

# Amy Biehl High School

## Student Handbook

### 2011-2012

123 4th St. SW  
Albuquerque, NM 87102

(505) 299-9409 office  
(505) 299-9493 fax  
**(505) 299-9463 Attendance**  
[www.amybiehlhighschool.org](http://www.amybiehlhighschool.org)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Advisor: \_\_\_\_\_

Advisor contact information: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian contact information: \_\_\_\_\_

Power school online access code: \_\_\_\_\_



# Amy Biehl



Courage  
Scholarship  
Community

High School

Morning Bell: 8:40 am  
Class Starts: 8:45 am

## Important Dates:

P.D. = Professional Development

F.M. = Family Meetings

X = No School

July 21 First Day of School for 9<sup>th</sup> grade

July 22 First Day of School for 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades

Sept. 5 No School, Labor Day

**Sept. 24- Oct. 16 Fall Break**

**Oct. 17** Start 2<sup>nd</sup> Quarter

Family Meetings (F.M.) Oct. 19-21  
Scheduled through Advisor. Family attendance required.

**Nov. 24, 25** No School, Thanksgiving.

**Dec. 17-Jan.8 Winter Break**

Jan. 9 Start 3<sup>rd</sup> Quarter

Feb. 20 No School, President's Day

**March 10- April 1 Spring Break**

April 2 Start 4<sup>th</sup> Quarter

Family Meetings (F.M.) April 4-6

May 26 Graduation

**May 28** No School, Memorial Day

**June 1** Last day of school.

**June 4** Snow Day

July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5 X PD	6 X PD	7 X PD	8 X PD	9
10	11 X PD	12 X PD	13 X PD	14 X PD	15 X PD	16
17	18 X PD	19 X PD	20 X PD	21 1 <sup>st</sup> Day	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
S	M	T	W	T	F	S
					1	2
					3	
4	5 X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 X	27 X	28 X	29 X	30 X	

October 2011						
S	M	T	W	T	F	S
						1
2	3 X	4 X	5 X	6 X	7 X	8
9	10 X PD	11 X PD	12 X PD	13 X PD	14 X PD	15
16	17	18	19 F.M.	20 F.M.	21 F.M.	22
23	24	25	26	27	28	29
30	31					

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 X	25 X	26
27	28	29	30			

December 2011						
S	M	T	W	T	F	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 X	20 X	21 X	22 X	23 X	24
25	26 X	27 X	28 X	29 X	30 X	31

January 2012						
S	M	T	W	T	F	S
1	2 X PD	3 X PD	4 X PD	5 X PD	6 X PD	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 X	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 X	13 X	14 X	15 X	16 X	17
18	19 X	20 X	21 X	22 X	23 X	24
25	26 X PD	27 X PD	28 X PD	29 X PD	30 X PD	31

April 2012						
S	M	T	W	T	F	S
1	2	3	4 F.M.	5 F.M.	6 F.M.	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26 Grad.
27	28 X	29	30	31		

June 2012						
S	M	T	W	T	F	S
					1 Last Day	2
3	4 X PD	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



**2011-2012 Bell Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:40 Bell	8:40 Bell	8:40 Bell	8:40 Bell	8:40 Bell
A block 8:45-9:50	D block 8:45-10:30	A block 8:45-10:35	D block 8:45-10:30	A block 8:45-10:35
B block 9:55-11:00				
Advisory 11:05-11:50	E block 10:35-12:20	Advisory 10:40-11:20	E Block 10:35-12:20	Advisory 10:40-11:20
Lunch 11:50-12:30		Lunch 11:20-12:00		Lunch 11:20-12:00
C block 12:35-1:40	Lunch 12:20-1:00	B block 12:05-2:10  SSR 1:50-2:10	Lunch 12:20-1:00	B block 12:05-2:10
D block 1:45-2:50	F block 1:05-2:10		F block 1:05-2:10	SSR 1:50-2:10
E block 2:55-4:00	G block 2:15-3:20	C block 2:15-4:00	G block 2:15-3:20	C block 2:15-4:00



**Amy Biehl High School Family and School Agreement  
For a Title 1 School**

Amy Biehl High School (ABHS) is committed to providing our students with the knowledge, skills, and character traits necessary to succeed at top-quality colleges and in life. As we support you in the transition from student to scholar, we ask that you match our commitment with your own in the following ways:

1. ABHS is a four year commitment to hard work and scholarship—no shortcuts, no excuses. ABHS embraces all types of learners; yet, the scholars who are most successful at ABHS are the ones who truly want to be here and are willing to put in the time and effort over four years knowing that their efforts will be matched by the ABHS staff.
2. ABHS scholars will attend and pass two college classes in their senior year at UNM and/or CNM. ABHS offers the Passage class to every student to support their successful completion of this goal.
3. Your academic success is the highest priority at ABHS. All ABHS scholars must pass their classes with a 75% or higher (any grade below a 75% in a class will result in the scholar having to repeat that class).
4. ABHS supports scholars to succeed academically during and outside of the school day. To achieve success, scholars may be required to attend academic support spaces as late as 5:00pm. Scholars may also be invited to attend certain Saturday and/or Interim School sessions.
5. Service and adult mentorship are integral parts of an ABHS scholar’s experience. Such opportunities will be part of a scholar’s experience over four years, culminating in the completion of a Senior Service Project. ABHS offers the Compass class and the Senior Project class to support the successful design and completion of this goal.

As a family, we understand that we are expected to join with ABHS faculty and staff as full members of the ABHS community.

As a parent I will be an active participant in my child’s education and ensure that my child arrives prepared to school, on time, every day. I give permission for my scholar to attend supplemental instruction as needed.<sup>1</sup>

As a scholar I will take responsibility for my own school work and behavior and keep my parents informed about my school experience.

We understand that in order for students to achieve their academic potential and be contributing members of the ABHS community we must provide our child with a caring home environment and be active partners with the school in insisting that our child live up to the values and behaviors expressed in the “Habits of Mind and Heart” and “ABHS Safety Language” (see ABHS Handbook in front section of student agenda).

As a faculty/staff of ABHS I will:

Always work to create an atmosphere of mutual respect in my communication with all other members of the ABHS community and to regard students and family as partners in education; I will also provide an atmosphere in which students are encouraged to become scholars and pursue their academic and personal interests after graduation from ABHS.

As a school ABHS will:

Create avenues of communication between school and home by: keeping the school’s website up-to-date; sending home important information through letters, email and phone calls; attending the Families for Amy Biehl meetings; and facilitating Family Meetings twice each academic year.

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

Student Name (print) and Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_

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<sup>1</sup> If your scholar is unable to attend a Saturday school program for religious reason, please notify the Dean so that other accommodations can be made.





## **WELCOME**

Welcome to Amy Biehl High School! Amy Biehl High School was founded in 1999 by two inspired public school teachers determined to hold themselves accountable for a student's success after high school. They named the school after Amy Biehl, a young woman who attended high school in Santa Fe, and died tragically while working to end apartheid in South Africa. As we work together each day, we do so in the spirit of Amy Biehl who, as an academic scholar and a young woman of deep and purposeful conscience, committed herself to her studies and to making a better world.

We are a community. We each play a role in establishing a safe and nurturing environment where all students and teachers can teach and learn, risk and grow. This handbook has been created with several fundamental principles in mind, most notably that we demonstrate daily respect, openness, honesty and care for those around us.

Appropriate community expectations guide all rules and regulations in this Handbook. Expectations in this Handbook apply during all school hours, on school property, during the transportation of students to and from, at all school-sponsored events, field trips and other school related activities. As need warrants, any revisions to the Handbook will be made and communicated to students and families by the Dean of School and Student Life.

At Amy Biehl we have core principles that guide our work:

As **core principles** we:

- assure that ABHS is a school that offers physical, cultural and intellectual safety and that stresses the ideas of social commitment and moral responsibility;
- provide structures and professional training that encourage teachers to take a “whole student” approach in content teams and across disciplines;
- develop, communicate and are guided by a small number of school-based priorities for each academic year;
- seek to involve students as participants in the school decision-making;
- support the health and wellness of staff and students.
- ensure that faculty members are vital participants in school decision-making;
- provide opportunities for staff and students to learn and grow together and to sustain deep intellectual and personal relationships;
- demonstrate respect, openness, honesty and care for those around us.

If you have questions concerning the handbook, please ask your advisor for clarification. We are pleased to welcome you to the ABHS family and encourage you to put forth your best effort.

## **MISSION STATEMENT**

*Amy Biehl High School was founded in the spirit of Amy Biehl, a young person dedicated to social justice. Using a thematic approach across subject areas, we teach students to apply and demonstrate skills and knowledge to analyze and address community needs. Through service, students are challenged to play meaningful roles in their communities while developing leadership skills. We are a school of choice that assists a diverse student body to acquire intellectual, social, and ethical habits to prepare for post-secondary education and life.*

Our goal is to become a model for education reform in New Mexico and in the nation. We seek to achieve this through the successful implementation of the following principles:

- Every student must complete two college classes at the University of New Mexico (UNM) or Central New Mexico University (CNM) in order to graduate.
- College coursework must be rooted in a year-long community service project that has relevance to a student's academics.
- Every student must maintain a 75% average in order to receive academic credit for a class.
- ABHS seeks to match the high level of academic rigor expected of all ABHS students with a corresponding level of social and emotional support.
- We expect our teachers to be pioneers in their field and to hold themselves accountable for preparing students for college. Our teachers are paid competitive salaries and are provided with progressive professional development.

## **SAFETY LANGUAGE**

At ABHS we work hard to establish a platform where students and staff can have challenging discussions about academics and life. Having these conversations takes courage, thought, and a commitment to process from all community members. The absence of respectful and effective discourse strategies can result in individuals reacting inappropriately in stressful situations. Safety language is a tool for faculty, students and families that provides guidelines for engaging in safe discussions around all topics related to both teaching and learning and social-emotional health in the ABHS community.

## **SAFETY LANGUAGE TERMS**

### **for students and staff**

(with thanks to Fenway High)

**“Try it on”**– of course you have your own strong opinions, but please consider mine for a moment; try to imagine my perspective or imagine something new or different, even if it might make you uncomfortable—I'll respect and honor your discomfort

**“No Shame, No Blame, No attack”** – no personal attacks, no put-downs

**“Take 100% responsibility/Speak from the ‘I’, Avoidance of ‘They’ ”**- don't say “they told me that..”, people here feel.....”, or “everybody knows that....”; instead, say, “well, speaking for myself, I think that.....”, or “my opinion is.....”

**“100% Confidentiality-Stop the drama”**- we have agreed to do hard and emotional work together; what we say in this meeting, this room, this conversation....cannot be shared outside...the price is too high and damaging. As a small, relationship- driven school the sharing of too much or inappropriate information, especially in the form of gossip about others, can be damaging. Help us stop the drama!

“**Help us out**”--monitoring of one’s own voice and participation is essential to a community committed to equity. At times we will help out by knowing when to participate more in an activity/discussion and also when to participate less, perhaps just listening.

**Remember:**

*Safety Language is a tool-a way to model good behavior and challenge unproductive behavior.*

**HABITS OF MIND AND HEART**

The seven habits serve our community in the life-long pursuit of learning.

*The Habit of Perspective*

The ability to address questions from multiple viewpoints and to use a variety of ways to solve problems.

*The Habit of Evidence*

The ability to bring together relevant information, to judge the credibility of sources, to find out for oneself.

*The Habit of Connection*

The ability to look for patterns and ways that things fit together in order to utilize diverse material to form new solutions.

*The Habit of Convention*

The ability to acknowledge accepted standards in any area in order to be understood and to understand others.

*The Habit of Service to the Common Good*

The ability to recognize the effects of one’s actions upon others, coupled with the desire to make the community a better place for all.

*The Habit of Collaboration*

The ability to work effectively with others, accepting and giving appropriate assistance.

*The Habit of Ethical Behavior*

The ability to understand how personal values influence behavior and to live one’s life according to ethical principles.

**ADVISORY**

“If even one person in a school knows him/her well enough to care, a student’s chances of success go up dramatically.”

Advisory is a forum for students and staff to come together to build relationships, share concerns, and become interested parties in each other’s lives. In small groups that can focus on a range of subjects, teachers and students can establish meaningful connections and make the educational plan more personalized. Advisors are the direct link between school and home; they should maintain regular communication with parents and serve as the first contact if parents have questions.

The focus of Advisory centers on promoting the mission of ABHS: Courage, Scholarship, Community. Advisory can also be a place to prepare for classroom activities and practice for Demonstrations. We can help check each other’s work and confront obstacles that might limit our success. Some Advisory periods are dedicated to Indaba. Indaba is a Zulu word meaning “gathering” or “coming together.” During Indaba the whole school assembles and students sit with their Advisory while we discuss issues important to the ABHS

community, acknowledge students and staff for their positive contributions, or simply enjoy a performance or reading.

It is through Advisory that families will sign up for slots for Family Meetings. These meetings occur at the end of the first and third quarter. **Student and guardian attendance at these meetings is mandatory.**

## **STUDENT SUPPORT CENTER**

Phone: 468-0637; 468-0622

Student Support at ABHS works with students, families, and staff to support social and emotional well-being. Our goal is to promote self/social awareness and interpersonal skills to establish and maintain positive and healthy relationships in our community.

Student Support advocates for students by helping to reduce barriers to learning so educational success is maximized. Some of the ways we support our community are:

- Intervening with students and their families
- Working closely with teachers and other staff members to address concerns in the classroom and develop solutions for that student
- Attending IEP meetings as an advocate for the student and family
- Mediating disagreements between students or between students and staff
- Assisting students and families with community resources; i.e., legal issues, advocacy, trainings, referrals to support groups, mental health agencies, etc.
- Consulting with other mental health professionals to address student needs
- Facilitating discussions in the classroom to promote social/emotional wellness.
- Educating and promoting healthy behavior and providing assistance for sick/injured students.
- Working to empower teachers and students to create safe classroom conditions.
- Working individually with a caseload of special education students.

In addition, Student Support is a place for students to go with health issues. In case of student illness, students may come to Support to rest for about 15 minutes. They are then expected to return to class, and if they are unable to do this, they will be asked to call home. Student Support is not an area where sick students may hang out, and medication will not be distributed to them unless prescribed by a physician. Students may receive band aids and other minor first aid supplies as needed. During class time, students should arrive at Student Support with a pass from their teacher. Students who arrive at Support without a pass will be asked to leave and return with a pass from a teacher/staff member.

If the Student Support Center is closed due to a meeting, emergency, or other situation, please have the student return when Support is open. The student may leave a note for Support so follow-up can take place. In case of an emergency, please contact the front office.

## **Parent Lead Team (PLT)**

PLT is the family school advisory board and association. PLT is open to all families that have a student at Amy Biehl, and provides essential input for many aspects of the school. Meetings are held once a month and are attended by at least one representative of the ABHS administration. PLT subcommittees include: (1) ABHS Gifted Advisory Board, (2) Puente (the family organization for Spanish speaking families) and (3) ABHS School Health and Wellness Advisory Panel. ABHS strongly encourages all families to participate in FFAB.

## **SPECIAL EDUCATION SERVICES**

- All ABHS students receiving special education services are given the opportunity to receive the majority of their instruction in the regular education setting.
- ABHS uses a continuum of services based on the Least Restrictive Environment (LRE) to address the specific instructional needs of each student when further support is needed.
- When students begin attending ABHS, staff, student and parents review existing IEP to determine appropriate LRE. At this point, discussion also begins regarding the most appropriate graduation pathway to follow.
- While the assigned Advisor is the main contact person for students and parents, Special Education Teachers work closely with all staff and students to ensure and support the implementation of all IEPs in the LRE.
- The Advisor will facilitate any family meeting scheduled throughout the year and the assigned Special Education teacher will facilitate the IEP meeting held at least annually.
- To schedule or reschedule IEP meetings or if you have a questions, concern or feedback regarding special education services, please contact Kathy Daily, the Special Education Director at 299-9409 ext 652.

#### Least Restrictive

Level 1 (A) – All levels of monitoring/check-in services which can look like:

regular education classes with quarterly check-ins

regular education classes with twice quarterly check-ins

regular education classes with weekly check-ins

Level 2 (B) – Regular education with special education collaboration in various time frames, including services listed in Level 1, which can look like:

semester planning time with both teachers

quarterly planning time with both teachers

monthly planning time with both teachers

weekly planning time with both teachers

Level 3 (C) – Instruction delivered in regular education classroom by special education teacher or resource teacher/Learning Center (co-teaching, part-time, full-time) in addition to level 1 and level 2 services

Level 4 (D) – Resource teacher/Learning Center delivering instruction, 1:1 support for instruction, pull-out or parallel curriculum when appropriate as well as level 1, 2, and 3 services

Most Restrictive

## **ABHS ACADEMICS**

### **ACADEMIC FREEDOM**

ABHS is committed to the belief that teachers, with the approval of the school administration, have the freedom to choose materials and activities that they deem appropriate. Working in a spirit of rigor, collaboration and innovation, ABHS teachers work to create a unique and challenging classroom experience.

### **HOMEWORK**

All Amy Biehl students have homework. Teachers take great care to ensure that the homework load is balanced and expectations are reasonable. We also expect students to take central responsibility for arranging their time responsibly and seeking assistance when they are facing academic difficulty. There will be periods during each semester when papers, projects, or tests require more than the usual homework time. Students should work with their advisors to budget time well during such periods.

### **FAMILY MEETINGS**

There are various ways that teachers assess student progress over the course of the year. At the end of the 1st and 3rd quarters, all students will have a Family Meeting with their advisor in order to discuss their progress

thus far. After the 2nd and 4th quarters, students will have a Demonstration, a process through which they are formally evaluated on the progress they have made that semester.

Parental and student attendance at demonstrations and family meetings is required. Students who fail to show for their family meeting or demonstration, or who are not accompanied by a parent or guardian, will not be permitted to attend regularly scheduled classes the following quarter until the meeting has taken place.

Students who will be repeating a grade at ABHS are still required to hold a demonstration. The student's advisor and teachers will direct them as to the focus of that demonstration.

## **ACADEMIC HONESTY**

We expect all ABHS students to study, research, and produce work that is honest and reflects their own thinking, analysis, and creativity. Academic dishonesty (including plagiarism, inappropriate collaboration, and cheating on tests, quizzes or other projects) is taken very seriously and will result in disciplinary and academic consequences including loss of credit for the given test, project, or paper and/or additional consequences. Regardless of the reason or circumstances, it is never acceptable to take another person's words or ideas, whether from a fellow student or other source, including the internet. We expect students to ask their teachers for clarification if they have any questions regarding appropriate use of sources, test-taking strategies and collaboration.

Plagiarism, the use of the other's ideas without proper credit or permission, is a form of theft. ABHS will not tolerate any of the following kinds of plagiarism: 1) Quotations not cited. A direct quotation from an author must be placed in quotation marks and then referenced in the bibliography or works cited. 2) Paraphrasing not cited. Paraphrasing a passage or presenting someone else's ideas in your own words but failing to give the proper references or citations to the original author is plagiarism. 3) Web papers. Using a paper, or a portion of a paper, that was found on the Web and claiming it as your own work is plagiarism.

If a student is accused of plagiarism the following actions will take place:

Student actions will be reviewed by a discipline committee consisting of the Executive Director and/or the Dean of School and grade-level teachers. If the student is found to have plagiarized, the student will receive disciplinary action or be suspended.

The student will receive a "0" for the plagiarized assignment. The student may not make up the assignment. For major assignments, this may mean that the student will fail the course.

The student will be required to write a researched essay for the Dean of School and Student Life and classroom teacher defining plagiarism, citing examples of plagiarism, and explaining why plagiarism is wrong. The student will be required to stay after school and lose lunch until the assignment is complete.

## **FALSE INFORMATION OR IDENTIFICATION**

We expect all members of the Amy Biehl community to conduct themselves with the highest levels of honesty, integrity and respect for others. Deceit in the form of forgery, counterfeiting, alterations or misuse of any Amy Biehl record, document or identification card or such actions in relation to documents pertaining to organizations with whom we partner (such as but not limited to CNM, UNM, community service organizations) and/or providing false information or identification, reports or accusations toward members of the community will be subject to serious disciplinary action up to and including suspension, probation and expulsion.

## **CENSORSHIP**

ABHS is committed to a process of exploring the tensions between the right of free expression and the responsibility to be respectful to all members of a community. ABHS staff may censor excessive and/or gratuitous profanity, vulgarity, or sexual content, in course material or in student work. Parents and caregivers should be aware, however, that ABHS does not always censor material used in classes or in productions.

## Grade Change

Amy Biehl High School Teachers must diligently maintain records that justify the final course grade awarded a student. Assuming due diligence on the part of the teacher, and that no mistake or clerical error has been made in the tabulation of grades, every student is ultimately responsible for the grade that he/she is awarded.

Changes to a class grade, test grade or a class assignment grade, once issued by the teacher, may occur only where there has been a clear mistake, clerical error or misidentification of the student by the teacher, or as a result from work completed during Interim School. The teacher who issued the class, test, or assignment grade may change or direct the changing of the grade due to a clear mistake, clerical error, misidentification, or as a result of assigned work completed during Interim School. Requests for grade changes on tests or class assignments shall be handled between the student and the teacher, with the teacher being the final determinant of the decision. In the case of adjustments due to Interim School work, the teacher shall work directly with the School Administrative Manager. The teacher shall document the justification for the test grade or class assignment grade change.

Changes to course grades may be made by a teacher where there has been a clear mistake or clerical error in the tabulation or misidentification of the student. Such course grade changes must be brought to the attention of, and approved by, the Dean of School and Student Life, upon authorization and proper documentation by the teacher.

## GRADES & PROGRESS REPORTS

Grades are sent home at the end of each quarter. Progress reports are sent home at the mid-point of each quarter. In addition, over the course of a semester, teachers may send brief reports home to indicate exceptional work, special concerns or changing performance.

## GRADING SCALE

ABHS has a cutoff of 75% to earn credit in any class. This threshold exists for two reasons. First, it is unfair and irresponsible to pass students with grades below 75% and expect them to be admitted and succeed at CNM or UNM in their concurrent enrollment classes. Students with grades below 75% typically have neither the academic skills nor habits for success at the post-secondary level. Second, the New Mexico Lottery Scholarship provides funding for high school graduates in New Mexico who choose to attend a state college in New Mexico. To maintain this scholarship students must maintain a 2.5 GPA (essentially a 75%). Therefore, given our mission of having students prepared for post-secondary education, we must ensure, to the best of our ability, that our students are able to maintain the grades required by the Lottery Scholarship.

ABHS Grading Scale is as follows:

97-100: A+	93-96: A	90-92: A-
87-89: B+	83-86: B	80-82: B-
77-79: C+	75-76: C	Below 75%: F

(ABHS students will not receive credit at ABHS, nor will they receive credit if they transfer to another school with a grade below 75%.)

NOTE:

ABHS grading scale does not apply to other institutions or programs. All grades coming into ABHS from other schools and programs will be recorded on the ABHS transcript in the exact form generated by the other institution or program.

## INCOMPLETES

Students will receive grades of Incomplete (I) at the end of a semester if they have been unable to complete their courses because of unusual hardship such as long-term personal illness, serious injury, or bereavement. In such cases, students are expected to complete all course work in a timely manner, as agreed upon in consultation with teachers and the Dean of School and Student Life.

## MATRICULATION POLICY

In order to support all Amy Biehl students as well as prepare our seniors for what can be a challenging final year, our Matriculation and Retention Policy is as follows: Freshman and Sophomore students may matriculate to the next grade if they are lacking .75 total credits or less. Any Freshman or Sophomore student lacking 1.0 credit or more will be retained.

A Freshman or Sophomore student may not carry a missing credit more than one year beyond the grade level from which that credit is missing.

For a Junior to matriculate as a Senior, s/he may not have any credit deficits.

Seniors must have successfully completed all required credits to participate (“walk”) in graduation.

### **Dual Credit**

Central to our mission is our dual credit program. This means that we work to prepare students to enroll in two courses at CNM and/or UNM in their senior year in conjunction with their approved Senior Project. These curricular elements are required for graduation from ABHS and, when appropriate and possible, are funded by the school when the cost is not fully funded by the State. Students may take more than two classes but do so at their own expense.

Any other dual enrollment requests in addition to our Senior requirements must be reviewed and approved by the Director of Concurrent Enrollment and the Dean of School and Student Life. ABHS does not cover the costs of classes beyond the two required for graduation.

### **SENIOR PROJECT**

A Senior project proposal is prepared and approved for all Junior students in their Compass course. During the Senior year, all students then pursue their Senior Projects, combining their academic and service commitments. They do so under the guidance of a mentor and with approval from the Director of College and Civic Engagement. This project is the culmination of the ABHS experience.

### **FIELD TRIPS**

Field Trip Driver Insurance Verification

Prior to driving on any field trip, Parent volunteer drivers will be asked to provide the following information to the school’s Office Manager, Vangie Garcia:

- parent name, address, telephone number, driver’s license number, address, make of vehicle, model and number of seatbelts in car, telephone number, driver’s license number, insurance company, policy number and expiration date

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school’s liability insurance does not cover their vehicle, but only students on a required field trip and students participating in approved after school activities. The parent or guardian understands that any other children of drivers are not covered by the school’s insurance. They may be covered by the driver’s insurance. Seatbelts must be used by everyone in the vehicle. **NO EXCEPTIONS.**

### **TRANSCRIPT REQUEST**

Transcripts may be requested by filling out a transcript request form in the main office. Transcripts will be ready to pick up within five business days.

### **WITHDRAWAL PROCESS**

Parents/ Guardians must call the school and make an appointment to withdraw a student. At the appointment, students and parents will fill out a withdrawal form, receive instructions from the office and participate in an exit interview. All textbooks and fines must be cleared before the student receives the necessary paperwork to enroll in another school. The entire process takes about a week therefore we advise that your child continues to attend school during this time.

### **RECORDS** (academic and otherwise)

The Family Educational Rights and Privacy Act (FERPA) regulations protect the privacy of students concerning access to and release of records maintained by schools. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student or former student when they reach the age of 18. These regulations are followed by ABHS:

Parents have the right to inspect and review all of the student's educational records maintained by the school. The school may charge a fee for copies.

Parents have the right to request that the school correct records they believe to be inaccurate or misleading. If the school decides not to amend a record, the parent has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent has the right to place a statement with the record commenting on the contested information.

The school must have permission for the parent to release any information from a student's records. However, the school may disclose records, without consent, to the following parties: school employees on need to know basis, other schools to which a student is transferring, certain government officials, accrediting organizations, individuals who have obtained court orders or subpoenas, persons who need to know in case of health or safety emergencies.

Further modifications to this policy will be under the jurisdiction of the school's Governing Board.

## **ABHS STUDENT RESPONSIBILITIES**

### **EXPECTATIONS & PROCEDURES**

The community expectations outlined in all sections of this Handbook apply during all school hours, on school property, during the transportation of students to and from school, during all school-sponsored events, field trips and other school related activities. As need warrants, any revisions to the Handbook will be made and communicated to students and families by the Executive Director or Dean of School and Student Life. We expect students to live up to our community expectations each day, as they are designed to create a positive learning environment. Poor student choices will always result in appropriate responses and consequences from the school.

### **RESPECT FOR CULTURAL DIVERSITY**

ABHS is a rich community that includes people from many racial and ethnic backgrounds, reflecting the diversity of Albuquerque and the world beyond. ABHS expects that each person who belongs to its community will make an effort to get to know those from different cultures and backgrounds. Learning from each other is an integral part of ABHS, and that learning extends to such matters as language, race, gender, sexual orientation, religion, disability, and cultural traditions. Students are expected to offer the same kind of respect that they would demand from others and may suffer disciplinary action if they fail to do so.

### **ATTENDANCE**

Amy Biehl High School shall comply with New Mexico state statute which requires that all children who range in age from five (5), prior to 12:01 a.m. on September 1 of the current school year and students under the age of eighteen (18) years who have not yet graduated from high school or received a general educational development certificate to attend scheduled classes unless officially excused.

Compliance with Amy Biehl High School attendance policies and procedural directives shall be the responsibility of the parent/legal guardian.

If a student must be absent, the parent/legal guardian shall follow the school's notification process for absences (see below). Amy Biehl High School shall consider a student in need of intervention at three (3) unexcused absences and a habitual truant at ten (10) unexcused absences in one school year.

One of the most important elements of a good education is consistent, daily attendance. Students should not miss school except when absolutely necessary. Active participation in the school community also requires attendance at Study Halls, Advisory periods and other school gatherings and events.

Students are responsible for making up work they have missed due to absences from school. Absences not excused by parents in writing or by phone will be considered unexcused. Students may not be able to make up work missed during an unexcused absence, and they may also have disciplinary consequences assigned. Upon a student's third absence in any class, regardless of the circumstances, the student's Advisor and/or teacher will seek to make parent contact. Depending on circumstances, a meeting will be called with the student, Advisor and parent/guardian. Unexcused absences in excess of 3 per semester and/or failure to attend conferences may result in loss of class credit.

When a student is absent, the parent/guardian should call the front office at 299-9463 before 8:30 a.m. to explain the absence. Students must bring excuse notes to the front office upon returning to school. Excuse notes should briefly explain the reasons for the absence.

Students are responsible for obtaining missed assignments. They should request assignments ahead of time when possible.

Students are responsible for communicating anticipated absences and plans for completing assignments during these absences with their advisors and teachers. The Dean of School and Student Life must approve extended absences from school.

Teachers will explain to students their individual policies for making up missed work

Students who become ill during the school day may call their parents to pick them up. They should report to the Student Support Office to do so. Students who have driven themselves to school may drive home if the school receives permission from the parents to release the student.

ABHS students take final exams in all of their courses each semester. Students are required to be present for their final exams during final exam week. Do not schedule vacations or other absences during final exam week.

ABHS will explain attendance policies and procedures to new and incoming families and also solicit recommendations and suggestions from families.

1. Parents or guardian are expected to contact the school regarding student absences within 24 hours after date of absence.
2. Teachers will record absences each class period in their grade books, and a report of such absences will be sent to the attendance office to be recorded.
3. The school will keep a record of excused and unexcused absences.
4. Parents will be informed on the progress reports, nine-week, and semester report cards of the number of absences for each student.

5. ABHS will attempt to investigate unexplained absences through telephone contact or home visits with parents/guardians as soon as possible and advise them regarding the importance of regular school attendance and the legal implications involved. This contact attempt must be documented by the end of the fourth day on any unexplained absences of three days consecutive and again upon the 7<sup>th</sup> absence.

### **Absence Limitations, Chronic Attendance Problems**

- Students with eleven (11) or more absences per subject per semester may be subject to long-term suspension. This limitation is related to the requirement of regular attendance in order to receive credit but does not reflect an entitlement to any given number of absences or credits.
- A minimum of two (2) parent conferences will be held and a warning letter must be sent prior to a recommendation for suspension from school. The second conference should be held in person if possible. If unable to contact parents by phone or personal conference, school authorities will attempt to notify parents of the problem by certified mail.

### **Special Education Attendance**

Regular attendance is expected of special education students. Exceptions to this directive may be made, however, with respect to individual needs of such students. Area special education coordinators should be consulted regarding attendance problems of special education students.

### **BEFORE/AFTER SCHOOL HOURS**

ABHS students may remain on campus only under the direct supervision of ABHS staff. Typical after-school activities include computer lab, clubs/activities, tutoring, and sports teams. Students who stay late in the building for tutoring or other after school activities, should wait inside the building to be picked up if there is no faculty supervision in front of the building. The building closes at 5:00 and there is no adult supervision after that time. ABHS is in a downtown urban setting and the outside aspects of the campus are not secured from the general population. We strongly encourage parents to not allow their children to be downtown after 5:00. ABHS is not responsible for student safety after school hours.

Students may enter the school only after the building manager and front office staff has opened the building for business, typically around 7:45 a.m. Before the start of school, students may be in the Gold Street Commons area or Indaba Hall. The 2nd and 3rd floors are accessible once school begins.

### **PASSING TIME & REQUESTS TO LEAVE CLASS**

We have no bells at Amy Biehl. While this allows for a calmer and quieter environment, it places greater responsibility on each student to arrive at school and in class on time. We feel that the absence of bells is consistent with the college environment we are preparing our students to experience.

There is a passing period between classes; this is sufficient time for students to use the bathroom and chat with friends. During class time, students should make every effort to remain in class. Students given permission to leave class for a specific purpose must return to class immediately after completing that task. Students who choose to do otherwise may lose this privilege as well as be subject to further disciplinary action.

### **TARDIES**

Students who continually arrive late to class will be consequence as per individual teacher's policies. Students who arrive more than 5 minutes late for any period must check in at the front office to obtain a written permission slip to take to their next class. They will be marked tardy. If a student misses more than 10% of a given class, they will be considered absent. Students who arrive late to other classes will be marked tardy as well.

Any combination of absences or tardies that puts a student above the absence limit per term could result in the student failing the class.

## **DRESS CODE**

Clothing choices should balance individual expression with self-respect and respect for other community members. Dress code, outlined below, applies to all members of the community, including faculty, staff, students, and visitors. Keep in mind that guests visiting ABHS should see a community of college-bound scholars and professionals.

Images or look-alikes of controlled substances (alcohol, tobacco, drugs, etc.), weapons, sexual activity, or offensive language are never appropriate. Dangerous items or items that could be construed as drug paraphernalia are prohibited. Gang related attire is never appropriate.

Students may not show the 6-Bs: bras, bellies, butts, breasts, middle and upper backs, or boxers/briefs.

Shirts: No spaghetti straps, open-back, or strapless

Shorts/Skirts must be long enough not to expose undergarments—even when walking up stairs.

Shoes must be worn at all times.

Pajamas and/or other sleepwear are prohibited as are see-through or mesh clothes that expose undergarments.

Hats and sunglasses are not permitted in some classrooms and school assemblies.

Students asked to remove or change inappropriate attire may be sent home to change their clothing and/or face disciplinary action determined by the Dean of School and Student Life. Repeated offenses may result in short or long-term suspensions.

Dress code is in place at all times and includes all school functions such as field trips, etc., and all school sponsored activities.

All parents, students, and staff assist in enforcing the dress code.

## **ILLNESS AT SCHOOL**

ABHS does not have a nurse on staff at the school. If a student is feeling ill, they should report to the Student Support Center. The student will be allowed to rest in the Student Support Center for 10-15 minutes; if no improvement has been noted, the school will request that the student be picked up as soon as possible.

## **MEDICATION**

(Prescribed or Over-the-Counter)

ABHS does not have a nurse on staff. The Student Support Center has first aid supplies and serves as the school's 'health center.' The Student Support Center can store a supply of prescription medicines for a student to have in case of emergency. There is a form to complete and all medications must be in the original container clearly marked with the name of student, name of medicine, and appropriate dosage instructions as prescribed by the health care provider. Students may keep inhalers for asthma conditions, over-the-counter medicines, i.e. Tylenol, Motrin, etc. and supplements like glucose tablets in their possession unless parents wish to make other arrangements.

## **TRANSPORTATION**

ABHS works with the City of Albuquerque to insure that pick-up and drop-off of students do not interfere with the orderly flow of downtown traffic. If traffic issues arise, ABHS may request parents drop-off and pick-up their children from peripheral locations near the school (if this become necessary, we will no longer allow drop offs/pickups in front of the building). There is one space for emergency vehicles only. We have two nearby locations for use.

A) Street drop off on Silver St. between 2nd and 3rd.

B) The Park-it place parking lot on 6th and Central. You will have to enter the lot from 6th street and exit on 7th.

## **PARKING**

ABHS does not provide parking for students or parents. There are several parking lots nearby that offer monthly rates. Please reference the phone number on the signs located in the lots for more information. There is one parking space available next to the building for emergency situations. Parents visiting the school should be aware that they will need to secure their own parking at available meters or paid lots.

Car Pool - Contact Vangie at [vgarcia@abhs.k12.nm.us](mailto:vgarcia@abhs.k12.nm.us) to inquire about our car pool arrangements.

Bus – ABHS does not provide school bus service but does encourage our students to use the public bus system.

Skateboards - Skateboards brought to the school are to be stored in the front lobby over the course of the school day. Skateboarding during the day is prohibited on school grounds unless there is staff permission.

## **COMPUTERS AND INTERNET**

Amy Biehl High School offers students access to a computer network for class work, school-related research and email. The use of these computer systems is a privilege, not a right. Inappropriate usage (including but not limited to: downloading violent, pornographic or otherwise offensive information; account misuse; tampering with the school's computers or playing unauthorized computer games during the academic day) will result in the cancellation of those privilege as well as disciplinary action appropriate to the offense. Students and their parents/guardians must read and sign the "Student Internet Acceptable Use Policy" to have access to the school's network.

Violations of this policy may result in loss of internet, network and email access and/or legal action and short or long term suspension.

### **Laptops**

Seniors and certain other students will have to opportunity to be issued laptops for their use during the school year. Even though the students will be able to take these laptops home with them they are school property and their use is governed by the policies in this handbook. Students may be charged a lap top rental/checkout fee.

Students are fully responsible for the care and condition of the laptops and their accessories. Students will be charged for the replacement or repair cost for any damaged or destroyed items. All equipment must be turned back in prior to the end of the school year; transcripts and/or diplomas will be withheld pending the

## **PERSONAL ELECTRONIC EQUIPMENT**

### ***CD Players, MP3 Players, etc.***

Students are permitted to have music players while at ABHS; this is a privilege that may be revoked or altered at any time. Teachers may allow MP3 players, etc., and headphones to be used in their classrooms, at their discretion. Electronic equipment must not be audible to others in the classrooms, hallways, and common areas. When using electronic equipment, keep in mind that listening devices should not prevent you from hearing and responding to others.

If a student is listening to an electronic device in a place where or time when such use is prohibited, the following rules will apply:

1<sup>st</sup> infraction: the music player will be confiscated for the day; student will pick up item from Student Support Center, Dean of School and Student Life, or Front Office at end of the day.

2<sup>nd</sup> infraction: the music player will be confiscated, and the parent must come to school to pick it up.

3<sup>rd</sup> infraction: the music player will be confiscated and returned to the student at the end of the semester.

### ***Cell Phones/Pagers/Phone Access***

Students may bring a cell phone to ABHS, but it should be off and out of sight when school is in session.

Students may use their cell phones on campus only before and after school. A phone in the Office, Student Support Center, and every classroom is available if a student must use the phone during the school day.

Students must receive permission to use these phones. If a student is using his/her cell phone the following rules will apply:

1st infraction: the cell phone will be confiscated for the day; student will pick up item from Student Support Center, Dean of School and Student Life, or Front Office at end of the day.

2nd infraction: the cell phone will be confiscated, and the parent must come to school to pick it up.

3rd infraction: the cell phone will be confiscated and returned to the student at the end of the semester.

The misuse of cell phones and other forms of technology to take pictures, cheat, and/or invade privacy is strictly prohibited.

### **ITEMS TO BE LEFT AT HOME**

Students may never bring to school or school-sponsored events items which may compromise or jeopardize the safe and productive school community including: knives of any kind (including pocket-knives), matches, lighters, drug paraphernalia, items of value, large amounts of money, pets. Students should also not bring permanent magic markers to school.

Consequences: If such items are brought to school, they will be confiscated and additional disciplinary action will result.

### **VISITORS/SHADOWS**

Although we welcome students and adults to visit ABHS, no student may invite a visitor without the written permission of the Dean of School and Student Life at least three days prior to the visit. Individual teachers cannot approve visitors. Students visiting from other schools must bring complete an ABHS permission form (available at the front office). Visitors must come immediately to the front office to sign in with the office manager. Often there will be a specific day of the week that will be the only day for visitors. Visitors who do not have permission to be at ABHS may be asked to leave campus or arrested for trespassing, depending upon the circumstances.

We welcome parents at ABHS. Whenever possible, meetings with the Executive Director, the Dean of School and Student Life, other members of the administration, and faculty should be pre-arranged. Parents interested in specific volunteer opportunities at ABHS should contact the Office Manager, Vangie Garcia. These opportunities are coordinated by the Families for Amy Biehl and established by the Dean of School and Student Life.

### **CONTACTING STUDENTS**

If you need to contact a student during school hours for a non-emergency purpose, please call the front office and a message will be sent to the student. In the case of an emergency, we will locate the student immediately.

## **ABHS STUDENT CONDUCT**

At Amy Biehl High School, a range of student behaviors will result in a range of consequences for those actions. At all times, the goal of the Dean of School and Student Life and other staff 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 at the same time that the overall safety of the community is upheld.

### **Disciplinary Consequences**

The purpose of disciplinary action at ABHS is to ensure that both individual students and the ABHS community stay focused on growth and learning. Prompt resolution of the problem or issues 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/Staff/Advisors:** Teachers have the right to impose consequences if a student misbehaves. Some of the consequences a teacher may impose include, but are not limited to:

Classroom behavior contracts communicated to Advisor, assigning community service or another way to repay the community, time-out of from classroom, staying after or before school, loss of participation points, loss of classroom privileges, reassignment of seating location, parent phone calls.

**Dean of School and Student Life:** In addition to most of the consequences listed above, the Dean of School and Student Life 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 ABHS.

### **COLLEGE IMPACT AS ONE DISCIPLINARY CONSEQUENCE**

Possible consequences for serious disciplinary/academic cases includes notification of disciplinary action to the colleges to which student has applied, thus placing at risk student's admissions prospects.

### **DEFIANCE OF SCHOOL PERSONNEL/AUTHORITIES**

We expect all Amy Biehl students to speak and act in a respectful manner. Refusing to comply with a reasonable request or demand by any school authority at places or times when school officials have jurisdiction is prohibited.

### **HARASSMENT AND BULLYING**

In compliance with 6.12.7 NMAC, Amy Biehl High School believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Bullying behavior by any student at ABHS is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

### **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: written referral, family conference, referral for legal actions, short-term suspension

2nd offence: written referral, family conference, referral for legal action, suspension or expulsion

### **BATTERY/FIGHTING**

Amy Biehl 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 offence: written referral, family conference, short-term suspension and possible long-term suspension or expulsion.

### **BATTERY/FIGHTING (AGGRAVATED)**

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

Consequence: For any offence, written referral, family conference, short-term suspension, referral for legal action, possible long-term suspension and expulsion.

### **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 ABHS community. Examples of sexual harassment include but are not limited to: sexual assault, unwanted touching, inappropriate comments or conversation, certain non-verbal behaviors, inappropriate PDA's (public displays of affection) and gestures which threaten to 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 offence: written referral, parent conference, possible short-term suspension

2nd offence: written referral, parent conference, possible long-term suspension or expulsion

***Any student who experiences or observes ANY harassment should talk with a Student Support Person, Advisor, Executive Director or Dean of School and Student Life immediately***

### **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.

## Consequences:

1st offence: written referral, student/teacher contact

2nd offence: written referral, family contact

3rd offence: written referral, family conference, possible suspension or expulsion for further incidents

## **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. No one wants to hear it, and it has no place in school. It causes much bad will and resentment. 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 parents/guardians.

## **PUBLIC DISPLAY OF AFFECTION**

ABHS 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. Excessive kissing and 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.

## **OFF CAMPUS LUNCH**

Students are allowed off-campus lunch on the specific day(s) they are assigned. On their assigned day they will check out with a staff member on duty. Off-campus lunch is a privilege, not a right. This privilege can be revoked.

## **CLOSED CAMPUS POLICY**

Overall, ABHS 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 Dean of School and Student Life or it is their off campus lunch day. Because of their responsibilities in Concurrent Enrollment and Senior Project, ABHS Seniors are asked to develop an off-campus proposal for their class that must be approved by the Dean of School and Student Life. This proposal must include a component of self-regulation, monitoring, and enforcement by the Senior class. Visitors who do not have permission to be at ABHS may be asked to leave campus or arrested for trespassing, depending upon the circumstances. Friends of Amy Biehl students who are not ABHS students may not meet on campus either before or after school.

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.

## **TRUANCY**

Students who ditch or skip school or are found in areas not approved by the school will face disciplinary consequences. Ditching will result in written referral, family contact, detention and/or restorative efforts to the community, and legal referral for truancy. For more information see the compulsory school attendance policy section of this handbook

Being out of bounds, off campus or in an unsupervised area will result in written referral, family contact, detentions and/or short-term suspension. Repeated offences will result in longer suspensions.

## **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. It also 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.

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.

## **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 bring water or other non-soda drinks to school and class in re-sealable containers only.

## **GUM IS NOT ALLOWED AT ANY TIME.**

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

Consequences: Any violation will result in a written referral and may result in family contact, detention and suspension.

## **OFF LIMITS AREAS**

There are some areas of the ABHS facility where students are not allowed. The following areas are off-limits to ABHS students:

- The north alley and loading dock.
- The basement.
- The elevator, unless special circumstances permit use and only with a staff member.
- 2nd and 3rd floors before school, unless with teacher permission.

## **SMOKING**

ABHS is a non-smoking facility and smoking within the building is cause for suspension. This includes the areas in the vicinity of the school building.

## **DRUG, ALCOHOL, TOBACCO POSSESSION/USE:**

In compliance with 6.12.4 NMAC, Amy Biehl High School ABHS prohibits the use of tobacco products, alcoholic beverages and illicit drugs in ABHS buildings, on ABHS property, and for ABHS students at any school functions away from school property.

Amy Biehl High School has a Zero Tolerance Policy for drug and alcohol use. Amy Biehl High School prohibits students from using, possessing, distributing or trafficking in alcohol and/or other harmful and illegal substances. This is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling including 'look alike' substances, 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 lighters, pipes, bongs, rolling papers, smokeless cigarettes, 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:**

Under the influence: Written referral, parent conference, short or long-term suspension

Possession\*\* of illegal drugs, alcohol, tobacco, paraphernalia or controlled substance: written referral, family conference, referral to legal authorities if applicable, 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.

## **WELLNESS POLICY**

The ABHS Wellness Plan is based upon a full integration model in which all aspects of school wellness are an integral part across the school’s curriculum and throughout the school’s administrative and faculty structure. ABHS supports our students in being healthy in mind and body.

## **COMPLAINT PROCEDURE AND POLICY**

A complaint from a member of the public should be resolved with the parties most directly involved as amicably, expeditiously, and satisfactorily as possible. The complaint policy is available at the Business Manager’s office and a Complaint Resolution Request Form is available at the Dean of School’s office.

## **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 ABHS is to ensure that both individual students and the ABHS community stay focused on growth and learning. At ABHS 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.

### **ARSON**

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

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

### **BOMB THREAT/FALSE ALARM**

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

Consequences: For any offence, written referral, family conference, short-term suspension, referral for legal action, possible long-term suspension or expulsion.

### **EXTORTION**

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

Consequences:

1st offence: written referral, restitution, family conference, possible short-term suspension

2nd offence: written referral, restitution, family conference, short-term suspension, possible long-term suspension or expulsion.

### **INTERROGATIONS**

Any person not employed by Amy Biehl High School without the approval of the Executive Director or Dean of School and Student Life may not interrogate individual students. All other policies regarding student interrogation will be established by the school's Governing Board as need arises.

### **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, wearing gang attire and colors.

Since gang behavior, markers and colors are variable and subject to rapid change, the Dean of School and Student Life 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 associates with admitted or known gang members.

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 offence: written referral, family contact, possible suspension or expulsion.

## General Disruptive and/or Disrespectful Behavior

Amy Biehl is an academic community that maintains a serious 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 referral.

### Consequences:

1st offence: written referral, teacher/student contact

2nd offence: written referral, teacher/parent conference, two days after school or four lunch detentions

3rd offence: written referral, parent conference, short-term suspension

Additional referrals: short or long term suspension or expulsions.

## **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 Amy Biehl High School.

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

## **ROBBERY**

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

### Consequences:

1st offence: written referral, restitution, family conference, short-term suspension, referral for legal action

2nd offence: written referral, restitution, family conference, referral for legal action, long term suspension or expulsion

## **THEFT**

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

### Consequences:

For any offence, written referral, parent conference, restitution, referral for legal action, possible short or long-term suspension.

## **THREATS**

No member of the Amy Biehl 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.

### Consequences:

Any offence: written referral, family conference, suspensions short or long term and possible expulsion and/or referral for legal action.

## **TRESSPASSING**

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

### Consequences:

For any offence: written referral, family conference, possible short or long term suspension.

## **VANDALISM**

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

### Consequences:

For any offence, written referral, family conference, restitution, possible short or long-term suspension.

## **WEAPONS/FIREARMS**

Possession or use of any kind of weapon or firearm while at school or any school-related events 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:**

The school will comply with all applicable local, state, and federal laws regarding weapons and firearms. For any offence, confiscation of weapon or firearm, family conference, referral to law enforcement authorities, short term suspension and possible long-term suspension or expulsion.

## **DEFINITIONS OF DISCIPLINARY CONSEQUENCES**

In general, disciplinary consequences include:

\*Written referral: A brief documentation of the issue or action of concern. This is routed to the student's Advisor.

\*Family contact/conference: A phone conversation and/or meeting including student, Advisor, appropriate teachers, student support members, and/or Dean of School and Student Life.

Please note that in certain instances, especially in the case of concerns around physical or social/emotional safety, the Dean of School and Student Life 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.

\*Detention: Students may be assigned to detention during lunch and/or before or after school hours. Students are assigned at the discretion of the Dean of School and Student Life and other school staff. Student behavior during detention must be respectful and responsible. Students who do not observe the rules will serve additional detention time and may also be subject to suspension.

\*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 Dean of School and Student Life will call for a Disciplinary Hearing. Typically, the hearing is conducted by an A.P.S. Hearing Officer. The disciplinary hearing will occur within 10 days from the first full day of suspension and student is suspended from school until the hearing occurs.

Consequences of Hearing May Include: short or long term suspension, 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.

1. 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.'

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

***Equal Education Opportunity Statement:*** At Amy Biehl, 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. Amy Biehl High School observes all provisions of Section 504 and the ADA.

\*Suspension: Period of time away from school in which student reflects upon what it means to be a part of the Amy Biehl community. The Executive Director or Dean of School and Student Life determines suspensions upon review of disciplinary cases. Long term suspensions (10 days or more) or expulsions follow the ABCS Student Disciplinary Hearing Procedures. According to state law, students who are long-term suspended or expelled from Amy Biehl High School are considered suspended or expelled for all Albuquerque Public Schools. When suspension or expulsion occurs due to attendance problems, students may be considered for entrance into an APS alternative school.

\*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 wrong done. Restitution entails giving an equivalent compensation for loss, damage, or injury caused to the ABHS community.

\*Mediation: During mediation members of the ABHS 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 Amy Biehl community. According to state law, students who are long-term suspended or expelled from Amy Biehl High School are considered suspended or expelled for all Albuquerque Public Schools.

\*Referral to Law Enforcement: Communication with local authorities in certain instances as required by law or at request of the Executive Director and/or Dean of School and Student Life.

## **EMERGENCY/UNEXPECTED TRANSPORTATION POLICY**

If there is an emergency or a sudden need for transport off campus, faculty member on site will make determination to active EMS using 911 (if 911 is activated the parent will be notified immediately). If situation does not require EMS, faculty member will contact the school and request assistance, (parent should also be notified at this time?). Arriving supporting staff member will help manage class and/or student.

The on-site staff member will clarify transportation arrangements with parents (the school, as a rule, seeks to avoid staff transportation of students outside the realm of a prior approved field trip) and if staff member has a car available, it must be expressly confirmed by parents that staff member may transport child. The staff member must know that they assume liability for the transportation of a student through their own insurance and therefore may decide that the parent will be required to provide transportation.

## **ADDITIONAL POLICES**

If you would like to read the complete text for any Amy Biehl policy, including those listed below, please inquire at the Business Office.

### **Use of Pesticides**

Amy Biehl High School will strive to reduce the possible impact of pesticide use on human health and the environment, including people with special sensitivities to pesticides, in compliance with 6.29.1.9 O.6 NMAC.

### **McKinney-Vento Homeless**

Amy Biehl High School shall comply with the McKinney-Vento Homeless Education Assistance Act and regulations of the Public Education Department regarding the education of homeless students (6.10.3.6.E NMAC).

### **Communicable Diseases and HIV**

Amy Biehl High School will strive to protect the health and safety of students and employees from communicable diseases. Pursuant to 6.12.2.10 NMAC, Amy Biehl High School will also strive to ensure that all students infected with HIV have appropriate access to public education and that their rights to privacy are protected, and to further ensure that the rights to privacy of all school employees infected with HIV are protected.