
- An agreement for the student to report to four (4) consecutive weekly meetings.
- Students who show satisfactory improvement on their behavior goals within the four (4) week period will be exited from the behavior contract pending submitting a one-page reflection essay, and as determined by staff. Students may be held to a behavior contract for as long as needed depending on their progress in behavior.

Stage Three – If the student violates the behavior contract, the student will be referred to the Principal for disciplinary action such as suspension or referral to other schools that may better meet

the needs of the student. The New Mexico Academy for the Media Arts will follow New Mexico State Law and IDEA protocols for students with IEPs.

The administrative response to the unacceptable behavior is left to the discretion of the Principal depending upon circumstances, including the seriousness of the offense and the student's history. The New Mexico Academy for the Media Arts will strive to respond to a student's violation of school rules or disruptive conduct in a manner that keeps the student in school, but in very serious circumstances, may resort to expulsion from school and/ or a police report.

The Academy reserves the right to employ the following responses to unacceptable behavior:

- **Referrals:** Student may be referred to various school personnel or other entities for appropriate interventions/ services.
- **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 or outside normal school hours as disciplinary measures. Reasonable periods of detention may be imposed with the procedures for temporary suspension.
- **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) for further action.
- **Contracts:** The student will commit to more positive behavior in the form of a written contract. Student may be assigned school or community service in keeping with restorative discipline practices. Supervision will be determined by school officials.
- **Suspension:** Student may be sent home for a period of time pending a meeting with support staff and administration depending on the severity and disruptiveness of the student's behavior.

In response to serious violations or offenses, the New Mexico Academy for the Media Arts will resort to suspension, expulsion, and/ or referral for legal action. The procedures to which a student is entitled prior to suspension or expulsion is detailed below. Students whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school, subject to the rules/ procedures for suspensions and/ or expulsions.

- **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 as disruption to the educational process and may be removed immediately from school 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 and will generally be free from additional penalties affecting his/ her grades, credit, graduation or any other indicators of academic achievement.
- **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.
- **Expulsion:** Removal of a student from the Academy for a period exceeding one semester. A student receiving an expulsion will lose credit for the semester in which the expulsion occurs. Students who are determined to have knowingly brought a weapon to school shall be expelled for a period of not less than one year.

- **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.

Procedures:

1. The school administration will provide 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 Principal is 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 he/ she 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. He/ she is required to disclose the substance of all evidence on which he/ she 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.
 - e. **Long-Term Suspension or Expulsion:**

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 or other representative during any 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 Governing Council

The parent/ guardian may appeal the decision of the Hearing Authority to the school Governing 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.

The process followed by the Academy shall conform to 6.11.2 NMAC and to the extent any provision of this section conflicts with the NMPED regulation, the regulation shall govern. Legal references: NMSA 1978 §22-5-4.3; 22-5-4.7; 22-8B-8(K); 6.11.2 NMAC.

Special Education Services

New Mexico Academy for the Media Arts offers an inclusion special education program. Students receive additional supports within the general education classroom, where they are surrounded by their peers. The Mission of the Academy is to provide project-based, cross-curricular education centered in media arts, students with IEPs are expected to participate in this mission with appropriate supports.

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 general education classroom, he or she is expected to achieve at a level commensurate with his/ her ability and IEP with the assistance of appropriate special education and related services.

Students and their parents should be aware that the New Mexico Academy for the Media Arts is a school of choice, and uses an inclusion model for all special education students. It is important to consider what model works best for your student when exploring school options.

Parents may request an evaluation for the their student at any time. However the district may deny request based on the need for more data, at which time the parent & district will sign a Prior Written Notice (PWN) that details reasons for denying the request.

SPECIAL EDUCATION REMOVALS FOR DISCIPLINARY PURPOSES “Discipline To function as a safe learning community, districts must have Rules of Conduct. Under the IDEA, children with disabilities may be suspended or placed in alternative settings to the same extent that these options would be used for children without disabilities. However, certain conditions apply regarding students with identified disabilities who are receiving special education services: (Note: these conditions do not apply to students in New Mexico identified as gifted.) ”			
Category 1	Category 2	Category 3	Category 4
Less Than 10 Days	More Than 10 Cumulative Days No Change In Placement	More Than 10 Cumulative Days Change In Placement	More Than 10 Consecutive Days
Disciplinary Action: Disabled student may be disciplined in the same manner as a nondisabled student. 34 C.F.R. § 300.530(d) Educational Services: School district need only provide educational services to a disabled student if the services are offered to nondisabled students. 34 C.F.R. § 300.530(d)	Disciplinary Action: Disabled student may be disciplined in the same manner as a nondisabled student. Educational Services: On the 11th day of removal, school personnel must consult with at least one of the student’s teachers to determine the extent to which special education services must be provided to enable the student to continue to participate in general education curriculum (although in a different setting) and progress toward meeting the goals delineated in the student’s IEP. 34 C.F.R. § 300.530(d)(4)	Manifestation Determination: Within 10 days of the decision to change the student’s placement for disciplinary reasons, the school district, parent, and relevant IEP team members must meet to determine whether the student’s conduct was: 1. Caused by, or had a direct and substantial relationship to, the student’s disability; or 2. The direct result of the school district’s failure to implement the IEP. The parents and the school district determine who qualifies as “relevant IEP team members.” The team conducting the manifestation determination must review all relevant information in the student’s file, including the student’s IEP, teacher observations, and any relevant information provided by the parent. 20 U.S.C. § 1415(k)(1)(E); 34 C.F.R. § 300.530(e) Disciplinary Action: If the behavior is not a manifestation of the student’s disability, the student may be disciplined as a general education student. 20 U.S.C. § 1415(k)(1)(C); 34 C.F.R. § 300.530(c)	

		<p>If the behavior is a manifestation of the student's disability, the school district must conduct a functional behavioral assessment and implement a behavioral intervention plan (provided that the school district had not conducted such assessment prior to the determination before the behavior resulted in a change of placement), and return the student to the previous placement unless the school district and parent agree to a change of placement or the student is placed in an interim alternative educational setting. If student already has a behavioral intervention plan, the IEP team must review and modify it, as necessary, to address the behavior. 20 U.S.C. § 1415(k)(1)(F); 34 C.F.R. § 300.530(f)</p> <p>Educational Services: On the 11th day of removal, the IEP team must decide on services to (1) enable the student to continue to participate in general education curriculum, (2) progress toward the IEP goals, and (3) receive a functional behavioral assessment, as appropriate, and behavioral intervention services and modifications. 20 U.S.C. § 1415(k)(1)(D); 34 C.F.R. § 300.530(b)(2)</p>
		<p>Determine Whether Removal Constitutes Change in Placement: School district must determine whether a series of removals constitutes a change in placement. Must consider the length of each removal, whether the behavior in each incident is substantially similar, total time removed, and proximity in time of removals. Must be determined on a case-by-case basis. 20 U.S.C. § 1415 (k)(1)(A); 34 C.F.R. §§ 300.530, 300.536</p>
		<p>Interim Alternative Educational Setting: School officials may remove a student to an interim alternative educational setting for no more than 45 school days regardless of whether the behavior was a manifestation of the student's disability if the student: 1. Carried or possessed a weapon on the way to or at school, on school premises, or to/ or at a school function; 2. Knowingly possessed or used illegal drugs, or sold or solicited the sale of a controlled substance, while at school, on school premises or at a school function; or 3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. The IEP team must determine the interim alternative education setting. 20 U.S.C. §§ 1415(k)(1)(G), 1415(k)(2); 34 C.F.R. § 300.530(g)</p> <p><i>Immediate Removal</i> - Immediate removal of a student with disabilities may be done when a student brings a weapon to school or a school function; or knowingly possesses or uses illegal drugs or has sold or solicited the sale of a controlled substance while at school or a school function.</p> <p>Legal References: 6.11.2 NMAC; 34 CFR §300.530.</p>

Special Education Procedural Safeguards

Parents will be offered a copy of PARENT AND CHILD RIGHTS IN SPECIAL EDUCATION PROCEDURAL SAFEGUARDS NOTICE at every IEP.

Fire and Lockdown Drills & Regulations

Fire Drills

When the alarm sounds, each teacher and their students are to evacuate the building in a brisk but orderly fashion, and are to assemble in classroom groups at least fifty feet from any building. The teacher will know the area which has been assigned to their class. All are to remain there until an “all clear” signal, three short alarms, indicates it is safe to return to the building.

Lockdown Drill

Lockdown Drills are conducted periodically to ensure that students and staff are safe from an outside (possibly armed) intruder, neighborhood burglar, or any other external threat. The procedure of a lockdown drill emphasizes that students and staff remain within a locked classroom until the outside threat is cleared. All entrances to campus, building and classrooms will be locked to ensure safety of those protected inside.

Hopefully a situation will never occur that would warrant our need of an actual Lockdown. However, should a situation arise, please do not rely on information from your child’s text message or cell phone call. All information will come from the school command post, which will be established immediately should there be an incident.

Please inform your child NOT to use their cell phone during a Lockdown situation. The City of Albuquerque has designated its 311 Center to be the point of contact for information pertaining to an incident at school. 311 will be working directly with admin and the Albuquerque Police Department to share information about what is taking place at the school and where parents are to meet their child

Graduation Requirements

<u>Course</u>	<u>30 Credit Plan</u>
English	4 credits
Math	4 credits
Science	3 credits – two must be Lab
Foreign Language (<i>same</i>)	2 credits
US History	1 credit
World History	1 credit
PE (biweekly Saturday class)	1 credit
Economics	.5 credit
Government	.5 credit
Health	.5 credit
NM History	.5 credit
Media Arts & other electives	<u>12 credits</u> – CTE Courses, Internships & Dual Credit Electives
	30 Credits to graduate

Incoming new students in grades 10-12 will have pro-rated credit calculations to determine their requirements for graduation.

Dual Credit, Internships & Online/ Blended Courses

Dual Credit

The New Mexico Academy for the Media Arts offers dual credit enrollment for all students who have the qualifying minimum GPA's, 2.25 for CNM, UNM and IAIA. Students may *not* take dual credit courses simultaneously with Credit Recovery.

Internships

Student Internships are available to all qualifying students who have completed two full years of pre-requisite Media Electives and who have a minimum 2.5 GPA. The Internship Coordinator will facilitate the collaboration between the Industry Mentor and oversee the 60 internship hours required for the Intern to receive .5 credit.

Online Courses

The New Mexico Academy for the Media Arts offers online courses that provide a hybrid-learning environment for students' diverse learning styles. Media Arts provides the online curriculum, *Edgenuity*, exclusively for Credit Recovery of one semester that may be completed from home or during Summer School. Students needing full course credit must complete the course with the school year as a regular class (not online). All Online Courses being completed during the regular school year will require an Independent Study contract to be completed by the teacher and principal. All Online Courses will be proctored by a highly qualified, licensed teacher and all final exams must be taken in the presence of the teacher. Please note that the NCAA does not allow/ recognize Online Course credit.

All of the Academy teachers also provide their authentic Canvas Online platform as a blended resource to complement and mirror classroom instruction. Canvas will be implemented for any school cancellation days due to inclement weather, thereby omitting the need for any (snow) make-up days.

NM Academy for the Media Arts Mastery Grading Scale

All students must demonstrate proficiency by achieving a grade of C or higher in order to receive credit for any course. The student's semester grades determine grade point average. Grade point average is based upon the following scale, corresponding with 4.0 and percentage scales:

A+	4.1	97-100+ %
A	4.0	94-96
A-	3.7	90-93
B+	3.4	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.4	77-79
C	2.0	74-76
C-	1.7	70-73
I*	<i>Please see below</i>	
F	0	0-69

I * = Students who have completed a minimum of 80% of the required coursework with a grade of C (70%) or better may be eligible to receive an Incomplete (I) in lieu of a failing grade at the discretion of the course instructor. Students who receive an Incomplete (I) in Semester 1 will have one semester to demonstrate proficiency. Students who receive an Incomplete (I) in Semester 2 must demonstrate proficiency prior to the beginning of the following academic year. Any student who fails to demonstrate proficiency by the required deadline will receive a failing grade (F) for the course. Students successfully passing AP & Honors courses will receive an additional .25 weighted GPA factored into their grade.

For further information on Family Educational Rights and Privacy Act (FERPA) please visit:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Middle School Grading Protocols

The New Mexico Academy for the Media Arts Middle School students must demonstrate proficiency by achieving a grade of D or higher. The student's semester grades determine grade point average. Grade point average is based upon the following scale, corresponding with 4.0 and percentage scales:

A+	4.1	97-100+ %
A	4.0	94-96
A-	3.7	90-93
B+	3.4	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.4	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.4	67-69
D	1.0	64-66
D-	0.7	60-63
F	0	0-59

Organizational Skills:

Students will track daily progress in each class, including any work not completed in class that must be done at home. Each teacher will verify correct information. Parents are responsible for reviewing their student's notebooks each day to track progress.

House Masters/ Advisors:

House Masters/ Advisors will conduct regular academic check-ins with students and parents whenever the need arises.

Service Learning:

There will 2 major Serving Learning Projects per year; one in the Fall and one in the Spring. Attendance is mandatory and grades will be entered in the Advisory Class. Students who do not attend the school sponsored Service Project will be required to make a project by either documenting service outside of school or creating a project plan for service around the school.

If students choose to do an outside project, they must perform at least 4 hours of volunteer time at a nonprofit or community organization. The documentation must be signed by administrator at the organization AND parents.

If a student chooses to do a project around the school, they must create a project plan, get approval from the school principal, their advisor and the facilities manager. They must perform at least 4 hours of service minimum to get full credit.

End-of-Year Reflections:

From the beginning of the academic year, students will maintain an archive of all projects. At the culmination of each academic year, students will do a 15-minute review of the subjects they learned, areas of strength, areas of growth, and goals for their future. Parents and families are invited and encourage to attend.

How to Use the Computers

To log into the ChromeBooks (In Science): Same as your email address.

Log in: First name then last name

Password: 9-digit ID

EXAMPLE: John Doe

ID # 123456789

Log in: john.doe@nmmediaarts.org

Password: 123456789

To log into the network (in all other rooms): This is how you get on the computers to do anything. Only do this when you are at school.

Log in: First letter of first name then last name.

Password: 9-digit ID

EXAMPLE: John Doe

ID # 123456789

Log in: jdoe

Password: 123456789

To log into Canvas: This is where you can find your class stuff, in case you are absent or lose something. Do this from any computer that goes on the internet.

The URL for Canvas is: maccs.instructure.com

Username: firstnamelastname

Password: 9-digit ID number

EXAMPLE: Username: johndoe

Password: 123456789

To log into PowerSchool: This is where you & your parents can check your scores and attendance. Do this from any computer that goes on the internet.

The URL for PowerSchool is: maccs.powerschool.com

Username: ask your advisor

Password: ask your advisor

To log into e-mail: You may use this to reach your teachers if you need help, will be absent, ask questions, or whatever. This is not private, so be polite.

The URL for your e-mail account is: <https://mail.google.com>

EXAMPLE: John Doe

Password: 9-digit ID

Log in: john.doe@nmmediaarts.org

Password: 123456789

To log into the online library: We don't have a library with books at school, so we use a library that is on the computer. You may use this when researching.

The URL for the e-library is: <http://www.proquestk12.com>

Username: MEDIAARTSC

Password: 4401NM

Both the username and password are capitalized. Use your 9-digit student ID.

COVID-19 RESPONSE:

SUPPLEMENTAL SCHOOL POLICIES/ PROCEDURES GUIDEBOOK

SCHOOL YEAR 2021-22

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at school, in addition to the policies and procedures contained in the New Mexico Academy for the Media Arts (f.k.a. Media Arts Collaborative Charter School, herein called “MACCS”) *Parent/ Student Handbook* and/ or *Employee Handbook*, and other MACCS policies/ procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the MACCS *Student/ Parent Handbook* and/ or *Employee Handbook*, or other MACCS policy/ procedure, the policy in this Guidebook shall control.

Violation of these policies/ procedures may subject students/ staff to disciplinary action. Parents/ guardians, visitors and other persons who refuse to adhere to MACCS policies and procedures shall be required to immediately leave MACCS premises.

MACCS will abide by all current federal and state public health orders applicable to schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with a public health or executive order or adopted regulation, the public health/ executive order shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED’s most recent guidance shall control.

RE: VACCINATION

Vaccination against COVID-19 remains the most important COVID-safe practice for those eligible to receive the vaccine, and the MACCS strongly encourages the MACCS community members to get the vaccine(s) as soon as eligible, for the overall health of the individual and the MACCS community. If you need help in obtaining a vaccine, contact the New Mexico Department of Health at 1-855-600-3453, or see <https://goodtimes.vaccinenm.org/good-times/> for information.

RE: VACCINATION VERIFICATION

Students and school employees/ staff/ contractors/ volunteers will be asked to provide evidence of COVID-19 vaccination status to Principal Jonathan Dooley. Submittal of evidence of vaccination is voluntary. Those individuals who do **not** provide such evidence shall be presumed to be unvaccinated for purposes of these policies/ procedures. COVID-related vaccination records shall be

maintained in confidence by the school in the same manner as other immunization/ health status information from students/ staff and in accordance with state requirements.

Evidence of full vaccination includes:

- Original or copy (including photo) of a vaccination card indicating that the individual completed a course of COVID-19 vaccination at least 14 days prior to the current date; or
- Printout or screen shot from:
https://nmsiis.health.state.nm.us/webiznet_nm_public/Application/PublicPortal
indicating the individual completed a course of COVID-19 vaccination at least 14 days prior to the date evidence of vaccination was requested by MACCS.

RE: CAMPUS ACCESS, HEALTH SCREENING AND SELF-ISOLATION PROCEDURES

Other than during school-related events (e.g., assemblies, dances, award ceremonies, academic competitions, extracurricular events, etc.), access to MACCS buildings by nonessential visitors, volunteers, and external organizations/ groups with persons who are not fully vaccinated, may be restricted or limited during this public health emergency. Adults coming onto campus during school hours who have not provided evidence of vaccination are subject to COVID screening, including temperature check, and questions relevant to COVID-19 exposure, upon entry. Masking and social distancing requirements apply to visitors/ volunteers/ spectators indoors on MACCS campus at all times. Visitor/ volunteer access to campus is at the discretion of the MACCS Head Administrator.

COVID Screening Unvaccinated Employees & Contractors. All employees and school contractors who have not provided evidence of being fully vaccinated, see above, will be subject to COVID-19 screening which includes a temperature check and questions relevant to COVID-19 exposure, travel, and COVID-19 testing. MACCS shall maintain a daily log of all unvaccinated employee screening information in the same manner it maintains confidential medical information for all employees. Contractor screening shall be kept confidential except to advise the contractor of positive COVID symptoms.

Self-Isolation/ Quarantine Procedures Employees and Contractors. An employee or contractor who as a result of COVID-19 screening or testing, OR any employee or contractor experiencing any symptoms of COVID-19, shall be required to do the following before returning to work or the MACCS premises:

- (a) Engage in a period of self-isolation/ quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the MACCS Head Administrator, which results shall be kept in confidence by the MACCS to the extent such does not conflict with orders and directives of the DOH and/ or New Mexico Public Education Department (PED); and
- (c) If the test is positive, work from home to the extent that work can be performed remotely at the discretion of the Head Administrator. Any MACCS employee engaged in a period of self-isolation required under this Policy/ Procedure who is not able or permitted to

work from home shall use annual and sick leave or, if eligible, COVID-related supplemental sick leave.

- (d) If the result of the COVID-19 test is NEGATIVE, the employee/ contractor may return to work or school 24 hours after the employee no longer has symptoms and has been fever-free without medication. If the result of the COVID-19 test is POSITIVE, the employee/ contractor must stay home until released from isolation (10 days after symptom onset and 24 hours fever free, and improved symptoms).

Mandatory School Reporting. Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau.

COVID Screening Unvaccinated Visitors & Volunteers. All visitors and volunteers who have not provided evidence of being fully vaccinated, *see above*, and who seek to enter any school building during normal school hours are subject to COVID-19 screening, which includes a temperature check and questions relevant to COVID-19 exposure, travel, and COVID-19 testing. This screening does not apply to spectators in school buildings outside of normal School hours, 8am-4pm, although said visitors are required to follow all COVID Safety Practices (CSP) adopted by MACCS, including masking. MACCS will post its CSP requirements in locations throughout the premises. MACCS shall maintain a daily log of all visitors and volunteers entering MACCS during school hours. The name, telephone number, and date of entry shall be logged for each visitor. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by Stephany Munoz, MACCS Registrar.

Entry. If a visitor or volunteer who seeking to enter a school building during normal School hours displays or discloses symptoms associated with COVID-19 through the screening process, access will be denied. MACCS Head Administrator may require a visitor or volunteer to demonstrate proof that he/ she has followed the screening procedure before having access to MACCS. *See Self-Isolation/ Quarantine Procedures Employees and Contractors, above.* Any visitor or volunteer who displays COVID-19 symptoms during his/ her visit will be directed to immediately leave school premises.

RE: UNVACCINATED STAFF SURVEILLANCE TESTING.

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with DOH requires a statewide surveillance testing program for *unvaccinated staff* who are physically working at a school providing in-person student services, including small-group special education services and athletics. **Individuals who provide evidence of full COVID-19 vaccination, or who have tested positive for COVID-19 in the past 90 days, are not required to participate in surveillance testing.** The purpose of surveillance testing is to detect COVID-19 outbreaks as early as possible by screening unvaccinated asymptomatic staff. MACCS will participate in and cooperate with that program as required by PED/ DOH. **One hundred percent (100%) of the MACCS unvaccinated employees and contractors who work onsite shall be**

surveillance tested each week that student services are provided at school. Such individuals participating in surveillance testing must provide evidence to school that their results were received during the assigned week. The test(s)/ processes to be used for surveillance testing shall be determined by the school; at-home rapid tests may **not** be used for surveillance testing. Access to surveillance testing at accepted providers of surveillance testing is provided at no cost to the individual. Surveillance testing at other sites is likely to incur a charge. Testing sites/ companies will bill insurance for insured individuals who take the test. Contractors shall be responsible for all costs associated with contractor's employees surveillance testing. MACCS has designated a COVID-19 Point Person, Principal Jonathan Dooley, to identify individuals to be tested, to coordinate attendance at testing, and to track the number of employees and contractor employees tested on a weekly basis. Reporting to DOH and/ or PED shall be as required by PED/ DOH.

Unvaccinated asymptomatic employees and contractors' employees who have not been exposed to COVID-19 and who participate in surveillance testing are not required to self-isolate/ quarantine from specimen collection until their results arrive. However, asymptomatic individuals who test positive for COVID-19 must self-isolate for 10 days, counted from the date of specimen collection. Individuals who have tested positive for COVID-19 are exempt from surveillance testing for 90 days from when they last tested positive, however, unvaccinated employees and contractors' employees will continue to be subject to screening and, if COVID-19 symptoms are revealed, be required to seek testing and follow self-isolation practices.

RE: STUDENT SURVEILLANCE TESTING

MACCS will make surveillance testing available to all unvaccinated students on a voluntary basis. In alignment with CDC guidance, those who participate in athletics and other extracurricular activities are strongly encouraged to participate in surveillance testing. The school has a weekly goal of testing 25% of unvaccinated students. Questions regarding student surveillance testing procedures should be directed to MACCS COVID-19 Point Person, Principal Jonathan Dooley, 505-243-1957.

RE: MASKING

Who must wear one? Any person (including but not limited to students, staff, parents, contractors, volunteers, visitors) entering the MACCS indoor premises, who uses MACCS transportation, or who participates in or attends an indoor MACCS-sponsored activity must wear a face mask or similar protective face covering, at all times, except while eating or drinking during allowed times. Masking is required indoors regardless of whether an individual has been fully vaccinated against COVID-19 or otherwise claims to be "immune." *Masking outdoors is optional, but social distancing is not optional.*

How to wear one? Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets.

What masks are acceptable? The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) face masks with a clear plastic window; or (3) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks: (a) masks with exhalation valves or vents; (b) scarves; (c) bandanas; (d) neck gaiters/ neck fleeces; (e) face shields; (f) mesh face masks. If you have questions about acceptable masking practices, please contact a School staff member or the School's administration.

How to care for one. MACCS requests that cloth face masks be washed and dried after each day of use at school, and that masks not be reused without washing.

Request a mask. Students who cannot bring their own face coverings for use at MACCS should notify Principal Jonathan Dooley, who will arrange for face coverings to be provided. MACCS will have a sufficient quantity of masks, as well as Personal Protective Equipment (PPE) (for staff in close contact assignments: any staffing assignment in which a staff member must be within six feet of distance from a student in order to fulfill their duties) on hand.

RE: EXCEPTIONS TO MASK WEARING

General Exceptions. The MACCS masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or aggravate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in school during the public health emergency. If it is determined by the student's medical care provider that the student cannot safely wear a mask, that information must be provided to MACCS and reasonable accommodations for the student will be considered and documented in the student's IEP or in a 504 Plan.

Students with IEPs/ 504 Plans. For students who cannot wear a face mask as determined by a medical care provider and who have an IEP or 504 Plan as applicable, the IEP or 504 Team shall meet, to decide about possible accommodations based on the totality of needs, that is, the student's needs and the school community's public health needs.

Possible Accommodations. In most cases, the IEP/ 504 Team will consider fully remote learning as the appropriate accommodation, per PED guidance. Appropriate school staff shall be convened to explore all options to include the student in whatever activities are feasible, including the feasibility of outdoor learning, in a safe manner to the greatest extent possible while minimizing and mitigating risks and making other possible accommodations. If medical documentation is provided, the IEP/ 504 Team may determine whether a face shield could be substituted for a face mask. In the event the IEP/ 504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/ 504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/ 504

team will convene to consider a fully remote learning option or outdoor learning, if feasible, and to develop a plan for teaching the student to wear a face covering so that the student may return to in-person learning as soon as possible. Again, staff shall convene to explore all options to include the student in whatever activities are feasible in a safe manner.

Staff working with Students. Staff who work with students under an IEP/ 504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; the school will provide staff in this situation with a medical mask and/ or other PPE. The use of a mask is not required by a MACCS employee when in that person's private, fully-enclosed office or workspace with no one else present and the door(s) closed.

School Employees/ Contractors. The face mask requirement is considered a lawful condition of employment and doing business with MACCS during the public health emergency. Employees who refuse to wear a mask as required by this policy or applicable public health order shall be subject to disciplinary action, up to and including termination/ discharge. Contractors will be required to leave MACCS. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for an employee, he/ she must provide medical documentation to the appropriate administrative personnel along with a request for a reasonable accommodation as defined by the Americans with Disabilities Act (ADA) and school policies. Such requests shall be treated pursuant to the process for staff requests for a workplace accommodation. MACCS is not required to make reasonable accommodations to contractors or their employees.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a "direct threat" to the MACCS community, or when it presents an "undue burden" involving a "significant difficulty or expense," as defined by the ADA. During the public health emergency, all people's health and safety must be considered.

Refusal to Wear a Mask/ Discipline – Students. If a student removes the face mask and refuses to wear a mask during required times and in required places, then the student will be taken to an isolation room and parents/ guardians will be called to pick up the student. Students who take off their masks outside of permitted times shall be given a disciplinary warning. After three (3) such warnings, the student shall be subject to further disciplinary measures as defined by the school's disciplinary policies and procedures and may include outdoor learning (if available), remote learning (if available and provided by the school), or other alternative instruction, depending on the circumstances. Consequences will be supportive and instructional where possible. The MACCS administrator has sole discretion to determine what disciplinary measures provide the appropriate consequence under the circumstances.

Refusal to Wear a Mask/ Discipline – Employees. Wearing a face mask is considered a lawful condition of employment. Employees who refuse to wear a face mask or follow the MACCS CSP and who are not entitled to a reasonable accommodation as contemplated herein, must vacate MACCS indoor premises, and will be subject to disciplinary measures for insubordination up to and including discharge or termination from employment.

Refusal to Wear a Mask/ Discipline – Contractors & Visitors. Other persons refusing to wear a mask as required shall be required to leave the MACCS indoor premises and may be required to leave the MACCS campus.

RE: PREVENTING EXPOSURE TO OTHERS – SELF CARE

If an employee or student feels unwell before coming to school, the employee or student must stay home and follow sick leave or attendance notification requirements. Employees and families are expected to follow the guidance below when assessing what steps to take before coming to school after demonstrating signs of illness.

At-Home Rapid COVID Tests: Persons testing positive with an at-home rapid COVID test must stay home from school, notify the school, and must self-isolate, and the school should notify close contacts of exposure. However, there is no need to report such a case to PED, and those individuals should not be included as surveillance test numbers. It is recommended that those who have a positive at-home rapid test confirm the result with a test performed by a healthcare provider. A negative PCR test with a sample collected within 48 hours of the positive at-home rapid COVID test would negate the positive test and would not require continued self-isolation or quarantine based off of the at-home rapid COVID test. This only applies to those persons who are asymptomatic and not considered a close contact; symptomatic individuals should continue to self-isolate, and close contact individuals should continue to quarantine, regardless of the PCR test result. If more than 48 hours separate the two specimen collections, a laboratory-based PCR should be considered a separate test – not a confirmation of the earlier test.

Unvaccinated persons. If a student, employee or contractor has mild non-specific COVID-19 symptoms such as fever, cough, headache, congestion/ runny nose, body, aches, diarrhea, shortness of breath, newly developed loss of taste or smell, sore throat, nausea or vomiting (“COVID-like symptoms”):

Employees/ Contractors should get tested for COVID-19 and should remain in isolation until the results are available. A negative test result will discontinue the isolation and the employee or contractor shall return to school, provided that the mild non-specific symptoms do not interfere with the employee’s or contractor’s ability to work in the school buildings.

Students who have not provided evidence of vaccination and who exhibit chronic, mild non-specific COVID-19 symptoms should have their symptoms assessed by the school nurse, a health care provider or the parents/ guardians. If there are no changes in symptoms from the baseline state, students need not be tested and may participate in school. If the student has a change in symptoms from his/ her baseline as assessed either by a parent/ guardian, the school nurse or health care provider, then the student should be tested for COVID-19 and shall self-isolate until test results are available. A negative test will discontinue the isolation. If a student has a change in his/ her baseline state and the student does NOT get tested, the

student must self-isolate for 10 days and be fever-free without fever reducing medication for 24 hours and have improving symptoms before returning to school.

Students/ employees/ contractors with chronic conditions such as allergies, asthma, or other non-infectious disease which may present with mild non-specific COVID-19 symptoms should contact their primary care provider. Employees and contractors may be required to provide to administration a memo from their health care provider stating that present non-specific mild symptoms do not differ from the employee's/ contractor's baseline health condition and indicate that the individual may return to school without being tested for COVID-19. Students, employees and contractors with mild, chronic conditions such as asthma or allergies who have not provided evidence of vaccination and who receive a negative BinaxNOW COVID-19 antigen self-test, are not required to self-isolate and may participate in school and extracurricular activities until such time as the individual has a positive COVID-19 test or has a change in symptoms. A note from a primary care provider is not required for reentry in such cases. Students, employees or contractors staff with chronic conditions who have not provided evidence of vaccination, who have tested negative for COVID-19 in the past two weeks, who have tested negative for COVID-19 in the past week, and who have no known exposure to COVID-19 should not be tested again in the presence of chronic symptoms that have not changed in a meaningful way during that interval. If those symptoms change from their baseline, then the student/ staff should begin home isolation.

If an employee/ student/ contractor is not fully vaccinated and has COVID-like symptoms, that individual must stay home from school/ work and get tested for COVID-19 (if a student, only strongly suggested). If the test result is NEGATIVE, the individual may return to school after 24 hours fever-free without the aid of fever reducing medication, provided that any remaining symptoms do not interfere with the ability to work or attend school. If the individual has had a known exposure to COVID-19, that individual must quarantine for the 10 days from the date of the known exposure regardless of a negative test. If the test result is POSITIVE, the procedure for Confirmed COVID-19 Cases, below, will be followed. A person with suspected or confirmed cases of COVID-19 may not return to campus/ in-person activities until he/ she demonstrates to MACCS that he/ she has met DOH criteria to discontinue home isolation. "Fully vaccinated" means that an individual has completed a course of COVID-19 vaccination at least 14 days prior.

If employee/ student/ contractor has COVID-like symptoms after receiving the COVID-19 vaccination:

- If the individual has injection site pain, swelling or redness, only: *self-isolation not recommended, come to work or school.*
- If the individual has cough, shortness of breath, runny nose, sore throat and/ or loss of taste/ smell: *self-isolate and get tested for COVID-19.*
- If the individual has a fever of 100° Fahrenheit (37.7° Celsius) or higher, and experiences fatigue, headache, chills, myalgia and/ or arthralgia, self-isolate until all of the following have been met: i) the individual feels well enough to perform normal activities, AND ii) the fever has resolved, AND iii) the person experiences no other

COVID-19 symptoms (cough, shortness of breath, sore throat, and/ or change in smell or taste).

- Self-isolate and get tested for COVID-19 if symptoms are not improving or if they persist for more than three days.

A negative test result after vaccination will discontinue the isolation and the individual may return to school provided that the symptoms do not interfere with the ability to work or attend school in the building.

Students/ employees/ contractors who get ill while at work or attending school in the school building must do the following:

- Students must notify a staff member that they feel unwell. Employees or contractors must notify the Administration.
- Persons who feel unwell on campus, or who refuse to wear a mask, shall immediately be taken to an isolation room or area to separate them from others and to wait to be transported home if they cannot immediately leave school grounds. Persons in an isolation room shall be supervised at all times; supervising staff shall have appropriate PPE provided by MACCS. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance.
- Parents/ guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, MACCS shall call for ambulance transportation to a healthcare facility. Ill students/ employees shall not be allowed to drive themselves home.
- Unvaccinated employees feeling unwell and experiencing COVID-19 symptoms are required, and unvaccinated students feeling unwell and experiencing COVID-19 symptoms are requested to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform MACCS of the date(s) of testing and the results of any testing.
- Unvaccinated symptomatic persons with a known exposure to COVID-19 must quarantine for the full 10 days, regardless of a negative test.
- Students/ employees/ contractors with suspected or confirmed cases of COVID-19 may not return to campus/ in-person activities until they demonstrate to MACCS that they have met DOH criteria to discontinue home isolation.
- When students are required to isolate, students will be provided academic support and instruction during their days at home when they would have been at school, via ZOOM classroom links.
- Parents of students who repeatedly present with symptoms requiring isolation and who have tested negative, have no known exposure, and continue to present with undiagnosed illness, may be contacted by the School administration to discuss potential strategies to ensure in-person learning.

RE: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS

High Risk Individuals. Students and employees with underlying medical conditions as defined by the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> staff and students defined as “high-risk” pursuant to 6.12.14.7 NMAC, and/ or those who live with someone who is in a high-risk as defined by the CDC, should contact Principal Jonathan Dooley prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction or work responsibilities. Student and employee reasonable accommodations and educational program modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures.

Unexcused Absences-Employees. Employees who do not return to work and who do not timely contact MACCS requesting an accommodation related to their need for an accommodation for themselves or another high risk individual, will not have absences automatically excused.

RE: CONFIRMED COVID-19 CASES; “CLOSE CONTACTS”

Confirmed Cases Notification. Confirmed COVID-19 positive individuals who are members of the school population must notify MACCS immediately of that result, and the date of the test. Notification should be provided to: Principal Jonathan Dooley at jdooley@nmmediaarts.org.

Confirmed Cases Isolation. Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activity at the time they are notified of positive testing and shall be sent home.

School Reporting to NMED-OSHA and PED. Per rule of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), the school must report the positive test to the NMED's Occupational Health and Safety Bureau. In addition, MACCS will report a positive result of either a student or employee to the PED within four hours or by the following business day. The report to the NMED can be made by email to NMENV-OSHA@state.nm.us, by phone to (505) 476-8700, or by fax to (505) 476-8734. MACCS administration shall follow PED, NMENV and DOH Rapid Response protocols with respect to reporting to/ notifying those entities of a positive result at the school site or within the school population. If directed to do so by an entity with proper authority, MACCS may share information relating to the infected individuals with PED and/ or DOH and/ or other appropriate entities, consistent with applicable FERPA and privacy rights exceptions.

Family Notification. Within six (6) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families, employees and contractors (school community) who work at the school, that a positive case has been identified at the school site using the PED's COVID-19 Positive Case Letter form. Note: MACCS is only required to notify the school community if a positive case was on campus while infectious.

Notification of Close Contacts. A “close contact” is someone who, over a 24-hour period, has a cumulative exposure of fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a face covering/ mask. Excepted from the definition of “close contacts” in the K-12 indoor classroom setting are students who were within 3-6 feet of an infected student (laboratory-confirmed or a clinically compatible illness), where i) both students were engaged in consistent and correct use of well-fitting face masks, AND ii) other k-12 prevention strategies were in place in the K-12 school setting. (This exception does not apply to teachers, staff or other adults in the indoor classroom setting).

Within four (4) hours of learning of exposure to a confirmed positive case **at the school site**, the school will notify school community members who constitute close contacts of the infected individual in writing of the requirement for any unvaccinated individuals to quarantine, or of the opportunity to participate in Modified Quarantine/ Test to Stay (students voluntary; Test to Stay required for staff), for 10 days from the last exposure. MACCS shall not specifically identify the infected person in any of these notifications. NOTE: If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the specimen leading to the positive test result was collected) through the isolation period, there is not a school exposure and whether to notify the school community is optional.

Close contacts and family members. If a confirmed positive individual resides with any other student(s) or employee(s) at other schools, MACCS will share the confirmed positive case information among the appropriate schools through their COVID-19 Points of Contact so that impacted students and staff are quarantined. Unvaccinated siblings and household members of a COVID-19 confirmed positive individual must quarantine during the positive individual’s isolation period and for an additional 10 days afterward. It is also recommended that these family members are tested for COVID-19.

Vaccinated close contacts of COVID-19 infectious individuals: Fully-vaccinated close contacts and those who have tested positive in the last 90 days do not have to quarantine. It is strongly encouraged that close contacts who have been fully vaccinated and close contacts who have tested positive in the last 90 days take a COVID-19 test (PCR or school-based/provider based antigen test) on day five after exposure.

*Unvaccinated close contacts **at MACCS.*** Unvaccinated students who close contacts of a confirmed COVID-19, and who opt out of the Modified Quarantine/ Test to Stay process below, must quarantine for 10 days. MACCS will notify close contacts who are unvaccinated of the requirement to be tested for COVID-19 (staff: see Modified Quarantine/ Test to Stay, below), and the requirement to quarantine for 10 days or participate in Modified Quarantine/ Test to Stay (students), within 4 hours of learning of a confirmed COVID-19 case within the school population. Vaccinated students, employees or contractors who have close contacts with a confirmed COVID-19 case are not required to isolate or be tested unless they become symptomatic, though the NMDOH recommends that they be tested on day five (5) after exposure, if no symptoms have developed.

Testing Window for Individuals in Quarantine. Testing of unvaccinated individuals in quarantine for exposure to close contacts is recommended, and should occur no sooner than five (5) days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.

Quarantine period. Even if the unvaccinated close contact's COVID-19 test is negative, the 10-day quarantine must be adhered to if not participating in Modified Quarantine/ Test to Stay. For quarantine, the day of exposure (close contact) is day zero. Day one is the first day after exposure. The time of day does not matter, as the 10th day of quarantine is a full day quarantine. Once the 10-day quarantine period for unvaccinated close contacts is completed without symptoms, the close contact staff member/ student may return to school; a negative test is not needed in order to return.

Close contacts away from MACCS. Unvaccinated students and employees must notify the Head Administrator if they live with, or know that they have been exposed to, others who have tested positive for COVID-19. MACCS will keep this information in confidence to the extent such does not conflict with orders and directives of the DOH and/ or PED. If a MACCS student or employee who is not fully vaccinated (as described above) is determined to have had the equivalent of "close contact" (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person's infectious period, the employee shall get tested (students are recommended to get tested) AND the unvaccinated student/ employee shall engage in a ten (10) day quarantine period from the last date of exposure (day zero), before returning to MACCS and/ or participating in MACCS-related in-person events. If the close contact is continuously exposed (i.e., lives in the same household as a infectious individual), they must quarantine for the 10 days the positive person is infectious, plus another 10 days in case they convert to positive, for a minimum total of 20 days. Quarantine for household members is 20 days from the positive individual's symptom onset date or positive test so long as no other COVID-19 infections are identified in the household AND there are no severely immune-suppressed individuals in the home (in which case, the infectious period for immune suppressed individuals lasts 20 days and will extend the quarantine for 10 days beyond that infectious period). If a second individual in the home tests positive, then the quarantine clock is reset and the 20 days of quarantine starts from the symptom onset date or positive test date for the second positive individual. The infectious period begins the day of symptom onset or day of test (for asymptomatic persons). If someone else test positive in the home during this period, this resets the calendar for the other household members. "Household members" are those individuals who live within the same ventilation system. Anyone with exposure to COVID-19 in the household setting is prohibited from participating in modified quarantine or testing out of quarantine. Test dates and results shall be reported to MACCS administration. MACCS may seek confirmation of the contact's/ household member's positive COVID-19 testing and nature of the contact for staff members.

Anyone with exposure to COVID-19 in the household setting is explicitly prohibited from participating in Modified Quarantine/Test to Stay, below.

RE: CLOSE CONTACTS IN SCHOOL SETTING/MODIFIED QUARANTINE (TEST TO STAY)

“Modified quarantine” for students and staff is only available to those unvaccinated individuals who are exposed to COVID-19 in the **school setting**. Modified quarantine requires quarantine at home for 10 days after the last close contact with a COVID-19 infectious individual at school, except for school activities. Upon being notified of their unvaccinated student being exposed to COVID 19 in the school setting, MACCS will require parents of the exposed student to “opt in” to Modified Quarantine/ Test to Stay, in writing. Students voluntarily participating in Modified Quarantine may ride school transportation and participate in instructional and extracurricular activities. Unvaccinated staff are required to participate in Modified Quarantine if exposed in the school setting.

Participation in Modified Quarantine requires an individual to test negative on rapid COVID-19 tests provided and administered by the school on days one, three and five following exposure (day zero is day of exposure), or more frequently as required by the school. When a testing day falls on a day that school is not in session, or a day that a student is absent, the testing sequence resumes on the subsequent school day. Failure to test, regardless of the reason, when the individual is at school on a required testing day terminates Modified Quarantine for the individual and the individual must return to quarantine at home for the duration of the quarantine period. In the case that an individual is participating in Modified Quarantine and has a second close contact exposure at school while on Modified Quarantine, the testing sequence must be restarted.

Individuals on Modified Quarantine who exhibit COVID-19 symptoms requiring self-isolation must self-isolate at home and terminate Modified Quarantine pending confirmation of a negative test for COVID-19 and an alternative explanation for the symptoms. If COVID-19 is confirmed by testing, the individual must self-isolate for 10 days following the positive test or the day that symptoms began. Those who quarantine rather than participate in Test to Stay are recommended to test 5 days after exposure.

Modified Quarantine does not change self-isolation requirements for those who have tested positive for COVID-19 and are within the infectious period.

RE: SCHOOL-RELATED EVENTS

MACCS-related events, including assemblies, dances, award ceremonies, academic competitions and extracurricular events, may be limited at the discretion of the Head Administrator to only the most essential events during the public health emergency. Governing Council meetings and staff/ professional development meetings are allowable school events which may meet in person (subject to current public health order) and all MACCS CSPs.

RE: SINGING AND PLAYING WIND INSTRUMENTS

The following COVID-safe practices are required for singing and playing wind instruments as part of an instructional class such as band/ choir, and as part of co-curricular activities such as band attendance at athletic events:

- Unvaccinated students may not share instruments/ supplies.
- Unvaccinated students must have their own instrument-specific multi-layered cloth mask for singing or playing a wind instrument, and instrument-specific multi-layered cloth bell cover for playing wind instruments.
- Students are solely responsible for cleaning and maintaining masks and bell covers.
- Students shall be trained on protocols to ensure that students maintain 6-feet social distancing while playing and singing, and 3 feet at all other times, especially when assembling/ disassembling instruments.
- Students shall use disposable absorbent pads or other receptacles, where possible to catch the condensation expelled from water keys, which students will discard or clean properly after use.

RE: TRAVEL

Overnight and out-of-state travel are allowed for students and staff for field trips, athletics, professional development and other school business, until/ unless limited by executive or public health order. Quarantine is not required upon return (subject to current public health/ executive order). Unvaccinated individuals who are not household members may not share sleeping quarters on school-related trips. Vaccinated students and students who are household members may share sleeping quarters.

RE: SCHOOL FACILITY CLEANING/ CLOSURE

Cleaning. All MACCS facilities and buildings operated by MACCS must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. Staff further shall comply with any/ all cleaning/ maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA), NMENV, and/ or OSHA (<https://www.osha.gov/coronavirus/safework>).

Closure of Impacted Areas. MACCS site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with state official guidelines. In consultation and partnership with the PED and NMED, the school will determine when it is safe to reopen the portions of the school facilities impacted by the initial closure. Decisions to reopen those facilities will be based upon appropriate completion of required action steps related to the positive case.

RE: SOCIAL DISTANCING ENFORCEMENT

Social Distancing. Students and visitors are required to follow the instructions of MACCS staff regarding social distancing. Unvaccinated adults must maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance from other students to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance is required. Students who repeatedly fail or refuse to social distance may be subject to discipline.

School Directives. Students/ staff/ essential visitors must follow signs and instructions regarding entering/ exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

Class Transitioning. MACCS staff shall supervise class transitions to ensure students are wearing masks and maintaining social distancing requirements, and students/ staff will be trained on safe transitions.

Directional arrows are posted when staff and students need to take extra precautions to adhere to CSP due to an increase in “close contacts” and a cohort is in Modified Quarantine/ Test to Stay as determined by the Head Administrator.

When directional arrows are posted in the Main Building, passing periods will constitute moving in an eastwardly direction through the halls in groups larger than five (5), or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the MACCS area. The furthest classrooms to the east will leave/ enter the building first. The west staircase will move in an upwardly direction; the east staircase will move in a downwardly direction.

When directional arrows are posted in the CTE Wing, for groups larger than five (5), students and staff will wait until the hallway/ staircase is clear before leaving/ entering in one direction. In the event fewer than five (5) students and staff are in the hallway/ staircase, people will stay to the right like vehicles on the highway.

Restroom breaks will not be reduced or eliminated. Only one student from each classroom at a time will take a restroom break. MACCS employee will document the student taking the restroom break. Students taking the restroom break will use their face coverings.

Where possible/ practical, meetings/ conferences shall be held virtually or in small groups with maximum social distancing. Staff shall closely monitor and enforce social distancing requirements.

Virtual Conferencing/ Meeting. Where possible/ practical, meetings/ conferences shall be held virtually or in small groups with maximum social distancing.

Student pickup/ drop-off. To the extent possible, MACCS will stagger entry and release periods and mark spacing for pickup/ drop-off to facilitate social distancing.

RE: SHARED MATERIALS

As a precaution against transmitting the COVID-19 virus through shared texts, students and staff should wash and/ or sanitize their hands before and after using shared textbooks, school equipment, or other educational materials.

As much as possible, MACCS students will submit work electronically. When not electronically submitted, work will be submitted directly into a receptacle, where papers would sit for three (3) hours before being touched.

RE: TRANSPORTATION

Transportation. All drivers, attendants, staff and students must wear face masks covering nose and mouth on MACCS-provided transportation. Students will be assigned to certain seating. Where possible, school buses shall be used to transport students, rather than student activity vehicles. To the greatest extent possible, a maximum of two students may sit together on a bus seat. If student activity vehicles must be used, only one student per bench seat is permitted, and students in the vehicle should be staggered to students are not seated directly in front of or behind each other. Windows in the student activity vehicle should remain open at all times. The same rules apply to athletic/ student activity trips.

Bus Cleaning Protocols. MACCS vehicles shall be thoroughly cleaned and disinfected before and after each use. Bus drivers and assistants must implement social distancing rules and require students to be six feet apart at bus stops, to the greatest extent possible. Bus contractors shall be required to follow the MACCS COVID Safe Practices applicable to bus transportation and train their personnel on MACCS policies and procedures related to COVID-19.

Screening on MACCS-provided transportation. Students and employees using MACCS-provided transportation may be temperature-screened prior to entering the school vehicle.

Extra Masks. Buses will be equipped with extra masks for students who forget their masks.

Loading/ Unloading Procedures. Bus drivers and assistants must implement loading and unloading procedures on a school bus, which may include assigned seating; if possible, those students who board first should sit all the way to the back, and those boarding last should sit in the front. When unloading, the front of the bus should unload first to prevent students from crossing the paths of one another.

Carpooling. Parents are strongly encouraged **NOT** to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

RE: BEFORE/ AFTER-SCHOOL PROCEDURES

When staff arrive, they may enter their classrooms and offices to begin the day. When students arrive, they will gather outdoors (weather permitting) to wait for staff to guide them in entering the school buildings. Students will have the opportunity to have breakfast outside.

All large group gatherings shall be avoided on MACCS premises or during MACCS-related events, to the extent feasible. Students are required to follow the instructions of MACCS staff regarding social distancing, the goal of which is to maintain 3-6 feet between individuals, wherever/ whenever possible.

Students/ staff/ essential visitors must follow signs and instructions regarding entering/ exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

RE: FIELD TRIPS

Field trips are limited to essential purposes, as determined by the Head Administrator in consultation with staff. The Head Administrator may limit field trips to outdoor destinations in his/ her discretion. COVID-safe practices, including indoor masking and social distancing, shall be enforced during field trips, to the extent possible, with eating and drinking during field trips limited to the outdoors.

RE: MEALS/ FOOD ON CAMPUS

To maintain social distancing and reduce the risk of virus transmission, breakfast and lunch for all students may be served in classrooms, outside (as safe and appropriate), and in other large spaces in which students can maintain safe distances. Any food served in the cafeteria may be staggered to reduce the number of students in the cafeteria at any one time. Students should maximize physical distance as much as possible when moving throughout the food service line and while eating (especially indoors). To the greatest extent possible, unvaccinated students should sit on only one side of a table in the cafeteria and maintain greater than three feet of distance from others.

Masks must be worn when students are finished with their meal. Cleaning/ disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day. Meals will continue to be provided to eligible students through the MACCS designated food distribution site: 4401 Central Avenue NE, Bldg. 2. Please contact Stephany Munoz, Registrar, for further information. Masks must be worn, and social distancing must be maintained, during meal distribution.

RE: EXTRACURRICULAR ACTIVITIES

MACCS shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. Coaches and staff shall be included in COVID-19 surveillance testing.

If Bernalillo County, where MACCS is located, is listed as “red” or “orange” transmission rate as defined by the CDC, all participants (students/ staff/ spectators) must wear a mask for all extracurricular activities both indoors and outdoors. All large group gatherings shall be avoided on MACCS premises or during MACCS-related events, to the extent feasible. Students are required to follow the instructions of MACCS staff regarding social distancing, the goal of which is to maintain 3-6 feet between individuals, wherever/ whenever possible.

If Bernalillo County, where MACCS is located, is **not** listed as “red” or “orange,” only participants in “high-risk” activities must wear masks. “High-risk” activities include football, wrestling, choir, band (wind instruments), volleyball, basketball, indoor soccer, indoor weight lifting/conditioning, cheer, and other activities in which increased exhalation occurs. *Note: participants in any activities indoors must wear masks at all times, regardless of county status.*

Any student who has had a COVID-19 infection must complete the self-isolation period and then receive medical clearance from a medical professional using the appropriate medical clearance form before returning to participation in an NMAA-sanctioned activity. Students who have had COVID-19 infection and have received clearance for participation must continue to follow the protocols given for return to activity.

Each school at an interscholastic event manages its own positive case reporting and rapid responses for students who were at the event and who later tested positive, regardless of which school hosted the event. All positive cases are reported to the PED and to the hosting facility such that relevant areas of the facility can be closed and cleaned as appropriate.

RE: RECESS AND PHYSICAL EDUCATION

Time for recess shall not be reduced or eliminated and withholding of recess shall not be used as a student disciplinary measure. It is recommended, but not required, that unvaccinated individuals wear masks outdoors when participating in outdoor play, recess, and physical education activities. When physical education activities or recess are held indoors, masks must be worn, and social distancing requirements must be followed to the extent possible. Playground equipment shall be regularly cleaned and disinfected.

RE: ATTENDANCE FOR SUCCESS

In-person Attendance. Students are expected to attend in-person or remote instructional programs (if provided by MACCS), each day. If MACCS provides a remote option as well as in-person instruction,

students opting for one mode of instruction will not be allowed to switch to the other without advance permission of and discussion with the MACCS Head Administrator. Students who must quarantine or self-isolate pursuant to COVID-related requirements may ask to attend school remotely (MACCS provides a remote option) during quarantine/ self-isolation, to the extent feasible; arrangements should be made through the MACCS Head Administrator. Attendance will be officially recorded and reported to PED. MACCS further will track online participation as well as attendance. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Attendance During MACCS-Closures. If campus is closed, and a remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the PED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Unexcused Absences. Failure to attend and/ or participate in instructional classes and school programs shall result in processes being implemented pursuant to MACCS Attendance Policy and the Attendance for Success Act (see *Parent/ Student Handbook*). Prior to dropping a student for 10 consecutive unexcused absences, MACCS will provide interventions required by the Attendance for Success Act, including intensive special supports, referral to Engage NM or referral to the probation services office. Meetings that need to be held with parents/ guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences. Absences due to medical conditions, including COVID-related quarantine/ isolation, may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing MACCS attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences as provided in the MACCS or classroom teachers assignment make up policy. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

RE: STAFF TRAINING

In-person staff meetings/ trainings are allowable school events. Staff who have not provided evidence of being fully vaccinated must maintain 6 feet of social distance. All school personnel and contractors shall follow guidelines in current statewide public health orders. All staff and contractors shall be trained in local and state rules regarding health and safety procedures, such as appropriate use of PPE and procedures for when school personnel or students exhibit symptoms of COVID-19.

**PARENT NOTIFICATION OF UPDATED DISCIPLINE POLICIES RELATED TO
MASK WEARING AT SCHOOL**

SCHOOL YEAR 2021-22

I, _____, parent/ guardian of _____, a student at
MACCS have received a copy of the MACCS COVID-19 RESPONSE: SUPPLEMENTAL SCHOOL
POLICIES/ PROCEDURES GUIDEBOOK that contains the School's discipline policies for student's
failure or refusal to follow the MACCS COVID Safe Practices including refusal or failure to wear a
mask unless exempted.

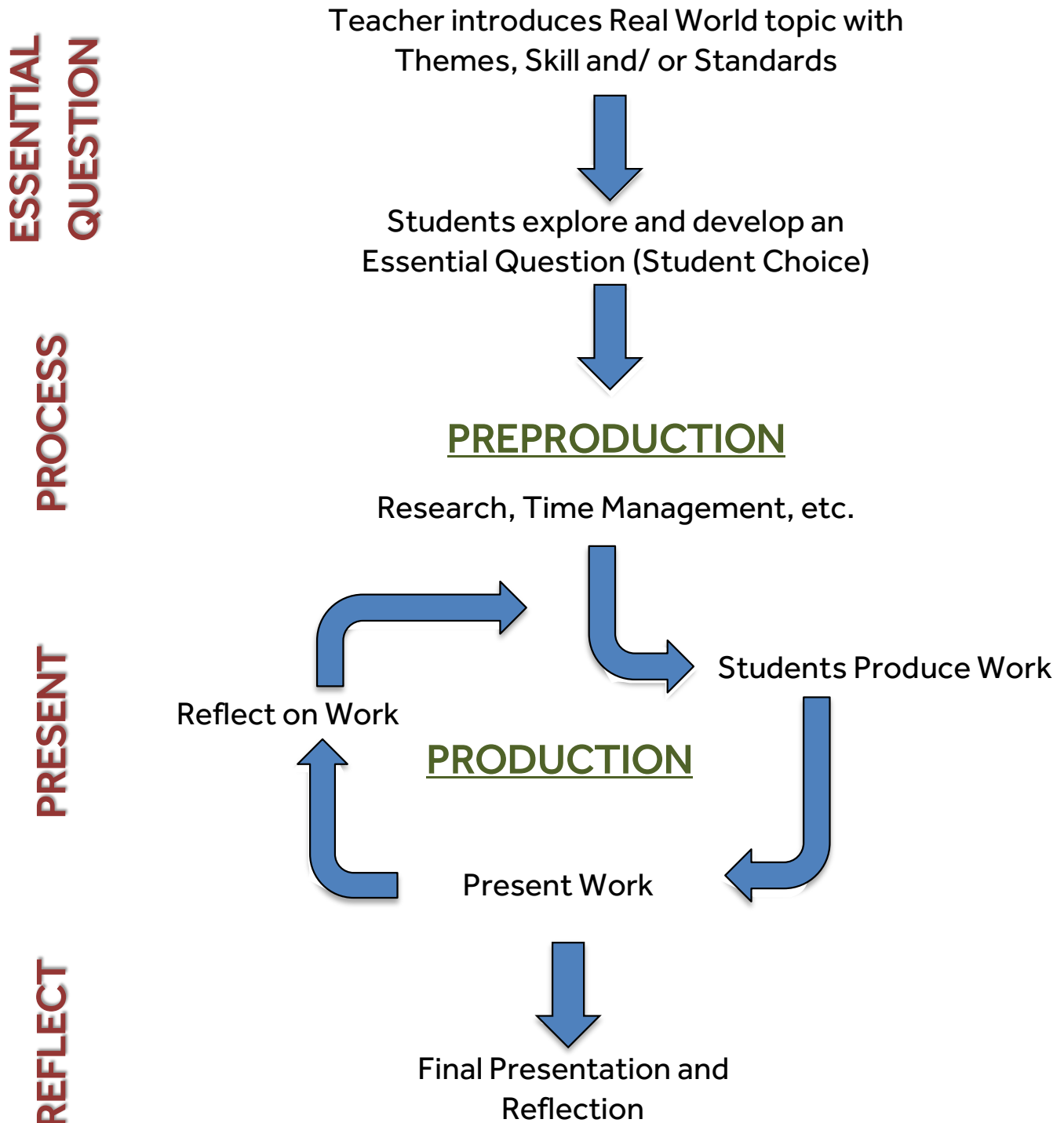
Date: _____

Parent/ Guardian: _____

Name Printed: _____

APPENDIX A

Project-Based Learning



Math References

1 liter = 1000 cubic centimeters

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
4	8	12	16	20	24	28	32	36	40	44	48	52	56	60
5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
6	12	18	24	30	36	42	48	54	60	66	72	78	84	90
7	14	21	28	35	42	49	56	63	70	77	84	91	98	105
8	16	24	32	40	48	56	64	72	80	88	96	104	112	120
9	18	27	36	45	54	63	72	81	90	99	108	117	126	135
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
11	22	33	44	55	66	77	88	99	110	121	132	143	154	165
12	24	36	48	60	72	84	96	108	120	132	144	156	168	180
13	26	39	52	65	78	91	104	117	130	143	156	169	182	195
14	28	42	56	70	84	98	112	126	140	154	168	182	196	210
15	30	45	60	75	90	105	120	135	150	165	180	195	210	225

APPENDIX C

Periodic Table of the Elements

The Periodic Table of the Elements

1

H

Hydrogen

1.01

3

Li

Lithium

6.94

4

Be

Beryllium

9.01

11

Na

Sodium

22.99

12

Mg

Magnesium

24.31

19

K

Potassium

39.10

20

Ca

Calcium

40.08

21

Sc

Scandium

44.96

22

Ti

Titanium

47.87

23

V

Vanadium

50.94

24

Cr

Chromium

52.00

25

Mn

Manganese

54.94

26

Fe

Iron

55.85

27

Co

Cobalt

58.93

28

Ni

Nickel

58.69

29

Cu

Copper

63.55

30

Zn

Zinc

65.39

37

Rb

Rubidium

85.47

38

Sr

Strontium

87.62

39

Y

Yttrium

88.91

40

Zr

Zirconium

91.22

41

Nb

Niobium

92.91

42

Mo

Molybdenum

95.94

43

Tc

Technetium

(98)

44

Ru

Ruthenium

101.07

45

Rh

Rhodium

102.91

46

Pd

Palladium

106.42

47

Ag

Silver

107.87

48

Cd

Cadmium

112.41

49

In

Indium

114.82

50

Sn

Tin

118.71

51

Sb

Antimony

121.76

52

Te

Tellurium

127.60

53

I

Iodine

126.90

54

Xe

Xenon

131.29

55

Cs

Cesium

132.91

56

Ba

Barium

137.33

57

La

Lanthanum

138.91

72

Hf

Hafnium

178.49

73

Ta

Tantalum

180.95

74

W

Tungsten

183.84

75

Re

Rhenium

186.21

76

Os

Osmium

190.23

77

Ir

Iridium

192.22

78

Pt

Platinum

195.08

79

Au

Gold

196.97

80

Hg

Mercury

200.59

81

Tl

Thallium

204.38

82

Pb

Lead

207.2

83

Bi

Bismuth

208.98

84

Po

Polonium

(209)

85

At

Astatine

(210)

86

Rn

Radon

(222)

87

Fr

Francium

(223)

88

Ra

Radium

(226)

89

Ac

Actinium

(227)

90

Th

Thorium

232.04

91

Pa

Protactinium

231.04

92

U

Uranium

238.03

93

Np

Neptunium

(237)

94

Pu

Plutonium

(244)

95

Am

Americium

(243)

96

Cm

Curium

(247)

97

Bk

Berkelium

(247)

98

Cf

Californium

(251)

99

Es

Einsteinium

(252)

100

Fm

Fermium

(257)

101

Md

Mendelevium

(258)

102

No

Nobelium

(259)

103

Lr

Lawrencium

(262)

71

Lu

Lutetium

174.97

70

Yb

Ytterbium

173.04

69

Tm

Thulium

168.93

68

Er

Erbium

167.26

67

Ho

Holmium

164.93

66

Dy

Dysprosium

162.50

65

Tb

Terbium

158.93

64

Gd

Gadolinium

157.25

63

Eu

Europium

151.96

62

Sm

Samarium

150.36

61

Pm

Promethium

(145)

60

Nd

Neodymium

144.24

59

Pr

Praseodymium

140.91

58

Ce

Cerium

140.12

2

He

Helium

4.00

9

F

Fluorine

19.00

8

O

Oxygen

16.00

7

N

Nitrogen

14.01

6

C

Carbon

12.01

5

B

Boron

10.81

10

Ne

Neon

20.18

17

Cl

Chlorine

35.45

16

S

Sulfur

32.07

15

P

Phosphorus

30.97

14

Si

Silicon

28.09

13

Al

Aluminum

26.98

18

Ar

Argon

39.95

35

Br

Bromine

79.90

34

Se

Selenium

78.96

33

As

Arsenic

74.92

32

Ge

Germanium

72.61

31

Ga

Gallium

69.72

36

Kr

Krypton

83.80

53

I

Iodine

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Tellurium

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Sb

Antimony

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Xenon

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Po

Polonium

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Bismuth

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Nobelium

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APPENDIX D

Bullying Prevention in Positive Behavior Support

Expect Respect

Strategy Sheet

Telling Someone to Stop

- **Step One:** If someone treats you in a way that feels disrespectful, use the school-wide stop phrase. Say, “stop” in an assertive tone.
- **Step Two:** If the person stops, say “cool” or “OK” and move on with your day
- **Step Three:** If the person does not stop, decide whether to ignore the person or seek support
- **Step Four:** If you decide to ignore, don’t look at or talk to the perpetrator. If you decide to seek support, select a school adult to approach and ask for support.

If Someone Asks You to Stop

- **Step One:** Stop what you are doing, even if you don’t think you are doing anything wrong
- **Step Two:** Remind yourself “No big deal if I stop now”
- **Step Three:** Say “OK” to the person who asked you to stop and move on with your day

If You Tell a Person to Stop and They Don’t

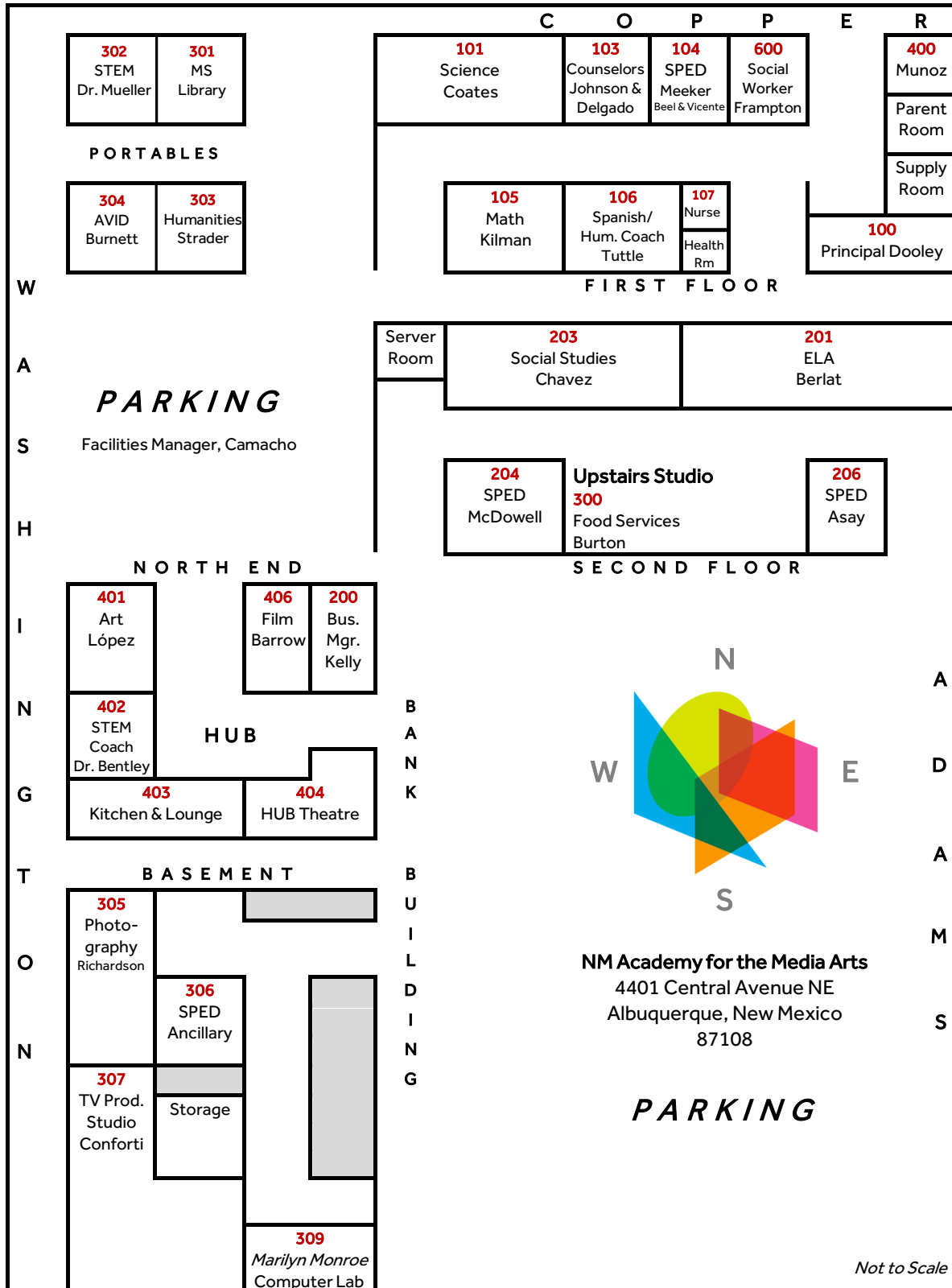
- **Step One:** Decide whether to ignore it or seek support
- **Step Two:** If you seek support, select a school adult to report to
- **Step Three:** Approach the adult, and say “I’m having a problem with _____. I asked her to stop and she continued.”
- **Step Four:** If the adult doesn’t have time to help solve the problem right then, ask the adult when he or she will have time and make an appointment.

If you observe someone using the stop phrase and the perpetrator doesn’t stop, or if you see someone who is clearly not being treated with respect, please do one of the following:

- Use the stop strategy toward the perpetrator
- Ask the recipient to go with you, and leave the area.
- Comfort the recipient later by saying something like “I’m sorry that happened. It wasn’t fair.”

APPENDIX E

Campus Map & Phone Extensions



2021-2022 STUDENT PLANNER

AUGUST 8 – AUGUST 14, 2021	
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

AUGUST 15 – AUGUST 21, 2021

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



AUGUST 22 – AUGUST 28, 2021

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



AUGUST 29 – SEPTEMBER 4, 2021

SUNDAY

MONDAY

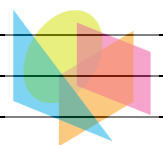
TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



SEPTEMBER 5 – SEPTEMBER 11, 2021

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



SEPTEMBER 12 – SEPTEMBER 18, 2021

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



SEPTEMBER 19 – SEPTEMBER 25, 2021

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



SEPTEMBER 26 – OCTOBER 2, 2021

SUNDAY

MONDAY

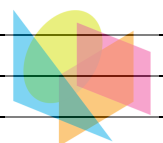
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WEDNESDAY

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OCTOBER 3 – OCTOBER 9, 2021

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FRIDAY

SATURDAY



OCTOBER 10 – OCTOBER 16, 2021

SUNDAY

MONDAY

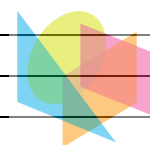
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OCTOBER 17 – OCTOBER 23, 2021

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SATURDAY



OCTOBER 24 – OCTOBER 30, 2021

SUNDAY

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THURSDAY

FRIDAY

SATURDAY



OCTOBER 31 – NOVEMBER 6, 2021

SUNDAY

MONDAY

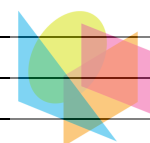
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FRIDAY

SATURDAY



NOVEMBER 7 – NOVEMBER 13, 2021

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TUESDAY

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THURSDAY

FRIDAY

SATURDAY



NOVMEBER 14 – NOVEMBER 20, 2021

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



NOVEMBER 21 – NOVEMBER 27, 2021

SUNDAY

MONDAY

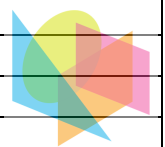
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NOVEMBER 28 – DECEMBER 4, 2021

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SATURDAY



DECEMBER 5 – DECEMBER 11, 2021

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SATURDAY



DECEMBER 12 – DECEMBER 18, 2021

SUNDAY

MONDAY

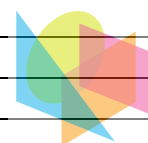
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DECEMBER 19 – DECEMBER 25, 2021

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THURSDAY

FRIDAY

SATURDAY



DECEMBER 26, 2021 – JANUARY 1, 2022

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



JANUARY 2 – JANUARY 8, 2022

SUNDAY

MONDAY

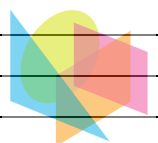
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THURSDAY

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SATURDAY



JANUARY 9 – JANUARY 15, 2022

SUNDAY

MONDAY

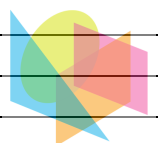
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JANUARY 16 – JANUARY 22, 2022

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THURSDAY

FRIDAY

SATURDAY



JANUARY 23 – JANUARY 29, 2022

SUNDAY

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



JANUARY 30 – FEBRUARY 5, 2022

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



FEBRUARY 6 – FEBRUARY 12, 2022

SUNDAY

MONDAY

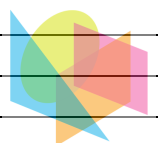
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FEBRUARY 13 – FEBRUARY 19, 2022

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FEBRUARY 20 – FEBRUARY 26, 2022

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



FEBRUARY 27 – MARCH 5, 2022

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THURSDAY

FRIDAY

SATURDAY



MARCH 6 – MARCH 12, 2022

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SATURDAY



MARCH 13 – MARCH 19, 2022

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SATURDAY



MARCH 20 – MARCH 26, 2022

SUNDAY

MONDAY

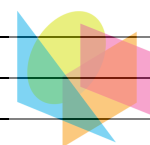
TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



MARCH 27 – APRIL 2, 2022

SUNDAY

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



APRIL 3 – APRIL 9, 2022

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



APRIL 10 – APRIL 16, 2022

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APRIL 17 – APRIL 23, 2022

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SATURDAY



APRIL 24 – APRIL 30, 2022

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THURSDAY

FRIDAY

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MAY 1 – MAY 7, 2022

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



MAY 8 – MAY 14, 2022

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



MAY 15 – MAY 21, 2022

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



MAY 22 – MAY 28, 2022

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TUESDAY

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THURSDAY

FRIDAY

SATURDAY

