



Albuquerque Public Schools

Handbook for Student Success



2022-2023

Albuquerque Public Schools is committed to supporting parents and families with language facilitation, in all languages, at no cost to parents. If you require assistance with this handbook document in a language other than English, please contact 505-855-9040 or email servicecenter@aps.edu

Arabic:

إذا كنت بحاجة إلى مساعدة بخصوص هذا الكتيب بلغة أخرى غير الإنجليزية، فيرجى الاتصال بالرقم 505-855-9040 أو إرسال رسالة عبر البريد الإلكتروني servicecenter@aps.edu.

Chinese:

如果您需要本手册文件非英语版本相关协助，请致电 505-855-9040 或发送电子邮件至 servicecenter@aps.edu。

Dari:

اگر برای ترجمان این سند رهنما به لسانی غیر از انگلیسی به مساعدت ضرورت دارید، لطفاً با 9040-855-505 یا ایمیل servicecenter@aps.edu در تماس شوید

Farsi:

اگر برای این کتابچه راهنما به زبانی غیر از انگلیسی کمک احتیاج دارید، لطفاً با شماره تلفن 9040-855-505 یا ایمیل servicecenter@aps.edu تماس حاصل کنید.

Kinyarwanda:

Uramutse ukeneye ubufasha bujyanye n'aka gatabo mu rundi rurimi rutari icyongereza waduhamagara kuri 505-855-9040 cyangwa ukatwoherereza imeyili kuri servicecenter@aps.edu

Pashto:

که تاسو د دغه لاسي کتاب (لنډ حواله يي کتاب چې د کومې موضوع يا موقعيت په اړه ځانگړي معلومات وړاندې کوي) سند سره پرته د انگليسي نه کومه بله ژبه کې مرستې ته اړتيا لرئ، مهرباني وکړئ 505-855-9040 سره اړيکه ونيسئ يا servicecenter@aps.edu ته برېښنالیک واستوئ.

Spanish:

Si necesitas ayuda con este documento en un idioma que no sea inglés, por favor llame al 505-855-9040 o envíe un correo electrónico a servicecenter@aps.edu

Swahili:

Ikiwa unahitaji msaada wa kutumia kijitabu hiki kwa lugha nyingine kando na Kiingereza, tafadhali wasiliana nasi kwa kupiga simu 505-855-9040 au tuma barua pepe kwa servicecenter@aps.edu.

Vietnamese:

Nếu bạn cần hỗ trợ về tài liệu của sổ tay này bằng một ngôn ngữ không phải tiếng Anh, vui lòng liên hệ 505-855-9040 hoặc gửi email tới servicecenter@aps.edu



APS BOARD OF EDUCATION

Albuquerque Public Schools (APS) is governed by a seven-member elected school board that sets policy, approves the budget, and hires the superintendent who oversees all operations of the district.

Board agendas are posted on the APS website at www.aps.edu. To determine which board district you live in or to contact your board member email boarded@aps.edu or call (505) 880-3729.

APS Board of Education		District
Yolanda Montoya-Cordova	President	1
Peggy Muller-Aragon	Vice-President	2
Courtney Jackson	Secretary	7
Danielle Gonzales	Member	3
Barbara Petersen	Member	4
Crystal Tapia-Romero	Member	5
Josefina Dominguez	Member	6

The Board of Education is committed to providing a safe, respectful, and nurturing environment for all members of the school community including students, staff, parents/guardians, community partners, and visitors.

This handbook is an official policy statement of the APS Board of Education. Students, parents/guardians, and staff should review and be familiar with this handbook, as well as the handbook from the student's school.

The Handbook for Student Success will be reviewed by the Board of Education on an annual basis.

Suggested changes should be submitted to the Student, Parent, Employee Service Center (servicecenter@aps.edu) or Board Services Office (boarded@aps.edu). The handbook is posted online, effective, at the beginning of each school year.

The Student Handbook implements the policies approved by the APS Board of Education and is an administrative procedural directive. District Policy and Procedural Directives are also available on the district's website.

BOARD POLICY AND ADMINISTRATIVE PROCEDURAL DIRECTIVE

Board Policies are approved by the Board of Education and Administrative Procedural are approved by the Superintendent and his/her Cabinet. Board policies are statements of values and vision. Administrative procedural directives are documents to outline implementation of board values and vision. Board policies begin with letters that loosely align with the index code of the National School Board classification system. Administrative procedural directives are titled by topic.

- [Policies](#)
- [Procedural directives](#)



Albuquerque Public Schools
Board of Education

Scott Elder
Superintendent

Dear APS Students and Families,

It is my privilege to welcome you to the 2022-2023 school year. We are very happy to have you as a member of the Albuquerque Public Schools family. As with any family, clear, open, and frequent communication is key to a strong, healthy relationship. The APS Handbook for Student Success is a tool for keeping those lines of communication open. Please take a moment to familiarize yourself with its content, and keep it handy so you can reference it throughout the school year as questions or concerns arise. If you lose your copy, don't worry. It is also posted to the APS.edu website.

As a matter of fact, I encourage you to look at the online version. This year, the electronic copy provides links to all the pertinent Board Policies and Procedural Directives that define how we work. You can learn how to do a variety of things, such as request records or opt out of providing your information for recruiters at the touch of a button. Information regarding enrollment and withdrawal are conveniently located in the Handbook.

The APS Handbook for Student Success is updated each year and establishes expectations and provides guidelines for our students. Its pages are filled with helpful information to ensure a safe and rewarding school year. You can see the school calendars for all our schools or learn about academic opportunities. We provide links regarding the process for guest speakers or how to get permission for a field trip. You can even find a listing of the schools, their addresses and their phone numbers!

Our goal is to create an atmosphere of respect and responsibility for all. This handbook outlines what to do if a student or the family feels those rights are violated.

Of course, just as students have rights, they also have responsibilities. They are expected to attend school regularly and to behave in a manner that doesn't keep others from learning. Student expectations, unacceptable conduct, and consequences are clearly outlined in the handbook.

We encourage you to call your school if you need clarification of any rule, regulation, or policy. You may also contact the APS Student, Parent, and Employee Service Center, the customer service center for APS. Contact them at 505-855-9040 or servicecenter@aps.edu.

I hope you find this handbook useful and helpful. I wish you a happy and successful 2022-2023 school year!

Sincerely,

Scott Elder
Superintendent



EQUITY, ACCESS & SUCCESS

THEORY OF ACTION

IF

our students are engaged in high quality, equity driven instruction with social emotional learning supports, and the district operates with effective and efficient systems and structures, and the staff and community are engaged

THEN

Albuquerque Public Schools students will graduate prepared for success

OUR STRATEGIC PILLARS

- Equity and access for all students and staff
- High quality equity driven instruction for every student
- Social and emotional learning
- Effective and efficient operations
- Staff and community engagement

OUR OVERALL GOALS

Albuquerque Public Schools will provide equitable access and opportunity in a safe and supportive environment that addresses the individual needs of students.

Albuquerque Public Schools will align the work of schools and departments and create a system of high-quality accountability for instruction, social, emotional and physical health, and safety.

Albuquerque Public Schools will create a clear direction for efficient and effective operations to better serve students and improve staff morale.

Albuquerque Public Schools will improve all modes of communications to better inform and engage the Albuquerque community invested in public education.

ALBUQUERQUE PUBLIC SCHOOLS

**STRATEGIC
FRAMEWORK**
2022



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FERPA NOTICE

Student Record Requests

Albuquerque Public Schools recognizes the rights of parents and guardians to access their student's educational record in accordance with FERPA. In addition, students who are at least 18 years old may access their own records. In brief, these rights include:

- Parents, guardians, or students who are emancipated or at least 18 years old
 - have the right to inspect and review the student's education records
 - have the right to request that a school correct records that they believe to be inaccurate
 - have a right to a formal hearing if a school decides not to change the record
 - have a right to place a statement with the record about his/her view of the contested information after the hearing, if the school decides not to change the record.

Parents, guardians, or students who are emancipated or who are at least 18 years old must give written permission for a school to release a student's educational record to third parties not exempted by FERPA. FERPA also allows schools to disclose a student's information without consent, to the following parties or under the following circumstances. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide student directory information to the military unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Parties who may receive student information without parental consent include:

- School officials with a legitimate educational interest
- Other educational institution where the student is enrolled or seeks to enroll
- Department of Education, state or local education authorities
- Appropriate parties connected to financial aid for the student
- Certain state or local officials
- Accrediting organizations
- Organizations conducting studies for or on behalf of the school
- Judicial order or subpoena
- Appropriate officials in cases of health or safety emergencies

School sites shall direct all questions about fulfilling these requests for student information to the Custodian of Records. APS will redact students' personally identifiable information from responses to requests for records from third parties.

Student Directory Information

If a parent, guardian, or student who is emancipated or who is at least 18 years old does not want to disclose any or all of the types of information designated below as directory information from a student's education records without their prior written consent, the parent, guardian, or student who is emancipated or who is at least 18 years old must notify the school district in writing. Albuquerque Public Schools recognizes the following types of information as student directory information:

1. Name
2. Address
3. Telephone number
4. Name of school
5. Current grade
6. Graduation year
7. Eligibility and participation in officially recognized activities
8. Height and weight of athletic team members
9. Honors and awards received
10. Yearbooks
11. Identification in visual media, including photographs, videotapes, and visual images, depicting school programs or activities

12. A student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factors known or possessed by the authorized user.

A primary purpose of directory information is to allow APS to include the type of information from student education records in certain school and district publications. Examples include:

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- School and district websites and newsletters
- Graduation programs and
- Sports activity sheets, such as for wrestling, showing team members' height and weight

Directory information is available to anyone who asks for it; its use is not limited by APS, however, APS has an expectation that all information be used ethically.

Through the annual registration process, the district shall notify students and parents/legal guardians of the option to withhold directory information. Parents/guardians or students who are at least 18 years old may refuse to allow APS to designate any or all of those types of information about their student as directory information, provided the notice of such refusal is given to APS upon annual registration. Parents, guardians, or students who are emancipated or who are at least 18 years old may also designate in writing all or any of those items that they do not wish to be designated as directory information. If the parent, guardian, or student who is emancipated or who is at least 18 years old, desires to opt out after the annual registration process, they will need to submit an opt-out in writing to the executive director of the Student, Parent and Employee Service Center.

Parent opt out for student directory requests from military recruiters or recruiters from institutions of higher education
The Elementary and Secondary Education Act mandates that, upon request by a military recruiter or recruiter for an institution of higher education, school districts must provide access to all currently enrolled secondary school students' directory information, specifically name, addresses and telephone listing, except in instances when the parents have "opted out" of release of directory information about their student without their consent. A secondary school student who is emancipated or who is at least 18 years old or the parent or legal guardian of the student may request that the student's directory information not be released to any military or post-secondary recruiter by submitting an online opt out request.. The district shall notify students and parents, legal guardians, and students of this option to withhold directory information. The district shall comply with these "opt-out" requests regarding the release of student directory information.

Opt out for third party requests

Directory information for students whose parents have blocked release of their directory information under FERPA will be excluded from any third party data requests. APS will give notice to parents or guardians of the matters considered to be directory information and the time period for opting out at least annually through the registration process or other reasonable forms of parental notification.

When a third party submits a request for student directory information, the Custodian of Records may inform the requester that pursuant to NMSA 22-21-2(A), it is against the law to sell or use student, faculty or staff lists with personal identifying information obtained from a public school or a local school district for the purpose of marketing goods or services directly to students, faculty or staff or their families by means of telephone or mail.

[Inquiries Regarding Student information or Student Records](#)

[Directory information Opt Out Form](#)

NUMBERS YOU NEED TO KNOW

National Human Trafficking Hotline

1-888-373-7888 OR TEXT “BEFREE” (233733)

Toll free/Confidential – Assistance, safety, planning, emotional support and connections to local resources to victims in crisis

Children Youth and Families Department (CYFD)

[Reporting Child Abuse, Neglect or Educational Neglect](#)

[Ethical Misconduct Reporting Requirements and Ethical Misconduct/Work History Check](#)

State Of New Mexico Anti-Racism, Anti-Oppression Hotlines

The Hotline was established as a requirement of the Black Education Act, passed in the 2021 New Mexico General Session of the Legislature. It is for students, families and community members to report school-based incidents of racism, injustice or discrimination against anyone. Callers will reach a trained department employee from 8 a.m. to 5 p.m. Monday through Friday, if calling after hours, they can leave a message.

For more information on the hotline and/or to report an incident:

- ☐ Call **(833)485-1335**
- ☐ Email: ARAO.Hotline@state.nm.us
- ☐ Fill out the online form: <https://bit.ly/BEA hotline>

Stop Sexual Assault in Schools

Educating students, families, and schools about the right to an equal education free from sexual harassment

Website: <https://stopsexualassaultinschools.org/>

Title IX

[Gender Discrimination and Sexual Harassment \(Title IX\): Students](#)

Filing a Complaint

Title IX complaints by students/parents/employees filing an internal complaint can be filed with:

Office of Equal Opportunity Services

Title IX Director

APS, 6400 Uptown Blvd, NE, Suite 510W, Albuquerque, NM

[Complaint Form](#)

eooffice@aps.edu, (505)855-9831

[Administration Report Form](#) - For School Administrators

New Mexico Crisis and Access Line 1-855-NMCRISIS (662-7474)

If you or a loved one is experiencing any kind of emotional crisis, mental health or substance use concern, you can find help 24 hours a day, seven days a week, by calling the New Mexico Crisis and Access Line or Peer-to-Peer phone line.

National Suicide Prevention Lifeline - 988

988 is the new three-digit number to call (multiple languages), text or chat (English only) that connects people to the existing National Suicide Prevention Lifeline

Student, Family and Employee Service Center, Albuquerque Public Schools

Do you have a question or concern?

We are here to assist! <https://www.aps.edu/service-center>

6400 Uptown Blvd, NE, Suite 100W, Albuquerque, NM

servicecenter@aps.edu, (505)855-9040 or (505)855-9050

SCHOOL CALENDAR

Online School Calendars

Find My School

[Search by Home Address](#)

[School Attendance Areas](#)

ACADEMIC

ENROLLMENT, REGISTRATION and WITHDRAWAL

Enrollment is generally based on your neighborhood address. Students can also make school choices using the school transfer process or look at APS school choices. Below are the policies and procedural directives governing elements of the enrollment process.

[Student Enrollment Requirements](#) (Board Policy JF)

[Enrollment: Kindergarten and First Grade](#)

[Immunization: Registration and Enrollment](#)

[Proof of Residency for Annual School Registration](#)

[Enrollment of Students Affected by Boundary Changes](#)

[Kindergarten Screening](#)

[Student Placement](#)

[Twenty Day Counts](#)

[Enrolling Students Who have Completed a GED or Who Have Graduated from High School in a Foreign Country](#)

ATHLETIC ELIGIBILITY

Eligibility for student participation in extracurricular activities is determined by the New Mexico Activities Association's by-laws that are developed to create a level playing field for all student athletes. Changes to enrollment, home residence, academic standing, and family status are some of the factors that determine student eligibility. Parents/ guardians are strongly encouraged to familiarize themselves with the rules and regulations associated with student eligibility PRIOR to making changes to their student's status. Transferring schools may impact a student's opportunity to participate in extracurricular activities. New Mexico Activities Association By-Laws: <https://www.nmact.org/nmaa-handbook/>

Other Registration Forms

These forms, available at the school, are used in cases when students live within a school's attendance area but not in a traditional setting. Along with the appropriate form, there should be verification of residency. The school may make home visits to verify residency.

These forms are not to be used for purposes of avoiding the transfer policy or rules.

If it is determined that the residency situation as described by the parent/legal guardian is not accurate, the student may be sent back to their neighborhood school, usually at the next academic break or the end of the year.

• ***Family Living with Family Form*** - In cases where the student and at least one parent/legal guardian are living with a family member or friend. *The individuals hosting the student's family must provide verification of residency in the school's attendance area* (i.e., family is living with grandparents then the grandparents must provide proof of residency in the school's attendance area). Schools may ask the student's parents/legal guardians for proof of address 30-60 days after enrollment, but it does not have to be a utility bill. The Family Living with Family form must be notarized or signed by both parties in the presence of the school personnel as they present their photo IDs.

• ***Educational Responsibility***: In cases where only the student is living with a non-guardian family. The school communicates with the adult assuming educational responsibility as its primary contact on matters of attendance, academic achievement, conduct, etc. *The adult assuming educational responsibility must provide proof of residency in the school's attendance area.* The form must be notarized or signed by both parties in the presence of the school personnel as they present their photo IDs.

- **Caregiver's Authorization:** Somewhat like the Educational Responsibility but used when a parent/legal guardian is not available (i.e., out of the picture, incarcerated, deceased, military deployment) and resides with someone other than a legal guardian. It is sometimes used in cases of runaway students. *The adult assuming educational responsibility must provide proof of residency in the school's attendance area.* This form does not require the signature of the parent/legal guardian, but it must be notarized.

Immunizations

[Immunization: Registration and Enrollment](#)

School Assignments and Transfer Process

[School Attendance Areas](#) (Board Policy JC)

[Assignments of Students to Schools](#) (Board Policy JC1)

[Enrollment Priorities for Students Under the Open Enrollment Act](#) (Board Policy JF1)

[Students Attending a School Outside their Attendance Boundaries](#)

[Military Children](#)

School Choice

APS provides policy and procedural directive related to school choice in the district.

[Home Schooling](#)

[Alternative Schools and Programs](#)

[Magnet Schools and Programs](#)

[Charter Schools](#) (Board Policy KC)

[Charter Schools Procedural Directive](#)

You can also view APS department websites for real time updates.

[eCademy](#)

[APS Charter schools](#)

[APS Magnet schools](#)

INSTRUCTION

Academic Excellence and Expectations

Albuquerque Public Schools shall implement an academic plan aimed at improving achievement for all students with an intense focus on closing the achievement gap.

[Vision for a Learning Community](#) (Board Policy AB)

[Commitment to Student Based Decisions](#) (Board Policy AE)

[Equity and Diversity](#) (Board Policy AF)

[Equity and Diversity](#)

[Equal Educational Outcomes](#) (Board Policy JB)

[Equity and Diversity — Albuquerque Public Schools](#)

Academic Program Requirements

[Instructional Program](#) (Board Policy JH)

[Instructional Program](#)

[Graduation Requirements](#) (Board Policy IH6)

[High School Course Guidelines](#)

[Transcript Evaluation](#)

[Transcript Evaluation Matrix](#)

[Instructional Credit Acceptance](#) (Board Policy IH7)

[Basis for Offering Credit](#)

[Alternative Methods of Earning Credit](#)

[Exemptions from Health or Physical Education Curriculum](#)

[High School Elective Credit](#)

[Graduation](#) (and Graduation Requirements)

[Grade Reporting and Recording](#)

[Awarding of Graduation — Albuquerque Public Schools Credit or Extra Credit for Non-Academic Activities](#)

Academic Opportunities

[Student Travel: Field and Activity Trips](#) (Board Policy IJ1)

[Field Trips](#)

[Honors and Advanced Placement Programs](#)

[Algebra 1 in Grade 8](#)

[Placement of Modern and Classical Language Students](#)

[Middle School Curriculum Guidelines](#)

[High School Credit Earned by Middle School Students](#)

[Guidelines for Subject Related Contests and Competitions](#)

[School Schedule Guidelines](#)

[Course Proposal Planning and Review](#)

[Admission Charge for Student Programs](#)

Academic Interventions and Support

[Student Intervention Guidelines: Multi-Layered System of Supports \(MLSS\) and Student Assistance Teams \(SAT\)](#)

[Identification of Students Needing Remediation and Academic Improvement Plans](#)

[Online Content Accessibility](#)

[Exemptions from Health or Physical Education Curriculum](#)

[Remediation of Student Learning](#)

[Retention or Reclassification of Students](#)

[Double Promotion](#)

Alternative Language Services

Alternative Language services are programs designed to meet the educational needs of all language minority students to enable them to participate effectively in the regular school program, thus ensuring equal access to a quality education. Schools are required to have a home language survey in place and qualify students needing services, and a language proficiency assessment for program placement. For more information view the Language and Cultural Equity Department website <https://www.aps.edu/language-and-cultural-equity/> or call (505) 881-9429.

[Placement of Modern and Classical Language Students](#)

Attendance

NM Attendance for Success Act

[Chaptered Law](#)

[NM PED Attendance for Success Act](#)

[Student Attendance](#) (Board Policy JE)

[Student Responsibilities](#) (Board Policy JI)

[Attendance](#)

[Student Withdrawal Before the School Year's End](#)

[Special Services in the Delivery of Instruction](#) (Board Policy IH5)

[Bell Schedule](#)

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[School Delays and Cancellations \(Chief Operations Officer\)](#)

[Abbreviated Day Schedule](#)

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[Release of Students during the Instructional Day](#)

Emergency School Closings

[Emergency Dismissal](#)

[Abbreviated Day Schedule](#)**Excused/Unexcused Absences and Tardies**[Attendance](#)**Make-up work**[Attendance](#)**Release of Students**[Released Time for Religious Instruction](#) (Board Policy JH2)**Bilingual Seal**

Students have the opportunity to acquire a district and State of New Mexico Bilingualism and Biliteracy Seal in Spanish, Native American languages (i.e. Navajo and Zuni) and foreign languages (i.e. French, German, Chinese, etc.). These seals of bilingualism and biliteracy serve as formal recognitions of students who have studied and attained a high level of proficiency in English and another language by high school graduation. Bilingual Seals are available in elementary and middle school and on a student's high school diploma. For more information see the APS website at <https://www.aps.edu/schools/school-calendars-and-grading-periods/aps-choice-checks-2021-2022/bilingual-seal>

Controversial Issues

Students shall have the right to encounter diverse points of view. Students shall have opportunities to hear speakers, view presentations, and engage in civil discourse representing a wide range of views in classes, clubs, and assemblies under guidelines established by the school district. Below are policy and procedural directives to explain the process for controversial issues for schools and families.

[Controversial Issues and Outside Speakers](#)[Teaching About Controversial or Sensitive Issues](#) (Board Policy I.09)[Parent Concerns about Instructional Print and Non-Print Materials](#)[Human Sexuality and AIDS Instructional Material](#)[Treatment of Religious Issues](#) (Board Policy IH1)[Religious Issues and Holiday Practices](#)[Flag Display and Pledge of Allegiance](#)[Distributing or Posting Informational, Promotional and Instructional Materials and Campaign Solicitations](#)[Use of Videos and Films](#)**Field Trips and Activity Trips**[Student Travel: Field and Activity Trips](#) (Board Policy IJ1)[Field Trips](#)Education Travel ([Alternative Methods of Earning Credit](#))**Guest Speakers**[Controversial Issues and Outside Speakers](#)[Community Sponsored Instructional Program](#)**Homeschool**[Homeschooling](#)**Homework**[Homework](#)**Indian Education**[Indian Education](#) (Board Policy IH9)[Indian Education Policies and Procedures \(2022-2023 School Year\)](#)

Instructional Council

[Labor Relations - Albuquerque Teachers Federation](#)

Next-Step Plans

Per state law, The Next Step Plan is a personal, written plan that is developed by each student at the end of grades 8–11 and during the senior year (grade 12). The purpose of the plan is to target the student’s postsecondary interests, and set forth the studies he or she will complete during high school in order to be on track for graduation. The student reviews and updates his or her NSP annually, and each year’s plan must explain any differences from the previous year’s NSP (State Law: 22-13-1.1 NMSA 1978).

[NMPED Manual](#)

[NMPED Template](#)

Student Drop off and Pick up

[School Schedule Guidelines](#)

Testing and Examinations

[Academic Accountability](#) (Board Policy JK)

[Tests and Examinations](#)

[End-of-Semester Testing Schedule and Activities](#)

Volunteering

Volunteers must align to the academic goals of the school and district and all volunteers must pass a background check. Visitors are people who attend isolated events, not regularly like volunteers. Below are the relevant policies and procedural directives.

[School Volunteers](#) (Board Policy GE)

[Volunteer Programs](#)

[Background Checks and Fingerprinting](#)

PARENT AND STUDENT RESOURCES AND SUPPORTS

Clothing Assistance

All students at APS schools (including charter and alternative schools) are eligible to receive services from the APS Community Clothing Bank. For information or questions, please contact clothing.bank@aps.edu

Co-Curricular, Extracurricular Activities, Clubs and Organizations

Co-curricular

[Extracurricular and Co-curricular activities](#) (Board Policy JJ)

[Field Trip](#)

Extracurricular Activities

[Extracurricular and Co-curricular activities](#) (Board Policy JJ)

[Interscholastic Activity Eligibility](#) (Board Policy JJ1)

[NMAA Handbook](#)

[APS Athletic Handbook](#)

Communications

Albuquerque Public Schools may allow distribution through schools of informational and promotional materials that support district goals and initiatives; enhance educational outcomes for students; benefit students and families; and encourage character-building activities and interests. This system in APS is called Peachjar. School Messenger is the communication system linked to your student information system.

[Distributing or Posting Informational, Promotional and Instructional Materials and Campaign Solicitations](#)

[Advertising in Schools](#) (Board Policy KH1)

[Political Solicitation in Schools](#) (Board Policy KH2)

[Financial Solicitation in Schools](#) (Board Policy KH3)

Community Schools

[Community Schools](#) (Board Policy IH8)

[Community Schools](#)

Counseling

[Student Suicide: Prevention, Intervention and Postvention](#)

Dress and Appearance

[Student Dress Code](#) (Board Policy JI1)

[Student Dress](#)

Drug, Alcohol and Tobacco Support

[Student Drug and Alcohol Use and Overdose Intervention](#) (Board Policy JL1)

[Tobacco Free Schools](#) (Board Policy AD)

[Student Smoking and/or Tobacco Use](#)

Flag Display and Pledge of Allegiance

[Flag Display and Pledge of Allegiance](#)

Foreign Exchange Students

[Foreign Exchange and Non-Immigrant Foreign Students](#)

GED

[GED Testing](#)

Food and Nutrition

APS Food and Nutrition Services will make modifications and substitutions to the regular school meals for a student with restrictions in their diet. The Special Diet Authorization Form must be completed and signed by a licensed healthcare provider for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the Food and Nutrition Services Department, including the school cafeteria manager and the Dietitian. The school cafeteria staff will prepare the meal along with the other meals being served that day. Dietary Needs Form
Allergens - Check with your school administrator and/or nurse regarding the school's procedure for food allergies.

[Food Services](#) (Board Policy EF)

[Food and Nutrition Services](#)

[Free or Reduced School Meals](#)

[Competitive Food Sales](#) (Board Policy JL5)

[Competitive Food Sales](#)

Graduation Ceremonies

[Graduation](#)

[Class Rings and Graduation Announcements](#)

Health Services

[Counseling and Consultant Services by Non APS Persons](#)

[School-Linked and School-based Health Services Clinic](#) (Board Policy JL4)

[School-Linked and School-Based Health Services](#)

[Student and Staff Wellness and Welfare](#) (Board Policy JL)

[Student and Staff Wellness: Coordinated School Health Approach](#)

[Relations with Non-Albuquerque Public Schools Affiliated Service Providers Requested by Parents/Legal Guardians](#)

Homeless - McKinney Vento

APS offers services and support to children, youth and their families who are experiencing homelessness through the Title I McKinney-Vento Program. Homeless children and youth are defined as “individuals who lack a fixed, regular, and adequate nighttime residence.” A description of services, resources and student referral form can be found on the [APS McKinney Vento website](#).

Instructional Materials and Textbooks

[Instructional Resources and Materials](#) (Board Policy IJ)
[Curriculum Development, Adoption and Review](#) (Board Policy IG)
[Copyright Compliance](#)
[Instructional Materials Adoption Selection Process](#)
[Library-Media Disposition of Outdated or Damaged Materials](#)
[Selection of Library-Media Print/Non-Print Materials](#)
[Textbook Disposal](#)

Medical Cannabis

[Administration of Medical Cannabis for Students in Schools](#)

Medical Care and Emergency Medical Services

[Emergency Medical Services and Do Not Resuscitate Orders](#) (Board Policy JL3)
[Medical Care of Students: General and Emergency](#)
[Educational Support for Students with Long-Term Medical Absences](#)
[Communicable Diseases: Education of Students Who Are Infected or Are Carriers](#)
[Do Not Resuscitate Orders \(DNR\)](#)

Medicine at School

[Administration of Medications at School](#)
[Administration of Naloxone in Schools](#)

Military

[Partnership with United States Armed Service and Military Families](#) (Board Policy KL2)
[Military Children](#)

Parent Organizations

[Parent Organizations and Booster Clubs](#)

Preparedness Drills

[Emergency Drills and Fire Marshal Inspections](#)

Refugee and Newcomer Support

[Immigrant Student Regardless of Documented Status](#)

School, Community and Home Relations

[Relations with Community to Enhance Albuquerque Public Schools](#) (Board Policy KA)
[Family and Community Engagement](#) (Board Policy KB)
[Family and Community Engagement](#)
[Citizen Committees](#)
[Public Access to Information and Information Requests](#) (Board Policy KD)
[APS Inspection of Public Records \(IPRA\) Procedures](#)
[Acceptance and Approval of Gifts, Grants, and Donations](#) (Board Policy KG1)
[Advertising, Gifts, Grants and Donations](#)
[Direct Legislative Appropriations](#) (Board Policy KL1)
[Direct Legislative Appropriations Procedural Directive](#)

[Federal Census: School Assistance in Federally-Affected Areas](#)

School Parties, Celebrations, and Religious Topics

[Released Time for Religious Instruction](#)

[Religious Issues and Holiday Practices](#)

[Religious, Political, and Advocacy Student Clubs \(non-curriculum related\)](#)

Section 504

[NMPED 504 Resources](#)

[Section 504/ADA: Physical Access for Students, Parents, and Employees with Disabilities](#)

Student Fines and Fees

[Student Fees, Fines, and Charges](#)

School Safety

Albuquerque Public Schools has a plan in place to keep students and staff safe. Safety training emphasizes an active response, teaching students and staff to evacuate and run from danger when possible.

- APS Police train teachers and staff to proactively handle the threat of an aggressive intruder or active shooter event.
- Police follow a protocol called ALICE supported by local law enforcement.
- Through ALICE training, staff and students are empowered to make decisions that include using building infrastructure, movement, noise, and distance to help survive an active life threatening event.
- Students will be trained through age-appropriate drills and, at the secondary levels, class meetings.
- Additional information <https://www.aps.edu/police/students-parents>

SAFE GUN STORAGE: Secure firearm storage is an essential part of home safety. If a decision has been made to bring a gun into your home, parents/guardians can make the home safer by storing any firearms unloaded and locked, with ammunition kept in a separate place. Research has proven that this simple practice can help prevent unintentional shootings, gun suicides, and other tragedies that can result when kids and teens gain access to guns.

For more information, see [BeSMARTforkids.org](https://www.besmartforkids.org)

[Safety](#) (Board Policy EB)

[School Safety](#)

[Animals in School](#)

[Alcoholic Beverages at APS Sponsored Student Activities](#)

Student Technology

[Security of Digital Information](#) (Board Policy EH)

[Acceptable Student Use of Educational Technology](#) (Board Policy JI8)

[Student Acceptable Use of Technology](#)

[Acceptable Student Use of Personal Electronic Devices](#) (Board Policy JI5)

[Student Use of District Issued Educational Technology](#)

School Facilities

Albuquerque Public School facilities may be used by the public. Below are the policy and procedural directive to explain the process of community access to APS facilities. Facilities can be rented through an online account on the APS website at: <https://www.aps.edu/community/facility-rentals/user-groups>. Below are the policies and procedural directives for the use of school and district facilities.

[Community Use of Albuquerque Public Schools Facilities](#) (Board Policy KF)

[Use of Community Resources](#) (Board Policy KG)

[Buildings and Grounds: Non-School Use of Albuquerque Public Schools](#)

Special Education

[Child Find](#)

[Special Education](#) (Board Policy II)

[Special Education](#) (procedural directives and definitions)

Transportation

[Transportation](#) (Board Policy EE)

Work Permits

[Work permits](#)

PARENT AND STUDENT RIGHTS AND RESPONSIBILITIES

Complaints/Concerns of Parents or Students

When a parent/guardian encounters a non-threatening conflict or concern, they should work to resolve that issue at the most direct, local level. That means, a parent/guardian should communicate first with the classroom teacher. If communication with the teacher does not resolve the concern, the parent/guardian should call the school principal. If the school principal does not resolve the concern, the parent/guardian should call the Student, Family, and Employee Service Center.

Emergency, discrimination, harassment, and other complaints as outlined in the links below may be immediately addressed or elevated directly through specific mechanisms or to specific people and departments. Please also reference the “numbers to know” at the front of the handbook.

[Gender Discrimination and Sexual Harassment \(Title IX\)](#)

[Whistleblower Complaints](#) (Board Policy GB7)

[Whistleblower Complaints](#) – Anonymous Reporting

[Community Complaints and Inquiries](#)

Foster Care

[Child Custody Issues](#)

Foster Care (see [Foster Care section](#) in [Students Attending a School Outside their Attendance Boundaries](#))

[NMPED Foster Care Guidelines](#)

The Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA), includes key provisions for supporting the educational stability of students who are in foster care. These provisions are intended to assist students in succeeding in school and extra-curricular activities by reducing the number of educational disruptions while increasing school stability.

Non-Discrimination

[Nondiscrimination](#) (Board Policy AC)

[Discrimination and Harassment: Students](#)

[Disability Discrimination: Students](#)

[Gender Discrimination and Sexual Harassment \(Title IX\): Students](#)

[Non-discrimination for Students: Gender Identity and Expression](#)

[Section 504/ADA: Physical Access for Students, Parents, and Employees with Disabilities](#)

Office of Equity and Engagement

[Bullying Prevention](#) (Board Policy JI6)

[Cyberbullying Prevention](#) (Board Policy JI9)

[Bullying and Cyberbullying Prevention](#)

[Hazing](#) (Board Policy JI2)

[Hazing](#)

Title IX

[Gender Discrimination and Sexual Harassment \(Title IX\): Students](#)

Parental Consent

[Child Custody Issues](#)

[Release of Students](#) (Board Policy JH1)
[Release of Students during the Instructional Day](#)

Parents of Students with Disabilities

[Instruction: Special Education Procedural Directives](#)
[Notice of Procedural Safeguards](#)

Parent(s)/guardian(s) of a student who needs, or is believed to need, special education and related services have the right to receive notice of their procedural safeguards concerning identification, evaluation and placement under the IDEA. At least one time each year, parents/guardians must receive a copy of the procedural safeguards. A student's parent/guardian or representative of a student who is requesting an initial evaluation for special education, either verbally or in writing, must also receive a copy of the procedural safeguards.

Police Investigations

[Student Protection](#) (Board Policy JL2)
[Safe Schools and Relations with Law Enforcement](#)
[School Police](#)
[Student Searches](#)
[Ethical Misconduct Involving Children or Students: Reporting and Investigation Requirements](#)

Research and Survey Proposals

[Research And Survey Proposals](#)

Restraint

[Reasonable Restraint and Seclusion](#)
[Detailed Report for Crisis Intervention](#)

Safe Gun Storage

[Student Possession of a Firearm](#) (Board Policy JL3)
[Firearms Prohibited](#) (Board Policy AD1)
[Albuquerque Public Schools Police and Firearms](#) (Board Policy GF)

Student Education Records

[Release of Student Information](#) (Board Policy JR)
[Student Records](#) (Board Policy JR1)
[Inquiries Regarding Student Information or Student Records](#)
[Records Retention and Disposition Schedule](#)
[School Photographs and Yearbooks](#)
[Yearbooks and Student Annuals: Confidentiality Issues](#)

Student Insurance

[Student Insurance](#)

Teacher and Student Teacher

[Student Teacher and Preservice Teacher Placement in School](#)
[Teacher and Staff Qualifications and Training](#)

Tobacco

[Tobacco Free Schools](#) (Board Policy AD)
[Student Smoking and/or Tobacco Use](#)

Visitor and Guests on Campus

[Visitors to Schools](#) (Board Policy KI)
[Visitors to Schools](#)
[Recruitment in Schools](#) (Board Policy KI1)

[School Campus Visits by Recruiters](#)
[Banning Individuals from School Campuses](#)

APS STUDENT CODE OF CONDUCT for 2022-2023

The Albuquerque Public Schools shall strive to provide and maintain a safe, fair, affirmative, and appropriately challenging environment that promotes learning and positive personal growth. District staff will work with students, families and communities to understand and address root causes of behavior. The District approach to student discipline is based on using progressive discipline, social emotional learning, and restorative practices in all school settings. Board of Education shall not allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion, culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

[Student Discipline](#) (Board Policy JK)

[Student Discipline and Standards of Behavior](#)

[Suspension, Long-Term Suspension, Expulsion and Due Process Procedures](#) (Exclusionary Discipline)

[8-Discipline of Students with Disabilities/Behaviors](#)

[Students and On or Off Campus Crimes](#) (Board Policy JI4)

[Firearms Prohibited](#) (Board Policy AD1)

[Student Possession of a Firearm](#) (Board Policy JL3)

[Attendance](#)

Student Discipline and Standards of Behavior

Definitions

For purposes of this procedural directive, "in-school suspension" means suspending a student from physical presence in one or more regular classes while requiring the student to spend the time in a designated area at the same school or elsewhere. In-school suspension may include restorative practices and/or instruction. In-school suspensions shall not be counted toward absences from school.

For purposes of this procedural directive, "out-of-school suspension" means a temporary suspension of a student from one or more regular classes, for no more than five (5) days and requiring the student to spend time outside of school. Out-of-school suspension includes all school-related activities. Out-of-school suspensions count toward a student's chronic absenteeism totals.

For purposes of this procedural directive, "cultural or religious headdresses" includes hijabs, head wraps or other headdresses used as part of an individual's personal cultural or religious beliefs (Section 22-5-4.3 NMSA 1978).

For purposes of this procedural directive, "protective hairstyles" includes hairstyles such as, but is not limited to braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps (Section 22-5-4.3 NMSA 1978)..

For the purposes of this procedural directive, "racialized aggression", is defined as any aggressive act that can be characterized, categorized or that appears as such to be racial in nature, is prohibited. A link to a statewide hotline for reporting such incidents is provided on the district website.

Absenteeism, hair styles and cultural or religious hair, hair coverings or headdresses are not considered student discipline issues.

For the purposes of this procedural directive, "student discipline" is defined as strategies and supports to teach children to develop safe, socially responsible behavior that promotes self-respect and respect for the feelings and property of others. Discipline and punishment are not the same. Discipline is guidance and teaching that promotes positive behavior.

For purposes of this procedural directive, "progressive discipline" aligns with the definition in NMSA 1978 Section 22-35-2(G), and means disciplinary action other than suspension or expulsion from school that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include,

- meeting with the student and the student's parents

- reflective activities, such as requiring the student to write an essay about the student's misbehavior
- counseling
- anger management
- health counseling or intervention
- mental health counseling
- participation in skill building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing
- community service
- in-school detention or suspension, which may take place during lunchtime, after school or during weekends

For the purpose of this procedural directive, “social emotional learning” is defined by the Collaborative for Academic, Social, and Emotional Learning (CASEL) as: “the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.”

For the purpose of this procedural directive, “restorative practices” is defined as: a set of guiding principles for the school community, which sees relationships as central to learning, growth and an inclusive, respectful school culture. Restorative practices focus on building, maintaining, and when necessary, repairing relationships among all members of a school community. Restorative practices are based on relationships, respect, responsibility, repair and reintegration.

Suspension, Long-term suspension, Expulsion and Due Process Procedures (Exclusionary Discipline)

Definitions

According to the American Psychological Association, “exclusionary discipline encompasses any type of school disciplinary action that removes or excludes a student from his or her usual educational setting” (American Psychological Association Services).

For purposes of this procedural directive, “in-school suspension” means suspending a student from physical presence in one or more regular classes while requiring the student to spend the time in a designated area at the same school or elsewhere. In-school suspension may include restorative practices and/or instruction. In-school suspensions shall not be counted toward absences from school.

For purposes of this procedural directive, “out-of-school suspension” means a temporary suspension of a student from one or more regular classes, for no more than five (5) days and requiring the student to spend time outside of school. Out-of-school suspension includes all school-related activities. Out-of-school suspensions count toward a student’s chronic absenteeism totals.

For purposes of this procedural directive, “long-term suspension” means the removal of a student from school and all school-related activities for ten (10) days or more, the remainder of the semester or longer as determined by the hearing officer in cases that are near the end of a given semester.

For purposes of this procedural directive, “short-term suspension” can be in- school or out of school and means the removal of a student from school and all school-related activities for no more than five (5) days per disciplinary student.

School Authority and Student Discipline Practices

Student code of conduct informs students of unacceptable behavior and the possible consequences. Schools can use levels of intervention and consequence categories to redirect student behavior, prior to moving to a long-term suspension or expulsion. The discipline matrix in the APS Handbook for Student Success provides specific examples of applicable student behavior that may lead to discipline practices such as the removal from class, suspension from school, or removal of school activities and extracurricular participation. When students are suspended, schools shall make parent contact and send documentation home with students clarifying the breach of

the student code of conduct and consequences. APS recognizes the importance of successful reintegration of students following suspension.

Students with a disability or suspected disability, have more protections when facing discipline at school; these protections are intended to ensure students are not being disciplined due to their disability. A manifestation determination review is required for any student with a disability or a suspected disability prior to any removal from school that exceeds ten days.

School District Authority and Jurisdiction

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

Student Behavior Contracts – School Level

- Student commits to more positive behavior in the form of a written contract
- Terms of the contract will be determined by the principal or designee
- Parent/Guardian must be included in the school-level contract process
- Refusal to sign a contract by a student or parent/guardian does not remove the student's obligation to follow APS' expectations.
- Student may be assigned school site community service

Short-term Removal from Class/School Activities

- Students may be removed from class or activity but remain at school pending a conference with appropriate school personnel.
- Students may be placed in an alternative educational setting until satisfactory resolution is reached. Parents/guardians must be informed of the alternative educational setting by phone call (voicemail is acceptable if there is no answer).

Short-Term Suspension

Short-term suspension is an exclusionary discipline practice that can be used for in or out of school suspension for five days or less for a disciplinary infraction. Refer to the consequences chart in the APS Student Handbook for Success for definitions of behaviors and consequences.

Removal of Extra-Curricular Privileges

Students may be removed at the discretion of the principal, from any part or all extra-curricular privileges for the time period equal to suspension.

- Participation in extracurricular activities is a privilege offered to and earned by students
- Since participants are serving as representatives of their school and community, they are expected to exemplify high standards at all times
- Participants are expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extra-curricular privileges
- Only a principal or designee can remove extra-curricular privileges and such removal must be documented on the discipline referral form in the student information system. A copy must be printed and provided to the Parent/Guardian.
- Participation in extracurricular activities is not a student right and suspension of such privileges does not require a due process hearing.

Long-Term Suspension

The APS Handbook for Student Success consequences charts provides specific examples of applicable student behavior that may lead to recommendations for long-term suspension or expulsion.

All students have due process procedures available to them under the APS Handbook for Student Success. Any student for whom the school is requesting long-term suspension shall have the right to a suspension hearing held before an Albuquerque Public Schools hearing officer, or the superintendent's designee. Students or their parents/legal guardians may waive the right to a hearing by signing a waiver. School officials may NOT encourage the signing of waivers by saying or implying that hearing officers are likely to impose more severe discipline than school-based administrators.

Please refer to Albuquerque Public Schools procedural directives regarding special education students for additional information on discipline and suspension of special education students.

The burden of proving that the student violated a provision of the APS Handbook for Student Success to the degree a student must be suspended shall be the responsibility of school personnel.

Procedure for Long-Term Suspension Hearing

The parent/legal guardian and student shall be advised of all the charges both orally and in writing a minimum of five (5) days prior to the scheduled hearing. The written notice shall be on the Notice of Discipline Hearing form.

Hearings shall be scheduled through the Hearing Office. Hearings shall be scheduled within ten (10) working days of the Notice of Discipline Hearing form being sent to the parents/legal guardians.

If the hearing requires the services of an interpreter, including sign language, the school shall notify the Hearing Office at the time of scheduling the hearing.

The school shall present copies of the following information to the hearing officer during the hearing.

- A copy of the Notice of Discipline Hearing form
- Report of current grades, current attendance, and class progress reports
- Written witness reports, incident reports, and school police reports
- Current Manifestation Determination Review/Individualized Educational Program/Student Assistance Team report for students with a disability or suspected disability, students with a 504 plan or students in the Student Assistance Team process

Copies of all reports shall become part of the official hearing record. All reports, with the exception of police reports, shall be made available to the parent/legal guardian of the student at least forty-eight (48) hours prior to the hearing. Failure to make these documents available may result in rescheduling the hearing with the student returning to school until the hearing can be rescheduled.

The parent/legal guardian (student if emancipated or over the age of 18) may, at their own expense, choose to be represented by an attorney during any due process hearing. The parent/legal guardian must notify the hearing office that an attorney will represent the student as soon as possible but no later than 72 hours prior to the hearing to enable the school to also seek representation if it so chooses.

Schools will make available copies of documentary evidence, with the exception of police reports that will be used at the hearing to families at least two (2) school days before the hearing. In cases where police reports are part of the documentary evidence, parents/guardians may contact the APS Police Department at (505) 243-7712 to obtain a copy.

- A student receiving a long-term suspension may lose credit for the semester unless placed in an alternative school setting
- Transfer students, other than students who have been placed at a school outside of their assigned school based on address in accordance with their IEP, will have their transfer revoked for the transfer school they are attending at the time of their long-term suspension. Upon completion of a LTS, a student may return to their assigned school, request a transfer for the next school year, or explore alternative options. The transfer revocation date for students receiving special education services assigned to an Alternative

Educational Setting (AES), through a LTS hearing, will be determined at the end of the suspension period by the IEP team in consultation with school and district administration.

The school principal, assistant principal or their delegate can act officially in matters involving school discipline, including discipline hearings. All hearing documents should be reviewed and signed by a licensed school administrator.

Time Limits for Scheduling a Hearing

Subject to applicable rules and upon agreement of the parent/legal guardian and hearing authority, the hearing authority shall have the option to extend the time limits after a showing of good cause.

Hearing Authority and Record

- The hearing authority is the appointed hearing officer or designee of the district
- A record of the proceeding, including an audio recording, shall be kept at the District Hearing Office for a period of one year, after which the recording and documentation will be destroyed, except in cases of expulsion hearings where records will be kept for two years.

Burden of Proof

- The hearing is an administrative proceeding for the purpose of deciding issues of fact or law. Though formal rules of evidence will not direct the proceeding, evidence will be admitted and considered by the hearing officer.
- The burden of proving that the student violated a provision of this handbook is on the school authorities.
- The student or their counsel shall have the right to call witnesses on their behalf and to question witnesses against them.
- If witnesses are requested, the Hearing Office must be notified 72 hours before the hearing to ensure witnesses are available and adequate time for the hearing has been scheduled.
- The student will remain in suspended status pending the hearing even if the timeline is extended to support the request for witnesses.
- The school authorities shall have the right to call witnesses and to question any witnesses who testify.
- The school must notify the Hearing Office regarding witnesses to ensure additional time is scheduled. (See guidelines above)

Decision of the Hearing Officer

- The hearing authority shall decide first if the alleged behavior violations are substantiated and second, will decide upon 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 provide its written decision to 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 to the parent/legal guardian and shall continue in force during any subsequent review

Procedures for Long-Term Suspension When Parents/Legal Guardians Waive the Right to Hearing

- The principal or his/her designee shall advise parents/legal guardians and the student of the charges orally and in writing.
- School personnel shall advise parents/legal guardians of their right to a hearing. They shall explain the hearing procedure, and they shall not state or imply that requesting a hearing will increase the likelihood of a more severe penalty.
- School personnel must explain to the parents/legal guardians that the student shall not be permitted to attend any traditional Albuquerque Public School while he/she is suspended.
- School personnel shall advise parents/legal guardians of students with an identified disability of the availability of alternative continuation services during the term of the suspension as outlined in the student's IEP.
- Parents/legal guardians shall be required to sign the request to waive the due process hearing for the request to be active.

- School personnel shall advise parents/legal guardians and the student regarding possible education alternatives during the term of the suspension.
- School personnel shall attach documentation of parent/legal guardian contacts and intervention to a copy of the Notice of Discipline Hearing form.
- Schools shall report to the Student, Parent and Employee Service Center all long-term suspension waivers.
- Failure to follow this procedural directive may result in reinstatement of the student.
- Expulsion hearings cannot be waived

Student Expulsion

An expulsion is a disciplinary exclusion (suspension) from the school district that is greater than one (1) semester in length. It may be longer or even permanent. The APS Handbook for Student Success consequences charts provides specific examples of applicable student behavior that may lead to recommendations for expulsion.

Generally, the district wishes to limit exclusion from school to no longer than the end of the current semester. In some cases, there is a need to implement an expulsion as an extreme last resort for disciplining students who exhibit unacceptable behaviors such as drug possession, drug sales, acts of extreme violence, vandalism, weapons possession, weapons use, and other felonies. A school may also recommend expulsion for any student who has been suspended long-term two or more times.

Procedures for an Expulsion Hearing

Schools shall follow the same due process procedures outlined for long-term suspension. In addition, school personnel shall be prepared to justify to the hearing officer the request for the most severe disciplinary action possible. The following special requirements shall apply when the hearing officer elects to uphold the school's recommendation for expulsion.

- Unlike long-term suspension actions, the due process hearing for an "expulsion" cannot be waived. Even if the student and parents/legal guardians do not appear, the school shall present its case to the hearing officer.
- Any student who has been expelled may enroll in Albuquerque Public Schools after the expulsion has been completed.

Appeal to the Superintendent

Appeals of the determination of the hearing officer shall be submitted to the superintendent or his/her designee in writing within ten (10) days of the hearing.

The determination of the superintendent or his/her designee shall be the final administrative action to which a student is entitled.

- The student/parent/legal guardian may appeal the decision of the hearing officer by providing a written notice to the superintendent's designee at the Student, Parent, Employee Service Center within ten (10) school days after the decision has been made
- The superintendent designee shall, within fifteen (15) working days after receipt of the appeal, review the record of the hearing and the decision in the case
- The designee shall have discretion over whether to permit the student/parent/legal guardian and school authorities to submit additional written materials and/or to present their respective views in person at a conference or hearing
- The designee shall then provide the parties, within ten (10) working days after the review is concluded, their decision affirming, overruling, or modifying the decision of the hearing officer
- The severity of any sanction may not be increased through the appeal review

Student Searches

This handbook is considered notice of search policy.

[Student Searches](#)

[School Police](#)

[Albuquerque Public Schools Police and Firearms](#) (Board Policy GF)

[Safe Schools and Relations with Law Enforcement Authorities](#)

[Student Interrogations and Arrest](#) (Board Policy JL7)

To ensure the safety of the school population, school personnel may conduct searches of students. The district acknowledges both state and federal constitutional rights which are applicable to personal searches of students, searches of their possessions (e.g., pocket contents, backpacks, handbags, etc.) and vehicle searches. School administrators need only have individualized reasonable suspicion that a particular search will reveal evidence that a crime or breach of the disciplinary code is being committed by the student or that a safety or security issue may exist. Individualized reasonable suspicion is established when the observation of specific and describable behavior or information from a credible informant leads one to reasonably believe that a particular student is engaging in or has engaged in prohibited conduct. The reasonableness of the search shall depend upon:

1. The value and reliability of information used as justification for the search;
2. The prevalence and seriousness of the problem to which the search is directed;
3. The urgency requires an immediate search.

Even if individualized reasonable suspicion exists, the scope of the search shall be such that the measures used are reasonably related to the purpose of the search and not excessively intrusive.

Law enforcement officers not specifically assigned to the school shall be required to have probable cause to perform a search of a student.

Types of Searches

Vehicle Searches

Search of a student's vehicle, while parked on school property, may be conducted by any school administrator or designee, if there is reasonable suspicion that a crime or breach of the disciplinary code is being committed by the student. Search of a student's vehicle while parked on school property may be conducted only if a school employee, Albuquerque Public Schools police officer, school security officer or campus security aide has 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. Searches may be conducted by a school administrator or designee.

- 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 school administrator or designee.
- 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. Administrators may conduct more intrusive searches when they have reason to believe that a student may be in possession of a firearm, a weapon, or a dangerous drug.

A student search would be documented in the body of the Student Information System referral. Student desks, school lockers, storage spaces and school computers are not the private property of a student but the property of the school district and may be opened and subject to inspection without student consent.

Student Offenses/Definitions/Consequences

School is a place to learn and to be part of a community where students, staff, and families are respectful, responsible and safe. If a student is behaving in a way that does not allow other students to learn and/or feel safe, school staff will need to intervene with the student. Students, whether receiving general or special education services, may need to receive interventions for disruptive behavior.

Administrators may impose consequences to maintain the safety and security of the school population. The definitions and charts in the consequences section are meant to guide administrators in the decision making process when determining consequences.

Each section has a range of enrolled students. In addition to the grade ranges, administrators also take into consideration the varying degrees of actions or the severity of the actions within any single definition when

making a determination. A student offense could have actions that fall into multiple areas. Required actions are indicated, while other actions are determined by the administrator.

- Disciplinary and restorative consequences will be appropriate for a student's age, ability level, and severity of behavior.
- Class grades shall not be reduced because of unacceptable conduct or disciplinary action.
- Grades shall not be reduced as a direct penalty for inappropriate behavior, with the exception of plagiarism or cheating on a test.

All in-school and out of school suspensions must be documented on a Synergy referral form.

***Indicates Required action**

1. 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.

Arson I: less than \$200 damage, Arson II: \$200 to \$999 damage, Arson III: \$1000 damage or more.

(Invoices for replacement costs, repair and police reports must be part of final referral when seeking long-term suspension or expulsion.)

Arson I: less than \$200 damage	Consequences – Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Seek Restitution	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Seek Restitution

Arson II: \$200 to \$999 damage	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Seek Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Seek Restitution Refer for Police Report*

Arson III: \$1000 damage or more	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Seek Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Seek Restitution Refer for Police Report*
Damage greater than \$10,000	Staff/Student Contact* Administrative/Parent Contact/Conference* Expulsion Seek Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Expulsion Seek Restitution Refer for Police Report*

2. Assault

A verbal threat or physical attempt of bodily harm; any unlawful act, threat or menacing conduct which causes another person to reasonably believe that he is in danger of receiving an immediate battery; or the use of insulting language toward another impugning his honor, delicacy or reputation.

Assault	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact*	Staff/Student Contact*

	Administrative/Parent Contact*	Administrative/Parent Contact*
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension

3. Assault, Aggravated

Unlawfully assaulting or attempting to strike at another person with a weapon, instrument, or any means of force likely to produce bodily injury. Assaults on staff members are included in this definition.

(When seeking long-term suspension, police reports and evidence will be included: witness statements, video, etc.)

Assault, Aggravated	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Refer for Police Report

4. Battery, Aggravated

An actual and intentional touching or striking of another person against his or her will with the use of a weapon or intentionally causing bodily harm to an individual

(When seeking long-term suspension, police reports and evidence will be included: witness statements, video, etc.)

Battery, Aggravated	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Refer for Police Report

5. Battery/Fighting

Unlawful, intentional touching or application of force to another person, when done in a rude, disrespectful, or angry manner

Battery/Fighting	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Reflection/Lunch Detention Referral for Mediation	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Referral for Mediation
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension/ISS School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension School Contract

6. Battery/Sexual

Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school

property, school buses, or at school-sponsored events. Behaviors that implicate Title IX regulations will be referred to the Office of Equal Opportunity Services (EOS) See Harassment/Sexual for other offenses.

Battery/Sexual	Consequences - Elementary/Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Referral to APS Police* School Contract for Safety Consequences determined by outcome of investigation*

7. Bullying

Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted, and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, gender expression, sexual orientation, mental, physical, or academic disability. Additional characteristics may be the actual or perceived basis for bullying, please see APS Policy on Nondiscrimination. Bullying often takes place in a social context. (If seeking long-term suspension, documentation of intervention and training for the aggressor must be included with referral.)

[Bullying Prevention](#) (Board Policy JI6)

[Cyberbullying Prevention](#) (Board Policy JI9)

[Bullying and Cyberbullying Prevention](#)

Bullying	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term Suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term suspension Long-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Long-term Suspension

8. Cyberbullying

“Cyberbullying” means any bullying that takes place through electronic communication. “Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording. (If seeking long-term suspension, documentation of intervention and training for the aggressor must be included with referral.)

[Cyberbullying Prevention](#) (Board Policy JI9)

[Bullying and Cyberbullying Prevention](#)

Cyberbullying	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference*	Staff/Student Contact* Administrative/Parent Contact/Conference*

	School Contract	School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term Suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Long-term Suspension

9. Bus Disruption

Appropriate behavior is expected whenever a student is on the bus. Suspension from riding the bus does not mean suspension from school. Instead, the parent/guardian will be responsible for transporting the student to and from school. Driver, bus assistant or administrator may select a different consequence in handling an incident, depending on the seriousness of the infraction. Bus disruption occurs anytime a student deliberately or inadvertently interferes with the safe operation of a school bus, which is stopped, or moving; behaves in a manner adversely affecting an individual or property on or near the bus itself, at bus stops or at pick-up areas.

Bus Disruption	Consequences - Elementary/Middle/High *Indicates Required action
1st Offense	Verbal warning to student Report to the parent/guardian* It is expected that the parent/guardian will discuss the incident with the student to help prevent a recurrence.
2nd Offense	Depending on the seriousness of the behavior, disciplinary action will be taken at the discretion of the school administrator. It is recommended that the student be placed on probation and receive written documentation of the offense to take to their parent/guardian.
3rd Offense	Short term suspension of riding privileges may result. The length of suspension will depend on the seriousness of the infraction. A parent/guardian conference is required*. Continued disruption could result in additional suspension of riding privileges. Suspension from transportation can only happen at the direction of the Principal.
Severe Disruption	The following inappropriate and dangerous behavior will result in <u>automatic suspension of transportation privileges for the school year</u> : • Physical harm to other students or staff • Physical damage to the bus (restitution may be required)
Special Education	For students receiving special education services for a disability that includes behavior needs: • The IEP team shall provide relevant information to the bus company • The bus assistant, driver, or administrator have discretion in handling day to day minor infractions. For circumstances in which suspension of privileges for more than ten (10) days, the matter will be reported and referred to the student's IEP team.

10. Controlled Substance

A controlled substance is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling. Controlled substances include but are not limited to alcohol, marijuana, narcotics, amphetamine, barbiturate, hallucinogens, prescription drugs, over the counter drugs, synthetic drugs or intoxicants of any kind. This does not include tobacco or tobacco products. Possession and/or use of a controlled substance, including alcohol, presents a health concern for students and is a potential disruption to the educational process.

Parent Involvement Program (PIP) is an optional program to support students and families. PIP is considered a restorative practice and the intent is that the support might be offered in lieu of suspension. The student and parent can only participate once a school year. Parents/Guardians are required to attend with the student. Lesser consequences might be considered if the student and family are on a waitlist for PIP with a start date that has not been extended. Failure to complete PIP will result in reinstatement of suspension days.

*** “Possession” as used herein, includes not only possession on 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.

10a. Controlled Substance, Paraphernalia Possession***

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

Controlled Substance, Paraphernalia Possession	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Parent Involvement Program referral (PIP)* Short-term suspension Suspension of Extracurricular during suspension
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract if participating in PIP/on waitlist Short-term suspension if not participating in PIP Refer for Police Report Suspension of Extracurricular during suspension
3rd Offense or ongoing	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension if participating in PIP Long-term suspension/refusal to participate in PIP Refer for Police Report Suspension of Extracurricular during suspension

10b. Controlled Substance, Possession***

Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling.

Controlled Substance, Possession	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Parent Involvement Program (PIP)* Short-term suspension Suspension of Extracurricular
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract if participating in PIP/on waitlist Short-term suspension if not participating in PIP Refer for Police Report Suspension of Extracurricular
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension if participating in PIP Long-term suspension/refusal to participate in PIP Refer for Police Report* Suspension of Extracurricular

10c. Controlled Substance, Sale or Distribution

Selling or distributing a substance capable of producing a change of behavior or altering a state of mind or feeling or an item sold as a controlled substance. Distribution is not “sharing”. Distribution requires a quantity of product that has been broken into sale portions and quantities of money indicating possible purchase. Distribution and sale require evidence to include photos and a police report to support the charge.

Controlled Substance, Sale or Distribution	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Long-term suspension Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Refer for Police Report* Suspension of Extracurricular
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Refer for Police Report*	

10d. Controlled Substance, Use or Under the Influence

Alcohol/Illegal Drugs/Inhalants: No student shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids. Legal intoxication is not required for violation of this Code of Conduct.

Controlled Substance, Use	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Parent Involvement Program (PIP)* Short-term suspension Refer for Police Report Suspension of Extracurricular
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract if attending PIP or on waitlist Short-term suspension if not participating in PIP Refer for Police Report Suspension of Extracurricular
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term suspension Refer for Police Report Suspension of Extracurricular

11. Dress Code Violation

Non-compliance with specific school dress codes. No exclusionary discipline (suspension or exclusions) can be used as punishment for student dress code.

Dress Code Violation	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference*	Staff/Student Contact* Administrative/Parent Contact/Conference*

2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Lunch Detention	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Lunch Detention/School Community Service	Staff/Student Contact* Administrative/Parent Contact/Conference* Lunch Detention/School Community Service

12. Extortion

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

Extortion	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Seek Resolution	Staff/Student Contact* Administrative/Parent Contact/Conference* Seek Resolution
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension Seek Resolution	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension Seek Resolution

13. False Accusations

Falsely reporting crimes or purposely and knowingly giving false information to a school administrator or other investigator during the process of an investigation, in accordance with the NM Criminal Code Statute

False Accusations	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference*	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension

14. False Alarm/Fire Alarm

Interfering with the proper functioning of a fire alarm system or pulling the fire alarm intentionally when no fire or other danger exists

False Alarm/ Fire Alarm	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension

15. Firearm, Possession

Possession or use of any weapon, which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, bb guns, or pellet guns, but does include bombs, grenades, and some explosives (also, see weapon possession).

*** "Possession" as used herein, includes not only possession on 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.

- ***The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the superintendent may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the APS Police Department.
- New Mexico 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.
- SAFE GUN STORAGE: Secure firearm storage is an essential part of home safety. If a decision has been made to bring a gun into your home, parents/guardians can make the home safer by storing any firearms unloaded and locked, with ammunition kept in a separate place. Research has proven that this simple practice can help prevent unintentional shootings, gun suicides, and other tragedies that can result when kids and teens gain access to guns. For more information, see [BeSMARTforkids.org](https://www.besmartforkids.org)

[Student Possession of a Firearm](#) (Board Policy JI3)

[Firearms Prohibited](#) (Board Policy AD1)

Firearm, Possession	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Offense	Expulsion of not less than one year*	Expulsion of not less than one year*

16. Firearm, Use

Possession or use of any weapon, which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, bb guns, or pellet guns, but does include bombs, grenades, and some explosives (also, see weapon possession).

*** "Possession" as used herein, includes not only possession on 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.

- ***The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the superintendent may modify in writing the one-year expulsion requirement on a case-by-case basis. All school related incidents of firearm possession must be reported to the APS Police Department.
- New Mexico 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.

Firearm, Use	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Offense	Expulsion of not less than one year*	Expulsion of not less than one year*

17. Gang-Related Activity

Gang-related activity can be intimidating to students, parents 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 or possessing gang-related apparel. A "gang" can be any group of students and/or non-students whose group behavior is threatening, delinquent, or criminal. Since 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 that will be considered should include:

- The student associating with admitted or known gang members
- The student displaying gang logos, graffiti and/or symbols on personal possessions
- The student displaying gang hand signs or signals to others
- The student talking about gang activities with others

- Hostile contact with others in which two or more students have contributed to a situation causing bodily harm to another

Gang-Related Activity	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension

18. General Disruptive Conduct and/or Defiance

Any behavior or conduct that disrupts or interferes with the operation of the public schools, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor or lying to or intentionally misleading any school official at places and times where school personnel have jurisdiction is included in this definition. For example:

- use of cell phone during instructional time
- misuse of cell phones and other forms of technology
- failure to provide school identification upon request
- inappropriate display of affection
- any sexual act committed on campus
- making false accusations regarding staff or students

Note: It is the responsibility of the parent/legal guardian of the student to retrieve confiscated cell phones or other electronic devices according to the individual school's procedures.

General Disruptive Conduct	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension

19. Harassment

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment.

19a. Harassment - General

Harassment - General	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference*	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category*	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category*

	School Contract Short-term suspension	School Contract Short-term suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS if based on Protected Category* Short-term suspension

19b Harassment Disability

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment. The prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived characteristics, such as disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

Conduct including but not limited to the following: mocking, taunting, intimidating, criticizing, or punishing a student/group with a disability because of their disability. (See Section 504 and the Americans with Disabilities Act).

- Repeatedly placing classroom furniture or other objects in the path of students who use wheelchairs or walking devices, impeding their mobility
- Repeatedly belittling and criticizing a student for using accommodations in class
- Taunting or belittling a student with disabilities by mocking and intimidation
- Making remarks out loud during class that a student with a disability is "retarded" or "deaf and dumb" and does not belong in the class
- Habitually subjecting a student to inappropriate physical restraint because of conduct related to their disability
- Repeatedly denying a student with a disability access to lunch, recess, field trips, assemblies, or extra-curricular activities as punishment for taking time off from school for requires services related to the student's disability

Harassment - Disability	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension

19c. Harassment Sexual

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment. The prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived characteristics, such as disability, race, ethnicity, color, sex,

sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

Examples include but are not limited to the following:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Unwelcome or inappropriate sexually-motivated or intentional touching of intimate body parts;
- Offensive or unwelcome sexual advances or propositions;
- Graphic or degrading verbal comments about an individual or his/her physical attributes;
- Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct;
- Display of sexually suggestive objects, pictures, cards, or letters;
- Lewd or suggestive comments or gestures;
- Off-color language or jokes of a sexual nature;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or student's educational status;
- Sexual violence, a physical act of aggression that includes a sexual act or purpose.

The school principal/designee should report incidents to the APS Office of Equal Opportunity Services (OEOS).

Harassment - Sexual	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference*
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension

19d. Harassment Racial

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment. The prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived characteristics, such as disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

Conduct including but not limited to the following:

- racial slurs
- racial jokes
- offensive or derogatory remarks
- display of racially offensive material or symbols
- exclusion from normal school activities based on student's race or ethnicity

The school principal/designee should report incidents to the APS Office of Equal Opportunity Services (OEOS).

Harassment - Racial	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference*
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension

20. Hate Incident

Conduct that reflects hatred or bigotry based on real or perceived disability, race, ethnicity, color, sex, sexual orientation, gender identity national origin or ancestry, religion, age, veteran status, HIV status, pregnancy and/or any other protected status as defined by law.

The school principal/designee should report incidents to the APS Office of Equal Opportunity Services (EOS).

Hate - Incident	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* School Contract Short-term suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension Long-term Suspension

21. Language, Profane and/or Abusive

Using language that is crude, offensive, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing. The words are used towards another individual in an offensive or insulting manner.

Language, profane and/or Abusive	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference*	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term Suspension
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract

	Short-term Suspension	Short-term suspension
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22. Materials, Obscene

Displaying material that is indecent and has the potential of being disruptive

Materials, Obscene	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension
3rd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension

23. Racialized Aggression

Any aggressive act that can be characterized, categorized or that appears as such to be racial in nature. State of New Mexico Anti-Racism, Anti-Oppression Hotline: Call (833)485-1335, Email: ARAO.Hotline@state.nm.us, Online form: <https://bit.ly/BEAHotline>

Racialized Aggression	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term suspension
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Short-term Suspension Long-term suspension (if ongoing) Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Referral to EOS* Long-term suspension Refer for Police Report*

24. Robbery

Taking of property through means of force or fear

Robbery	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Restitution	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension Restitution Refer for Police Report
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Restitution Refer for Police Report	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Long-term suspension Restitution Refer for Police Report

25. Theft

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

Theft	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Restitution	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension Restitution Refer for Police Report
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension Restitution Refer for Police Report*

26. Threats of Violence Against the School

Threats of violence against the school in any form, verbal, written, or via social media

(Threats of Violence require evidence to include photos and a police report to support the charge.)

Threats of Violence Against School	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Threat Assessment* Short-term suspension Long-term suspension Refer for Police Report	Staff/Student Contact* Administrative/Parent Contact/Conference* Threat Assessment* Short-term suspension Long-term suspension Refer for Police Report*

27. Threats of Violence Against another Person

Threats of violence against another person in any form, verbal, written, or via social media

(Threats of Violence require evidence to include photos and a police report for Long-term suspension to support the charge.)

Threats of Violence Against Person	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Threat Assessment School Contract Short-term suspension Refer for Police Report	Staff/Student Contact* Administrative/Parent Contact/Conference* Threat Assessment School Contract Short-term suspension Refer for Police Report
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* Threat Assessment* Short-term suspension Refer for Police Report	Staff/Student Contact* Administrative/Parent Contact/Conference* Threat Assessment* Short-term suspension Refer for Police Report
3rd Offense	Staff/Student Contact*	Staff/Student Contact*

	Administrative/Parent Contact/Conference* Threat Assessment* Short-term suspension Long-term suspension Refer for Police Report*	Administrative/Parent Contact/Conference* Threat Assessment* Short-term suspension Long-term suspension Refer for Police Report*
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28. Tobacco

Any tobacco products made or derived from tobacco that are intended for human consumption, including any component, part, or accessory of a tobacco product. This includes among other products, cigarettes, cigars, pipe tobacco, roll-your own tobacco, dissolvable or smokeless tobacco. E-cigarette means any electronic oral devices, or any part of it, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or any other product, name or descriptor; but does not include any product regulated as a drug or device by the US Food and Drug Administration. Nicotine liquid container means a bottle or other container of any substance containing nicotine where the substance is sold, marketed, or intended for use in an e-cigarette.

[Tobacco Free Schools](#) (Board Policy AD)

[Student Smoking and/or Tobacco Use](#)

28a. Tobacco Possession*, Use, and/or Distribution**

Possession, use, and/or distribution of tobacco, including all tobacco products, e-cigarettes, and nicotine liquid containers anywhere on a school campus or at a school related event is prohibited. In addition, students found in possession, distributing, or using tobacco are subject to the provisions of the Tobacco Policy. Tobacco Intervention and support resources may be available. Contact the school counselor or the Health and Wellness Teams for more information. (Schools must document resources provided and referrals made.)

Tobacco Possession, Use and or Distribution	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
All Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference*	Staff/Student Contact* Administrative/Parent Contact/Conference* Tobacco Intervention Supports
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* Tobacco Intervention Supports School Contract
Ongoing	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term suspension/ISS	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term suspension (if not participating in tobacco intervention program)

29. Trespassing/Unauthorized Presence

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

Trespassing/Unauthorized Presence	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract
2nd Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term Suspension	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term Suspension

30. Vandalism

Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual. Vandalism I: less than \$200 damage, Vandalism II: \$200 - \$999 damage, Vandalism III: \$1000 damage or more.

Vandalism I: less than \$200 damage	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
All Occurrences	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term Suspension Restitution	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term Suspension Restitution

Vandalism II: \$200 - \$999 damage	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
All Occurrences	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term Suspension Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term Suspension Restitution Refer for Police Report*

Vandalism III: \$1000 damage or more	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
All Occurrences	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term Suspension Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Long-term Suspension Restitution Refer for Police Report*
Damage greater than \$10,000	Staff/Student Contact* Administrative/Parent Contact/Conference* Expulsion Seek Restitution Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Expulsion Seek Restitution Refer for Police Report*

31. Weapon Possession***

Possessing a weapon such as but not limited to a firearm, any type of gun, knife, club, firecracker, explosive, spoked wristband, chains, or other item that may cause or is intended to cause injury or death. This specifically includes “look-alike” guns and knives, such as toys. (Weapons covered by the Gun-Free Schools Act are defined under Firearm, Possession/Use.).

*** “Possession”, includes not only possession on 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.

Weapon Possession	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
1st Offense	Staff/Student Contact* Administrative/Parent Contact/Conference* School Contract Short-term Suspension Refer for Police Report	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term Suspension Refer for Police Report
2nd Offense	Staff/Student Contact*	Staff/Student Contact*

	Administrative/Parent Contact & Conference* Short-term suspension Refer for Police Report	Administrative/Parent Contact & Conference* Short-term suspension Long-term Suspension Refer for Police Report*
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32. Weapon Use

Use of any weapon to threaten, intimidate, attack, injure, or kill any person. Must be actual use of the weapon.

Weapon Use	Consequences - Elementary *Indicates Required action	Consequences - Middle/High *Indicates Required action
Any Occurrence	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term Suspension Long-term Suspension Refer for Police Report*	Staff/Student Contact* Administrative/Parent Contact/Conference* Short-term Suspension Long-term Suspension Refer for Police Report*

Student Participation in Activities and Athletics: Restrictions Related to Controlled Substance, Alcohol and Tobacco Use

Extracurricular activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in an extra-curricular activity is a privilege offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. The Extra-curricular Substance Abuse and Tobacco Policy is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day of fall sports practices to the end of the school year. The policy applies to students who are active participants and student spectators.

For the purposes of this procedural directive, “controlled substances” is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling. Controlled substances include but are not limited to alcohol, marijuana, narcotics, amphetamine, barbiturate, hallucinogens, prescription drugs, over the counter drugs, synthetic drugs or intoxicants of any kind. This does not include tobacco or tobacco products.

Criteria for application of sanctions

Circumstances when students may become subject to sanctions, includes, but is not limited to:

- Any Minor in Possession (MIP) or Offense by a Minor Citation
- Written documentation from legitimate law enforcement/school/security reports
- Personal acknowledgment by the student in question or their parent/guardian

Suspension of Extra-Curricular Privileges:

- The suspension applies to all NMAA sanctioned athletic and non-athletic events and may include other school events (i.e., plays, concerts) at the discretion of the principal
- Student will not be withdrawn from classes co-curricular with activities
- A student serving a suspension cannot participate in a “try-out” during that suspension, however, a coach shall provide a tryout opportunity to a student once the suspension is complete. This extension does not guarantee membership on the team or activity.
- Participation in summer programs for students on suspension will be interpreted in the same way as scholastic eligibility for athletics in the summer (i.e., students may participate in on-campus/intramural activities only)

Use and/or Possession of Controlled/Illegal Substances and Alcohol

- First Offense
Student’s loss of all NMAA sanctioned extra-curricular privileges and eligibility for 10 school days from the date determined by a site administrator and referral to the Parent Involvement Program (PIP). The loss of privileges includes practice and competition. After Five (5) calendar days out of the program, the

student can return to the program but not compete in games or activities. On the 11th calendar day the individual can compete in games and activities. Summer school is not considered as school days for this policy:

- Second Offense (If a student can show completion of PIP.)
Student's loss of all NMAA sanctioned extra-curricular privileges and eligibility for 30 calendar days from the date determined by a site administrator. The loss of privileges includes practice and competition. After Ten (10) calendar days out of the program, the student can return to the program but not compete in games or activities. On the 31st calendar day the individual can compete in games and activities. Summer school is not considered as school days for this policy.
- Second Offense (If a student cannot show completion of PIP.)
Student is ineligible to participate in NMAA sanctioned extra-curricular activities for the remainder of the academic year or longer under special circumstance
- Third Offense
Student is ineligible to participate in NMAA sanctioned extra-curricular activities for the remainder of the academic year or longer under special circumstance

Parent Involvement Program (PIP) is an optional program to support students and families. PIP is considered a restorative practice and the intent is that the support might be offered in lieu of suspension. The student and parent can only participate once a school year. Parents/Guardians are required to attend with the student. Lesser consequences might be considered if the student and family are on a waitlist for PIP with a start date that has not been extended. Failure to complete PIP will result in reinstatement of further suspension days.

Use/Possession and/or Distribution of Tobacco Products, E-cigarettes and/or Nicotine Liquid Containers
The term "tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, accessory of a tobacco product. This includes, among other products, cigars, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco, e-cigarettes, and nicotine liquid containers.

- First Offense
Student's loss of NMAA sanctioned extra-curricular privileges and eligibility for five (5) calendar days from the date determined by a site administrator. The student shall retain the privilege to participate in practices during this time. Summer school is not considered as school days for this policy. Students will be required to complete the Tobacco Intervention Program (if available at that school) or other appropriate intervention program approved by the site administrator.
- Second (and Subsequent) Offense
The student is ineligible to participate in NMAA sanctioned extra-curricular activities for 10 calendar days unless actively enrolled in a tobacco intervention program.

[Extracurricular and Co-curricular Activities](#) (Board Policy JJ)

[Interscholastic Activity Eligibility](#) (Board Policy JJ1)

[Student Drug and Alcohol Use](#) (Board Policy JL1)

School Consequences

Students may also be subject to school-level consequences in addition to restrictions placed on their participation in athletics or activities. School-level consequences may include suspension of extra-curricular activities, including but not limited to attendance/participation in school activities such as athletic events, open campus privileges, dances, clubs, and other privileged events (including graduation activities and commencement exercises), as determined by the site administrator.

Senior students who receive consequences under this policy during the last quarter of the school year may be assigned community service, to be served prior to participation in privileged events such as graduation activities or commencement exercises. The site administrator will assign the community service.

Sale or Distribution of Controlled/Illegal Substance

- Student is ineligible to participate in NMAA sanctioned extra-curricular events for the remainder of the academic year or longer under special circumstances

- Participation in extracurricular activities is not a student right, and suspension of such privilege does not require a due process hearing or appeal process.
- The Extra-curricular Substance Abuse and Tobacco Policy is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day of fall sports practices to the end of the school year.
- Additional sanctions may apply beyond this policy for violations that occur during the school day, at school function or on school property.

ALBUQUERQUE PUBLIC SCHOOLS
SCHOOL PHONE NUMBERS AND ADDRESSES
ALL TELEPHONE NUMBERS ARE IN AREA CODE 505 UNLESS INDICATED OTHERWISE

Online Directory of Schools

ELEMENTARY SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
A. Montoya	24 Public School Rd., Tijeras 87059	281-0880
Adobe Acres	1724 Camino Del Valle SW, 87105	877-4799
Alameda	412 Alameda Blvd. NW, 87114	898-0070
Alamosa	6500 Sunset Gardens Rd. SW, 87121	836-0288
Alvarado	1100 Solar Rd. NW, 87107	344-4412
Apache	12800 Copper St. NE, 87123	292-7735
Armijo	1440 Gatewood Rd. SW, 87105	877-2920
Arroyo del Oso	6504 Harper Dr. NE, 87109	821-9393
Atrisco	1201 Atrisco Rd. SW, 87105	877-2772
Bandelier	3309 Pershing St. SE, 87106	255-8744
Barcelona	2311 Barcelona Rd. SW, 87105	877-0400
Bel-Air	4725 Candelaria Rd. NE, 87110	888-4033
Bellhaven	8701 Princess Jeanne St. NE, 87112	298-7489
Carlos Rey	1215 Cerrillos Rd. SW, 87121	836-7738
Chamiza	5401 Homestead Circle NW, 87120	897-5174
Chaparral	6325 Milne Rd. NW, 87120	831-3301
Chelwood	12701 Constitution Ave. NE, 87112	296-5655
Cochiti	3100 San Isidro Rd. NW, 87107	345-1432
Collet Park	2100 Morris St. NE, 87112	298-3010
Comanche	3505 Pennsylvania St. NE, 87110	884-5275
Coronado Dual Language Magnet	601 4th St. SW, 87102	843-8283
Corrales	200 Target Road, Corrales 87048	792-7400
Dennis Chavez	7500 Barstow St. NE, 87109	821-1810
Dolores Gonzales	900 Atlantic St. SW, 87102	764-2020
Double Eagle	8901 Lowell Dr. NE, 87122	857-0187
Duranes	2436 Zickert Rd. NW, 87104	764-2017
East San Jose	415 Thaxton Ave. SE, 87102	764-2005
E.G. Ross	6700 Palomas Ave. NE, 87109	821-0185
Edward Gonzales	554 90th St. SW, 87121	831-6214
Emerson	620 Georgia St. SE, 87108	255-9091
Eugene Field	700 Edith Blvd. SE, 87102	764-2014
Georgia O'Keefe	11701 San Victorio Ave. NE, 87111	293-4259
Governor Bent	5700 Hendrix Rd. NE, 87110	881-9797
Griegos	4040 San Isidro St. NW, 87107	345-3661
Hawthorne	420 General Somervell St. NE, 87123-1150	299-4424
Helen Cordero	8800 Eucariz Ave. SW, 87121	833-5830
Hodgin	3801 Morningside Dr. NE, 87110	881-9855
Hubert Humphrey	9801 Academy Hills Dr. NE, 87111	821-4981
Inez Science and Technology Magnet	1700 Pennsylvania St. NE, 87110	299-9010
Janet Kahn School of Integrated Arts Magnet	9717 Indian School Rd. NE, 87112	299-4483
John Baker	12015-B Tivoli Ave. NE, 87111	298-7486
Kirtland	3530 Gibson Blvd. SE, 87118	255-3131
Kit Carson	1921 Byron Avenue SW, 87105	877-2724
La Luz	225 Griegos Road NW, 87107	761-8415
La Mesa	7500 Copper Avenue NE, 87108	262-1581

Lavaland	501 57th St. NW, 87105	836-4911
Lew Wallace	513 6th Street NW, 87102	848-9409
Longfellow Dual Language Magnet	400 Edith Blvd. NE, 87102	764-2024
Los Padillas	2525 Los Padillas Rd. SW, 87105	877-0108
Los Ranchos	7609 Fourth St. NW, 87107	898-0794
Lowell	1700 Sunshine Terrace SE, 87106	764-2011
Macarthur	1100 MacArthur Rd. NW, 87107	344-1482
Manzano Mesa	801 Elizabeth St. SE, 87123	292-6707
Marie Hughes	5701 Mojave NW, 87120	897-3080
Mark Twain	6316 Constitution Ave. NE, 87110	255-8337
Mary Ann Binford	1400 Corriz SW, 87121	836-0623
Matheson Park	10809 Lexington St. NE, 87112	291-6837
McCollum	10900 San Jacinto NE, 87112	298-5009
Mission Avenue STEM Magnet	725 Mission Avenue NE, 87107	344-5145
Mitchell	10121 Comanche Rd. NE, 87111	299-1937
Monte Vista	3211 Monte Vista Blvd. NE, 87106	268-3520
Montezuma	3100 Indian School NE, 87106	260-2040
Mountain View	5317 Second St. SW, 87105	877-3080
Navajo	2936 Hughes Rd. SW, 87105	873-8512
North Star	9301 Ventura NE, 87122	856-6578
Ocate	12415 Brentwood Hills Blvd. NE, 87112	291-6819
Osuna	4715 Moon St. NE, 87111	296-4811
Painted Sky	8101 Gavin Dr. NW, 87120	836-7763
Pajarito	2701 Don Felipe Rd. W, 87105	877-9718
Petroglyph	5100 Marna Lynn Ave. NW, 87114	898-0923
Reginald Chavez	2700 Mountain Rd. NW, 87104	764-2008
Rudolpho Anaya	2800 Vermejo Park Dr. SW, 87121	452-3137
S.R. Marmon	1800 72nd St. NW, 87120	831-5400
S.Y. Jackson	4720 Cairo Dr. NE, 87111	296-9536
San Antonito STEM Magnet	12555 North Hwy. 14, Sandia Park 87047	281-3931
Sandia Base	21001 Wyoming SE, KAFB East, 87116	268-4356
Seven Bar	4501 Seven Bar Loop NW, 87114	899-2797
Sierra Vista	10220 Paseo Del Norte NW, 87114	898-0272
Sombra del Monte	9110 Shoshone Rd. NE, 87111	291-6842
Sunset View	6121 Paradise Blvd. NW, 87114	792-3254
Tierra Antigua	8121 Rainbow Blvd. NW, 87114	792-3262
Tomasita	701 Tomasita St. NE, 87123	291-6444
Valle Vista	1700 Mae Ave. SW, 87105	836-7739
Ventana Ranch	6801 Ventana Village Rd., 87114	890-7375
Wherry	Bldg. 25000 - KAFB East, 87116	268-2434
Whittier	1110 Quincy St. SE, 87108	255-2008
Zia	440 Jefferson St. NE, 87108	260-2020
Zuni Technology and Communication Magnet	6300 Claremont Ave. NE, 87110	881-8313

K-8 SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Coyote Willow Family Magnet	7125 Irving Blvd. NW, 87114	253-0050
Desert Willow Family Magnet	3303 Monroe NE, 87110	888-1647
eAcademy K8 Online Magnet	5300 Cutler Ave. NE, 87110	816-9550
George I. Sanchez Collaborative Community	4050 118th ST SW, 87121	253-0300
Tres Volcanes Community Collaborative	9601 Tierra Pintada NW, 87120	253-0200

MIDDLE SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Cleveland	6910 Natalie St. NE, 87110	881-9227
Desert Ridge	8400 Barstow NE, 87122	857-9282
Eisenhower	11001 Camero Rd. NE, 87111	292-2530
Ernie Pyle	1820 Valdora Rd SW, 87105	877-3770
Garfield STEM Magnet	3501 Sixth Street NW, 87107	344-1647
Grant	1111 Easterday NE, 87112	299-2113
Harrison	3912 Isleta Blvd. SW, 87105	877-1279
Hayes Dual Language Magnet	1100 Texas St. NE, 87110	265-7741
Hoover	12015 Tivoli NE, 87111	298-6896
Jackson	10600 Indian School Rd. NE, 87112	299-7377
James Monroe	6100 Paradise Blvd NW, 87114	897-0101
Jefferson	712 Girard Blvd. NE, 87106	255-8691
Jimmy Carter	8901 Bluewater NW, 87121	833-7540
John Adams	5401 Glenrio Road NW, 87105	831-0400
Kennedy	721 Tomasita NE, 87123	298-6701
L.B. Johnson	6811 Taylor Ranch Dr. NW, 87120	898-1492
Madison	3501 Moon St. NE, 87111	299-4735
McKinley	4500 Comanche Road NE, 87110	881-9390
Polk	2220 Raymac Rd SW, 87105	877-6444
Roosevelt	11799 South Highway 14, Tijeras 87059	281-3316
Taft	620 Schulte Road NW, 87107	344-4389
Taylor	8200 Guadalupe Trail NW, 87114	898-3666
Tony Hillerman	8101 Rainbow Blvd. NW, 87114	793-0698
Truman	9400 Benavides Rd SW, 87121	836-3030
Van Buren	700 Louisiana Blvd. SE, 87108	268-3833
Washington	1101 Park Ave. SW, 87102	764-2000
Wilson	1138 Cardenas Drive SE, 87108	268-3961

HIGH SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
Albuquerque	800 Odelia Rd. NE, 87102	843-6400
Atrisco Heritage Academy	10800 Dennis Chavez Blvd. SW, 87121	243-1458
Career Enrichment Center & Early College Academy Magnet	807 Mountain Road NE, 87102	247-3658
Cibola	1510 Ellison Drive NW, 87114	897-0110
College and Career Magnet	940 University Blvd. SE, 87106	224-4880
Del Norte	5323 Montgomery Blvd. NE, 87110	883-7222
eAcademy Magnet	Eastside & Westside Campuses	247-4209
Eldorado	11300 Montgomery Blvd. NE, 87111	296-4871
Freedom Magnet	5200 Cutler Ave. NE, 87110	884-6012
Highland	4700 Coal Avenue SE, 87108	265-3711
La Cueva	7801 Wilshire Ave., 87122	873-2327
Manzano	12200 Lomas Blvd. NE, 87112	559-2200
New Futures	5400 Cutler Ave. NE, 87110	883-5680
Nex+Gen Academy Magnet	5325 Montgomery Blvd. NE, 87109	878-6400
Rio Grande	2300 Arenal Rd SW, 87105	873-0220
Sandia	7801 Candelaria Rd. NE, 87110	294-1511
School on Wheels Magnet	129 Hartline Rd. SW, 87105	243-2395
Valley	1505 Candelaria Rd. NW, 87107	345-9021
Volcano Vista	8100 Rainbow Road NW, 87114	890-0343
West Mesa	6701 Fortuna Rd. NW, 87121	831-6993

SPECIALTY PROGRAMS

SCHOOL	ADDRESS	TELEPHONE
Vision Quest Alternative (6-8)	5401 Glenrio Rd NW, 87105	352-0343
Continuation Alternative (9-12)		468-7284
Juvenile Detention Center Educational Unit (6-12)	5100 2nd St. NW, 87107	468-7223
Stephen Moody Complex (Preschool -Age 22)	2611 Eubank N.E., 87112	298-6752
Highland North Complex (K - Age 22)	4700 Coal Avenue SE, 87108	266-6869
Helen Fox Educational Complex - Community Based Transition Services (19-22)	1730 University Blvd. SE, 87106	872-6800

CHARTER SCHOOLS

SCHOOL	ADDRESS	TELEPHONE
ABQ Charter Academy	405 Dr. Martin Luther King Jr. Ave., 87102	242-6640
ACE Leadership HS	1240 Bellamah Ave. NW, 87104	242-4733
ABQ Talent Development	1800 Atrisco Rd NW, 87120	503-2465
Alice King Community	8100 Mountain Rd. NE, 87110	344-0746
Christine Duncan Heritage	1900 Atrisco Dr. NW, 87120	838-4971
Cien Aguas International	2000 Randolph SE, 87106	255-0001
Coral Community Charter School	4401 Silver Ave NE, 87108	292-6725
Corrales International	5500 Wilshire Ave. NE, 87113	344-9733
Cottonwood Classical	7801 Jefferson St. NE, 87109	988-1021
Digital Arts and Technology Academy	1011 Lamberton Place NE, 87107	341-0888
East Mountain HS	25 La Madera Rd., Sandia Park 87047	281-7400
El Camino Real Academy	3713 Isleta Blvd. SW, 87105	314-2212
Gilbert L. Sena HS	69 Hotel Circle NE, 87123	237-2374
Gordon Bernell	401 Roma NW, 87102	468-7701
Health Leadership HS	1900 Randolph Rd. SE, 87106	750-4547
International School at Mesa del Sol	2660 Eastman Crossing SE, 87106	508-3295
Academia de Esperanza	1401 Old Coors Rd. SW, 87121	764-5500
Los Puentes	4012 4th St. NW, 87107	342-5959
Mark Armijo Academy	6800 Gonzales Rd. SW, 87121	873-7758
Montessori of the Rio Grande	1650 Gabaldon Drive NW, 87104	842-5993
Mountain Mahogany	5014 4th St NW, 87107	341-1424
Native American Community Academy	1000 Indian School Road, 87104	266-0992
New America School - New Mexico	1734 Isleta Blvd SW, 87105	222-4360
NM International School	7215 Montgomery Blvd NE, 87109	503-7670
Public Academy for Performing Arts	11800 Princess Jeanne Ave NE, 87112	830-3128
Robert F. Kennedy	4300 Blake Road SW, 87121	873-1165
Siembra Leadership High School	524 Central Rd. SW, 87102	681-0284
South Valley Academy	3426 Blake SW, 87105	452-3132
Technology Leadership High School	10500 Research RD SE, 87123	338-2266
United Community Academy		400-6828
VOZ Collegiate Preparatory Charter School	955 San Pedro Drive SE, 87108	(575)605-3527
William W. & Josephine Dorn Community	1119 Edith SE, 87102	243-1434