

School Discipline Policies and Procedures

Purpose: *This policy is intended to provide guidelines for student behavior that promotes ethical, safe, respectful behavior on the part of students so that the learning environment in the school will be conducive to high levels of achievement for all students. A school environment that is safe, secure, and free of psychological or physical threats allows students to be free to fully expend their energy on learning.*

Policy: The goal of discipline at Raíces is to ensure students become responsible for controlling their own behavior in an appropriate and constructive manner. All school personnel have a responsibility to maintain order and discipline in the school. In carrying out their duties, school personnel also have a right to be free from abuse and intimidation and to have their lawful requests and instructions followed. This policy, along with the accompanying procedures, shall guide the Principal and school staff in maintaining a learning environment that is safe, healthy, and secure for students and staff as well as promoting a learning environment that is maximally conducive to high student achievement. The process for creating this kind of environment begins with “restorative practices” when student behavior needs to change for the well-being of all persons at the school.

Students involved in the following activities, which are prohibited by NM State Law in all public schools, will be subject to severe discipline, up to and including detention, suspension and expulsion:

1. criminal or delinquent acts, including bringing a knife or gun into the school;
2. gang related activity;
3. sexual harassment;
4. disruptive conduct;
5. refusal to identify self; and
6. refusal to cooperate with school personnel.

When student misbehavior has not responded to restorative practices and the misconduct is serious, such as fighting that results in injury, bullying, theft and damage to property and involves repeated behaviors, Raíces will utilize other forms of student discipline in accordance with state regulations (NMAC 6.11.2.8 to 10 & NMSA § 22-5-4.3.). Students who engage this kind of conduct will be subject to disciplinary action that may include detention, suspension and expulsion (See the Raíces Policies and Procedures for Detention, Suspension, and Expulsion). However, corporal punishment is strictly prohibited by the NM State Education Statutes (NMSA § 22-5-4.3.B).

Persons with disciplinary authority (i.e. teachers, the Principal) shall not enforce school rules or impose disciplinary punishments in a manner which discriminates against any student on the basis of race, religion, color, national origin, ancestry, sex, or disability.

This policy will be re-examined annually by parents, students and school personnel to provide input to any changes deemed necessary to create a safe, healthy learning environment and that

are in compliance with the NM State Statutes and Administrative Codes. A public hearing during the September Governance Board meeting will be held annually before the adoption of this policy or any proposed changes by the Raíces Governance Board as required by law (NMSA § 22-5-4.3(C)). Both this original policy and any policies changes shall be filed with the NM Public Education Department.

Restorative Practices Related to Disciplinary Procedures

Raíces will use a restorative practice process to build community to respond to challenging student behavior. This includes using dialogue, self-examination, coming to understand, and making things right. Raíces will use restorative circles in the classroom to teach students to apply multiple approaches to problem solving and to use mindful meditation for self-examination rather than immediately using a punishment approach to address student misbehavior. This approach will help nurture students and encourage academic, personal and community success.

Our goals for student behavior using this approach will be as follows:

- Students will learn to value and regularly use proactive, positive ways to build and maintain a peaceful classroom community.
- Students will develop and enhance positive and supportive connections with peers.
- Students will develop an understanding of the principles and vocabulary of restorative justice.
- Students will learn how to participate in circle dialogues, using specific guidelines.
- Students will learn to use and respect a talking piece, which allows each person to have a voice, a time to talk while others listen respectfully.
- Students will learn how to use restorative questions to support conflict resolution and other types of communication.
- Students will learn to identify who is affected by misbehaviors, and how.
- Students will contribute to developing appropriate ideas for how to make things right when harms have occurred.
- Students will learn how and when to ask for a restorative circle.
- Students will learn to communicate how they are affected by given situations using affective statements and restorative questions.

Staff members shall be trained in the use of restorative justice practices so that this approach to resolving conflict can be deployed in the classroom setting as well as in other school related activities.

Behavioral Expectations and Conduct

Raíces is committed to provide a safe, respectful environment favorable to learning and to the development of each student's full potential. Raíces has adopted the following guiding principles to maintain this kind of environment and to provide for the well-being of students. These guidelines are expressed in the form of an acronym that is based on a special meaning

for each of the letters in our name **RAICES**. These guidelines apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Students, staff, parents, community partners, and visitors are expected to follow these guidelines.

Respect - we accept others as they are honoring their space to be.

Awareness - we are always aware of each other, caring about how our individual paths can be supported to come together as a learning family.

Initiative - we are always eager to take the lead in what needs to be done, knowing that ideas are not meant to be kept silent and that dreams need action to be fulfilled.

Community - we carry within us the Mayan motto *In-Lak'ech-Ala K'in* meaning "you are my other me" in our hearts and minds seeing our school as part of a whole where each person is interconnected, working together towards common goals.

Encouragement - we strive to focus on the positive, even in mistakes or faults, building on what is good and creating a way of interacting that makes everyone feel wanted, needed, and useful.

Serenity - we maintain a quiet, sincere, positive acceptance of each other, of students, parents, teachers and the belief that challenges are best met in a calm and informed manner.

School Rules

1. Students are required to be at school on time and for all school events, conferences, field trips, etc. Parents are expected to ensure students arrive at school ready to learn and participate.
2. Students must be dressed in appropriate attire: for girls this means closed toe shoes, dresses, or blouses and skirts or slacks or shorts in warm weather; for boys this means closed toe shoes, shirts and slacks or shorts in warm weather.
3. Students are expected to demonstrate respect for all others and to respect school property, equipment and materials.
4. Students are expected to keep Raíces a safe school and follow safety rules as directed by their teachers.
5. Students are not allowed to use profanity under any circumstance.
6. Student should not bring Electronic Devices/Cell Phones to school. Electronic Devices/Cell Phones found by faculty/staff will be taken away and be held in the front office until the end of the school day. Only parents will be allowed to pick them up. Any electronic devices needed for learning purposes will be provided by the Raíces
7. All Personal Items (toys) should not be brought to school unless otherwise instructed by the student's teacher for a particular lesson.

Policies and Procedures with Regard to Restraint and Seclusion

Only in extreme situations and when warranted for the safety of the student or others will trained and authorized personnel use restraint and seclusion, and such personnel will strictly adhere to the NMAC 6.11.2.10(E) regulations and procedures in doing so. The following procedures will be implemented:

1. Less restrictive interventions, including positive behavioral supports and techniques shall be tried prior to the use of restraint and seclusion.
2. If restraint and/or seclusion is carried out, trained and authorized personnel shall maintain visual observation and monitoring of the student while the restraint and seclusion techniques are in use.
3. An annual training for designated school personnel shall be implemented regarding positive behavior management techniques and the use of restraint and seclusion techniques.

Policies and Procedures with Regard to Homelessness

Raíces shall, through professional development activities organized by the school McKinney Vento Liaison, create awareness among educators of the types of behaviors that students experiencing homelessness may exhibit due to this experience. The following procedures will be implemented:

1. Each year will identify the school's McKinney Vento liaison.
2. School personnel shall be provided with strategies and supports to address the behavior through the student assistance team (SAT) process.
3. Staff will take into account the issues related to a student's homelessness by talking to the student and applicable staff and families prior to taking disciplinary action, unless the student or others are in immediate danger.
4. The Principal will consult applicable personnel to assign appropriate discipline related to the behavior and will implement alternatives to out-of-school suspensions or expulsions or classroom removal, if possible.
5. Removing the student from the school will be a last resort.
6. The school SAT will review school data and records of students experiencing homelessness to discover patterns in disciplinary actions that reveal unfair bias against the students.
7. Collection and review of records shall be in compliance with the Family Educational Rights and Privacy Act (FERPA) as well as any other federal and state laws governing the privacy of such documents.

Policies and Procedures with Regard to Students with Disabilities

Students with disabilities are not immune from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially impairs the education of other students. However, Raíces will make every effort to meet the individual educational needs of students with disabilities through the following procedures:

1. Applicable school personnel (school IEP Team) will develop and implement the student's Individualized Educational Plan (IEP) and in so doing will take into consideration behavioral manifestations of the student's disability.
2. The IEP Team may prescribe or prohibit specified disciplinary measures for an individual student with disabilities by including appropriate provisions in the student's IEP.
3. Other staff will adhere to any such provisions in the student IEP. (See detailed procedures for students with disabilities in the Policies and Procedures for Detention, Suspension, and Expulsion.)

Policies and Procedures with Regard to Search and Seizure

In determining whether a forbidden activity has occurred or to maintain student safety, search and seizure may be necessary. All such searches and seizures of property must comply with the regulations in NMAC 6.11.2.10(B). School property assigned to a student and a student's person or property are subject to search while under the authority of the school. The following procedures will be followed:

1. Students and parents will be given reasonable notice of the school's policy through the distribution of the Student Handbook when the student enrolls for school at Raíces.
2. Certified school personnel will conduct the search when a search is permissible as follows:
 - a. An authorized person has a reasonable suspicion that a crime and or other breach of disciplinary rules is occurring or has occurred.
 - b. An authorized person has reasonable cause to believe that a search is necessary to help maintain school safety and discipline.
3. The proper conduct of a search by an authorized person requires the following procedures at Raíces:
 - a. School property, including lockers, may be searched without the student being present, but if a student is not present another authorized person shall serve as a witness.
 - b. Physical searches of a student's person must be conducted only by authorized personnel of the same sex and the extent of the search must not be excessively intrusive in light of the student's age and sex.
4. Seized items which are illegal or legal that pose a threat to the safety and security of others or items that are used to disrupt or interfere in the educational process may be seized by an authorized person.
5. Items seized shall be released to the appropriate authorities or a student's parent/guardian or returned to the student when the Principal deems it is appropriate.

Student Self- Medication Policy

Students shall be allowed to carry and self-administer asthma medication and emergency anaphylaxis medication that has been legally prescribed to the student by a licensed healthcare provider under the following conditions as outlined in NMSA § 22-5-4.3:

1. The healthcare provider has instructed the student in the correct and responsible use of the medication;
2. The student has demonstrated to the healthcare provider and the school nurse or other school official the skill level necessary to use the medication and any device that is necessary to administer the medication prescribed;
3. The healthcare provider formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during the school hours or school sponsored activities, including transit to or from school sponsored activities; and
4. The Student's parent/guardian has completed and submitted to the school any written documentation of the treatment plan required in paragraph (3) above.
5. The parent/guardian who is allowed to carry and self-administer the asthma or anaphylaxis medication may provide the school with backup medication that shall be kept in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.
6. Authorized school personnel, who in good faith provide a person backup medication as provided by the parent/guardian, shall not be held liable for civil damages as a result of providing medication.