



**TAOS CHARTER SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**2011-2012**

# We Are Our Children's Model . . .

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As our children learn from what they see, hear, and activities in which they participate, let us model for our children the values and behaviors reflecting thoughtful personal choice.

Whether at home or school, our children are constantly observing those around them and absorbing ways in which to act, talk, and think. For our children to come to school ready to learn and to interact in a positive manner, we must choose those behaviors at home that we want our children to reflect at school.

Parent modeling includes the unspoken word, as well as the spoken word and is the most powerful modeling force in shaping a child's life (Bedley, 1985). For a child to be successful not only in school, but also throughout his/her life, we provide a matrix to help them make choices. Let our matrix include:

- treating others with respect in word and deed
- taking responsibility for our actions
- doing our best to complete the tasks before us
- accepting loss graciously
- approaching life with a positive attitude

Especially, as coming to Taos Charter School is a personal choice, let us help our children understand that to make our experience here the best it can possibly be, we put forth our best effort as a member of the school. Remember, as a parent, we are modeling the behavior our children will express at school, in word and action.

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## **Taos Charter School Mission Statement**

The mission of the Taos Charter School is to provide our community's children with a public school educational alternative, to provide our public school 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 all 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.

### **FOCUS AREAS**

**Respect:** Students will respect themselves, others and their environment.

**Literacy:** Students will develop and enhance reading, writing and math skills in all content areas.

### **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.
- Stress the importance of regular attendance.
- Monitor and regularly report attendance and non-attendance.
- Enforce the policies, procedures and rules in the student/parent handbook.

***Adopt a system that makes administrators and directors accountable for student performance.***

***Increase community involvement.***

***Encourage parents meaningful involvement in governance of the school.***

- Governing Board.
- Personnel Committee.
- Friends of Taos Charter School Committee

***Provide parents with opportunities to participate in the school.***

- Offer parent related school activities during non-working hours.
- Schedule teacher/parent conferences during non-working hours.
- Weekly school newsletter and yearly calendar.
- Increase coordination and cooperation with local agencies and activities.
- Develop a school/parent agreement of principles and involvement.
- Maximize academic, artistic, physical and character development of students.

### ***Academic***

- Develop student's communication skills (listening, speaking, reading, writing).
- Provide early childhood literacy program.
- Increase student's knowledge in mathematics and sciences.
- Develop student's understanding of history and geography, including an increased understanding of the unique character of our community.
- Allow students to achieve and progress at their own level.
- Understand student's personal learning styles and provide for them.

### ***Artistic***

- Provide students' interaction with the unique resources of the Taos Valley.
- Increase the experiential (hands-on) component of the academic experience.
- Develop students' understanding and appreciation of the natural environment.
- Develop students' creative expression through drama and music.
- Develop an enjoyment and understanding of art and art history.

### ***Physical***

- Help each child to develop an understanding and to participate in sports.
- Provide physical activities that increase coordination skills.
- Increase students' understanding and awareness of personal safety.
- Develop and promote students' good personal hygiene and healthful nutrition.

## ***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.

## **ABSENCES**

### ***Extended Absence Policy***

The Taos Charter School would like to extend its mission statement and allow students and their parents to travel for educational purposes for extended periods. The Taos Charter School has set standards that teachers, parents, and students would agree to prior to travel. The request will be made at least two (2) weeks in advance. The information request will be for all educational objectives that will be given during the extended absence. The student will be required to keep a daily travel journal and work on curriculum objectives. Students will be tested on objectives, or will turn in work that demonstrates mastery. Parents or guardian will be required to request extended travel in writing from teachers. Parents or guardian must fill out a Student's Extended Learning Environment Form (SELE). This form will be submitted to the School Director for approval or disapproval only after parents or guardian and all teachers' involved sign the form and the secretary verifies the total days absent. Also, one week prior to the extended absence, parents/guardian will meet with teachers to obtain all educational objectives. The extended travel will then be considered a school-approved trip, and the student will not be considered absent. Upon one week of return, parents must meet with teachers to ascertain if the student has completed the scheduled educational objectives and has not fallen behind in any work. Students will receive zeros for incomplete work. Parents are considered responsible for meeting the school's educational objectives.

Requests for extended absences may be disapproved for the following reasons:

- An average below "C"
- Frequent previous absences, totaling 10 or more, including a tally of tardies. (3 tardies equal 1 un-excused absence)
- Teacher recommendation

The homework should be picked up one (1) week prior to the vacation or planned absence. Education objectives and/or homework assignments requested in advance must be completed and returned to the teachers on the day of return to school unless extenuating emergency circumstances prevent this from occurring. Teachers may not be able to provide all of the assignments in advance. Therefore, the student will need to get all other missed work immediately upon return. Due date for this work will be determined by the teacher. The student should present a signed request form to the Taos Charter School Director. Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents and guardians need to be aware of potential negative effects these absences may have, particularly in classes where the student's current status is marginal. Request will be denied if: 1) the student has a "D" in any class or 2) the student has a total of 10 absences (excused or unexcused, including tardies). The Director must approve exceptions to the guideline based on the Extended Policy. The student is responsible for requesting make-up work from his or her teachers. Only one extended absence may be requested per year for no more than a fifteen day maximum.

Please do not plan any vacations or absences during the last week of March and the first 3-weeks of April due to mandatory NMSBA standardized testing.

Student's Extended Learning Environment (SELE) forms are available to students in good standing to excuse absences where parents provide educational experiences. These may be picked up at the school office and filled out two weeks prior to the absence.

### ***EXTRA CURRICULAR ABSENCE***

Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents and guardians need to be aware of potential negative effects these absences may have, particularly in classes where the student may be doing poorly. Days missed under this contract will be counted as present in class unless agreed upon work is not completed. The request will be denied:

1. If student has a "D" in any class or in grades K-5 an "X" I any subject or
2. If the student has had 10 absences (excused or unexcused) or
3. If the student did not complete work during previous request or
4. If the student has any Out of School Suspensions (OSS).

#### REQUIREMENTS:

1. Activities eligible for this contract include: chess, skiing, swimming, tennis, soccer, hockey, martial arts, movie audition, dramatic role in play or movie, high school shadowing for 8<sup>th</sup> grade, job or school interview.
2. This contract may be used for no more than six days per year; up to 2 days at a time. Use Student's Extended Learning Environment form for longer absences.
3. The student has 1 day after returning to turn in make-up work.
4. The student is responsible for obtaining make-up work from the teacher prior to leaving if possible.

Extra Curricular Absence Forms are available in the school office and approval is conditional on the teacher's documentation of student's performance in each subject. Please submit this form two weeks prior to the absence.

### 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. Class attendance is taken and maintained by instructional hours. Over ten minutes up to fifty percent or three hours late equals half day absence. Over three hours late equals half day absence. Over three hours missed instructional time equals one day absence.

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. Taos Charter School prohibits out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy. Disenrollment due to consecutive absences will only be used after exhausting intervention efforts to keep a student in school.

Excused absences include: a student's religious observation, a student's illness, death in a student's family or a student's medical appointments and District sports participation.. 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.**

Intergovernmental Agreements: While all children attending public schools are subject to the Compulsory School Attendance Law reporting, TCS takes into consideration the sovereignty of Native American tribe members (with 506 documentation) and will excuse absences due to tribal customs and

religious practices. Native American students who are habitual truants will be referred to the JPPO and Tribal Government.

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.

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.

#### UNEXCUSED ABSENCE SPACE EARLY INTERVENTION STRATEGIES

Three (3) days tardy, will count as one (1) unexcused absence for attendance purposes. Any student showing a consistent pattern of days tardy 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, who will send a 3-day unexcused attendance letter by mail with personal receipt 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 mail with personal receipt informing the parents' of their child's unexcused absences and possible referral to the JPPO. A presentation on the problems associated with excessive absences will be available for parents to view.

**7 unexcused absences:** 7-day unexcused attendance letter goes home via mail with personal receipt 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. At this time, parents are required to schedule a meeting with the Truancy Prevention Specialist and a corrective plan shall be established. This plan will have follow-up procedures that address the causes of the child's truancy and referral to community organizations for assistance if needed.

**10 unexcused absences:** 10-day unexcused absence letter goes home via mail with personal receipt informing the parents' of their child's unexcused absences with a date, time, and a place to meet to discuss what will happen if the child should accrue another unexcused absence. Pre-JPPO referral paperwork is filled out and an attendance contract is designed to address the causes for the student's unexcused absences and to establish a corrective action plan.

Documentation will be kept listing notification, communication, and interventions for each student in need of early intervention and habitual truancy.

**11+ unexcused absences:** Within 7 days a referral will sent by the school to the JPPO. 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.

#### EXCUSING STUDENT ABSENCES:

- Call attendance line, 751-7222 press 2 for attendance, and state the date and why your child is absent.
- DO NOT rely on verbal communication or notes left with office staff or the teacher.
- Messages left on a teacher's voicemail are not sufficient, you must leave a message with the office.
- Absences are only excused if called in within 48 hours.
- Doctor's excuses must be provided after the third consecutive absence and within 48 hours.
- There are no excused tardies. Keep in mind 3 tardies = 1 unexcused absence. Instructional time begins promptly at 7:50am and 8:20am.
- Even 1 minute late is a tardy.

**Help us make Average Yearly Progress! Plan vacations during Fall, Spring and Summer Breaks!**

### **ADMISSIONS**

Children entering kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Parents must provide a birth certificate and updated immunization records or Certificate of Religious/Conscientious Objection to Immunization, to complete the enrollment. (See Lottery) (See Sibling Enrollment)

### **WITHDRAWALS**

An application for withdrawal should be completed by the parents of any student who is withdrawing from school. State Law mandates that after 10 days students are automatically withdrawn from the school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Original student files will not be given to the parent or guardian. Parents/guardians of a student needing this information may request a copy of the original file.

### **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. Special attention to etiquette and good citizenship is expected of all students.

### **BICYCLES**

Bicycles must be properly secured with chain and lock. Students are required to wear protective headgear. The school is not responsible for lost, stolen or damaged bicycles.

### **BUS TRANSPORTATION**

The Taos Municipal Schools provide our bus service. Problems or questions about the service should be addressed to the Taos Municipal School District Transportation Director at 758-5209. Students may be suspended from the bus for improper behavior.

### **CALENDAR FOR THE SCHOOL YEAR**

The Taos Charter School calendar for this school year has been inserted at the end of this handbook for your convenience. We suggest that you place the calendar in a visible location in your home for your own information (refrigerator door). Changes to the calendar will be published in the weekly school newsletter or on the school website [www.taoscharterschool.org](http://www.taoscharterschool.org)

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, utility failure, or safety crisis. The Governing Council and administrator are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. In terms of inclement weather, the Taos Charter School will follow the same decision as the Taos Municipal School District.

Every practical means is used to notify parents of a cancellation, including radio, TV and newspapers. Please listen to the following local radio stations for school delay or cancellation: KKIT at 99.1 and KTAO at 101.9. Also view your local television news stations. PLEASE, DO NOT CALL THE SCHOOL AS THIS TIES UP THE LINES NEEDED FOR BUSINESS, EMERGENCY AND ADMINISTRATIVE PURPOSES.

### **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year. It is the responsibility of the parent or legal guardian to provide the school current and accurate contact information.

It is the parent/guardian's responsibility to update emergency contact information. Students may only be released to individuals listed as an emergency contact if a parent or legal guardian is unreachable or unavailable to pick up his/her child in the event of emergency, illness, disciplinary action or any other reason a child may need to leave school premises. In the event a parent, legal guardian, or an emergency contact cannot be reached, the police or Emergency Medical Services will be contacted depending on the circumstances.

### **CHEATING**

Incidences of academic cheating will not be tolerated. Teachers will announce the commencement of testing by saying, "We are now in a testing situation". When the test is finished, teachers will announce, "Testing is finished". During the testing period any student or students who are interacting in any manner with other students will have their test paper confiscated and receive a zero for the test. Students who are found to have plagiarized material for reports or projects will be given zeros for the work. The work may be made up at the discretion of the teacher, with the value for the project not to exceed 50%.

### **CLASSROOM PARTIES**

Three major classroom parties will be held to celebrate Halloween, Winter Break and Valentine's Day. Treats may be brought in for student birthdays after the date and time are cleared with the classroom teacher. The Taos Charter School is a sugar-free and gum-free zone. These need to be taken into consideration when planning parties.

### **DRESS CODE**

#### ***Student Self Assessment***

The dress code at Taos Charter School has been developed for two primary reasons. First, we believe it is important to project a positive image to our community and visitors to our school. Second, we are preparing our students to enter the work world with an understanding of the standards of society. Decisions on what to wear to school are the responsibility of parents and students. Students in violation of dress code are required to call their parents to bring appropriate clothing.

**Students are expected to dress in an appropriate manner at all times. Student dress may not present a health or safety hazard, violate municipal, county, or state law, or present a potential disruption of the education process.**

The following are examples of unacceptable dress on the Taos Charter School campuses:

- Shorts/skirts/dresses that are more than 3 inches above the kneecap.
- Spaghetti strap shirts, basketball jerseys, or muscle shirts. Shirt straps must be at least 1" wide.
- No cleavage.
- Clothing that bares any part of the wearer's midsection, even if covered with appropriate clothing. Check by determining if midsection is bared when arms are outstretched.

- Clothing with any logo, writing, symbols, or numbers that reflect violence, malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco, or anything otherwise considered being disruptive or gang-related.
- Excessively baggy/large coats, i.e. “gang related and/or trench/Goth style”. Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. “Excessively baggy” shall be defined as pants with the cuff that covers the feet of the wearer or drag on the floor.
- Non-prescription dark glasses of any kind worn indoors anywhere on the face.
- Shoes must be worn at all times while on campus. Flip flops are not allowed for safety reasons. “Sandals” must have straps around the heel.
- No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol or other items that are perceived as evidence of membership in or affiliation with a gang.

First Offense. Change into a school provided T-shirt. Original shirt will be returned when clean T-shirt is returned to director.

Second Offense. Change into a school provided T-shirt.

Third Offense. One day suspension. Phone call home.

Fourth Offense. Three day suspension. Phone call home.

### **EMERGENCY DRILLS**

Fire drills are conducted every week for the first 4 weeks of school and once each month thereafter. Detailed escape plans are posted inside the door of each classroom. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet and orderly manner. Unwanted Intruder- Lock Down drills will be conducted periodically. Shelter-In-Place drills are required 2-times per year.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations, including bomb threats.

## **ENROLLMENT APPLICATION PROCEDURES**

### ***Application Deadline:***

The application deadline for the lottery will be set and approved by the Governing Council as well as the date of the lottery. Any applications received after this deadline will be added to the waiting list in the order in which they are received after sibling, retained students and lottery applicants.

### ***Lottery Procedures:***

A number will be assigned to each application starting with the last 2 digits of the year of application, a hyphen, a zero and the grade digit (Kindergarten would be “0”), a hyphen and a number ranging from 001-999 based on the number of applications received. (For example, a student applying for Kindergarten for the 2002 school year may be assigned the number 02-00-001. A student applying for 7th grade starting in 2002 may be assigned a number the reads 02-07-012.)

These numbers will be placed in a “hat” and randomly drawn, one at a time, on the approved lottery date. The numbers will then be tied in to the applicants and a waiting list will be generated based on the order in which they were drawn.

Siblings receive priority and will be placed in their own lottery. Their number will start with an “S”. (For example, suppose the Kindergartner previously mentioned is a sibling. His/her number may read S02-00-001.) Retained students will also be placed in their own lottery and their numbers will start with an “R”.

### **Waiting List Procedures:**

The waiting list will be maintained until the 120th school day of the year applied at which time, enrollment will be closed. Students applying after the lottery date will be placed at the end of the list in the order of which the application is received. Siblings applying after the lottery date will be placed at the end of the sibling list in the order in which they are received before other applicants, lottery or otherwise, based on the priority status of siblings. The same criteria apply for retained students.

The enrollment application received after the lottery will be stamped and signed by the enrollment coordinator as verification of when he/she received the application. If applications are received on the same date, the enrollment coordinator will assign a number (01, 02, 03. . .) after the date to indicate the order in which they were received on that day.

Notification of Lottery Results:

Lottery applicants will be notified in writing regarding their placement as a result of the lottery process.

Disqualification of Applicants:

A student may apply for one (1) grade only. Students who apply for more than one grade will be removed from the lottery. A student must apply using his/her legal name. Using an alias could result in disqualification from the lottery or dis-enrollment at a later date.

The lottery process is absolutely random. No preference will be given based on religion, sex, race, etc. The only enrollment preference allowed is for returning students, siblings of returning students and retained students.

## **SIBLING LOTTERY/LOTTERY PROCEDURES FOR THE FOLLOWING YEAR**

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.

### **DISASTER/SAFETY INSTRUCTIONS**

There will be various types of safety drills, announced and unannounced.

In the case of a school emergency, please listen to KKIT or KTAO FM radio stations for instructions. Please do not call the school or go there until directed.

If buses are unable to deliver students to homes due to weather, school or county emergency, the students will be returned to their school site. Again, this information will be announced on the radio.

Each school site will be an information and command center during the emergency. Please listen to the radio for instructions.

The main command center will be the Director's office.

### **DISCIPLINE**

The Taos Charter Schools' discipline policy is based upon and guided by the State Board of Education Regulation 6.11.2., Chapter 11 Public School Administration – Student Rights and Responsibilities. A copy of these regulations can be viewed on the New Mexico Public Education Department's website [www.ped.state.nm.us](http://www.ped.state.nm.us) or in the school offices.

The STAY GREEN discipline plan is being used throughout the campus but is modified for developmental levels.

#### **Taos Charter School-Stay Green Discipline Plan for Grades K-5**

We are responsible by:

- Following directions.
- Following procedures.

We are respectful by:

- Being kind.
- Talking appropriately.
- Keeping hands and feet to self.

We are Cooperative by:

- Listening to others.
- Working together.

- Green Good Behavior
- Yellow Verbal Warning
- Blue Reflective writing and time out
- Red Reflective writing and loss of recess time (amount dependent on developmental level)
- White Parent phone call and possible in-school suspension (amount dependent on developmental level)

Stay Green Award – to be determined by teacher on Fridays.

Each day all students start with Green.

Fighting incidents – students go directly to White.

Drugs and alcohol violations – parent phone call, police are called – administrative action includes short or long-term suspension.

Possession of knife or other weapon – parent contact, police contact, short term or long term suspension.

Weapons – Firearm possession is an automatic expulsion. Parents and police are called.

### Playground Rules – Grades K-5:

**Slide:**

Feet first only. Do not slide down head first.

One person at a time.

No going up the slide.

No jumping on the slide

Nothing with you on the slide

**Swings:**

No standing or kneeling on the swings.

No twisting the chains.

No underdog.

No jumping off the swings

No swinging sideways. Back and forth swinging only.

No throwing the swings over the top bar.

Only one person on a swing at a time.

No climbing on the frame.

**Bushes, Trees and Fences:**

No going behind trees or fences or bushes where monitors can't see you.

No climbing the trees.

Boundaries:

No going beyond the arroyo or driveway side walk.

**Safety:**

No picking up and throwing sand, rocks, or sticks.

No tackling, wrestling, grabbing clothes or pushing.

No Red Rover.

**Equipment:**

No tag on equipment.

No pushing on equipment.

No running on equipment.

No sliding down handrails.

No food in the playground area or on the equipment.

No standing on picnic tables.

No throwing sand, gravel, rocks, sticks, snowballs, etc.

Use the TAP system. You tap on the shoulder (no poking, pushing, grabbing) when playing football, tag, hide and seek, etc. When there is an infraction the monitor taps the student on the shoulder and says "To the wall" (for time out) and everyone understands what is going on.

### Taos Charter School-Stay Green Discipline Plan for Grades 6-8

We are Responsible by:

Following directions.

Following procedures.

We are Respectful by:

Being kind.

Talking appropriately.

Keeping hands and feet to self.

We are Cooperative by:

- Listening to others.
- Working together.

Green Good Behavior  
Yellow Verbal Warning  
Blue Process sheet and time out  
Red Lunch detention: includes eating last and in isolation, also cleaning up cafeteria.  
White Parent phone call and P.E or other “fun time” Detention.

- Stay Green Award – to be determined by teacher.
- Each day all students start with Green.
- Fighting incidents – students go directly to White.
- Drugs, alcohol, smoking violations – parent phone call, police are called – administrative action includes short or long-term suspension.
- Possession of knife or other weapon – parent contact and/or police contact, short term or long term suspension.
- Weapons – Firearm possession is an automatic expulsion. Parents and police are called.
- Sexual Harassment – counseling, Stay Green, suspension, and referral to law enforcement are possible actions to be taken by staff.

### **Playground Rules for Grade 6<sup>th</sup> - 8<sup>th</sup> :**

Students may eat lunch underneath the playscape, but are not allowed on the playscape.  
Students are allowed on the north swings only if there are at least two staff members on duty.  
Students may kneel while swinging and may jump off the swings at their own risk.  
All other rules, as designated by the K-5 rules in the handbook, shall remain in effect.

Codes for Rule Infractions:

1. Create class disturbance, continual talking
2. Failure to follow instruction/rules; unprepared for class.
3. Inappropriate behavior (hitting, spitting, kicking, pushing, shoving, running, screaming, throwing objects etc. on campus.)
4. Profane language, put-downs.
5. Talking back, being rude/disrespectful to teacher.
6. Eating/chewing gum at school.
7. Dress code violation.
8. Academic negligence
9. Tardy
10. Fighting
11. Lying
12. Excessive Whining

### **Accelerated Stay Green:**

Students who cannot succeed with the regular Stay Green Plan will participate in an Accelerated Stay Green Plan (ASGP).

Purpose: The purpose of the ASGP is to help students monitor and adjust their behavior so that they can successfully function in a school setting, without disrupting the learning of others. Parents, as partners in providing assistance to their children, play an active role in demonstrating that they support school discipline and respect for others.

Steps:

Begins fresh each day.

1. Name on board
2. Check by name

Progressive and accumulative:

- 3 Lunch detention and phone call home.
- 4 P.E. or “fun time” detention. If parent is unable to pick up student, then out of school suspension (OSS) the next day.
- 5 P.E. or “fun time” detention plus parent attendance for three class periods. If a parent is unable to attend, then OSS the next day.
- 6 One day OSS plus return with parent for one full day. SAT meeting held.

After Step 6, the process recycles. After 3 cycles, a meeting is called with the Parent and Governing Council.

Students with OSS are unable to participate in the Ski or Snowboard Club or hold a Student Council Office. ASGP students who get no more than 6 marks during a three-week period may return to the regular Stay Green Plan until they reach a second 35 marks threshold, when they resume ASGP.

## **POLICY AND GUIDANCE FOR PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING ON SCHOOL PROPERTY, AT SCHOOL-SPONSORED FUNCTIONS AND ON SCHOOL BUSES**

*Approved May 1, 2007*

### **New Mexico Statute Reference**

Legislation (6.12.7 NMAC.) requires each school district and charter to adopt a policy prohibiting harassment, intimidation and bullying on school property, at school-sponsored functions and on school buses.

### **Anit-Bullying Policy Statement**

The Taos Municipal Charter Schol prohibits acts of harassment, intimidation or bullying. The Governing Council has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

### **Definition of Bullying Behaviors**

*"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:*

These acts may have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property.

These acts may have the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Examples of bullying behaviors include: name calling, teasing, gossiping, undesired text messaging, exclusion, pushing, shoving, taking personal possessions, verbal threats, hand gestures, etc..

### **Expectation of Student Behavior**

The Governing Council expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The Governing Council believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems.

### **Consequences for Violations of Anti-Bullying Policy**

After investigating complaints of bullying the TCS Director may provide consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying. These may range from positive behavioral interventions up to and including suspension or expulsion.

#### ***Factors for Determining Consequences***

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

#### ***Examples of Consequences***

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Out-of-school suspension;
- Legal action; and Expulsion.

### **Reporting**

The Governing Council requires the Director to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.

### **Response to the Victim and the Bully**

The school will make counseling available to individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victim(s). The school will provide social skills training to the bully and for all students to address victimization.

### **Response to the Reporter of Incidents**

The Governing Council prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

## **False Reports**

The Governing Council prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a *student* found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted by law,

## **Drugs and Alcohol Use by Students**

The non-medical use, possession, or sale of drugs and/or use, possession, or sale of alcohol on school property or at school events is prohibited. Students in violation of this prohibition shall be subject to prosecution in accordance with the provisions of the law as well as disciplinary actions which may include police notification, suspension or expulsion.

## **Searches**

The Director has the right to search and seize property when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student(s) exists. Lockers and desks are the property of the school and may be inspected at any time with or without reason by school personnel. Back packs and pockets may be searched when there is reasonable suspicion that the student is in possession of a prohibited substance.

## **Due Process Procedures**

### **Emergency Suspension – Due Process Procedures**

An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension must be provided to the student as soon as practicable following the student's removal from school pursuant to an emergency suspension. The student's parent(s) should be notified of the suspension as soon as reasonably possible.

### **Short Term Suspension – Due Process Procedures**

A short-term suspension is a suspension for a period of time less than or equal to ten (10) school days. Before a short-term suspension is imposed, the director shall inform the student of the alleged misconduct and describe generally the evidence known at that time to support the allegations of misconduct. The director shall invite the student to discuss the student's version of the situation. This is so the student has an opportunity to dispute the allegations of misconduct. The administrator shall then determine if a short-term suspension should be imposed and shall inform the student of his or her decision. If the student is suspended, the student's parent(s) shall be notified of the suspension by telephone. No appeal is available for a short term suspension.

### **Long Term Suspension – Due Process Procedures**

A long-term suspension is a suspension that exceeds ten (10) school days in duration. It may extend up to one (1) full year in duration. If a long term suspension is warranted, the student will be short term suspended for 10 days, following all due process procedures, pending a recommendation that the student be given a long term suspension or be expelled from the school.

A certified letter will be mailed to the parent or guardian containing the following information: the charges and the rule or regulation violated; the extent of the punishment considered; the date, time and place of the formal hearing; that the student may be represented by counsel, and the name of the hearing officer.

A formal, long term hearing will be scheduled and conducted by a hearing officer. Upon the conclusion of a hearing by the hearing officer in which a decision of long term suspension or expulsion is made, the decision may be appealed to the Governing Council.

## **EMERGENCY INFORMATION**

In case of emergency each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address.
- Home phone, parent(s) work phone and mobile phone if available.
- Emergency phone number of three (3) friends or relatives.
- Physician's name and phone.
- Medical alert information.

## **FIELD TRIPS**

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Permission slips must be signed or children must stay at school and not participate in the field trip. Permission to participate in a field trip will not be accepted over the telephone. Sometimes a small amount of money may be requested from each student to help defray transportation of facility use costs and/or admission fees. Parents are encouraged to attend field trip outings with their children. Parents should check their child's attire for appropriateness for the activity. All aspects of the Taos Charter School Student/Parent Handbook apply to all school sponsored activities or field trips on or off the campus.

## **FOOD SERVICES**

Lunches are available free or at reduced charges according to the reduced or free lunch application you fill out and whether or not your child is qualified for free or reduced lunches. Reduced lunches cost approximately 40 cents per meal. If you pre-pay ten meals then your child will get a free meal. Full price meals cost approximately \$2.00 per meal. Again, if you pre-pay ten meals then your child will get a free meal. Please make checks payable to: Taos Municipal School District. Students are not allowed to charge meals. Menus are available in the office and we will send a copy of the menu home.

## **FUND RAISING**

Fund raising will be coordinated through the "Friends of the Taos Charter School". Selling will be voluntary and no minimum sales will be required. Funds will be used for school and classroom projects.

Classroom or club fund-raising projects must be approved by the building principal/director. All fund-raising projects must be documented on the appropriate forms. Funds will be used for school and classroom projects. Fund-raising must follow other school guidelines and policies e.g. "no junk food".

## **GRADING**

The following point values are used with letter grades: in grades 5-8.

A	93%-100%
B	85%-92%
C	77%-84%
D	70%-76%
F	Below 69%

Grades will be disseminated on a quarterly basis (approximately every 9 weeks). Progress reports will be sent home at the 4 1/2 week point. See school calendar for dates.

Teachers will document student grades utilizing the grade book, core objectives, and absentee record. Students in 6th, 7th, and 8th grades, will also be evaluated on CAPE criteria. This includes Citizenship, Attitude, Participation and Effort. The CAPE evaluation makes up 25% of the students total grade.

Grades 1st to 4th, will utilize a skill/knowledge checklist.

✦ Strong: Student has deep understanding of the concept or process being studied, can complete all parts of the task assigned, can communicate his/her understanding well, can integrate and analyze concepts, can interpret data, and initiates research and other learning activities.

✓ Progressing: Student understands the major concepts, can do some parts of the task, but not most parts.  
Having Difficulty: Student has some understanding, can do some parts of the task, but not most parts.

X Weak: Student is beginning to show an understanding of a new skill, but has not made much progress yet and cannot work independently.

\*Incomplete: Student is missing assignments or has incomplete assignments.

## **GUESTS**

Student guests are not allowed on campus. Adult visitors (21 and over) are required to report to the school office upon entering the building. You will sign in on the appropriate form and you will be issued a badge which you are required to wear on campus at all times. This allows campus personnel to ascertain that your presence on campus is registered in the office. When you leave the school premises, you are to sign out in the office and turn your badge in to the office personnel.

## **IMMUNIZATIONS**

All students need to be up to date on their immunizations or they will NOT be allowed to attend school until they do so. Parents who elect not to have their children immunized must provide the school with an up-to-date Certificate of Religious/Conscientious Objection to Immunization. These certificates must be renewed every nine (9) months.

## **LEAVING CAMPUS**

Taos Charter School maintains a "closed campus". Children are not allowed to leave the campus at any time during school hours unless a parent/guardian signs their child out through the office. If a parent/guardian picks up a child during the day, they must sign them out at the office where they will be given a release slip. Teachers will not dismiss a student without a release slip. Parents are asked to refrain from picking up children in the last hour of the day unless absolutely necessary. Students who have legal documentation for restraining orders or custody must supply the school with copies.

## **LOST AND FOUND**

All clothing found on the campus, regardless of its value, is placed in the appropriate area located in the school office. Money, jewelry, or any other articles of value are also turned into the office. Students may claim them after proper identification. Unclaimed items will be donated to the CAV Thrift Store twice a year.

## **PARENT VOLUNTEERS**

Taos Charter School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the school office if you have time or skills you can share to make our school a better place for students to learn and grow.

## **PROMOTION/RETENTION**

When a student is recommended for retention, the parents may sign a one time waiver and the child is promoted. In 8th grade, no waiver may be signed by the parent to avoid retention. If a student fails 8th grade for a 2nd time, he/she will be promoted. To pass, a student must pass at least two core classes. (Math, Social Studies, Science, Language Arts) New Mexico Statute-22-2-8.6. Students who have 20 absences or more are automatically considered for retention pursuant to Taos Municipal Schools Truancy policy

## **SCHOOL / PARENT / STUDENT COMMUNICATION**

The main method the Taos Charter School uses to communicate school events and news to the parents is through the weekly publication of the Chalkboard. The Chalkboard will be sent home every week, usually on Wednesdays. Please ask your child for this bulletin in order to stay informed about upcoming events.

The Taos Charter School website is also an excellent resource for current information about the school. Please check this website on a regular basis: [www.taoscharterschool.org](http://www.taoscharterschool.org) If you do not have a computer at home, there are computers available for your use at the Taos Youth and Family Center or at the Town of Taos Public Library.

## ***GUIDELINES FOR COMMUNICATION WITH SCHOOL PERSONNEL***

Your child's education is a cooperative effort between parents and school personnel. At times, you may wish to seek additional support, information, or resources. From time to time, situations may arise which you will need to address with your child's teacher. Here are some key points to remember when you are communicating with school personnel about your child's educational needs:

- Please schedule meetings with your child's teacher in advance. Please understand that a teacher's responsibilities may prevent accommodation of a request for an immediate meeting. Please request the meeting within one week of the concern, issue, or incident, so that the discussion may be timely.
- It would be helpful to be prepared for the meeting by writing down your issues, what you want to say, and questions you would like answered. Write down your solutions and recommendations as well.
- Your child's educational needs are best met when you and your child's teacher work together, and acknowledge each other's efforts toward your mutual goals.
- Stay positive and calm throughout the conversation. Avoid blaming or becoming defensive. All parties are expected to be respectful and courteous. Any teacher or school employee reserves the right to terminate a meeting in the event of inappropriate or abusive behavior.
- Listen to the teacher's point of view and suggestions with an open mind.
- Ask the teacher to clarify any school "lingo" – language used by educators that you might not understand.
- Agree together on an appropriate, informal intervention plan or resolution. Share responsibility for success of the plan. Make a note of this plan. Be clear about commitments and next steps – yours and the teacher's.
- If you feel a follow up meeting or phone call is necessary, and this has not already been scheduled as part of the plan you and the teacher created, you are welcome to initiate the meeting or call.
- The parent, teacher, or Director may request a Student Assistance Team (SAT) evaluation – child study for educational, emotional, social, behavioral needs – please see SAT flow chart) if it's felt that a more formal plan is necessary.
- If the situation is not resolved through meeting with the teacher or SAT process, please use a Parent/Guardian dispute Resolution Request Form available in the school office to provide information regarding the issue and to request a meeting with the Director.
- The Director is available to mediate issues between the parent/guardian and teacher. Any party may request mediation as part of the process.
- If the situation is still not resolved through meeting with the Director, then and only then, request in writing to be placed on the Governing Council agenda. Individual personnel issues will be addressed in executive session only, rather than open session. Any Governing Council member approached by a parent will respectfully redirect the parent to this process.

### **SCHOOL COLORS AND SCHOOL MASCOT**

The school mascot is a hawk. The school colors are purple and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

### **SKATEBOARDS/SKATES**

Students are not allowed to use skateboards or skates at school. However, they may take these items on the bus if they are enclosed in a carrying case. The school is not responsible for lost, stolen or damaged skateboards.

## **SKIING/SNOWBOARD PROGRAM RULES, REGULATIONS AND ELIGIBILITY**

- All school policies are in effect during the ski/snowboard trips. Anyone caught breaking any of the rules will be dropped from the program and reported to the proper authorities.
- No student will be excused from school to ski/snowboard unless he/she is a member of the TCS Ski and Snowboard Club.
- All students participating in the ski/snowboard program must have medical insurance.
- All students are responsible for any work missed due to the ski/snowboard program.
- Since academics are a priority, all students must have and maintain a 2.0 "C" average in every subject. Weekly progress reports will be used to determine eligibility.
- Students who have had 10 or more excused or unexcused absences prior to the start of the ski program will not be eligible to participate in the program. Three tardies is considered an absence for the purposes of eligibility in the ski/snowboard program.
- If a student is absent on Tuesday after a ski/snowboard day he/she will not participate the following week., unless there is a written doctor's excuse.
- The classroom teacher or ski and snowboard club sponsor may prohibit a student from skiing/snowboarding because of missing assignments or misbehavior in school, at Angel Fire Resort, at Taos Ski Valley, or on the bus.
- Any student having a school or bus suspension during the school year will not be allowed to participate.
- If a student receives an after-school detention in the week prior to a ski/snowboard day, he/she will not be allowed to participate the following ski/snowboard day.
- Equipment rental is each student's responsibility.
- All students must attend all lessons. If lessons are skipped ,students will not be allowed to ski/snowboard the following week.
- All students must check in at lunch.
- There will be NO CANCELLATIONS AND NO REFUNDS except by written order of a doctor that the student must discontinue skiing/snowboarding due to injury or illness.
- All students must ride the bus to and from the ski area. Parents are responsible for picking up students at dropoff points on time. (A parent may sign a skier/snowboarder out from the ski area and assume responsibility from that point on. Parents can sign out only their own child.)
- All chaperones must ride the bus to and from the ski area.
- Warm clothing is a necessity. All students must have a HAT, WARM GLOVES/MITTENS, WARM JACKET, SUNGLASSES OR GOGGLES, SUNSCREEN, LONG UNDERWEAR AND INSULATED PANTS. NO JEANS OR COTTON PANTS, Avoid Cotton Clothing –cotton gets damp and stays cold.

The TCS ski and snowboard program is a privilege and it is up to you to act in a responsible manner. You are representing both yourself and the Taos Charter School. It is up to you to protect the program for the future.

### **SOLICITATION**

Students are not to be solicited for money unless a project has been approved by the principal/director. No sale of items is to be conducted at the school by students for community drives.

### **SUPERVISION ON PLAYGROUND**

School staff for grades 6-8 will supervise the playground beginning at 7:30 a.m. For grades K-5 supervision begins at 8:00am. Other supervised playtimes are the morning, noon, and afternoon recesses. Students are expected to leave for home immediately following dismissal. There will be no after school playground supervision. The Taos Charter School does not provide supervision after school hours. Parents/guardians are responsible for their children at the point that school is dismissed. If a student has not been picked up upon dismissal, staff will attempt to contact the parent, legal guardian or emergency contacts listed in the students file. If none are available, local police will be contacted to pick up the student.

## **TELEPHONE USAGE**

The office telephone is a business phone and is not to be used by students or parents unless an emergency situation exists. Arrangements to pick up children should be made at home and not at school. Students are not allowed to use the school phone to make arrangements for play dates after school.

Please do not call to leave phone messages for your children at school, as this is very time consuming for staff. Please make all arrangements with your children before school. Messages will only be delivered in the event of an emergency. Call the classroom phone and leave a message on the teacher's voice mailbox.

## **SCHOOL YEARBOOK**

Yearbooks may be ordered and paid for at the time of the order. The yearbooks will be distributed during the last week of school. Extras may be purchased on availability.

## **SEXUAL HARASSMENT**

There is zero tolerance for any form of sexual harassment for all students, staff, visitors, or parents. This includes speaking of sexual innuendos or acts in a setting that may be overheard by other students, staff, visitors or parents. Violators will be held accountable for their actions to the fullest extent provided by school, state and federal law.

### **DEFINITION OF SEXUAL HARASSMENT**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.

Examples of conduct which may constitute sexual harassment and would therefore be prohibited include:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, notes, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about student enrolled in a predominately single-sex class.
7. Sexually oriented touching, pinching, patting, pulling at clothing, or intentionally brushing against another.
8. Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff.
9. Cornering or blocking of a sexual nature of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Writing graffiti of a sexual nature on school property.

### **NATURE OF SEXUAL HARASSMENT**

- Student to student
- Staff to student
- Student to staff
- Male to male
- Female to female
- Male to female
- Female to male

### **DISCIPLINE/CONSEQUENCES**

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

## **STUDENT GOVERNMENT**

Taos Charter School has a Student Council. The purpose of the council is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in the areas of academics, sports and fund raising.

## **TEXTBOOKS**

Textbooks and workbooks are furnished for your child to use during the school year. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book or be assessed a damage fee.

## **VALUABLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school director/principal and staff are not responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home.

**Electronic games such as Gameboys, Nintendo DS and PSP's are NOT allowed. If students bring them to school they will be confiscated and parents will need to pick them up.** Ipods, CD & MP3 players are up to the discretion of the teacher as long as they are not disruptive. Toys, handcuffs and trading/collector cards are only for show and tell. Afterwards they must be put away in the student's cubby or locker.

## **CELL PHONES**

Cell phones are prohibited for students in grades K-3. Cell phone rules for grades 4 -8: Cell phones are not allowed out during school hours from 7:45 -3:00. Students will NOT be allowed to use their cell phones during these hours. Students may not use cell phones during dismissal. For emergencies call the office. If cell phone goes off or is in sight:

- 1<sup>st</sup> offense, cell phone confiscated and returned to student at end of day.
- 2<sup>nd</sup> offense, cell phone confiscated and parent needs to pick up from Director.
- 3<sup>rd</sup> offense, cell phone confiscated until end of Semester (December or May).

## **VANDALISM**

Our school and school equipment is public property. Wilfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that damages be paid or arrangements be made for payment prior to re-admission to school. If a student accidentally causes damage they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If school property is damaged while a student is violating school rules, for example if students are fighting or "rough-housing", the student or the student's parents/guardians are responsible for the cost of replacing or repairing the damaged property.

## **WEAPONS**

There is zero tolerance for all weapons or devices of any kind that may endanger the health and/or welfare of students, staff, visitors, or parents. This includes but is not limited to guns, pocket knives or other sharp edged cutting tools unless approved by the Director for educational purposes, bludgeons, fireworks or other explosive devices, projectiles- including sling-shots and rubber bands, laser devices, etc. Consequences may include suspension, expulsion, and police investigation.