



2026-2027 Family and Scholar Handbook



Dear Solare Collegiate Families,

Welcome to the 2026-2027 school year at Solare Collegiate!

We are honored to welcome you to Solare Collegiate Charter School. This is history in the making! Solare Collegiate holds a high standard for excellence, by providing an academically rigorous education, with individualized support and a purposeful focus on character development, for our scholars. We are thrilled that you have made Solare Collegiate your school of choice, and we welcome you to our school community. As a school, we are deeply committed to building strong family partnerships and we look forward to working together to ensure the success of every scholar that enters our doors. We expect a lot of the members of the Solare Collegiate community, and in turn, you can expect a lot from us.

As a family, please take the time to read through our entire handbook. Please note that we revise and improve the handbook annually. The following pages clarify many of the essential details for families to participate fully in our community, and will help you become familiar with the school procedures, policies, and practices. When you have finished reading the handbook, both parents and the scholar(s) should complete and detach the mandatory signature page, located at the end of this handbook. Please sign and date the signature page and return it to the main office. Note, that when the word “parents” is used in this Handbook, it also means “legal guardians.”

While this handbook is very detailed, we know that it may not address all of the questions that you may have about Solare Collegiate. If you do have any additional questions, please contact the school for any clarification.

We look forward to working closely with you during the 2026-2027 school year!

Sincerely,
The Solare Collegiate Team



TABLE OF CONTENTS

TABLE OF CONTENTS	3
Section 1: Introduction	8
Overview	8
Mission and Vision	8
Mission	8
Vision	8
Core Values	8
School, Family, and Scholar Accountability	8
Teacher Education and Background	9
Section 2: School Policies and Procedures	9
Hours of Operation	9
Attendance & Tardies	10
Essentials	10
Excused and Unexcused Absences	10
Attendance Interventions	10
Punctuality and Tardiness	11
Tardiness Consequences	11
Early Dismissal Policy	11
Scholar Dismissal	12
Scholar Pick-Up	12
Scholar Drop-Off	12
Walkers	12
Hallway Behavior	12
Bathroom Behavior	12
School Uniform	13
For Boys	13
For Girls	13
Backpacks	14
All Scholars	14
Breakfast and Lunch Procedures	15
Breakfast	15



Lunch	15
Food Allergies	16
Internet Acceptable Use Policy	16
Acceptable Use	16
Unacceptable Use	16
Safety Issues	17
Privacy	17
Violations	17
Faculty	17
Drug and Tobacco Free Zone	18
Skateboards, Bicycles, Roller Skates, Roller Blades	18
Electronics and Restricted Items	18
Section 3: Academics	18
A Challenging Curriculum	19
Exceptional Teachers	19
Character and Leadership Development	19
Homework	19
Promotion Policy	21
Progress Reports, Report Cards and Parent Meetings	22
Scholar Supplies	22
Section 4: Code of Conduct	23
High Standards for Academics, High Standards for Behavior	23
Core Values	23
Safe and Orderly Environment	24
Sundial Behavior Code	24
Behavior System	25
Community Violations, Demerits, and Detentions	26
Use of Physical Intervention by Supervisory Personnel	27
Suspension	28
Suspension Under or Equal to 10 Days (Short-Term)	29
Suspension Over 10 Days (Long-Term)	30
Expulsion	30
Due Process	31
Discipline of Scholars with Special Needs	31
Short-term Suspensions	32



Change of Placement	32
Appeal Rights	33
Exceptions for Specified Conduct	33
Complaint Process	33
Field Trips	33
Forgery	34
Section 5: Building Safety and Security	34
Closed Campus	34
Visitors/Volunteers	35
Visitors	35
Volunteers	35
Scholar Searches	35
Emergency Drills	36
Fire Drill	36
Section 6: Family Involvement	36
Family Communication	36
Parent and Family Involvement	36
Visiting Classes	37
Home Visits	37
New Parent Orientation	37
Parent University Nights	37
Cafecitos	37
Progress Reports	37
Volunteer at Solare Collegiate	38
Community Newsletter	38
Parent Teacher Conferences	38
Section 7: General School Information	38
Contact	38
Phone Use	38
Lost and Stolen Property	39
Enrollment Policies	39
Homeless Education Policy	39
Registration and Records	40
Health Information	41
Emergency Contact	41



Emergency Form	41
Chicken Pox	41
Flu	41
Immunizations	42
First Aid Provision and Medical Emergencies	43
FERPA - Annual Notification to Parents and Eligible scholars Regarding Scholar Records	43
Parent Rights	43
Directory Information	44
Disclosure To School Officials	44
Individuals with Disabilities Education Act (IDEA)	45
Custody	45
Reporting Child Abuse	46
Non-Discrimination	46
Harassment	46
In General	46
Sexual Harassment	47
Harassment and Retaliation Prohibited	47
Bullying and Cyberbullying	47
Racialized Aggression	
Grievance Procedure	48
ATTENDANCE MATTERS CONTRACT	49
EXPECTATIONS	49
CONSEQUENCES	49
PARENT/GUARDIAN COMMITMENT	50



Section 1: Introduction

Overview

Solare Collegiate Charter School ("Solare Collegiate" or "School" or "school") was authorized by the New Mexico Public Education Commission on August 24, 2018. Solare Collegiate opened its doors for the first time to 5th and 6th grade scholars in August 2019. Solare Collegiate is committed to being one of the best public middle schools in the country.

Mission and Vision

Mission

Through academic rigor, individualized supports, and character development, Solare Collegiate Charter School equips all scholars in kindergarten through eighth grade with the academic and personal skills to excel in the high school and college of their choice.

Vision

Solare Collegiate Charter School believes that all scholars, regardless of race, socio-economic status, or family educational attainment can pursue and succeed on a path towards college enrollment and graduation. To that end, every minute and every decision is one that aligns with preparing students for academic success in high school, admission to and enrollment in college, and attainment of a post-secondary degree. We do so by delivering rigorous, grade-level academics balanced with purposeful interventions and a focus on the development of personal identity and character.

Core Values

At Solare Collegiate, we explicitly teach and model clear behavioral expectations to create a positive, enthusiastic learning environment with respect and no distractions. Within this structured framework, our scholars develop leadership and character traits through our core beliefs:

- Voice strengthens identity
- Literacy is foundational
- Data drives decisions
- Character is critical
- Instruction is rigorous
- Structure supports learning

Governing Board ("Board") members and staff of Solare Collegiate emulate our beliefs in their actions, with teachers providing explicit teaching and modeling of them. Through clear rules and constant positive



reinforcement, all Solare Collegiate scholars learn to take responsibility for themselves, their school, and their community.

Solare Collegiate Commitments & Sundial

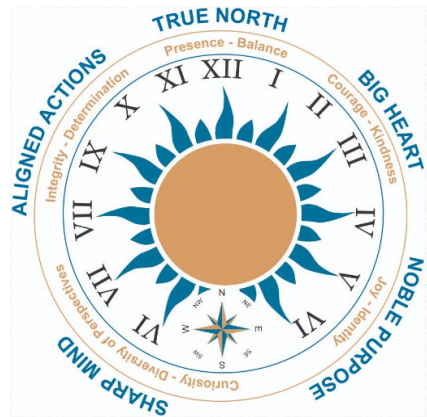
Solare Collegiate's community is guided by the Solare Collegiate Commitments and our Sundial. Our community commitments are as follows:

Solare Collegiate Commitments:

- I commit to keeping myself and others safe
- I commit to walking my talk
- I commit to seeking diversity of perspective
- I commit to leaving no community member behind
- I commit to speaking from my heart but using my head
- I commit to speaking to the person, not about the person
- I commit to showing up with grit
- I commit to working the Sundial

The sundial is a visual representation as well as a metaphor for how Solare Collegiate approaches school culture and student identity development, including our approach on student growth and development. Sundials are used to help determine time, as well as directionality. At Solare Collegiate, we encourage our students to use the Solare Collegiate Sundial to determine what support and development they need within a given time, as well as the direction in which they strive to go. As a community, we have developed a series of dimensions, disciplines, and habits to support our students' exploration of their own identity and its further development. As our students move around the sundial, they are developing and refining the dimensions, disciplines, and habits supporting their identity and personal development.

- Habits of Center (True North)- Presence and Balance
- Habits of Mind (Sharp Mind)- Curiosity and Diversity
- Habits of Heart (Big Heart)- Courage and Kindness
- Habits of Being (Noble Purpose)- Identity and Joy
- Habits of Doing (Aligned Actions)- Determination and Integrity



School, Family, and Scholar Accountability

Solare Collegiate expects a great deal from our staff, our families, and our scholars. An excellent education requires nothing less than the commitment and dedication of everyone involved. It is only by expecting more that we can achieve more. We fulfill our mission every day by remaining unwaveringly diligent and focused on the needs of our scholars, the work that must be done, and the community of stakeholders that supports our efforts.

Solare Collegiate knows that the positive impact we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our scholars, and we will work our hardest to ensure that scholars meet these standards. We know that you have selected Solare Collegiate because you hold these same high standards for your child and are eager to work with us to maximize your child's success. In New Mexico, school attendance is a shared responsibility between families and schools. Families are expected to ensure students attend school regularly and on time, while schools are responsible for monitoring attendance, identifying barriers, and working collaboratively with families to support consistent attendance. Strong partnerships between home and school help improve student achievement and promote long-term academic success.

Teacher Education and Background

The state of New Mexico requires that all schools inform parents/guardians of the availability to view the educational and teaching background of each teacher providing instruction to their scholars. Teachers' qualifications and credentials are available for public inspection in a binder at the front office.

Section 2: School Policies and Procedures

Hours of Operation

In the pursuit of excellence, Solare Collegiate has an extended school day and school year. This gives scholars more time for academic growth and non-academic enrichment. It also gives scholars the time and support needed to make great strides in realizing their potential, both academically and personally.



Monday, Tuesday, Wednesday and Thursday: 7:40 am - 3:45 pm

Friday: 7:40 am - 2:00 pm

The school building will be open to scholars at 7:20 am, Monday through Friday. Breakfast is available from 7:20 am - 7:40 am every morning. All scholars should aim to arrive before 7:40 am in order to get seated and ready for class which starts promptly at that time.

Elementary scholars will be dismissed at 3:15 pm and middle school scholars will be dismissed from school at 3:45 pm on Monday through Thursday. All scholars will be dismissed at 2:00 pm on Friday to allow for professional development of staff and teachers. If parents or guardians need to speak to a teacher or conduct any other classroom business, this should occur after dismissal when teachers and staff are available. The school building is open at 7:20 am and closed at 4:00 pm.

Solare Collegiate's Before Care is available Monday-Friday from 6:00-7:20 am. Solare Collegiate's After School Program is available Monday-Thursday from 3:45-6:00 pm for all scholars, and from 2:00-6:00 pm on Fridays. Our before care and after school program is free of cost to all families. Please note that families must complete separate registration forms to participate in the after school program.

Scholars will only be allowed to leave Solare Collegiate with persons listed on their Parent- Approved Dismissal Form.

Attendance & Tardies

Essentials

In order for our academic program to be successful, it is absolutely essential that scholars be present in school on a consistent basis. The attendance procedures at Solare Collegiate have been formed in order to ensure that this remains the case. In New Mexico, school attendance is a shared responsibility between families and schools. **Families are expected to ensure students attend school regularly and on time**, while schools are responsible for monitoring attendance, identifying barriers, and working collaboratively with families to support consistent attendance. In addition, pursuant to the New Mexico Attendance Success Act Section 4, Part C states; "The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person."

Strong partnerships between home and school help improve student achievement and promote long-term academic success.

Parents and guardians are expected to call the school as early as possible but no later than 7:30 am if their child will not be attending school for any reason. **In order for a student to be coded EA for doctor visits, the scholar/family must provide a note from the doctor.** No proof of absence for the following will be coded EA:

- A death in the immediate family.



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- Religious holiday.
 - Court-mandated appearances with proper documentation.

Appropriate office staff call-ins will not be coded EA until a note is presented to the office. Calls from the family should be made as far in advance as possible and can be left on the school's main voicemail. In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. If a scholar is not at school and the school has not been notified that he or she will be absent, Solare Collegiate staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person.

The Attendance Liaison focuses on communication with families, resource management, and home visits to improve attendance, thereby increasing academic achievement.

- **Three Absences in a Trimester:** If a scholar is absent three days of school in one trimester, it raises a concern. An attendance letter; digital and hardcopy is sent home to the parent/guardian by the attendance liaison, reminding them of the importance of school attendance.
- **Five Absences in a Trimester:** If the scholar is absent five days of school in one trimester, another attendance letter; electronic and hard copy, and phone call from the attendance liaison will be sent, reminding the family the importance of school attendance.
- **Seven Absences in a Trimester:** If a scholar is absent seven days of school in one trimester, it raises serious concerns. A third attendance letter; digital and hard copy, and a phone call from the attendance liaison will be sent, reminding the family the importance of school attendance.
 - The family will be requested to meet with the Attendance Improvement Team within one (1) week to develop an attendance improvement plan.
 - Referral to Social Worker
- **Ten Absences in the year (as soon as 10 days are exhausted):** A letter requesting a meeting with the family to place the scholar on an attendance contract and support plan. If the parent/guardian does not respond to the request, a home visit will be implemented. *At 10 unexcused absences, the family may be reported for Educational Neglect to the NM Child, Youth and Families Department.* A scholar will be withdrawn from Solare Collegiate if they have been absent for as many as ten consecutive school days, after exhaustive communication efforts have been made which include daily attempts of phone, mailed, and/or in-person communication.

Excused and Unexcused Absences

1. For Elementary scholars, attendance is taken at the beginning of each school day. Attendance will be tracked by classroom teachers through the school's scholar information system, PowerSchool.
2. For Middle School scholars, attendance will be taken at the beginning of each class block, for a total of six times daily. Attendance will be tracked by classroom teachers through the school's scholar information system, PowerSchool.



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3. By the end of each school day, the Administrative Assistant will call the parent/guardian of all absent scholars to notify them that their scholar is absent and will be marked with an unexcused absence unless they have an appropriate reason for an excused absence. On these calls, the Administrative Assistant will also note how many unexcused absences the scholar has, so the parent/guardian is aware and prepared if necessary, for next steps as part of the early identification process.

Absences will only be counted as excused if they meet one of the following criteria:

- A doctor's note, explaining the nature of an illness.
 - Please note: all routine doctor and dentist appointments should be conducted outside of school hours.
- A death in the immediate family.
- Religious holiday.
- Court-mandated appearances with proper documentation.

All other absences will be considered unexcused. Scholars will not be excused for family vacations or any other engagements.

4. Parents/guardians must provide written documentation in order for the excused absence to be approved. Written documentation must be received no later than 1 week following the scholar's absence. Written documentation will be scanned and kept in electronic records.
5. Upon receipt of documentation for an approved excused absence, the Administrative Assistant will change the unexcused absence to excused in the school's scholar information system, PowerSchool.

Attendance Interventions

In order to help ensure that scholars do not exceed 10 absences, Solare Collegiate has certain support policies in place. They are detailed below:

Tier 1: Universal interventions:

- Building positive relationships
- Create a welcoming environment
- Promote student engagement
- Focus on growth and consistency
- Partnerships with families
- Daily automated calls
- Teacher reaching out to families

Tier 2: 3 - 5 Days absent

- Inclusion of vaccination and other community health events, to proactively prevent illnesses, work with nursing providers to schedule these. At least once a trimester.
- Autobot call to report absence.
- Restorative check-ins by liaison with the student the next day.
- Parent university that includes ideas to support parents in getting their children to engage/reengage in school. Different topics each time.
- Teachers will contact families of students who are tardy or absent daily.
- Attendance Liaison -- Focuses on communication with families, resource management, and home visits to support attendance improvement.



- 3 and 5 day notices by mail, email, text, and classroom communication tool.
- Any child with more than 15 absences should have conferences and a proactive attendance plan before school begins.
- Develop a success plan that includes attention to attendance.
- Address tardiness to prevent excessiveness and future attendance issues.

Tier 2: 7 and 10 Day absent

- Common community and school barriers identified and addressed.
- 7 and 10 day notices by mail, email, text and classroom communication tool.
- 7 day notices sent including a meeting to discuss and sign an Attendance Improvement Plan.
- 10 day notices sent including a meeting to discuss and sign an Attendance Contract.
- If parents/guardians are non-responsive a home visit will occur.
- Check in-check out system used daily for students and parents to see patterns of attendance for the week.
 - Attendance Liaison will house these for attendance only.
 - Photos will be sent at the end of the day with other CICO contracts by the last period teacher.
 - A folder for attendance only will be placed in DOSC.
- Individualized student success plan that includes attention to attendance; signed by parent, student and Liaison.
- Parent university required after 10 days of school missed.
- Attendance strategies added to IEP.
- Mentors
 - Success Mentors - i.e. accountability partner - trusted adult
 - Peer Group Connections
- Intensive tutoring: After school to focus on gaps in learning. This is not for homework.

Tier 3: 10+ Days Absent

- Attendance team meetings with families at the end of Trimester 1, 2 and 3 for ALL scholars on track to miss 10% or more of each academic period-- meetings are supportive in nature, focused on reviewing attendance, as well as strategies for scholars to use to prevent falling behind, in the event that they are absent from school.
- Meet with a school social worker.
- Home visits for lack of communication by family from school AND multiple days in a row absent from school.
- Student Attendance Review Board, can lead to expulsion.
- CYFD referral as a last resort.

Punctuality and Tardiness

Scholars are expected to arrive at school on time and be in their classroom by 7:40 a.m. Any scholar arriving after 7:40 a.m. is considered tardy and must be accompanied by a parent or guardian to the Main Office to be signed in before reporting to class. Students wishing to eat breakfast should arrive by 7:20. The school also offers a before school program.



Scholars who arrive tardy without a parent or guardian present to sign them in will be assigned In-School Suspension (ISS) for the remainder of the school day until a parent or guardian can complete the required sign-in process.

We understand that unexpected circumstances may occasionally arise and apologize for any inconvenience this policy may cause. However, ensuring that all scholars arrive on time is essential to maintaining a safe campus, minimizing instructional disruptions, and maximizing learning opportunities for every scholar."

Tardiness Consequences

- Teachers are responsible for tracking tardies and contacting families once the scholar reaches 3 and 5 tardies.

The attendance coach contacts the family to identify barriers after the teacher has reached out at 8 tardies.

- 7 tardies:
 - Letter sent home
 - Text
 - Email
 - Attendance conference with family and attendance improvement plan
 - Referral to Social Worker
- 10+ tardies:
 - Administrative review and possible referral to Student Assistance Team (SAT) or other supports if the pattern continues
 - Social worker to sit in as needed
 - Principal sit in as needed

Early Dismissal Policy

Each child who is excused early must be signed out in the office by the child's parent/guardian as designated by the release form. The school office staff is not authorized to release scholars to anyone other than the parent/guardian unless specifically authorized by the parent/guardian in writing. There is a place on the scholar Release Form in the enrollment packet for the parent(s) to list specific individuals to whom the scholar may be released. Please update any changes in your emergency form as they occur. **Scholars WILL NOT be released to any individual who is not listed on the release form.**

Doctor and dentist appointments should be limited to non-school hours to avoid scholars missing class time. The school will record dismissals before 12:00 PM as absences. The school will record dismissals after 12:00 PM but before 3:00 PM for elementary scholars and 3:30 PM for middle school scholars as present but dismissed early; scholars will be marked absent for the individual classes that are missed. In general, scholars must be present for at least ½ of the allotted instructional time on a given day in order to be considered present.

It is very important for scholars to be present at the end of the day to ensure they are not missing any crucial instructional time or any communications that are passed out. If you need to pick up your scholar prior to the dismissal time, please arrive no later than 3:00 PM Monday-Thursday and 1:00PM on Friday. If you have an emergency and you need to pick your scholar up between 3:00-3:45 PM Monday-Thursday or 1:00-2:00PM on



Friday, please call to inform the front office at 505-554-1513 before 1:00pm the day of. This will ensure early pick up. Scholars will not be allowed to be picked up after the 30 minute cut off time as we want to be sure all scholars are safe during the end of the day dismissal procedures.

Scholar Dismissal

Scholar dismissal begins at 3:15 for elementary school and 3:45 for middle school Monday through Thursday, and at 2PM for all scholars on Fridays. Scholars riding the bus will be dismissed first, followed by walking scholars. Scholars in both of these groups will be dismissed in large groups. Hallway behavioral expectations will be maintained throughout the dismissal process. Scholars being picked up by parents will be dismissed individually, as families arrive in the pickup line.

Bus

Families who wish to have their scholars ride the bus to school should inform the school prior to the beginning of school. The operations team will inform families of bus stop locations, and make a record of scholars who intend to ride the bus. Scholars riding the bus will be dismissed as a group.

Scholar Pick-Up

Parents/Guardians or their designees may pick scholars up directly from school at dismissal time. Parents should not go to the classroom to pick up their scholars before the regular dismissal time, as this is very disruptive to class. Parents/Guardians picking up at dismissal in a car should cue up in the pick up line and stay in the car. School staff will communicate with classroom teachers, to inform scholars that their parents are waiting in the pickup line. Scholars being picked up by a parent or guardian must be picked up at 3:15 for elementary school and 3:45 for middle school 2pm for all scholars on Fridays.

Scholar Drop-Off

Families who drive scholars to school in the morning are requested to drive to the designated area and drop scholars off at the front entrance of school.

Walkers

Families who have elected to have their child walk to and from school should notify the school in order for the school to include their child in the walker's dismissal. Walking scholars will meet at a predetermined location. A teacher will release these scholars after verifying their information during dismissal.

Families that continuously pick up their children late may be assessed a fine or their children may be placed on non-academic suspension until they are able to demonstrate that alternative pick-up arrangements have been made.



Hallway Behavior

Hallways are shared spaces and carry noise. We ask that all scholars and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise-- hallways are not spaces for conversations.

Bathroom Behavior

In order to ensure that they are present in class to the greatest extent possible, scholars should make every effort to use the bathroom before school, during bathroom breaks, lunch, and after school. When it is necessary for scholars to use the bathroom during class time, scholars should follow the classroom protocol for receiving bathroom permission.

Bathrooms are shared space, and scholars should treat their bathroom space with pride. Scholars should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Scholars should not bring anything with them to the bathroom, including writing instruments.

At all times a scholar is expected to obtain permission from the teacher to use the restrooms. Scholars are not to write on the walls or damage the facility in any way. Any intentional damage to the school facility may result in the scholar's parents being charged for the cost of repairs. A scholar who is feeling ill should report to the office and not remain in the restroom.

School Uniform

We show respect for our appearance and our cohesion as a community through our uniforms. Scholars in our community are expected to follow the school dress code in order to be allowed in class.

Reminder: If a scholar comes to school without the correct uniform, a phone call will be made home requesting the correct uniform item(s) be brought to the school immediately. If a parent is unable to bring the uniform item(s), the scholar will be provided the uniform item(s) for the day. If uniform violation is a persistent issue, the parent will be requested to meet with their scholars' Principal or their designee to discuss a plan to address the issue.

At the beginning of the year scholars will receive two free polo shirts and a sweatshirt. Free uniforms will only be distributed once during the beginning of the school year. Any additional uniform items that are purchased must comply with the following:

For Boys

- **Shirt:** Shirts must be polo shirts that are solid and plain, in the following colors: Grey and black. Shirts can be short or long sleeved. The only shirt that can be under the uniform shirt is white, grey, or black. All shirts must be tucked in. Scholars may wear a college/university top on Fridays only.



- **Shorts or Pants:** Black pants and blue jeans only are allowed. Pants may not have holes or drag the ground. Pants may not be worn below the top of the hips and need to fit correctly.
- **Belt:** Solid black, or brown.
- **Shoes:** Low-top or high top sneakers. Open-toe shoes, sandals, or shoes with heels may **NOT** be worn. Dress shoes may be worn, knowing that scholars are going to be playing outside or participating in PE in the same shoes. Shoes may not contain wheels.
- Scholars will not be able to wear coats during class. Scholars may not wear hooded sweaters or sweatshirts.

For Girls

- **Shirt:** Shirts must be polo shirts that are solid and plain, in the following colors: Grey and black. Shirts can be short or long sleeved. The only shirt that can be under the uniform shirt is white, grey, or black. All shirts must be tucked in. Scholars may wear a college/university top on Fridays only.
- **Shorts or Pants:** Black pants and blue jeans only are allowed. Pants may not have holes or drag the ground. Pants may not be worn below the top of the hips and need to fit correctly.
- **Jumper/Skirt:** In place of pants, girls may wear a black or blue jean skirt, knee-length or longer. Girls may wear black or white plain tights. Tights with patterns or other colors are not permitted.
- **Belt:** Solid black, or brown.
- **Shoes:** Low-top or high top sneakers. Open-toe shoes, sandals, or shoes with heels may **NOT** be worn. Dress shoes may be worn, knowing that scholars are going to be playing outside or participating in PE in the same shoes. Shoes may not contain wheels.
- Scholars will not be able to wear coats during class. Scholars may not wear hooded sweaters or sweatshirts.

All scholars

- **Other Logos:** No logos, emblems, markings, designs, or insignias of any kind (e.g., Levi's, Polo, Gap, Fubu, Tommy Hilfiger, Phat Pharm, Sean John, etc.) are allowed on shirts, sweaters, pants, jumpers, or belts.
- **Shoes and Socks:** scholars must also wear closed-toed shoes daily. Because scholars walk a lot during each day and have exercise time each day, we ask that scholars wear sneakers instead of dress shoes.
- **Shirts and Blouses are Neat and Business-Like:** Only the top button may be undone on shirts and blouses.
- **Fit:** Clothing must fit appropriately. Excessively baggy pants, shirts, etc. are not allowed.
- **Jewelry:** If a scholar wears jewelry that the School Leadership considers excessive, then the scholar will be asked to remove it.
- **Head Coverings:** scholars must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with cultural or religious observation.
- **Jackets:** scholars may not wear jackets inside the school building. If you are worried about your scholar being cold inside the building, he or she may wear a shirt under their polo as detailed above.



Whenever any element of physical appearance or grooming—even if it is allowable under the school’s current rules—becomes a distraction to one’s self or to others, it is no longer acceptable and steps will be taken to remove the distraction.

Breakfast and Lunch Procedures

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced price meals and free milk to eligible scholars. At the beginning of the school year, each scholar will be given an application for families to complete. Once the scholar’s application for free or reduced meals has been returned to the school, families will be notified by mail of their eligibility. This year, **ALL** Solare Collegiate scholars receive free breakfast and lunch through the Community Eligibility Program.

Restaurant food and drinks are **NOT** permitted during the school day. We will **NOT** accept DoorDash, Uber Eats, or any other food delivery for a scholar. Scholars are **NOT** allowed to have energy drinks, sodas, coffees, anything from Starbucks, Dutch Bros, or the Human Bean during the school day. If a scholar comes to school with any of the above, we will ask for them to give it to their parents or throw it away.

Breakfast

Breakfast is served from 7:20 AM until 7:40 AM. Scholars who arrive after 7:35 will not be served breakfast. Scholars must arrive by approximately 7:30 am to eat breakfast. Scholars eat breakfast in their classrooms.

Lunch

Scholars may either have lunch and milk from the school or bring their own lunches from home. Scholars are welcome to bring lunch from home, but they will not have access to a microwave to heat any lunches. If a scholar chooses to bring lunch from home, it must be brought in a clear lunch bag. Any non-clear bags will be held in the front office and distributed to scholars at lunch. Soda, energy drinks, and candy are never permitted at school, even in lunches brought from home. Scholars must remain seated during lunch. Scholars may talk using “restaurant level” voices. Scholars are required to clean and wipe up their tables after lunch.

Food Allergies and Dietary Restrictions

The school will make all reasonable efforts to accommodate scholars with food allergies or dietary restrictions. Parents are required to inform the school of all food allergies or dietary restrictions and their severity. Once parents have informed the school, school officials will meet with the family in order to develop an Individual Health Care Plan. In order for the school to accommodate any food allergies, the school will need a note from the scholar’s doctor outlining the child’s dietary restrictions.

Internet Acceptable Use Policy



Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Solare Collegiate offers Internet access to scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the school. The school expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. The school makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the school's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the Internet), local networks, databases, and any computer-accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the school's Internet service:

- disclosing, using or disseminating personal identification information about self or others;
- logging into other scholars' accounts;
- 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 school computers by causing physical damage, reconfiguring the computer system, reconfiguring the keyboard, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of their Principal;
- 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 E-mail or news sources must also be credited as to sources;
- using the Internet service 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 Computer Teacher; and
- overriding the 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 information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. The school reserves the right to examine all data stored on any medium involved in the user's use of the school's 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 the school's Internet service is a privilege not a right. The school reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Google Apps for Education

Solare Collegiate utilizes Google Apps for Education for all students in grades kindergarten through eight. Students have access to all tools within the Google Apps Domain, with the exception of Google+. Access to Google Apps includes Email, Drive Documents, Calendar, Google Classroom, etc. All web traffic accessed on school devices is appropriately filtered according to current CIPA compliance requirements.

Drug and Tobacco Free Zone

Solare Collegiate is a Drug and Tobacco Free zone. New Mexico law specifically prohibits any type of tobacco on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of



tobacco. No parent, scholar, staff member, or other person may smoke or have tobacco products anywhere on the campus at any time.

Skateboards, Bicycles, Roller Skates, Roller Blades

Scholars are allowed to ride bicycles to school. We strongly suggest that the bike have a lock to prevent theft and be registered with the school and local police station. Scholars may not use roller skates, roller blades, or roller shoes as a means of transportation to or from school. Roller skates, roller blades, roller shoes, and shoes with wheels are not allowed on campus at any time.

Electronics and Restricted Items

All electronic devices including smart watches, electronic dictionaries, meta glasses, CD players, cassette players, Gameboys, iPods, and MP3 players are not allowed to be played at school. Scholars may bring a cell phone to school, but it must be turned off and placed in their assigned Yonder pouch within their classroom. Solare Collegiate is NOT responsible for the loss, damage, and/or theft of any of these electronic devices. Toys, electronic devices, magazines, hats worn inside the building, and any other item that violates school policy or disrupts the class or causes a hazard will be confiscated. Upon finding one of these restricted items, school personnel will confiscate, and only a parent may pick up these items in person from the school office.

Section 3: Academics

Solare Collegiate is committed to supporting academic achievement and personal growth by implementing a strong, rigorous academic program. Solare Collegiate operates with an extended day. Our school day begins at 7:40 am and ends at 3:45 pm, for middle school, and begins at 7:40 am and ends at 3:15 pm for elementary school, with the exception of every Friday, which operates from 7:40 am to 2:00 pm to provide teachers with on-going, targeted professional development.

A Challenging Curriculum

Solare Collegiate's curricula are aligned to the Common Core Standards, internal standards, internal assessments and state mandated tests. In all of these ways, we are getting your child ready to succeed in a college-preparatory environment.

Exceptional Teachers

Solare Collegiate's focus on smaller class sizes and exceptional teachers ensures that we can have quality lessons and give one-on-one help to all scholars. Teachers design exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional public schools. Solare Collegiate teachers know that scholars learn material much better when they see how it might apply to their lives and therefore their lessons are relevant to the scholars' lives. They also foster a climate of success through a positive disposition, well maintained and organized classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills. Solare Collegiate teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Teachers ask many critical thinking questions throughout the



course of the day, as well as pack each class with a number of activities designed to keep scholars motivated and on task.

Progress Reports, Report Cards and Student Led Academic Conferences

Teachers and staff will use progress reports and report cards to communicate scholars' academic and behavioral performance. Progress reports and report cards will be sent home with scholars. Progress reports are sent home each Friday, and report cards at the conclusion of each trimester. In certain circumstances, a scholar's report card or progress report may not be distributed in class and may need to be picked up at the school by the scholar's parent or guardian. Parents will also be expected to meet with their children's teachers during the two Student Led Academic Conferences held each year in November and March. Parents also have continual access to their child's grades and behavior through the PowerSchool app.

Section 4: Code of Conduct

High Standards for Academics, High Standards for Behavior

Solare Collegiate is characterized by a culture that is orderly, supportive, and focused on academic work. The ethos of the community should be mutual care and respect. Discipline and order exist in a school when scholars are known and cared for by all of the faculty and staff, and when their life within the school is meaningful to them. Given the sense of community within the school and the active engagement of scholars in their learning, there will be less opportunity for disruption and problems. The administrators and teachers strive to ensure that rules are fairly and consistently enforced.

Core Beliefs

Solare Collegiate's 6 core beliefs are at the heart of our community and represent the cornerstones of the school's Code of Conduct.

- Voice strengthens identity.
- Literacy is foundational.
- Data drives decisions.
- Character is critical.
- Instruction is rigorous.



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- Structure supports learning.

Core Values

Solare Collegiate was founded on the belief that *voice strengthens identity*, and we believe that a truly excellent school cannot rely on strong academics alone. For that reason, the Solare Collegiate Charter School has dedicated itself to implementing a student-centered Identity Framework and Advisory Plan, supporting our students' personal development, along with their academic development. This framework is a set of beliefs, values, disciplines, and commitment to the Solare Collegiate and wider communities, which will guide our students personal development and mindset, along with setting the wider school behavioral expectations. We have high expectations for our students, and our community has high expectations for us, and we believe this framework will ensure that we build a strong academic and social culture in our school, that will support our ambitious goals. Our framework is also a statement about who we, Solare Collegiate, are as a community. Communities are not static, they adapt and shift, and we anticipate this framework will do the same, in order to continue to represent and support the Solare Collegiate community.

Solare Collegiate's community is guided by the Solare Collegiate Sundial. The sundial is a visual representation as well as a metaphor for how Solare Collegiate approaches school culture and student identity development, including our approach on student growth and development. Sundials are used to help determine time, as well as directionality. At Solare Collegiate, we encourage our students to use the Solare Collegiate Sundial to determine what support and development they need within a given time, as well as the direction in which they strive to go. As a community, we have developed a series of dimensions, disciplines, and habits to support our students' exploration of their own identity and its further development. As our students move around the sundial, they are developing and refining the dimensions, disciplines, and habits supporting their identity and personal development.

- Habits of Center (True North)- Presence and Balance
- Habits of Mind (Sharp Mind)- Curiosity and Diversity
- Habits of Heart (Big Heart)- Courage and Kindness
- Habits of Being (Noble Purpose)- Identity and Joy
- Habits of Doing (Aligned Actions)- Determination and Integrity

Safe and Orderly Environment

Solare Collegiate is unequivocally committed to providing a safe and orderly environment in which scholars can maximize their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen; therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. Scholars 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 scholar code of conduct.



Scholar Discipline Policy and Procedure

At Solare Collegiate Charter School (SCCS) the goal of disciplinary measures shall be to assist each scholar in the development of self-control, social responsibility, and the acceptance of appropriate consequences for his or her actions.

SCCS encourages parent/legal guardian involvement in matters of school discipline. Parents/legal guardians shall be advised of disciplinary measures taken and the School shall maintain a record of disciplinary actions taken.

This Policy does not apply to long-term suspension or expulsion of scholars who are disabled pursuant to the IDEA or Section 504. The procedures for long-term suspension or expulsion of disabled scholars are set forth in Section 6.11.2.11 NMAC. School personnel under this section may remove a scholar with a disability who violates a rule of scholar conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days, and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct provided those removals do not constitute a change of placement.

The SCCS Governing Board imbues the SCCS Head Administrator and her designee(s) with the discretion to make judgments in each case of individual discipline.

1. Immediate Removal

- a. Scholars whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following rules:
 - i. A rudimentary hearing, as required for temporary suspensions, shall follow as soon as possible.
 - ii. Scholars shall be reinstated after no more than one school day unless within that time a temporary suspension is also imposed after the required rudimentary hearing. In such circumstances, a single hearing will support both the immediate removal and a temporary suspension imposed in connection with the same incident(s).
 - iii. The school shall exert reasonable efforts to inform the scholar's parent of the charges against the scholar and the action taken as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the school day following the immediate removal, the school shall on that day mail a written notice with the required information to the parent's address of record.

2. Detention

- a. Detention may be imposed and is distinct from in-school suspension in that it does not entail removing the scholar from any of his or her regular classes.
- b. The authority of the School to supervise and control the conduct of scholars includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure. No detained scholar shall be denied an opportunity to eat lunch or



reasonable opportunities to go to the restroom. Reasonable periods of detention may be imposed in accordance with the procedures for temporary suspension.

3. Suspension Generally

- a. A suspension is the removal of a scholar 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 scholar 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. SCCS shall keep on file a copy of the notification.
- d. The Head Administrator or her designee is responsible for notification, compliance and documentation.
- e. While a scholar 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.

4. In-School Reflection Day

- a. If suspension is in-school administration will contact each of the scholar's teachers in order to obtain the scholar's assignments for the suspension time. Teachers should provide enough work to occupy the scholar's time during that duration.
- b. In-school suspension may be imposed with or without further restriction of scholar privileges. Any scholar who is placed in an in-school suspension which exceeds 10 school days must be provided with an instructional program that meets both state and local educational requirements. Scholar privileges, however, may be restricted for longer than 10 school days.
- c. In-school suspensions of any length shall be accomplished according to the procedures for a temporary suspension as set forth above. The school may limit the length of in-school suspensions which may be accomplished under temporary suspension procedures. No in-school suspension scholar shall be denied an opportunity to eat lunch or reasonable opportunities to go to the restroom. Scholars who are placed in in-school suspension will not be able to attend before or afterschool program on the day of their suspension.

5. Temporary Suspension

- a. Temporary suspension shall be at the discretion of the Head Administrator and must limit temporary suspensions to periods shorter than 10 school days.
- b. A scholar facing temporary suspension shall first be informed of the charges against him or her and, if (s)he denies them, shall be told what evidence supports the charge(s) and be given an opportunity to present his or her version of the facts. The following rules apply.
- c. The hearing may be an informal discussion and may follow immediately after the notice of the charges is given.
- d. Unless the administrative authority decides a delay is essential to permit a fuller exploration of the facts, this discussion may take place and a temporary suspension may be imposed within minutes after the alleged misconduct has occurred.
- e. A scholar who denies a charge of misconduct shall be told what act(s) (s)he is accused of committing, shall be given an explanation of the evidence supporting the accusation(s) and shall



then be given the opportunity to explain his or her version of the facts. The administrative authority is not required to divulge the identity of informants, although (s)he should not withhold such information without good cause. (S)he is required to disclose the substance of all evidence on which (s)he proposes to base a decision in the matter.

- f. The administrative authority is not required to allow the scholar to secure counsel, to confront or cross-examine witnesses supporting the charge(s), or to call witnesses to verify the scholar's version of the incident, but none of these is prohibited.
- g. The school shall exert reasonable efforts to inform the scholar's parent of the charges against the scholar and their possible or actual consequence as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the first full day of suspension, the school shall on that day mail a written notice with the required information to the parent's address of record.

6. **Long-Term Suspension and Expulsion:** Where prompt action to suspend a scholar long-term is deemed appropriate, a temporary suspension may be imposed while the procedures for long-term suspension or expulsion are activated. However, where a decision following the required formal hearing is delayed beyond the end of the temporary suspension, the scholar must be returned to school pending the final outcome unless an exception under the law applies.

A scholar who has been validly expelled or suspended is not entitled to receive any educational services from the local district during the period of the exclusion from school. A local school board may provide alternative arrangements, including correspondence courses at the scholar's or parent's expense pursuant to public education department requirements, if the board deems such arrangements appropriate.

The following rules shall govern the imposition of long-term suspensions or expulsions:

- a. The same person or group may, but need not, perform the functions of both hearing authority and disciplinarian. Where the functions are divided, the hearing authority's determination of the facts is conclusive on the disciplinarian, but the disciplinarian may reject any punishment recommended by the hearing authority.
- b. A review authority shall have discretion to modify or overrule the disciplinarian's decision, but may not impose a harsher punishment. A review authority shall be bound by a hearing authority's factual determinations unless an exception under the law applies.
- c. No person shall act as hearing authority, disciplinarian or review authority in a case where (s)he was directly involved in or witnessed the incident(s) in question, or if (s)he has prejudged disputed facts or is biased for or against any person who will actively participate in the proceedings.
- d. The Governing Council may act as hearing authority, disciplinarian or review authority for any cases involving proposed long-term suspensions or expulsions. Whenever a quorum of the Council acts in any such capacity, however, the Open Meetings Act, Section 10-15-1 et seq., NMSA 1978 requires a public meeting.
- e. An authorized administrative authority shall initiate procedures for long-term suspension or expulsion of a scholar by designating a hearing authority and disciplinarian in accordance with Governing Council policies, scheduling a formal hearing in consultation with the hearing authority and preparing and serving a written notice meeting the requirements of this Policy.



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- f. The written notice shall be addressed to the scholar, through his or her parent(s), and shall be served upon the parent(s) personally or by mail.
 - g. The hearing shall be scheduled no sooner than five nor later than 10 school days from the date of receipt of the notice by the parent(s). The hearing authority may grant or deny a request to delay the hearing in accordance with this Policy.
 - h. The written notice must contain all of the following information, parts of which may be covered by appropriate reference to copies of any policies or regulations furnished with the notice:
 - i. the school rule(s) alleged to have been violated, a concise statement of the alleged act(s) of the scholar on which the charge(s) are based and a statement of the possible penalty;
 - ii. the date, time and place of the hearing, and a statement that both the scholar and parent are entitled and urged to be present;
 - iii. a clear statement that the hearing will take place as scheduled unless the hearing authority grants a delay or the scholar and parent agree to waive the hearing and comply voluntarily with the proposed disciplinary action or with a negotiated penalty, and a clear and conspicuous warning that a failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default;
 - iv. a statement that the scholar has the right to be represented at the hearing by legal counsel, a parent or some other representative designated in a written notice filed at least seventy-two (72) hours before the hearing with the contact person named pursuant to this Policy;
 - v. a description of the procedures governing the hearing;
 - vi. the name, business address and telephone number of a contact person through whom the scholar, parent or designated representative may request a delay or seek further information, including access to any documentary evidence or exhibits which the school proposes to introduce at the hearing; and
 - vii. any other information, materials or instructions deemed appropriate by the administrative authority who prepares the notice.
 - i. The hearing authority shall have discretion to grant or deny a request by the scholar or the appropriate administrative authority to postpone the hearing. Such discretion may be limited or guided by the Governing Council policies not otherwise inconsistent with this rule.
 - j. Where a scholar has been suspended temporarily and a formal hearing on long-term suspension or expulsion will not occur until after the temporary suspension has expired, the scholar shall be returned to school at the end of the temporary suspension unless:
 - i. The right to a hearing has been waived as outlined below in this Policy, or
 - ii. the scholar and parent(s) have knowingly and voluntarily waived the scholars right to return to school pending the outcome of the formal proceedings, or
 - iii. the appropriate administrative authority has conducted an interim hearing pursuant to a written school policy made available to the scholar which affords further due process protection sufficient to support the scholar's continued exclusion pending the outcome of the formal procedures.
 - k. A scholar and his or her parent(s) may elect to waive the formal hearing and review procedures and comply voluntarily with the proposed penalty, or may waive the hearing and review and negotiate a mutually acceptable penalty with the designated disciplinarian. Such a waiver and compliance agreement shall be made voluntarily, with knowledge of the rights being relinquished,



and shall be evidenced by a written document signed by the scholar, the parent(s), and the appropriate school official.

- I. The formal hearing is not a trial. It is an administrative hearing designed to ensure a calm, orderly determination by an impartial hearing authority of the facts of a case of alleged serious misconduct. Technical rules of evidence and procedure do not apply. The following-rules govern the conduct of the hearing and the ultimate decision:
 - i. The school shall have the burden of proof of misconduct.
 - ii. The scholar and his or her parent shall have the following rights: The right to be represented by legal counsel or other designated representative, however, the school is not required to provide representation; the right to present evidence, subject to reasonable requirements of substantiation at the discretion of the hearing authority and subject to exclusion of evidence deemed irrelevant or redundant; the right to confront and cross-examine adverse witnesses, subject to reasonable limitation by the hearing authority; the right to have a decision based solely on the evidence presented at the hearing and the applicable legal rules, including the governing rules of scholar conduct.
 - iii. The hearing authority shall determine whether the alleged act(s) of misconduct have been proved by a preponderance of the evidence presented at a hearing at which the scholar or a designated representative have appeared.
 - iv. If no one has appeared on the scholar's behalf within a reasonable time after the announced time for the hearing, the hearing authority shall determine whether the scholar, through the parent, received notice of the hearing. If so, the hearing authority shall review the schools' evidence to determine whether it is sufficient to support the charges(s) of misconduct.
 - v. A hearing authority who is also a disciplinarian shall impose an appropriate sanction if (s)he finds that the allegations of misconduct have been proved under the standards of the law. A hearing authority who is not a disciplinarian shall report its findings, together with any recommended sanction, to the disciplinarian promptly after the hearing.
 - vi. Arrangements to make a tape recording or keep minutes of the proceedings shall be made by the administrative authority who scheduled the hearing and prepared the written notice. A verbatim written transcript is not required, but any minutes or other written record shall fairly reflect the substance of the evidence presented.
 - vii. The hearing authority may announce a decision on the question of whether the allegation(s) of misconduct have been proved at the close of the hearing. A hearing authority who is also a disciplinarian may also impose a penalty at the close of the hearing.
 - viii. In any event, the hearing authority shall prepare and mail or deliver to the scholar, through the parent, a written decision within five working days after the hearing. The decision shall include a concise summary of the evidence upon which the hearing authority based its factual determinations. A hearing authority who is also a disciplinarian shall include in the report a statement of the penalty, if any, to be imposed, and shall state reasons for the chosen penalty. A hearing authority who is not a disciplinarian shall forward a copy of his



or her written decision to the disciplinarian forthwith. The disciplinarian shall prepare a written decision, including reasons for choosing any penalty imposed, and mail or deliver it to the scholar, through the parent, within five working days of receipt of the hearing authority's report.

Disciplinary Policies Continued

Scholars who are found to have violated the School's Discipline Policy may be subject to the following penalties, either alone or in combination with one another:

- 1) Oral warning
- 2) Written warning
- 3) Written notification to parent(s)/guardian(s)
- 4) Conference with parent(s)/guardian(s)
- 5) Confiscation
- 6) Detention
- 7) Exclusion and/or removal from a particular class or event
- 8) Suspension from transportation
- 9) Suspension from cafeteria, commons, library, social, athletic, after-school, field trip, extracurricular, or other activities or privileges
- 10) In-school suspension
- 11) Short-term suspension (ten days or less) from school
- 12) Long-term suspension (more than ten days) from school
- 13) Expulsion from school

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

Use of Physical Intervention by Supervisory Personnel

It is the policy of Solare Collegiate to provide for the appropriate use of restraints and to protect scholars from harming themselves, other scholars, staff or property in a manner that protects the scholar's dignity and well-being.

A restraint is a method used to physically and involuntarily restrict a person's movement or physical activity. Physical restraint should only be used in emergency situations, after less intrusive alternatives have failed or been deemed inappropriate, and with caution. If a scholar's Behavior Intervention Plan (BIP) calls for restraint the requirement of an emergency situation is eliminated. School personnel should use physical restraint with two goals in mind:

1. to administer physical restraint only when needed to protect the scholar, other scholars and/or school staff member from imminent harm; and
2. to prevent or minimize any harm to the scholar as a result of the physical restraint.



Only those individuals who have been properly trained in physical restraint will use physical restraint on a scholar. Whenever possible, the administration of a restraint will be witnessed by at least one adult who is not participating in the restraint. Training as required will be provided to maintain certification in that program. scholars who have known medical or psychological limitations on restraint will be restrained only in cases of imminent danger to self or others and only with caution.

Each incident of restraint should be reported to the Principal and any restraint on a scholar with medical or psychological limitations will also be reported to the Principal for review. The report should include the names of the school staff involved, the name of the scholar involved, and a description of the incident leading up to the restraint and the procedures used in the restraint along with information regarding whether any additional actions are required by the school.

Following the release from a restraint the participants will implement follow-up procedures. These procedures will include reviewing the incident with the scholar to address the behavior that precipitated the restraint, review of the incident with the person who administered the restraint to discuss whether proper procedures were followed and follow-up to determine if any discussion needs to occur with those who witnessed the incident.

Discipline of Scholars with Special Needs

Solare Collegiate will meet all requirements of Section 504 of the Rehabilitation Act as defined in Part B of IDEA, and State laws regarding disciplining of scholars with disabilities.

Under the Fourteenth Amendment to the United States Constitution, scholars are guaranteed due process and fair treatment at school. Therefore, prior to the School taking disciplinary action against a scholar, school administration will provide the scholar with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process will consist of informing the scholar of the charges against him/her and giving the scholar an opportunity to respond. More formal procedures must be followed when the discipline proposed is greater than ten days of suspension.

Scholars may have additional rights pursuant to laws governing the provision of educational services to scholars with disabilities.

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible scholars with certain procedural rights and protections in the context of scholar discipline. A brief overview of these rights is provided below.

Short-term suspensions

School personnel may refer a scholar to an alternative placement or suspension for up to 10 total school days without services. For subsequent exclusions the school year which do not constitute a change in placement:

1. The school must provide Free and Appropriate Public Education (FAPE) services to the extent necessary for progress in the general curriculum and IEP goals as determined by school personnel in consultation with at least one teacher.
2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.



Change of placement

A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals (exceeding 10 days in total) with consideration of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, parents/guardians must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the team must conduct a manifestation determination. The meeting must include representatives of the school, parents/guardians and any other relevant members. The team must consider all relevant information in the scholar's file, teacher observations, and relevant information from the parents/guardians. The team must determine whether the conduct was: (1) caused by the disability; or (2) had a direct and substantial relationship to the disability; or (3) was a direct result of the district's failure to implement the IEP. If any of these criteria are met, then the conduct is a manifestation of the scholar's disability.

If the team determines that the conduct was a manifestation of the disability, the scholar must be returned to his/her placement. The parties, however, may change the IEP and placement through the team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or, if a behavioral plan already exists, review the plan and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. The scholar is entitled, however, to receive educational services to enable progression in the general curriculum and IEP goals. The team must determine which services are necessary and the setting where they will be provided.

Appeal Rights

When a parent/guardian disagrees with the Team's decision on "manifestation determination," or an alternative placement, the parents/guardians have the right to request an expedited hearing from the Bureau of Special Education Appeals. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

Exceptions for Specified Conduct

Under certain special circumstances as defined by federal law, school personnel may place the scholar in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the scholar possesses, uses, sells or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function. The federal definition for serious bodily injury means bodily injury that involves:

- A substantial risk of death;
- Extreme physical pain
- Protracted and obvious disfigurement; or
- Protracted loss or impairment of a bodily member, organ or mental facility.



Otherwise, if the scholar's continuation in the current placement is substantially likely to cause injury to himself/herself or others the district may request an expedited hearing for an order to place a scholar in an alternative setting for a period not to exceed 45 school days. The district also has the right to seek a court injunction.

Scholars with Disabilities under Section 504 scholars who are not eligible for services under the IDEA, but who have disabilities within the meaning of Section 504 of the Rehabilitation Act are entitled to certain procedural protections associated with Section 504.

Complaint Process

Both the school and the Board work in conjunction with one another to hear and resolve any complaints by parents. If a problem arises, both the school and the Board encourage the complainant to address the problem directly with the staff member(s). If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, the complaint should be delivered in writing to the Executive Director. The Executive Director will receive a written report from the appropriate faculty or staff member. After reviewing the written statements by the staff member and the complainant and undertaking any additional investigation deemed necessary by the situation, the Executive Director will present a decision to the complainant. The Board will not hear complaints that have not followed this procedure.

If the complaint has still not been resolved to the parent's satisfaction, the parent should contact the Governing Board Chair about placing the issue on the agenda for the next Governing Board meeting. Notifying the Board Chair (or Executive Director, or any other board member) of the issue, however, is not a guarantee that the issue will actually be placed on the Board's agenda. Also, the parent should bear in mind that the more information that a board member receives about the issue outside of the properly noticed open meeting of the Board, the more likely that particular board member will have to recuse himself or herself from discussion and voting on the issue.

Field Trips

The school's curriculum may sometimes call for outside learning experiences. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity is a temporary extension of the school grounds. A permission slip that allows scholars to attend each school field trip will be sent home prior to the trip and must be signed by a parent or guardian. Scholars who fail to return the signed slip – or who are not permitted to attend the particular trip as a result of a loss of privileges – will not be eligible to participate and will be required to remain either in another classroom or in the office during the field trip. If parents or other volunteers assist with field trips, scholars must give these parents or other volunteers the same respect they would give to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. No younger/older siblings who are not enrolled with Solare Collegiate may attend the field trips due to safety. Inappropriate behavior may result in community violations, suspension, or loss of field trip privileges. If school staff believes the scholar to be a safety concern, a parent will be required to attend the field trip in order for the scholars to be allowed to attend the field trip.



Forgery

Shared information and constant communication among teachers, scholars, and parents are crucial to the success of the school. Progress regarding academic and behavioral performance will be conveyed through a variety of means, including progress reports and report cards, to be brought home by scholars, signed by parents, and returned by scholars the next school day. Scholars who forge their parent or guardian's signature, or forge parental or guardian approval on any official or unofficial school communication, including community violations, may face an out-of-school suspension.

Section 5: Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its scholars and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

Closed Campus

Under no circumstances are scholars to leave the school building without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult. Scholars need to be aware that the school has several neighbors, and should be respectful and courteous of their needs. Once scholars have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult. In addition, once scholars have left campus during dismissal they are not allowed to return for Solare's afterschool program.

Visitors/Volunteers

Any visitor, including parents and guardians, who do not report to the office or are found in the building without authorization will be asked to leave immediately. Visitors should wear visitor badges at all times to indicate that they have checked-in at the main office. Volunteers will be required to have a background check on file prior to involvement in the classroom.

Visitors

Solare Collegiate is happy to have visitors. Anyone, including family members, who wish to visit the school, must first call the office to set up an appointment. Our Front Office Receptionist will make every attempt to arrange the visit within 24 hours of the request.

Volunteers

Volunteers often inadvertently have access to sensitive information. Any information about scholars or their grades, discipline, or any personally identifiable information about School employees, including address, salary, Social Security number, or telephone number, etc. is to remain confidential. If a volunteer has a concern involving



something that is witnessed or overheard it should be discussed with a faculty member or the Principal. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Scholar Searches

To ensure the safety of the school population, school personnel may conduct searches of scholars. The School acknowledges both state and federal constitutional rights which are applicable to personal searches of scholars, searches of their possessions (e.g., pocket contents, backpacks, handbags, etc.) and vehicle searches.

School administrators need only have individualized reasonable suspicion that a particular search will reveal evidence that a crime or breach of the disciplinary code is being committed by the scholar or that a safety or security issue may exist. Individualized reasonable suspicion is established when the observation of specific and describable behavior or information from a credible informant leads one to reasonably believe that a particular scholar is engaging in or has engaged in prohibited conduct. The reasonableness of the search shall depend upon:

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

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

Law enforcement officers shall be required to have probable cause to perform a search of a scholar.

Emergency Drills

During the first month of school and frequently throughout the school year, scholars and staff will participate in emergency drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. It is important for scholars to follow instructions quickly and quietly during an emergency drill.

Section 6: Family Involvement

Solare Collegiate is an academically challenging, disciplined, and joyful elementary and middle school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college. We believe in the importance of working together to make a positive impact in the academic growth, character growth, and development of every child. Although the responsibility of making decisions of school policy belongs to the Governing Board and Executive Director, families are involved on an individual level and through organized parent groups. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school's activities and expectations.



Family Communication

It is vitally important that the school has multiple methods of contacting parents or other family members at all times. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Parents are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office.

The school will always communicate with families in their preferred language, as indicated on enrollment packet information.

Parent and Family Involvement

Family involvement in a child's educational life is critical to a child's success. We encourage families to develop strong positive partnerships with the school.

Visiting Classes

Our school has an open door policy that allows family members to sit in on class during any time AFTER the first month of school. During the beginning of school, it is critical for scholars to transition into their new setting, and the presence of families in the classroom can slow this process. After Labor Day, we encourage families to come into the classroom and see our dedicated teachers and scholars at work. Please do not bring other children into the classroom. When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Family members who are disruptive to the educational process will be asked to leave. Visitors need to sign in at the office before visiting a classroom and wear a visitor badge while in the school.

New Parent Orientation

In the summer, we will hold our new parent orientation. All Solare Collegiate families are invited to this event. At the orientation, teachers will explain vital information about class rules and discipline systems, class specific policies, give an overview of the general daily schedule, and answer any general questions that parents have about the classroom. It will also give parents a chance to meet parents of other scholars in the school.

Parent University Nights

We are excited about our curriculum at the school and want to share what is going on in our classrooms. Throughout the year, we will hold parent curriculum nights, and we encourage all parents who can attend to do so. We will send out a calendar at the start of the year that has all of the dates for the yearly curriculum nights.



Cafecitos

Each month, the Executive Director will host a cafecitos-- an opportunity for families to visit the school and engage with the Executive Director and other members of the school leadership team.

Community Newsletter

Community newsletters will be emailed and sent home once a month. The newsletters will have critical information about upcoming school events, and parents are asked to read the newsletter carefully.

Student Led Conferences

Student Led Conferences are a crucial component of our educational program. A parent or guardian is expected to attend conferences as indicated on the school calendar, and at other times as requested by the classroom teacher or Principal. Parents should plan on attending a 30-minute conference during that school day or at a pre-arranged time before or after school during that week. Scholars are leading the conference, so their attendance is also required.

Section 7: General School Information

Contact

Solare Collegiate Charter School
8801 Gibson Blvd SW
Albuquerque, New Mexico 87121
505-554-1513
www.solarecollegiate.org

Phone Use

Although Solare Collegiate aims to have as much communication as possible with families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach scholars or teachers during the day. Teachers will, however, receive messages after 4:00 pm. Messages for Teachers should be left with the administrative assistant.

The office phone is a business phone and should be used by scholars for emergencies only. The phones may not be used by scholars to arrange for delivery of any items, including signed progress reports, signed report cards, or missing assignments. Scholars will not be called from class to the office to speak with a parent except in case of an emergency.



Lost and Stolen Property

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that scholars bring to school which may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to a parent; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

Enrollment Policies

Solare Collegiate operates an open-enrollment public charter school, which does not charge tuition and does not administer entrance examinations. Solare Collegiate follows the admissions requirements for charter schools set forth in New Mexico law. Enrollment is based on a fair and equitable system, which provides for an Open Enrollment Period, a lottery, if necessary, and a Waitlist.

Solare Collegiate does not discriminate in admission by race, color, religion, national origin, sex, handicap, or any characteristic against which discrimination is prohibited by applicable law, and operates on a nondiscriminatory basis throughout the institution.

Homeless Education Policy

Solare Collegiate will comply with the provisions of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (the "McKinney-Vento Act") as well as any applicable regulations, as well as New Mexico state laws and regulations concerning the education of homeless scholars.

The will designate a staff person as liaison for homeless scholars who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless scholars as set forth in the McKinney-Vento Act.

McKinney-Vento Homeless Education Procedure for the Identification of Homeless Children & Youth. The McKinney-Vento Homeless Liaison will identify scholars experiencing homelessness during enrollment by ensuring the following:

- Family to complete McKinney-Vento Enrollment Questionnaire.
- Liaison will follow-up with family to obtain additional information, if needed.
- Liaison will post the Educational Rights of Homeless scholars Posters at enrollment counters.
- Liaison will include the Educational Rights of Homeless scholars in the enrollment packet.

The McKinney-Vento Homeless Liaison will identify scholars experiencing homelessness during the academic year by ensuring the following:

- Liaison will train all staff who have interaction with scholars including the following:
 - Bus Drivers
 - Teachers
 - Resource Officers
 - Enrollment Counselors



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- Front Office Staff
 - Liaison will provide the Educational Rights of Homeless scholars two additional times during the academic year in one or more of the following means:
 - Newsletters
 - Pamphlets
 - Scholar Handbook
 - Website
 - Posted on the front bulletin.

Registration and Records

Registration: Enrollment forms need to be filled out for each child to be registered at Solare Collegiate. The forms should be submitted to the school office along with the following documents:

- A copy of the pupil's birth certificate or other acceptable proof of age;
- An up-to-date record of immunizations;
- Custody papers (if applicable);
- IEP, psychological reports, and/or other documentation of special education (if applicable);
- Proof parent's New Mexico address.

If a child is transferring from another school, and in order to complete the registration process, Solare Collegiate will need the records from the child's previous school. This documentation should include a withdrawal form, the child's immunization history and a copy of his/her birth certificate, as well as his/her complete academic and disciplinary records, including any special needs or information. A request form may be obtained at the school office. Official transcripts should be sent to Solare Collegiate directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If your child was home-schooled, a signed description of the curriculum and course content mastered must also be provided.

Parents have the right of access to the records of their children. The school reserves the right to have a 24-hour waiting period in order to maintain the smooth flow of school business, and to charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary.

Health Information

Health screenings are provided annually in order to identify scholars with health problems such as vision or hearing deficits that may now, or in the future, affect their education. Parents/guardians are requested to notify the office if a scholar has a health problem. School personnel make every effort to comply with physicians' recommendations.

Parents and guardians are requested to keep scholars home if the following symptoms are present: nausea and/or vomiting, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, any skin rash unless it has been diagnosed by a physician as non-infectious, severe headache, or other pain.



Emergency contact

Parents/guardians must make arrangements to have either a parent, neighbor, or other responsible person available at all times to pick up a child who is ill. Because it is occasionally necessary to contact parents/guardians, it is very important that parents/guardians inform the school immediately of any phone number or address changes.

Emergency Form

Parents are required to complete an emergency medical referral form for each of their children every year. Tell us how to contact you or another responsible adult if your child becomes ill or is injured at school. Parents are expected to notify school officials regarding scholars' health problems including allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone number, business phone or emergency phone number changes during the school year.

Immunizations

School officials maintain health records on each scholar. An immunization record for school attendance must be completed, current, and on-file before a scholar can be enrolled. The immunization requirements for a child entering Solare Collegiate are:

- Measles (rubeola)
- Rubella (German measles)
- Poliomyelitis (polio)
- Tetanus
- Pertussis
- Mumps
- Diphtheria
- Hepatitis B (3 doses for all scholars)
- Varicella or history of chickenpox
- Meningococcal (age 11 years or older)

Parents/guardians are asked to inform school officials at Solare Collegiate of any immunizations received during the year so that the school records can be kept up-to-date.

New Mexico law provides certain exemptions from immunization requirements. Any minor child through his parent or guardian may file a request for exemption from required immunization with the director of the public health division by providing the following:

1. Certificate or affidavit from a duly licensed physician attesting that any of the required immunizations would seriously endanger the life or health of the child; or
2. An affidavit or written affirmation from an officer of a recognized religious denomination stating that the parents or guardians are bona fide members of the recognized denomination, whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
3. An affidavit or written affirmation by a parent or guardian whose religious beliefs, held either individually or jointly with others, do not permit the administration of vaccines or other immunizing agents.



The original request for approval of any exemptions from immunization must be mailed to the department of health, public health division, immunization program. Within 60 days of receipt of a request for exemption from immunization, the department of health immunization program manager shall review the request to determine whether the certificate has been duly completed. Incomplete requests shall be returned to the requester with information regarding what elements are missing. If approved exemption requests shall be for a nine-month period indicated by the public health division director or designee;

Restricted Physical Education Activities: If for any reason you feel your child should have restricted physical education activities, please provide school officials with a doctor's statement giving the reason and the length of the restriction. This information will be forwarded to the classroom teacher.

First Aid Provision and Medical Emergencies

Minor accidents, cuts, scrapes, and bruises will generally be treated at the school by the school health assistant, selected teachers, and administrators. The school is not equipped to handle medical services beyond basic first aid. In the event that a child requires emergency medical care, a parent or guardian will be notified as soon as possible. If a parent, guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each scholar's Office/Health Emergency Card, which provides up-to-date contact information for parents and guardians, and which gives the school permission to initiate emergency medical treatment if a parent or guardian cannot be reached.

In the event of an emergency, the school will attempt to contact the parent or emergency contacts provided by the parent on the annual enrollment form. If the condition is life threatening, beyond the scope of the health office staff, or the parents/emergency contacts cannot be contacted, the school will contact Emergency Medical Services (EMS) to assess and treat the scholar. If medical transport is required, as determined by EMS, the parents are responsible for any costs incurred.

FERPA - Annual Notification to Parents and Eligible Scholars Regarding Scholar Records

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to scholar educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible scholars (scholars aged 18 or older) or attending an institution of postsecondary education).

Parent Rights

- **The Right to Inspect and Review the scholar's Educational Records.** If you wish to inspect/review the scholar's educational records, please contact the Executive Director to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. 34 Code of Federal Regulations § 300.613. School personnel will respond to reasonable requests for explanations and interpretations of the records. Solare Collegiate will provide you with a copy of the records or make other arrangements for inspection and review of the requested



records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.

- The Right to Consent to Disclosures of Personally Identifiable Information Contained in the scholar's Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent. Albuquerque will limit the disclosure of information contained in a scholar's education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Child Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

Directory Information

Your consent is not required for Solare Collegiate to release the following scholar information designated as "directory information:" If you wish to refuse to permit Solare Collegiate to release directory information, you must submit your written refusal to the Principal's Office within two weeks of the date of this notice.

Disclosure To School Officials

Solare Collegiate may disclose personally identifiable information from a scholar's education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Governing Board, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A "legitimate educational interest" is the person's need to know in order to fulfill the school official's professional responsibility and/or to provide a service or benefit to the scholar or the scholar's family.

- The Right to Seek Amendment of the scholar's Education Records that the Parent or Eligible scholar Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the scholar's Privacy Rights. If you believe the scholar's records contain information that is inaccurate, misleading, or in violation of the scholar's privacy or other rights, you may ask Solare Collegiate to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if Solare Collegiate decides not to alter it according to your request. A form for this purpose and additional information is available in the Executive Director's office.
- The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by Solare Collegiate to Comply with the Requirements of FERPA. You are entitled to file a Complaint with the U.S. Department of Education if you believe Solare Collegiate has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Solare Collegiate complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15-141, 15-142.



Parents and eligible scholars have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the scholar records laws and regulations with the New Mexico Public Education Department. Complaints relative to federal statutes and regulations governing scholar records may be filed with the Family Policy Compliance Office, U.S. Department of Education.

Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that protects the rights of scholars with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the scholar's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

Custody

In most cases, natural parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent to access a child and/or the child's official school records.

It shall be the responsibility of the natural parent who has a court order restricting the rights of the other (non-custodial) parent to a child or the child's official school records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order. In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested, in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

Reporting Child Abuse

Child abuse is something that will not be ignored at Solare Collegiate. All school employees are required by New Mexico state law and school policy to complete required training on the detection and reporting of child abuse or neglect. All employees are also required report any suspected child abuse. Solare Collegiate is required by law to report to Child Protective Services or the police department with jurisdiction any suspected non-accidental injury, sexual molestation, abuse, or neglect.



Non-Discrimination

Solare Collegiate does not discriminate in admission to, access to, treatment in, or employment its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA), or on the basis of pregnancy status in accordance with the Pregnancy Discrimination Act of 1978. In addition, no person shall be discriminated against in admission to the school on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, or ancestry. Finally, no person shall be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation.

Harassment

Solare Collegiate is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors, or other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Solare Collegiate requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.⁴

In General

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
- The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a scholar.



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- Such conduct interferes with an individual's job duties, education or participation in extracurricular activities. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, scholars, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Solare Collegiate.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Governing Board, subject to applicable procedural requirements.

Bullying and Cyberbullying

Bullying and cyberbullying are strictly prohibited. This Policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This Policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This Policy applies to the entire school community, including educators, school staff, scholars, parents and volunteers.

Definitions:

- A. "Bullying" means any written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more scholars in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a scholar which may, but need not be based on the scholar's race, color, gender, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- B. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. Harassment means written, verbal or physical conduct that adversely affects the ability of one or more scholars to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a scholar's actual or perceived race, color, national origin, gender, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.
- C. "Cyberbullying" means electronic communication that targets a specific scholar, is published with the intention that the communication be seen by or disclosed to the targeted scholar, is in fact seen by or disclosed to the targeted scholar, and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted scholar's educational benefits, opportunities or performance.



3. Notice: This policy will be distributed annually and will also be included in any scholar codes of conduct, disciplinary policies, scholar handbooks and school websites.

4. Reporting Bullying and Harassment:

A. Procedures- These Procedures for reporting incidents of bullying and cyberbullying are designed to ensure confidentiality to those reporting bullying or cyberbullying incidents, as well as protection from reprisal, retaliation, or false accusation against victims, witnesses, or others with information regarding a bullying or cyberbullying incident. All allegations of bullying or harassment shall be reported to the Principal or a designated staff member. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyberbullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any scholars involved in the incident including confidentiality.

B. Any school employee who has information about or a reasonable suspicion that a person is being cyberbullied shall report the matter immediately to the Principal or their designee. Any school administrator who receives a report of cyberbullying must take immediate steps to ensure prompt investigation of the report.

Whomsoever is designated to investigate the allegation shall do so in a timely manner and determine appropriate disciplinary action. The Principal or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

C. Anonymous Reports- Bullying and cyberbullying may be reported anonymously. This may be done by the scholar or someone delegated by the scholar placing an unsigned report into the Principal's mailbox in the Administration Office. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

D. False Reports- Scholars or employees who file false reports of bullying or harassment will be subject to disciplinary action.

E. Parental Reports- Reports alleging bullying or harassment may be filed with the Principal or the designated staff member.

F. Responsibility of scholars- Any scholar who observes an act of bullying or harassment should report the bullying or harassment to the Principal or the designated staff member.

G. Responsibility of Staff- All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

H. Retaliation- Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated and will be subject to disciplinary action.



5. Investigation of Bullying and Harassment: Once reported commencement of the investigation will begin promptly by the Principal or their designee. If the Principal is unavailable upon the report of bullying or harassment, or is the subject of the report, the investigation will be undertaken by the Director of Operations. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

6. Discipline and Remediation: Disciplinary actions for bullying and harassment may include, but are not limited to: warnings, counseling, loss of opportunity to participate in extracurricular activities, school social events or graduation exercises, loss of school bus transportation, community service, in-school suspension, short term suspension, long term suspension, or expulsion. The specific consequences should be consistent, reasonable, fair, age appropriate, match the severity of the incident, and in the case of cyberbullying, be by the least restrictive means necessary. If necessary, counseling will be provided for the target and/or the scholar perpetrating the bullying or harassment.

7. Training and Prevention: All licensed school employees will complete training on how to recognize signs that a person is being bullied or cyberbullied. scholars and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

In addition, Solare Collegiate Charter School shall comply with the requirement that anti-bullying be included as part of the health education curriculum as set forth in 6.30.2.19 NMAC ("content standards - health education").

Additional Procedures

Bullying will not be tolerated at Solare Collegiate. Scholars have a right to be free from any form of bullying. scholars, parents, and school employees have a right and a responsibility to report incidents of bullying. Any scholar who engages in such behavior will face behavioral consequences through the school, and could face charges in the legal system.

Reports of Bullying

1. Anonymous bullying report forms will be available in all classrooms and in the front office of the school building. During the first month of school, scholars will receive a character education lesson and be informed on how to report bullying and the expectation to report witnessed bullying.
2. Reports can be left in the Principal's mailbox, which will be checked daily. Individuals can also report bullying via email to the Principal.

Investigation of Bullying

1. Investigations of reported bullying will be conducted by the Principal or their designee. The Principal will aim to conduct all investigations within 48 hours of the received report.

Discipline and Remediation

1. Discipline for bullying will be handled on a case by case basis, at the discretion of the Principal or their designee. All disciplinary consequences will be consistent, reasonable, fair, age appropriate, match the severity of the incident, and in the case of cyberbullying, be by the least restrictive means necessary. If



necessary, counseling will be provided for the target and/or the scholar perpetrating the bullying or harassment. The Principal will communicate with the parent/guardian of affected scholars regarding all disciplinary decisions.

Training and Prevention

1. All non-contracted staff will receive training during summer professional development on bullying and harassment.

Racialized Aggression

Racialized Aggression – Overt and intentional acts of racism involving students or staff is strictly prohibited. (**Racialized Aggression** is broadly defined as hostile, aggressive, derogatory, or negative attitudes and/or actions toward stigmatized or culturally marginalized groups.)

Grievance Procedure

Introduction: It is Solare Collegiate's policy to ensure that scholars or parents with a grievance relating to Solare Collegiate, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.

1. Any scholar, parent, or legal guardian of a scholar may file a complaint of any nature with the Head Administrator. The Head Administrator or his/her designee will conduct an investigation into the complaint. This investigation may consist of interviews of the complainant and any witnesses who may have knowledge of the wrongdoing. Additionally, other method(s) or documents may be used. Complaints must be filed within 180 days of any wrongdoing.
2. An investigation will generally be completed within forty-five (45) calendar days. In some cases, the investigation may take longer. However, Solare Collegiate will make every reasonable effort to complete investigations within appropriate timelines.
3. At the conclusion of the investigation, the complainant and respondent (if applicable) will receive written notification of the outcome.
4. When the investigation is concluded by Solare Collegiate, the complainant and respondent (if applicable) will have ten (10) working days from the date of the written notification to submit an appeal in writing to the Governing Board. The Governing Board will have fifteen (15) working days from the date of the receipt of the appeal to inform the complainant or respondent of its decision in writing.
5. If the Head Administrator is the subject of or reason for the complaint the scholar, parent, or legal guardian may bring the complaint directly to the Governing Board via any of its members.



I acknowledge that I have read and understand the Solare Collegiate Scholar and Family Handbook and contents therein.

Scholar Name	Scholar Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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