

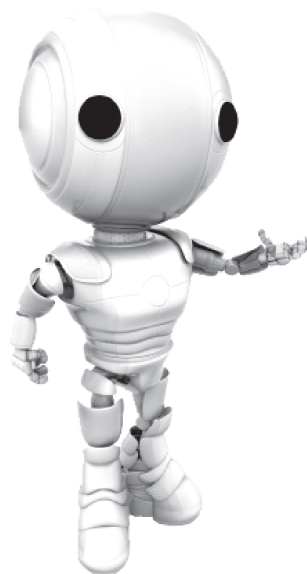


A 21ST CENTURY LEARNING COMMUNITY

TAOS ACADEMY

STUDENT HANDBOOK

2023 - 2024



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Taos NM 87571
PH: 575-751-3109
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****All student handbook policies are abbreviated from Taos Academy Approved Policy. For more detail on a particular process or policy, please refer to Taos Academy Policy and Procedures available at taosacademy.org.****

Executive Director's Welcome

Dear Taos Academy Students and Families:

Welcome to Taos Academy, a state-chartered public school offering a dynamic and innovative educational delivery system! It is our privilege to provide 5th - 12th grade students with engaging and rigorous core curriculum, highly motivating elective classes, and leadership and career training through our state-of-the-art 21st century learning environment.

Taos Academy practices the belief that every learner deserves access to excellence in educational opportunities regardless of his or her abilities or location. Our hybrid educational delivery model uses a unique combination of direct classroom and digital instruction with proven curriculum to address each learner's individual needs. Flexibility in scheduling allows the student to work in either our technology labs or wherever a high-speed internet connection is available. Students also have the opportunity to attend the Taos Academy campus for tutoring, workshops, and the STEM + Arts Institute classes taught in high tech media arts and SMARTLabs.

Highly qualified, experienced and licensed teachers conduct classes both on-site and from remote locations. Each student is assigned an instructional advisor for consistent contact, guidance, feedback and encouragement. Tutoring is available for students in need of some additional support. Teachers also provide support for college and career development, leadership training, outdoor education, and community service learning projects.

All the necessary information for staying up to date with Taos Academy is posted on our website, www.taosacademy.org. Please be sure to visit the Taos Academy website often and review our handbook carefully. At Taos Academy each student is expected to apply themselves to their academic work, to explore personal learning goals in 21st century classes, and to be engaged positively in their relationships with all members of the Taos Academy community. Taos Academy requires a strong partnership between school, community, and home. This partnership allows students to experience personal success with high expectations in a supportive environment. Together, our efforts each day will build the foundation for success today and in the future.

We look forward to providing one of the most innovative and effective educational experiences available anywhere. Let's have a wonderful year.

Together in Education,



Dr. Traci O. Filiss
Executive Director/Superintendent

Our Mission

The mission of Taos Academy is to prepare students in the fifth through twelfth grade to achieve and maintain a level of excellence by supporting and promoting academic achievement, strong leadership skills, and social responsibility. Through the use of innovative curriculum, leadership training, and enrichment opportunities we foster a community of self-motivated, independent, lifelong learners. The partnership of school, parents, and community creates a learning environment where students acquire the knowledge, leadership skills, and sense of responsibility needed to succeed in the 21st century.

Vision Statement

Our vision is to be a model 21st-century learning community developing strong leaders who have the academic and social skills necessary to succeed in the modern world.

Turquoise & Gold

Turquoise and Gold were chosen as the representative colors for Taos Academy because they represent well-being and excellence. The turquoise gem is said to bring a sense of happiness and cheerfulness, manifesting as a feeling of wellbeing. Gold is a universal symbol of high performance, representing our goal of excellence for all Taos Academy students and staff.

SY 2023 - 2024 Approved Academic Calendar

2023-2024 CALENDAR																																																
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NEW TA Policy Changes for 2023-2024

Taos Academy is implementing several new classroom policies for this school year in order to support student learning. Please read the following with your child and discuss to be sure the values set in TA policy are also the values you have as a family as well. We will be implementing these beginning on the first day of school in August.

Personal Electronics:

1. Students **will not** be allowed to have earbuds of any kind at school. The school will be providing headphones for academic use. This is to maximize engagement with the curriculum and with one another.
2. Students will be required to turn in cell phones at the beginning of each class. The phones will be returned at the end of the class period. The school will provide cell phone holding devices for each classroom.
3. Students **may not** keep cell phones with them in any class. If a student needs to call home or has an emergency, he/she will need to use school phones only.
4. Students **will** be able to use personal cell phones during break and lunch/recess. However, once again, no earbuds are permitted on campus.
5. Personal computers or devices of any kind are not permitted on campus.

Academic Performance:

1. Student schedules at TA are individualized to accommodate the needs of each learner. As a reminder, if a student is in credit recovery, has a GPA below 2.0, or is not academically on grade level, they may be required to attend Taos Academy campus up to 5 days per week for additional intervention and support.
2. Students who fall behind in their academic or elective coursework may be required to attend up to 5 days per week.
3. Enrollment in our virtual FLEX program will be by application and will only be available for those students who meet the criterion set by the school. Students and families will need to apply to the FLEX program and a decision will be made by our instructional team in accordance with TA policies.

Elective/Choice Days:

1. Taos Academy offers many opportunities to support student learning beyond academics. These include our STEM programming, tutoring, internships and more. Students may take advantage of these opportunities by choice. However, the school **may require** a student to participate in one or more of these programs to support growth in experiential and career technical education.

General Student & Parent Information

School Hours

M-Th 8:00 am - 4:00 pm
F 8:00 am - 1:30 pm

Front Office Hours

M-Th 7:30 am - 5:00 pm
F 8:00 am - 1:30 noon

Taos Academy's school day begins at 8:00 and ends at 4:00. Students in grades 5 through 8 are required to attend campus all day on Monday and Wednesday for academic instruction with Tuesday, Thursday, and Friday open for enrichment programming. Students in grades 9 through 12, except for College Link students, are required to attend campus all day on Tuesday and Thursday for academic instruction with Monday, Wednesday, and Friday open for enrichment programming.

Daily on-campus schedules include online work, face to face academic instruction, academic advisory, enrichment dedicated to literacy and math, 21st Century Learning courses, Career and College Preparation and one hour for lunch/recess/activity time. Individual student schedules are created at the start of school and modified throughout the year as needed; students may attend TA campus 5 days per week by taking advantage of some of the following wrap-around programming.

Attendance on these optional days may also be needed to support student academic growth. Students may be required to attend additional classes, programs, and/or Friday tutoring for lack of progress, additional academic support, or for a more structured learning environment. In particular, students not showing grade level proficiency in Math and/or Reading, not growing towards grade level proficiency on Math and/or Reading, dropping below a 2.0 GPA, or in credit recovery for on-time graduation will be placed on a ***Student Success Plan***, requiring a full on-campus schedule.

- ***High School Student Success Lab:*** The SSL is a learning lab designed to give high school students a structured study environment with a high speed internet connection to support success in their online coursework. SSL is available from 8:00 am - 12:00 noon on Mondays and Wednesdays. Students may attend voluntarily or as required due to lack of success/progress.
- ***Middle School Plus Enrichment Program:*** Mid School Plus offers classes to 5th- 8th grade students from 8 am - 4 pm on Tuesdays and Thursdays. This program is designed to further support the learning needs of our younger students and to prepare them for high school success. Students attending afternoon MidSchool Plus must be registered for at least one STEM class as well.

- **College Link Program:** Students in 11th and 12th grade who meet the requirements have the opportunity to participate in our College Link Program allowing students to take core UNM classes for dual credit. Students in CL are required to schedule a minimum of one 4 hour CL Advisory session per week - these are held Mondays and Wednesdays from 8 am -12 noon - as well as to attend CCP3, CCP4, and Enrichment classes on Tuesday and Thursday mornings per their individualized schedule. College Link students must have a 3.0 GPA. CL student attendance at study hall, Enrichment class, Friday tutoring or additional advisory or SSL blocks may be required.
- **Early College Program:** Students in 9th through 12th grade who meet the GPA requirement of 2.0 and have an adviser's recommendation have the opportunity to participate in our Early College Program, allowing students to take UNM elective classes for dual credit.
- **Internship Program:** Students in 9th through 12th grade gain real word experience and credit through our Career Pathway Program. Students follow a career choice pathway of classes, internship and/or volunteer hours to gain the experience and build hire ability in a field of choice.
- **STEM+Arts Institute:** Our STEM+Arts Institute classes are optional and are scheduled on students' enrichment programming days by sign up only. These classes are offered for exploratory experience in different areas of science, technology, engineering, math and the arts. Class dates/times vary throughout the year and are posted in the monthly newsletter as they become available. Lab fees are applicable.
- **Alternative Schedules:** These must be requested in writing and approved by the Director and will only be granted with permission from the student's advisor to ensure plans for academic success. This includes extended travel, illness and sports. Please see your adviser to discuss a need for alternative scheduling.

Academic Responsibilities

Students are required to continue online academic work outside the school for **approximately 20 active hours/week** or **as needed to stay current with each class lesson schedule**. Parents are required to provide high speed internet access from home with access to a computer and printer. Parents must also monitor their child's academic progress in the digital curriculum weekly. We encourage students to participate in enrichment activities offered through the community and at Taos Academy at times when they are not scheduled on campus. Families in need of a loaner computer device or help with Internet access should contact the school.

Closed Campus

Taos Academy has a closed campus to provide safety for all students. Parents must give written permission for a student to leave early for an appointment, unless for an emergency. All students must check out from the office before leaving early and must have prior parental permission in writing. Students will not be released for lunch unless picked up by a parent. Please schedule all appointments on non-scheduled school days.

Visitors

All visitors to the campus must check in and receive a visitor's pass at the front desk located in the reception area. Visitors are to wait quietly at the reception area. Main doors to student areas will be locked at all times. The receptionist will contact the appropriate staff member or student who will meet the visitor in the reception area and escort him/her to the approved destination. Visitors and parents are not permitted to enter the lab without escort. All visitors must adhere to all traffic flow signs and parking regulations including the 5 mph speed limit. Safety first!

Reporting Absences/Tardiness

If a student is absent during a scheduled academic time, a parent/guardian is required to notify the school **before 9 AM** for each day of absence (#575-751-3109). Students arriving after 8:00 am must sign in at the office. See attendance policy for more information.

Winter Cancellation Policy

We follow Taos Municipal Schools for school delay and full day closures only. Mid-day closures are at the discretion of the parent depending on safety decisions. Students will not be released early from school without parent permission. Parents must give written permission to have students released early for any reason, unless in an emergency. Please be sure you have access to TV, internet or radio broadcasts that will give you this information.

On closure days, students are required to continue to work on their classes per their individual assignment calendar.

Advisors

Each student is assigned to an Academic Advisory group. The Advisor is responsible for individualizing programs, monitoring and encouraging progress, supporting academic success and communicating with students and parents. They are a family's primary point of contact!

21st Century Course Structure

All students are required to participate in either 21st Century classes at the middle school level or College and Career Preparation (CCP) classes at the high school level. All 21st Century and CCP classes are designed to support post-secondary goals and are offered on campus and/or in the community.

Academic Course Structure & Progress

All TA courses are intended to be completed during the period of a single semester (18 weeks) in order to receive credit. Students may work ahead in their classes but must maintain the minimum established pace as indicated by the student's assignment calendar and meet a minimum mastery level of 70% in all classes. ***Students not maintaining an actual grade of 70% will receive an Academic Absence for the week.*** See our TA Attendance Policy, Summer School and Probationary Enrollment sections for more information.

Course Modalities

All TA Edgenuity courses are offered in three modalities: Standards mode is the mode that most students and classes will take and meets or exceeds all state requirements for course credit. Priority Standards mode or (P) mode is used for students who are struggling and/or need more time in their curriculum and removes warm-ups and summaries as well as some test review. It includes all lessons and projects as Standards mode.

In Honors mode, students will have advanced opportunities to apply their knowledge and to demonstrate mastery through additional essays, projects, and/or performance tasks. In addition, students opting for Honors mode commit to complete academic integrity, no use of placeholders, and maintaining pace with the assignment calendar. Honors classes completed with a grade of C or higher carry an additional GPA point and the (H) designation on the student transcript.

Student Assessments

Traditional assessments are included as a part of every class. However, students are also measured through a variety of alternative methods including: portfolios, demonstrations, presentations, and collaborative projects. This variety allows students and teachers to identify strengths and challenge areas and respond to them promptly. Students and parents have access to continuous progress reports and weekly grades for every Taos Academy class via the Edgenuity parent portal and Google Classroom.

Final Exams

All exams including end-of-semester final examinations **must be taken on campus at Taos Academy** and proctored by Taos Academy staff. The student must notify their advisor when ready to take a midterm or final examination. Exams opened prior to approval or taken in a non-approved setting will receive a zero. Finals exams will not be opened until students have completed all coursework including all essays, projects, and performance tasks.

Standardized Testing

As a participating member of our learning community, ***students enrolled at Taos Academy are required to participate in all standardized testing*** as stipulated by the New Mexico Public Education Department. In order to receive a high school diploma, students must pass content specific standardized tests and demonstrations of competency.

Grade Point Average (GPA)

In general, TA grades will be calculated on a 4.0 scale; Honors coursework and Dual Credit classes will be weighted on a 5.0 scale. Coursework that is not completed at semester's end will receive a failing grade, which will result in loss of credit.

MS Classification Policy

Middle school students 5th through 8th grade must maintain a 2.5 GPA to be promoted to the next grade level. Students below 2.5 GPA may be promoted with a Student Success Plan to promote educational success.

HS Classification Policy

Grade classification for high school students 9th through 12th is determined by the year they start 9th grade. They are classified as:

Cohort 1	(Freshman: Grade 9)	Cohort 3	(Junior: Grade 11)
Cohort 2	(Sophomore: Grade 10)	Cohort 4	(Senior: Grade 12)

Previous high school transcripts will be evaluated to determine student grade level and courses required for graduation.

Graduation Requirements

Taos Academy requires the student to accumulate a minimum of 24 credits to earn a diploma. Beyond New Mexico Public Education requirements, Taos Academy students are required to participate in foreign language development, dual credit or internship, 21st Century Learning College and Career Preparation (CCP), and community service/leadership. Each student's individual Next Step Plan, identifying courses required for graduation, is developed by Taos Academy staff with the student and parent and is updated regularly to reflect student goals and progress. These are hosted in Career Cruising and are reviewed twice annually with family at our Student-Led Conferences.

Conferring of Diplomas

Taos Academy confers diplomas at the end of each semester and summer session; a student may accrue their 24 needed credits per our Academic Framework at any of these times. However, our commencement ceremony for all graduates for the academic year will be held in May. All students who have completed 23.5 credits and who are actively working to complete their final 0.5 credits are eligible to participate in our graduation ceremony.

Withdrawal from a Course

Courses are assigned according to the student's Next Step Plan and graduation requirements. Students may drop a class with **written permission** from their Parent and Advisor without penalty at or before midterm. If the drop is made after the midterm date, the student will receive a failing grade in the class. This policy includes summer school. Any changes may affect the graduation date and plans and must be considered carefully; the student's Next Step Plan will be updated accordingly to ensure on-time graduation.

STEM class withdrawal may take place in writing by drop date to the STEM Coordinator by the deadline provided each quarter/semester.

Friday Early College Program

Students in 9th through 12th grade have the opportunity to participate in our Friday Early College Program which allows students to take UNM classes for elective dual credit. All 9th and 10th grade students interested in dual credit will take their first class through this program. Ms. Kelci Pike oversees our Dual Credit/Early College High School program.

College Link/Dual Credit Enrollment Agreements

This program allows students classified as 11th or 12th graders to earn high school and college credit simultaneously upon successful completion of a course. To be eligible to participate in a dual credit program, the student shall obtain recommendation from his/her advisor, parent and Director. Students who are not on track with their regular curriculum (i.e., 70% or higher Actual

Grade in all core subject areas), failed a class or are on any probationary behavior restriction may be placed on probationary enrollment dual credit classes. **College Link students are required to have and maintain a 3.0 GPA.** Students must obtain a registration application from their advisor/counselor and will be given guidance towards signing up. It is the responsibility of the student to cancel an unwanted class before the college's drop deadline and advise their advisor and TA counselor.

****NOTE:** All college credit courses are also Taos Academy credit courses; therefore, all Taos Academy policies apply and will be enforced. Students enrolled in the College Link dual credit program are **required to attend advisory sessions weekly at Taos Academy.** Attendance is required on the scheduled days and absences will be handled through Taos Academy attendance policy. See the [ECHS and College Link Application Packet](#) and [SY2324 Dual Credit Manual](#) for more details.

Transcripts and Grade Reporting

Progress reports are issued regularly throughout the semester by the student's advisor and 21st Century teachers. Parents and students have access to virtual progress and grade reports at any time. **It is the responsibility of the parent to learn to access academic reports and monitor progress for student success through the Edgenuity Parent Portal and their students' Google Classroom.** Semester grades and transcripts are updated at the end of each semester and parent trainings will be provided at the start of every semester.

Post-Secondary Planning

Taos Academy staff encourages appropriate post-secondary goals throughout high school. Therefore, 10th grade students enroll in a college/career prep course to prepare for college testing, study skills, degree exploration and entrance requirements to specific college choices, while 11th and 12th graders participate in CTE courses and a senior year capstone project. Advising takes place throughout the year.

We suggest families also utilize community services to plan for college placement. The [Bridges Project for Education](#) (#575-758-5074) is one community service with a wealth of information to help with post-secondary planning.

Entrance Examinations

All Taos Academy 10th grade students will take the PSAT/NMSQT and all 11th grade students will take the SAT in the Spring as part of the state-wide SAT School Day. Students wanting to take additional entrance assessments may find information on the costs, dates of registration, test locations and dates of administration of college entrance examinations on their respective websites:

ACT
SAT
PSAT/NMSQT*

www.act.org
www.collegeboard.com
www.collegeboard.com/student/testing/psat

Summer School

Taos Academy offers a free five-week summer school program to enrolled students. Students may take online courses for credit recovery, acceleration, or summer enrichment. Summer courses are offered for credit and students may drop a class for any reason without grade penalty at/or before midterm. If the drop is made after the midterm date, the student will receive a failing grade in the class.

- **Student Success Programming:** Students not showing grade level proficiency in Math and/or Reading, dropping below 2.0 GPA, or in credit recovery for on-time graduation will be placed on a Student Success Plan, which may also require participation in TA's summer session. Students will be scheduled for summer school to ensure appropriate instructional time, promoting educational success and on-time graduation.

Sports/Extracurricular Activities

Taos Academy students who maintain eligibility may participate in sports or other extracurricular activities in accordance with the Sports/Extracurricular Activity Policy. TA students who are eligible may participate on school teams at the public school in the Student's residence attendance zone. Students must have a minimum 2.0 GPA to be eligible to participate in sports. All high school students leaving early for sports participation, must be enrolled in the appropriate credited communications studies. Refer to Section X of the NMAA bylaws for charter school participation in NMAA activities.

Curriculum Overview

Academics

Taos Academy uses a core curriculum designed to engage students while meeting or exceeding all national and state Common Core Standards. Digital curriculum provides each student with coursework that matches their personal learning level and prescribes a learning path that best fits their academic growth. Students are assessed and given an individual learning plan according to their skills assessment, not grade level. A student may need remediation in one area, yet be strong in another. This is the beauty of digital education; we can customize the learning for each student to best fit their needs.

Electives

Taos Academy offers many elective classes designed for enrichment and to prepare students with 21st Century skills. Electives are available online, face to face, and/or for dual credit at the college level for qualifying students.

Course Library

Reading, Writing, & Language Arts

- English Language Arts (Grades 5-12)
- Basic Reading Skills
- Classics Novel Studies
- Literacy and Comprehension
- Writing Process & Practice
- UNM Dual Credit Courses

Mathematics

- Foundational Math (5th-8th)
- Middle School Pre-Algebra
- Financial Math
- Algebra I and II
- Geometry
- Pre-Calculus
- Trigonometry
- UNM Dual Credit Courses

Science

- Life Science
- Physical Science
- Earth Science
- Biology
- Chemistry
- Environmental Science
- Physics
- Geology
- UNM Dual Credit Courses

Social Studies

- US History
- NM History
- World History
- Global Studies
- Civics
- U.S. Government
- Economics
- UNM Dual Credit Courses

Life & Career Skills Electives

- Business Basics
- Accounting
- Computer Applications & Computer Sciences
- Sociology & Psychology
- Health Sciences
- Music Appreciation
- Art History, Art Appreciation and Digital Arts I & II
- Driver's Education
- Information Technology
- UNM Dual Credit Courses
- STEM+Arts Courses
- HS Internships

**All core academic classes are offered with an Honors Level option.

21st Century Learning

Leadership Classes (Grades 5-8)

- Emotional Intelligence
- Outdoor Education
- Community Service
- 21st Century Leadership class applies 21st Century Skills and Social Emotional Learning, and integrates these into a student-led Service Learning project, which is planned using the SMART goal framework and often includes an outdoor component.

Global Studies (Grades 5-9)

- World Culture study
- World Language study
- Current World events
- Socratic Discussion
- Global Studies Seminar: This class explores Earth's physical and social geography and current world events using multi-disciplinary and open ended challenges, and socratic dialogue.

Smart Lab (Grades 5-9)

- Science, Technology, Engineering & Math Lab
- Robotics
- Aeronautics
- Animation
- Digital Game Design, Arts, & Music Lab
- Smart Lab empowers students to discover the importance of citizenship and collaboration in the areas of science technology, engineering and math through creating a portfolio of student-led STEM projects.

Physical Health Education (Grades 5-9)

- Lifetime Wellness
- Health Education
- Physical Education

Career and College Preparation (Grade 10- 12)

- SAT/ACT test prep and study skills
- Financial literacy
- Job skills
- Dual credit or internships
- Internships
- Capstone Project (12th grade)

What is 21st Century Learning?

All students at Taos Academy in middle school (grades 5-8) participate in 21st Century learning classes (Leadership, Global Studies, SmartLab and Career Pathways). These classes are designed to incorporate the 5 C's: Critical Thinking, Creativity, Communication, Collaboration, and Compassion.

What is Career and College Preparedness?

All students at Taos Academy in high school (grades 9-12) participate in Career and College Preparedness classes. These classes are designed to help students identify their interests and explore and plan for post-secondary success. In 9th grade, students in CCP1 study the uses of technology to solve real-world problems in SmartLab and Media Lab; in 10th grade, students attend Career Pathways (CCP2). In 11th grade, students will participate in the CCP3 class,

designing their senior year capstone project, which will comprise a large part of their work in their 12th grade year in CCP4.

Grade Policy

Performance Level	Description of Student Performance
<i>"A" Level Performance</i> 90-100	The student's work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
<i>"B" Level Performance</i> 80-89	The student's work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.
<i>"C" Level Performance</i> 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
<i>"D" Level Performance</i> 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
<i>"F" Level Performance</i> Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
<i>Pass/Fail</i>	Available for designated non-credit courses only
<i>Honor Roll</i>	Honor Roll: Must earn 3.0 to 3.49 GPA High Honor Roll: Must earn a 3.5 to 3.79 GPA Superintendent's Highest Honors: Must earn 3.8-4.0+ GPA

Notes on Grade Policy

- Students will have an individualized educational program aligned to their personal learning goals to ensure success.
- Students are required to meet the following rigorous academic requirements:
 1. To meet all state requirements for High School graduation.
 2. To show adequate yearly growth in literacy and mathematics. **Students should be showing forward progress at each assessment period.**
 3. To have a minimum grade-point average of 2.5 to be promoted to the next level or required credits for HS.
 4. Middle school students will successfully complete at least one academic or elective high school level class to enter ninth grade.
 5. High school level students will successfully complete either coursework for two college-level classes or 200 hours of participation in an internship program.
- Students will participate in leadership training to develop personal and community life goals.
- Students will participate in enrichment opportunities to further enhance their educational experience.
- Students will participate in foreign language instruction. **Two full world language credits (four semesters of study) in the same language are required for TA graduation.**
- Students will show evidence of becoming an independent, lifelong learner. That is, the student must demonstrate the ability to pose questions, marshal resources, and pursue learning with dedication, independence, imagination, and courage through the development of an end-of-year portfolio.

TA Academic Framework

Middle School Course Requirements and Progression

Grade Level	Language Arts	Math	Science	Social Studies	21 st Century Learning	Wellness
5th Grade	English 5	Math 5	Science 5	World History 5	Smart Lab, Leadership, Global Studies	Health/PE
6th Grade	English 6	Math 6	Earth Science 6	World History 6	Smart Lab, Leadership, Global Studies	Health/PE
7th Grade	English 7	Math 7 or Pre-Algebra	Life Science 7 Physical Science 7	NM History 7	Smart Lab, Leadership, Global Studies	Health/PE
8th Grade	English 8	Pre-Algebra or Algebra I	Health	US History 8	Smart Lab, Leadership, Global Studies	Health/PE

High School Course Requirements and Progression

	9th Grade	10th Grade	11th Grade	12th Grade
English: 4 credits Eng. I, II, III, IV	English I (1.0)	English II (1.0)	English III (1.0)	English IV (1.0)
Math: 4 credits (to include Alg. II or higher)	HS Math Readiness, Algebra I, or Geometry (1.0)	Algebra I, Geometry, or Algebra II (1.0)	Geometry, Algebra II, Financial Math or UNM Math (1.0)	Algebra II, Financial Math, Probability/Stats, Pre-Calculus or UNM Math (1.0)
Science: 3 credits (to include 2 Lab Sciences)	Biology (1.0)	Environmental Science (1.0)	Chemistry, Physics or UNM Class w/ Lab Component (1.0)	
Social Studies: 3.5 credits	NM History (0.5 credit)	World History (1.0)	US History (1.0)	Economics (0.5) Government (0.5)
PE/Health: 1.5 credits	Freshman Fitness (1.0)			Health (0.5)
College and Career Preparation / Other Electives: 6 credits	Career & Tech Education (CCP1) (0.5) Strategies for Academic Success (0.5 credit)	Career Pathways (CCP2) (1.0)	CTE Design (CCP3) (1.0) Elective Credits (STEM, Internship, Dual Credit, etc.)	Capstone Project (CCP4) (1.0) Elective Credits (STEM, Internship, Dual Credit, etc.)
World Language: 2 credits (in the same language)	Language Study I	Language Study II		
Total Credits	7 total	13 total	19 total	24 total

****24 credits are required to graduate from Taos Academy.**

Programs for Student Support & Success

Taos Academy offers a variety of programs to assist students in reaching their personal and educational goals.

Tutoring

Students can make arrangements with their Academic Advisor for individual help; tutors are available during all advisory times. In addition, please take advantage of our Math Lab, Mid Plus Program, and HS Student Success Lab.

College Link - Dual Credit Enrollment

This program allows students classified as 11th or 12th graders to earn high school and college credit simultaneously upon successful completion of a course. To be eligible to participate in a dual credit program, the student shall obtain recommendation from his/her advisor, parent and Director. Students who are not on track with their regular curriculum (i.e., 70% or higher Actual Grade in all core subject areas), failed a class or are on any probationary behavior restriction may be placed on probationary enrollment for College Link. Students must maintain a 2.5 GPA to be accepted into core academic college classes. Students must obtain a registration application from their advisor/counselor and will be given guidance towards signing up. **It is the responsibility of the student to cancel an unwanted class before the college's drop deadline and to advise their CL advisor and TA counselor.**

****NOTE:** All college credit courses are also Taos Academy credit courses; therefore, all Taos Academy policies apply and will be enforced. **Students enrolled in the College Link dual credit program are required to attend their advisory sessions weekly at Taos Academy.** Attendance is required on the scheduled days and absences will be handled through Taos Academy attendance policy on page 23. (See separate College Link manual for details.)

Special Education

Taos Academy will provide special education services in accordance with mandates of law, the Public Education Department, and Taos Academy Special Education Policies and Procedures Manual. Please see NMPED's [Special Education policy and procedures](#) for more detail as well as this helpful outline about the [504/IEP process](#). For any Special Education concerns or questions, please contact the Special Education Coordinator, [Jeanette Henshaw](#). You can find further support from the PED OSEO ([English Spanish](#)) department and [NM Parents Reaching Out](#).

Achieve More

By developing good study habits, each student can excel in furthering her or her own academic aims. This includes being focused, using lab time wisely, and striving to become a better learner every day. Since student success is a shared concern, parents are asked to encourage their students to maintain good work habits and ensure an environment conducive for study. (See [TA Family Handbook and Pledge](#) for more success strategies.)

Student Success Strategies:

- a. Develop good study habits and stay consistent
- b. Use the assignment calendar, plus guided and e-notes to help you stay organized
- c. Take notes on the lectures, online content assignments and lab assessments
- d. Submit lessons equivalent to one lesson per subject per day
- e. Be an independent learner - do your own work
- f. Get extra help by asking your Advisor; schedule a time to meet during regular school hours if needed
- g. Access tutoring options quickly so you don't fall behind
- h. Look for ways get involved with the many activities that the TA Community has to offer (STEM+Arts classes, electives, Mid School Plus)
- i. Collaborate with other students and support each other - make a study date or meet in town at one of the many internet cafes to do schoolwork
- j. Remember that your learning is your responsibility - and we are here to help!

Student Success Programming - Lab, Contracts, and Academic Support

To further support our students in their academics, Taos Academy has implemented a Student Success Programming Plan. The process begins when a student falls behind their pacing calendar in any subject. The Academic Advisor will use verbal encouragement to catch up and strongly suggest attending the HS Student Success Lab or the Mid School Plus Program on non-scheduled school days from 8 am - 12 noon or on Fridays from 8 am - 12 noon.

When the student falls below 70% actual grade in any class, the student and parent are given a written Warning for lack of progress. If the student does not meet their target calendar schedules in every class within 1 week or continues to fall behind, an **Academic Absence** is recorded.

If the student continues to stay behind in work such that they accrue 2 Unexcused Academic Absences in a row, the student, family, and adviser will meet to develop a **Student Success Contract** to help the student get back on track and provide more structured time in their digital curriculum. Students on contract are **required** to attend the Taos Academy Student Success Lab on non-school days Monday through Thursday 8:00 -12:00 for a period of 30 days. Academic absences do not accrue during this catch-up period. Appropriate placement may be discussed with parents, student, advisor and Director if the student continues to struggle.

The Student Success Lab and Mid Plus Program are designed to be quiet, focused and productive learning environments. Disruption will not be tolerated. Parents will be called to pick students up if

they are disrupting the learning environment. Continued disruption of the lab will result in loss of the privilege to attend these support settings and enrichment activities.

Student Success Programming/Appropriate Placement

Taos Academy students who are not demonstrating academic proficiency will be put on a Student Success Programming or probationary enrollment plan, requiring participation on campus Monday through Thursday 8 to 12 and virtually on Friday 8 to 12 to ensure appropriate instructional time, promoting educational success. This may also continue into the summer to promote further need for success and academic growth. Non-demonstration of proficiency is defined as any one of the following:

- Having a GPA of less than 2.0.
- Failing two or more core academic classes in one semester.
- Repeated failure of one core class in consecutive semesters.
- Not meeting proficiency in any academic area.

The Curriculum Coordinator will compile a list of students meeting these parameters at the start of each semester and will notify Advisors. In turn, Advisors will notify students and families. Student Success Planning and Probationary enrollment plans require student attendance on off-days to the Student Success Lab, participation in all scheduled tutoring, and the formulation of a weekly lesson plan calendar by the student, shared with parents and teachers via Google Docs. Other interventions may include summer school, parent tech training, participation in STEM+Arts classes, Upward Bound, and/or additional online practice to boost skills.

If students continue to be unsuccessful in academic growth, an appropriate placement meeting will be scheduled by the Advisor with the parent, student, curriculum coordinator and director to discuss success at TA and continued enrollment. If the student continues to be unsuccessful at TA, the school may recommend an alternative educational setting.

Enrollment Policy

Taos Academy sets forth the following policies, in accordance with the Charter School Act: Any student, regardless of where he/she resides in New Mexico, may attend Taos Academy. Taos Academy enrollment policies prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, or need for special education services.

If it is the intent of the parents to enroll their student, the parent must submit an electronic [Letter of Intent](#) during our enrollment period for each student. Intent letters are accepted throughout the year and are added to the lottery selection. Any student with a submitted letter of intent that is not selected by the lottery will be placed on a waiting list. See web page www.taosacademy.org for further information.

Probationary Enrollment

Taos Academy holds the right to place students on probationary enrollment. All students with a GPA of lower than 2.0, a failure in more than two core academic classes in the prior semester and/or not meeting proficiency in any academic area, may be put on probationary enrollment. Additionally, these students will participate in Student Success Planning as part of their enrollment agreement at Taos Academy.

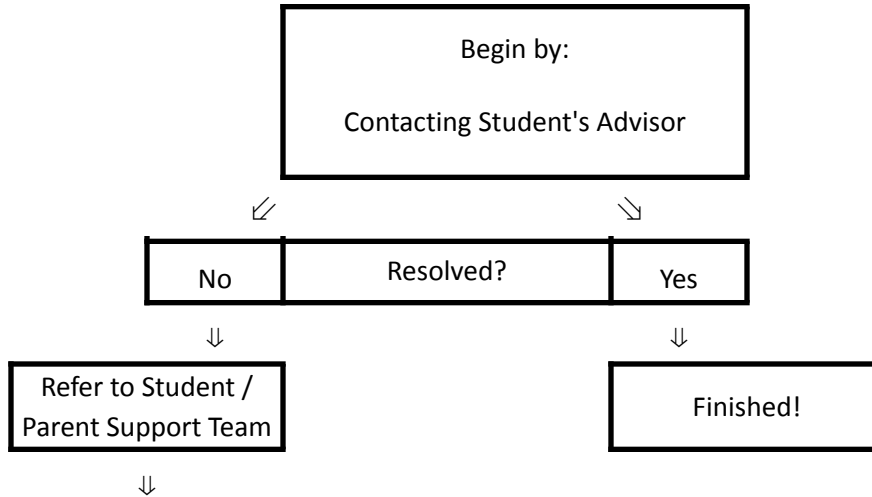
It is the responsibility of the advisor to notify parents and students of the reason for the placement and the plan for success. Weekly reports will be sent to parents, students and the curriculum coordinator detailing student progress towards the plan. At each 9 week mark an appropriate placement meeting will be scheduled by the advisor with the parent, student, curriculum coordinator and director to discuss success at TA and continued enrollment. If at semester the student continues to be unsuccessful at TA, an alternative placement will be recommended.

Withdrawal

Due to the nature of the hybrid model of instruction, we ask that students only withdraw from Taos Academy at semester intervals. If this is unavoidable please give us a 30 day notice of withdrawal. Upon terminating enrollment at Taos Academy Charter School, for any reason, please follow this procedure:

- a. Inform the instructional advisor, and the office with as much notice as possible, preferably with a minimum of thirty day notice.
 - b. Complete and return the withdrawal form to the office.
 - c. Schedule a final conference with the director and instructional advisor.
- * If a withdrawn student chooses to re-enroll, a new letter of intent is required and the student will be placed into the lottery or at the bottom of the waiting list.
- ** Students not in attendance, physical or online, for 10 consecutive school days will voluntarily relinquish lottery positions unless arrangements have been made with the Director prior to the absence. See absence policy for more detail.
- ***Students accruing 20+ cumulative absences, physical or online, per semester will voluntarily relinquish lottery position unless arrangements were made with the Director prior to the absence. See absence policy for more detail.

Taos Academy Charter School Family-Student Communication Process



Email Contact Information
TA Principal: Elizabeth LeBlanc, eleblanc@taosacademy.org
TA Dean of Students: Mark Richert, mrichert@taosacademy.org

STEM Coordinator: Jamie Lucero-Martinez
jlucero-martinez@taosacademy.org
STEM Admin Support: Cruz Duran

ECHS Coordinator/UNM Liaison: Kelci Pike
kpike@taosacademy.org
Internship Coordinator: Jason Weisfeld
jweisfeld@taosacademy.org

MidSchool Plus Coordinator: Cal van Willigen
cvanwilligen@taosacademy.org

TA FLEX Academy: Elizabeth LeBlanc, eleblanc@taosacademy.org

Special Education: Jeanette Henshaw, jhenshaw@taosacademy.org



Facility: Jose Espinoza, jespinoza@taosacademy.org



Business Office: Pamela Rodriguez, prodriguez@taosacademy.org



Front Office:
Amy Lucero, alucero@taosacademy.org



Resolved?

No	Yes
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Refer to Superintendent Dr. Traci Filiss	Finished!
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Student Code of Conduct Policy

Student Acknowledgement

TAOS ACADEMY is a community of learners where each individual aspires to support and celebrate excellence.

Student rights and responsibilities are part of the life of every school. The Taos Academy Leadership Program is designed to assist students in developing the skills needed to make prudent and respectful decisions so their actions are aligned with their responsibilities. The Student Code of Conduct outlines these rights and responsibilities. In the educational setting, rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible.

Taos Academy recognizes that learning to make decisions is a process. One component of this learning process is being held accountable. The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to ensure that all students and staff are treated with compassion and respect, and to assure that our school operates in a safe and orderly manner.

In order to attain these objectives, all members of the Taos Academy Charter School community must adhere to certain guidelines in the daily activities of this campus.

Please read this document carefully.

Your signature at the end of this document acknowledges that you have read the 2023-2024 Student Code of Conduct, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

Closed Campus

Taos Academy is a closed campus. Once students enter the building for the school day, they are not permitted to leave campus unless checked out by a parent/guardian. Other approved release privileges are granted by the Director.

Parents must give written permission for a student to leave early for an appointment, unless for an emergency. All students must check out before leaving early and must have prior parental permission in writing. Students will not be released for lunch unless picked up by a parent. Please schedule all appointments on non-scheduled school days.

College Link students are exempt from closed campus policy. ONLY College Link Students follow a modified open campus policy that allows them to attend UNM classes during the day. Attendance on campus Taos Academy College Link activities is REQUIRED, and sign in and sign out to and from Taos Academy is REQUIRED during the day at the front office. A student participating in College Link will review and accept these open campus protocols in College Link as a condition of College link participation.

Student Drivers

Students who wish to drive to school must obtain a school driving pass. To obtain this pass, please bring a copy of driver's license, proof of insurance and registration, and an approval letter from parent or guardian to the front office. The pass is subject to safe driving inspections and can be revoked at any time by the Director for lack of academic progress, behavioral misconduct, and/or lack of adherence to school traffic safety signs and parking regulations. Speed limit is 5 mph.

- *A driving pass will be displayed on the driver's side of the windshield in the student parking lot.*
- *Student Drivers must use the student parking lot when attending Taos Academy.*
- *During the school day, students may not visit their vehicle without a staff escort, or sit in their cars during the school day for any reason.*
- *Student drivers will sign in at the front office if arriving tardy.*
- *Students may only transport themselves to and from campus.*
- *Taos Academy is not responsible for the safety of vehicles or contents within the vehicle parked on campus.*

Attendance Policy

Attendance at Taos Academy is both Physical (attending face-to-face classes) and Academic (engaging in digital coursework). FLEX students are also required to attend their regularly scheduled virtual advisory, as well as virtual tutoring as required by their adviser and on campus testing and other activities. Please note the following:

All student activity is recorded. This includes Edgenuity login and logout time, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course and a weekly work schedule to keep pace with the semester timeline. All submitted work can be viewed from previous and current classes.

Recorded Absences:

- Academic Absences: Students can receive **an Unexcused Academic Absence** for lack of progress in their classes. When the student reaches below 70% actual grade in any class, the student and parent are given a written warning for lack of progress. If the student does not meet their target in every class within 1 week or continues to fall behind, an Academic Absence is recorded. If the student continues to stay behind in work, the advisor may place the student on a Student Success Contract/Programming. Students on contract are required to attend the Taos Academy Student Success Lab Monday through Thursday on their non-scheduled school days 8:00 -12:00 for a period of 30 days. During this catch-up time, no Academic Absences are accrued.
- Physical Absences: Students will also receive **an Unexcused Physical Absence** when not in attendance for scheduled activities or for regular on-campus days.

- Students with **10 recorded absences** will be reported to the local truancy agency. Parents are notified with a warning at 5 absences. Students not in attendance, physical and/or online, for 10 consecutive school days or 20 recorded absences will voluntarily relinquish lottery position unless arrangements have been made with the Director prior to the absences.

Tardy Policy:

Students arriving after 8:00 am must sign in. Students will receive an absence for every third tardy arrival.

Student Network Account and Electronic Communications

Please be advised of the following information before using Taos Academy accounts:

Taos Academy students will be able to access the computer network on a regular basis for electronic e-mail and the Internet, including their coursework. To gain access to e-mail and the Internet all students under the age of 18 must obtain parental permission and consent.

All students, parents and staff will be issued a Google account (under the taosacademy.org domain) for communication and access to approved services/devices.

The following practices while using Taos Academy electronic mail and accessing the Internet shall be prohibited:

- Any use for political or commercial purposes.
- The use of electronic mail in any matter that is contrary to school policy.
- Any use of profanity or inappropriate language on electronic mail.
- Any use that disrupts the educational and administrative goals of the school.
- Any use of the account by anyone but the authorized owner of the account.
- Any reproduction of copyrighted material without explicit permission.
- Access of material that has been deemed inappropriate for school use.
- Sending or receiving offensive messages, pictures or videos.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Using another's password.
- Trespassing on another's account, folders, work or files.
- You may only log onto one machine at a time and use only school provided accounts.
- **DO NOT** share your username or password with anyone.
- You are responsible for **ALL** activity while your account is logged in. If you walk away from a computer while logged in, **you are still responsible**.
- Read the Discipline Matrix in the **Code of Conduct**. If you use or plan to use technology to do harm, you risk losing your network privileges – and access to your courses – as well as being suspended or expelled from school.
- All activities on our school network and accounts **ARE** monitored and logged including the use of pre-approved personal devices.

- Use of hotspots, personal data, or accessing any other network apart from TA's secured network is prohibited during the instructional day.

Violations may result in loss of access as well as other disciplinary or legal action.

Staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and that access of such resources will not be permitted.

The school will provide a computer interface to Internet services that students will use in accessing instructional and reference material on the Internet. This interface is designed so that objectionable materials are not easily available (for example onsite or account content filters); however, the Internet is designed in such a manner that all material contained within it are accessible using various search and retrieval tools. Taos Academy employs the use of both onsite (physical) and cloud (account based) content filters. Please remember, these are "filters" and not "eliminators." No content filter is perfect and families must be informed that inappropriate materials could be encountered during students' research to achieve valid instructional objectives. If inappropriate material is inadvertently encountered, students are required to notify TA staff immediately and shall disengage from the material. Students and teachers must be instructed in the necessary procedures of evaluation of information and resources as part of their ongoing education for life in modern society.

School Wear Policy

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored field trips. Interpretation of the following dress code is subject to administrative decision. When, in the judgment of the Director, a student's appearance, mode of dress, and/or cleanliness is distracting and disruptive of the learning process, or constitutes a threat to safety or acceptable standards of sanitation, the student may be required to make requested modifications or be removed from instructional environment until such modifications are made. The Director shall be responsible for determining good grooming, proper dress and attire of the students. Additional dress or appearance standards are specified in the following policy.

To avoid loss of learning time over dress-code, a student has choices. A student can choose to be dismissed from school with an unexcused absence for being out of dress code. Alternative clothes (medical scrubs, scarves, t-shirts) are available to cover up. Parents can be called to provide appropriate clothing during the day.

A student out of dress-code will wait in the front office until they are picked up or appropriate clothes are provided. Students may return to the instructional environment once in compliance with school dress code. Families are encouraged to ensure their child arrives at school dressed within this dress code.

Clarification on Enforcement of Dress Code Violations:

Dress code violations will be addressed with students in a private setting with respect for racial identity, gender identity or expression, ethnicity, cultural or religious identity, and social economics. Taos Academy staff will use the following steps to address dress code violations:

1. Staff will address student dress code issues away from the student's peers/class in a private conversation where peers cannot overhear. Students will leave the public area willingly when asked by a staff member.
2. Staff will address the violation by stating to the student what part of the policy is in violation. Staff will not touch, measure, or ask students to change positions to check attire. If a dress code violation is in question, staff will contact an administrator to review.
3. If the student is not able to correct the violation immediately, the staff will ask the student to go to the front office. The front office will support the student to call home or provide clothes that meet the dress code for Taos Academy.
4. Students will own violation of dress code by correcting the clothing or exchanging for clothes that meet the dress code for Taos Academy before returning to class. Once correction has been made, the student agrees to remain in the dress code. For example, if the correction is using a jacket to cover, the jacket must remain in place to maintain in dress code.
5. Continued violations will result in disciplinary consequences as stated in policy.

Appropriate Dress: Students are to be covered at minimum from shoulder to mid thigh at all times while on campus at Taos Academy or while participating in TA activities off campus. In the following paragraphs more specific details are provided.

The dress code for Taos Academy students represents the school's academic mission and the need to provide a learning environment that is clearly safe and acceptable to all.

Styles which are **prohibited** and considered inappropriate for the Taos Academy Mission are:

Any "style" that disrupts the educational process, endangers other students, or that may be disruptive or unsafe in a learning environment is prohibited.

- Insignias, images or text representing drugs, alcohol, tobacco, vaping.
- Any items or accessories which depict or display sexual innuendo, foul language, profanity, hatred, or bigotry toward any group.
- Any items or accessories which depict or display violence, or weaponry.
- Any items or accessories which depict gang affiliation.
- Cut-offs, short-shorts, mini-skirts, oversized sagging pants, oversized sagging shirts, muscle shirts.
- Any exposed undergarments. i.e.: bras, underwear, boxer shorts, strapless tops, spaghetti straps, low cut tops, see through material, exposed midriff / back area, shoulder straps less than 1 inch wide.
- Belt loop chains or wallet chains, spiked jewelry, and extended belts.

- Headgear such as bandanas, hats, raised hoodies and sunglasses may be worn outdoors only.

Shirts

Approved styles are:

- Short or long sleeved. Collared, turtleneck or mock turtleneck, sleeved t-shirts, and dress shirts that meet the appropriate dress requirements.
- Notes:
 1. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward.
 2. No undergarments should show under or through the shirt.
 3. Shoulder straps must be at least 1 inch wide, and the neckline can be no lower than 3" below collar bone. A modest and professional look is the goal.

Pants

Approved styles are:

- Pants of all kinds are acceptable that meet appropriate dress requirements.

Notes:

1. Pants must fit at the waist or hip, and be properly hemmed or cuffed.
2. No undergarments should show above, below or through the pants.
3. Pants or shorts that are frayed, ripped, torn, or have holes are not allowed.

Other Attire

Approved styles are:

- **Shorts, Skirts, Skorts, Jumpers, Dresses** - can be no higher than mid thigh in length.

Outerwear

Winter coats, winter jackets are for **outside wear only**. If a jacket is worn inside a building it must remain open. Sweaters – pullover, cardigan, or button-down – sweatshirts, blazers, vests, etc. – must be appropriately sized. Items worn inside the school building for warmth must meet the Dress Code.

Footwear

All students must wear appropriate protective footwear at all times. Appropriate non-marking shoes are required to use the multipurpose indoor gym.

<p><i>Any reaction</i></p>	<p>Dress Code</p> <p>The Student will be asked to change/modify clothing that is not within the Taos Academy Dress Code.</p> <ul style="list-style-type: none"> ● Student will contact parent/guardian by phone. ● A parent/ guardian may bring appropriate clothing to the student and they may return to class as scheduled. ● Hats, hoodies & sunglasses may be taken by the adviser until the end of the class period or school day, or turned into dean/director for the day. ● Scrubs and shirts are available to cover up and remain in class. <p>A student who REFUSES to correct their dress or use clothes provided by TA will call home. Families will be notified to help correct the dress code issue or to pick the student up from campus.</p> <p>Referred Offenses – for offense(s) that are recorded as a referral with the Dean, families are notified by the Dean.</p> <ul style="list-style-type: none"> ● TA staff strives to avoid making enforcement of dress code policy a power struggle and will exercise discretion; we ask the same consideration of our students and parents when they prepare to come to school each day. The goal is a learning centered workplace.
<p><i>Habitual Infractions (Insubordination)</i></p>	<p>For a dress issue that is habitual (4th recorded offense with Dean) or insubordinate (usually a refusal to follow with this policy that escalates into an argument, or, multiple requests to modify clothing in a single day that clearly shows that the student is not willing to comply with this dress code) -</p> <p>The student and parents will meet with the Director. Consequences may include CS, ISS or OSS as determined in the meeting.</p> <p>A student who elects to leave campus over a dress code issue is marked absent and unexcused for the remainder of the day.</p>

Code of Conduct & Student Consequences

The following TA Code of Conduct has been adopted to protect and foster respect for the rights of TA students and staff. The school is a community and the rules and regulations of the school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each carries with it a corresponding obligation. The right to attend Taos Academy Charter School is not absolute. It is conditional on each student's agreement to abide by the laws of the school community until and unless the rules are changed. The Director, advisors, and school staff are responsible for maintaining school order and discipline, facilitating the education program by ensuring an orderly, safe environment free of any and all aggressive behaviors including but not limited to: bullying, racial insensitivity, or other behaviors adversely affecting learning for others or self.

Rights of Employees: In discharging their duties, all school employees have the right to be free from intimidation or abuse and have their lawful requests and instructions followed. The

following disciplinary matrix is designed to serve as a guide when administrators are determining consequences. Nothing contained within this matrix should prevent an administrator from using his or her own discretion in regards to a particular situation. Administrators will investigate all possible disciplinary situations and assign consequences in a fair and consistent manner in conjunction with the Governing Council policy. The following represents the recommended guidelines in the disposition of discipline situations at TA. Therefore, depending on the circumstances of the behavior or education status, responses may vary from situation to situation at the administrator’s discretion.

Rights of students:The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, sexual orientation, age, national origin, and disability, or any other reason not related to the student's individual capabilities.The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the GC, and their individual ability in the extracurricular activity. TA employees/contractors shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statutes.

SUPERVISED LUNCH (SL)
<p>Supervised lunch will occur during lunchtime within the school day. Students are assigned supervised lunch by the Dean after a referral is made. Students will report to supervised lunch promptly. SL is typically given for level 1 discipline referrals to help a student accept responsibility for a misbehavior that restorative practices, family contact and norms have not yet improved.</p> <p>Students will be given 20 minutes to eat quietly. Students will inform parents by TA email of the supervised lunch. After which, they will do academic work, or participate in tasks such as cleaning the lunch room, main labs, classrooms, and the outside grounds for that lunch recess. Not attending SL will double the consequence.</p>
COMMUNITY SERVICE (CS)
<p>Students who CHOOSE to take responsibility and to repair harm they have caused with Community Service will report to the Dean of Students. Community Service can be assigned or approved with the Dean, Directors, and Restorative Practices Team. CS may mitigate, but will not replace a disciplinary consequence.</p> <p>The student must be a willing participant. Tasks may include service or a presentation to the school community, and CS may be assigned in an agreement made in a Restorative Conference. The goal is to repair a harm done, and reintegrate the student back into our community with a sense of accomplishment.</p>
MENTOR

Students may also participate in mentorship. The student can be assigned a student and/or staff mentor, or may become a mentor. The goals of the mentorship will be defined in writing with the Dean. Examples include a referral to a local agency (ie Big Brothers Big Sisters, RMYC, and others) as a mentor, a mentee or an intern. Like CS, Mentorship strives to help the student to take responsibility and repair harm.

IN SCHOOL SUSPENSION (ISS)

All in school suspensions will be scheduled at the discretion of the Dean and disciplinary team. Students may be required to serve on non-scheduled school days. All suspensions are reported and tracked in the student's permanent school records.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students who are suspended from Taos Academy Charter School campus are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. This includes STEM classes, study lab time, extracurriculars, and students on contract. Fortunately, the student can continue with Edgenuity classes at home to remain on academic track. Students are required to maintain contact with their advisors and STEM teachers in Google classroom.

Parents will meet with the Dean/Director to develop or review a behavior plan/contract **before** the student returns to school after OSS.

OSS WITH HEARING (OSSH)

It is the Director's discretion to recommend a hearing for a student habitual misconduct. Expulsion from Taos Academy will be decided in collaboration with the Governing Council, Director, Parent and student.

***Disciplinary action may result in the loss of privileges to attend scheduled trips or events.**

****Taos Academy has a no-restraint safety policy. If a student becomes violent on campus or is in need of immediate removal due to safety concerns, the parent will be notified and the local police department will be dispatched immediately.**

*****If an incident is considered exceptionally flagrant, then a higher consequence, including but not limited to a disciplinary hearing, may be warranted. In some cases with Level III infractions, a DPS (department of public safety) referral may be warranted. In both cases administrative discretion will be exercised.**

Level I

- Reflection and repair is expected when others are harmed or the workplace is disrupted.
- Parents are notified by the Dean of students for repeat Level 1 behaviors when referrals are made.

Behavior	1st Offense	2nd Offense	3rd Offense
<p><i>Abuse of personal electronic devices.</i></p> <ul style="list-style-type: none"> - <i>Use of devices without staff permission during class.</i> - <i>Recording content on personal devices</i> 	<p>Device is stored in a backpack or basket, or taken by staff and held by Dean for the day. Parent contact.</p> <p>Recorded violations to be documented to the Dean.</p>	<p>Habitual incidents: Device is taken and stored with the Director. Parents must meet with the Dean or Director to recover the device.</p> <p>Supervised Lunch can be granted.</p>	<p>Habitual incidents continue and result in confiscation and return of devices at the end of the school year.</p>
<p><i>Dress Code Violation</i></p>	<p>Reminders given, class norms upheld.</p> <p>Students can be asked to change clothing and contact parent/guardian by phone.</p> <p>Recorded violations to be referred to the Dean</p>	<p>Students who do not correct their dress violation can be sent home. Items (hats, etc) may be taken and held by Dean for the day.</p> <p>Dean notifies parents to discuss the second dress code referral.</p> <p>Supervised Lunch can be granted.</p>	<p>Students with habitual violations or insubordination will attend a hearing with parents with the director, complete ISS OSS, research or CS as decided in the hearing.</p>
<p><i>General Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, etc.)</i></p>	<p>Reminders given, class norms upheld.</p> <p>Supervised Lunch can be granted when referred.</p>	<p>Supervised Lunch #2 CS</p>	<p>1 day ISS, CS, Behavior Contract</p>
<p><i>Horseplay (pushing, chasing or inappropriate public display of affection.)</i></p>	<p>Appropriate reminders given, norms upheld.</p> <p>Supervised Lunch can be granted when referred.</p>	<p>Supervised Lunch #2 CS</p>	<p>1 day ISS, CS Behavior Contract</p>

<i>Tardy</i>	Absence given on every 3rd tardy	10 absences cause truancy report to NM State Agencies	20 absences relinquishes lottery position
<i>Absenteeism</i>	Recorded absence	See above	See above

Level II

- All Level II 3rd Offenses may result in OSSH.
- Parents are notified for all Level II offenses by the Dean of Students.
- Reflection and repair is the norm when others are harmed or the workplace is disrupted.
- A reintegration meeting with parents will occur after OSS before the student returns to school.
- Restorative Practice, Behavior Agreements, Service and Research are available for reintegration.

Behavior	1st Offense	2nd Offense	3rd Offense
<i>Cheating or plagiarism Falsifying or misuse of any official document or communication</i>	Loss of assignment credit, Instructor has discretion for reset or make up	Loss of assignment credit Parent Meeting with staff making the referral.	2 days OSS Behavior Contract, Parent Conference for re-integration.
<i>Chronic / Habitual Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, defiance of authority or showing disrespect)</i>	2 days ISS Or 1 day OSS (>4 recorded referrals for disruption)	2 days OSS Behavior Contract, Parent Conference for re-integration.	4 days OSSH
<i>Acute disruptive conduct resulting in severe disruption of the educational process.</i>	Immediate Family contact. Student sent home upon request of a staff member.	Student sent home. 2 days OSS Behavior Contract, Parent Conference for re-integration.	Student sent home. 4 days OSSH
<i>Ditching (out of school/class without permission on or off campus)</i>	½ day ISS on an <u>off-day</u> , or CS	Two ½ day ISS on an <u>off-day</u> , or CS	4 days ISS Student Contract Parent Hearing.

<i>Failure to comply with disciplinary consequences</i>	Twice the previous consequences	4 OSSH	
<i>Hostile aggressive play</i>	2 days ISS, Behavior Contract	4 days OSS, Behavior Contract, Parent Conference for re-integration.	10 days OSSH
<i>Inappropriate use / possession of school technology</i>	Strategic, scheduled restriction of computer privileges or 1 day CS from Tech Team	Strategic long term restriction of computer privileges (ie. or semester) and or CS from Tech Team	4 days OSS, isolation from network and all systems, Behavior Contract

Level III			
<ul style="list-style-type: none"> ● DPS referral may be filed on all Level III*. ● A reintegration meeting with parents will occur after OSS before the student returns to school. ● Reflection and repair is the norm when others are harmed or the workplace is disrupted. ● Restorative Practice, Behavior Agreements, Service and Research are available for reintegration. 			
Behavior	1st Offense	2nd Offense	3rd Offense
<i>Arson</i>	10 days OSSH		
<i>Assault (physical action with intent to do harm)</i> <i>Progression of: Horseplay, Hostile Aggressive Play, Fighting, Assault.</i>	10 days OSSH hi		
<i>Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity)</i>	4 days OSS, CS or Mentorship	10 OSSH	
<i>Bomb Threats / False Alarms / Explosives or (possession of)</i>	10 days OSSH		

<i>Fighting (pushing, hitting physical action with intent to resolve conflict)</i>	4 days OSS, mediation, Behavior Contract, CS or Mentorship	10 days OSSH	
<i>Gang Related Activity</i>	4 days OSS, Behavior Contract, CS or Mentorship	10 days OSSH	
<i>Severe Disruptive Conduct</i>	10 days OSSH		
<i>Harassment / Bullying (Physical, racial, verbal, electronic intimidation)</i>	2 Days OSS, Parent Meeting, Contract, CS or Mentorship	4 days OSS, Behavior Contract	10 days OSSH
<i>Intentional tampering / damage to computers / network resulting in loss of data and / or disruption of network operations</i>	10 days OSSH, isolation from network and all systems and restitution, Behavior Contract		
<i>Making a false 911 call</i>	5-10 days OSS, possible hearing		
<i>Possession/use of tobacco products, at school or school sponsored events including possession or use of vapes, vape vials, and electronic cigarettes.</i>	2 days ISS CS or research	1 day OSS CS or research	4 days OSS
<i>Personal substance abuse (in possession, consuming, or under the influence of: alcohol, drugs, look-a-likes or other controlled substances including, marijuana, and THC items, prescription or over the counter drugs, CBD items) or possession of paraphernalia.</i>	4 days OSS, Behavior Contract	10 days OSSH	
<i>Soliciting, selling, distributing any controlled substance as listed above</i>	10 days OSSH		

<i>Sexual Harassment / Misconduct</i>	4 days OSS pending investigation, Behavior Contract	10 days OSSH	
<i>Theft / Extortion</i>	2 days ISS, CS and restitution	4 days OSS, Behavior Contract, and restitution	10 days OSSH pending hearing, possible restitution
<i>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</i>	1 day ISS, CS and restitution	4 days OSS, loss of appropriate privileges, and restitution	10 days OSSH pending hearing, restitution, loss of appropriate privileges
<i>Possession of Weapons</i>	10 days OSSH		
*Taos Academy administration can activate dispatch of the local police department for all Level III offenses.			

Explanation of other policies:

COVID-19 Safe Practices and Procedures

In the event that COVID wellness and safety protocols are enacted at any given time in the school year, if a student is not following any COVID-19 safe practice (i.e. using a mask at school or distancing appropriately) as directed by staff and school norms/rules, the following steps shall apply:

Norms and Rules and Guidelines may change over the course of the school year with respect to local, state, and federal requirements.

Weapons

For the purposes of school board policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, or as a toy, that has a potential violent use. Additionally defined as a "weapon" is any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Searches

For the protection and security of individuals and property on the TA campus, the search of individuals, including students, their personal effects, desks and vehicles on school property, will be activated as permitted under federal and state law. Such searches may be conducted without prior parental consent or the presence of a parent. In certain circumstances random searches of personal effects, district property (such as lockers and desks) and vehicles on campus

may occur, including random searches with the assistance of canines. Any illegal or unauthorized objects found in any search are subject to seizure. The Taos Academy Director can dispatch the local Police Department at his/her discretion. Parents will be notified upon dispatch.

Video Surveillance

For the protection and security of individuals and property TA will use video surveillance equipment. TA employs a comprehensive system of cameras which are used to provide a safe and secure educational environment. Cameras are located inside and outside the buildings.

Academic Integrity

Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in whole or part by anyone other than the student who claims credit. *Any student who allows someone else to copy his or her work will receive the same consequences as the plagiarizer.*

- Copying and pasting homework, computer work, test answers, or creative productions of any kind is plagiarism.
- Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism. Students should correct or edit their own work.
- Plagiarism can occur from printed material, the internet, as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source.
- Students must submit their own work for credit.
- Students will be asked to sign an Academic Integrity pledge at the start of each semester.

Electronic Devices

TA is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices increases campus disruptions and results in an increased possibility of inappropriate communications. The term "Electronic Devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, radios, wireless speakers/headphones, media/music players, laser pointers, video game consoles, personal computers, cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on-campus or during a school-sponsored event must have prior approval. This means students ask for the permission of the staff member present before using these devices for each school period, on a case by case basis.

Cell phones are generally allowed for use during Lunch, Recess, and before/after school hours. Otherwise, Phones and wireless earbuds are stowed in backpacks, or in classroom baskets, and

powered off unless staff gives permission to use them. Photography and Recordings of anyone on campus on personal devices is not permitted without consent and an educational objective.

The “school day” shall mean the normal hours of operation of the school. While students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or policies, rules or procedures, the Electronic Devices when not approved for use must be turned “off” and stored in a student’s backpack, purse, or vehicle. *This Policy allows for the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher for educational purposes, and for contact with parents for a recorded medical reason.*

Use of Electronic Devices in violation of this policy will result in the confiscation of the Electronic Device. After the first offense, the student’s parent may recover the Electronic Device from TA staff, or Dean at the end of the school day. After the second offense, the student’s parent/guardian shall be notified that the student has twice violated this policy and that the parent/guardian must recover the Electronic Device from the TA Director. After the third offense, the Electronic Device will be confiscated for the remainder of the school year.

Electronic Devices that are not recovered at the end of the school year may be disposed of by TA. A student who violates this policy also may be subject to school discipline for engaging in willfully disruptive conduct.

TA shall not be liable or responsible for the loss of or damage to any Electronic Device brought to school and / or confiscated from a student pursuant to this policy.

PDA - Public Display of Affection

PDA or public display of affection is defined as the show of affection between two people on Taos Academy campus.

Appropriate PDA: Holding hands, less than 3 second hug, kiss on the cheek.

PDA will not occur during class time, but during walking, breaks, lunch.

Inappropriate PDA is defined as any show of affection beyond those listed above.

Skateboards/Rollerblades/Scooters/Roller-shoes/Bicycles

Because of concerns for safety and security, skateboards, shoes with wheels, and rollerblades are not to be used at any time on campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. TA is not responsible for any loss, theft, or damage of skateboards, rollerblades, bicycles, etc. brought onto campus. Bicycle and skateboard use to and from school requires use of a helmet (effective July 1, 2007 - state law).

Habitually Disruptive Behavior

Habitually disruptive behavior is defined as a student who fails to comply with policy or is a disruption in the classroom, on school grounds, in school vehicles, at school activities or events at least five times during the school year for behavior which is initiated, willful and overt and which requires attention of school personnel to deal with the disruption.

Sexual Harassment/Misconduct

Sexual harassment regarding student-to-student, adult-to-student and student-to-adult conduct means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal, or physical). Any sexual harassment should be reported to a staff member immediately.

Bullying (On Campus or Cyber-Bullying)

Bullying is an act of aggressive behavior in order to intentionally hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to leverage physical, emotional or intellectual power over another person. Bullying behavior includes name calling, [verbal](#) or written abuse, exclusion from activities, exclusion from social situations, [physical abuse](#), or [coercion](#). Bullying will not be tolerated at TA.

Destruction of School Property

Students must respect the Taos Academy Charter School property. Current replacement price is imposed on any lost or excessively damaged equipment or educational materials. Grades and Transcripts may be withheld for any delinquent accounts.

Health and Wellness

Students who experience health problems during the school day **must report to the administration office**. Students are evaluated by the staff for emergency health problems. Students will be assessed and an attempt to reach the parent will be made. Attempts to reach a parent will always occur when a health problem exists or an injury is sustained during the school day. If the health office staff has assessed the student as able to remain in school and a parent cannot be reached, the student will be returned to class. Parents or other designated emergency contacts must pick up the student from school and sign them out in the office. Parents are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the health assistant or director to support educational success and recovery. For severe illness or injury cases, Holy Cross Hospital will be dispatched.

TA Policies in accordance with the New Mexico State Department of Health, Office of School Health are as follows:

- Other than metered dose inhalers, NO medications are to be carried by students on campus. This includes both prescription and over the counter medications.
- Parents who wish to have over the counter medications available for distribution to their student during the school year must obtain an over the counter medication form from the administrative office and return it with the medication in the original container. The medication will be provided as needed to the student in the administrative office.

Students who require prescription medication during the school year must obtain a prescription form. It must be filled out by the prescribing Physician and the lower parent release part signed by the parent. It must then be returned with the medication in the original prescription container and the script must match the Physician orders.

Prescription medications will be given within one hour of the time due and students will sign for their dose. This is assisted self-administration. When students fail to present to the office for their medication, every attempt to locate them and provide it to them will occur. However, due to emergencies this may not always be possible. If your student consistently has to be called to the office for medication, the health staff will request a parent meeting with you to determine the best solution to this problem. When a student has run out of medication, the bottle will be sent home with the student and the parent will be called. Parents should bring their students' medication to the office at the start of the school day when possible.

Students caught in possession of either prescription or over the counter medications during the school day may be subject to Level III disciplinary measures. Students who either give or sell prescription drugs or over the counter medications to other students on campus will be subject to Level III disciplinary measures under selling, distributing or exchanging an illegal substance. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone for whom it was not intended.

Prescription Medications and Over the Counter Medication will not be kept year to year. Students or parents must pick up the medications in the health office by the last day of school. All medications left at school will be discarded on the last day of school. Physician orders for medications expire at the end of the school year, as do over the counter parent permission slips.

TA Academic Integrity Pledge

At Taos Academy each student is expected to apply themselves to their academic work, explore personal learning goals in 21st century classes, and be engaged positively in their educational success. Taos Academy requires a strong partnership between school and student in order to support the creation of learner-established academic goals. To this end, we wish to be very clear with expectations for academic work here at TA.

***** Please read carefully, check each box, sign below and return to your adviser. *****

- I agree that all written work in Edgenuity and in any other TA courses must be my own.
- I understand that when I log in to a Taos Academy system (Google Suite, Google Classroom, Edgenuity), I am promising that the work and the ideas presented under my name are my own.
- I understand that copying/pasting/typing someone else's words, phrases or sentences from any source into a text box or a document and submitting it as my own work is not acceptable at Taos Academy.
- I agree to cite sources and to use direct quotation when I am using someone else's words and to do so only when appropriate (ex: research papers and essays, when asked to cite text or use evidence but not online content or journal activities, practices or assignments).
- I understand that my teachers want to hear my authentic voice and my thinking in my work so that they know what I understand and what I need support on.
- I understand that all of my work can be reviewed by any TA teacher at anytime.
- I understand that the purpose of my coursework is to show what I have learned.
- I agree to work to the best of my ability. This includes staying engaged, using headphones, being prepared, taking notes, reading assigned texts, active participation, asking and answering questions.
- I agree to ask for help when I do not understand.
- I understand that the expectation is 100% completion of all my classes with grades of 70% or higher.
- I understand that the purpose of resets/grades is to gain learning mastery.
- I understand that not upholding the above may result in a grade of zero, the requirement to attend extra days at Taos Academy to redo assignments that do not meet expectations, and/or loss of Honors designation on my classes.

Student & Parent Signature Page

PLEASE SIGN AND RETURN TO SCHOOL

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT HANDBOOK AND ACADEMIC INTEGRITY PLEDGE. I further acknowledge that I have read and understand the TA Student Handbook and agree to follow the student discipline policy code as well as all other rules, policies, and procedures outlined above.

Student Signature

Print Name

Date

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT HANDBOOK AND ACADEMIC INTEGRITY PLEDGE. I further acknowledge that I have read and understand the TA Student Handbook and agree to support my student in following the student discipline policy code as well as all other rules, policies, and procedures outlined above.

Parent Signature

Print Name

Date