



The MASTERS Program **Early College Charter High School**

COMMUNITY HANDBOOK 2021-2022

THE MASTERS PROGRAM
SFCC LL325
6401 RICHARDS AVENUE
SANTA FE, NEW MEXICO 87508
TEL 505 428-7320/FAX 505 428-7322/WWW.TMPSANTAFE.ORG

TABLE OF CONTENTS

TABLE OF CONTENTS	2-4
FACULTY AND STAFF	5
MISSION STATEMENT	6
NOTICE OF NON-DISCRIMINATION	6
ADMISSION	7
Important Note on TMP Student Responsibility and Awareness	7
COMPONENTS OF THE MASTERS PROGRAM	9
High School Courses	9
College Courses at Santa Fe Community College	9
Associate Degrees and Certificates	9
Friday Projects	9
Online Courses	10
Mentorship	10
Special Education	10
COMMUNITY EXPECTATIONS OF STUDENT, STAFF AND PARENTS 2015-2016	10
CORE VALUES	10
Respect	10
Integrity	11
Appreciation of Diversity	11
Excellence/Joy of challenge with support	11
Engagement in one’s learning, community and one’s environment	11
ACADEMIC POLICIES AND PROCEDURES	12
Classification of Students	12
Transfer of Transcripts from State Accredited Schools or Programs	12
Next Step Plans	12
College Classes	13
Tuition/Fees	13
College Textbooks	14
Scheduling Procedures	14
Adding or Dropping Classes	15
TMP Grading Scale	15
Grades	15
Revision of Work	15
Late Work	15
Graduation Requirements	16
School Activities	16
Awarding of Credit	16
Credit Recovery	16
Transcripts	16
Participation in Graduation Ceremony	17
Withdrawal From TMP	17
Eligibility For Activities	17
School Cancellation	17
Safety and Emergency Services	17
TESTING	18
10 th Grade	18
11 th Grade	18
11 th & 12 th Grades	18
ATTENDANCE	19
Excused Absences	19
Unexcused Absences	19
Early Intervention for excessive absences	19
Habitual Truant	20
Tardiness	20

Make-up work/excused absences	20
Make-up work/unexcused absences	20
Field Trips	20
Excused Absences for Pregnant and Parenting Students	21
BEHAVIOR POLICIES	21
Appropriate Use of Technology	21
Expectation of Parent/Student Liability	22
College Property	22
Lockers	22
Threats of Violence	23
SFCC Code of Conduct	23
Classroom Conduct	24
Campus Conduct	24
Discrimination, Harassment and Sexual Misconduct	24
False Alarms and Weapons	25
Drugs, Alcohol, Medical Marijuana, Smoking and Gambling	25
Computing and Networking	26
Parking and Campus Traffic Rules	26
Definitions	27
Driving Privileges	27
Lost or Damaged Personnel Property	28
Tobacco/Drug-Free School	28
First Offense	28
Second Offense	28
Third Offense	28
THE MASTERS PROGRAM ANTI-BULLYING POLICY	28
Bullying Prohibition Policy	29
Definitions	29
Examples	30
Reporting and Complaint	30
Investigation	30
Process	30
Confidentiality	30
Outcome	30
Consequences	30
Consequences for Knowingly Making False Reports	30
Anti-Bullying included in Health Education Curriculum	31
ANTI-DISCRIMINATION AND HARASSMENT POLICY	31
Sexual Harassment	31
Other Forms of Harassment	31
Strictly Prohibited	31
Reporting Violations of Harassment or Discrimination Policy	31
Investigation and School Action	32
Retaliation	32
Notification	32
CHILD ABUSE AND NEGLECT	32
CONSEQUENCES OF VIOLATING EXPECTATIONS	32
Referral to Law Enforcement Authorities	33
PROCESSES HB 43	34
Search and Seizure	35
Short-Term Suspension/Informal Hearing	35
Long-Term Suspension/Expulsions/Formal Hearing	35
Emergency Removal	35
Students with Disabilities	35
FORMAL HEARING PROCEDURES	35
Hearing Officer	36
Student Status Pending the Hearing	36

Procedures of Hearing and Findings by the Hearing Officer	37
Right of Review	37
TMP Complaint/Grievance Resolution Process	38
NOTIFICATION OF RIGHTS UNDER FERPA	39
Student Self-Medication Policy for Asthma, Diabetes and Anaphylaxis	40
Authorization form for Self-Medication	41
BULLYING COMPLAINT FORM	43
TMP Opt Out Form	44
TMP Media Permission Form	45
TITLE IX GRIEVANCE COMPLAINT PROCEDURES	46-
	52
TMP TITLE IX COMPLAINT FORM	53

FACULTY

ENGLISH

JOANNE GREENFIELD
SARAH WEISBERG
JAMES KELLY

MATH

DIANA BOYD
CHRISTOPHER CRETELLA
SCOTT VOORHIES

SCIENCE

JAMES KARTHAUSER
JOEL STONE
JON PYLE
SCOTT VOORHIES

HISTORY

JAMES KELLY
JODY LEFEVER
ROBERT SOBEL

TUTORING/SUPPORT TEAM

ANDERSON DEAN

CAROLINE HUGGINS

BOB KIRBY

JAKE WEISBERG-EDUCATIONAL ASSISTANT

HEAD OF SCHOOL

REID WESSELS

DIRECTOR OF GUIDANCE

LORI MILLER

SPECIAL SERVICES COORDINATOR

MARA BRUTON

BUSINESS OFFICE

CHRIS GILMAN – BUSINESS MANAGER

MARGARET LOPEZ – ASST. BUSINESS MANAGER

OFFICE MANAGER/ADMISSIONS COORDINATOR

MONICA McSPADDEN

ATTENDANCE LIASON

KARLA CHAVEZ

ADMINISTRATIVE SUPPORT

TINA OSSORGIN

GOVERNING COUNCIL

MELYNN SCHUYLER

DAVID WORSLEY

STEVE STAUSS

MARCOS MAES-PRESIDENT

MARCOS MAEZ

STEVE FERREE

LUPITA PEREZ

RICK EPPENSTINER

FOUNDER

JOHN BISHOP

**THE MASTERS PROGRAM EARLY COLLEGE CHARTER HIGH SCHOOL
IS ACCREDITED BY THE NEW MEXICO PUBLIC EDUCATION DEPARTMENT**



THE MASTERS PROGRAM MISSION

The MASTERS Program is committed to the development of engaged, compassionate students who value academic excellence and education beyond high school, service to others and creating a conscious community.

To accomplish this mission, we will:

- Provide academic and personal support to each student so that students may excel and learn to demand excellence of themselves.
- Work toward embodying an intentionally compassionate community.
- Emphasize the importance of STEM curriculum to position students for careers of the future.
- Engage students in meaningful service to the Santa Fe community through service learning.
- Encourage students to develop behaviors that are characteristic of successful people.

As a community of learners, we expect each community member to adhere to the following values:

- **Respect** – for one’s self, one another, and the environment
- **Integrity** – speaking the truth directly; holding oneself to the highest standards of honesty
- **Appreciation of Diversity** –understanding that diversity makes for a rich and vibrant life and that everyone deserves respect for their choices of who they are;
- **Excellence/challenge with support** –having the courage to do our best, academically, socially, and personally so that we may excel; being willing to ask for help when we need it.
- **Engagement** –realizing that happiness and a sense of accomplishment come from active participation in life, service to others and connection with individuals, **as well as** one’s community and the environment.

NOTICE OF NON-DISCRIMINATION

It is the policy of The MASTERS Program not to discriminate on the basis of race, sex, religion, national origin, sexual orientation, or disability in any of the educational programs or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973 may be directed to the Head of School, The MASTERS Program, SFCC LL325, 6401 Richards Ave., Santa Fe, NM 87508.

ADMISSION

Applications for enrollment at TMP will be accepted through a lottery process as governed by NMSA 1978 22-8B-4.1A. ~~Applicants must have earned 6 high school credits before enrolling at TMP.~~ The lottery admission process for all applicants, including the date (in February) and time by when applications must be in, is advertised on the TMP website. Results will be posted on our website.

For details on the admission/lottery process, please see the TMP website: www.tmpsantafe.org

Important Note on TMP Student Responsibility and Awareness

The MASTERS Program (“TMP”) is an early college high school that provides students the experience of attending college while taking ownership of their individualized education. TMP’s educational philosophy and curricular approach is to provide a seamless educational continuum that benefits students as they move from one level (high school) to the next (post-secondary school). The freedom of the college campus provides high school students with the environment to develop a sense of responsibility for their own education and provides an academically enriched setting for students. Our goal by providing this college-campus educational setting is to give students pre-college experience that will yield multiple benefits: better preparation for college, an improved understanding of the demands of college, and an expanded set of curricular offerings.

Because TMP is a charter school, parents/guardians and students make a choice to attend our school. Choosing TMP for your high school experience means parents/guardians and students agree to take responsibility at an entirely different level as compared to a regular high school setting.

Consequently, as an element of the enrollment process, TMP parents must sign a statement committing adherence to the following principles of student participation in The MASTERS Program:

1. I understand that TMP is located on the Santa Fe Community College Campus (SFCC), which is an open campus and that my son/daughter will be attending classes and will be in a community where there are non-high school aged students and that he/she may encounter students of various ages and backgrounds while on the SFCC campus.
2. I acknowledge that I and my son/daughter are aware of potential security risks of his/her attending school on an open college campus and that I and my son/daughter have familiarized ourselves with the location of SFCC Campus Security’s office and its emergency contact information.
3. I agree that my son/daughter must abide by all SFCC and TMP policies and procedures including but not limited to the TMP Community Handbook, the SFCC Student Handbook and the SFCC Student Code of Conduct. This also includes all SFCC policies and requirements pertaining to Covid-19.
4. Because TMP/SFCC is an open campus environment, if my son/daughter chooses to leave campus for any reason, I fully understand that TMP and SFCC, their officers, trustees, governing body members,

employees and agents are released from all liability, claims, or demands for damage, loss, or injury to my student, his/her property, or my property in connection with my son's/daughter's actions.

5. I agree that neither TMP nor SFCC has an obligation to supervise my son/daughter during periods that he/she is on campus but not in class or attending school-sponsored events or activities. School sponsored events or activities are those that are initiated, actively managed, planned and arranged by a member of the TMP or SFCC faculty or staff and that have been approved by an appropriate administrator. SFCC-sponsored events or activities are as defined by SFCC policies of which my son/daughter is aware and agrees to follow.
6. I acknowledge that my son/daughter is responsible for his/her own time when not in class and that he/she agrees to use this time to advance his/her educational program.
7. I agree that neither TMP nor SFCC has a responsibility to monitor or supervise when or with whom my son/daughter leaves campus and that during all times that he/she is off campus and not in a class or attending a school sponsored event or activity that both I and my son/daughter are personally responsible for my son's/daughter's actions, including without limitation, his/her choice of transportation to and from school or school sponsored events or activities.
- ~~8. I understand that TMP provides transportation to and from the SFCC campus on days of Community Service. I agree to provide TMP administration with written permission for my son/daughter, if he/she is under the age of 18, and will be traveling from campus or another offsite location to Community Service activities using another means of transportation. I understand that without said permission on file at TMP's administrative offices that my son/daughter will be required to ride the TMP provided transportation to and from Community Service.~~
9. I understand that if my son/daughter is disruptive to the learning environment that he/she may be denied participation in SFCC's programs and consequently, he/she may be expelled from TMP.
10. I understand that because TMP operates on the SFCC Campus that my son/daughter must comply with all of SFCC's policies and rules related to student enrollment and conduct, including without limitation the SFCC Student Code of Conduct (collectively the "Code"), and all applicable TMP policies and rules, except that if any of TMP's policies or rules conflict with the Code, the Code shall control unless specifically provided for in the Community Handbook.

All students must be familiar with the SFCC Student Code of Conduct.

COMPONENTS OF THE MASTERS PROGRAM

HIGH SCHOOL COURSES

The MASTERS Program teachers offer required high school level courses in math, science, English and history. The state of New Mexico requires that all students take at least ½ of the credits required for graduation (state requires 24 credits, so 12) at high school level, either at TMP or previously at another high school. TMP students must carry a minimum of 5 courses (1 credit high school courses or the equivalent) each semester unless a variance is granted by **the Head of School**. **Colleges may consider course content, load and selection for Seniors as admittance criteria. Seniors may take fewer courses, but a minimum class load of four classes is suggested unless approved by the Head of School.**

COLLEGE COURSES AT SANTA FE COMMUNITY COLLEGE

The MASTERS Program offers dual credit courses through Santa Fe Community College – courses that earn both high school and college credit simultaneously. Dual credit classes have been designated by the state and are offered as part of the regular SFCC curriculum. Students who wish to participate in dual credit must take a placement test (Accuplacer) at SFCC to demonstrate proficiency; scores will determine course placement and eligibility. TMP students may also take college courses not designated as dual credit. TMP reserves the right to disapprove college course enrollment based on prior student performance.

Many of the dual credit classes that are offered will be on the matrix of transferable courses (found on the New Mexico Higher Education website or marked by an asterisk in the SFCC catalog) and will transfer to New Mexico colleges and universities. Out of state colleges may or may not accept credits earned at SFCC; students will need to make inquiries at the colleges they apply to.

ASSOCIATE DEGREES AND CERTIFICATES

SFCC has a number of associate degrees and certification programs, each with its own list of required courses. TMP students hoping to receive an associate's degree or certificate as well as a high school diploma will first need to test into the appropriate courses and then take all of the courses required for the degree. It is important to see the TMP Director of Guidance to make sure your course of studies is correct and to also work with an SFCC academic advisor. TMP reserves the right to deny dual credit registration to SFCC courses if we feel that the course load is too high and the student has not demonstrated the ability to carry such a load.

FRIDAY PROJECTS

Friday Projects service learning is an integral part of the TMP program; participation is required. We believe that service in the community engages students in helping to maintain their community and offers opportunities to learn and apply real world work skills, and to gain greater self-knowledge. Students requesting independent Friday projects will submit a written proposal to the TMP faculty.

Credit of .5 per semester for Friday Projects is based on attendance and engagement. Each half of Friday (morning or afternoon) is considered a separate segment and students may only miss 5 segments in one semester without having to make up the days. Students who miss Friday Project for death or serious illness of immediate family, hospitalization, religious holiday, school sports or pre-approved school-sponsored events will receive an "NA" (Not Applicable – meaning the absence will not count against the student) for their daily engagement points once that excuse is communicated to the school by a parent. Proof of the excused absence may be requested in order to receive the "NA." All other absences will result in zero engagement points. If a student misses more than 5 segments for reasons other than those listed above, she or he will not pass unless the time is made up - one hour for every hour missed (beyond the 5 segments) and only at specified TMP service make-up days offered mid-semester and at the end of the semester. If a student misses more than 9 segments total for reasons other than

those listed above, she or he will receive an “F” on her or his transcript for Friday Project, will not receive credit and will not be allowed to make it up.

ONLINE COURSES

SFCC offers ~~some~~ courses online and there are outside entities that offer online credit as well. In order to take many SFCC courses, students must be open to taking asynchronous and or synchronous online classes. This requires time management and self-discipline. TMP reserves the right to decide which enrolled students may take these +courses. A student’s demonstrated ability to self-monitor and work without supervision is taken into consideration among other factors. TMP will pay for a TMP-approved high school level online course one time if a student fails and wants to take the online course again, the student must pay the tuition.

MENTORSHIP

Our optional mentorship program allows students to pursue a passion or gain an understanding of the careers they may be interested in, while at the same time creating valuable connections with adult community members. Participating students will spend a minimum of two hours a week during the school year with their mentors learning and engaging in the activities of the mentor they have chosen. At the end of the year, students in a mentorship are expected to attend the city-wide celebration to demonstrate and discuss what they have learned. Weekly participation, online reflections, a final mentorship narrative and participation in the Inspire Celebration of Learning at the end of the year, must be of satisfactory quality (as determined by the Mentorship Director) for a student to earn credit. A grade of P (Pass) or NP (No Pass) will be entered on the student’s transcript.

SPECIAL EDUCATION

Special Education services are provided at The MASTERS Program for students found eligible under the Individuals with Disabilities Education Act (IDEA 2004). Individual Education Plans (IEPs) are developed to address student needs with a continuum of services and support as required by the IEP.

The goal of The MASTERS Program special education services is to identify all children with disabilities, accurately assess their learning needs, and provide appropriate special education and related services. TMP complies with all federal and state requirements and works with parents as integral members of the individualized educational planning team.

We believe that through good communication between school and home we can help students to be successful at TMP. Parents and guardians have a right to request an IEP meeting at any time to discuss a student’s education plan and address concerns. IEP meetings can be a powerful way to resolve any concerns and to come together as a team in order to best meet the needs of each student. To schedule an IEP meeting for your child, contact Special Education Program Coordinator at 505-428-7320.

PE

The MASTERS Program offers PE in the 3 weeks immediately following the end of the school year in May. The course meets all of the state standards and benchmarks and meets for 6 hours per day combining outdoor activities and classroom learning. SFCC PHED courses do not meet the New Mexico State Standards and Benchmarks and do not count for PE credit. Students who choose to take SFCC PHED courses must be 16 years old and aware of the \$100 fee for each course.

CORE VALUES

Respect. As a school and as a community, TMP seeks to be a caring and compassionate environment, one that prizes diversity and fosters the development of community leaders. Learners of all ages who join this community are choosing to become a part of a school that values respect. When we use the term “respect” we mean, 1) respect for self, 2) respect for others; 3) respect for community; and 4) respect for the environment – these

four tenants cover all that one needs to function in any community. Ours is no exception. We expect that every member of TMP will respect him/herself, other members of the community, including students, teachers, parents and staff, and our land and the buildings we use. Although we cannot list every way in which one lives respectfully in a community, some clear expectations and policies are included below.

- **Use appropriate language:** Profane or hateful language is disrespectful to many and is not appropriate while in school at TMP or SFCC.
- **Respect personal space:** While our community encourages communication in a kind, warm and friendly manner, constant hugging, kissing, displaying private personal affection with fellow students at school or touching in an inappropriate manner is disrespectful to others, and we ask that it not be a part of our school environment.
- **Respect the school environment:** Students should not leave classrooms or other spaces until floors are clean, chairs and desks are in order, and trash and recyclables are in their proper containers. Students are also asked to be careful not to block hallways, to lie on the floors, to put their feet on the furniture or to act as though this professional environment is their private space.

Integrity. Trust within a community is paramount if community members are to work together effectively. We ask that all members of our community have the courage to speak and act truthfully and keep their commitments.

Appreciation of Diversity. TMP welcomes and honors all students, families and personnel; we are committed to building an inclusive community and believe that we are a richer and more vibrant community because of our diversity. This commitment is fundamental to learning and to developing leadership skills in an increasingly multicultural and international society.

A premise of diversity is that each of us experiences the world in different ways. Some of the variables that cause us to perceive the world differently include race, gender, sexual orientation, appearance, class, religion, age, physical ability, primary language, and learning style. When students feel included and that their heritage and life choices are valued, they feel a sense of pride. Enjoyment of learning and academic, artistic and athletic performance soars. By raising awareness about our differences and similarities, we also better understand ourselves and gain an appreciation of and compassion for all human beings. Students who learn leadership and conflict resolution skills are better prepared for a global and multicultural society, while still appreciating their roots in northern New Mexico. Thus, a focus on diversity is as much a curricular matter as it is a social justice and community issue. TMP strives to be a nurturing place for all.

Excellence/Joy of challenge with support. TMP believes that in all aspects of life, we face challenges if we are willing to move outside of our comfort zones. It takes courage. Whether we are starting a new job, taking a difficult math class or learning a new skill, we need people working with us to offer support, encouragement and resources. TMP will ask its students to challenge themselves, to risk failure and to know that we will offer the support needed to overcome obstacles. We will encourage all students to face their fears, to experience failure and to learn that willingness to attempt things that are unfamiliar brings frustration and sometimes failure, but also more confidence and a feeling of success.

Engagement in one's learning, community and one's environment. TMP believes that when we do not engage, or connect with community and other people, we do not experience the satisfaction that comes from choosing to be involved in activities we are passionate about. We believe that sometimes students choose not to engage because they are fearful of appearing stupid, don't want to experience failure or are too preoccupied with

other issues they are facing in life. We will encourage reaching out to others in our school community and to those in our greater community through service. Our classes will encourage global awareness. **Each one of us has the capacity to affect the world in a positive way.**

Teachers will measure “engagement” in classes by observing student behaviors including, but not limited to:

- 1) Showing up on Time (in seat with needed materials ready to go)
- 2) Being prepared (has pen/pencil, needed materials, homework completed)
- 3) Actively on Task (cell phone put away, staying in class, contacting teacher if absent)
- 4) Appropriate Attitude (willingness to engage, supportive of others)

Teachers may also give points for “over and above” participation.

Students who miss class for death of immediate family, hospitalization, religious holiday or school sports team game will have NA (Not Applicable) entered under engagement if that reason is communicated when the parent calls in to excuse the student. Otherwise, anyone missing class will receive 0 points for engagement if not in class. We are aware that the point total for engagement is 15% of the total course grade and that a normal number of days missed for illness or a family long weekend should not affect a student’s grade. Any concerns should be addressed to the Head of School who will take the issue to the weekly staff meeting.

ACADEMIC POLICIES AND PROCEDURES

CLASSIFICATION OF STUDENTS

Students are classified according to the following number of earned credits and not by age or years in school:

9th	= 0-5	credits earned
10th	= 6	credits earned
11th	= 13	credits earned
12th	= 20	credits earned

Reclassification of grade level due to poor performance and failed classes does not mean that the student cannot catch up on credits and graduate on schedule.

TRANSFER OF TRANSCRIPTS FROM STATE ACCREDITED SCHOOLS OR PROGRAMS

The MASTERS Program will accept credits from other schools that are accredited by the Public Education Department or another accrediting body. The Director of Guidance will assist in determining how the credits transfer in on the transcript and will assist in determining how the credits will meet the graduation requirements of the New Mexico Public Education Department. It is the student’s responsibility to assure that official documentation of transfer credit is forwarded to TMP.

NEXT STEP PLANS

As students move into the high school setting, it is important that they undertake a broad view of all available options and career pathways. To provide students with a tool for exploring and organizing these possibilities, The MASTERS Program uses the Next Step Plan in accordance with the requirement of the Public Education Department, meeting the legislative requirements of HB 522 (Section 22.13.1.1, NMSA) and SB561.

The Next Step Plan process, including the academic credit map of courses taken, allows the student, parents, and the Counselor to select courses that cultivate individual growth and development of direction beyond high school. Students will plan, year-by-year, which courses best fit their career path. TMP recognizes that everyone

may not have a firm grasp of their future plans and that many changes will occur during the course of high school. All students will fill out a final page of their Next Step Plan just before graduation.

Students planning to attend an institution of higher education or vocational training must be prepared in order to succeed. Courses that are generally required by institutions of higher learning are:

- English — 4 credits with as much emphasis on composition and literature as possible
- History — 3 credits (World History, US History, Government/Economics)
- Mathematics — 3 credits (Minimum)
- Science — 3 credits (1 Lab Science) (Minimum)
- Modern Language — 2 credits recommended, however, not required for high school graduation.

COLLEGE CLASSES

TMP students taking SFCC courses are treated as college students and are solely responsible for attendance and course work. TMP students should familiarize themselves with the expectations for SFCC students as described in the SFCC Student Handbook. College instructors develop their own class requirements and consequently, each course a TMP student takes at SFCC will likely have unique deadlines and expectations that vary with each instructor and for which the student is responsible. Neither TMP nor parents are informed if students are not attending, or not turning in assignments. It is up to the student to track and be responsible for his/her own work. To receive credit for a college class, a TMP student must receive a C- or better grade.

There are deadlines for dropping (class disappears from your schedule forever – as if it never happened) and for withdrawing (class shows on your transcript as a “W”). The deadlines are as follows:

Spring 2021 Drop date is February 4th
Withdraw date is April 1st – course fees owed

If a student stays in a SFCC class past the withdrawal date, the grade he/she gets will appear on the transcript. This means that it could be in a student's best interest to monitor his/her progress and consider withdrawing from a class if it appears that he/she will get an F. Grades that our students earn for SFCC classes will be recorded on the college transcript and their high school transcript and, consequently, the SFCC GPA earned can affect eligibility for the New Mexico lottery scholarship as well as pull down a student's overall GPA.

Beware that additional classes cannot be added once the SFCC semester starts. Dropping or withdrawing from a class once the semester has started may mean that a student is short on credits and could be reclassified.

TUITION/FEES

Tuition for dual credit courses is paid by the state of New Mexico per our dual credit agreement. These courses include most of those required for high school graduation and can be found on the SFCC website. TMP will pay the tuition for joint credit courses, which are those courses not listed on the dual credit list but which we have agreed are important for a particular student.

Students do not have to pay for general fees (e.g. fees for matriculation, library services, student activities, student health services, etc.) however, students will be billed for course specific fees (e.g. lab fees). Fees are not billed to students for courses that are dropped by the drop date. Any courses withdrawn from later in the semester will have the fees charged, and students may not enroll in SFCC courses in subsequent semesters if bills are outstanding.

Most of the core classes do not have fees; science courses with labs have \$20 fees, and most art courses have \$35 fees. Culinary Fundamentals has a \$75 fee, but the advanced culinary arts courses have much lower fees.

Fees for courses such as jewelry, woodworking, and film crew are often large so please check the courses you are interested in to see if the total fees are reasonable for you. TMP will not pay the \$75 for SFCC web courses unless special permission is granted by the Head of School.

COLLEGE TEXTBOOKS

The TMP Business Office purchases and manages all college textbooks. These textbooks are kept in inventory for temporary reuse every term for students to use in their college courses. The student shall check out a textbook as a loan and shall return the textbook by the posted deadline to the TMP Business Office when the student completes the course or withdraws from the course.

Any student not returning textbooks by Winter Holiday at the end of fall semester, or by the end of May for spring semester, has to pay for a replacement.

The Business Office shall inspect all textbooks for damages before check out and during check-in to determine and note condition. Damage to a textbook is defined as marking in the book, water or other liquid damage, tearing/tearing out of pages, defacing or otherwise returning the textbook such that it is not usable by another student. Condition is determined by the Business Office and the ~~Principal~~-Head of School.

In the case of textbooks that have been lost or damaged while issued to a student, the following charges will be made for replacement costs:

1. 80%: For loss of or damage to a book in good condition.
2. 50%: For loss of damage to book in fair condition
3. 25%: For loss of damage to a book in poor condition.

Any student who has not returned or replaced (paid for) a textbook will not be allowed to check out a textbook to take home for the subsequent term. The student may use any needed textbooks at the TMP Business Office (Room 315) meeting table and will not be allowed to take college texts out of the Business Office.

STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

TMP may hold the parent, guardian or student responsible for the damage or loss of textbooks. Payment for lost or damaged textbooks is the responsibility of each student or his or parent or guardian. Any student failing to return textbooks shall forfeit his or her right to free textbooks until the parent or guardian pays for the textbooks. If a book is not returned and payment is not made, TMP may withhold the student's records but shall not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. If the parent, guardian, or student is unable to pay for damage or loss, TMP shall develop an alternative program in lieu of payment. Where a parent or guardian is determined to be indigent according to guidelines established by the NMPED, TMP shall bear the cost.

Students must follow the guidelines below:

1. Ensure proper care and use for all textbooks;
2. Return textbooks at the close of the school year, the end of course, or at the time of withdrawal;
3. Reimburse the school for any lost, destroyed or damaged textbooks issued to that student.

SCHEDULING PROCEDURES

Once a student has enrolled and all the necessary forms are completed, the student and parent meet with the Director of Guidance or the Head of School to go over transcripts from previous schools and Accuplacer scores,

and to fill out a map which tracks the credits needed for graduation. During that conference, courses for the next semester will be chosen and forms for enrollment in dual credit or joint credit courses will be filled out.

Schedule Changes: Schedules are created for each student in accordance with the student's graduation requirements and career goals. College classes fill up fast; therefore, changing college classes can be difficult. At times though, schedule changes are necessary. Valid reasons for schedule changes may include TMP needing to balance classes, conflicts in schedules, changes needed to satisfy graduation requirements, failure of a prerequisite course, changes needed for the health of a student (doctor's documentation is necessary), successful completion of the course in summer school, inappropriate academic placement as determined by teacher/counselor consultation, and SFCC determining that a class is full or that it is not appropriate for that student. Parents may refer questions about schedule changes to the Director of Guidance.

ADDING OR DROPPING CLASSES

SFCC classes may not be added on or after the first day that classes meet. Students who withdraw from SFCC classes after the drop deadline will receive a W on their transcript. A currently enrolled student will not be permitted to enroll in TMP credit classes after the end of the second week of school. Students who withdraw from TMP classes after the 10th class day will receive a grade of WP (Withdraw Pass) or WF (Withdraw Fail) on their transcript.

TMP GRADING SCALE

TMP grades on a 4.0 scale. This is the scale most colleges use.

A (93 –100)	= 4.0
A- (90 – 92)	= 3.7
B+ (87-89)	= 3.3
B (83 –86)	= 3.0
B- (80- 82)	= 2.7
C+ (77–79)	= 2.3
C (73-76)	= 2.0
C- (70-72)	= 1.7
D+ (66-69)	= 1.3
D (63-65)	= 1.0
D- (60-62)	= 0.7
F (below 60)	= 0.0

GRADES

Parent/student/TMP advisor conferences will be held in the middle of the fall semester, at the end of the fall semester, and in the middle of the spring semester. These conferences will be problem-solving in nature to ensure success in school. Based on these conferences as well as teacher input, additional academic support (which may include further assessments) will be provided. Students can log onto MYSFCC to view SFCC course midterm and final grades. Our charter states that college grades of D+ or below will not count toward high school credit; only C- or above counts for high school credit. Dual credit grades, whether passing or not passing, will be placed on permanent high school transcripts and will count in the student's GPA. TMP does not drop grades off of our transcript if a course is taken a second time for a higher grade. All grades on the TMP transcript figure into GPA calculations.

REVISION OF WORK

TMP believes that there is more value in revision than in throwing away a paper that is not well written. Students who turn assignments in on time are allowed to revise them based on the teacher feedback, with the requirement that these papers and projects must meet all minimum requirements of the assignment rubric. If an assignment does not meet the minimum standards of the rubric, it is considered unfinished work and must be completed by

the student in order to be graded. If this leads to the assignment being late, the student will forego the opportunity to revise it. Students are allowed three days from the day an assignment is returned to revise it and turn it in for a higher grade. Assignments turned in after the due date are not allowed to be revised.

LATE WORK

In order to better prepare our graduates for the strict deadlines and realities of college and work, TMP has adopted a policy that TMP teachers will not accept any assignment for full credit after the due date. An assignment turned in by 4PM the next calendar day after it is due will drop one full grade. After 4 PM that next calendar day, the grade is a zero. Being absent does not relieve a student of the responsibility to check the website and email in an assignment that is due, or to correspond with the teacher about an extension.

GRADUATION REQUIREMENTS

Language Arts	4	Freshman, Sophomore, Junior, Senior
Math	4	One equivalent to Algebra II
Science	3	1 Lab
History	3.5	WH, US, Government/Economics, NM (1/2)
Career Cluster/Workforce Readiness	1	(Can be a language other than English)
PE*	1	
Health	.5	Health Starting with the class of 2017
Fine/Practical Art	1	
Electives	10	
Total	28	Credits

*PE credit is offered through an intensive summer PE course that meets immediately after the last day of spring semester.

SCHOOL ACTIVITIES

School trips and events and service learning activities are an integral part of the TMP experience, and they are usually planned at least one week in advance. If an assignment is due the day that a student will be gone for a field trip, event or mentorship activity, the student must turn the work in as assigned, *before the end of the day he/she will miss*. In the case of an extended field trip of more than one day, individual arrangements must be made with teachers. Further, the student is responsible for inquiring about and turning in on time any homework that is assigned on the day that is missed. "I don't have my homework because I was on a field trip when you assigned it," is not a legitimate excuse.

AWARDING OF CREDIT

One-half (.5) credit per semester is assigned to each TMP high school class with a passing grade of D or better. A college-level course earning three or four credits college credits per semester will transfer to TMP as one high school credit (1.0) only for courses with a passing grade of a C- or above. Developmental courses (non-college level) taken at the college will receive (.5) credit per semester.

Dual credit courses may be taken for elective or core high school credit as they satisfy the requirements of high school courses and meet the PED standards and benchmarks.

CREDIT RECOVERY

Students may take summer school courses through the MASTERS Program at SFCC ~~or CNM~~, or on their own at local high schools. Credit earned through an accredited educational institution will be accepted toward the

fulfillment of graduation requirements. It is the student's responsibility to assure that summer school transfer credit is forwarded to TMP.

TRANSCRIPTS

A list of courses taken, grades earned, and credit assigned is maintained while a student is enrolled in high school. All course grades earned by a student are counted in the GPA; a course taken a second time for a higher grade does not replace the earlier grade. Both grades are included in the GPA. This record provides a means of tracking graduation requirements and determining grade point averages. Students may request an official transcript from the Counselor by signing in on the Transcript Request Log 72 hours before it needs to be sent. Students are encouraged to review their transcripts with the Counselor.

Remember that taking college courses means that a student is building a college transcript. When an official transcript is requested by another education institution, only the student of record can request that transcript be sent by the SFCC Registrar's Office. TMP cannot request that your SFCC transcript be sent. All dual enrollment or joint enrollment classes will be listed on a student's permanent college transcript.

PARTICIPATION IN GRADUATION CEREMONY

Graduating seniors with the requisite credits are allowed to participate in the graduation ceremony at the end of the school year. Students who are within one credit of the required 28 credits for graduation may participate in the ceremony provided they are registered for the needed course and intend to complete that course in the summer term immediately following the ceremony. Their names will appear on the graduation program with an asterisk indicating summer completion of credits for graduation.

WITHDRAWAL FROM TMP

All TMP property must be returned and all fees and fines paid upon withdrawal from The MASTERS Program. Students must return all books, computers, and TMP materials, or pay for any missing books etc.

ELIGIBILITY FOR ACTIVITIES

To be eligible to participate in activities sponsored by TMP and the New Mexico Activities Association, a student must have established a 2.0 GPA or better during the most immediate grading period and have no more than one F. Other specific guidelines may be obtained by contacting the Director of Guidance.

SCHOOL CANCELLATION

The MASTERS Program follows SFCC decisions regarding class delays and school closures. Please check the SFCC website or follow the news on TV news to determine whether school has been cancelled. Since we are aware that weather can differ greatly depending on where one lives, we suggest that parents call their students in as excused if they feel it is a matter of safety, regardless of the decision of the college. Should this occur, it is imperative that students also communicate with their TMP and SFCC teachers. See, "Weather Delays or Cancellations" in the SFCC Student Handbook.

The MASTERS Program maintains its own text alert program to inform students and staff of school closing or early dismissal.

Please see TMP's School Safety Plan posted on our website for guidelines on Evacuation, Lockdown, Shelter-in-place, Parent Notification and Media Guidelines. TMP's evacuation site in case we are asked to leave the campus is Santa Maria de la Paz church on Richards Ave.

SAFETY & EMERGENCY SERVICES

FACILITY EMERGENCIES

- Dial 9-911 on a campus-system phone or activate an emergency phone for situations such as fire, bomb threats or uncontained chemical spills.
- After you have informed the appropriate emergency authority, call Campus Safety Officers at (505) 428-1224 to advise them of the situation. The college procedure for evacuation of buildings will immediately be set in motion.

OTHER MEDICAL EMERGENCIES

For urgent situations that are not emergencies (e.g. sprains, cuts, contusions, fatigue), call Campus Safety at (505) 428-1224. Campus Safety will also dispense Band-Aids to individuals who request them.

Emergency Telephone Numbers*(from on-campus phones)*

- Ambulance, 9-911
- Campus Safety Office, 428-1224
- City police substation, 9-955-2080
- Fire and city police and sheriff, 9-911
- Poison control, 9-1-800-432-6866
- Sheriff, 9-428-3720
- State Police, 9-827-9300
- SFCC's Weather Line 9-428-1716

Personal Safety Tips

- Stay in well-lit areas after dark.
- Walk to your vehicle with others or request an escort from a Campus Safety Officer.
- Keep your windows closed and your vehicle locked.
- Do not leave valuables in your vehicle or, if you must, place them out of sight.
- Report suspicious behavior to Campus Security or any member of the SFCC or TMP staff.
- Report incidents that occur on campus to Campus Security who will work with local law enforcement agencies on prosecution.

TESTING

The following is an outline of the current testing programs administered by the Guidance Office, by grade level with approximate test dates. The MASTERS Program will release specific test dates in September.

10th Grade

Saturday, October 12- Preliminary Scholastic Aptitude Test (PSAT)

March/April - New Mexico State testing

11th Grade

Saturday, October 13- Preliminary Scholastic Aptitude Test (PSAT) (Qualifies students for National Merit Scholarship Corporation Program).

March/April - New Mexico State testing

12th Grade

November – State testing (for those who have not yet passed)

ATTENDANCE

Achieving excellence in The MASTERS Program begins with class attendance. Learning is an experience, and the day-to-day interactions inside the classroom are the foundation of that experience. Students cannot be highly successful in our program without regular and punctual class attendance. A student's work in class is graded both in daily "engagement" points and by various activities such as discussions, quizzes to check for understanding and in-class writing. Students not in class also miss explanations of upcoming assignments or of that night's homework. Much of the work that takes place in the classroom cannot be replaced by "make-up work." Thus, missing a class, whether it is excused or unexcused, can lower a student's grade. Students who miss several classes during the semester are usually not as successful as students who have consistently strong attendance.

While some absences (illness, family emergencies) cannot be avoided, parents and students are asked to make attendance a priority and to limit absences by scheduling appointments, such as doctor and dentist, and conducting personal business outside of class time. It is the student's responsibility to check on what he or she has missed and then meet the course deadlines for those assignments or arrange for extra time directly with the teacher.

TMP is committed (and legally obligated) to enforce NM **HB 236 ATTENDANCE FOR SUCCESS ACT**. The following attendance requirements are consistent with a student's obligation to attend and a parent/guardian's obligation to ensure that their child attends school. TMP hopes that every student and parent knows that regular and timely attendance is imperative to educational success. Students and their families are expected to respect the following policies regarding attendance and timeliness:

Excused Absences: If a student misses school for all or part of a day for any reason, parents must call the attendance line by 10:00 AM the day of the absence, or text or email to the appropriate place. Students who are 18 must follow the same protocol. A student's absence may be counted as an "excused absence" if he/she misses class because of illness, medical appointments, family death, or for religious, cultural or traditional observances. If an absence is anticipated, advanced notification is appreciated. If assignments due that day were assigned previously, the assignments should be sent in by email.

Unexcused Absences: An "unexcused absence" means an absence from school or classes with no parent call and for which the student does not have an allowable excuse as stated above. Unexcused absences from school will be tracked for purposes of determining whether a student's attendance complies with the **HB 236 ATTENDANCE FOR SUCCESS ACT** Law. Parents will be informed of unexcused absences and will be called to discuss the absences. Calls to notify parents of absences will be made the day of the absence or within 24 hours.

Early Intervention for excessive absences: If a student accumulates more than five excused **or** unexcused absences in any class within a semester, he/she may be considered in need of early intervention. If so, TMP shall contact the student's parent(s)/guardians(s) to set a meeting to discuss possible interventions. A representative of the school shall meet with the student in need of early intervention and his/her parent(s)/guardian(s) to identify

the causes for the student's unexcused absences, identify what actions can be taken that might prevent the student's unexcused absences, identify possible school and community resources to address the causes for the student's unexcused absences, and establish a corrective action plan to address the student's unexcused absences.

Habitual Truant means a student who has accumulated 10 or more unexcused absences in a school year. 2 classes missed in a day is ½ day and more than 3 is a full day absence. If the student is a habitual truant, the school shall, in addition, give written notice of the habitual truancy by mail to or by personal service to the student's parent(s)/guardian(s). The notice shall include a date, time and place for the parent to meet with the school to develop intervention strategies that focus on keeping the student in an educational setting. If there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services of the judicial district where the student resides.

Tardiness to class is disruptive to the learning process and does not reflect excellence. Any student arriving after the course scheduled start time is considered tardy. **Tardies will be tracked in each class and after the 3rd tardy, the student will no longer be able to enter the class once it has started. He or she will be asked to go to the office or the tutoring room ~~table~~ and to meet with the teacher when he or she is free to find out what was missed. Parents will be called and asked to attend a meeting with the student, teacher and head of school to determine what needs to be done to stop the student from arriving late to class.**

Make-up work/excused absences: This policy only applies to TMP classes. Students enrolled in SFCC classes must follow their instructors' class policies concerning absences and the opportunity to make up missed assignments. For TMP class assignments that were due the day of the absence, assignments are still due and must be emailed in on the due date. Make up work must be scheduled on the day of return. Each student will have a syllabus and may also look at the course web page on the TMP website for information. If there is a protracted illness that makes this difficult, the student will contact each teacher to set a date for assignments to be due. Students may call, text or email teachers for help or to ask questions.

Make-up work/unexcused absences: Students who miss a class without being excused may turn in their work and may receive a penalty as determined by the teacher. Should this happen frequently, the student will be called for a meeting with TMP staff and the student's parents.

It is the student's responsibility, not the teacher's, to ask for homework missed and to make arrangements with each teacher for any work owed. Work not turned in will adversely affect the student's grade. *Any student missing more than six sessions of a particular class, even for excused absences, risks academic consequences.*

Field Trips: Students may not participate in a school trip if they have not attended at least half the school day, whether or not that absence is excused.

If TMP determines that parents have excused his/her student from TMP classes, but allowed the student to attend SFCC classes or come to campus to do homework, the absence will be recorded as an "unexcused" absence. We find this disrespectful and not a commitment to excellence.

Excused Absences for Pregnant and Parenting Students (this provision applies to TMP classes only): Students will be permitted 10 (ten) days of excused absences upon documentation of the birth of that student's child. Documentation in the case of the mother can be a note from her medical provider; for the mother or father, a copy of the child's birth certificate. Students missing school due to the birth of a child, shall have the same number of days that he/she was absent for the birth to make up the class assignments missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Pregnant students may take up to four (4) days off for pregnancy related health care for herself and if she provides a health care provider note. Students missing work related to pregnancy shall have the same number of days that she was absent to make up the work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Parenting students (father or mother) may take up to four (4) days to care for a child. Documentation of parent status may be requested by school administration. A student missing school for care related to his/her child shall have the same number of days that he/she was absent to make up the class work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

BEHAVIOR POLICIES

All TMP students shall follow the rules and standards of behavior set forth in SFCC Code and Student Handbook regardless of whether they are enrolled in SFCC classes, and are required to meet the TMP conduct expectations as stated in this section. The rules described below are delineated as “TMP” (meaning specific to TMP students and TMP school activities, which rules may exceed expectations of SFCC) or “TMP/SFCC” (meaning the conduct rule applies to TMP students during TMP activities and functions as well as SFCC activities and functions).

Students may be disciplined pursuant to the TMP Consequences of Violating Expectations or the SFCC Student Corrective Action and Disciplinary Action. TMP and SFCC will jointly determine whether either or both sets of consequences shall apply under any particular circumstances.

Conclusion: Students who violate any provision of the Code of Conduct may be subject to discipline under the Student Corrective Action and Disciplinary Action Policy, up to and including, expulsion. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. TMP or the College may also report any apparent violation of law to the appropriate law enforcement authorities.

In addition, the following are prohibited for TMP students whenever they are subject to school control: criminal or delinquent acts, gang related activity, sexual harassment, disruptive conduct, refusal to identify self, and refusal to cooperate with school (including SFCC) personnel.

Appropriate Use of Technology Owned by TMP or a TMP Student (while at school): Acceptable use of technology requires that the use of these resources be in accordance with the following guidelines and support the educational goals of TMP. Students and parents should:

- Know that technology used at school should be used for educational purposes only and not for profit-making activities or for gambling of any kind.
- Not use TMP’s network or TMP’s access to the SFCC’s network in a way that would disrupt the use of the network by others.
- Not submit, publish, display or download data containing material that is defamatory, abusive, obscene, profane, gang-related, sexually explicit, racially offensive, illegal, or inappropriate.
- Not attempt to harm, modify without system administrator approval, or gain unauthorized access to district systems, data, software and/or security.
- Notify a system administrator if a password is lost or stolen, or if there is reason to believe someone has obtained unauthorized access to TMP’s or SFCC’s systems.
- Understand that e-mail on networks is not absolutely secure or private.
- Not reveal home addresses or telephone numbers over the Internet.
- Not use the web to make unauthorized purchases or to conduct non-approved business.

- Abide by all copyright regulations, including illegally copying copyrighted software.
- Follow all school policies and expectations as written in this Community Handbook.
- Not print large numbers of pages, wasting resources such as print cartridges and paper

Expectation of Parent/Student Laptop Liability Form:

TMP will provide all students in need with the use of a laptop for their TMP and SFCC classes. Parents and students will sign a laptop liability form in which they assume the responsibility for its care and return. This includes the following:

1. I agree to use this laptop for TMP and SFCC purposes only
2. I agree to keep this laptop in my custody at all times.
3. I agree not to use this laptop to violate any State or Federal Laws in regards to trademark, copyright, patent, libel, slander, or privacy or electronic data communications.
4. I agree to inform the TMP Business Office mlopez@tmptsantafe.org immediately of any problems, malfunctions, damages, and loss/theft, and agree to assume all responsibility during the loan period.
5. In the event the laptop is damaged or destroyed, all costs associated shall be billed to the parent signing this agreement if the student is under 18 when signing this form. If borrower is over the age 18, then only the student needs to sign.
6. I agree to return this laptop in good working order along with the complete power adapter by or before the deadline set by TMP.

No Expectation of Privacy: Authorized TMP administrators and The Office of Information Technology (OIT) is authorized to physically observe and electronically monitor, log and track the use of computer equipment and data without the knowledge or consent of the user. Computer use is tracked, monitored and logged by the College. Therefore, computer users do not have a reasonable expectation of privacy while using TMP computers or SFCC computers.

The use of and access to the Internet or other online technologies as provided by TMP or SFCC via a student’s personal electronic device, TMP computers, or SFCC computers, is a privilege, not a right. TMP computers and network accesses are school property, and TMP shall employ the filters it deems necessary on its network. Students using computers to access the Internet through the SFCC network are subject to the rules of SFCC as described in the Code and in the SFCC Student Handbook. Any inappropriate action by a TMP student as determined by a TMP or SFCC system administrator is subject to disciplinary consequences, including enforcement to state and federal laws, if appropriate. Progressive discipline varies based upon severity and can range from temporary suspension of privileges on either TMP and/or SFCC systems, and up to suspension from school. Our goal is to develop self-discipline and appropriate use.

Appropriate Dress (TMP): All members of TMP are expected to show their respect for the diversity of our community by adhering to standards of dress that do not offend others. We do not have a uniform nor standardized dress, but we ask that each student respect the following:

- Clothes that reference alcohol, drugs, tobacco, or advocate violence, racism or sexism are not permitted.
- Clothes should be neat and clean.
- Gang-related clothing is not permitted.
- Any student wearing clothing which is overly distracting or revealing may be asked to change or cover up (including short shorts, midriff baring tops, etc.)

Students violating the above guidelines will be asked to change into more appropriate clothing. If dress code violations continue, we will address the behavior as a disciplinary issue.

College Property (TMP/SFCC): Students must be responsible and respectful while using TMP and College property. TMP and SFCC property includes, but is not limited to, all TMP and SFCC facilities such as classrooms and common areas, lockers, computers, software and the TMP and SFCC networks.

Lockers (TMP/SFCC): Lockers are college property and either TMP or the College may access student lockers if it has a compelling interest to do so.

Threats of Violence (TMP):

Threats of violence toward other students, school staff, or facilities are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct. All employees and students are required to report evidence of threats of violence to the Head of School. Such reports shall be investigated by the Head of School or designee. All such reports shall be documented by the Head of School.

In cases of threats that may constitute a violation of criminal law, the Head of School, or designee, shall notify law enforcement authorities. Students who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this policy shall be subject to discipline, including long-term suspension or expulsion. For Special Education students, administrators will consult with the Special Education Coordinator regarding the appropriate process.

Any student who has been subjected to any threat or intimidating or violent behavior by another student or college employee should report it immediately to Campus Safety and Security and the Human Resources Department. Anyone who observes any violent or threatening behavior anywhere on campus should immediately contact 911, Campus Safety and Security or the Human Resources Department.

Plagiarism

Taking the exact words or ideas or theories that are the work of another author and representing them as one's own is plagiarism. Quoting directly from another writer or paraphrasing the theories or ideas of another requires the use of quotation marks or proper citing of the work referenced to give credit to the author. Students who incorporate the work or ideas of others into their own work without acknowledging the author will receive a zero on the assignment and parents will be informed.

2-1: SFCC Student Code of Conduct

Santa Fe Community College (SFCC or College) strives to create and maintain an environment that supports and respects all members of the learning community. In order to help achieve this goal, SFCC has established a Code of Conduct which sets out values, expectations and standards of behavior that apply to all students.

Scope and Applicability

The Code of Conduct applies to all students, visitors and guests regardless of status. SFCC recognizes that there is a diverse student body and has established standards so that all students have the opportunity to pursue their educational goals in a respectful and high quality atmosphere.

SFCC is committed to providing a safe and welcoming environment for students, faculty, staff and the public. Students at SFCC are expected to behave in a respectful, civil and thoughtful manner at all times.

- A. Any student who has been subjected to misconduct by others or who observes misconduct should report it promptly to the Vice President for Student Success (VPSS), Student Affairs Officer (SAO), and/or to Campus Safety and Security (CSS).

- B. SFCC values involvement, integrity, lifelong learning and excellence. In the spirit of these values, every member of the campus community has a personal responsibility to respect the rights of others and to behave in a manner conducive to learning and/or living in an educational environment, As a result of these values, the following conduct is prohibited:

1. **Classroom Conduct**

- A. Plagiarizing, cheating, or committing any other form of academic misconduct including but not limited to unauthorized collaboration, falsification of information and/or helping someone else violate responsible standards for academic behaviors is prohibited. Students who are found to have engaged in this type of conduct are subject to both consequences as determined by the instructor and disciplinary action under SFCC policy 2-2 Student Corrective and Disciplinary Action.
- B. Any behavior that may disrupt others from learning or may interfere with the efforts of a faculty member to instruct a class, for example:
use of cell phones or other portable electronics, unless authorized by the faculty member teaching the course.
- C. **Disruption or obstruction of teaching**, research, administration, disciplinary proceedings, or SFCC activities, including its functions on or off campus.

2. **Campus Conduct**

- A. **Conduct that is disorderly, lewd, or indecent**; breach of the peace; or aiding, abetting, or encouraging another person to breach the peace on College premises or at activities sponsored by or participated in by SFCC. Engaging in behavior that could reasonably be foreseen to cause disruption of, obstruction of, or interference with any service or activity provided or sponsored by the College.
- B. **Any violent behavior toward another student, a faculty or staff member or any other individual on campus.** A student who exhibits this type of behavior shall face discipline under Policy 2-2, Student Corrective Action and Disciplinary Action, up to and including expulsion.
- C. **Physical abuse, verbal abuse.** Threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person. All threats and threatening behavior shall be taken very seriously and investigated promptly.
- D. **Attempted or actual theft** of and/or damage or destruction to property of SFCC, or property of a member of the College community, or other personal or public property, including unauthorized use of property located on the campus or property owned or controlled by SFCC.
- E. **Failure to comply with direction** of College officials, security personnel or law enforcement officers in the performance of their duties.
- F. Conduct that violates any SFCC policy, seriously threatens the educational mission of SFCC, or the health or safety of any member of the College community, even if such conduct occurs off campus.
- G. **Unauthorized possession, duplication or use of keys** to any SFCC premises, or unauthorized entry to or use of SFCC premises.
- H. Possession of any unauthorized pet or animal, excluding SFCC-certified trained service animals, while on College-owned or College-controlled property.
- I. Tampering with or disabling any security camera or any other campus safety or security equipment.

- J. Leaving children unattended or unsupervised in campus buildings or on campus grounds or in vehicles.
- K. Camping within campus facilities or grounds, regardless of the duration or purpose of the use.
- L. Clothing and/or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered at SFCC.
- M. Unauthorized display or distribution of any written notices such as fliers, posters, brochures, etc.
- N. Vending and sales activities unless authorized.

3. **Discrimination, Harassment, and Sexual Misconduct**

- A. Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, serious medical condition, spousal affiliation, gender identity or sexual orientation. (See Policies 2-22 Student Sexual Harassment and 2-23 Student Discrimination and Harassment and see Title IX Grievance Complaint Procedures)
- B. Sexual misconduct offenses include, but are not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation. (See SFCC Policy 2-28 SFCC Student Policy on Sexual Violence, Sexual Misconduct, Relationship Violence, Domestic Violence, and Stalking for more information.)

4. **False Alarms and Weapons**

- A. Deliberately causing a false fire alarm or creating any sort of false bomb threat or public alarm.
- B. Possession or distribution of any firearms, ammunition, explosives, fireworks, and/or other dangerous weapons (or chemicals/flammable liquids) unless authorized by an SFCC official, or use/threat of use of any instrument (including, but not limited to, paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

5. **Drugs, Alcohol, Medical Marijuana, Smoking and Gambling**

- A. Using, being under the influence, manufacturing, possessing, cultivating, distributing, purchasing, or selling of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by SFCC and/or in state-owned or leased vehicles.
 - 1. Note: The President may make an exception regarding alcohol, by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits.
- B. Although possession and use of medical marijuana consistent with the requirements of the New Mexico State Law is not a crime in the State of New Mexico, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on College-owned or College-controlled property, and/or any function authorized or supervised by SFCC and/or in state-owned or leased vehicles.
- C. Smoking except in designated smoking areas.

1. For the purpose of this policy, smoking shall include the use of tobacco products, e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other such devices that vaporize substances to simulate smoking.
- D. Gambling of any kind, including computer gambling, sports betting pools and pyramid schemes on campus-owned or SFCC-controlled property.

6. Computing and Networking

1. Violation of SFCC policy on the acceptable use of computing and network resources. Unacceptable uses of computing resources include, but are not limited to:
 - A. Use of electronic forums to violate other sections of the Student Conduct Code;
 - B. Sharing of accounts or computer access;
 - C. Violation of electronic privacy;
 - D. Interference with computer use or operations;
 - E. Unauthorized entry into or tampering with computers, networks, or other information resources;
 - F. Commercial or illegal use of electronic or computer resources;
 - G. Violation of copyright law or other intellectual property protection laws or policies; or
 - H. Threats, abuse or harassment, as defined in SFCC policies made or transmitted via electronic forums, social media platforms or electronic mail.

Refer to policy 7-1- Technology Usage Policy, policy 7-3 Information Security Policy and policy 8-7 Social Media Policy for more information

7. Parking and Campus Traffic Rules. Any person who violates traffic or parking rules is subject to having their vehicle towed or immobilized by the use of a boot. If you receive a warning sticker, or if your car has been towed or immobilized, see the Campus Safety and Security Office.

Using bicycles, skateboards, roller-skates, wheelies, scooters, hover boards, in-line skates, and the like in prohibited areas, such as SFCC sidewalks and other campus walkways. These items may only be used on campus streets

A student who violates any provision of this Code of Conduct may be subject to discipline under the SFCC Student Corrective Action or Disciplinary Action Policy (Policy 2-2). The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

Definitions:

Academic Dishonesty: Means any behavior that misrepresents or falsifies the student's knowledge, skills or ability with the goal of unjustified or illegitimate evaluation or gain and includes cheating, plagiarism and falsification or fabrication of records. Assisting another student in cheating, plagiarism and falsification of records is also academic dishonesty.

Camping: Is defined as using campus facilities or grounds for living accommodations or housing purposes, such as overnight sleeping or making preparations for overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire, or using a portable stove for cooking, lighting or warmth, or the use of tents, motor vehicles, or other structures for living or shelter.

Cheating: Includes using or attempting to use unauthorized materials such as notes, texts, visuals, electronic devices, copies of test materials and presenting the work of others to misrepresent the student's knowledge, skills or ability. Unauthorized collaboration also constitutes cheating.

Integrity: Strict adherence to a standard of values and conduct.

Plagiarism: Is the intentional or unintentional representation of another's work as one's own, without proper acknowledgement of the original author or creator of the work.

Driving Privileges (TMP): TMP faculty and students must drive in a safe manner on campus. Any TMP student who does not respect the safety of others and who does not obey traffic and parking lot rules will have his/her permission to drive to school revoked.

Lost or Damaged Personal Property (TMP): TMP is not responsible for replacing phones, iPods, articles of clothing, or any other personal items that are lost, stolen or damaged on school property or during school trips or events. Students are encouraged to leave expensive personal items at home and assume the risk for bringing any personal property or vehicle to the SFCC campus. Neither TMP or SFCC is responsible for damages to cars, bicycles or motorcycles in the parking lot. Students can check with SFCC Campus Safety and Security Offices to see if lost items were found and turned in.

Tobacco/Drug-Free School (TMP): TMP is a tobacco/alcohol/drug-free school, regardless of age. There will be no use of tobacco or tobacco products or alcohol or illegal substances at school, on school premises, or at any school sponsored function. We believe that use of tobacco, tobacco products, abuse of alcohol and illegal drugs impairs academic performance and poses a threat to the health and safety of everyone at TMP. If a student is found to possess or is under the influence of any of these prohibited substances, he/she will be subject to discipline.

"Tobacco products" throughout TMP's policies includes E-cigarettes or vaping or nicotine in liquid containers. Discipline for students violating the prohibition against use/possession of tobacco or tobacco products is as follows: Any student caught using/possessing tobacco or tobacco products will be given a warning and all items will be confiscated. Parents will be notified. If there is a third violation, the student will be referred to Teen Court and be required to demonstrate completion of the available program. To the extent, if at all, that SFCC rules and regulations differ from TMP's tobacco/alcohol/drug-free policy, TMP's policy shall control for TMP students.

All students will sign an agreement during orientation that states that they understand that we will not tolerate a student to remain at school who is under the influence of alcohol or illegal drugs. (Obviously, this does not include someone under a doctor's care who is using a doctor-prescribed drug.)

First Offense: If we have reasonable suspicion ("reasonable suspicion" includes dilated pupils, strong smell on clothes, behavior, witness reports or other evidence of drug or alcohol use) that a student is under the influence, we will speak to the student. If he/she admits that he/she is under the influence and signs a statement to that effect, parents will be called and require to pick up and sign the student out of school. The student may also be referred to Santa Fe County's Teen Court program and must complete the Teen Court's "Substance Abuse Program" within 60 calendar days of the referral. If evidence of completion is not received by TMP by the end of the 60-day period, the student will be suspended for three days. In addition, violating students will be referred to the TMP Community Life Council for disregarding the rules of the school and must complete any consequences assigned.

If a student is suspected of illegal drug or alcohol use based on reasonable suspicion and denies when asked that he/she is under the influence, he/she will also have his/her pockets and possessions searched (including his/her

car). If the TMP has sufficient evidence to believe that the student is under the influence and/or has possession of drugs and/or alcohol, parents will be called to pick up and sign out the student who will be suspended for 3 days. The student will also be referred to Santa Fe County's Teen Court program and must complete Teen Court's "Substance Abuse Program" within 60 calendar days of the referral. If evidence of completion is not received by TMP by the end of the 60-day period additional disciplinary action will be determined as appropriate by the Director. The student will also be referred to the TMP Community Life Council for disregarding the rules of the school and must complete any consequences assigned.

Second Offense: If a student is exhibiting behavior that creates reasonable suspicion a second time of drug and/or alcohol use, the student will be asked whether he/she is under the influence and if he/she admits, he/she will be asked to sign a statement that he/she is under the influence and the student will be searched. If the student admits to use, the student will be long-term suspended from TMP. TMP will also refer the student to the Santa Fe Teen Court program for drug and alcohol use. The student will be required to complete the Substance Abuse Program or the Intensive Outpatient Program or such other process as determined by the administrator of the Teen Court process within 60 days from the date of TMP's referral. If the student does not provide certification of completion of the Teen Court program to TMP by the end of the 60-day period, additional disciplinary action will be imposed as determined appropriate by the Director. (Please see section on long term suspension under disciplinary processes.)

A student who is suspected of illegal drug or alcohol use and who denies when asked on a second offense that he/she is under the influence, will have his/her pockets and possessions searched as well as his/her car. If TMP has sufficient evidence to believe that the student is under the influence and/or has possession of drugs and/or alcohol, the Santa Fe County Sheriff will be contacted and the offense(s) reported. Best efforts to contact parents prior to contacting the Santa Fe County Sheriff will be made. In addition, the student will be referred to Teen Court and must complete the Substance Abuse Program or the Intensive Outpatient Program or such other process as determined by the administrator of the Teen Court within 60 days from the date of TMP's referral. If the student does not provide certification of completion of the Teen Court program to TMP by the end of the 60-day period, additional disciplinary action will be imposed as determined appropriate by the Director. (Please see section on long term suspension under disciplinary processes).

Third Offense: A student violating the TMP policy against drug and/or alcohol use for a third time will be allowed to withdraw from TMP or expelled from TMP. TMP will report the violation to the Santa Fe County Sheriff. (Please see section on disciplinary processes)

The MASTERS Program Anti-Bullying Policy

Bullying Prohibition Policy:

TMP believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. The safety and well-being of all students is of primary importance. TMP does not permit bullying and it is the school's goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Definitions

➤ **Bullying.** Bullying is any written, verbal or electronic expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed or intimidated and which substantially

interferes with another student's education, opportunities or performance in school, on school grounds, in school vehicles or at school activities or sanctioned events.

➤ **Harassment.** Bullying includes harassment which is knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. (Harassment based on race, sex, ethnicity, national origin, religion, disability, age, sexual orientation or gender identity is addressed below under "Anti-Discrimination and Harassment Policy").

➤ **Hazing.** Bullying also includes "hazing" which is defined as: committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose.

➤ **Cyber stalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, that 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 student's educational benefits, opportunities or performance.

➤ **Cyber bullying** is defined as a situation when a student is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another person through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. **MySpace, Tik-Tok, Snapchat, Instagram**, Facebook), and chat rooms, that 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 student's educational benefits, opportunities or performance.

Examples: Actions that will be viewed as "bullying" or cyberbullying include, but are not limited to, the following situations that are made either in person or using digital technology:

- Name-calling, belittling comments.
- Repeated teasing, use of sarcasm or malicious jokes.
- Non-verbal behavior such as gestures, or graphic written statements.
- Conduct that is physically threatening, harmful, intimidating or humiliating.
- Inappropriate physical restraint.

Reporting and Complaint: - Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. See, "Harassment, Intimidation, Bullying, or Hazing Complaint Form" attached at the end of the Community Handbook. Students, parents and/or staff should use the following guidelines when reporting bullying.

➤ Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.

➤ The report may be made to any staff member including a teacher or the Principal. If the complaint is made by a student to a staff member, he/she will assist the student in reporting to the Principal.

➤ Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify the Principal. Reports should be made in writing using the Bullying Complaint Form. A copy of this form will be submitted to the Principal.

If a student makes a verbal report to a teacher, the teacher should complete the form or take the student to the Principal where a form will be completed on the student's behalf.

Investigation: – The School principal or designee will accept and promptly investigate *all* reports of intimidation, harassment or bullying. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or

hazing prior to the investigation taking place. TMP administration may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.

Process - The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

Confidentiality - The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws and to the extent possible. However, TMP cannot guarantee absolute confidentiality, because it may be necessary to discuss the complaint with others who are witnesses or who may have information about the complaint.

Outcome - The investigation shall be completed as soon as possible. The Principal (or investigator) shall make a written report concerning the bullying. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the Principal. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA)(to protect the privacy of the student alleged to have committed the bullying) the Principal will notify the parent or guardian making the complaint of the outcome of the investigation. The Principal or designee shall notify the parent or guardian about a determination that their student has committed a verified act of bullying and the consequences for the student's actions.

Consequences - Verified acts of bullying shall result in intervention by the Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, expulsion, or other consequences to be determined) is a matter for the professional discretion of the Principal. Certainly, repeated offenses will warrant increasingly severe consequences, up to and including expulsion.

Consequences for Knowingly Making False Reports - False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Retaliation. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

Anti-Bullying included in Health Education Curriculum. "Health Education" is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior throughout their school years. It is imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills. Our curriculum does recognize the importance of bully prevention skills in all grade levels.

Anti-Discrimination and Harassment Policy

(This policy applies to inappropriate conduct by a TMP student regardless of whether it is a TMP or SFCC activity or function. BE AWARE that SFCC has and will enforce its own policies around Student Discrimination and Harassment and Sexual Harassment. See, SFCC Policies 2-23 and 4-10. Students should be well aware that they may be subject to consequences for violation of the TMP policies and the SFCC policies, NOT JUST ONE OR THE OTHER.)

TMP recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the TMP/SFCC community. Sexual and other forms of harassment will not be tolerated.

Sexual Harassment - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment.

Other Forms of Harassment - Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment; substantially or unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's academic opportunities on the basis of race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, sexual orientation, gender identity and/or any other legally protected characteristic. Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

Strictly Prohibited - The harassment by a student of a staff member, fellow student of TMP or third party (e.g. visitor, volunteer, parent, etc.) is strictly forbidden. In all cases, school personnel will take immediate action to protect the victim of alleged abuse. Any student who is found to have harassed a staff member, third party, or student will be subject to discipline in accordance with law and the Student/Parent Handbook.

Reporting Violations of Harassment or Discrimination Policy - A student who believes he/she has been a victim of discrimination and/or harassment and any third persons with knowledge of such conduct shall report the alleged act immediately to the Principal. TMP will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations. Students should use the Harassment, Intimidation, Bullying, or Hazing Complaint Form to report concerns.

Investigation and School Action - In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge against a student, employee, visitor, vendor or other individual on SFCC premises for harassment shall subject that individual to disciplinary action or other consequences. Disciplinary action may include, but may not be limited to the following: written warning, detention, written reprimand, suspension, and/or expulsion. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.

Retaliation - TMP will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to complaints of harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Notification - It shall be the responsibility of the Principal to ensure that all employees and students receive appropriate training related to the implementation of this policy. In addition, students, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of the designated person to contact to file a complaint and/or receive information related to this policy.

Child Abuse and Neglect (TMP): Pursuant to New Mexico State Statutes, NMSA 1978, Section 32-4-3, and Section 32A-4-3:

- It is the duty of any school nurse, teacher, or administrator who knows or suspects that a child is or has been abused or neglected upon penalty of fine to report this information immediately.
- Investigators employed by public agencies authorized to investigate child abuse, including those seeking to remove students from school for purposes of maintaining protective custody as part of a child abuse investigation, are subject to the Verification, Documentation, and Parental Notification Procedures.
- Prior to any student being produced by a Head of School for any contact with officers and/or social workers, the Head of School or his/her designee shall: write down the name, badge number, and agency of the officer(s) and the social worker(s), together with the date and time of appearance; confirm by telephone the agency that employs the officer(s) and/or social worker(s) their identity and authorization in seeking contact with the student; and record the names and position of the person confirming such information and the time of such confirmation. In instances in which the officer(s) is acting pursuant to a court-ordered document, the Head of School shall obtain a copy of such document.
- The Head of School or designee shall determine from the investigator whether it is appropriate to notify the parent or guardian of the requested interview or the removal of the student from the school.
- In the event the investigator directs that such notice not be given, as in cases where a parent or close family member is the suspected abuser, the Head of School shall record such direction.
- Where a law enforcement officer has a warrant or citation for the student's arrest or an order signed by a district judge, removal of the student by the officials under such order is mandatory when presented to the Head of School. The parent or guardian must be notified.
- The Head of School or any other school employee should not attempt to conduct an interview with the student, beyond the information needed to report the incident or complete paperwork.

CONSEQUENCES OF VIOLATING EXPECTATIONS

At TMP, we have adopted a discipline system that gives the Administration latitude to discipline according to the infraction with the intent to change behavior and to teach sound decision-making. However, TMP will report to law enforcement criminal or delinquent acts that the Administration deems serious enough or that are required to be reported by law, which include but are not limited to: possession, use or distribution of illegal drugs/substances or possession of weapons, and sexual offenses.

Violations of these policies set forth in the TMP Community Handbook (including SFCC rules) or other such rules or policies of the TMP Governing Council will be referred to the Community Life Council. This Council is made up of a Chair who is a TMP staff member and 4 students who are nominated by the student body and chosen by the Faculty. The Committee will meet weekly to discuss the state of the TMP community and to work with individual students who have behaved in a way that is damaging to the community. Such behavior might include, but is not limited to, excessive tardies, drug use, stealing, vandalism, bullying and blatant disrespect. The Council will hear from the perpetrator and, if needed, from the injured party, and then will meet privately to discuss the situation and recommend to the Head of School either restorative justice or appropriate punishment. All recommendations as to resolution of individual rule violations or more general issues will be considered by the Head of School who is the final arbiter. Any of the following options for addressing student behavior may be implemented at any time depending on the level and severity of the infraction and at TMP's sole discretion.

- **Advising.** We will always talk to a student when behavioral problems arise to see if we can find common ground or come to agreement about community expectations of behavior. Notes will be kept to document this conversation and its agreements.
- **Reflection.** Sometimes we will ask students to reflect on their actions and the consequences. Reflection may include articles assigned by the TMP staff, about which the student will be asked to read and write.
- **Community Life Council.** Students who have difficulties following the rules of TMP may be asked to appear before the Community Life Council to discuss their actions and receive consequences.
- **Reporting to Authorities.** Criminal or delinquent acts that the Administration deems serious enough or that are required to be reported by law, which include but are not limited to: possession of weapons and sexual offenses.
- **Restorative Justice.** Student may be assigned to a task that involves service to others if appropriate.
- **School Detention.** Students may be asked to come in before school or stay after school for up to an hour, under supervision, to reflect on their actions and consider ways of repairing the damage and modifying their behavior. The school reserves the right to assign a student to after-school detention the day of the infraction, which may require students to rearrange rides, miss work or miss sporting events and other extracurricular activities. The school will provide a note explaining that the student was held at school for violating school expectations.
- **Teen Court.** Student will be referred to Teen Court for serious violations including drug or alcohol violations, violence or other rule violations as decided by the Head of School. We will also refer students for repetitive violations of the non-smoking rule.
- **In-School Suspension.** In-school suspension takes place in the administrative offices of the school and is used when students need time alone to consider their actions. In-school suspensions of any length shall be accomplished in the same manner as short-term suspensions, see Processes, below.
- **Suspension.** Suspension is used to remove a student from the school community because that student is harming the community by his/her presence or because the severity of his/her actions merits isolation from the community. For a suspension lasting 10 days or more, a Hearing Officer will be appointed and a hearing will occur within 5 days of the suspension.
- **Expulsion.** If all the above interventions do not result in improved behavior, or if they do not appropriately address the particular situation, then expulsion may be appropriate and expulsion proceedings may commence. The Governing Board of Directors has final say on expulsion of students. (See below for description of the legal procedures of the expulsion process.)

Referral to Law Enforcement Authorities: TMP and its employees shall report the following violations of law to appropriate enforcement agencies. These violations include the following:

- Possession of a weapon on school grounds or at school activities in Violation of the Gun-free Schools Act;

- Possession, use or being under the influence of alcohol at school are at any school sponsored function;
- Possession, use or being under the influence of a controlled substance without a legally issued prescription, counterfeit substances, marijuana, hashish, narcotic drugs, opiates or drug paraphernalia as or other controlled substances all as defined in the Controlled Substances Act, NMSA 1978, §30-31-1, *et seq.*
- Child abuse or neglect as defined and required by state law, NMSA 1978, §32A-4-1, *et seq.*

Other violations may be reported to law enforcement authorities based upon administrative prerogative. When police want to question students during school or school-sponsored activities, the school shall make reasonable efforts to contact parents first. It is not the responsibility of the Head of School or designee to advise the student suspect of his/her basic rights as set forth in the Children's Code NMSA 1978 section 32-A-1-16 and 32A-1-14. Prior to any student being produced by a Head of School for any contact with officers, the Head of School or designee shall: (1) write the badge number of the officer(s) down, the date and the time of appearance, and (2) confirm the identity of the officer by telephone with the agency that employs the officer(s), and record the person verifying the officer(s)' identity. In an instance in which the officer(s) is acting pursuant to an arrest warrant, a search warrant, or other court-ordered document, the Head of School or designee shall obtain a copy of such document. The Head of School shall also contact the student's parent(s) or guardian, notify them of the contact, and record the time of notification and the name of the person notified. If the Head of School is directed to not notify the student's parent(s) or guardian or to obtain the attendance of the student's parent(s) or guardian, an officer will be asked to sign a statement of this request and if there is a refusal the Head of School shall document the refusal.

PROCESSES

House Bill 43 (HB43) Black Education Act Support

TMP shall strive to provide and maintain a safe, fair, affirmative, and appropriately challenging environment that promotes learning and positive personal growth. Disciplinary measures shall be aimed toward assisting each student in the development of self-control, social responsibility, and the acceptance of appropriate consequences for his or her actions. TMP's Governance Board shall not permit or allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of hairstyles or cultural or religious headdresses. Racialized aggression, defined as any aggressive act that can be characterized, categorized or that appears as such to be racial in nature, is prohibited.

Administrators shall use the procedures and options specified in the TMP Processes Handbook for Student Success and administrative procedural directive.

TMP encourages parent/legal guardian involvement in matters of school discipline. Parents/legal guardians shall be advised of disciplinary measures taken to elicit their understanding and support. Schools shall maintain a record of disciplinary actions taken.

Out-of-school suspension and expulsion shall not be used as punishment for absenteeism or tardies.

Search and Seizure: School officials may search a student with a witness, if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules, and/or that a crime or other breach of

disciplinary rules is occurring or has occurred. Student vehicles brought onto campus, student purses and bags (book bags, gym bags, etc.), school lockers, desks, computers, and other school property are subject to inspection and search by school authorities or SFCC Security Officers at any time without further notice to students or parents upon reasonable suspicion that some violation of TMP or SFCC rules has been violated. Students are required to cooperate if asked to open purses, bags, lockers or any vehicle brought on campus. Parents will be notified after a search has occurred. Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

Short-Term Suspensions/Informal Hearing: Before a student is suspended from school for ten (10) days or less, or receives in-school suspension for any length of time, the Administrator or designee will conduct an informal hearing and investigation into the alleged incident of which the student is accused and allow the student to explain his or her version of the facts. The school shall exert reasonable efforts to inform the student's parent of the charges against the student and their consequences as soon as practicable. A copy of the written notice of suspension will be given to the student, and, if the school has not communicated with the parent by telephone or in person by the end of the first full day of suspension, a notice will be mailed home.

School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

Long-Term Suspensions/Expulsions/Formal Hearing: The maximum punishment for an offense includes long-term suspension and permanent expulsion. Punishments of this severity will be determined by a formal disciplinary hearing. Students who receive a recommendation for suspension for more than 10 days may request a formal hearing before the TMP Hearing Officer. The student has the right to be represented at the hearing at his/her own expense, to call witnesses, to question accusers and witnesses, and to have a copy of the proceedings for appeal to the TMP Governing Board of Directors. Parents or students may elect not to contest a long-term suspension recommendation; hearings are required for expulsion recommendations and cannot be waived. An agreement may be negotiated in which parents or students waive the right to a hearing before a long-term suspension disciplinary hearing.

Emergency Removal: TMP has the right to delay an informal hearing, and a student can be removed from school without an informal hearing, when the administrator determines that it is not possible to conduct the informal hearing because the student poses a danger to self or others, property or is an ongoing threat of disruption. Whenever a student is removed pursuant to this section, the school shall exert reasonable efforts to inform the student's parent of the charges against the student 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.

Students with Disabilities: Discipline of students with disabilities pursuant to IDEA or Section 504 shall be governed by Public Education Department regulations (6.11.2.11 and 6.11.2.12 NMAC). Students with disabilities who violate a rule of student conduct may be removed from his or her current placement to an appropriate interim alternative education setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under Subsection G of 6.11.2.11 NMAC).

For students who receive special services and have an Individual Education Plan or a Section 504 Plan, suspension beyond 10 school days or in increments that lead up to 10 school days requires a manifestation determination

hearing. An IEP team must convene within 10 school days to determine whether the violation(s) of the Code of Conduct are related to the student's disability or whether the suspension was in accordance with a child's IEP. A Functional Assessment of Behavior (examines possible factors of misbehavior) must be completed prior to or at the meeting before a manifestation determination hearing occurs. It also examines whether the behavior(s) merit the developing of a Behavior Intervention Plan (BIP) or a revision of the plan is necessary. An MD also decides whether the IEP team needs to convene and discuss what services a student needs to receive if it is decided that the suspension was appropriate.

FORMAL HEARING PROCEDURES.

Hearing Officer: A Hearing Officer will be appointed by TMP when a suspension is recommended for ten days or more. A student may be suspended for up to ten days pending a formal hearing by the Hearing Officer, pursuant to the Informal Hearing procedures above.

- Notice of the Hearing Officer's appointment will be addressed to the student, through his/her parent(s)/guardian and shall be either personally delivered or sent through certified mail.
- The hearing will occur within five school days of the long-term suspension recommendation.
- The hearing's date, time, place and reference to the alleged violations and where stipulated in the Code of Conduct are required for the contents of notice. Further notice requirements are set forth in 6.11.2.12.G NMAC and shall be followed by the school. Failure to appear after proper notice shall not delay the hearing going forward. 6.11.2.12.G NMAC governs the conduct of the hearing.

Student Status Pending the Hearing: A student may be suspended temporarily and a formal hearing on long-term suspension or expulsion may not occur until after the temporary suspension has expired when:

- The student and parent have waived the right to return to school or administrative authority has conducted an interim hearing pursuant to due process protection sufficient to support the student's continued exclusion pending the outcome of the formal procedures.
- A student has waived the hearing through voluntary compliance or negotiated penalty. Such a waiver and compliance agreement shall be documented with evidence of signatures of the parent(s)/guardian, student and the hearing authority (not applicable in cases of expulsion).

Procedures for Hearing and Findings by the Hearing Officer: The burden of proof of misconduct lies with TMP. The student and parent(s)/guardian are afforded the following rights:

- The right to be represented by legal counsel or other designated representatives (at the parent(s)/guardian or student's own cost).
- The right to present evidence that is not deemed immaterial or redundant by the hearing officer.
- The right to confront and question and cross-examine 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 student conduct.
- The hearing authority shall determine whether the alleged act(s) have been proved by a preponderance of the evidence presented at the hearing.
- The Hearing Officer will tape the proceeding.
- The hearing authority may announce a decision at the close of the hearing or shall issue a written decision within five school days after the hearing. The decision will take effect

immediately after the hearing authority makes his/her decision at the closing of the hearing or in the written notice.

- If the hearing authority decides that no allegation(s) of misconduct have been proved, or if the hearing authority/disciplinarian declines to impose a penalty despite a finding that an act or acts of misconduct have been proved, the matter shall be closed.

Right of Review: The student or parent(s)/guardian(s) may appeal the decision of the Hearing Officer in writing to the President of the Governing Board of Directors, within ten days of receipt of the hearing officer's decision, if the penalty imposed was at least as severe as a long-term suspension or expulsion. A formal review of the record before the Hearing Officer, and the Hearing Officer's decision by the TMP Governing Board of Directors must occur within fifteen school days. The parties to the appeal may present brief oral or written statements at the Board meeting on the appeal, but no new evidence may be presented or shall be accepted. The TMP Board shall provide a written response decision upholding, modifying or reversing the Hearing Officer's decision, with concise explanation for its findings, within 10 working days. TMP Board review is the final step and there is no further course of action within TMP.

TMP Complaint/Grievance Resolution Process: When students and parents believe that a school policy or a school official's decision affecting them are unfair or unreasonable, students and/or guardians are encouraged to express themselves to the individual directly involved and immediately attempt to resolve the problem informally. If the grievance/concern cannot be resolved, grievances/concerns should be brought to an administrator's attention. If the problem is still not resolved, the student/parent may bring the grievance/concern to the TMP Governing Board of Directors. For continued strong community relationships at TMP and for effective communication, TMP strongly encourages parents and students to use our resolution process. (Note: The Grievance Resolution process is not designed or intended to be used to grieve long-term suspension or expulsion actions; those actions may be appealed through the procedures provided above.)

- **Step One.** Bring concerns directly to the individuals involved. If satisfaction is not achieved, proceed to Step Two.
- **Step Two.** Notify Head of School of concern. To further clarify the concern, he/she may request that your concern be provided in written form. A verbal response will be provided within five working days. If a response has not been received or if the response is not satisfactory, proceed to Step Three.
- **Step Three.** Notify Head of School of concern. To further clarify the concern, Head of School may request that the concern be provided in written form. All parties may be asked to attend a meeting to resolve the concern in a reasonable timely manner (within five working days). The Head of School may request a mediator if the concern requires some objective assistance. If satisfaction is not achieved within 10 working days, proceed to Step Four.
- **Step Four.** Notify TMP Board. A meeting will be scheduled to present issues. A final decision will be made by TMP Board. Depending on the nature of the complaint, the Board will review the matter in either a closed or an open session, may hear testimony, and will act on the matter. The Head of School and student/parent shall be advised in writing of the decision of the Board.

SFCC has numerous policies that are applicable to students attending SFCC classes and who are otherwise on the SFCC campus to attend TMP. Consequently, please note that:

TMP STUDENTS MUST OBSERVE SFCC'S POLICES which can be found in the SFCC Student Handbook and online

Students who violate SFCC policies applicable to them are subject to discipline under the SFCC Student Corrective Action and Disciplinary Action Policy found at <https://www.sfcc.edu/policy/sfcc-student-corrective-action-and-disciplinary-action-policy/> . The discipline imposed by SFCC will depend on the severity of the violation and the circumstances of the situation. **Discipline can include expulsion from SFCC campus.** The College may also report any apparent violation of law to the appropriate law enforcement authorities.

The MASTERS Program

Notification of Rights under FERPA

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

1. *The right to inspect and review the student's education records within 45 days after the day the The MASTERS Program ("School") receives a request for access.*

Parents or eligible students should submit to the School Principal **Head of School** a written request that identifies the records they wish to inspect. The School Principal **Head of School** will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

Parents or eligible students who wish to ask the School to amend a record should provide a written statement to the School Principal **Head of School**, that clearly identifies the part of the record they want changed, and specify why it should be changed. If the School Principal **Head of School** decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.* A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

There are several other exceptions to the requirement that permission must be granted prior to disclosure, the above circumstances describe most likely situations where the School may disclose student educational records without prior written consent of the parent or the eligible student.

4. TMP may also disclose certain “directory information” about students, unless the parent or a student who is 18 years old or older specifically requests to opt out of such disclosure on an annual basis. TMP only releases the following directory information about students:

- Student’s Name
- Photograph(s) of Student (with and without specific name identification)
- Student’s Grade level
- Student’s participation in School or SFCC activities
- Student degrees, honors and/or awards

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The MASTERS Program
Student Self-Medication for Asthma, Diabetes, and Anaphylaxis Policy

Students may carry and self-administer medications prescribed by a licensed health care provider for the management of asthma and diabetes and/or for an emergency response to anaphylaxis or an allergic reaction.

- A. Students choosing to carry and self-administer medications for anaphylaxis and asthma must:
- (1) have been instructed by the health care provider on correct and responsible use of the medication;
 - (2) demonstrate to the student's health care provider and to a school administrator or school nurse that he or she has the necessary skills to use the medication device and to properly administer the medication and as prescribed;
 - (3) provide to the school a written treatment plan from student's health care provider for management of the student's asthma or anaphylaxis events at school, to and from school, and while participating in school activities; and
 - (4) complete the TMP form (by a parent, if the student is a minor) informing the school of the student's medical need to carry and self-administer the medications and acknowledging that neither the school nor school employees are liable for the student's self-assessment, self-medication, or carrying and storing the student's medication and medical devices.
 - (5) Students or parents may also provide the school with "back-up" medications that the school will keep in a place that is secure and immediately accessible to the student in the event of an asthma or anaphylaxis emergency.
- B. Students choosing to carry and self-administer medications for managing diabetes, in addition to the above, must work with the school nurse or other designated health care professional and with input from the student's parent, to create a school plan to perform self-assessments, administer the medication, and store and dispose of "sharps."

**The MASTERS Program Authorization for Student to Self-Administer
Prescription Medications for Anaphylaxis and Asthma
For school year _____ - _____
(**This form must be renewed annually**)**

STUDENT NAME _____	("Student") STUDENT AGE _____
PARENT/GUARDIAN NAME _____	DATE ____/____/____
CONDITION _____	MEDICATION _____
DOSE _____	FREQUENCY _____ ROUTE _____

Student and Student’s parent or guardian requests that Student be allowed to carry the associated medical supplies and devices and to self-administer the legally prescribed medication for anaphylaxis or asthma. If Student is over 18, only Student needs to complete this form.

New Mexico state law allows students to carry and self-administer asthma medication or emergency medication for anaphylaxis, which has been legally prescribed by student’s health care provider, on the condition that Student completes items numbered 1-6 below.¹ By initialing after each item below, Student and Student’s parent or guardian affirm that Student has completed the legal requirements as conditions of Student’s self-administration of the specified prescribed medication:

- 1) Student has been instructed by the health care provider on the correct and responsible use of the required medication. _____ (Student) _____ (parent/guardian)
- 2) Student has demonstrated to the student’s health care provider *and* to The Masters Program (“TMP”) nurse or Licensed School Administrator that he or she has the skills and maturity necessary for using the medication device for proper administration of the medication and as prescribed. _____ (Student) _____ (parent/guardian)
- 3) Student has provided to TMP a written treatment plan from Student’s health care provider for management of Student’s asthma or anaphylaxis events at school, to and from school, and while participating in school activities. _____ (Student) _____ (parent/guardian)
- 4) Student has provided TMP with “backup” medications and has arranged with the school for their storage in a place that is known and immediately accessible to Student in the event of an emergency. (Mark “NA” if you have not provided the school with back-up medications.) _____ (Student) _____ (parent/guardian)
- 5) Student and Student’s parent/guardian understand that pursuant to New Mexico state law, TMP “is to incur no liability as a result of any injury arising from the self-administration of asthma and anaphylaxis medication.”² _____ (Student) _____ (parent/guardian)
- 6) Student and Student’s parent/guardian understand that if Student abuses this policy, the ability to self-administer may be withdrawn by the school and/or discipline may be imposed per TMP’s drug policy. _____ (Student) _____ (parent/guardian)

¹ 6.12.2.9 N.M.A.C.
² 6.12.2.9(B) N.M.A.C.

By signing this document below:

We, Student and Student's parent or guardian, understand and affirm the legal requirements listed and initialed above for student self-administration of legally prescribed medications associated with Student's medical condition.

We, Student and Student's parent or guardian, agree to indemnify and hold harmless TMP, including its employees and agents, against any claim arising out of the performance of these procedures or carrying or disposing of medical devices, equipment, or supplies used to perform self-assessment and self-administration procedures.

We, Student and Student's parent or guardian, also understand that TMP will incur no liability as a result of:

- injury arising from the carrying, storage, self-assessment, or self-administration of the prescribed medication addressed in this policy;
- carrying or disposing of medical devices, equipment, or supplies used to perform self-assessment and self-administration procedures; and/or
- TMP personnel providing backup medication.

Print Name of Student Student Signature Date

Print Name of Parent/Guardian Parent/Guardian Signature Date

The section below is for completion by TMP administrator:

I have reviewed the requirements outlined above and find that _____ (Student) has met the legal requirements for carrying and self-administering medications for asthma or anaphylaxis. TMP authorizes Student named herein to carry and appropriately use the prescribed medication and medical devices while in school, at school-sponsored activities, under the supervision of school personnel, and before or after daily school activities on school property for the school year _____ - _____.

Print Name of TMP Administrator TMP Administrator Signature Date

Print Name of TMP Nurse TMP Nurse Signature Date

The MASTERS Program

Bullying Complaint Form

STUDENT INFORMATION		
Name		ID#
Grade	Phone Number	Home Address
COMPLAINT FILED AGAINST		
Name		Grade (or position if not a student)
Name		Grade (or position if not a student)
INCIDENT		
Date		Time
Location		
Is this the first time this has happened? YES NO		
Is this the first time you are reporting this? YES NO		
DESCRIPTION- PROVIDE AS MUCH DETAIL AS POSSIBLE		
WITNESSES (IF APPLICABLE)		
Name	Grade/position	Phone number
Name	Grade/position	Phone number
Name	Grade/position	Phone number
REPORT INFORMATION		
Today's Date		
Did anyone help you fill out this form? YES NO		
If yes, who?		
OFFICE INFORMATION		
Who received this complaint form?		
Position		
Date Received		

Dear Parents:

As you look at the Opt Out form, please know the following. We are very protective of our students and, while we put photos of our students' photos on our website (usually in groups), we do not identify them by name. We also have never put out a School Directory and do not plan to. Signing this Opt Out Form means that you **do not** want any photo of your student uploaded to our website or used in School publications (online or otherwise). It will also mean that your student's picture and name will not appear in the yearbook and that the School will not be able to recognize your student's accomplishments to our community, e.g. announcement of awards, recognitions or other accolades in the newspaper or other media.

Please call Monica McSpadden at 428-7320 if you have any questions about signing or not signing this form.



The MASTERS Program | Early College Charter High School

STUDENT MEDIA PERMISSION FORM

I, _____ [parent/guardian or student over 18] of _____ [student's name] understands that TMP makes an effort to promote its early college program student achievements using local newspapers, radio stations or other media organizations (authorized media organizations).

Please check the appropriate box below indicating whether you give permission for your student's name, image, student work(s), and performance(s) to be photographed, filmed, audio-taped, or recorded by other electronic or digital methods to promote TMP activities and achievements and to allow publication or broadcast by authorized media organizations.

- I **GIVE** my permission for use of my student's name, image, student work(s) and performance(s) by authorized media organizations as describe above.
- I **DO NOT GIVE** my permission for use of my student's name, image, student works and performance(s) by authorized media organizations as describe above.

PARENT/GUARDIAN **OR** STUDENT OVER 18

Printed Name

Signature: _____

Date: _____

TITLE IX GRIEVANCE COMPLAINT PROCEDURES

The School's Grievance Complaint Procedures is followed when processing all Formal Complaints of discrimination based on sex as defined herein, or retaliation for making complaints about sex discrimination in violation of Title IX. Every effort to ensure impartiality and non-biased decision making has been employed when appointing those individuals who will implement these Procedures. If at any time a participant believes an administrator of this procedure cannot be impartial, he/she should immediately notify the Title IX Coordinator or the School's Head Administrator.

NOTE: Students and employees may address alleged violations of other School policies including the School's anti-bullying and anti-harassment/discrimination rules, using those procedures as described in the School's handbooks or related procedures. These procedures will not be used to address complaints of discrimination or harassment based on other classifications (race, ethnicity, age, physical or mental disability) This Grievance Process and these Procedures are specifically limited to address complaints of discrimination, sexual harassment and retaliation based on sex and according to Title IX of the Education Amendments of 1972.

I. PURPOSE OF THESE PROCEDURES

- These Grievance Complaint Procedures ("Procedures") are intended to implement the requirements of 34 CFR Part 106 and apply only to complaints raised to address discrimination prohibited by Title IX.
- These Procedures provide students and employees a process to bring formal grievance complaints about conduct that may constitute sex discrimination as defined in these Procedures and to ensure that all parties to a complaint are given fair, even-handed opportunities to present their side of the case before a final determination is reached and before disciplinary actions are imposed, except in emergency situations.

II. DEFINITIONS

- A. Complainant – means the individual who is alleged to be the victim of conduct that could be sexual harassment, discrimination or retaliation for complaining of sexual harassment or sex discrimination as meant by Title IX.
- B. Formal Complaint – is the document submitted by the Complainant or signed by the Title IX Coordinator alleging sexual harassment, discrimination or retaliation against a Respondent and requesting that the School investigate the stated allegations. If the Formal Complaint is signed by the Title IX Coordinator, the Coordinator does not become the Complainant, nor a party to the Grievance Process. The Title IX Coordinator may submit a Formal Complaint even if the Complainant does not wish to do so on his/her own behalf. If the Title IX Coordinator files the Formal Complaint, he/she must follow the processes stated herein. Additionally, a parent or legal guardian may act on behalf of a Complainant including signing and filing a Formal Complaint.
- C. Impartiality of administrators – Participants in the Grievance Process, to the greatest extent possible, are assured that the Title IX Coordinator, Investigator, Decision Maker and Appeal Officer as the terms are used in this Procedure shall not have a conflict of interest or bias for or against the Complainant or Respondent, and shall have received appropriate training for their respective roles in this process.
- D. Respondent – is the individual against whom the allegations of the Formal Complaint are made. A parent or legal guardian may act on behalf of the Respondent as a party to a Formal Complaint
- E. Sexual Discrimination – Excluding a person from participation in, denying the person the benefit of, or subjecting a person to unequal treatment under any academic, extracurricular, occupational training or other education program or activity provided by the School based on sex, e.g. disproportionate funding for athletic programs. Sexual Discrimination includes Sexual Harassment as defined in paragraph F. For purposes of these Procedures, "sexual discrimination" shall include "sexual harassment."
- F. Sexual Harassment – A form of sexual discrimination recently defined by the U.S. Department of Education as conduct based on sex that satisfies one or more of the following:
1. An employee who conditions the provision of assistance, benefits, or services offered by a School program or activity or unwelcome sexual conduct "quid pro quo" (e.g. sexual favors in exchange for good grades).
 2. Unwelcome conduct that a reasonable person would consider so severe, pervasive and objectively offensive that it denies a person the ability to access her or his educational program or activity; or
 3. "Sexual assault," "dating violence," "domestic violence," or "stalking," each as defined by federal law and collectively referred to in these Procedures as "sexual violence."
- G. Education Program or Activity – An education program or activity of this School includes all locations, events, or circumstances where the School has the authority to exercise substantial control over both individuals implicated

in a complaint of sexual harassment. Title IX applies to all School's programs or activities whether such programs/activities are held on or off campus, but not outside the United States. Offending conduct covered by these Procedures can occur by e-mail, over the internet, or other technologies, such as social media, if the School has the requisite authority to control the students' conduct on these technologies.

- H. Title IX Coordinator – an employee of the School who is *duly authorized* to coordinate the School's efforts to enforce the provisions of Title IX.

III. TITLE IX COORDINATORS' CONTACT INFORMATION

1. Title IX Coordinator
 - a. Reid Wessels
 - b. Head of School
 - c. rwessels@tmpsantafe.org
 - d. 505- 428-7320
 - e. SFCC LL325 6401 Richards Avenue, Santa Fe, NM 87508

2. Alternative contact
 - a. Monica McSpadden
 - b. Office Manager
 - c. mmcspadden@tmpsantafe.org
 - d. 505- 428-7320
 - e. SFCC LL325 6401 Richards Avenue, Santa Fe, NM 87508

IV. WHO MAY REPORT A COMPLAINT?

- A. Any employee who believes a student has been the subject of sexual discrimination and/or retaliation by a student, employee, or third person (e.g. contractor, visitor, etc.) or who has reason to believe that said conduct has occurred, **must contact** the Title IX Coordinator or Office Manager to initiate the filing of a complaint. **This report is in addition to any mandatory obligation to report child abuse or neglect.**
- B. Students are not required to file a Formal Complaint on their own behalf but are encouraged to do so.
- C. Any other person may report sex discrimination whether he/she is the alleged victim of the purported illegal conduct using the methods described in this Procedure.
- D. If Complainant is unwilling or unable to submit a Formal Complaint, the Title IX Coordinator or Alternate may ask for details of the incident in an oral interview. If the Complainant is a student with disabilities, the Title IX Coordinator shall review the reporting student's IEP or 504 Plan to determine the specific accommodations that might be necessary to aid the student in filing a Formal Complaint and/or participating in the Grievance Process.
- E. The School will promptly notify the parents of the Complainant and the Respondent of a complaint alleging sexual discrimination, unless the student is over eighteen (18).

V. GRIEVANCE COMPLAINT

- A. The Title IX Coordinator, upon learning of a complaint of sexual discrimination, sexual harassment or retaliation, shall contact the Complainant and explain the process for filing a Formal Complaint and of the availability of Support Measures as described in Section VI.
- B. The School has a Grievance Complaint form that may be obtained from the Title IX Coordinator and which is posted at <https://tmpsantafe.org/notice-of-non-discrimination> However, a complaint may be made orally or provided in a writing that contains the following information:
 - a. Name, address, telephone number, email address of Complainant
 - b. Name of person(s) directly responsible for the alleged discrimination or retaliation
 - c. Date(s), time(s), and places of alleged discrimination or retaliation
 - d. Nature of the alleged violation(s); i.e. discrimination, harassment, retaliation
 - e. Detailed description of the specific conduct that is the basis of the alleged violation(s)
 - f. Copies of any documents or items related to the alleged violation(s)
 - g. Names and contact information for witnesses

h. Any other important information

- C. If the Complainant does not wish to sign and file a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint, which triggers the Procedures stated herein, even over the objections of the Complainant. The Title IX Coordinator shall keep the Complainant informed of the process.
- D. A Formal Complaint can be submitted in person, by mail, or by electronic mail by using the contact information stated in Section III.

VI. INTERIM SUPPORT MEASURES DURING PROCESS

- A. Upon notice of a complaint, even if a Formal Complaint is not filed, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of Supportive Measures as described herein. The Title IX Coordinator shall consider the Complainant's wishes with respect to Supportive Measures. Supportive Measures shall remain confidential to the extent possible for the School to successfully implement the measure.
- B. The Title IX Coordinator will make sure the Complainant is aware of his/her Title IX rights and the right of the Complainant to report a crime to law enforcement.
- C. Once a Formal Complaint is filed, the Title IX Coordinator will take steps to ensure that both the Complainant and Respondent continue to have equal access to education programs including by providing Support Measures before for the Investigation is completed and the Written Decision is issued.
- D. Supportive Measures means non-disciplinary, non-punitive individualized services provided by the School before or after filing of a Formal Complaint, or even where no complaint has been filed. These measures are designed to preserve both Complainant's and Respondent's equal access to their education program or activity. Measures will be designed to protect the safety of all parties, the School's educational environment and to deter sexual harassment or discrimination.
- E. Supportive Measures may include steps such as counseling, extending deadlines or making other course-related adjustments, modifications of work or class schedules, on-campus escort services, mutual restrictions on contact between the parties, leaves of absences (employees), increased security and monitoring, or other measures as appropriate and reasonably available, with no charge to the Complainant or Respondent.
- F. Interim measures afforded will depend on the situation. The Title IX Coordinator shall take into consideration: the specific needs expressed by the Complainant; the age of the students involved; the severity or pervasiveness of the alleged conduct; any continuing affects on the Complainant; whether the Complainant and Respondent share classes, transportation, or extra-curricular activities; or whether there are judicial orders in place to protect the Complainant.
- G. A Respondent shall not be disciplined or have punitive measures imposed prior to the outcome of the Investigation and Written Decision.
- H. Emergency Removal. Respondent may be removed from the School or School activity immediately, provided that the School conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student, not just the Complainant, or other individual arising from the allegations of sexual harassment, discrimination or retaliation, justifies removal. If removal is warranted, the Respondent shall be afforded the opportunity to challenge the decision immediately following the removal. The extent of the challenge afforded will depend on the duration of the removal deemed warranted. An emergency removal cannot modify any rights a student may have under his/her IEP or 504 Plan.
- I. If the Respondent is an employee, he/she may be placed on administrative leave with pay during the pendency of the Grievance Process based on the allegations of the Formal Complaint.

VII. FORMAL COMPLAINT PROCESS

- A. Timelines and due dates.
 - 1. A Formal Complaint under this Procedure should be filled as soon as possible but not later than ninety (90) days after the incident or last incident giving rise to the allegations. Failure to file a Formal Complaint within these timelines may result in dismissal of the Formal Complaint. Dismissal, however, shall not preclude an individual from pursuing his/her complaint through external enforcement agencies. *See Section XVI below.*
 - 2. The Title IX Coordinator and other administrators of this procedure will make every reasonable attempt to adhere to the time limits applicable to each stage of the process. Requests by the parties for extension of time should be made to the Title IX Coordinator who will decide whether there is good cause for an extension under the circumstances.

- B. Notice of Formal Complaint. Upon receipt of a Formal Complaint, the School shall provide a written notice that contains the following information to the Complainant and Respondent:
1. A copy of these Grievance Procedures.
 2. A statement of allegations of the Formal Complaint with sufficient details for the Respondent to prepare a response including, the name of the Complainant and other individuals involved in the incident (if known), the conduct allegedly constituting sexual discrimination, sexual harassment or retaliation, and the date and location of the incident. The Respondent shall be notified of any amendments to the allegations during the Investigation and a fair opportunity to respond.
 3. A statement that the Respondent is presumed not to be responsible for the alleged conduct and that a determination of responsibility shall not be made until the Grievance Process is completed including any final decision on appeal.
 4. Inform the parties that they may have a representative of their choice, who may be, but is not required to be an attorney. If represented by an attorney, the attorney's name and contact information must be provided to the Title IX Coordinator within five (5) business days of the notice of the complaint or no later than three (3) days prior to any interview or meeting on behalf of the represented party.
 5. The right to inspect and review evidence presented to the Investigator.
 6. An explanation that an Informal Resolution Process is available, but only if both parties agree in writing to the process as described in these Procedures.
 7. A statement that the making of false statements or knowingly submitting false information during the Grievance Process may result in closure of the Formal Complaint as described in Section XI, or greater weight given to evidence presented by the other party during the Investigation and/or the final determination process.
- C. Confidentiality.
1. Limitations. The School shall maintain confidentiality to the extent possible. The School cannot assure complete confidentiality but will treat sensitive information as not to be shared with others except in limited circumstances. Exemptions may include but are not limited to the following examples: information required by law to be reported; information imparted to others in supervisory positions to further an Investigation or to stop a discriminatory or harassing practice; information given to the Respondent that is necessary for Respondent to have a fair opportunity to provide a response to the allegations of the Formal Complaint.
 2. Considerations before Disclosure. The School will evaluate a confidentiality request in the context of whether it can maintain a safe and nondiscriminatory environment for all students, and will weigh the request against other factors it deems relevant, including without limitation:
 - a. The Complainant's age;
 - b. Circumstances that suggest there is an increased risk of future acts of harassment and/or sexual violence under similar circumstances; and
 - c. Whether the School possesses other means to obtain relevant evidence (e.g. security cameras or personnel, physical evidence).
 3. All parties to a Formal Complaint under this Procedure, including Complainant, Respondent, and witnesses, are cautioned to not divulge or publicize the nature of the proceedings or the identity of those involved outside the scope of the Investigation.
- D. Formal Investigation Process
1. The School, through its Investigator, shall be responsible for gathering evidence sufficient to reach a determination. The burden of supporting the final determination is on the School, not the Complainant or the Respondent. The School shall establish a violation of Title IX by a preponderance of the evidence obtained through Investigation Process.
 2. The parties will be provided the opportunity to present witnesses and documents to support their positions within the timeframes set forth by the Investigator.
 3. The Investigation shall be completed within thirty (30) calendar days unless scheduling conflicts or other circumstances necessitate a delay as approved by the Title IX Coordinator.
 4. The parties will be provided no less than three (3) business days' notice of the time, date, location, participants and purpose of all meetings, interviews, or other meetings.

5. After the Investigator has completed the investigation, and prior to completing the Investigation Report, the Investigator shall send each party and their representatives, if any, the evidence the Investigator has collected and which is subject to inspection (and not otherwise confidential) by email or print copy. Each party shall have ten (10) business days to prepare a response to the evidence, which the Investigator shall consider before completing the Investigation Report.
 6. The Investigator shall issue a written Investigation Report summarizing the information collected during the Investigation and provided by the parties within ten (10) business days from the date the Responses are due and provide a copy simultaneously by email to the parties and their representatives, if any.
 7. Before the Decision Maker renders a decision and after receipt of the Investigation Report, each party shall have five (5) calendar days to submit written questions to the Decision Maker that any party wants asked of any party or witness. The Decision Maker shall provide each party with answers within ten (10) business days. Each party shall have three (3) calendar days to submit any follow up questions. The Decision Maker must provide a reason for not responding to questions presented by the parties.
- E. Decision Maker's Written Determination
1. The Decision Maker, who shall not be the Title IX Coordinator or the Investigator and shall render a Written Determination within thirty (30) days from the date of the Investigation Report.
 2. The Written Determination shall include:
 - a. Identification of the allegations that potentially constitute sexual discrimination.
 - b. Procedural history from the date the Formal Complaint was received by the Title IX Coordinator through the date of the Written Determination, including notices to parties, interviews with parties and witnesses site visits, methods used to gather other evidence and meetings held.
 - c. Findings of facts supporting the determination and if a violation is found that it is supported by the preponderance of the evidence.
 - d. Conclusions regarding the application of the School's code of conduct to the facts, if any.
 - e. Statement of and rationale for determination as to each allegation, any finding of responsibility, any discipline imposed and whether any actions taken are designed to ensure that equal access to educational opportunities are preserved or restored on behalf of Complainant.
 - f. Statement of the discipline to be imposed on Respondent and, if the discipline includes a long-term suspension or expulsion, Respondent's rights to a due process hearing pursuant to 6.11.2 NMAC.
 - g. Statement of the appeal rights with deadline for filing an appeal.
 3. A copy of the Written Determination shall be provided to the Complainant and Respondent, and their representatives, if any, simultaneously via email.

VIII. INFORMAL RESOLUTION PROCESS

- A. After the Formal Complaint has been filed, and at any time prior to issuance of the Investigator's Report, the parties may agree in writing to engage in an informal resolution process, unless the Formal Complaint alleges sexual violence, or when the complaint is against an employee of the School, which must be investigated and finally processed as described above.
- B. An Informal Resolution Process may include:
 - Informal inquiry and discussion
 - Mediation
 - Or other dispute resolution processes agreed to by the parties
- C. Any evidence or information shared during the Informal Resolution Process may be used during the Formal Complaint Investigation if either party terminates the Informal Resolution Process prior to reaching a final agreement.
- D. Either party may withdraw their consent to the Informal Resolution Process at any time and proceed with the Formal Complaint procedures described herein. The party choosing to end the Informal Process must provide written notice to the other party and to the Title IX Coordinator.
- E. If a resolution is reached it shall be documented, and signed by both parties, their representatives and the Title IX Coordinator. A resolution through this process ends the Formal Complaint process, which may not be resubmitted or appealed.

IX. POTENTIAL DISCIPLINARY ACTIONS

- A. Employees and students may be disciplined, but only if it is determined through these Procedures that discriminatory action, treatment, harassment or retaliation for complaining has occurred in violation of Title IX or School policies. The Title IX Coordinator shall refer imposition of discipline to the School's Head Administrator.
- B. Discipline may include counseling, restrictions on contact between the parties, modifications of work or class schedules, other course-related adjustments, suspension, expulsion, restorative justice participation, or other forms of discipline deemed appropriate under the School's discipline policies. If a student is expelled or long term suspended, he/she shall be entitled to a due process hearing as afforded pursuant to 6.11.2 NMAC.
- C. Employees will be placed on administrative leave with pay pending the outcome of the Investigation. If the Decision Maker determines there has been a violation of Title IX policies, the employee will be disciplined up to termination or discharge from employment in accordance with the requirements of the New Mexico School Personnel Act.

X. APPEALS

- A. Respondent. If there is a finding that Respondent's conduct resulted in sexual discrimination as the term is defined by Title IX and these Procedures, and disciplinary action is imposed, the Respondent may request an appeal within five (5) calendar days of the Written Determination.
- B. Complainant. If Complainant believes that a finding that the Respondent's conduct did not constitute sex discrimination as the term is defined by Title IX was wrong or that the discipline was inadequate, the Complainant may request an appeal within five (5) calendar days of the date Written Determination.
- C. Request for Appeal. A request for appeal must be in writing, signed by the party initiating the appeal and state why that party disagrees with the Written Determination. The request for appeal must be submitted to the Title IX Coordinator who will provide a copy indicating receipt to all parties, and notifying the parties that each shall have the option to submit a written statement in support or opposition to the request for appeal. The statement must be submitted within five (5) calendar days of receipt from this notice and delivered to the Title IX Coordinator.
- D. The Appeal Officer who may not be the Title IX Coordinator, Investigator or the Decision Maker, will review the request for appeal, the investigation documents, statements in response to the request for appeal and may interview the Complainant and Respondent if necessary, to make a determination. An Appeal Determination will be made within fifteen (15) working days from the date the request for appeal was made.
- E. The Appeal Determination shall be a written decision and include the Appeal Officer's rationale for the decision.
- F. The Appeal Determination shall be sent to both parties simultaneously and the Appeal Officer's decision is final at the School level. *See Section XVI below for further redress.*

XI. DISMISSAL OF FORMAL COMPLAINT

- A. A Formal Complaint may be dismissed and not processed if:
 - 1. The Complainant, even after contact and follow up with the Investigator, fails to describe in sufficient detail the conduct that is the basis of the complaint and it is determined that the complaint does not provide sufficient facts to support a potential Title IX violation.
 - 2. The conduct alleged in the Formal Complaint does not state a claim, even if true under Title IX.
 - 3. The Complainant refuses to cooperate with the Investigation.
- B. The School may dismiss the Formal Complaint, or any allegations therein, if at any time during the Investigation the Complainant notifies the Title IX Coordinator in writing that the Complainant wants to withdraw the Formal Complaint, the Respondent is no longer enrolled or employed by the School, or the School is prevented from gathering evidence to make a determination.
- C. The parties to the Formal Complaint will be promptly notified in writing with an explanation of the School's decision to dismiss the Complaint. This decision may be appealed by the Complainant within seven (7) calendar days of notice of a decision not to proceed. The request for appeal must include a written explanation for why the Complainant believes the decision not to process the Formal Complaint was wrong. An Appeal officer will review the decision to not proceed as well as the Complainant's written appeal statement and render a decision within seven (7) calendar days.
- D. An Appeal Officer's decision to uphold the decision not to proceed with investigating the Complaint shall be final at the School level.

- E. If the Appeal Officer overturns the decision not to proceed, the Formal Complaint will be sent back for investigation according to the Procedures described above.

XII. ABUSE OF GRIEVANCE PROCESS

If the preponderance of the evidence supports a finding that the Complainant submitted a false or misleading Formal Complaint alleging harassment, discrimination or retaliation, the Formal Complaint will be dismissed, the student or employee who submitted the complaint will be recommended for discipline according to School policies.

XIII. RETALIATION

- A. Students, employees or parents who make a complaint of discrimination in good faith, shall be free from retaliation, coercion, and reprisal in seeking resolution to a complaint, whether filed as a Formal Complaint under this policy or otherwise. Prohibition against retaliation applies to witnesses and others who cooperate in the Grievance Process at any level.
- B. Complainants, Respondents and others participating in the Grievance Process are hereby notified that retaliation is a separate violation distinct from the underlying discrimination or harassment allegation. Claims of retaliation, submitted in good faith and in writing to the Title IX Coordinator, shall be investigated pursuant to these Procedures. Individuals who engage in retaliation shall be subject to discipline, regardless of whether there has been a finding of cause for the underlying complaint.

XIV. COMPLAINTS TO LAW ENFORCEMENT/EFFECTS ON PROCESS

- A. If a person believes he or she is a victim of sexual violence, the School recommends that the incident be reported to law enforcement immediately. The School has a mandatory reporting requirement under said circumstances.
- B. The Title IX Coordinator will not postpone processing of a Formal Grievance if a criminal complaint has been filed. However, the School may be required to delay the Investigation while local law enforcement officials are gathering evidence. During any delay caused by law enforcement efforts, the Title IX Coordinator will ensure that interim Supportive Measures will be implemented, continued and revised, if necessary. The Title IX Coordinator will make every effort, contingent on receipt of timely information from law enforcement, to update the parties on the status of the investigation.

XV. MAINTENANCE OF RECORDS

- A. Records relating to a Formal Complaint pursuant to this Procedure must be maintained by the School for seven (7) years.
- B. Records to be preserved include all documents, audio or audio-visual recordings, or transcripts that were received, produced or kept by the School or its designees related to a Formal Complaint process, any Informal Complaint Resolution process, all interim supportive measures provided, or documentation of why such measures were not provided, evidence to support that the School's response in this matter was not deliberately indifferent and that measures were taken to preserve or restore equal access to the educational program or activity.
- C. All material used to train Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process, must be retained for seven (7) years.

XVI. REPORTS TO STATE AND FEDERAL AGENCIES/ADDITIONAL INFORMATION

Individuals may pursue claims with the agencies listed below as well as obtain additional information about their rights and the obligations of the School.

- A. Employment discrimination complaints may be filed with the New Mexico Human Rights Bureau or the United States Equal Opportunity Commission.

New Mexico Human Rights Division
1595 Pacheco St., Suite 103
Santa Fe, NM 87505
<https://www.dws.state.nm.us/Filing-a-Charge-of-Discrimination>

U.S. Equal Employment Opportunity Commission
505 Marquette Avenue, NW
Albuquerque, NM 87102
<https://www.eeoc.gov/filing-charge-discrimination>

- B. Students may file discrimination complaints through the United States Department of Education – Office for Civil Rights <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> .

Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

**THE MASTERS PROGRAM
TITLE IX COMPLAINT FORM**

Please complete this information and attach additional pages of information, if necessary. If you need assistance to complete this Complaint Form, you may contact the Title IX Coordinator.

STUDENT or EMPLOYEE NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME OF PERSON(S) RESPONSIBLE FOR CONDUCT YOU BELIEVE WAS SEXUAL HARASSMENT OR DISCRIMINATION BASED ON SEX: _____

To the best of your recollection provide the following information about the incident(s):

DATE(S): _____

TIME(S): _____

PLACE(S)(this can include technology, e.g. email, social media): _____

DETAILED DESCRIPTION OF CONDUCT: _____

NAMES AND CONTACT INFORMATION OF WITNESSES: _____

PLEASE ATTACH COPIES OF ANY DOCUMENTS, EMAILS, TEXT MESSAGES OR IMAGES TO SUPPORT YOUR COMPLAINT: _____

OTHER INFORMATION: _____

To the best of my knowledge and recollection the information above is true and correct. I understand that reporting false information about the person I have alleged committed the improper conduct, may have serious negative consequences for me and for the other person.

Signed by: _____ Date: _____