



STUDENT AND FAMILY HANDBOOK

2025-2026

This Student and Family Handbook is a resource and guide for parents/guardians of Hózhó Academy students. It presents detailed information about Hózhó Academy's academic and behavioral policies. Should any policy change significantly during the course of the school year, it will be shared with families by the Hózhó Academy Principal. All parents, guardians, and students agree to, and accept, the terms of this Handbook upon enrolling their child at Hózhó Academy.

SCHOOL-WIDE INFORMATION

Hózhó Academy is a state charter school authorized to serve students in Prek through 12th grade for the 2025-26 school year. We follow a classical model of instruction.

Mission of Hózhó Academy

The mission of Hózhó Academy is to train the minds, improve the hearts, and strengthen the bodies of our students through a Classical education in the liberal arts and sciences with instruction in the principles of moral character, civic virtue, and physical vigor.

CORE PRINCIPLES

School Culture

- Employees will model and encourage students to uphold the school's core virtues: compassion, perseverance, courage, respect, responsibility, diligence, temperance, and integrity.
- Faculty members personally know each of their students as well as students throughout the school.
- Students and employees adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as teach/reinforce the core virtues and encourage students to adopt the spirit of the code of conduct, not just the words.

Academics

- Our educational philosophy is most clearly defined as classical and focuses on rich content, rigorous skills, and the development of the whole child.
- Hózhó Academy provides support to all students with academic and behavioral needs. Interventions utilized to achieve Hózhó Academy's expectations are targeted and specific to each individual student.
- Students will be academically prepared to pursue multiple post-secondary options. Although many graduates will go on to college, the goal of Hózhó Academy is to prepare students to live their best life no matter what they choose to do.
- Literacy is taught through an explicit phonics program.
- Math is taught conceptually.
- Our curriculum prepares students well for state-required tests; however, standardized tests do not drive the curriculum.

Role of Principal

- The principal will implement a traditional, classical, liberal-arts curriculum.
- The principal makes final decisions on curriculum, subject to the approval of the Governing Board.
- The principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

Teachers

- The principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- Licensure is a condition of employment.
- Hózhó Academy teachers are treated as professionals. Their professional development consists of required training sessions at the beginning and throughout each school year, to be coordinated by the principal.

Parents and Students

- Parents' support of the school's academic and moral mission is essential. Parents are encouraged to learn more about the school's philosophy and curriculum in order to help support and guide their students.
- To thrive at Hózhó Academy, students must be polite and attentive in class, have a strong work ethic and willingness to learn.

ARRIVAL & DISMISSAL

Hózhó Academy opens to students at 7:45 am each day. Unless a student or parent has a previously-arranged appointment with a staff member they must remain outside the building until then. All students should arrive by 8:25am for morning assembly. Morning assembly is not an optional activity. It is mandatory for all students and teachers.

The instructional day for students each day is as follows:

K-12th grade – 8:30 am-3:30 pm

Hózhó Academy's extracurricular/tutoring program is available Monday-Friday from 7:45-8:20 am and 3:30-4:45 pm for all interested students. Pick up must be made by 5pm. If there is an emergency preventing pickup on time, please contact the school. Students who remain after 5pm may be in jeopardy of participating in after school programs and will need to be picked up at 3:30pm.

Students will only be allowed to leave Hózhó Academy with persons listed on their Parent-Approved Dismissal Form. If a change needs to be made, please contact the school.

Out of courtesy to our hard-working teachers, please pick up your children after school on time.

Students not picked up within 15 minutes of their dismissal time, and not enrolled in an after school program, will be sent to the office to await their parents and an administrator will follow up with the family. Families who repeatedly pick up their children late will be called in for a mandatory parent meeting with the principal. Unsuccessful resolution will result in further consequences.

Detailed information about student drop off and pick up for the 2025-26 school year is provided in the *Traffic and Flow* section of this handbook.

UPDATING CONTACT INFORMATION

To make sure that our messages are successfully delivered to you we must have your most current contact information. **If you move, or change or add a phone number or email, contact the front office immediately!**

ATTENDANCE

In accordance with the NM Attendance for Success Law, (22 12A NMSA), Hózhó Academy has the following attendance policy.

Purpose

Daily attendance is the first step in ensuring academic success. In order to achieve at high levels, students must come to school every day by 8:30 AM. Hózhó Academy's curriculum is content rich and ambitious, and students quickly fall behind when they are absent.

Excessive absences put students at significant risk for retention or for dis-enrollment from the school. Please do not allow your child to miss a day of school except for serious illness or non-negotiable cultural/religious observances.

***Hózhó Academy students
are expected to come to
school on time, every day,
in full uniform.***

All Absences – “Excused” or “Unexcused” – are Considered Absences. A child is marked absent any day s/he does not attend school.

Try to avoid missing school for appointments. Whenever possible, it is best to schedule medical and other appointments outside of school time. On the rare occasion that a child has a medical appointment during the school day, s/he should not be absent for the entire day and doctors' notes should be provided to the front desk.

WHAT DO I DO WHEN MY CHILD IS ABSENT?

- ☐ For your child's protection, please call the school's office before 10:00 AM to report your child's absence. Please call the school each day your child is absent due to illness.
- ☐ You must explain the reason for your child's absence within **48 hours** of the student's return to school.
- ☐ Any absence of three (3) consecutive days or more; or upon the request of administration, doctor's note or other official documentation may be required.

Suspensions are Considered Absences. Student absences due to suspension are treated the same as unexcused absences.

Early Dismissal. Students are expected to stay in school until the end of the school day.

Early pickups are disruptive to learning. Lower school students who leave school two (2) hours before dismissal (or arrive two [2] hours after school has begun) are considered Half-Day Absences. Students with medical or dental appointments that require early dismissal should bring a note into school the following morning and submit it to the Front Office. In the rare instances, when an early dismissal is necessary, parents must pick-up before 3:15 pm. No students will be pulled for early dismissal between 3:15 and 3:30pm (or after 3:00 during the first two weeks of school).

An early dismissal will be treated as a tardy, and five (5) early dismissals/tardies will be equivalent to one absence. If a parent sends in a doctor's note (or other official documentation, such as a court appointment), the early dismissal may be excused.

Excused Absences:

Only the following absences will be considered excused:

- Illness or injury not exceeding 10 days
- Medical/dental appointment for the student only
- Court appearance
- Impassable roads due to bad weather
- Death of relative or close friend
- Religious obligations
- Tribal obligations
- Prospective college visit

Unexcused Absences

Students with an unexcused absence shall receive no credit for in-class work. The student may not be given the opportunity for makeup work. Students may not participate in school-sponsored activities on the same day as an unexcused absence.

Regular attendance is critical for student success. Hózhó Academy follows the New Mexico Attendance for Success Act (Chapter 22, Article 12A NMSA 1978). With 190 instructional days in the school year, absences are tracked by percentage to identify levels of support.

- Tier 1 – Universal Support (0–9 days, up to 5% of school year) Teachers in elementary school, or the Attendance Advocate in upper school, make the first contact with parents when attendance issues arise. A monthly attendance message will be included in the newsletter and shared on social media for families. Junior High School offers multiple field trips for enrichment and as attendance incentives.

Three family nights will be held to strengthen the sense of community and relay helpful information to parents. November's family night will have a social media/electronics/attendance theme. January's family night will have a math and attendance theme. In late March, the family night will have a literacy/reading/attendance theme, with discussion on summer reading lists.

- Tier 2 – Targeted Support (10–18 days, 5–10% of school year) The social worker contacts parents to gather family input and offers support/resources. Family input will include logistical and social-emotional information that may be impacting attendance.

- Tier 3 – Intensive Support (19–27 days, 10–15% of school year) Attendance Team Meeting held with teacher, social worker, admin, and parents. Students will be matched with a mentor adult if they exceed 25 absences.

- Tier 4 – Intensive Intervention (28+ days, over 15% of school year) Social Worker makes referral to CYFD and/or FINS for ongoing unexcused absences.

	Q1	Q2	Q3	Q4
Tier 1 (early warning/teacher/Advocate)	5	9	9	9
Tier 2 (social worker)	10	12	15	18
Tier 3 (Family meeting)	19	19	22	25
Tier 4 (FINS report)	28	28	28	28
Tier 5 (Probation report)	31	31	31	31

HÓZHÓ ACADEMY REWARDS EXCELLENT ATTENDANCE. STUDENTS WHO COME TO SCHOOL EVERY DAY ARE CELEBRATED AND RECEIVE SCHOOL-WIDE RECOGNITION!

Punctuality

Getting to school on time is key to every child's success. At Hózhó Academy, **every instructional minute is precious**. Your child will miss valuable learning time if s/he is tardy. Hózhó Academy opens for extracurricular/tutoring time at 7:45am. All students should arrive at school no later than 8:30am and will be marked tardy if they are not present with their class for assembly each morning at 8:30 am.

We expect students to be on-time each day. A few exceptions include documented (on letterhead) appointments such as early morning medical appointments, a court appearance or another official appointment will be noted as an excused tardy. Some typical situations that are **NOT** excused include traffic, car troubles, oversleeping, child-care complications, public transportation delays, undocumentable family emergency, etc.

TRAFFIC & FLOW

Safety – of students, families, staff, and greater community members – is Hózhó Academy's #1 priority. As responsible members of the Gallup community, we strive to ensure that our arrival/dismissal procedures are safe, efficient, and in tune with traffic laws.

Arrival

All cars entering the school parking lot **MUST** make a right turn into the parking lot. There are no left turns allowed into the parking lot due to the increased likelihood of accidents. We want all our families to arrive safely.

Drivers will turn into the parking lot by making a right hand turn only, proceed in the designated loop, drop off students at the designated drop off zone by the track where a staff member will be present to greet him or her.

If the student is dropped off at 8:20am, drop off is at the top of the hill by the walking path to the gym. Students will be escorted to the gym for the morning assembly.

Once students have exited the car and have safely met the Hozho Academy staff member, drivers will pull ahead and follow the arrows to exit the parking lot. You must turn right when exiting.

Security officers and staff members will be on hand to help direct traffic, especially for the first few days of school.

Dismissal

Lower School

No student may be released early from school after 3:15pm (3:00 during the first week). Between 3:15 and 4:00 (or in the presence of a line of traffic entering the school) no left turns into the parking lot will be permitted. All traffic must enter by making a right hand turn into the parking lot.

We are not permitted to line cars up on Park Ave. Parents must get in line at the Sports Complex adjacent to the school property. Security officers will direct 20 or so cars at a time to the school parking lot. A staff member will approach your car and identify you and the child to be picked up. A staff member will escort the child to the car. During the first few weeks of school, this process may take a while. **Please be patient.** Once staff members know you by name, the process will be much quicker.

Any person listed on your registration packet as a parent or emergency contact may pick up a student unless otherwise indicated by court documents. If anyone else, including brother, sister, aunt, uncle, grandparent or friend is picking up a student, their name must be given to the office before 2PM, or a name can be added to a pick-up list if this individual will be a frequent driver for your child.

Once your child has been walked to your vehicle by a staff member, and is safely buckled in, the driver may pull ahead and follow the indicated yellow lines to proceed out of the parking lot. Left turns out of the parking lot are not permitted.

Security guards will be employed by the school to ensure the safety of all and to support the dismissal procedure.

Upper School

Students in the Upper School are dismissed at the 3:30 bell. Staff will be in the parking lot assisting with dismissal and supervising students, but students are not escorted to their cars individually.

If parents are picking up students at both schools, the Upper School student is permitted to go to the Lower School to pick up brothers and sisters and may walk them back to the Upper School to be picked up.

Students must exit the school property after dismissal unless enrolled in an after-school activity or with a teacher.

Your cooperation is greatly appreciated!

UNIFORMS

The Hózhó Academy uniform is a visual representation of our school's culture. Students wear it with pride. The uniform unites our students as learners and as a community.

If a child comes to school out of uniform, the parent will be called immediately. Students out of uniform will not be allowed to attend class. Any student out of uniform will be given a loaner uniform which may be last year's uniform that has been cleaned and returned.

Student uniform order information is available on our website. You may download an order form and bring it with your payment to Sportsworld at 1500 S 2nd Street in Gallup. A uniform bundle including 2 pants, 3 shirts, and a jacket is available for a package deal. If financial assistance is needed, please contact the principal. The school can provide a loaner uniform for the year which would need to be returned at the end of the year.

THE Hózhó Academy Uniform

Students are required to wear the Hózhó Academy uniform every day.

The specific components of the uniform are:

Bottoms:

- Solid navy shorts, athletic pants, skorts

Shirts/Tops

All shirts may be worn in short or long-sleeved versions and must be tucked in. Shirts too short to be tucked in are a uniform violation.

- Turquoise (grades k-6) or gray or black (grades 7 and up) polo with Hózhó Academy's logo from Sportsworld.
- On Fridays, students may wear a club or Hozho t-shirt. On game days, athletes may wear uniform jerseys

Outerwear:

Winter jackets, rain jackets and non-uniform sweaters may be worn outside on cold days but must be removed when students return to their classrooms.

Students may wear Hózhó Academy's uniform jackets in the classroom or solid color long sleeve shirts under their uniform. NO HOODIES ARE PERMITTED ON CAMPUS— EVEN HOZHO HOODIES.

Shoes and Socks

- Closed-toed athletic shoes are required. No sandals, Crocs, cowboy boots. Students must be in footwear to participate in PE every day. On days when it is actively snowing or snow is present on the ground, students may wear boots and change into sneakers for PE. PE or a structured recess time is every day so sneakers/athletic shoes are required every day.
- Students may select their own SOLID COLOR socks as long as they are appropriate for school and are not distracting.

Hózhó Academy recommends: blue, black or white socks and sneakers, Velcro, snaps, or slip-on shoes with no laces for our youngest students or until students are able to independently tie shoes.

Accessories

- Jewelry should be limited in both size and quantity. Earrings should be smaller than a quarter. If it creates a distraction, students will be asked to remove jewelry.
- Any watches making noises will be considered a distraction and the student will be asked to remove the item and place the item in their bag.
- Only head-coverings worn in accordance with religious observation are allowed. Bandanas, and/or handkerchiefs that are worn on the head as fashion accessories are not permitted. Ball caps and hats may be worn outside but must be removed when crossing the threshold of the school building.

Makeup and hair

Individuals may wear light makeup that looks natural and is not distracting. No heavy eye makeup or coloring on the face, hands, neck is permitted. Students will be asked to wash off any makeup or coloring that is not approved or deemed distracting. Administration will make the determination about whether makeup meets standards or must be removed. Students are not allowed to paint or draw on their bodies with makeup, markers, or other marking materials. Students will be required to clean and remove any visible writing or drawing.

Students may have any hair style or reasonable color/highlight as long as it is not distracting to others and does not cover their face. Administration will decide whether the hair color or style is acceptable. Students faces must be completely visible. Long bangs or hair that would cover the face must be pulled back and tied or a hair band used to lift hair off the face. If any hair color or style is determined to be too distracting to others, the administration will notify the parents and the hair must be within the policy expectations prior to the student returning to school.

Any absences due to hair or makeup policy violations are not considered excused.

Dress Code Related Consequences

Dress code violations typically appear in three forms and will lead to a consequence:

1. **Uniform Corrections** occur when students do not wear the school uniform appropriately (un-tucked shirt, sagging pants, untied shoes, shoes not properly on feet (i.e., slipper style), “popped” collars, rolled up pants, etc.). These corrections may result in a consequence for repeated redirection in this area.
2. **Uniform Violations** of the dress code occur when a student is not wearing specific components of the correct uniform or when the uniform is incomplete or inappropriate for school. If a reminder corrects the problem (e.g, please tuck in your shirt) and the student complies, no further consequences will be necessary. If a pattern of behavior develops and these reminders are frequently necessary, a notation may be made on the student’s planner with a note regarding responsibility. Multiple uniform violations may result in further consequences.
3. **Out of Uniform.** Students who are not wearing correct uniform bottoms or tops are out of uniform and will not be permitted to attend class. This will result in an unexcused tardy or absence on the student record. The student will receive a notation on their Virtue Card under responsibility. Students may also earn a detention for repeated offenses.

Repeated occurrences of a student arriving at school out of uniform will result in a required meeting with the family.

Tribal Regalia at Graduation Ceremonies

Cultural attire is valued, encouraged, and permitted at both the Robing Ceremony and Graduation as a meaningful representation of students' heritage and identity. Students may incorporate traditional clothing or accessories that honor their cultural background while ensuring that standard regalia remains visible. Hozho Academy recognizes the importance of cultural expression and seeks to create an inclusive and celebratory environment for all graduates.

SCHOOL CALENDAR & CLOSINGS

School Calendar & Closings

Please be aware that dates are subject to change and that tentative dates are confirmed/new events are added throughout the school year. Please check the calendar on the Hózhó Academy website (www.HózhóAcademy.org/calendar) for any additions or changes and be on the lookout for flyers and other written communications that come home with your child throughout the school year.

Most communication is sent via email or is put in the student planners, such as reminders about events such as Back to School Night, Parent-Teacher Conferences, and school celebrations, etc...

For emergency situations where the safety of our students and staff are in immediate jeopardy, a call and/or text message will be sent to the primary designated phone contact on the account.

SCHOOL CLOSINGS

Hózhó Academy will send out notices via text, email and will post on Facebook whenever there is a change in schedule due to inclement weather or any other circumstances requiring school closure.

If school is closed due to weather, extracurricular and evening activities are generally also cancelled. On occasion, there may be exceptions to this and events that are NOT cancelled will be communicated by the individual in charge of the event.

COMMUNITY EXPECTATIONS & ANTI-BULLYING POLICY

A shared sense of responsibility toward our community helps to ensure that the highest level of learning takes place at Hózhó Academy. The following guidelines have been established to minimize distractions while at school, protect students' individual property, and maintain the highest level of safety at all times. Careful attention to these community norms allows us to accomplish our educational mission.

Disrespect/Other Violations

Everyone in the Hózhó Academy community – students, family members, and staff – is expected to act in a civil manner and follow our Core Virtues and Code of Conduct at all times, both on campus and at any time they are participating in a Hózhó Academy activity. This expectation extends to language, gesture, and deed. Rude or disruptive behavior and unsafe or irresponsible activity are directly contradictory to the values of our community. The following behaviors — *stealing, cheating, plagiarism, lying, rudeness or direct disobedience, vandalism, and physical abuse of another person* — are especially contradictory to Hózhó Academy’s values and will result in a disciplinary action in accordance with school policy.

Harassment Policy

Hózhó Academy is committed to having a positive learning and working environment for all students and employees. Any conduct that creates an intimidating, hostile, or offensive work, learning, or social environment is not acceptable. Hózhó Academy will not tolerate harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age. This includes bullying behavior and sexual harassment of any nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature, which alters the learning and/or working environment for students or teachers. Hózhó Academy’s harassment policy rules apply to all electronic correspondence, including social media, as well. Harassment of any nature may be regarded as a violation of Hózhó Academy’s Code of Conduct and will be addressed accordingly.

Child Neglect and Abuse

As professionals working in a field that serves children, we have an ethical and legal responsibility to report suspected child neglect and abuse. The law requires Hózhó Academy to file a report with the New Mexico Child, Youth and Family Department (CYFD) when there is reasonable cause to suspect that a child has been or is in danger of being neglected or abused, or when a student communicates information which suggests the possibility of abuse, or when a student is chronically absent from school. CYFD and the Gallup Police Department are responsible for investigating reports of neglect and abuse and for determining how a case will be resolved. Hózhó Academy staff do not investigate claims and therefore cannot inform families when CYFD has been contacted.

Cell Phone Use and Possession

While parents may wish to send their children to school with a cell phone to facilitate communication between home and student during transit, **cell phones must be powered off and placed in the child’s backpack or cubby during the school day**. At **no** time during the school day may students use their phones. This includes rides on school buses, during before and after school activities. If parents need to contact their child during the school day they may leave a message with the front desk. Hózhó Academy is not responsible for cell phones brought to campus and families are encouraged to develop a system for communicating with their child. Violations of this policy will result in the confiscation of the device and it will not be returned until contact with the parent has been made. A

second offense will require the parent to come to the school to retrieve the device. Multiple offenses will result in the loss of privilege to bring the device to school.

Discipline

Conduct inconsistent with the best interest of Hózhó Academy, its core values, educational mission, public safety or welfare, or which is unlawful, may be subject to discipline. This is true regardless of whether the conduct is specifically prohibited and whether it occurs on school grounds, at a school-sponsored event, during school hours, via the Internet, or on phones (texts, group texts, etc.). Hózhó Academy reserves the unconditional right to suspend or expel any student whose behavior on or off campus or on the Internet is, in the administration's judgment, a threat to the well-being and safety of the community. Behavioral expectations and disciplinary procedures are explained in further detail throughout this handbook.

Students with disabilities are held to the same behavioral expectations and disciplinary procedures presented in the *Hózhó Academy Code of Conduct & Discipline Policies* as their non-disabled peers, taking into account the protections provided by The Individuals with Disabilities Education Improvement Act (IDEA). Additionally, the same attendance and dis-enrollment policies that apply to non-disabled students apply to students with disabilities unless a student has excessive absences that are directly related to his or her disability. With regards to suspensions and expulsions, IDEA provides protections for students with disabilities upon receiving disciplinary removal of more than ten school days in a school year. Parents who have questions regarding discipline procedures for students with disabilities should refer to the *Procedural Safeguards Manual for Parents* and contact the school's principal.

Weapons

In accordance with school policies and NMSA 30-7-2.1, Hózhó Academy prohibits the carrying of guns or deadly weapons on our school grounds. If a student has violated the Hózhó Academy's no weapon policy, in addition to the criminal proceedings led by the State of New Mexico, the student will also be subject to the school's discipline policy. Such an egregious and serious offense of violating the no weapons policy would incur the stiffest of consequences up to and including expulsion. Please refer to the Hózhó Academy Discipline Policies for more specific information.

Drugs, Alcohol, and Tobacco

Hózhó Academy is a safe and drug-free campus. Drugs, drug paraphernalia, or items promoting drug use are strictly prohibited. Use of tobacco (unless in traditional Blessing ceremonies), alcohol and/or any

illegal substances either by students, staff or visitors in any form is strictly prohibited on the Hózhó Academy campus. Further, state law prohibits any student under the age of 18 to be in possession of any tobacco product and any student under the age of 21 to be in possession of any alcoholic beverages. Students who violate this policy will be subject to disciplinary procedures, which could include, but is not limited to parent notification, referral to a tobacco, alcohol or substance abuse program, detention assignment, counseling, and in-school or out-of-school suspension. Any disciplinary action instituted against a student will be consistent with applicable statutory and case law.

The Hózhó Academy campus is a non-smoking campus. Smoking is prohibited in all buildings and on the grounds.

SCHOOL -WIDE

Code of Conduct and Student Discipline Procedures

1. Purpose

Hózhó Academy is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Student's whose behavior does not meet the clearly defined standards for acceptable and reasonable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for Hózhó Academy can happen. We cannot overemphasize the importance of providing a strong discipline policy that every student and family knows or understands. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our Student Code of Conduct. Hózhó Academy reserves the right to amend, supplement, or rescind provisions of this Code of Conduct anytime as is deemed appropriate, in its sole and absolute discretion, consistent with applicable laws and regulations.

2. Definitions

For purposes of this policy, the following definitions apply:

- 1) The "School" is Hózhó Academy, that is charged with the responsibility of insuring a safe environment and an atmosphere of learning.
- 2) "Parent" means the parent, guardian, or person in parental relation to a student.
- 3) "School property" means on or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in or on a school bus.

- 4) "School function" means any school-sponsored or sanctioned extra-curricular event or activity.
- 5) "Violent student" means a student under the age of 21 who:
 - a. Commits an act of violence or uncontrolled behavior upon a school employee, or attempts or threatens to do so.
 - b. Commits, while on school property or at a school function, an act of violence or uncontrolled behavior upon another student or any other person lawfully on school property or at the school function, or attempts or threatens to do so.
 - c. Possesses a weapon while on school property or at a school function.
 - d. Displays what appears to be a weapon while on school property or at a school function.
 - e. Threatens to use a weapon, facsimile or replica of any type weapon, while on school property or at a school function. In determining whether a threat exists, the victim's perception shall govern.
 - f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 - g. Knowingly and intentionally damages or destroys school property.
 - h. Physically intimidates, threatens, or bullies others while on school property or at a school function.
- 6) "Weapons" include, but are not limited to,¹⁴

SCHOOL-WIDE

- a. A firearm as defined in New Mexico Statute (22-5-4.7) for purposes of the GunFree Schools Act, any other gun, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, mock gun, spring gun, BB gun, or paint ball gun;
 - b. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
 - c. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
 - d. a sandbag or sandclub;
 - e. a sling shot or slungshot;
 - f. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nun- chuck, or shuriken;
 - g. an explosive, including but not limited to, a firecracker or other fireworks;
 - h. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
 - i. an imitation gun;
 - j. loaded or blank cartridges or other ammunition; or
 - k. any other deadly or dangerous instrument.
- 7) However, pursuant to the intent of this School policy, administrators will have considerable discretion in identifying any of these potentially dangerous implements as a weapon.

Prohibited Student Conduct

Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school, for:

- 1. Engaging in Insubordinate and/or Disorderly Conduct.** Examples of insubordinate and/or disorderly conduct include, but are not limited to:
 - 1.1 Violating the Dress Code:** Parent(s)/guardian(s) may be required to pick up children who are not properly dressed for school or bring the missing dress code items to the school. Violations of the dress code also may result in additional disciplinary consequences.
 - 1.2 Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.).
 - 1.3 Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
 - 1.4 Arriving Late to School or Class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school, class or required instruction.
 - 1.5 Cutting Class, School or Mandatory School Events:** Students are required to attend all academic and enrichment classes and mandatory school events. Students are not permitted to leave the school campus without permission.
 - 1.6 Misbehaving on School-Provided Transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation. Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case students and parent(s)/guardian(s) are responsible for travel to and from school) in addition to other consequences. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions
 - 1.7 Misbehaving Inside or Outside of Class:** Misbehavior inside or outside of class (at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity) is not permitted. Students may not engage in any willful act that disrupts the normal operation of the school community.
 - 1.8 Disrupting Class and Preventing Teaching:** The School can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not interfere with or disrupt class or the educational process.
 - 1.9 Being Disrespectful Toward a Staff Member or Staff Member's Designee(s):** The School cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the School.
 - 1.10 Lying to a Staff Member or Staff Member's Designee(s):** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
 - 1.11 Failing to Comply with the Lawful Directive(s) of a Staff Member or Staff Member's Designee(s):** Failing to comply with the lawful directives of Hózhó Academy's teachers, staff, other school employees, or their designee(s) is unacceptable.
 - 1.12 Being Disrespectful Toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.

- 1.13 Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets or sexist or homophobic remarks).
- 1.14 Selling, Using or Possessing Obscene Material:** Students may not sell, use, or possess obscene material.
- 1.15 Failing to Submit a Required Signature:** Students are required to secure the signature of a parent/guardian on assignments or school forms when requested.
- 1.16 Forgery:** Students may not forge a signature.
- 1.17 False Identification:** Students may not use or possess false identification.
- 1.18 Running in the Building:** Running in the School's building and hallways is dangerous and is prohibited.
- 1.19 Making Unreasonable Noise:** Students are not permitted to make unreasonable noises at school that disrupt instruction.
- 1.20 Gum, Food, and Beverages:** Students may not chew gum at school unless permitted to do so by his/her teacher. Students may not eat or drink at unauthorized times or places at school.
- 1.21 Spitting or Littering:** Students may not spit or litter on school grounds or at school- sponsored or sanctioned events.
- 1.22 Obstructing Vehicular or Pedestrian Traffic:** Students are not permitted to obstruct vehicular or pedestrian traffic on or adjacent to school property.
- 1.23 Blocking Access to any Part of the School Building:** Students are not permitted to block access to any room or part of the school building.
- 1.24 Creating a Hazardous or Offensive Condition:** Students may not create a hazardous or offensive condition.
- 1.25 Trespassing:** Students may not trespass or enter into a private or restricted area without permission.
- 1.26 Possession of Inappropriate Property:** Students may not possess iPods, MP3 players, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. A student found in possession of an inappropriate item will be found to have violated this provision of the Code of Conduct and will be subject to the following consequences:

- 1) for the first violation, the student's parent(s) and/or guardian(s) will be contacted and the inappropriate item will be confiscated until the student's parent(s) and/or guardian(s) may pick up the item;
- 2) for any additional violations, the inappropriate item will be confiscated and the student will be subject to disciplinary action, up to and including suspension and/or expulsion from the school.

Note: A parent and/or guardian may retrieve an inappropriate item which has been confiscated from their child at a mutually convenient time agreed to by the school's principal.

1.27 Defamation: Students may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off school grounds.

1.28 Cheating, Plagiarism, or Copying Other's Work, or Allowing Others to Copy Work: Cheating is unacceptable. Cheating, includes but is not limited to the following:

- 1) copying the work of another person,

- 2) plagiarizing materials,
- 3) using unauthorized help sheets or materials, illegally obtaining tests in advance, 4) altering records or other forms of unauthorized collusion, 5) or assisting another student in any of the above actions.

1.29 Gambling: Gambling or betting is not tolerated.

1.30 Failing to Comply with School-Imposed Consequences: Students must comply with school imposed consequences, including but not limited to detention, school-mandated community service, suspension from school and/or temporary or permanent denial of school-provided transportation.

1.31 Unauthorized Materials: Students may not distribute or post any written material, pamphlets or posters without the prior written approval of the school's principal or as specifically approved by the governing board.

2. Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others. Examples of such conduct include, but are not limited to:

2.1 Theft, Loss, or Destruction of Personal or School Property: Students may not steal, lose, vandalize, or damage the property of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the School for lost, damaged, or stolen property.

2.2 Mistreatment or Inappropriate Use of Technology or School Property: Students must treat computers, printers, and other technology with care. The School does not tolerate attempts to access the School's files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes,

SCHOOL-WIDE INFORMATION

and/or other material inappropriate for minors. Students may have a cell phone in his/her possession, but all phones must be turned off and kept inside the student's backpack during school hours. Students are prohibited from using school telephones without permission. In the event that a student feels he/she needs to call his/her parent/guardian, students may be allowed to use school telephones, but only at the discretion of school staff members. Students must not mistreat other school property.

- 2.3 Violating the Civil Rights of Others:** Students may not violate the civil rights of others.
 - 2.4 Harassment and/or Discrimination:** Harassment or intimidation of or discrimination toward any members of the School community on the basis of race, color, creed, national origin, age, religion, gender, sexual orientation or disability is not permitted. Students may not commit harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
 - 2.5 Sexual Harassment:** Students may not engage in sexual harassment as defined by the School's Anti-Sexual Harassment Policy.
 - 2.6 Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.
 - 2.7 Lewd Behavior:** Students may not engage in lewd behavior.
 - 2.8 Hazing:** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
 - 2.9 Using or Possessing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, unauthorized or illegal drug, controlled substances, alcohol, or drug paraphernalia. Prescribed and over-the-counter drugs must be delivered to the nurse, office manager, or principal by a parent/guardian with a doctor-signed Medication Authorization Form. Students may not be in possession of prescribed or over-the-counter drugs.
 - 2.10 Selling or Transferring Drugs or Alcohol:** Students may not sell, exchange, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.
 - 2.11 Using or Possessing Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing-tobacco, or other tobacco products.
 - 2.12 Selling or Transferring Tobacco Products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing-tobacco, or other tobacco products.
 - 2.13 Selling, Using, Possessing, or Exchanging a Weapon:** Students may not sell, use, possess or exchange a weapon.
 - 2.14 Possession or Release of Dangerous or Noxious Substances:** Students may not possess or release any dangerous or noxious substance(s).
- 3. Engaging in Violent, Disruptive, and/or Threatening Conduct.** Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:
- 3.1 Committing a Physical or Emotional Act of Violence on Self or Others:** Students may not cause physical injury of other students, school personnel or their designee(s), or any other person on school property. Students may not engage in conduct that has the potential of resulting in violence on school property. Students will be disciplined for actions that threaten harm to themselves or others.

SCHOOL-WIDE INFORMATION

3.2 Fighting or Unwanted Physical Contact: The School's students may not fight with other students—from the School or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated.

3.3 Playfighting, Threatening, Bullying, and/or Intimidating: Playfighting and/or the use of threats or intimidation threaten the safety of the community. Students may not playfight, threaten, bully, or intimidate others either through language or behavior.

3.4 Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object: Students may not possess, display, use or threaten to use a weapon. No student shall bring a firearm on any portion of any school premises owned or controlled by the School. Any student who, after discipline procedures are followed, is found guilty of bringing a firearm onto any school premises owned or controlled by School will be subject to suspension from school. However, in determining an appropriate penalty, the principal may modify the suspension requirement on a case-by-case basis, considering among other things, the totality of circumstances surrounding the offense and the student's previous record.

3.5 Committing Arson: Students may not commit arson or create an unauthorized open flame on school property or at a school-sponsored or sanctioned event.

3.6 Setting off a False Alarm or Making a Threat: Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause. Students are also prohibited from making destructive threats.

Disciplinary Penalties and Procedures

Virtue Cards

Hózhó Academy's approach to education requires attention to the development of the whole child. Virtuous behavior is a part of that developmental process and requires both accountability and practice. Simply assigning a consequence to correct a behavior may not be enough to help the student understand how to take responsibility and how to change. All Hózhó students will be responsible for tracking their behavior on Virtue Cards. Hózhó Academy virtues are listed on the card and students will mark their cards daily under two columns: pluses and deltas. No marks on a card indicate the students behaved within expectations of the school. Positive column marks indicate students demonstrated examples of extra effort in regard to that particular virtue. Delta column marks indicate an area needed for growth and change. In all cases, teachers or staff will advise students to mark their cards as appropriate, but it is the student who must mark the card. If the student has a mark in the delta column, the student must explain the circumstances in writing on the back of the card as well as accept responsibility and indicate how he or she will repair the problem (fix a broken item, offer an apology) and indicate the plan for demonstrating virtuous behavior in the future. Virtue Cards will go home daily and require a parent's signature.

Students who are found to have violated the School's Code of Conduct and Discipline Policy may also be subject to the following penalties, either alone or in combination with one another:

- 1) Verbal reminders
- 2) Written accountability on Virtue Cards
- 3) Written or phone notification to parent(s)/guardian(s)
- 4) In school conference with parent(s)/guardian(s)
- 5) Confiscation
- 6) Detention
- 7) Work related to fixing the offense (e.g. cleaning a mess, repairing or replacing an object)

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- 8) Exclusion and/or removal from a particular class or event
 - 9) Suspension from transportation
 - 10) Suspension from cafeteria, commons, library, social, athletic, after-school, field trip, extracurricular, or other activities or privileges
 - 11) In-school suspension
 - 12) Short-term suspension (ten days or less) from school
 - 13) Long-term suspension (more than ten days) from school
 - 14) Expulsion from school

In determining the appropriate disciplinary action, the principal or designees authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record, age, grade level and appropriateness of the consequence.

Reasonable Restraints

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. Persons employed by the Hózhó Academy may, within the scope of their employment, including involvement in extracurricular and co-curricular activities, use and apply such amount of force for such period of time as is reasonable and necessary to accomplish the following purposes:

- To control a disturbance threatening serious, probable, and imminent bodily harm to self or others.
- To obtain possession of weapons or other dangerous objects which are within the control of a student who poses a serious, probable, and imminent threat of bodily harm to self or others.
- For protection against serious, probable, and imminent threat of harm to self and others, or destruction of property which could lead to harm to the student or others.

In the case of students receiving special education services, any restraint used beyond the specific situations listed above, shall be identified on the student's Individual Education Program (IEP) as part of the student's behavior intervention plan.

An act of physical force or restraint by a teacher or other employee against a student shall not be considered child abuse if the act was performed in good faith and in compliance with this procedure. Such acts shall not be construed to constitute corporal punishment.

Following a situation in which a teacher or other school employee uses reasonable restraint with a student, the teacher or other school employee will report the incident to the principal or designee. Parents will receive notification if your child is physically restrained.

Detention

The principal or teachers may use after- school detention as a penalty for violations of the Code of Conduct.

Suspension from Transportation

If transportation is provided by the school for daily transportation or for field trips, students who do not conduct themselves properly on school transportation may have their riding privileges suspended by the principal. In such cases, the student's parent(s)/guardian(s) will become responsible for seeing that his or her child gets to and from school safely.

General Suspension

SCHOOL-WIDE INFORMATION

- ~~A. A suspension is the removal of a student from a class or classes and all school-related activities for any period of time and may include in-school suspension alternatives.~~
- B. The school administration must provide notification of any form of suspension to the parent/guardian and teachers of any student being suspended. The notification must be documented in writing and should occur on the same day, or as soon as possible if the parents cannot be contacted. Written notification should follow upon parent request if the notification is made by phone or in person. C. Hózhó Academy shall keep on file a copy of the notification.
- D. The School's Directors or her designee is responsible for notification, compliance and documentation.
- E. While a student is suspended he or she may not attend any school sponsored activities (dances, athletics, after school programs, etc.) until the end of the suspension.
- F. Suspension and expulsion shall not be used as punishment of unexcused absences and/or habitual truancy.

Short Term In-School Suspension or Short-Term Suspension from School (Five Days or Less)

- A. Short-term suspension shall be at the discretion of the principal. The principal, within the confines of the law, may impose consequences beyond minimum mandatory in order to maintain the safety and security of the school population.
- B. Short-term suspension will be limited to no more than five (5) days.
- C. Hózhó Academy shall follow the procedures for Short Term Suspension as outlined in 6.11.2.12(D) NMAC (also referred to as "Temporary Suspension" under the New Mexico Administrative Code).
- D. If suspension is in-school, administration will contact each of the student's teachers in order to obtain the student's assignments for the suspension time. Teachers should provide enough work to occupy the student's time during that duration.
- E. Hózhó Academy shall follow the procedures for In School Suspension as outlined in 6.11.2.12(E).

Long-Term Suspension from School (More than Five Days)

- A. Long-term suspension is defined as the removal of a student from instruction and all schoolrelated activities for more than five (5) days and up to the balance of the semester.
- B. At the principal's discretion, students may be suspended pending a due process hearing.
- C. Hózhó Academy shall follow the procedures for Long Term Suspension as outlined in 6.11.2.12(G).

Expulsion

Expulsion is reserved for extraordinary circumstances, including but not limited to circumstances where a student's conduct posed or continues to pose a danger to the safety and well being of other students, school personnel, or any other person lawfully on school property, attending a school function, or on school-provided transportation. The procedure for expulsion shall be the same procedure set forth for long-term suspension.

- A. Expulsion is the suspension of a student from the school for a period exceeding one (1) semester.
- B. Hózhó Academy shall follow the procedures for Expulsion as outlined in 6.11.2.12(G).

Discipline of Students with Special Needs

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The

SCHOOL-WIDE INFORMATION

School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by all applicable laws and regulations. In the event that a student with a disability is suspended for more than ten (10) school days, you are entitled to a Manifestation Determination Review Hearing. You may contact the principal's for further details.

Student Searches

The School authorizes the principal or designee to conduct searches of students and their belongings if the authorized school official has reasonable suspicion that the search will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

HEALTH SERVICES & MEDICATION

Being physically healthy allows children to learn more effectively. For this reason, regular medical and dental checkups are essential for your child.

All Hózhó Academy students must have complete immunization records. If you require an Immunization exception, you may apply directly to the NM Department of Health using the form at <https://nmhealth.org/about/phd/idb/imp/sreq/>. The accepted request form must be filed with the office. Students will not be allowed to attend classes until these forms have been turned in.

Contagious diseases must be reported to the School's Principal as soon as they are diagnosed.

Hózhó Academy cannot guarantee the services of a full-time nurse at all times; however, we will have a licensed nurse on the staff. This individual will supervise our records and health procedures. If your child requires medication during school hours, please contact the Principal as soon as possible to see if it can be administered by a staff person. Otherwise, students should take all required medications at home or, if the child requires medication during school hours, the parent must come to school to administer it. Students may not carry medications (other than those allowed by law such as an inhaler, epi-pen etc...)

Hózhó Academy will keep in strict confidence all information regarding students who have a serious communicable disease, unless requirements of the law stipulate otherwise (as a public health concern for other students/staff).

Food Allergies

While Hózhó Academy is not an allergen-free school, we are committed to the health and well-being of our students. A list of students with **serious food allergies is given to all teachers and staff. All faculty members are trained in food allergy management and emergency response.** In order to assist parents in making safe food choices, monthly menus are posted on the Hózhó Academy website and available at the front desk.

SCHOOL-WIDE INFORMATION

Birthday Celebrations or Other Outside Food

Please note that we do not have birthday parties during the school day and any non-food favors that are brought in will be distributed to students at the end of the day/placed in their bookbags. To minimize the chance of our students consuming an allergen that can lead to a deadly reaction for some and to respect the multitude of dietary restrictions across our families, **Hózhó Academy prefers that families do not bring in food (i.e., cupcakes, cakes, candy, etc.) for birthday celebrations.** Parents can send their child with stickers, a crown, special necklace, or other party favors to recognize their special day. In addition, we have a no- food-sharing policy, whereby students are not permitted to share portions of their home/school lunches with peers. Certain activities may allow for the sharing of food (such as cultural events) but these celebrations will be announced and parents will have input on their child's participation.

We will have several options of party trays, balloons, party favors or activities which are prepared Hozho Academy's food vendor and will be available for purchase and classroom delivery. This is the most convenient, inexpensive and safest method to celebrate in class birthdays. The cost for choices will vary but most will be no more than the cost of store bought cupcakes for students who wish to celebrate their birthday with their classmates.

SCHOOL MEALS

Hózhó Academy will be participating in the National School Breakfast and Lunch Program. Any student may participate in the daily meals offered through the program. Breakfast and lunch will be provided each morning.

Families do not need to qualify for meals. All students regardless of income will be offered a breakfast and lunch.

FAMILY RESPONSIBILITIES & RIGHTS

Families-as-Partners

Hózhó Academy values families as essential allies and is committed to building a strong home-school partnership to ensure the most positive academic and social outcomes for Hózhó Academy students. Regular communication keeps families abreast of their child's progress and facilitates open and constructive dialogue.

Hózhó Academy understands that family involvement is directly correlated to academic performance.

- Families are expected to be actively involved in their children's academics. Ask your child about school, look over his/her papers that s/he brings home, and complete required reading logs and sign the Virtue Cards daily. Homework, with the exception of a reading log will be given only in very limited circumstances until students are in jr. high or high school and are more independent and may demonstrate individual responsibility.
- Families are expected to attend Parent-Teacher Conferences and academic-focused events at school (e.g., Back to School Night, etc.).

SCHOOL-WIDE INFORMATION

- ~~Families are expected to communicate their concerns and/or other information that may affect their child's school performance to teachers and administrators.~~
- Families are expected to participate in community-wide events, celebrations, and performances.

In turn, teachers and faculty members are expected to communicate regularly with families.

- Teachers provide written information to families through quarterly report cards.
- Teachers and faculty members are expected to communicate with parents regularly.
- Teachers are expected to communicate more regularly with families of students in danger of failing.
- Teachers and faculty members are expected to report significant concerns and progress to families.

Families also have responsibilities to uphold the values and culture of Hózhó Academy. By signing the "Attendance Matters" Policy (appendix I), parents officially state their commitment to work alongside Hózhó Academy staff to achieve the highest educational goals for their child.

Hózhó Academy provides multiple formal and informal opportunities for families to be involved in the life of the school including: membership in the School Advisory Committee (SAC); assisting with classroom, enrichment, and social activities that enhance and enrich Hózhó Academy's school culture; and serving on the school's governing board committees (space permitting).

Financial Responsibilities

Families are responsible for costs incurred at Hózhó Academy including paid student meals, lost text books, library fines, and any damage or loss that their child may have caused to school equipment, including uniforms. Bills are issued monthly and payment is expected within 30 days. Failure to pay incurred expenses jeopardizes the schools' finances and, if necessary, sanctions may be put in place for families who do not pay their bills in a timely manner. Students may be ineligible to participate in End-of-Year trips, or face a delay in receiving end-of-quarter report cards, for outstanding balances. After 60 days, overdue collections may be referred to a collections agency for payment. There is a \$35 charge on all returned checks.

Volunteering

Hózhó Academy welcomes parents and other adults as volunteers in the school. As required by Hózhó Academy's Volunteer Policy, any adult who regularly spends time in the Hózhó Academy school building or with Hózhó Academy students, or who chaperones field trips, must have a background and sex offender check conducted by an outside agency. Hózhó Academy reserves the right to consider the results of such background and sex offender checks in its decision to allow parents or other adult volunteers to serve in any capacity at Hózhó Academy. All volunteers will be given and required to review and follow Hózhó Academy's volunteer policies, procedures, pledge and confidentiality agreement.

Re-enrollment

Parents are not required to re-enroll their children each spring for the following school year. A student's place at Hózhó Academy for the following year is secure unless parents inform the school that the student is to be withdrawn.

Parents of students who are not returning to Hózhó Academy should indicate their intent not to re-enroll as soon as possible so that we can make that student's seat available to another child on our waitlist.

Siblings of current Hózhó Academy students and children of staff members receive a priority preference and are placed on a priority waitlist if they are not admitted at the time of the lottery. Students are considered "siblings" if they share at least one parent as indicated on their birth certificate or adoption papers.

ESSA

Hózhó Academy receives federal funding through the Every Student Succeeds Act (ESSA). As such, we must ensure that a teacher who has achieved Highly Qualified status leads every classroom. All of Hózhó Academy's faculty have achieved, or are in the process of achieving, Highly Qualified status. Questions or concerns about Hózhó Academy's implementation of ESSA should be addressed to the New Mexico Public Education Department.

Hózhó Academy Family and Community Complaint Procedures

There may be times when families have concerns or complaints about a school policy, program, decision or other pressing issue. We will always ask that our families and community reflect on the issue and then contact the school. At Hózhó Academy, we will always welcome the opportunity to have productive conversations with our families in order to better understand our students and their families' values.

A **Universal Complaint Form** is available to the entire Hózhó Academy community in the school's main office, and in the Hózhó Academy's Family Student Handbook. The Universal Complaint Form may be translated in all the major languages of the school. Hózhó Academy will always attempt to resolve all complaints at the lowest level possible, and at the level closest to the source of the challenge and/or complaint. We encourage all members of the Hózhó Academy Community to do the same as we work as a team to create an environment in which community and parents are comfortable and willing to address concerns at the school level. We believe that this process is fair, transparent, and accessible to the Hózhó Academy Community.

Informal Complaint Procedure

An informal complaint is a complaint that does not concern the alleged violation of law or charter, such as the school's cell phone policy or an academic grade.

1. Any individual or group of individuals who may have an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member first at Hózhó Academy, personally or by phone, text or email.
2. All Hózhó Academy faculty members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing within 24 hours.
3. If an informal complaint is not responded to and resolved promptly or satisfactorily, the group or individual should contact the School's Principal to discuss the matter. The School Principal will respond in person, by telephone, or in writing within 24 hours of receiving the informal complaint.
4. All complaints and resolutions will be documented so that the school can ensure that steps were taken to address the complaint and resolve the situation in question.

SCHOOL-WIDE INFORMATION

5. If a group or an individual feel that the School Principal's response was unsatisfactory or it did not address the concern, he/she may submit the complaint to the Hózhó Academy's Governing Council. The contact information for the Chairperson can be found in the Hózhó Academy main office or online at www.Hózhó.academy.org.

Formal Complaint Procedure

A formal complaint is a complaint that concerns an alleged violation of law and/or of the charter, such as denying a student admission into the school unless his/her parents volunteer or donate money to the school. An individual or group that may have a formal complaint against a school policy or a member of the school community may follow the informal complaint procedures set forth above.

1. An individual or group may choose to file a complaint in writing to the School Principal. Any formal complaints regarding the School Principal should be filed directly with the Chairperson of the Hózhó Academy's governing board, who may then appoint a designee or designees to review the complaint. If the substance of the complaint directly involves the School's Principal, the Principal will not be appointed as the designee.
2. After reviewing the complaint, the Principal or designee(s) will respond in writing to the complainant within a reasonable amount of time and no more than 10 calendar days.
3. If, after receiving the written response from the Chairperson of the Hózhó Academy's governing board and/or the chairperson's designee/designees, the individual or group determines that the Board has not adequately addressed their complaint, the complainant may contact the New Mexico Public Education Department Charter School Division, at 505.827.6909, or email them at Charter.Schools@state.nm.us. The New Mexico Public

Education Department Charter School Division will have the power and the duty to take remedial action to resolve the complaint, as appropriate.

4. It should be noted that any individual or group that chooses to follow the informal complaint procedures to resolve a formal complaint is permitted at any time to stop the informal complaint procedures and initiate a formal complaint procedure.
5. If an individual or group chooses to voice a complaint at a public meeting of the Hózhó Academy Governing Council Meeting or with an individual trustee, it should also be noted that trustees will not respond to the substance of the complaint, but will simply thank the individual or group for their time and direct them to these complaint procedures.



UNIVERSAL COMPLAINT PROCEDURE FORM

Last Name: _____ First Name: _____ Middle Initial: _____

Student's Name (If applicable): _____ Grade: _____

Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Place of Alleged Violation: _____

For allegation(s) of **noncompliance**, please specify the program or activity referred to in your complaint, if applicable:

For allegation(s) of **unlawful discrimination/harassment**, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:

- | | | |
|--|--|--------------------------------------|
| ☐ Age | ☐ National Origin | ☐ Disability |
| ☐ Ancestry | ☐ Sex/Gender | ☐ Race |
| ☐ Ethnic Group Identification | ☐ Religion | ☐ Other _____ |

☐ Based on the association with a person/group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, and whether witnesses were present, etc., that may be helpful to the complaint investigator.

SCHOOL-WIDE INFORMATION

2. Have you discussed your complaint or brought your complaint to any School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

4. I have attached supporting documents. ☐ YES ☐ NO

Signature: _____ Date: _____

I hereby authorize Hózhó Academy to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date

Print Name

To be completed by school:

Received by: _____

Date: _____

Notice of Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all professional organizations holding collective professional agreements with Hózhó Academy are hereby notified that Hózhó Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning Hózhó Academy's compliance with Section 504 or the ADA **as it applies to students or who wish to file a complaint regarding such compliance should contact:** Hózhó Academy

c/o Principal
515 Park Ave
Gallup, NM 87301

Notice of Procedural Safeguards

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator:

Hózhó Academy
c/o Principal
515 Park Ave Gallup, NM
87301

OTHER INFORMATION & POLICIES

Messages

As previously mentioned, students are not allowed to carry cell phones during the day or to use the school phone to call parents except in an emergency. Please discuss all transportation or after-school arrangements with your child before the school day begins. If an emergency arises, you may leave a message with a staff member at the front desk. Messages are delivered in a timely manner. Messages for the School's Principal may also be left with the staff at the front desk or on his/her voicemail or cell phone.

School Visitation

Parents are encouraged to visit their children's classrooms and to participate in the campus community. Visits are always allowed unless students are taking assessments. If you know that your child has an upcoming assessment at a time that you would like to visit, do check in with your child's teacher ahead

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of time. All visitors must sign in with the front office staff at the reception desk area, and wear an identifying nametag.

Media Policy

As part of the enrollment process, parents are required to sign a Media Release Statement which grants or refuses permission for their child to be photographed or videotaped by Hózhó Academy or a third-party it designates/partners with. Photographic or video images of students may appear in Hózhó Academy's internal or external communications, on its website, in other promotional materials, or in the public media/domain. Hózhó Academy will make every effort to pre-screen students against this list and honor the wishes of families.

Field Trips

Students may participate in horizon-broadening, off-campus field trips which are an integral part of their education. Parents must sign the appropriate trip permission form. To ensure that our students are in a safe environment at all times, any parent or volunteer who chaperones students on any school-sponsored field trip must undergo a background check and a sex offender check. Parents and volunteers must give consent and be willing to provide the necessary personal identification information for the background and sex offender checks. Results will be maintained under restricted and secured conditions and will be disclosed, as appropriate, to the school principal and office manager only.

Lost & Found

Our school has a designated Lost and Found area, located in the school's front office. Unclaimed items are collected every month and donated to charity. It is strongly recommended that parents label every item of their children's clothing.

Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are eighteen (18) years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review and/or request and receive copies of the student's educational records within forty-five (45) days after the day the School receives a request for access. Parents or eligible students should submit to the Hózhó Academy's Principal a written request that identifies the records they wish to inspect and/or of records that they would like copied. The School's Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected and/or make arrangements for copies to be made.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Hózhó Academy to amend a record should write the Hózhó Academy's Principal clearly identifying the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (See FERPA Hearing Procedure)

SCHOOL-WIDE INFORMATION

3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Hózhó Academy's Governing Council. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hózhó Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The address is:

Hózhó Academy
515 Park Avenue,
Gallup, NM 87301

5. Hózhó Academy will notify parents and guardians annually of their rights under FERPA, as required by §99.37 of the regulations, as well as the school's limited directory information policy (34 C.F.R. § 99.37). Hózhó Academy will keep records of all requests to access student records in accordance with state and federal statute.

Family Educational Rights and Privacy Act Procedure for Requests by Parents and/or Eligible Students

1. Parents or eligible students who are eighteen (18) years old or older, must submit in writing a request to the Hózhó Academy's Principal asking to inspect or review and/or request and receive copies of a student's educational records or his/her own educational records.
2. Within forty-five days after the written request is received by the Hózhó Academy's Principal, which must specifically ask for permission to access a student's educational records, the School's Principal will make

SCHOOL-WIDE INFORMATION

arrangements for access to the educational records in questions and will notify the parent or eligible student of the time and place where the educational records may be inspected.

Family Educational Rights and Privacy Act Procedure for the Amendment of Educational Records

1. Parents or eligible students who are eighteen (18) years old or older have the right to request the amendment of a student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Hózhó Academy to amend a record, must submit a written request to the Hózhó Academy's Principal and clearly identify the part of the record they would like changed, as well as specifying why it should be changed.
2. Should the School decide not to amend the student's record as requested by the parents or the eligible student, the School will then notify the parents or eligible student of the decision in writing and of their right to a hearing regarding the request for amendment. Please note, however, that every effort will be made to try to reach a reasonable solution. Such a solution may include the correction or deletion of the challenged material, or the insertion by the parents or eligible student of a written explanation of the challenged material.
3. Should the results of this conference prove unsatisfactory to the parents or to the eligible student, the School will then notify the parents again of their right to a hearing regarding the request for an amendment.
4. If the parents or the eligible student choose to move forward with a hearing, the parents or the eligible student will then submit a written request to the Hózhó Academy's Principal for a FERPA amendment hearing. Once this written request is received by the Hózhó Academy's Principal, additional information regarding hearing procedures will then be provided to the parents or the eligible student within five (5) business days of receipt of this request. **Note:** The intention of the FERPA amendment hearing procedure is only to challenge facts that are inaccurately recorded.
5. Any complaints regarding alleged violations of FERPA may be submitted to: The Family Policy Compliance Office of the U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

Student Withdrawals

We are honored when parents choose Hózhó Academy for their child's education. While we hope that our students remain enrolled with us, we know there will be occasions when a student must leave Hózhó Academy (e.g., a family move). In those instances, parents come to the school and present ID to receive a withdrawal slip.

Educational Opportunities for Homeless Youth

Hózhó Academy participates in the McKinney-Vento Act's Homeless Children and Youth Program and ensures that students experiencing homelessness receive full access to educational opportunities and services. The School's Counselor and Principal are available to offer help to students and families experiencing homelessness with enrollment, school meals, school supply, uniform and transportation needs, and referrals to health, dental, and other appropriate services.

Destruction of Property

Hózhó Academy expects their students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology,

SCHOOL-WIDE INFORMATION

books, and any other material possession of Hózhó Academy. Intentional actions to damage or harm school property will lead to an out of school suspension and reimbursement of the property in question. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community service determined at the discretion of Hózhó Academy.

Internet Acceptable Use Policy

Students will rarely have access to the internet at school. However, in the event that a class or extracurricular activity requires student internet access, the school will follow the following acceptable use policy:

Acceptable Use

While the Internet is a tremendous resource for information, it has the potential for abuse. Hózhó Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Hózhó Academy service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their Internet access. Hózhó Academy has installed special filtering software in an effort to block access to material that is not appropriate for children.

Unacceptable Use

The following is a list of prohibited online behaviors. Although the list is not exhaustive, it illustrates the kinds of unacceptable uses of the Hózhó Academy Internet service:

- Any online activity that is NOT associated with the assigned task.
- Disclosing, using, or disseminating personal identification information about self or others.
- Accessing, sending, or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal.
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
- Using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.
- Vandalizing Hózhó Academy computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system or destroying data by spreading computer viruses or by any other means.
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited to the proper sources.
- Using the Internet for commercial purposes.
- Downloading or installing any commercial software, shareware, freeware, or similar types of material onto network drives or disks without prior permission of the school.
- Overriding the Hózhó Academy Internet filtering software.

Safety Issues

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying student information such as last names, ages, addresses, phone numbers, parents' names, parents' employers, work addresses, or photographs.

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- Use the “back” key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Hózhó Academy encourages students to immediately tell a teacher/administrator/staff member they receive an inappropriate message.
- We encourage students and parents to never share their password or use another person’s password. Internet passwords are provided for each user’s personal use only.

Privacy

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or other computer files sent and received on the Hózhó Academy computer network and/or stored in the user’s directory/on a disk drive. Hózhó Academy reserves the right to examine all data stored on discs involved in the user’s use of Hózhó Academy Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Hózhó Academy’s Internet service is a privilege and not a right. Hózhó Academy reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to, and including, suspension, expulsion for students for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Hózhó Academy’s Internet service. Hózhó Academy will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

CORE VIRTUES

The goal of Hózhó Academy is to develop students in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. To this end, we raise our students in the core virtues of Compassion, Perseverance, Courage, Respect, Responsibility, Diligence, Temperance, and Integrity.

Compassion To recognize the suffering of others, then take action to help. <i>"Our human compassion binds us the one to the other – not in pity or patronizingly, but as human beings who have learnt how to turn our common suffering into hope for the future."</i> — Nelson Mandela	Perseverance Steadfastness in doing something despite difficulty or delay in achieving success. <i>"Many of life's failures are people who did not realize how close they were to success when they gave up."</i> — Thomas A. Edison	Courage Mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty. <i>"Courage is resistance to fear, mastery of fear – not absence of fear."</i> — Mark Twain	Respect To consider worthy of high regard. <i>"Respect for ourselves guides our morals; respect for others guides our manners" —</i> <i>Laurence Sterne</i>
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Responsibility The ability to distinguish between right and wrong, and to be accountable for one's behavior. <i>"It is wrong and immoral to seek to escape the consequences of one's acts."</i> — Mahatma Gandhi	Diligence Consistent, sustained, and earnest effort to accomplish what is undertaken. <i>"What we hope ever to do with ease, we must learn first to do with diligence."</i> — Samuel Johnson	Temperance Self-restraint or moderation in act, thought, or feeling. <i>"Temperance is moderation in the things that are good and total abstinence from the things that are foul."</i> — Frances E. Willard	Integrity Doing the right thing when no one is watching. <i>"Whoever is careless with the truth in small matters cannot be trusted with important matters"</i> — Albert Einstein
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CURRICULUM

Hózhó Academy students learn explicit phonics, reading, English, spelling, composition, math, history, geography, science, music, art, and rhetoric through time-proven methods, and will be held to high standards of discipline, ethics, and personal responsibility.

The following are all required components of the curriculum:

- Basic cognitive skills: reading, writing, mathematics;
- Core subjects: English language and literature, history, geography, and government, physical and biological science, mathematics;
- Other classical subjects: music, visual arts, modern foreign language (Spanish or Navajo); and Physical education

Homework Expectations

Students are in school for a large part of their day. At Hózhó Academy we recognize the value of having family time in the evenings without having to worry about completing homework (often busy-work) to turn in the next day. To that end, Hózhó Academy has a limited homework policy. Each student will have required reading time and a reading log, however, other homework will be given only on a limited basis until students are at the junior high school level and may demonstrate individual independence and responsibility.

ASSESSMENTS

At Hózhó Academy, we use a variety of formal and informal assessments to monitor student progress and ensure compliance with state standards. We do understand, however, that while assessments are one measure of student learning, they are not the end goal of an educational program.

Elementary Assessments

Student progress is assessed and monitored over the course of the school year to provide students, teachers, and parents important information about mastery of grade-level content. Hózhó Academy uses standardized assessments as well as formal and informal teacher-made evaluations to measure student learning. In addition, Hózhó Academy administers interim assessments three (3) times each year to measure progress toward mastery of grade level content (iStation for K-2 and NWEA Maps for 3-5). Students also take end- of-unit assessments in all of their core classes at the culmination of a unit to determine mastery of content.

ACCESS

Student data from the ACCESS for ELLs®, the annual English language proficiency assessment, will be used along with other available data to make decisions about the best course of action for supporting English Language Learners. Teachers and others making instructional decisions for supporting ELs are expected to use ACCESS for ELLs® data and other resources provided by WIDA for effective planning and instruction.

NM State Test

In the spring of the academic year, students in 3rd – 8th grade will take a standardized tool used to measure student achievement in reading and math in all schools in New Mexico. The testing window will take place in April. Eleventh graders will take the SAT test in verbal and math.

GRADING AND REPORTS

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Hózhó Academy will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject.

. The school uses two grading scales:

1. Students in kindergarten through second grade will receive a letter grade evaluation of their mastery of grade-level standards: A (Mastery), B (Proficiency), C (Sufficiency/Competence), and D (Needs Improvement and Remediation) and F (significantly below grade level standards and expectations).
2. Students in grades 3- will receive numeric grades as well as corresponding letters.
3. The minimum passing score will be 60 for all courses taught in grades 3-12.

Student numerical grades will be based on the following grading scale:

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A = 90-100 Distinguished mastery of grade level standards

B = 80-89 Proficient mastery of grade level standards

C = 70-79 Developing mastery of grade level standards

D= 60-69

F = 0-59 Insufficient mastery of grade level standards

NG = No evaluation at this time.

Individual parent-teacher-student conferences are scheduled two times during the year. Conferences provide invaluable opportunities to share information between home and school to enhance a student's chances of success. Parents are encouraged to schedule additional conferences with teachers whenever desired.

Grade Change Procedure for Students and Parents/Guardians

Report cards are sent out at the end of each semester. Report cards will be sent home with the student. Grade level teams and/or a student's homeroom teacher will be required to meet with parents/guardians of students who are in danger of failing.

School personnel, or students and parents/guardians may request a grade change on a test or class assignment, or for a course grade change consistent with these policies and procedures.

1. Any grade change requests must take place within 30 days of grades being issued to students.
2. A student and his/her parents/guardians who are requesting a grade change will contact the School's principal in writing, stating the reasons for the requested grade change within 30 days of issuance of the grade or report card. Any evidence or documentation to support the request should also be included.
3. The principal or designee will respond in writing to the grade change request no later than two weeks (14 business days) from the day the request was received. The response from the School's principal will state whether the request is denied or allowed, and the new final grade, if change was approved. A new copy of the student's report card will also be issued at this time to the child and his/her parents/guardians for their records, if a change was approved.
4. All decisions made by the School's principal will be final.

COMMUNICATING STUDENT PROGRESS

Hózhó Academy communicates frequently with families about student progress. The methods of communication include the following:

- *Quarterly Report Cards.* Hózhó Academy issues report cards each quarter. Report cards include detailed written comments on students' progress.
- *Parent-Teacher Conferences.* Individual parent-teacher-student conferences are scheduled two times over the course of the year to discuss report card grades and review each student's performance. During these meetings, parents are encouraged to share any information that sheds additional light on the child's potential, interests, preferences, and learning style in order to enhance

ACADEMIC INFORMATION

the student's success. Additional conferences may be held at either the parent's or teacher's request.

Student Support Process

Hózhó Academy utilizes the Student Support Process as a multi-tiered problem-solving approach to support individual student needs. The Student Support Process provides suggestions for comprehensive, classroom-based, student-centered interventions and determines whether or not a child should be referred for further evaluation based on data gathered throughout the Student Assistance Team (SAT) process. If you believe your child may be in need of interventions or further evaluation to determine if a disability is present, please contact the school's Principal.

Special Education

Special education programming at Hózhó Academy is structured to provide specialized instruction, support, and related services to students with disabilities based on a student's Individualized Education Program (IEP). In accordance with IDEA, Hózhó Academy ensures that all enrolled students with disabilities receive a free appropriate public education (FAPE) in the least restrictive environment (LRE).

An integral part of Hózhó Academy's mission is to promote the inclusion of students with special needs in general education classrooms and activities in order to provide high quality instruction to all students.

To meet this goal, Hózhó Academy is committed to:

- Making *every* student the responsibility of *every* staff member.
- Using the best pedagogical practices for the benefit of all students.
- Involving families as essential partners.
- Implementing accommodations and modifications, related services, and supplementary aides as needed for students with special needs.
- Adhering to special education regulations and requirements at all times.
- Aligning IEP goals with the general education curriculum to ensure access, authenticity, and relevance.
- Educating students in the LRE, and removing them from the general education setting only when doing so is necessary to provide appropriate instruction per the student's IEP.

Parents or guardians who have specific questions regarding policies, procedures, or services for students with disabilities at Hózhó Academy should refer to the *Procedural Safeguard Manual for Parents* and contact the School's Principal

At Hózhó Academy, ELL students receive English language instruction appropriate for their level of English language proficiency on a regularly scheduled basis. Speaking, listening, reading, and writing skills are emphasized at every level. All students learn vocabulary and structures which are practiced in situations appropriate to their English proficiency and grade level.

Translations of many key documents and essential correspondence related to student achievement, health, and security are provided to improve access to services for parents who communicate best in languages other than English.

PROMOTION TO NEXT GRADE

*In keeping with its high academic expectations, Hózhó Academy has clear but rigorous standards for promotion. Promotion decisions are based on evidence of mastery of grade level content including the student's grades, standardized test scores, attendance, and homework completion record. **A student may be recommended for retention if he or she misses more than twenty (20) days (excused and unexcused) in a school year or has significant behavior problems that result in lost instructional time.** Students with special education needs are held to the same high expectations as their non-disabled peers and will be eligible for promotion to the next grade based on mastery of grade level standards and IEP goals. Students with disabilities can be retained due to academic deficits if the Multidisciplinary Team (MDT) team decides that would be in the best interest for the student. In addition, students with disabilities with significant attendance issues unrelated to their disability may be retained for these reasons. Decisions regarding the retention of students with disabilities are made by the School Principal, parent(s)/guardian(s) and the Multidisciplinary Team (MDT).*

All students at Hózhó Academy are held to high expectations in both academics and behavior. It is Hózhó Academy's primary role to accelerate learning for all students so they graduate on or above grade level and move on to excel in middle school, high school and in college. Student progress is determined individually based on a combination of report card grades, formative assessment data and standardized test scores. Student promotion and retention decisions are made based on the legitimate educational interest of the student.

Kindergarten – 3rd Grade Student Promotion Policy

Kindergarten through third grade students who have passed all of their subject area classes with a C or better for the end of year grade calculation are promoted to the next grade level.

Students who fail only one or more of their core subject area classes may be promoted upon successful completion of additional summer work. Parent of students who fail their ELA class will have a meeting with the School's Principal and the child's Grade Level Team to determine promotion. Students who fail two (2) or more classes must complete additional summer work and will have a retention conference with the School's Principal and the child's Grade Level Team to be considered for promotion or to determine promotion. Students who fail three or more (3+) classes will be retained.

In determining whether a student has reached the standard for the effective grade level and should be promoted, multiple factors are taken into account, including:

- Teacher recommendations, grades, and anecdotal records;
- Ongoing diagnostic assessments to determine the student's levels of growth and mastery of the material in each course, specifically examining the child's progress and performance on the Interim Exams;
- Performance on standardized tests such as the PARCC, NWEA, iStation; and □ Staff assessment in accordance to the written grading policy.

Students in Danger of Failing

Through the use of ongoing assessments, student progress meetings, and a culture of data- driven instruction, we plan to quickly identify and assist students who are falling behind. Teachers at Hózhó Academy must make every effort to help a child in danger of failing. Help from teachers may include, but are not limited to:

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- Working closely with the child during small group instruction, before or after-school, and at other scheduled times during the school day as needed,
- Helping parents develop at-home assistance for the child.

Additionally, the grade level teams will review all grades at the middle and end of the quarter to determine which students will be required to receive additional academic intervention. Grade level teams are also responsible for identifying students with academic struggles in multiple content areas.

When a student is in danger of failing, parents/guardians will receive notice on the mid-quarter progress report that their child's promotion is in doubt. Parents/guardians are encouraged at that time to come to the school to develop a plan with the teachers for their child's successful mastery and completion of grade level standards.

Students with Disabilities

Hózhó Academy holds students with disabilities to the same high expectations that it holds all students. Students with disabilities may be retained pursuant to this policy; however, some exceptions may be made on an individualized basis depending on the nature and severity of the student's disability. The following factors are taken into account, in addition to the factors considered for all students, when considering the possible retention of a student with a disability:

- Progress on IEP goals;
- Teacher recommendations, grades, and anecdotal records;
- Attendance and behavior data; and,
- Student performance on diagnostic and curriculum-based assessments.

If a student with a disability is retained, the IEP team will meet before the school year to review the IEP and make revisions if necessary.

IMPORTANT INFORMATION FOR FAMILIES

DAILY SCHEDULE

The daily schedule is designed to maximize student learning by increasing teacher-student time and reducing time for class transitions.

Earliest drop off:	7:45 AM
Tutoring/Extracurriculars	7:45-8:20
School Day Begins	8:30 AM – Instruction begins.
School Day Ends	3:30 PM
Extracurriculars	3:30-4:45 PM

School ADVISORY/EQUITY COUNCIL

At Hózhó Academy, the School Advisory Committee/Equity Council is an organization comprised of parents and staff that exists to promote parental and community involvement as well as provide insight and support to school initiatives. The council works collaboratively with faculty members to support the Hózhó Academy mission. Membership is open to any family member of an Hózhó Academy student. The meeting times will be sent out in email correspondence/update notices.

Water Safety Information for Parents:

Pools, lakes, rivers and other bodies of water are often fun places for families to spend time together. However, those same places can also be hazardous if proper precautions are not taken.

When your children are around water be sure to follow the following recommendations:

- Constant and active supervision is the most critical safety measure. Never leave children unattended near any body of water, even for a moment. For young children and non-swimmers, stay within arm's reach. Avoid distractions like phones while supervising.
- Teach Water Safety Rules Early including: Never run or push others near water; Enter water feet first; know where it is safe to swim (designated pools with lifeguards); Learn how to call for help (911); learn Basic Water Rescue Skills and CPR: knowing how to respond in an emergency can be life-saving. Consider enrolling in a CPR and basic water rescue course; Use U.S. Coast Guard-Approved Life Jackets: For young children, non-swimmers, and during boating activities, ensure they wear properly fitted life jackets. Inflatable toys and swimming aids are not substitutes for life jackets.
- Fence Your Pool: If you have a home pool, install a four-sided fence at least four feet high with a self-closing and self-latching gate.

- Remove Toys and Temptations: After swimming, remove toys and other items that might attract children to the pool area.
- Be Aware of Hidden Hazards: Teach children to be cautious of slippery surfaces, uneven ground near water, and potential underwater obstacles.
- Educate About the Dangers of Entrapment: Explain the risks of getting caught in drains or other pool/water feature mechanisms. Ensure your pool and spa have compliant drain covers.
- Buddy System: Encourage older children to always swim with a buddy in designated swimming areas.

Resources for local swimming lessons are available

here: <https://gallupnm.gov/DocumentCenter/View/4917/Swimming-Lessons-2023?bidId=>



Appendix I: ATTENDANCE MATTERS

EXPECTATIONS

I understand that in order for my school-age child to learn, s/he needs to attend school each day. I will do my part to make sure that my child gets to school each day – both because it matters for my child’s academic success, and because it’s the law.

Please Initial _____

I understand that Hózhó Academy is committed to the mission of character development and preparing my child for success in a life. Hózhó Academy students need to attend school for the full time each day including half-days. I will make sure my child attends school daily, except in cases of illness or emergency or non-negotiable religious or cultural observances.

Please Initial _____

I understand that I must provide written documentation each time that my child is absent, within 48 hours of him or her returning to school. I also understand that if my child is absent for three (3) or more days due to illness, a doctor’s note or other official documentation must be provided. And for any subsequent absences related to illness, a doctor’s note will also be required. Only with this documentation may an absence be considered excused.

Please Initial _____

I understand that my child should arrive at school no later than 8:25 AM each day. I also understand that five (5) tardies and/or early dismissals will be equivalent to one (1) unexcused absence and will factor into my child’s possible retention in his or her current grade or de-enrollment for attendance purposes. I will do my best to see that my child gets to school on-time each day.

Please Initial _____

I understand that my child should arrive at school dressed in the school’s uniform. I also understand that if my child is not in uniform, he or she will not be allowed to attend class until he or she is in uniform. Tardies and absences due to uniform violations are considered unexcused. Frequent violations of the dress code may result in detention or other consequences. I commit to sending my child to school in full uniform.

Please Initial _____

CONSEQUENCES

I understand that Hózhó Academy will report unexcused absences to the New Mexico Child, Youth and Families Department under educational neglect, as the law requires.

Please Initial _____

I understand that multiple absences (excused or unexcused) may lead to a referral to the Children's Youth and Families Department for investigation and potential prosecution by the District Attorney's Office with the Judicial District Court of the State of New Mexico, as the law requires.

Please Initial _____

I understand that exclusion from non-academic activities and field trips is a consequence for poor attendance or punctuality within a given timeframe.

Please Initial _____

PARENT/GUARDIAN COMMITMENT

I understand that **Attendance Matters**. I will make sure that my child is **at school, on-time, in uniform, and ready for learning each day**. I pledge to support my child and to work with Hózhó Academy to meet the attendance expectations and prevent the consequences.

Parent/Guardian Signature

Date

Printed Name of Parent/Guardian

Printed Name of Student

ATTENDANCE POLICY

I. Objective:

Daily school attendance is essential to students at Hózhó Academy. 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 Hózhó Academy will provide support the students to meet daily attendance requirements and address lack of attendance in accordance with all applicable laws. This policy includes a provision to conduct early intervention for students who have accumulated five (5) unexcused absences, per NMSA § 22-12-9. Provisions to notify the probation office of the judicial district where the student resides following notice of habitual truancy, per NMSA § 22-12-7, is also included in this policy.

II. Definitions:

- A. "Attendance" means students who are in class or in a school-approved activity. If a student is in attendance up to one half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.
- B. "Early identification" means the process by which the school promptly determines and identifies students who have excessive absences and tardiness from an instructional day. Early identification includes the school district's, individual school's or charter school's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the school's central administration.
- C. "Habitual truant" means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
- D. "Intervention" means the partnering that schools engage in with other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a charter school.
- E. "Prevention" means school-based innovative or proven successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.
- F. "School-age person" means a person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twentyone shall be used for a person who is classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institution.
- G. "Student in need of early intervention" means a student who has accumulated five unexcused absences within a school year.

- H. “Unexcused absence” means an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of the school.
- I. “Tribe” means an Indian nation, tribe or pueblo located within New Mexico.

III. Procedures:

- A. Hózhó Academy complies with the New Mexico Compulsory Attendance Law and as such adopts the following procedures:
 - 1. Hózhó Academy requires that class attendance be taken and maintained by class period for every instructional day for each student;
 - 2. Hózhó Academy will report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence;
 - 3. Hózhó Academy prohibits out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy;
 - 4. Hózhó Academy uses withdrawal as provided in NMSA § 22-8-2 only after exhausting interventions efforts to keep students in educational settings;
 - 5. Hózhó Academy engages in early identification of students with unexcused absences, students in need of early intervention, and habitual truants; provides for intervention strategies that focus on keeping students in need of early intervention in an educational setting and Hózhó Academy provides that:
 - a. if a student is in need of early intervention, Hózhó Academy shall contact the student’s parent(s)/guardian(s) to inform them that the student has unexcused absences from school and to discuss possible interventions unless the parent(s)/guardian(s) has/have contacted the school to explain the absence and the excuse complies with the Hózhó Academy attendance policy;
 - b. a representative of Hózhó Academy shall meet with the student in need of early intervention and his or her parent(s)/guardian(s) to identify the causes for the student’s unexcused absences, identify what actions can be taken that might prevent the student’s unexcused absences, identify possible resources to address the causes for the student’s unexcused absences, and establish a corrective action plan to address the student’s unexcused absences;
 - c. the notification to the student’s parent(s)/guardian(s) and the meeting with the parent(s)/guardian(s) will be respectful and in a language and manner that can be understood by both the student and the parent(s)/guardian(s);
 - d. the corrective action plan will contain follow-up procedures to ensure that the causes for the student’s unexcused absences are being addressed;

- e. if the student is a habitual truant, Hózhó Academy shall, in addition, give written notice of the habitual truancy by mail to or by personal service on the student's parent(s)/guardian(s); the notice shall include a date, time and place for the parent to meet with the school to develop intervention strategies that focus on keeping the student in an educational setting;
 - f. if there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services office of the judicial district where the student resides;
 - g. if the student is a habitual truant the school will document the following for each student identified as a habitual truant:
 - i. attempts of the school to notify the parent that the student had unexcused absences;
 - ii. attempts of the school to meet with the parent to discuss intervention strategies; and
 - iii. intervention strategies implemented to support keeping the student in school.
- B. If the habitually truant student is not referred to the children's court by the juvenile probation office for appropriate disposition, including consideration of initial or renewed suspension of his or her driving privileges Hózhó Academy may contact the children's court attorney directly to determine what action will be taken.
- C. If a determination and finding has been made by the juvenile probation office that the habitual truancy by a student may have been caused by the parent or guardian of the student, and no charges have been filed against the parent or guardian, Hózhó Academy may contact the district attorney's office to determine what action will be taken.
- D. The school shall report unexcused absences and habitual truancy rates to the department in a form and at such times as the department determines and shall document intervention efforts made to keep students in need of early intervention and habitual truants in educational settings. The public education department's truancy prevention coordinator shall be permitted access to any records and information related to students in need of early intervention or habitual truancy.
- E. The school shall respect tribal laws and traditions of their Native American students in carrying out its duties of early identification, intervention, and parental notification. Hózhó Academy will work with a student's family and/or guardians, as well as the Native American tribe of students in need of intervention to have a better understanding of tribal customs, religious practices and laws. Follow-up and reinforcement procedures will only be considered after Native American children have undergone intervention through Native American or other agreed upon resources.

APPENDIX 2: THE CODE OF CONDUCT Hózhó Academy

Hózhó Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. Hózhó Academy students will not lie, cheat, or steal, and will discourage others from such actions.

Hózhó Academy was founded to develop students in both mind and character. The school's virtues are the guiding principles used to cultivate and nurture character: compassion, perseverance, courage, respect, responsibility, diligence, temperance, and integrity. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well

Be Kind

Compassion is recognizing the suffering of others and then taking action to help. We must speak to and treat all people with the compassion they deserve by virtue of their humanity. We must also stand up for people when we see injustice taking place.

Keep Trying

Perseverance means to steadfastly pursue a course of action or a purpose, often in the face of obstacles or discouragement. As the well-known poem reminds us, if at first you don't succeed, try, try again...if you will persevere, you will conquer, never fear...try, try again! In 1771, Samuel Adams exhorted his fellow patriots: "Instead of sitting down satisfied with the efforts we have already made...the necessity of the times, more than ever, calls for our utmost circumspection, deliberation, fortitude, and perseverance."

Be Brave

Courage is the state of mind that enables one to face danger or fear with confidence. Aristotle tells us that a courageous person will fear things, but will endure them for the sake of the noble. In the face of danger or challenge, courage is a firm conviction—with appropriate levels of fear and confidence—that compels one to accomplish and pursue that which is noble and worthy.

Treat Others Properly

Respect is both demonstrating good manners and displaying a willingness or generosity to show kindness and proper treatment toward others. Courtesy contributes to a culture of civility on campus. George Washington famously kept a copy of 110 "Rules of Civility in Conversations Amongst Men." Many of the rules served as practical guidelines for courteous living. Washington emphasized that our actions ought to portray a sign of respect for others around us, regardless of their standing, rank, or position.

Own Your Actions

Responsibility means understanding that you have a choice in your actions and the results of those choices are up to you. Hózhó Academy students are expected to act honorably. This means they will not lie, cheat, or steal— and will discourage others from doing so. While it is only human to make mistakes or to show lapses in judgment, students are expected to own up to their actions. Lying, cheating, or stealing to cover things up is far worse than making the original mistake, and undermines trust in both peer-to-peer and student-to-teacher relationships.

Never Give Up

Diligence is the ability to “rule over oneself.” As Socrates states in the Platonic dialogues, a man should be temperate and a master of himself, and ruler of his own pleasures and passions. Aristotle described a self-restrained person as someone who, on account of reason, does not follow their base desires. It takes education and practice to develop the characteristics of diligence—self-control, moderation, prudence, and restraint. Effective self-governance promotes a civil and orderly culture and leads to an increase in liberty for both individuals and societies alike.

Practice Self-Control

Temperance is the virtue of moderation and self-control in all areas. Practicing temperance means that we have control of our bodies, not harming or hurting others, as well as of our words, not saying things that will hurt others.

Be Honest

Integrity is derived from the Latin formulation *integritas*. *Integritas* literally means “intact”—or the state of being whole and undivided—in other words, the truth and nothing but the whole truth. Aristotle wrote that an ethical person should not only be honest, but should be a lover of truth. Such a person would be truthful in situations in which being honest would make no immediate difference. In other words, as C.S. Lewis once said, “Integrity is doing the right thing, even if nobody is watching.”

In academics and scholarship, students must always do their own work, represent themselves truthfully, and only claim what is their own. Plagiarism is a serious violation of the Code of Conduct—and is defined as the use of someone else’s words or ideas without proper acknowledgment. Plagiarism is deceptive and is cheating in that it is an attempt to gain an unfair advantage by appropriating someone else’s work or ideas. Guided by faculty, staff, and parents, students should seek to exhibit the school’s virtues and live by the school pledge: I will learn the true, I will do the good, I will love the beautiful.

HÓZHÓ ACADEMY PARENT COMPACT (To be Signed by all Parents)

I have carefully discussed the Hózhó Academy Code of Conduct with my child and he/she understands what it means. I pledge to encourage my child to be virtuous in conduct, to help him/her grow in scholarship and learning, and to foster in him/her a commitment to civic responsibility. I will hold my child to the highest standards of integrity and will discourage him/her from lying, cheating, or stealing.

_____ Name(s)

_____ Signature(s)

_____ Date

HÓZHÓ ACADEMY STUDENT COMPACT (To be Signed by 2nd – 8th Grade Students)

I understand the Hózhó Academy Code of Conduct and have discussed it with my parent(s). I pledge to be virtuous in conduct, to grow in scholarship and learning, and to pursue a commitment toward civic responsibility. I will not lie, cheat, or steal, and I will discourage others from doing so.

_____ Name _____ Signature

_____ Date

