

# **Student/Parent Handbook**

## **WELCOME BACK TO SCHOOL!**

This handbook explains some of our school policies and procedures. It can serve as a ready reference guide to help answer and clarify questions typically asked by parents each year. Please keep it in a convenient location. Complete policies can be found on the website.

We continue to strive for greater collaboration between home and school. We believe communication and collaboration are essential ingredients for your child's success in school. Please help us achieve this by becoming involved in whatever way you can.

We want this school year to be productive, safe, and happy for you and your child.

### **Chief Executive Officer**

Mary Tarango

### **Principal**

Bianca Belmonte-Sapien

### **Principal**

Jeremy Peckens

### **Business Manager**

Michael Vigil

### **Facilities Manager**

Jim Richardson

### **Special Education Coordinator**

Jennifer Elliott

### **Testing Coordinator**

Jeremy Peckens

### **Office Manager**

Amy Morga

### **Food Services Manager**

Shelby Phelps

### **First/Second Grade Teachers**

Sabrina Carrillo

### **Third/Fourth Grade Teachers**

Olivia Espinosa -Social Studies and Language Arts  
James Carter -Math and Science

**Fifth Grade Teachers**

Billy Campbell -Math and Science  
Jennifer Drawbond -Social Studies and Language Arts

**Sixth Grade Teachers**

Alice Candelaria -Science  
Katherine Meagher -Social Studies  
Valerie Trujillo -Language Arts  
Curt Vaughn -Math

**Seventh Grade Teachers**

Adam Jones -Language Arts  
Amanda Jones -Social Studies  
Brie Logan -Science  
Anne Massie -Math

**Eighth Grade Teachers**

Abraham Falco -Language Arts  
Megan Herren -Social Studies  
Tony Wald -Math  
Alexandra Pickel -Science

**Special Education**

Jennifer Elliott -IEP Specialist  
Kyra Allen  
Chris Garcia  
Dominic Tarango  
Bernadette Candia -Educational Assistant  
Rose Howell-Educational Assistant  
Megan Long-Educational Assistant  
Joshua Montano-Educational Assistant  
Madeline Montano-Educational Assistant

**Gifted Services**

Adam Jones  
Mary Tarango

**English Learner Services**

Bianca Belmonte-Sapien

**Associated Arts Teachers**

Dana Alexander -P.E.  
Jon Dellios -P.E.  
Courtney Bennett -Art  
Ken Johnson -Music  
Audra Baca -Media Arts

**Athletic Director**

Dana Alexander

## MISSION STATEMENT

It is the mission of 21st Century Public Academy to continually search for positive learning experiences that enrich students and staff. Whenever possible, these lessons will take place in the arena in which they are practiced.

## VISION STATEMENT

21st Century Public Academy will provide experiences, situations, and opportunities for students to develop talents and to understand their role in the community. The body, mind, and spirit of each person will grow through lessons learned at school. Students will acquire a sense of personal responsibility, independence, and community interdependence.

## NONDISCRIMINATION POLICY

21<sup>st</sup> Century Public Academy affirms its' commitment to the rights of students, parents and employees, as set forth in Federal and State Statutes, for nondiscriminatory treatment in relation to disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status and/or any other protected status as defined by law, in all its programs and activities. Nondiscrimination shall include freedom from harassment and retaliation based on disability, race, ethnicity, color, sex, sexual orientation, national origin or ancestry, religion, age, veteran status, HIV status and/or any other protected status as defined by law.

This Policy shall be implemented by the Principal.

## ATTENDANCE

Daily attendance is expected for students to have the full benefit of the instructional program. The school recognizes, however, that there are situations that dictate a student's absence. Therefore, absences may be excused for the following reasons.

\*doctor/dentist appointments \*extenuating circumstances, **as agreed upon prior to the absence.**

\*illness

\*death in the family

\*family emergency

\*religious commitment

\*diagnostic testing

When a student is absent from school for any reason, it is the responsibility of the parents to call or email the school before 10:00 AM on the day of the absence. You may call and leave a message at 505-254-0280 or email Ms. Morga at [amorga@21stcenturypa.com](mailto:amorga@21stcenturypa.com).

Excessive excused or unexcused absences, defined as ten (10) or more absences per semester will be reported to the Children's Court for educational neglect in compliance with the State Compulsory Attendance Law (attached below).

### **TARDIES**

It is crucial that your child be brought to school on time. Homeroom is where business is taken care of on a daily basis. If your child is late or absent for homeroom, he/she may miss out on valuable information. During homeroom, attendance is taken, information for Out of School Instruction (OSIs) is distributed, fees collected, chaperone slips for Out of School Instruction are collected, agendas are checked, schedules and upcoming events are reviewed, lunch count is taken, etc. Excessive tardies do have consequences.

**Please make sure your child arrives at school on time. School starts at 8:15 AM. Tardy students must report to the office with Ms. Morga, the Office Manager. Students will not be admitted without a Parent/Guardian signing in with the office. Parents must sign in students who are tardy!**

## **21st Century Public Academy's Attendance Policies**

### **And Compliance With**

### **New Mexico Compulsory Attendance Law**

#### GENERAL INFORMATION

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Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to good learning. Also essential to students is the preparation and training for subsequent study or employment that includes the development of self-discipline through regular attendance. For these reasons, the **New Mexico Compulsory School Attendance Law** requires that all students of appropriate age and condition attend classes regularly. Maintaining regular school attendance is the joint responsibility of students, parents, educators, and the legal system. In keeping with that obligation, the following regulation for school attendance shall be observed and enforced for students attending 21st Century Public Academy.

The New Mexico Compulsory Attendance Law states the following:

1. The parent (or guardian, or person having custody and control) of a public school-age student is responsible for the school attendance of that student.
2. To enforce the provisions of the **New Mexico Compulsory School Attendance Law**, the school district must give written notice to the parent regarding the provision of the Compulsory School Attendance law.
3. Any student who continues to violate the provisions of the New Mexico Compulsory Attendance Law after the student's parent has received written notice shall be considered to be a neglected child or a child in need of supervisions and therefore subject to the provisions of the Children's Code.

4. Any parent (or guardian, or person having custody and control) of a student who continues to violate the provisions of the Compulsory School Attendance Law is guilty of a petty misdemeanor if the parent (or guardian, or person having custody and control) of the student, by act or failure to act, caused the continuing violation.

## **DEFINITIONS**

### **House Bill 106)**

1. "truant" means a student who has accumulated five (5) unexcused absences within a twenty-day period;
2. "habitual truant" means a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year;
3. "Unexcused absence" means an absence from school or class for which the student does not have an allowable excuse pursuant to the rules of the Compulsory School Attendance Law or Rules of 21st Century Public Academy.

## **ABSENCES and ATTENDANCE REQUIREMENTS**

### **EXCUSED ABSENCES**

1. An absence from a class or classes that is verified by a parent/guardian.
2. Verification must be received **by 10:00 AM on the day of the absence**. Failure to excuse an absence by 10:00 AM will result in the absence being recorded unexcused. Students are not permitted at any time to call and excuse an absence themselves.
3. Absences may be excused for the following reasons:
  - Doctor/dentist appointments, illness, medical procedures, death in the family, family emergency, religious observance, diagnostic testing

### **UNEXCUSED ABSENCES**

1. Any absence not meeting the stated criteria for an excused absence.
2. Unexcused absences require written medical documentation to be changed to excused.

### **MAKE-UP WORK**

Students are expected to make-up assignments that were missed due to excused absences within the time permitted. It is the student's responsibility to get the make-up work from the teacher upon return from the absence.

Teachers will assign any make-up work that can be completed outside of class, but there is no substitution for classroom instruction.

In order to continue with their learning, students are encouraged to complete work missed during unexcused absences. Students have the same amount of time to make-up the work as the amount of time of the absence i.e. absent 1 day students have 1 day to turn in work.

### **TARDIES**

Tardies and early departures are a disruption. They are also disrespectful to teacher(s) and other students. In addition, the students may miss out on the introduction or conclusion of key educational concepts. **Ten unexcused tardies equal one (1) unexcused absence.**

## **PROCEDURES FOR MONITORING ABSENCES**

### *1-2 UNEXCUSED ABSENCES*

On a student's **FIRST & SECOND UNEXCUSED absence**, teacher/school personnel will contact parent by telephone and/or e-mail and document action.

### *3 UNEXCUSED ABSENCES*

On a student's **THIRD (3rd) UNEXCUSED absence**, the parent/guardian will be contacted by 21st Century Public Academy by phone.

***EVERY ABSENCE AFTER TEN ABSENCES:(both excused/unexcused absences)***

On a student's **TENTH (10<sup>th</sup>) absence (excused and/or unexcused)**, the parent/guardian will be contacted by 21st Century Public Academy by phone and also a letter will be mailed home. At this time a meeting with the truancy interaction team will be set up with the school and parents/guardian to discuss the student's attendance record, to support the Compulsory School Attendance Law, and to support House Bill 106. In addition, its purpose is to review the 21st Century Public Academy Attendance Policy with intent to improve the student's attendance. All absences are under review by the school and all written documentation concerning absences should be brought to the meeting. The team will consist of at least one administrator or administrative designee, one teacher, the student, and one parent/guardian.

If a parent/guardian fails to arrange, or to appear for, a conference regarding absences with ten (10) days of notice from the school, the school will provide written notice to the Probation Services Office of such failure. School staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.

In addition, all absences due to illness must be documented by a doctor or professional in order to be considered EXCUSED. A dated doctor's/professional's written verification delivered to 21st Century Public Academy by the parent or student must be provided within 24 hours of each absence or the absence is UNEXCUSED.

**AT 10 UNEXCUSED ABSENCES**

**At ten unexcused absences, a student will be defined by law as a "habitual truant"** The school shall provide written notice of habitual truancy by certified mail to, or by personal service to, the parent/guardian of the student. If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall be reported to the Probation Services Office of the judicial district where the student resides for an investigation as to whether the student shall be considered a neglected child or a child in a family in need of services because of habitual truancy and thus, subject to the provisions of the Children Code.

**Compulsory Attendance Advisory Letter**

Dear Parent(s) of Children attending 21st Century Public Academy:

The staff is concerned with the problem of absenteeism and truancy. One of the most significant risk factors contributing to delinquency is truancy. In addition, truancy has a negative effect on student achievement. In an attempt to address this issue, the staff of 21st Century Public Academy, the Children's Youth and Families Department (Juvenile Probation and the Protective Services Division) are forming a Truancy Action Team (TAT) focusing on reducing the number of children who fail to attend school on a regular basis.

The Truancy Action Team is now notifying parents of children attending 21st Century Public Academy of a new program designed to address truancy. The New Mexico Compulsory School Attendance Law requires school districts to establish policies regulating attendance. This school year, the Office of the District Attorney for Bernalillo County has begun to enforce the Compulsory School Attendance Law, which states that parents are responsible for their child's attendance at school. If a child accrues unexcused absences, the parent will be notified and a meeting will be scheduled with the parent, child, and school personnel. As per the 21st Century Public Academy handbook, an unexcused absence is one which is not due to a doctor/dentist appointment, an illness or medical procedure, a death in the family, a family emergency, a religious observance, or diagnostic testing. When a student is absent from school for any reason, it is the responsibility of the parent to email or call the school before 10:00 AM on the day of the absence.

Parents are responsible for their child's attendance, and the goal of this program is to partner with parents in addressing the problem of getting their children to school regularly and on time. If a parent contributes to the child's unexcused absences, school personnel will notify the parent. If a parent continues to contribute to his/her child's unexcused absences, the parent will be prosecuted. Prosecution will be pursued only if the parent or guardian has failed to address the issues or is unwilling to cooperate with the school regarding attendance. Our goal is to increase attendance and academic progress and decrease delinquent behavior. According to the laws of New Mexico, a parent, if convicted, may face fines or even jail for failing to facilitate his/her child's regular attendance at school.

It is important to assure parents that the Office of the District Attorney will only prosecute parents of truant children as a last resort. Our goal is to encourage families to make the most of their child's education. We look forward to working with families to meet both objectives.

Sincerely,

### **TRAFFIC GUIDELINES SCHOOL TRAFFIC SAFETY**

#### **BE KIND, BE SAFE...**

- Do not block access to local businesses. We have limited visitor parking in front of the school and on Cutler Avenue only.
- The circular drive in front of the school is one-way traffic only and is for pick-up and drop-off only. There is NO PARKING in the circular drive or on Dragon Lane.
- The speed limit is 5 MPH before and after school.
- Please do not use the school parking lot for a turnaround for drop off and pick up. Parents and Visitors must enter through the east door.
- Do not make a U-turn anywhere along the drop off/pick up area.
- Drop off and pick up students curbside only.
- DO NOT block traffic at any time on Cutler Avenue. No double parking.
- Please do not allow your child to get in your car until you are parked curbside in the turnaround area or on Cutler Avenue.
- Respect staff who are directing traffic and students.
- Please have students cross at the designated areas with a staff member.

The responsibility for safety rests with the parent drivers and we must use good judgment to protect our children!

Please share these guidelines with everyone who picks up and drops off your child.

### **LUNCHES**

21<sup>ST</sup> Century Public Academy provides catered lunches daily at a cost of \$3.00. Program Eligibility (free and reduced) forms are available at school and online at

<https://paypams.com/OnlineApp.aspx>. The form must be completed by all families. Lunches are ordered one day in advance and must be ordered, and paid for, by 8:45 AM. If your child will be tardy or absent please notify the office that your child needs a lunch ordered for the following school day.

### **TEXTBOOKS**

Textbooks are very valuable. Please encourage your child to care for the textbooks that have been loaned to them for the school year. Students will be charged for lost or damaged books.

### FACE MASK POLICY

- Staff and students of 21<sup>st</sup> Century Public Academy are required to wear well-fitting face masks at all times while on campus, except while eating and drinking.
- Students are asked to wear their own face mask covering the mouth and nose and fit snugly against the sides of the face. Vented masks, gaiters, bandanas, scarves are not acceptable substitutions for a mask. Extra masks will be available at school if needed.
- If a violation is correctable at school, the student will make the necessary changes and deal with the appropriate consequences. The school will notify the parents of the violation if a student needs a change of mask or if the problem persists.
- The Principal has the final authority to determine what may be unsafe, distracting or inappropriate to reflect high standards of personal conduct to promote a positive, safe, and healthy atmosphere within the school.

### GROOMING AND APPEARANCE (DRESS CODE)

21st Century Public Academy requires students to wear a uniform. The uniform consists of pants, jeans, skirts, shorts, or overalls in the following colors: **tan, khaki, black or blue denim**. A white, gray, or purple collared polo shirt with the school logo or the approved school t-shirts with the school logo. Uniform shirts, sweatshirts and hoodies must be purchased through Ad It Up. The direct link to order is: [www.adituptees.com/21stcentury](http://www.adituptees.com/21stcentury). If you have any questions, please reach out to them at: [contact@adituptees.com](mailto:contact@adituptees.com) or 505-888-0007, 2432 Menaul Blvd. NE, Albuquerque, NM 87107. Uniform items, other than a heavy winter jacket, must be purchased through Ad It Up.

Students may wear solid shirts **underneath** shirts. (Clothing should be free from rips, tears, holes or marks).

Students must wear appropriately-fitted clothing. It cannot be excessively tight or revealing. When the arms are raised and the shirt reveals any skin, it is not to be worn. **Undergarments may not be visible.** Pants may not be excessively baggy. Leggings and athletic shorts or sweatpants cannot be worn.

Skirts and shorts may be checked for appropriateness by placing arms at sides. If the item is shorter than the tips of the fingers, it is too short.

Sagging or bagging clothing is prohibited including excessive bell bottoms (shoes must be visible at all times).

As a matter of courtesy, hats/caps are not to be worn in the building except when there is specific safety, religious or medical reasons. Students may not wear wrist bands, spiked jewelry, chains or spiked belts. Students may not have visible tattoos or piercings of any kind except one small hole in the ear for post earrings.

This list is not all inclusive. The principal has the final authority to determine what may be excluded based on whether it is distracting, unsafe or inappropriate.



If a violation is correctable at school, the student will make the necessary changes and deal with the appropriate consequences. The school will notify the parents of the violation if a student needs a change of clothing or if the problem persists.

21<sup>st</sup> Century Public Academy expects student dress and grooming to reflect high standards of personal conduct, so that each student's attire promotes a positive, safe, and healthy atmosphere within the school.

Students must remain in uniform/dress code while on campus including athletic programs.

### **OUT OF SCHOOL INSTRUCTION**

Out of School Instruction (OSI) is an integral part of the educational experience for students and is required. An OSI is considered an instructional day and failure to attend is considered an absence and will be considered truancy without a proper written excuse. Students may not participate in Out of School Instruction (OSI) unless a parent permission form has been signed by the parent or guardian and returned to the school by the designated deadline. Please refer to the OSI Form.

### **EXTRACURRICULAR ACTIVITIES**

Students who participate in extracurricular activities such as sports are expected to display conduct which reflects the goals, objectives and philosophy of the school. They must adhere to the academic and behavioral standards set forth by the school. 21<sup>st</sup> Century Public Academy has an after school sports program. All rules of the handbook apply to the extracurricular activities that are sponsored by the school. Specific academic and behavior guidelines will be provided by the athletic director and/or the coach to each student who participates in the extracurricular activities.

### **ASSOCIATED ARTS CLASSES**

Our school is dedicated to keeping the student-teacher ratio low. Our small numbers cannot support the "elective system" therefore we have adopted the "associated arts" label. Associated Arts are assigned to students primarily based on numbers and requirements. We cannot accept parent and student requests for obvious logistical reasons. Students may have the same classes or they may change during the nine-week or semester cycle. Physical Education is required for at least 2 semesters over a 3 year period in middle school; however students may be assigned more often. Associated Arts offerings may change from year to year with the exception of Physical Education, Music, Media Arts and Art. If any offering places a financial burden accommodations will be made. If students have a medical reason for not participating in an Associated Arts class a note from a physician will be required.

### **HOMEWORK**

At 21<sup>st</sup> Century PA homework is a requirement, **not a suggestion**. If students do not complete homework, they can expect to be held back from activities, have working lunch, or after school tutoring lunch detention or after school detention until homework is complete. The teachers will communicate this to the parents. Homework provides an opportunity for students to develop responsibility. Teachers will provide meaningful activities that reinforce skills introduced in the classroom. It is a tool for nurturing communication and interaction between the student, parent, and school.

Homework is assigned on a regular basis either daily, weekly, or for extended periods. Make-up homework will be given to students when they have been absent from school. Students have one day for each day of absence to complete missed assignments. It is the parent's/student's responsibility to contact the school for make-up work in the event of an extended excused absence.

Please see your child's teacher for specific information and requirements. Students who are failing will be dealt with on an individual basis. Each student will have a Plus Portals Account to access student academic information. PlusPortals Accounts are updated no less than every two weeks.

### **LOST AND FOUND**

Parents please check the lost and found, located in home room or the cafeteria for missing clothing or other items. Clothing items and lunch boxes are the most common items left behind. **Please write your child's first and last name on items with a permanent marker to help us return items to the appropriate owner.**

### **PARENT COMMUNICATION**

Teachers communicate with parents in a variety of ways. Daily communication occurs through use of the student agenda book. Every child is required to have one at all times. The agenda is used to record daily assignments, homework activity, an upcoming OSI or event, documentation of classroom behavior, notes to and from parents, reminders, etc. Parents are expected to sign their child's agenda daily. Failure to have a parent signature will result in consequences outlined by the grade level team. The cost of the agenda is five dollars (\$5) per child. If the student loses or destroys the agenda it will need to be replaced immediately at the original cost, five dollars (\$5).

The primary means of communication with parents at 21st Century Public Academy is through our online student information system. Please check your student's account frequently.

If a student has a concern about classroom issues, they may speak directly to their teacher. If a student has a school wide issue, they may direct their questions to Student Council through their elected representatives. If a student has a private/personal issue, they may speak to any adult on site. If a student has a problem with another student, mediation is available.

Parents have a variety of avenues to communicate with the school:

1. e-mail, agenda books, phone calls
2. parent/team conference
3. administrative conference

### **PARENT/TEACHER ASSOCIATION**

21st Century has an active Parent Teacher Association (PTA). Committees are formed to assist in matters such as fund raising, grant writing, communicating with the Governance Council, office assistance, etc. Your participation is encouraged and greatly appreciated. The association collects annual membership dues, \$7 per individual or \$13 for two family members. More information is posted on the school website.

### **GOVERNANCE COUNCIL**

The 21st Century Governance Council consists of parents, and other community members. Our emphasis is on providing programs and services that best serve the student needs. We encourage and support parent and community involvement.

### **REPORT CARDS**

Report cards are posted quarterly (approximately every nine weeks) on the Plus Portals Student Information System. Progress reports are posted on the student information system approximately 4 weeks into each quarter to give parents and students the opportunity to measure student

achievement before report cards are issued. We do not mail home report cards. They are available to print once you log in. You can access student(s) grades daily. Parent/Team conferences are scheduled as needed.

### **PERSONAL ITEMS**

Students may **not** bring large and/or expensive toys, electronic items, “I-Pods” or MP3 players, games, collectible cards etc. and/or items that may be distracting or harmful to themselves or others. If brought to the school, they will be kept in the office and parents will be called to pick up the items. **Cell phones and cell phone watches must be turned off and placed in backpacks.** If your student’s cell phone is discovered during the day, it will be kept in the office until a parent or guardian retrieves it. If the student persists in using the cell phone they will not be allowed to bring it to school. Please evaluate whether your student needs to bring a cell phone to school. If your child walks home, rides the bus or is in a carpool it may be necessary. If you drop off and pick up your child please leave the phone at home. Students who require a cell phone for any of the reasons listed above they may also turn it in to the office in the morning and pick it up at the end of the day. Parents are responsible for the content of the student’s phone.

### **STUDENT CHECK-OUT**

If parents or guardians need to pick up a student before the school day is over, please come to the office **first** to fill out the sign-out sheet. The names of all persons having permission to pick up your child must be registered on your child’s school records. An I.D. is required if we do not recognize the person picking up the child. If the name of the person picking up the child is not on the card, we will not release the student.

Students should not be picked up before dismissal time unless there is an emergency or appointment to be kept. This results in disruption of instruction. Your child may accumulate absences if this becomes a persistent pattern.

If a student becomes ill at school, a staff member will contact the parent/guardian to pick up the child.

### **STUDENT HEALTH**

All students entering school for the first time must present a certificate showing immunization against: Diphtheria, Tetanus, Pertussis, Polio (oral vaccine), and Measles (Rubella). All entering 7th grade students must have a Hepatitis B vaccination as well.

### **ACCIDENTS**

Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. It is extremely important that the office have current emergency contact information. In case of an extreme emergency, 911 will be called.

### **MEDICATION**

Parents of students who require prescription medication **must bring it to the front office.** **Students may not carry their own medications.** Documentation of medications must be kept in the student’s file. Non-prescription medication will not be administered by our staff. If students are in need of these items, a parent must come to school to administer the medication.

### **TESTING**

During the school year your child may be individually tested to check academic achievement levels and progress. Individual teachers use different instruments to assess learning. In addition, 21st Century uses standardized tests in accordance with state mandates.

#### **TELEPHONE**

**(505)254-0280      (505)254-8507 (Fax)**

The telephone at 21st Century is for business use. School personnel will notify parents in case of an emergency or illness. If a parent needs to contact a student in the event of an emergency, please contact the office and your student will be immediately notified. **Please refrain from calling the school for incidental messages such as last minute permission requests or personal messages. Students should be made aware of any changes in routine prior to the start of the school day.**

#### **VISITORS**

Our policy requires that all visitors check in to the office. Please do not roam the hallways or visit classrooms without notifying the office first. Please do not accompany your student into the building in the morning unless you have checked in with the office. This will ensure the safety of all our students.

#### **BEFORE AND AFTER CARE PROGRAM**

21<sup>st</sup> Century Public Academy offers a morning AND after school program for the convenience of our parents. The hours are 6:30 am to 8:00 am and 4:00pm to 5:30 pm (Wednesdays 3:15 pm to 5:30 pm). The cost is \$5 a day or \$20 a week. Teachers are not on duty until 8:00 am. If a student is on campus before 8:00 am he/she will be taken to the morning program and the parents will be charged \$5. If a student is on campus 15 minutes after dismissal and is not in a school program they will be taken to the after school program and parents will be charged \$5.

#### **DISMISSAL**

Daily dismissal at 3:40, 3:00 on Wednesdays, unless otherwise notified. Students leaving school with anyone other than a parent or guardian must have prior written permission.

#### **TRANSPORTATION**

Parents are responsible for transporting students to and from school. Students may use Herrera Bus Transportation if they reside in a service zip code area. Please check the school website for current routes to and from school. Students using Herrera Transportation must follow all transportation expectations and, if found in violation, may be subject to loss of bus privileges. All Herrera Transportation rules apply to 21<sup>st</sup> Century students.

#### **DISCIPLINE**

Discipline is handled by the staff at each grade level. However, serious offenses are handled by our Administration on an individual basis. 21<sup>st</sup> CPA does have ISS (in-school suspension), Saturday School, and an after-school detention program to deal with various discipline problems. Students who are involved in physical altercations will be immediately suspended. You will be notified by phone if your child is placed in either in-school suspension or after-school detention. Out of school suspension is reserved for serious offenses. The school policy is available on the website at [www.21stcenturypa.com](http://www.21stcenturypa.com).

The staff believes in positive reinforcement for appropriate student behavior. In order to accomplish this, a program that is both fair and consistent is implemented. The student classroom behavior is closely monitored to establish the best learning environment for all students.

### **Bullying and Cyber-Bullying**

At this time 21<sup>st</sup> Century Public Academy has adopted a policy in line with Albuquerque Public Schools. The school policy is available on our website.

### **21<sup>st</sup> CENTURY PUBLIC ACADEMY RULES FOR ACCEPTABLE INTERNET USE**

#### **Please read the following carefully.**

Computer use and Internet access is now available to students, teachers, staff and administrators of 21<sup>st</sup> Century Public Academy. These services include access to electronic resources supported by the 21<sup>st</sup> Century Local Area Network. Our goal is to promote innovation and educational excellence by using Internet tools for teaching, research, worldwide resource sharing and communication.

#### **Issues**

With access to computers and people all over the world comes the availability of material that will not be considered to be of educational value in the school setting and/or that is objectionable from many points of view. There is, however, a wealth of educational material available that is of great value. Parents need to decide whether to permit their children to access the Internet. Most objectionable material will be blocked; however, it is virtually impossible to track all objectionable sites.

**It is expected that if any inappropriate site is found, that it be reported to the computer network administrator immediately.**

#### **Responsibilities**

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make you aware of your Internet responsibilities. In general, your responsibilities require ethical, efficient, and legal use of the network resources. Each student having Internet access will participate in a discussion with his or her sponsoring teacher regarding acceptable behavior and use of the network. If a 21<sup>st</sup> Century Public Academy user violates any of these terms and conditions, his or her Internet access will be terminated and future access could be denied. A signature on the attached Rules for Acceptable Internet Use form is legally binding. A signature on the permission form indicates that the individual who signs the form has read the terms and conditions carefully, understands their significance, and agrees to abide by these terms.

#### **Internet – Terms and Conditions**

The Internet is an open network in both implementation and spirit. Each user is required to act in a responsible manner. This policy does not attempt to cover all required or restricted behaviors by the users but will serve to outline general guidelines that must be followed:

- Any use of the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities are defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication system.

- Storing illegal, inappropriate, or obscene material on school-owned computers, either on or off campus, is prohibited.
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, threatening or obscene material or material protected by trade secret.
- Use of Internet games, MUDs (Multi User Domains) and IRC (Internet Relay Chats) and access to unsupervised Chat Rooms is prohibited unless sponsored and approved by the administration of 21<sup>st</sup> Century Public Academy.
- Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.
- The Internet shall not be used to disrupt the use of any other user network.
- Internet accounts are to be used only by the authorized owner of the account. Account owners are responsible for all activity under their account.
- Any individual (student or adult) who has no affiliation with 21<sup>st</sup> Century Public Academy may be permitted to use the network provided that the individual signs and agrees to the 21<sup>st</sup> Century Public Academy Rules for Acceptable Internet Use.
- Vandalism is not permitted and individuals will be strictly disciplined. Vandalism is defined as any malicious attempt to harm or destroy the computer hardware or the computer data of 21<sup>st</sup> Century Public Academy or any other agency or network that is connected to the Internet. This includes, but is not limited to, the uploading, downloading or creation of computer viruses.
- Any user found vandalizing or damaging the computers will be responsible for payment of the repair and/or labor costs. This includes but is not limited to labor costs for restoring affected computer accounts and settings.

### **Netiquette**

Users are expected to abide by the generally accepted rules of network etiquette.

### **Privileges**

The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of network privileges, disciplinary action including, but not limited to, termination and/or referral to legal authorities. The system administrator may close an account at any time as required. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user accounts and/or access with reasonable cause. Reinstatement of network privileges due to violation of these Rules of Acceptable Internet Use may require an individual to petition the 21<sup>st</sup> Century Public Academy Administration for reinstatement.

### **Services**

21<sup>st</sup> Century Public Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. 21<sup>st</sup> Century Public Academy will not be responsible for any damages you may suffer through the use of the Internet system. Accordingly, by signing the attached permission form, you agree to hold 21<sup>st</sup> Century Public Academy harmless from any and all damages of any nature that you may suffer from Internet use. Such damages include, but are not limited to, the loss of data resulting from delays, non-deliveries, and mid-deliveries. Use of any information obtained via the Internet is at your own risk. 21<sup>st</sup> Century Public Academy specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services. 21<sup>st</sup> Century Public Academy denies all responsibility for installing or maintaining software or hardware for connections to the Internet outside of school property.

### **Security**

Security is a high priority on computer networks. If you can identify a security problem on the Internet, notify the System Administrator or an Administrator of the school immediately. **Do not demonstrate the problem to other users.** Users will not attempt to override or break security

measures implemented on computers, Local Area Networks (LAN) or Wide Area Networks (WAN) as developed by 21<sup>st</sup> Century Public Academy. Attempts to do so will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

I have read and agree to follow the Rules for Acceptable Internet Use established by 21<sup>st</sup> Century Public Academy.

## COMPUTER USAGE POLICY



### **21<sup>ST</sup> Century Public Academy Rules for Acceptable Internet Use Permission Form**

As a user of the Internet (on campus and off campus), I have read and understand the 21<sup>st</sup> Century Public Academy Rules for Acceptable Internet Use. I hereby agree to comply with said rules – communicating over the network in an appropriate manner (this means no accessing of objectionable content, no chat rooms and no unapproved games) while honoring all relevant laws and restrictions. I understand the consequences for breaking the rules.

I also understand that I will be held responsible for any repair and/or labor costs that occur as a result of my misuse or damage to any computer, computer data, or inappropriate use of the Internet made available by 21<sup>st</sup> Century Public Academy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families will be held liable for violations. I understand that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media. I also understand that I will be held financially responsible for all repair and/or labor costs for damages that may occur as a result of my son's or daughter's misuse of the computer hardware, software, data or Internet-related activities.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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