



**Student Handbook
and
Discipline Policies
2018 - 2019**

Student Name: _____

Mission

The mission of Health Leadership High School is to create a group of aspiring professionals who are able to create a healthier community. Our challenge is complex because it encompasses all the social, economic, and physical conditions of our communities and the people who reside in them. We create future workers who are sophisticated thinkers operating in complex systems. These health sector leaders will need a broad understanding of this complexity and the skills to make an impact.

Vision

Our sector is changing at an unprecedented rate and we face an unknown future. However, we know that in an era of scarce resources, a well-educated and skilled workforce is our best chance to shape a healthy future for our communities. Regardless of the job any of our graduates hold, they will need a broad understanding of the determinants of healthy communities, families, and individuals. They must also understand the systems that can improve the services that support the health of our citizens and that have the capacity to actually serve their clients well. Finally, they will be prepared to enter the workforce and begin a career in the sector directly after graduation and/or continue to college after they graduate.

HLHS School Culture/Ethos

We are a Team

We are goal oriented
We collaborate
We lean on each other
We provide quality service

We are Accountable

We have self-respect
We lead by example
We have integrity

We are Compassionate

We embrace adaptation
We are able to compromise

Graduate Objectives

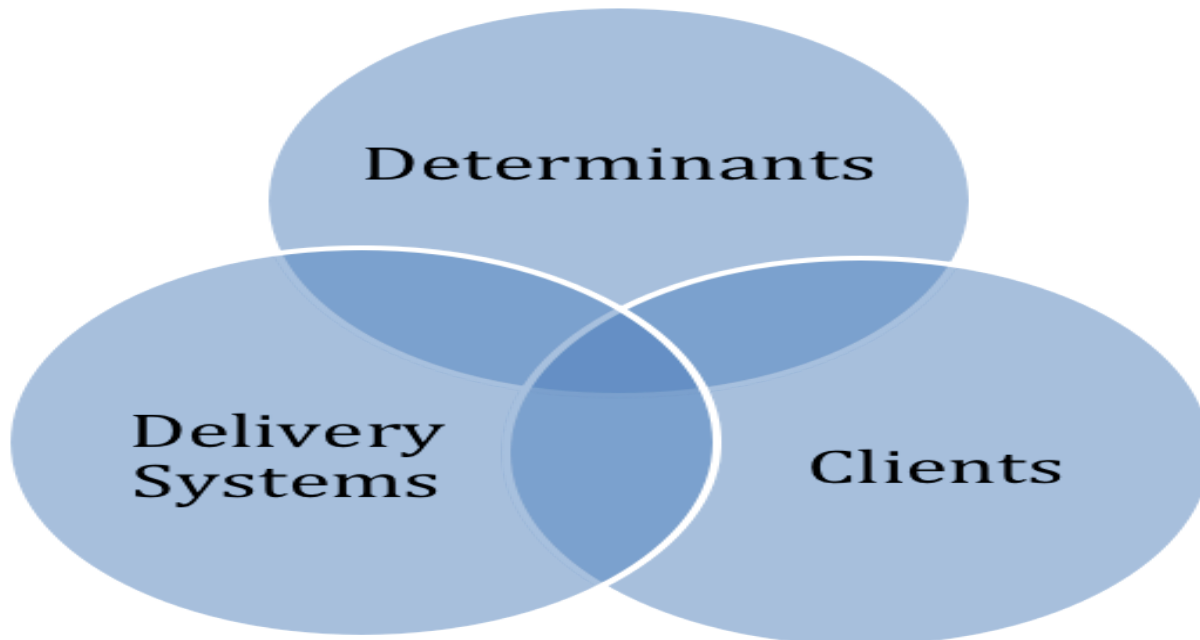
- To be the most well-rounded and prepared graduate committed to being a leader within health professions.
- To begin a career by starting an internship and/or attending a college program.

Education

Health Leadership High School Graduate

Throughout the four years at Health Leadership, graduates will:

- Build traditional academic skills and concepts in the context of health;
- Understand the health domains of determinants, delivery systems, and clients;
- Experience many perspectives within health professions that inform choices about a future in these professions; and,
- Develop the skills and understanding to make a successful transition to a chosen area of study and be an asset to any employer.



Skills cross over the three domains. Learning these skills will allow students to work effectively in the sector, regardless of the specific area:

1. Creativity to see beyond the current conditions and visualize innovative solutions to persistent challenges.
2. Dexterity to collaborate with colleagues who have diverse perspectives and expertise.
3. Analyze and synthesize information to make informed predictions about the future.
4. Detailed and precise thinking that produces reliable work in a job or college setting.
5. Able to work within a process and appreciate the value of their contribution in a larger context.
6. Develop and integrate qualitative and quantitative data to analyze problems and propose solutions.
7. Write, speak, and present ideas to a variety of audiences (linguistic and cultural expertise).

Attributes reflect the core ethos of the professions. Students will act in ways that represent the essence of what is best about the health sector. These attributes underlie all aspects of the profession and provide the framing for a powerful culture of the school. HLHS Students will:

1. model the most ethical standards of the health professions.
2. be flexible and able to adapt to new conditions within the workplace and community.
3. be respectful and appreciative of the people we serve.
4. be open minded and able to see new possibilities.

Knowledge

1. Understand the complexity of health determinants and how they interact (poverty, physical environment).
2. Understand the most innovative health care delivery models for serving clients and future trends in health care.

3. Understand the economics of health care within a world of scarce resources.
4. Understand the biology and its role in creating healthy people.
5. Understand the characteristics and conditions of particular sub-groups of the community (women, early childhood, elderly, race, language, etc.).
6. Understand the complexity of the health sector and the broad variety of careers and professions in the field.
7. Understand the multiple factors that play a role in mental health (genetic, family, community).
8. Practice Acts (laws that govern specific bodies of practice).
9. Understand the policy environment.
10. Understanding food for consumers and food policy.

Exhibitions

In general, an exhibition is a required student performance assessment that can be related to one class or a combination of classes. It is...

- An opportunity for students to show what they have learned and how they applied what they learned.
- A result of what happens in the classroom, not independent projects, or “add-ons.”
- A tradition we have at Health Leadership High School.
- An important piece of data about student performance. Both quantitative and qualitative data is used in addition to class performance and standardized test data to make overall determination about the next step for the student.
- Available to a public audience. Evaluators can include different members from the community (family, the student, peers, Health Leadership High School staff, mentors, health professionals), and can be flexible depending on the content of the exhibition.

Community Wellness Practicum (Also known as Capstone)

A requirement for graduation from HLHS is the successful completion a Community Wellness Practicum (CWP). Students must apply for acceptance and present to a panel of judges for admission to CWP during Trimester 3 of their junior year. In order for students to be considered for CWP their senior year they must have at **least 18 credits AND be on track for graduation**. The CWP will begin in August and end in May each year. Students may also be required to have other projects throughout the day in addition to CWP every trimester to ensure they earn the credits necessary for graduation. Attendance and participation is required and vital to success and graduation. Each student will work one-on-one with a community partner for their final exhibition. Beginning trimester 2, seniors must secure a placement for an internship related to their CWP projects and complete at least 15 hours no later than May 1. Students will have an opportunity to

participate in: Workshops at First Choice Community Health (FCCH); Scholarship searches; Internships; Dual credit opportunities; Research.

CWP is an intensive final year project that investigates aspects of the health profession through a real life project. Students will research, create, and publicly present on topics related to the health industry. In addition to the value of working in the context of a real life project, students will consult with and be mentored by health industry professionals through participating in community and weekly meetings, as well as site visits, exposing the students to what it takes to be leaders in the exciting and competitive fields of the health professions. Upon successful completion of CWP, and all other graduation requirements, students will receive a diploma with an endorsement from FCCH.

Graduation Requirements

25 Credits	
English E9/E9 E10/E10 E11/E11 E12/E12	4 credits
Math IMP I / IMPI IMP2 / IMP2 IMP3 / IMP3 4 TH YR/4 TH YR	4 credits; one of which must be Algebra II or higher
Science (Ideally: Bio/Bio A&P/A&P IPC/IPC)	3 credits
Social Studies US/US WH/WH Gov 0.5 /Econ 0.5 NM 0.5	3.5
Health/Health	1 credit
PE/PE	1 credit
Career or workplace readiness or foreign language course	1 credit
Electives (1 of which must be Advisory; prorated for late arrivals)	7.5 credits
At least 1 credit must be an Honors or AP course or a Dual Enrollment or online (distance learning) course. At least 2 credits must be completed through the senior CWP experience.	(1 credit) (2 credits)
Assessment Requirements	
PARCC ELA=3 _____ Score 1/Date 2 & Date 3 & Date Math=3 _____ Score 1/Date 2 & Date 3 & Date	SBA Science _____ Score 1 & Date Score 2 & Date History – EOC: student’s score: _____ *ADC only if all attempts for PARCC/SBA made

Required Certifications		
CPR/First Aid	HIPAA	BBP
Additional Requirements		
40 hours of Community Service AND Industry Certification OR 12 Credit hours toward an Associate's/Bachelor's Degree OR Have started a 2-year Certification Program OR provide Documentation of 100 Internship Hours		
Acceptance into and successful completion of the Community Wellness Practicum (CWP)		

Advisory and Family Meetings

Advisory at Health Leadership High School is the staging area for school culture and academic success. It is our daily check-in to ensure that students are ready to do their best work each day.

School Culture and Advisory at its Core:

- Promote Student Engagement
- Build Academic Skills
- House the Advisory Folder/Student Portfolio
- Build Character Strengths
- Prepare Exhibitions
- Complete Community Service Projects

Structure

- Family meetings are held at least once per trimester.
- Advisees stay with their Advisor until graduation (this may not be the case as the school grows and grades are added).
- Heterogeneous grouping (age, grade, gender, ability, language, etc.).
- This class carries elective credit.

Program

- The Advisor is the primary contact for parents, families, caregivers, and students, as well as the connection for students with the supports throughout the school (i.e., Student Based Health Center, Transition Coach, Student Support Team, Community Engagement Center).
- Advisory is a place where relationships are of primary importance, with both the family and the student.
- Advisory meets every day.
- Advisors conduct bi-weekly progress checks. This is a space for academic support (i.e., reading, tutorial, organizational support).
- Advisory is the hub of developing school culture.

- The advisor should be present for, or informed, about any meeting related to their advisee, this includes celebration of success, disciplinary issues, social/emotional issues, or academic support discussions.

Family Meetings

Advisors are the primary staff members responsible for family meetings, although other staff may be in attendance. These meetings are required for the student, family, advocate, or caregivers to attend. The structure for Family Meetings is as follows:

1. Family Meeting Presentation

The purpose of these presentations are to provide the student and advisor (as coach) an opportunity to inform the family about what successes the students has experienced, what they have learned, what projects they are working on, where they are going with their learning, and what problems they are solving.

- Informed and aimed at the Graduate Profile Résumé in preparation for and follow up from exhibitions.
- Observed by peers and may include an “executive session” part of the presentation where confidential information can be discussed.
- Includes updating/review of Next Step Plans.
- Preparation and support for Family Meeting presentations will be housed in Advisory, with the Advisor as the key support staff person.
- Students keep certificates, artifacts and work samples, along with reflections to use in this presentation.
- The general format will be set, but the student can personalize the exhibition to suit his/her needs with the advisor’s coaching as needed.
- Will include quantitative and qualitative data regarding student’s learning that will be used to mark progress and set goals for future learning.
- Advisor, student, and family are evaluators.

HLHS Daily Schedule (Day Program)

8:45-10:05	Project 1
10:10-11:30	Project 2
11:35-12:35	Advisory
12:35-1:05	Lunch
1:05-2:25	Project 3
2:30-3:45	Project 4

2-hour Delay Schedule (Day Program)*

Block 1	10:45 AM-11:45 AM
Block 2	11:50 AM-12:50 PM
Advisory	12:55 PM-1:25 PM
Lunch	1:25 PM-1:55 PM
Block 3	2:00 PM-2:50 PM
Block 4	2:55 PM-3:45 PM

*HLHS follows the Albuquerque Public Schools (APS) delay and cancellation decisions. Check our Facebook page and/or local news stations for information about delays/cancellations.

HLHS Daily Schedule (Re-Engagement Program)

Monday-Thursday

3:50-4:20	Advisory
4:20-5:30	Core
5:30-7:00	Project 1
7:00-8:20	Project 2

Inclement Weather Policy for Re-Engagement Program

- If the Day School Program is canceled, the Re-Engagement Program is canceled too.
- If the Day School Program is on a 2-hour delay, the Re-Engagement Program meets at its REGULAR TIME (3:50 to 8:20 PM).
- The Re-Engagement Program Coordinator may make a decision to dismiss the Re-Engagement Program early based on present or predicted weather conditions.

Grading Policy

At HLHS credits are earned through demonstration of mastery of Common Core, National and State Standards. This means each student must produce evidence of their learning as well as show that they can apply that knowledge to real-world problems and projects.

Students demonstrate mastery in many ways: group discussions, presentations, learning logs, products/deliverables, mini-exhibitions and the final exhibition. Mastery is measured by both formative and summative assessments which are performance based. Performance assessments are long-term, public, and relevant assessment methods that provide the opportunity for students to demonstrate a synthesis of what they have learned through their experiences. Exhibitions are a required student performance assessment.

Letter grades attempt to reflect student mastery. If students demonstrate mastery of 90-100% of the learning outcomes (standards) and successfully complete their exhibition, they earn an 'A'. If students demonstrate mastery of 80-89% of their learning outcomes and successfully complete their exhibition, they earn a 'B'. If students do not produce enough evidence to determine they are meeting at least 80% of the learning outcomes and/or they do not successfully complete their exhibition, they earn an 'F'. In some cases, students can earn an 'I' for incomplete, which means work toward mastery is still in progress. Students will have the opportunity to attend Interim school to show progress toward mastery. With sufficient progress during interim school students can earn either an A or B. If students show insufficient progress or do not attend interim school a grade of 'F' will be entered in place of the 'I'. All incompletes will be converted into a letter grade of A, B or F at the end of each school year.

Re-Engagement Program Policies

The Re-engagement Program at Health Leadership High School (HLHS) offers students the ability to earn their high school diploma with opportunities to connect to health careers. In order to meet instructional hour requirements, students enrolled in the Re-engagement Program are required to complete 154 hours of additional instructional time, outside of regular Re-Engagement school hours, each trimester (12 week period).

The 154 hours can be completed by working, volunteering or taking two college courses. All hours must be documented and submitted every Thursday to your Advisor. Please refer to the Re-Engagement Student Agreement for specific documentation requirements.

Staff Contact Information

All staff is required to share school contact information (phone number, extension, and email) with students and families. Students and families are allowed to use the contact information for school-related issues only. Courtesy and professionalism are expected. Students and families can access school and staff contact information via the school website: <http://leadershiphsn.org/health/>

Transportation and Parking

There will be a student drop-off area, however there is limited parking, so we encourage students to be dropped off or ride public transportation. Students who drive and plan to park a vehicle on the school site will need to provide the school with a completed vehicle registration form to include:

Vehicle make/model/year, proof of registration & insurance and proof of student driver's license. This will need to be renewed on an annual basis. **NOTE:** Students are not allowed to go to and from their vehicles during the school day, including during lunch, for safety reasons. If an emergency requires access to a vehicle, the student must be accompanied by school staff. Parent and/ or Guardians agree upon receiving a parking permit that student vehicles are subject to search by school leadership or designee should it be deemed necessary for school safety and or policy violations. If the student vehicle changes, students are required to update the parking registration form and provide the school with the required documentation to continue use of parking privileges on the school campus. Any violation of this policy can result in loss of privileges to park a vehicle on the school grounds.

Policy on Release of Student During School Day/Hours

School Administration shall only authorize the removal of a student during the instructional day in the following circumstances:

- A student shall be released to the custodial parent/legal guardian or an emergency contact with proper identification. Parents/Legal Guardians can stipulate those authorized to check students out of school at the time of registration and will be those listed as an emergency contact on our school system. It is the Parent's/Legal Guardian's responsibility to update this information and see our school office manager to update it regularly. When in doubt as to who has such rights, school records reflecting legal custody shall be relied upon. Again, It is the responsibility of the parents/legal guardians to provide schools with accurate, up-to-date information regarding legal custody.
- Prior written authorization from the custodial parent/legal guardian shall be required before releasing a student into someone else's custody or releasing a student independently for an appointment (medical or other) unless a substantiated emergency justifies an exception. This written notice must be provided in writing **24 hours prior** to the release appointment date. Failure to provide the required written notice will result in the school's refusal of release for student safety precautions.
- Albuquerque Police Department shall be called if a visitor becomes disruptive or abusive.
- School personnel shall not remove, cause to be removed or allow to be removed a student from school grounds during the instructional day without the consent of the student's parent/legal guardian. Law enforcement officers or anyone officially responding to an emergency call may remove a student from school without parental/legal guardian authorization for safety/disciplinary reasons or for necessary medical emergencies.
- Law enforcement officers, with proper identification, may remove a student from school without a warrant for safety/disciplinary reasons or for necessary medical emergencies.
- The school nurse may, as a result of illness and or medical reasons, coordinate the release of a student to home as deemed necessary and will document the process upon student release.

- All students that are released from school during the school day/hours will be documented at the front desk via the school sign in/out log prior to release.

Daily Dress Code

Students must keep in mind that they need to dress appropriately for their environment. Often, what may be acceptable in an informal setting may not be appropriate school attire. Student dress is a reflection of the campus climate and Health Leadership High School is recognized as a high school with an emphasis on its student Leadership. The responsibility to interpret and enforce the policy rests with Health Leadership High School administration. Students are expected to be neat, clean, and appropriately dressed for learning. Shoes must be worn at all times. Students and their parents/guardians have the responsibility to be aware of the school specific dress codes and to conform to those requirements.

The dress code is:

1. Students will be required to carry a school issued ID on their person at all times. All students will receive one free ID upon enrollment. Replacement IDs are \$5 each. Students must produce their IDs when requested by school personnel or law enforcement.
2. Student IDs have an assigned bar code that will be used for Breakfast/Lunch & Electronic Device check out. It is required for students to have their ID with them at all times.
3. Defacing of the student ID (Ex: Placing a sticker over the photo, scratching photo out, etc) in which the ID photo is unrecognizable will result in the student needing a replacement and a replacement cost assessed to them.
4. Failure to comply with the ID policy will result in student parent/guardian contact and student being sent home.
5. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school.
 - All student shirts, tops, blouses, etc. must have sleeves.
 - All skirts must exceed the length of the students' fingertips as they place their extended hands by their sides, with shoulders relaxed.
 - All shorts must exceed the length of the students' closed fist as they place their closed hands by their sides, with shoulders relaxed.
 - Pants and shorts shall be worn so that no undergarments (underwear, shorts, athletic shorts, etc.) can be seen while the student is standing, sitting or bent over.
 - Headwear must be removed and placed in a student backpack during the day.
 - Sunglasses are not to be worn in the building.
 - In addition, the following clothing items are prohibited on Health Leadership High School's campus or at any HLHS function:
 - Excessively tight or revealing clothes / including see through/sheer clothing.
 - Bare midriffs.
 - Exposure of cleavage.

- Attire or accessories, which advertise, display, or promote any drug, including alcohol and tobacco, sexual activity, violence, disrespect and/or bigotry towards any group.
- Jewelry, adornments and/or accessories such as chains and spikes that could potentially be dangerous.
- Belts with more than 2 inches excess.
- “Sagging” (the wearing of excessively baggy and/or torn cut pants with low hanging crotches or bottoms dragging on the ground).
- Any article of clothing, accessories or attire with gang related insignias.
- Clothing in “uniform colors.”

During the first week of school, HLHS administrators, teachers and staff will give students a verbal warning if they are found to be out of the school’s dress code. After the first week of school, the consequences will be enforced, and dress code checks will be random. The responsibility to interpret and enforce the dress code policy rests with the faculty and staff at the school.

Field Trips/Offsite Community Events/Exhibitions Dress Code

The dress code is intended to follow basic professional presentation and appearance for most health clinics, including UNM Health Science Center.

- Students will need to purchase at least one Health Leadership High School t-shirt to wear for these events. These shirts can be purchased from the school, 4 t-shirts for \$15 or \$5 each. Please bring a check, money order, or exact change to purchase the shirts.
- Shoes should be safe and supportive – **no open-toe shoes may be worn.**
- Jewelry must be kept to a minimum.
- Visible body piercing must be limited to minimal ear piercing.
- Tattoos and/or any form of body art must be covered.
- Student identification badge must be displayed above the waistline at all times while at school and while on field trips or other off-site events.

Student Discipline Policies

At Health Leadership High School, a range of student behaviors will result in a range of consequences for those actions. At all times, the goal of the Executive Director/Principal and other staff members is to respond to disciplinary actions with fairness and in as timely a manner as possible. In all cases, this means that respect is extended to the student(s) involved in the case, while at the same time overall safety of the community is upheld.

The purpose of disciplinary action at Health Leadership High School is to ensure that both individual students and the Health Leadership High School community stay focused on growth and learning. Prompt resolution of the problem or issue is expected. Discipline may include a warning to the student, parent notification, and a written commitment by the student to improve his/her behavior and/or performance. In addition, depending on the nature of the infraction and the

student's past performance, any or all of the following consequences imposed by different parties may be appropriate.

Teachers have the right to impose consequences for inappropriate student conduct. Some of the consequences a teacher may impose include, but are not limited to: classroom behavior contracts communicated to Advisor, assignment of community service or other way to repay the community, time-out from classroom, staying after or before school, loss of classroom privileges, reassignment of seating location, parent phone calls/or requested meeting, and student being sent home pending a family meeting.

In addition to most of the consequences listed above, the Executive Director/Principal may also mandate a school-wide behavior contract designed in conjunction with the Advisor, suspend a student, or request a disciplinary hearing to seek a student's long-term suspension or expulsion from Health Leadership High School.

School District Authority and Jurisdiction

The provisions of the Student Handbook are in effect:

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

Additionally, the Executive Director/Principal, any public school official or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity may have a detrimental effect on the other students, staff or on the orderly educational process. The Executive Director/Principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

Professional or College Impact as One Disciplinary Consequence

A possible consequence for serious disciplinary/academic cases includes notification of disciplinary action to colleges or employment opportunities to which the student has applied, thus placing at risk student's hiring or admissions prospects.

SEARCH OF PERSON OR VEHICLE •

Vehicle Searches – Search of a student's vehicle while parked on school property may be conducted only if a certified school employee, school administrator/director or police officer 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 reasonable suspicion that the student being searched has committed a crime or a breach of the disciplinary code. • Searches such as emptying of pockets, searches of student backpacks and purses, removal of hats, socks and shoes may be conducted by any certified school employee,

school administrator/director or designee. • More intrusive searches such as pat downs and frisks may only be conducted by an authorized person (principal or designee) of the same gender as the student being searched and in the presence of another authorized person of the same gender • The most intrusive searches include removal of clothing, such as lowering clothing or inspecting inside clothing to determine if items are being concealed within undergarments or clothing. A school administrator or his/her designee shall determine if the search is necessary; these searches should only be conducted in situations that pose a danger to the student or the school population, including but not limited to situations where there is reasonable suspicion a student is in possession of drugs (over-the-counter, prescription, illicit, look-alikes) or weapons. Administrators who conduct a most intrusive search will report the incident to their Executive Director. If the school administrator determines that it is necessary to conduct the most intrusive search, Albuquerque Police Department may be contacted and informed about all safety concerns associated with the search. • In cases of an intrusive search reasonable efforts must be made by the school administrator to contact the student's parent/guardian to notify them about the situation, safety concern and that an intrusive search shall be conducted. • Field Trips – Approved chaperones of the same gender may assist in checking of luggage, backpacks, purses or personal items for activity/field trips. • Transgender students may request which gender they prefer to conduct an intrusive search or in checking luggage or personal items for activity/field trips. The school administrator must make every effort to comply with this request.

Defiance of School Personnel/Authorities

We expect all Health Leadership High School students to speak and act in a respectful manner. Refusing to comply with a reasonable request or demand by any school official, at places or times when school officials have jurisdiction, is prohibited and will result in disciplinary measures.

Harassment

We prohibit any behavior that is intended to, or has the effect of harassing, denigrating, or intimidating another person on the basis of sex, race, color, religion, national origin, age, disability, or sexual orientation.

Although the determination of what constitutes harassment may vary with the particular circumstances, it can be described generally to include verbal and/or non-verbal forms of conduct, or communication, or physical contact, which is intended to, or which has the effect of coercing, degrading, humiliating, intimidating, or threatening another.

Sexual Harassment

Sexual harassment is a serious issue and can result in severe disciplinary action. Sexual harassment is a form of gender discrimination as defined by Title IX of the Education Amendments of 1972. Sexual harassment is a violation of federal law. Any improper language or behavior that victimizes a member of our community because of gender or sexual orientation is forbidden. Such behavior may also be grounds for legal action and fines through the civil justice system. The message to students here is simple: Do not use suggestive, rude, or offensive sexual words, gestures, or actions in any way, at any time, while you are a member of the Health Leadership High School community. Examples of sexual harassment include but are not limited to: sexual assault, unwanted touching, inappropriate comments or conversation, certain nonverbal behaviors, inappropriate PDA's (public

displays of affection), and gestures which threaten or belittle others on the basis of gender. Such behaviors are strictly prohibited. If you are seen, heard, or reported behaving in such a way, you may be charged with sexual harassment.

Consequences:

1st offense: parent conference, and/or possible short-term suspension

2nd offense: parent conference, and/or possible long-term suspension or expulsion

Any student who experiences or observes ANY harassment should talk with a Student Support Person, Advisor, or Principal immediately.

Profanity

Using language that is crude, offensive, insulting, rude, or irreverent is not acceptable. This includes swearing and the use of words that show contempt or disrespect. Students who use profanity will suffer disciplinary consequences from individual classroom teachers and may also be called to a disciplinary hearing if the behavior doesn't change. In addition, music containing inappropriate lyrics is not permitted at school at any time. Printed material, magazines, CD's, tapes, or other forms of recorded music containing inappropriate words, pictures, or lyrics will be confiscated and returned only to the student's parent/guardian.

Assault/Bullying

Threatening physical harm to another or causing a present fear of imminent danger to a person (including threats, gestures, and verbal assaults) is prohibited at all times.

Public Displays of Affection

Health Leadership High School is a school that respects students' relationships with each other; however, appropriate display of affection requires good judgment and consideration of all parties. Students and staff are asked to refrain from inappropriate public displays of affection. Holding hands or walking arm in arm is acceptable contact between couples and friends. Kissing, excessive hugging, sitting on top of other students, etc., is not acceptable. A student's inability to control their actions in this area will necessitate the involvement of parents and can include disciplinary action on behalf of the school.

Closed Campus Policy

Health Leadership High School has a closed campus policy. Students are expected to remain on campus during the school day (including lunch periods) unless they have obtained permission from the parent/guardian and the Executive Director/Principal or designee.

Students are also expected to remain in appropriate areas during the school day. Students may not enter a school office or classroom without permission from the appropriate teacher or staff member.

Seniors that do not have a third block are permitted to check themselves out for lunch and third period but must check themselves back in with the front desk when they return for fourth block.

Truancy

Students who ditch or skip school, or are found in areas not approved by the school, will face disciplinary consequences. Truancy will result in family contact and restorative efforts to the community, and/or legal referral for truancy.

Compulsory School Attendance & Habitual Truancy

Objective: Daily school attendance is essential to students at Health Leadership High School. Students are responsible for attending school on a daily basis. Parents/guardians are responsible for ensuring students attend school on a daily basis. The staff of HLHS will provide support to the students to meet daily attendance requirements and address lack of attendance in accordance with New Mexico State Laws and Procedures.

- **Compulsory School Attendance:** This rule establishes requirements for the identification, reduction and reporting of truancy in all public schools including charters. In addressing truancy, the goal is to keep children in school until age eighteen and not to suspend, expel or outright punish them for being truant. [6.10.8.6 NMAC – N, 12-30-04; A, 09-30-09]
- **It is required that school staff makes every effort to document attendance and provide the necessary steps of intervention, if needed.**
 - Student in need of “early intervention” means a student who has accumulated five unexcused absences within a school year.
 - “Habitual truant” means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.

Intervention & Support

1. At least three attempts to call home will be made home by either Advisors, Student Support or other staff members to notify parents/guardians of the student’s habitual truancy and to schedule a Family Meeting. For students that are 18 years of age or older, HLHS staff will call the student directly as well as parents/guardians for support.
2. If HLHS staff is unable to make contact with the students or their parents/guardians by phone, Student Support will mail a letter to the student’s home residence and send an email to the students’ and parents/guardians emails requesting they call the school to schedule a Family Meeting.
3. If the student and family cannot be reached by phone, email or mail, Student Support will complete a home visit.

If HLHS staff is unable to make contact with the student and parents/guardians to address the concerns about habitual truancy, HLHS will then discuss the option of disenrolling the student.

Loudness & Horseplay

Loudness is a disruption to all of the people in the building, whether they are studying in nearby classrooms, working in offices, or simply trying to converse with others in a public space.

Horseplay can result in injury and/or damage to property. Also, it can easily lead to misunderstandings and fights, which could result in suspension or expulsion.

Hands-off Policy

Students are expected to respect the personal space of others by keeping their hands off one another. This includes but is not limited to: inappropriate wrestling, horseplay, and inappropriate public displays of affection.

Leaving Class/Assembly by Request

There will be times when a teacher feels it is important to have a student leave the room. This may result from an argument, a student not being willing or able to participate, or other circumstances. A teacher, administrator, or other staff member always has the right and the authority to ask a student to leave the room, and the student must do so immediately and without disruption. Students must obtain a hall pass when they leave the classroom either by choice or by teacher request.

All students have the right to appeal to an Administrator, an Advisor, or a member of the Student Support Team, and to have a conference with the teacher later. However, the student does not have the right to refuse to leave the area. Students have the right to examine a staff member's decision after the fact and through proper channels. Do not challenge this rule or the teacher in a heated moment. Violations of this rule will result in a suspension.

Electronic Devices

All electronic devices, including phones, tablets, cameras, video recorders MP3 players and iPods can be used before or after school, and cell phones must be off and out of sight during school hours. Given our project based learning model, it is possible that use of technology like cell phones may be incorporated into a school lesson as directed by the instructor. However, misuse of a cell phone or any technological device can result in disciplinary action.

Personal electronics have also created security issues not only in the classroom, but elsewhere as well. The major concerns we have had are:

- 1) Academic Integrity/Cheating
- 2) Sexting/Harassment/Cyber Bullying
- 3) Confidentiality

Use of devices that results in disruption of the educational process, the embarrassment/harassment of another student and or staff member, or in violation of our internet and technology usage policies can result in the item being confiscated, parent contact and a Family Meeting to discuss the course of action for the incident in question.

Read Carefully: Personal items of value, including but not limited to electronic devices, are the responsibility of the student. HLHS discourages students bringing these items to school. **If items are lost or stolen, the school is not responsible for search, replacement or reimbursement.**

Consequences for violating the electronic device policy:

Electronic devices (including cell phones, tablets, iPods etc.) will be confiscated by teachers if they are seen or heard during instructional time. The teacher will lock the device up and or give it to Student Support.

1. For a first violation the device will be returned to a PARENT the FOLLOWING DAY.
 - a. Electronic devices confiscated before a weekend or break will not be returned until the following school day.
 - b. Electronic devices can be picked up between 8:00 am and 4:30 PM from the teacher or Student Support social worker.
2. A second violation of the electronic device policy per trimester will result in confiscation of the device and it will be held until the completion of four (4) hours of community school volunteer service. (This includes keeping device over weekend or vacations.)
3. A third violation of the electronic device policy per trimester will result in confiscation for the remainder of the trimester.
4. Subsequent violations will result in additional administrative consequences
5. Consequences will start over the following trimester

In addition, any subsequent violations will result in the device being confiscated for the remainder of the trimester. Students needing to make a phone call during instructional time must come to the office and see an administrator.

Food and Drink on Campus

Students are not allowed to eat food during class without teacher permission. Advisory celebrations, birthdays, etc. should happen in appropriate areas. Students may use water bottles as permitted. Food may be delivered by family members to students during the specified lunch times only. Food that is delivered before or after lunchtime or by people other than immediate family members will be refused. The front office cannot accept or hold food for students.

Seniors without a third block that leave for lunch are not permitted to bring food back to campus and are expected to eat lunch off campus before returning for fourth block.

Students are also responsible for playing an active role in keeping the school clean by depositing trash in designated trash cans/recycle bins.

Off Limit Areas

There will be some areas of the Health Leadership High School facility where students are not allowed. These areas will be clearly marked, so please respect these boundaries.

Smoking

Health Leadership High School is a non-smoking facility. This includes the possession/use of electric/vapor cigarettes (e-cigs). Smoking and use of e-cigs within the building or on school property is cause for disciplinary action/suspension. This includes the areas in the vicinity of the school building, as well as off-campus school related activities. Possession of these related items may result in further disciplinary action and seizure of items without return.

Drug, Alcohol, Tobacco Possession/Use:

Health Leadership High School has a Zero Tolerance Policy for drug and alcohol use. In accordance with the State Board of Education Regulation 81-3, Health Leadership High School prohibits students from using, possessing, distributing, or trafficking in alcohol and/or other harmful over the counter, prescription/controlled and illegal substances. This is defined as any substance or ‘look alike’ substance capable of producing a change in behavior, or altering a state of mind or feeling, including but not limited to: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, as well as federally controlled substances, prescription drugs not assigned to that person, and other intoxicating substances.

This rule applies on school property, at school, or any school-related events. This includes being under the influence, or looking, smelling, or acting as if under the influence of a controlled or illegal substance.

Also strictly prohibited is possession, use or distribution of any paraphernalia such as but not limited to lighters, pipes, bong, rolling papers, electronic cigarettes (e-cigs), vapor devices or other materials associated with drugs, alcohol or tobacco.

In addition, students may not possess or use tobacco products of any sort on school property, or in the areas immediately surrounding the school property during school, or at school-sponsored events.

Consequences:

1. Under the influence: parent conference, and/or short or long-term suspension.
2. Possession** of illegal drugs, alcohol, tobacco, paraphernalia, over the counter or controlled substance: family conference, referral to legal authorities if applicable, and/or suspension or expulsion.

**Please note that “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, car, or elsewhere, if subject to the student’s custody and control.

Alphabetical List of Further Disciplinary Offenses

Following is a list of disciplinary offenses in alphabetical order. Included are actions and behaviors that occur less frequently but still need to be addressed. Please review them and do not engage in these behaviors. This list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school staff. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process.

As stated previously, the purpose of disciplinary action at Health Leadership High School is to ensure that both individual students and the Health Leadership High School community stay focused on growth and learning. At Health Leadership High School, we recognize that making mistakes is a part of learning, in both academics and in social-emotional growth. We will work to support students regardless of the choices they make, but it must be noted that certain actions or behaviors will necessitate firm consequences on behalf of the school, including suspension and/or expulsion from the school, and could involve consequences from outside legal agencies.

1. Arson

Maliciously, willfully and/or neglectfully, starting or participating in by any means, a fire or explosion on school property or at any school related event is prohibited.

Consequences for any offense: family conference, restitution, possible referral for legal actions, and suspension (long or short term) or expulsion.

2. Assault/Bullying (Aggravated)

Intending or performing assault with a weapon, instrument, or any means of force likely to produce bodily injury (including sexual assault and/or offences) is prohibited.

Consequences:

1st offence: family conference, referral for legal actions, and/or short-term suspension, long-term suspension, or expulsion.

2nd offence: family conference, referral for legal action, and/or suspension or expulsion.

3. Battery/Fighting

Health Leadership High School has a Zero Tolerance Policy on violence. This means that resorting to physical violence is never acceptable. Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm is prohibited.

Consequence for any offense: family conference, short-term suspension, referral for legal action, and/or possible long-term suspension or expulsion.

4. Battery/Fighting (Aggravated)

Health Leadership High School has a Zero Tolerance Policy on violence. This means that resorting to physical violence is never acceptable. Employing hostile contact with any kind of weapon, or causing great bodily harm is prohibited.

Consequence for any offense: family conference, short-term suspension, referral for legal action, and/or possible long-term suspension and expulsion.

5. Bomb Threat/False Alarm

Falsely and maliciously stating to another that a bomb or other explosive device has been placed in such a position that a person or property are likely to be injured or destroyed, as well as interfering with the proper functioning of a fire alarm system, giving a false alarm, whether by means of a fire alarm or otherwise, are prohibited.

Consequences for any offense: family conference, short-term suspension, referral for legal action, and/or possible long-term suspension or expulsion.

6. Extortion

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

Consequences:

1st offense: restitution, family conference, and/or possible short-term suspension.

2nd offense: restitution, family conference, short-term suspension, and/or long-term suspension or expulsion.

7. Gang-Related Activity

A gang can be defined as any group of students and/or non-students whose group behavior is threatening, delinquent, or criminal.

Gang-related activity can be intimidating to students, faculty, and staff, and can also be disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable gang-related behaviors include: gang graffiti on school property, intimidation of others, gang fights, initiation rituals, and wearing gang attire and colors.

Since gang behavior, markers and colors are variable and subject to rapid change, the Principal and staff will exercise sound judgment and discretion based upon current circumstances in area neighborhoods and schools when evaluating gang-related activity. Gang-related indicators that will be considered include:

- The student wears attire consistent with gang dress.
- The student displays gang logos, graffiti, and/or symbols on personal possessions.
- The student displays gang hand signs or signals to others.
- The student talks about gang activity to others.

Consequences for any offense: family contact and/or possible suspension or expulsion.

8. General Disruptive and/or Disrespectful Behavior

Health Leadership High School is a learning community that maintains a serious, safe and supportive learning environment. We expect respect from all members of the community. Student behaviors perceived by teachers or other staff as disruptive and/or disrespectful will result in disciplinary consequence.

Consequences:

1st offense: teacher/student contact.

2nd offense: teacher/parent conference, and/or restorative justice.

3rd offense: parent conference, and/or short-term suspension.

Additional referrals: short or long term suspension or expulsions.

9. Hazing

Hazing of other students, which includes forcing others to engage in humiliating, or dangerous activity to be included in a group, is expressly forbidden. Hazing is not permitted as a condition of membership to any group associated with Health Leadership High School.

Consequences: Any offense will result in family conference and suspension or expulsion.

10. Interrogations

Any person not employed by Health Leadership High School, without the approval of the Principal, may not interrogate individual students. All other policies regarding student interrogation will be established by the school's Governing Board as needs arise.

11. Robbery

Taking the property of another through means of force or fear is prohibited.

Consequences:

1st offense: restitution, family conference, short-term suspension, and/or referral for legal action.

2nd offense: restitution, family conference, referral for legal action, and/or long-term suspension or expulsion.

12. Theft

Unauthorized possession, and/or sale of property of another, without consent of the owner is prohibited at all times.

Consequences:

For any offense: parent conference, restitution, referral for legal action, and/or possible short or long-term suspension.

13. Threats

No member of the Health High School Leadership community may threaten another. Threats to harm or commit violence against any other individual are taken very seriously, even those uttered while joking or kidding around. A threat is never a joke. Identified threats may require use of the School Safety Plan protocol as a result.

Consequences for any offense: family conference, short or long-term suspension or possible expulsion, and/or referral for legal action.

14. Trespassing

Entering or being on school grounds, or in a school building, without explicit permission is prohibited.

Consequences for any offense: family conference, and/or possible short or long-term suspension.

15. Vandalism

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

Consequences for any offense: family conference, restitution, and/or possible short or long-term suspension.

16. Weapons/Firearms

Possession or use of any kind of weapon or firearm, while at school, or at any school-related event is strictly prohibited. Weapons include, but are not limited to, guns (BB guns and look-alike guns, including squirt guns), knives of any kind, including sharp objects (designed to harm or scare) pepper spray, and any other form of chemical spray.

Consequences for any offense: Confiscation of weapon or firearm, family conference, referral to law enforcement authorities, referral for legal action, short-term suspension and/or possible long-term suspension or expulsion. The school will comply with all applicable local, state, and federal laws regarding weapons and firearms.

Definitions of Disciplinary Consequences

In general, disciplinary consequences include:

- Family contact/meeting: A phone conversation and/or meeting including student, advisor, appropriate teachers, student support members, and/or principal. Please note that in certain instances, especially in the case of concerns around physical or social/emotional safety, the principal may elect to have student not report to class until a family meeting has occurred to problem-solve the issue. This meeting will be set up as soon as possible, but will not always occur immediately the next day.
- Disciplinary Hearing: In serious cases and/or cases in which a student has exhibited a pattern of inappropriate behavior that is disrupting the educational process, the principal will call for a Disciplinary Hearing. Typically, a Hearing Officer conducts the hearing. The disciplinary hearing will occur within 10 days from the first full day of suspension, and the student is suspended from school until the hearing occurs.

Consequences of Hearing may include: Short or long term suspension, and/or expulsion. Students or their parents/guardians may waive their right to a hearing by signing a hearing waiver. A student with an identified disability may not be suspended in excess of 10 days without an IEP review to determine whether the student's IEP is appropriate and whether the behaviors in question are a manifestation of the student's disability.

Upon review of disciplinary cases, all state and federally guaranteed due process laws for students will be followed in accordance with New Mexico Statute 22-5-4.3, School Discipline Policies, "The school's Governing Board ...shall establish student discipline policies and shall file them with the department of education."

All students have the right to a fair hearing and procedure process and an appeal process.

Equal Education Opportunity Statement

At Health Leadership High School every student has a right to an education relevant to his or her need or ability. No student will be subjected to harassment, prejudicial treatment not to abridgement of his or her right to attend and benefit from public school experiences on the basis of any of the following: ethnic identity, religion, culture, race, gender, sexual orientation, political belief, mental, physical, or sensory disability, or the exercise of his or her rights within this policy. This also includes marital status and pregnancy. Health Leadership High School observes all provisions of Section 504 and the American Disability Act.

- **Suspension:** Period of time away from school in which student reflects upon what it means to be a part of the Health Leadership High School community. The principal or designee determines suspensions upon review of disciplinary cases. Long-term suspensions (10 days or more) or expulsions follow the Health Leadership High School Student Disciplinary Hearing Procedures. According to state law, students who are long-term suspended or expelled from Health Leadership High School are considered suspended or expelled for all Albuquerque area public schools.
- **Behavior Contract:** A behavior contract outlines a plan to which the student must adhere. The contract specifies targeted behaviors the student is expected to correct, the desired behaviors, specific supports and strategies needed, and consequences for success or failure.
- **Restitution:** Restitution involves repaying or making amends to the community for damage or wrongdoing. Restitution entails giving an equivalent compensation for loss, damage, or injury caused to the Health Leadership High School community.
- **Mediation:** During mediation, members of the Health Leadership High School Support Team work with students, families, and faculty in an attempt to resolve a dispute or misunderstanding. The goal of the process is to arrive at a common understanding of accepted responsibility and a shared commitment to positive future interactions.
- **Expulsion:** Removal from the Health Leadership High School community. According to state law, students who are suspended long-term or expelled from Health Leadership High School are considered suspended or expelled from all Albuquerque Public Schools.
- **Referral to Legal/Law Enforcement:** Communication with local authorities in certain instances as required by law or at the request of the principal and/or designee.

Appendix

ACKNOWLEDGMENT OF UNDERSTANDING OF STUDENT HANDBOOK

Student Name: _____

GRADE: 9 10 11 12

ID #: _____ DATE: _____ Advisor: _____

▶ I HAVE READ AND UNDERSTAND THE PROCEDURES AND POLICIES RELATED TO THE SCHOOL DRESS CODE. SEE PAGE 11.

▶ I HAVE READ AND UNDERSTAND THE PROCEDURES AND POLICIES FOR THE USE OF ELECTRONIC DEVICES ON THE HLHS CAMPUS. SEE PAGE 17.

▶ I HAVE READ AND UNDERSTAND THE PROCEDURES AND POLICIES RELATED TO DRUGS AND ALCOHOL USE/POSSESSION. SEE PAGE 18.

▶ I HAVE READ THE PROCEDURES AND POLICIES RELATED TO FIGHTING/BATTERY AND UNDERSTAND THERE IS ZERO TOLERANCE FOR THIS BEHAVIOR. SEE PAGE 19.

▶ I HAVE READ AND UNDERSTAND THE PROCEDURES AND POLICIES RELATED TO WEAPONS/FIREARMS. SEE PAGE 22.

▶ I HAVE READ AND UNDERSTAND THE OTHER PROCEDURES AND POLICIES IN THE STUDENT HANDBOOK.

▶ I HAVE READ AND UNDERSTAND THE CONSEQUENCES FOR VIOLATING THE HEALTH LEADERSHIP HIGH SCHOOL STUDENT HANDBOOK POLICIES.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Apéndice

CONOCIMIENTO DE ENTENDIMIENTO DEL MANUAL ESTUDIANTIL

Nombre del estudiante: _____ Grado: 9 10 11 12

Numero de ID: _____ Fecha: _____ Tutor: _____

► HE LEÍDO Y ENTIENDO LOS PROCEDIMIENTOS Y POLISAS RELACIONADAS CON EL CÓDIGO DE VESTIMENTA ESCOLAR. VEA LA PÁGINA 11.

► HE LEÍDO Y ENTIENDO LOS PROCEDIMIENTOS Y LAS POLISAS PARA EL USO DE DISPOSITIVOS ELECTRÓNICOS EN EL AREA DE HLHS. VEA LA PÁGINA 17.

► HE LEÍDO Y ENTIENDO LOS PROCEDIMIENTOS Y LAS POLISAS RELACIONADAS CON LAS DROGAS Y EL USO / POSESIÓN DE ALCOHOL. VEA LA PÁGINA 18

► HE LEÍDO LOS PROCEDIMIENTOS Y LAS POLISAS RELACIONADAS CON FISI AGRESION FISICA Y ENTIENDO QUE HAY CERO TOLERANCIA PARA ESTE COMPORTAMIENTO. VEA LA PÁGINA 19.

► HE LEÍDO Y ENTIENDO LOS PROCEDIMIENTOS Y LAS POLISAS RELACIONADAS CON ARMAS / ARMAS DE FUEGO. VEA LA PÁGINA 22.

► HE LEÍDO Y ENTIENDO LOS OTROS PROCEDIMIENTOS Y POLISAS EN EL MANUAL DEL ESTUDIANTE.

► HE LEÍDO Y ENTIENDO LAS CONSECUENCIAS POR VIOLAR LAS POLISAS DEL MANUAL ESTUDIANTIL DE LA ESCUELA PREPARATORIA HEALTH LEADERSHIP.

Firma del Estudiante: _____ Date: _____

Firma del Padre : _____ Date: _____

Firma del Tutor: _____ Date: _____