



**NEW STUDENT
ENROLLMENT APPLICATION 2008-2009**

**Taos Charter School
PO Box 3009
Ranchos de Taos, NM 87557
Physical Address: 1303 Paseo del Canon, Taos, NM 87571**

OFFICE USE ONLY

GRADE: _____ NO. _____

NO. _____

ENROLLED SIBLING: Y _____ N _____

Please complete all requested information and read and sign the Mission Statement and Enrollment Policies. *Return by mail* to the address above. For information call 751-7222. Para informacion en espanol, favor de llamar al Sandra Trujillo at 751-7222.

• **Student Name:** _____ Male _____ Female _____
first middle last

Home Telephone: () _____ Date of Birth: _____

Student Mailing Address (street or box, city, state, zip code): _____ Enrolling in what grade level: _____

Student Physical Address (street number, city, state, zip code): _____

Has this child attended TCS before? No _____ Yes _____ Dates: from _____ to _____

Does this child have a sibling currently attending TCS? No _____ Yes _____ (fill in name below please)

Does this child have a sibling applying for the TCS Lottery for the 2008-2009 school year? No _____ Yes _____

Sibling Name _____ Grade _____

Will this sibling be attending TCS during the 2008-2009 school year? No _____ Yes _____ Grade _____

• **Mother/Guardian Name:** _____

Phone (day) _____ Phone (eve) _____ E-mail _____

• **Father/Guardian Name:** _____

Phone (day) _____ Phone (eve) _____ E-mail _____

Applicants currently attending non-AYP schools:

Students in district schools with Title I that are not meeting AYP (Average Yearly Progress) may apply to the lottery and receive two numbers for the lottery drawing to increase chances. This complies with the federal mandate that students in inadequate schools may transfer to schools that meet AYP. Taos Charter cannot violate its charter by adding students to its class size caps.

SCHOOL CURRENTLY ATTENDING: _____

Information will be verified using the NM State Student Identification System

Taos Charter School does not discriminate on the basis of religion, race, or creed.

Thank you for taking the time to fill out this application in its entirety and making sure that you have supplied all the available information. Completion of this form does not guarantee the student's enrollment in Taos Charter School. The Taos Charter School Governing Council reserves the right to resolve any issues regarding enrollment or other policies of the school.

By signature, I certify that I am the parent or legal guardian of the student named in the application, that all information provided is true and correct to the best of my knowledge, that I understand the mission and educational program of the Taos Charter School, and that any falsification of information nullifies this application and therefore withdraws my child's name from the current enrollment in Taos Charter School.

Parent/Guardian Signature: _____ Date: _____

Application continued on the following pages →

Please read the following pages carefully and sign. Applications will not be accepted without all required signatures.

TAOS CHARTER SCHOOL MISSION STATEMENT

The mission of the Taos Charter School is to provide our community's children an educational alternative within the public school system, to provide our teachers with the best possible educational environment in which to teach, to involve the parents and families of our students in the education of their children, and to enhance the character education of all students.

Our school will be characterized by academic achievement based on high expectations, a high level of accountability for administrators, teachers, and students, and classroom level funding that can correlate funding and achievement.

Our school will strive to ensure that each child who attends the School can achieve their highest potential in all academic areas while fostering and developing the basis for a lifelong love of learning. Every school decision will be informed by this belief.

We will be a public charter school for the Taos Valley, providing parents in our community the opportunity to choose where and how their child is educated. The Taos Public Charter School recognizes the importance of including students from all areas of our community so everyone can benefit from the school's educational programs and environment. The employees, parents, and community supporters of the School will work together to create an educational atmosphere conducive to high achievement for all students in our community.

Our goal is to have a collaborative school environment in which parents, students, teachers, and administrators work toward common, well-articulated goals in a situation highly supportive of challenge and innovation. This environment then will provide the best possible setting for our children to succeed and use their acquired knowledge to help our community.

TAOS CHARTER SCHOOL ENROLLMENT POLICIES

The Taos Charter School Governing Council reserves the right to enroll students in a manner that best serves the interest of the TCS, as shall be determined solely by the Governing Council.

Number of Students

- The TCS Governing Council determines the number of students in each class or grade.
- The number of students per class shall not exceed 24.
- The minimum number of students shall be determined, after enrollment, by the TCS Governing Council.
- A grade may have more than one class if the TCS Governing Council determines the minimum number of students is not met in any other grade.
- The TCS Governing Council, in accordance with the terms of their charter, shall determine total enrollment of the TCS.

Enrollment Priority

- Returning students.
- Siblings of students currently enrolled.
- Retained students.

Enrollment

- The parent or legal guardian of the child or children who are applying for enrollment must make all applications for enrollment.
- Applications will be accepted for one grade only.
- Kindergartners must be five years old on or before September 1, 2008.
- The deadline for application for participation in the lottery is **March 21, 2008**. Applications must be postmarked by this date or handed in to the office by 3:30 PM. Taos Charter School is not responsible for applications mailed that are not received by **April 7, 2008**. Postmarked applications must be received by this date to be entered in the lottery.
- The lottery for enrollment will be held on **April 11, 2008**. It will take place at 9:00 AM in the school library.
- Applications received after the lottery deadline will be placed on the waiting list after the lottery applicants in the order in which they are received.

- If you enroll your child after the first week of school, a meeting must be arranged with the director prior the student attending classes.
- Enrollment closes after the 120th day of school for the 2008-2009 school year.

Waiting List

- **Waiting lists do not transfer from year to year. TCS will not maintain a waiting list for students who wished to be admitted in future years. You must reapply every year.**
- Students who are not initially selected for enrollment will be placed on the TCS waiting list according to grade.
- Separate waiting lists will be maintained for each grade.
- All children who apply for enrollment after the lottery are added to the waiting list in the order in which their applications are received.
- If an applicant from the waiting list is offered a position and does not accept the position offered, they will then be placed at the bottom of the waiting list, or if requested, dropped from the waiting list.

Confirmation of Enrollment

- Students must confirm, *in writing*, their enrollment by the date indicated on their notification of admission.
- Students who do not properly confirm their enrollment by the date and time indicated will be dropped from the admission list or placed at the end of the waiting list.
- Parents or guardians of the applicant are responsible for maintaining the information on the enrollment application and must notify the TCS, in writing, of any change of address, telephone number, or other information necessary for the TCS to contact the applicant. TCS is not responsible for maintaining information or continuing any search.
- If the school cannot contact an applicant to confirm enrollment or notify they are to be moved from the waiting list to the admissions list, then the applicant may be dropped from the admissions list or waiting list.
- Applicants must confirm enrollment within three (3) school days from initial contact from the school at which time, non-confirmed students will be dropped from the admissions or waiting list.

Information Required

- Upon acceptance of enrollment the parent or guardian will be required to provide the following information prior to admission:
 - ❑ Original birth certificate, legal copy of birth certificate, or other legal proof of birth.
 - ❑ Current immunization and health records
 - Note: No child will be admitted without current immunization records and a legal proof of birth.***
 - ❑ Information release form authorizing the TCS to share or request any and all records, information, or data determined by TCS to be relevant to the student's attending TCS.
 - ❑ Individual Education Plan (IEP) or other specialized education requirements.
 - ❑ Completed Home Language Survey

Sibling Lottery

Siblings of currently enrolled students are given sibling priority and are placed in their own lottery during our spring lottery process. Having an enrolled sibling does not automatically guarantee enrollment in to the school for the following year. If there are several siblings applying for one grade level, there will be a sibling lottery to determine who will be accepted in to any available spots and their order at the top of the waiting list.

It is the parent's responsibility to notify the school and fill out an enrollment application for siblings applying for the lottery by the deadline announced. Applications received after the deadline/lottery process will be automatically placed on the waiting list after any other siblings already on the list.

The Taos Charter School definition of a sibling is as follows:

- Must share at least one biological parent AND a household at least 50% of the time.
- If siblings are not biological siblings, proof of guardianship must be provided.
- Foster children may be considered as a sibling with legal proof of guardianship.

Step-siblings may qualify if they meet these requirements:

- They must share a household with the enrolled sibling at least 50% of the time, proof must be provided (court/custody order).
 - o AND
- Parents are legally married (marriage certificate).
 - o OR
- The biological parent of the enrolled sibling must adopt or take legal guardianship over the applicant (court documents).

Acceptable forms of proof, must be notarized

- Court/custody orders.
- Affidavit/acknowledgement of paternity.
- Copies of Birth Certificates.
- Marriage Licenses.

EDUCATIONAL GOALS

Maximize positive environment for learning.

- Acknowledge and meet individual learning styles.
- Provide regular, on-going experiential (hands-on) education.
- Provide teachers the proper setting tools.
- Establish high standards for student behavior and attendance.
- Increase the contact time between teachers and students.
- Decrease the use of pull-out programs during regular classroom hours.
- Vertically integrate curriculum with close coordination between all grade levels.

Increase accountability for student performance

- Adopt and maintain performance standards for all students.
- Establish a system of “gateways” for student assessment.
- Discourage social promotion.
- Help parents and family understand they are responsible for student achievement.
- Importance of regular attendance.
- Monitor and regularly report attendance and non-attendance.
- School/parent agreement with parent and student responsibilities.

Character

- Help each child to attain a good self-image.
- Understand the social and emotional issues of each student.
- Help each child to experience success, as an individual and in a group.
- Help each child understand they are responsible for their actions.
- Develop each student’s ability to meet change with confidence.

Taos Charter School Attendance Policy

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Pursuant to NMSA-22-12-7 New Mexico Compulsory School Attendance Law a parent or guardian is responsible for the attendance of their child. Violations will be reported to the authorities for enforcement of the law.

Parents are required to contact the school concerning absences and notify TCS of extenuating circumstances that may hamper school attendance by a child. The excuse must be received within 48 hours of the absence or the absence will be recorded as unexcused. State law requires that after 3 days of illness a written doctor's excuse be provided for documentation.

Students having 10 days of unexcused absences will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. Students having 20 total days of absences will be considered for retention in their grade level. Any student showing a consistent pattern of unexcused absences will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office.

Excused absences include: a student's religious observation, a student's illness, death in a student's family or a student's medical appointments. **Unexcused absences include: vacations, shopping trips, family visits, parent unable to bring student to school (bus service is provided to all students in the district), etc.** (see Tardies)

TARDINESS

Students are expected to be on time and in attendance when classroom lessons begin. Being on time is a valuable lesson in life, especially relating to future work activities.

Parents are required to contact the school concerning tardiness and notify TCS of extenuating circumstances that may hamper school attendance by a child. Parents are required to provide written documentation to the office for a tardy. Students are required to check in at the office for an admit slip when they are tardy. Teachers will not accept students into class without an admit slip.

Three (3) tardies, will count as one (1) absence for attendance purposes. Any student showing a consistent pattern of tardies will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. *There are no "excused" tardies.*

1 unexcused absence: It is the parent's responsibility to call in to provide a reason their child was absent from school. Excused absences include: religious observation, illness, death in family or medical appointments. Unexcused absences include: vacations, shopping trips, family visits, parent unable to bring student to school, etc. Parents have 24 hours to call in to excuse their child's absence. After 24 hours, the child is considered unexcused.

3 unexcused absences: Referral to TCS' Truancy Prevention Specialist, Ms. Chambless, who will send a 3-day unexcused attendance letter goes home via certified mail informing the parents that their child has 3 unexcused absences and if the absences continue, according to the NM Compulsory School Attendance Act, the child and parents will be referred to the Juvenile Probation Office. Pursuant to NMSA-22-12-7 New Mexico Compulsory School Attendance Law

5 unexcused absences: 5-day unexcused attendance letter goes home via certified mail informing the parents' of their child's unexcused absences and possible referral to the JPO. At this time, parents are required to schedule a meeting w/ the Truancy Prevention Specialist and a corrective action plan shall be established. This plan will have follow-up procedures and address the causes of the child's truancy. A warning letter will be sent to the JPO to inform him of the potential incoming case.

7 unexcused absences: 7-day unexcused attendance letter goes home via certified mail informing the parents' of their child's unexcused absences and a final warning that if the child should accrue 10 unexcused absences, he/she would be considered a Habitual Truant and referred to the Juvenile Probation Office. A follow-up meeting w/ the Truancy Prevention Specialist is scheduled to address follow-up procedures and referrals to community organizations for assistance.

10 unexcused absences: 10-day unexcused absence letter goes home via certified mail informing the parents' of their child's unexcused absences and referral to the Juvenile Probation Office (JPO).

11+ unexcused absences: Continued absences are referred to the JPO. Noncompliance with the conditions of probation will result in a referral to the District Attorney for prosecution, per NMSA-22-12-7 New Mexico Compulsory School Attendance Law.

By signature, I certify that I have received and read the Mission Statement, Enrollment Policies, Educational Goals and Attendance Policy. I confirm that I have completely and accurately filled out the Enrollment Application and understand that it is my responsibility to notify the school if any of the contact information changes. I understand that I must supply the above listed information required prior to my child's admission to the Taos Charter School.

Parent/Guardian Signature: _____ Date: _____