

IX. APPENDICES

Appendix A

Proposed Policies to be approved by the board *Other policies to be developed by the founding board of directors*

The ASK Academy's personnel policies and procedures that comply with all applicable federal statutes and regulations and the School Personnel Act

Sexual Harassment Policy

This policy is intended for all employees, volunteers, administration, partner members, and others attached to the operation of The ASK Academy.

The Board of Directors of The ASK Academy under no circumstances will tolerate sexual harassment by or of anyone in/or at any meeting or in the school during or outside the regular operation hours of said institution. This includes all classrooms, functions, activities (athletic or non-athletic), anything directly or indirectly related to the personnel or any organization as has been established by The ASK Academy in or of the property of The ASK Academy.

Sexual harassment is defined by The ASK Academy Governing Board of Directors as any unwanted physical, verbal, or visual sexual advances, requests for sexual favors, or any other sexually oriented conduct which may be deemed offensive or objectionable to the recipient including but not limited to epithets, derogatory or suggestive comments, slurs or gestures; offensive posters, cartoons, pictures, drawings or objectionable touching. A violation occurs as a matter of procedure when:

1. Submission to such contact is made implicitly a condition of an individual's employment,

2. Submission to or rejection of such contact by an individual is used as a basis for any employment decision effecting such individual ,or
3. Such conduct has a purpose or effect of unreasonably interfering with the individual's work performance, participation, or creating an intimidating, hostile or offensive environment to patrons, participants or other workers, voluntary or paid employees/individuals.

Any employee, volunteer, individual, spectator has the right at any time to raise their concern about sexual harassment without fear of reprisal. Allegations of sexual harassment will be promptly investigated, giving due regard to the need for confidentiality.

Harassment should be brought to the attention of the immediate supervisor in such event and/or the Principal of The ASK Academy.

Conflict of Interest:

All employees of The ASK Academy owe their full attention and their undivided loyalty while on the job to the best interests of The ASK Academy. Various situations can create the potential for interfering with the physical performance of employees' duties, or for bringing employees' personal interest or the interests of some other person, group or entity into conflict with the school's best interests. All ASK Academy employees must use their good judgment and avoid situations or relationships which interfere with their physical ability to perform their duties or which tend to divide their on-the-job loyalties.

Non-School Employment:

The board of directors recognizes that many school employees find it necessary or desirable to supplement their income through outside employment. Nevertheless, the governing

council considers that it has given its full-time employees full-time jobs, and expects all ASK Academy employees to give their school responsibilities priority over outside work.

The governing council does not wish to infringe unduly on any employees' ability to augment his or her income through legal outside activities, such as professional consulting, college teaching, or research and writing; such activities reflect credit upon the ASK Academy and may contribute to an employee's professional growth. However, outside work may legitimately concern the board of directors if it interferes with the effective performance of an employee's ASK Academy responsibilities, if it tends to compromise or embarrass The ASK Academy, or if it suggests a conflict of interest. Accordingly, the following rules shall govern employees' non-ASK Academy employment:

- Employees of The ASK Academy shall not perform any duties related to outside employment during regular working hours or during any additional time that is needed to fulfill the responsibilities of the ASK Academy position.
- Employees shall not at any time use The ASK Academy facilities, equipment or materials to assist them in performing non-The ASK Academy work.
- No employee of the ASK Academy may solicit or negotiate for, accept employment from, or render any services for, any outside person(s), firm, group, or entity or on the employee's own account if such employment or service:
 - i. Physically impairs the proper discharge of the employee's official ASK Academy duties; or
 - ii. Creates or tends to create a conflict between the interests of the ASK Academy and the employee's personal interests or the interests of the outside person(s), firm, group, or entity.

Gifts and Gratuities

Employees are prohibited from accepting anything of material value from any other individual, organization, or company which might compromise or reasonably appear to influence the exercise of independent judgment in the performance of official duties for The ASK Academy.

Employee's Business Dealings with The ASK Academy

The ASK Academy exists to educate children in accordance with the highest human ideals. To foster public confidence in the system and to ensure fidelity to The ASK Academy's proper mission, it is essential that no employee of the Academy be permitted to exploit the employment relationship for personal financial gain beyond his or her authorized compensation. Even a suspicion of such exploitation is sufficient to erode public confidence in the school. The governing council accordingly adopts the following policies to guard against such eventualities:

(a) Section 22-21-1, NMSA, broadly prohibits certified employees of a school from profiting, even indirectly, from additional business or contractual dealings with their employing schools beyond the employment relationship. The governing council hereby adopts the statutory prohibitions for non-certified employees as well as certified personnel. Except for authorized special services, as provided below, or for allowable overtime compensation for non-certified personnel, it is the policy of the governing council that no employee of The ASK Academy shall, directly or indirectly, receive or seek to receive any monetary gain from business dealings with, or work for, The ASK Academy beyond his or her authorized official compensation.

(b) Section 22-21-1b, NMSA, exempts from the statute's general prohibitions those cases in which certified school instructors or certified school administrators contract to perform special services with the school with which they are employed during the time periods wherein service is not required under a contract for instruction or administration. The governing council, upon a recommendation by the administrator, may occasionally authorize special services contracts when such action seems appropriate to meet a particular need.

However, no special services contract shall be authorized in any situation:

(i) where the additional responsibilities would interfere physically with the proper performance of the employee's primary duties, or

(ii) where the additional responsibilities would create a conflict of interest with or tend to influence the employee's exercise of judgment in the performance of his or her primary duties, or where the potential for the appearance of such a conflict or influence reasonably exists.

Paid Tutoring of Teacher's Assigned Students

To assure all students reasonable assistance without charge from their own teachers and to avoid the potential for conflicts of interest, no teacher may receive any pay or anything of material value for tutoring any student who is assigned to one of the teacher's classes.

Staff-Community Relations

The Board of Directors will, upon the recommendation of the administrator, employ personnel who are specialists in the field of education to staff The ASK Academy. The Board of Directors advises, however, that the task to be accomplished in the community by the

professional school staff is not limited to the classroom. The Board of Directors urges staff members to become active participants in community affairs and to set an example of good citizenship.

Participation in Community Activities

The Board of Directors will provide opportunities for staff members to be absent during duty hours for participation in community obligations, such absence to be governed by procedures specified by the administrator. For example, staff members may be required to provide a speech regarding their duties. Common sense may also dictate that a staff member attend a civic function during school hours as a representative of the school or serve as an expert on a particular program sponsored by the school. All such leaves to participate in community activities are subject to approval of the administrator.

Political Activities

Each Employee:

- (a) May assume full political and citizenship responsibilities, but shall refrain from exploiting the instructional privileges of one's professional position.
- (b) Shall make it clear while engaged in political activity that any statements and actions are his or hers as an individual and that they in no manner represent the views of The ASK Academy or the Board of Directors.
- (c) Shall not engage in partisan political activity on school premises during hours of professional assignment.

- (d) Shall request a leave of absence from the Governing Council if extended community or political activity interferes with his or her professional duties.
- (e) Shall counsel with the administrator, The Board of Directors Chair, and the board members prior to announcing for a public office in order to determine if any conflicts are apparent between responsibility to The ASK Academy and the position of the public office.

Public Appearances

Staff members appearing before the public or professional groups may not speak for the Board of Directors on matters that are solely within the purview of the Board. Specific examples include comments on sensitive political and financial issues, including commentary on school policies, bond issues, levies, facility financing and other matters. This prohibition extends to speaking with journalists and with elected officials. This prohibition may be waived on a case-by-case basis via a written letter of permission from the president of the Board of Directors.

The Board of Directors encourages staff to discuss and support the extracurricular, curricular, and fundraising activities of the school when speaking before groups, in interviews with the press, and in discussions with elected officials.

Personnel Records

Employee Files

The administrator shall maintain a file on each employee. This file will be retained in the school's office. The personnel records of The ASK Academy will comply with all State

and Federal regulatory agencies. The records may include, but not be limited to, the following documents where applicable:

- (a) Verification of previous service;
- (b) A complete transcript of college credits;
- (c) A current health certificate;
- (d) A current NM teaching certificate/license;
- (e) Retirement record;
- (f) Current contract or employment agreement;
- (g) Appropriate supervision reports;
- (h) A copy of birth certificate.

Protection of Privacy

It shall be the policy of the governing council to protect the privacy of current, former and prospective employees to the extent permitted by law. Accordingly, all personnel information retained by The ASK Academy shall be considered confidential unless the Inspection of Public Records Act, NMSA 14-2-1, et sec., requires otherwise.

A confidential personnel information will not be released without the affected person's written consent unless an administrator who is responsible for maintaining the relevant records determines that exceptional circumstances justify such action. Other personnel information will be made available pursuant to the Inspection of Public Records Act, as interpreted by the New Mexico courts.

The Act and decisions interpreting it provide that the following types of personnel information may be treated as confidential:

- (a) Letters of reference concerning employment, licensing or permits;

- (b) Letters of memoranda which are matters of opinion in personnel files, including documents concerning infractions and disciplinary actions, performance evaluations, and related materials, opinions as to whether a person should be rehired or reasons why an applicant was not hired, and any other material expressing an opinion as to a current or former employee or an applicant for employment;
- (c) Medical and related information pertaining to illness, injury, disability to perform a job task, or sick leave;
- (d) Names or other identifying information on applicants with The ASK Academy, until and unless one or more persons outside The ASK Academy are contacted for further information regarding a particular applicant; and
- (e) Other types of personal information, such as military discharge or arrest records which is solicited by The ASK Academy which is considered vital to the employment procedure; which was furnished after a promise to keep the information confidential, and for which disclosure would not appear to serve any identifiable interest.

The ASK Academy will treat these types of information as confidential to protect the privacy of current, former, and prospective employees and to encourage qualified persons to apply for positions with assuring that the mere fact of their application for another job need not become public information.

The ASK Academy shall be entitled to ask persons seeking disclosure of personnel records to provide reasonable justification for such disclosure. (14-2-1 NMSA, 1978 Comp.)

Appendix B

Discipline Matrix (Students)

Teacher intervention includes: Behavior correction, classroom consequences, parent contact, and counselor Referral (if appropriate). Violations that require teacher intervention should be referred to the Principal only after all interventions have proven ineffective. Level II violations should immediately be referred to the Principal.

Violation	1st Step	2nd Step
Dress Code Violation	Teacher Intervention	Refer to Administration
Classroom Disruption	Teacher Intervention	Refer to Administration
Cheating or Plagiarism	Teacher Intervention	Refer to Administration
Excessive Tardies	Teacher Intervention	Refer to Administration
Profanity	Teacher Intervention	Refer to Administration
Harassment & Bullying	Teacher Intervention	Refer to Administration
Inappropriate Use of Technology	Teacher Intervention	Refer to Administration
Defiance of Authority	Teacher Intervention	Refer to Administration
Ditching		Refer to Administration
Alcohol/Drugs		Refer to Administration
Fighting		Refer to Administration
Weapons		Refer to Administration
Leaving Class without Permission		Refer to Administration
Tobacco Use/Possession		Refer to Administration
Theft		Refer to Administration
Vandalism		Refer to Administration

Explanation of Disciplinary Terms

Cheating or plagiarism – copying or presenting someone else’s work as your own. At the least this will result in loss of credit on the assignment.

Excessive Tardies – Tardies one through five will incur classroom consequences. Tardies after the fifth will result in administration and/or counselor referral.

Profanity – Using language, which is crude, offensive, insulting, or irreverent; use of words to show contempt or disrespect; swearing.

Harassment and Bullying – Threatening, intimidating, or inducing fear in another by an individual or in concert with others.

Inappropriate Use of Technology – see The ASK Academy Rules of Appropriate Use.

Defiance of Authority – Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Ditching – Not in class or assigned area at the school designated time.

Alcohol/Drugs – Students are prohibited from use, possession, sale, or transportation of alcohol and/or illegal drugs (including drug paraphernalia) on school property, at school or at school-sponsored activities. Illegal drugs include: controlled substances, prescription drugs used or possessed without a prescription, or solvents used for intoxication.

Fighting – Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

Weapons – Possessing a weapon such as, but not limited to: a firearm, knife, club, rock, explosive, chain, or other item that may cause or is intended to cause injury or death.

Tobacco Use/Possession – Using or possessing any form of tobacco.

Theft – Unauthorized possession and/or sale of property of another without consent of owner.

Vandalism – Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

Chronic Offenders – Students who are repeatedly warned and disciplined for violating school regulations. The Administration will determine when a student is considered a chronic offender. Chronic offenders may warrant more severe discipline or expulsion as determined by the Administration.

In-School Suspension

The purpose of In-School Suspension is to provide for the students, parents/guardians, and school administrators an alternative to out-of-school suspension. This alternative involves a suspension in which the students are allowed to remain in the school setting and receive credit for academic work and attendance. The duration of the suspension will be determined by the administration based on the point value of the offense.

Procedures

1. Only the Principal may assign In-School Suspension (ISS).
2. The student will contact each of their teachers in order to obtain the student's assignments for the suspension time. Teachers should provide enough work to occupy the student's time during that duration.
3. The student will report to the detention center and will follow his/her class schedule in completing the assignments. Students will be allowed 5 minute restroom breaks only and lunch.
4. ISS students will not be allowed to visit with other students nor will they be allowed free time.
5. Violation of any of the above procedures, unsatisfactory conduct, or unsatisfactory progress on assignments may result in additional In-School Suspension days or Out-of-School suspension.

The ASK Academy
2010 – 2011 Discipline Point System

The ASK Academy is a charter school that strives for the very highest in academic achievement. To meet this goal our students must be free from distractions and know that they are in a safe environment. Students that do not share this goal and habitually break the rules of the school will not be allowed to continue their studies at the ASK Academy. The following is a point system that will be in effect for the entire school year. In addition to the discipline penalties outlined in the Student/Parent Handbook students will be given points based on the infractions they commit. Only an administrator may assign points to a student. If at any time a student reaches or exceeds 15 points that student will be placed on long-term suspension and recommended for expulsion.

Infraction	Points		Infraction	Points
Dress Code Violation	1		Weapons	15
Alcohol / Drugs (Possession) 7	7		Harassment & Bullying	5
Classroom Disruption	1		Tobacco Use/Possession	5
Alcohol/Drugs (Selling)	15		Inappropriate Use of Technology	4
Leaving Class Without Permission	3		Theft	5
Cheating or Plagiarism	3		Vandalism	5
Excessive Tardies	3		Defiance of Authority	2
Fighting	5		Ditching	3
Profanity	1			

This form must be signed and returned to the school administration the first day of school. Failure to sign this form does not negate the policy.

I have read and understand the The ASK Academy Discipline Point System.

Parent Name (please print)

Parent Signature

Date

Student Name (please print)

Student Signature

Date

The ASK Academy Discipline Referral

Student Name: _____ Date: _____

Teacher: _____ Location of Incident: _____

Level I

Violation

- | | |
|---|--|
| <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Harassment & Bullying |
| <input type="checkbox"/> Classroom Disruption | <input type="checkbox"/> Inappropriate Use of |
| <input type="checkbox"/> Electronic Devices | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Cheating or Plagiarism | <input type="checkbox"/> Defiance of Authority |
| <input type="checkbox"/> Excessive Tardiness | <input type="checkbox"/> Profanity |
| <input type="checkbox"/> Other | |

Teacher Intervention

1. Correct Student Behavior _____
2. Classroom Consequences _____
3. Parent Contact _____
4. Counselor Referral _____
(if appropriate)
5. Teacher Intervention
Ineffective _____

Comments: _____

Level II

Violation

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Ditching | <input type="checkbox"/> Leaving Class Without Permission |
| <input type="checkbox"/> Drugs | <input type="checkbox"/> Tobacco Use/Possession |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Weapons | |

Administrative Action: _____

Parent Contact _____ Date: _____

Comments: _____ ISS _____

_____ OSS _____
_____ Other _____

White – Office

Yellow – Parent

Pink – Teacher

Gold – Records

Appendix C

Form 910B5 SEG Calculations for SY(1)-SY(5) Assumption of Revenues

Appendix D
The ASK Academy
Budget Worksheet

Appendix E

Bibliography and Citations

Reference Page

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Appendix F

Acronym List

AE – Aerospace Engineering	NM – New Mexico
AICDR – A model for Inquiry learning, Ask, Investigate, Connect, Discuss, Reflect	NMSU – New Mexico State University
ASCA- American School Counselors Association	NSF – National Science Foundation
ASK – Attitude, Skills and Knowledge	PE – Physical Education
BOD – Board of Directors	PS – Power Standards
BMS – Biomedical Science	PLC – Professional Learning Community
CEA – Civil Engineering & Architecture	POE – Principles of Engineering
CHS – Cleveland High School	PLTW – Project Lead the Way
CNMCC – Central New Mexico Community College	RRHS – Rio Rancho High School
CPT – Career Pathway Team	RRPS – Rio Rancho Public Schools
CA – Common Assessments	SBA – Standards Based Assessment
CAD – Computer Aided Design	SMART – Specific, Measurable, Attainable, Reasonable, Timeline
CES – Cooperative Educational Services	STEM – Science, Technology, Engineering and Mathematics
CIM – Computer Integrated Manufacturing	SCA – Short Cycle Assessments
CT – Curriculum Team	SIPI – Southwestern Indian Polytechnic Institute
CTL – Curriculum Team Leader	SNL – Sandia National Laboratories
DE – Digital Electronics	SOE – School of Engineering
EC – Executive Council	SRC – Scientific Review Committee
ECE – Electrical Computer Engineering	SRE – Student Research EXPO
EDD – Engineering Design and Development	UIUC – University of Illinois Urbana Champaign
ELL – English Language Learner	UNM – University of New Mexico
GTT – Gateway to Technology	
IED – Introduction to Engineering Design	
ISEF – International Science & Engineering Fair	

Appendix G
Partnership Letters
Hard Copies only