



WAITING LIST ENROLLMENT APPLICATION

2017-2018

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

Please complete all requested information and return to the office in person or via fax, email, or physical mail. Unsigned applications will not be processed. If you do not have an email address we will contact you by telephone. For further information call 575-751-7222 ext. 201.

Email address(s): _____

Student Name: _____ Male _____ Female _____

First Middle Last

Main 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)

Sibling Name _____ **Grade** _____

Does this child have a sibling **applying** for the TCS Lottery for the 2016-2017 school year? NO _____ YES _____

Sibling Name _____ Grade applying for _____

• Mother/Guardian Name: _____

Mother's Maiden Name: _____

Phone (main) _____ Phone (alternate) _____ E-mail _____

• Father/Guardian Name: _____

Phone (main) _____ Phone (alternate) _____ E-mail _____

SCHOOL CURRENTLY ATTENDING: _____

Taos Charter School does not discriminate on the basis of religion, race, color, national origin, ancestry, gender, physical or mental disability, sexual orientation, sexual preference or gender identity.

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. Issues regarding enrollment or admission processes or policies shall be addressed to the TCS Governing Council.

By signature, I certify that I am the parent or 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 agree to support the Administration and Governing Council in the School's educational program.

Parent/Guardian Signature: _____ Date: _____

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

TAOS CHARTER SCHOOL MISSION STATEMENT

To deliver a college readiness curriculum to Kindergarten through eighth grade students from the Taos community resulting in high levels of academic achievement for all students.

TAOS CHARTER SCHOOL VISION STATEMENT

A community that loves to live, learn, and launch successful students into the world.

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 26.
- 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. Maximum enrollment is capped at 213.

Enrollment Priority

- Returning students (currently enrolled and matriculating to next grade)
- Retained students.
- Siblings of students currently enrolled and children of teachers.

Enrollment

- The parent or guardian of the child (or children) who is applying for enrollment must make all applications for enrollment.
- Applications will be accepted for one grade only.
- Kindergartners must be five years of age prior to 12:01 a.m. on September 1 of the school year.
- **The Application Deadline is Tuesday, April 4th, 2017.** Applications must be postmarked by this date or handed in to the office by 3:30 PM. Applications sent by regular mail must be received by April 7, 2017 to be entered in the lottery. Taos Charter School is not responsible for applications mailed that are not received by April 7, 2017.
- The lottery for enrollment will be held on **Tuesday, April 18th, 2017** at 9:00 AM in the school cafeteria. Applicants need not be present.
- Applicants whose applications received after the Application Deadline will be placed on the waiting list after the lottery applicants who were not admitted, and in the date order in which they are received.
- **Parents and guardians are responsible for informing the office if any contact information changes after applying.** Failure to do so may result in not receiving timely notice of admission and could result in forfeiture of your student's position at TCS for the ensuing school year.

Waiting List

- **Waiting lists do not transfer from year to year.** On the last school day of the school year, the waiting lists for that school year will be voided. The waiting list for the upcoming school year will replace all waiting lists for the school year just completed.
- **You must reapply every year.**
- Students who are not initially selected for enrollment in the lottery will be placed on the TCS waiting list according to grade and in the order drawn from lottery.
- Applicants will be notified via email their number on the waiting list.
- If an applicant from the waiting list is offered a position mid-year, a meeting with the director is recommended.
- Enrollment closes after the 120th day of school for the 2017-2018 school year.
- 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.
- Separate waiting lists will be maintained for each grade.

Confirmation of Enrollment

- Once the lottery is held, notification of admission will be completed via telephone by TCS office staff.
- Within three (3) school days from initial contact from the school, Applicants must confirm enrollment ***in writing***.
- Written confirmation is completed by signing for and picking up the Enrollment packet.
- Enrollment packet must be returned along with:
 - All Enrollment packet forms completed.
 - Birth Certificate

- Current immunizations records showing completed immunizations or proof that the immunization process has been started, or that the parent or guardian has obtained exemption from the New Mexico Department of Health. **NOTE: No child will be admitted without current immunization documentation and a birth certificate.**
- If written acceptance of enrollment in the manner described above is not received by 3:30 p.m. on the 10th calendar day from the date you were notified of your student's admission, he or she will be placed at the end of the waiting list.
- Parents or guardians of the applicant are responsible for notifying TCS, in writing, of any change of address, telephone number, or other information necessary for the TCS to contact the applicant. TCS will have no responsibility to attempt notification through contacts that are not provided in the enrollment application.
- If the school cannot contact an applicant to confirm enrollment they are to be moved from the admissions list to the bottom of the waiting list.

Prior to admission the parent or guardian must provide the following documentation:

1. Original birth certificate, legal copy of birth certificate, or other legal proof of birth.
2. Current immunization and health records

Note: No child will be admitted without current immunization records and a legal proof of birth.

- Documents TCS need upon completion of enrollment include: Individual Education Plan (IEP) or other specialized education requirements, if applicable.

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.

Sibling means:

- Students living in the same residence at least fifty percent (50%) of the time in a permanent or semi-permanent situation, such as long-term foster care placements; or,
- Students related to each other by blood, marriage or co-habitation.
- * Acceptable proof of co-habitation shall be an affidavit signed by both co-habitants that the sibling of the enrolled student is living with the co-habitant at least 50% of the time or relevant court order describing same, or marriage license.

SCHOOL CHARACTERISTICS

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 their responsibility 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 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 their responsibility 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. **TCS policy requires that after 3 days of illness a written doctor's excuse be provided for documentation. A doctor's note may be required if a student has a number of 'excused' absences on a more frequent basis.**

Students having 10 days of unexcused absences may be reported to the Children, Youth & Families Department for instances of child abuse or neglect. The Compulsory Attendance law requires reporting to 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 days Tardy)**

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) days tardy, will count as one (1) 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.*

STEPS TO INTERVENTION FOR HABITUAL TRUANCY:

1 unexcused absence: It is the parent's responsibility to call in to provide a reason their child was absent from school. Parents have 48 hours to call in to excuse their child's absence. After 48 hours, the child is considered unexcused. (see above for Excused and Unexcused absences)

3 unexcused absences: Referral to TCS' Director, who will send a 3-day unexcused attendance letter home via 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 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 Director 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 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 Director 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: Referral to the JPPO. Noncompliance with the conditions of probation may 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, School Characteristics 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 or Guardian Signature

Date

Revised: April 5, 2017