

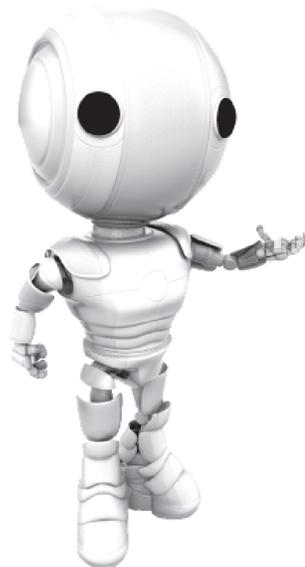


A 21ST CENTURY LEARNING COMMUNITY

# TAOS ACADEMY

## STUDENT HANDBOOK

2021 - 2022



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## **COVID Policy Disclaimer:**

***Until further notice the policies in this handbook are subject to all current emergency public health orders and guidance and may be modified accordingly. To the extent any policy in this handbook conflicts with public health orders or current guidance, the public health order and/or guidance controls.***

## 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 science/math/engineering labs.

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](http://www.taosacademy.org). Please be sure to visit the Taos Academy website often and review our handbook. 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 2021 - 2022 Approved Academic Calendar

21 - 2022 CALENDAR - Approved												
<b>AUGUST 2021</b>					<b>11</b> ID	<b>JANUARY 2022</b>					<b>12</b> ID	
M	T	W	Th	F	<b>4</b> C/ISD	M	T	W	Th	F	<b>2</b> C/ISD	
2	3	4	5	6	8/9-8/12 - Teacher in-Service (No School/No SSL)	X	X	X	X	X	1/10-1/11 - Teacher in-Service (No School/ No SSL)	
9	10	11	12	13	8/9 - Governing Council 8/13-New Student/Parent Training	10	11	12	13	14	1/10 - Governing Council 1/12-1/14 - Winter Activity Days	
16	17	18	19	20	8/16-8/17 - HS Orientation 8/18-19 - HS Activity Days	17	18	19	20	21	1/17 In School MLK Day Observation	
23	24	25	26	27	8/23-8/24- MS Orientation 8/25-8/26 -MS Activity Days	24	25	26	27	28	1/18-MS Plus 1/24 STEM+Art begins	
30	31				8/24 - Parent Advis. 8/30-STEM+Arts Begins 8/31-MS Plus	31					1/25 - Parent Advisory	
<b>SEPTEMBER 2021</b>					<b>18</b> ID	<b>FEBRUARY 2022</b>					<b>17</b> ID	
M	T	W	Th	F	<b>1</b> C/ISD	M	T	W	Th	F	<b>1</b> C/ISD	
			1	2	3	9/6 -Labor Day-No School 9/10 MS Day						2/7 - Governing Council
	7	8	9	10	9/13 Governing Council	7	8	9	10	11	2/9 - 120th Day 2/11 Sweet Slide Fundraiser	
13	14	15	16	17	9/24 Teacher in-Service(No School/No SSL)	14	15	16	17	18	2/14 In School President's Day Observation	
20	21	22	23	24	9/27 - In school San Geronimo Cultural Awareness Day	21	22	23	24	25	2/22 - Parent Advisory	
27	28	29	30		9/28-Parent Advisory	28					2/25 Teacher in-Service (No School/No SSL)	
<b>OCTOBER 2021</b>					<b>18</b> ID	<b>MARCH 2022</b>					<b>16</b> ID	
M	T	W	Th	F	<b>0</b> C/ISD	M	T	W	Th	F	<b>1</b> C/ISD	
					10/8 -Community Activity Day/Open House/Topas		1	2	3	4	3/3 - End of 3rd 9 weeks	
4	5	6	7	8	10/11 - Governing Council/In School Indigenous Peoples Day	7	8	9	10	X	3/4 - Student Led Parent Conferences (No SSL)	
11	12	13	14	15	10/13 - 40th Day 10/14 End of 1st 9 wks	X	X	X	X	X	3/7 Governing Council	
18	19	20	21	22	10/22 - Student Led Parent Conference	21	22	23	24	25	3/11-3/18 - Spring Break 3/21-STEM+ Art 4 Begins	
25	26	27	28	29	10/26 - Parent Advisory 10/18 MS STEM+Art 2 begins	28	29	30	31		3/25- Teacher Ins. (No School/SSL) 3/29 - Parent Advis.	
<b>NOVEMBER 2021</b>					<b>14</b> ID	<b>APRIL 2022</b>					<b>16</b> ID	
M	T	W	Th	F	<b>1</b> C/ISD	M	T	W	Th	F	<b>1</b> C/ISD	
1	2	3	4	5	11/8 - Governing Council						State Testing Window TBA- No extended leave granted	
8	9	10	11	12	11/12 - Teacher in-Service (No School/No SSL)	4	5	6	7	8	4/11 - Governing Council	
15	16	17	18	19	11/16 - Parent Advisory / Winter Activity Planning	11	12	13	14	15	4/22 - Teacher in-Service (No School No SSL)	
22	23	24	25	26	11/19-11/26 - Thanksgiving Break - No School	18	19	20	21	22	4/26 - Parent Advisory	
29	30					25	26	27	28	29		
<b>DECEMBER 2021</b>					<b>13</b> ID	<b>MAY 2022</b>					<b>16</b> ID	
M	T	W	Th	F	<b>1</b> C/ISD	M	T	W	Th	F	<b>3</b> C/ISD	
					12/1 - 80th Day 12/10 - Celebration of Learning	2	3	4	5	6	5/5 STEM + Art Ends 5/6- Activity Day /Gala	
6	7	8	9	10	12/9-STEM+Art ends 12/13-Governing Council	9	10	11	12	X	5/9- Governing Council 5/16-5/19 - Finals Week	
13	14	15	16	17	12/15-12/21 - Finals Week 12/21 - Parent Advisory	16	17	18	19	20	Graduation 2:00 PM (No School)	
20	21	22	23	24	12/16 Semester ends 12/22 Teacher in-Service(No School/No SSL)	23	24	25	26	27		
27	28	29	30	31	12/23 - 1/12 Winter Break - No School	X	31				Summer School Orientation TBA!	

## **General Student & Parent Information**

### **School Hours**

M -Th 8:00 - 4:00  
F 8:00 - 12:00

### **Office Hours**

M-Th 7:30 - 5:00  
F 8:00 - 12:00

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 and Thursday open for enrichment programming. Students in grades 9 through 12, excluding College Link students, are required to attend campus all day on Tuesday and Thursday for academic instruction with Monday and Wednesday open for enrichment programming.

Daily on-campus schedules include online academic work, face to face academic instruction, academic advisory, enrichment dedicated to literacy and math, 21st Century Learning courses, 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 4.5 days per week by taking advantage of some of the following wrap-around programming. Attendance on these days may also be required as needed to support student academic growth.

Please note that students may be required to attend additional classes, programs, and/or Friday tutoring for lack of progress or for more structured academic support, as needed. In particular, 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 ***Student Success Programming***, requiring a full weekly on-campus schedule.

- ***Student Success Lab***: The SSL is a learning lab designed to give students a structured study environment with a high speed internet connection to support success in their online coursework. SSL is available from 8:00-12:00 on a student's enrichment programming school days. Students may attend voluntarily or as required due to lack of success/progress. Friday virtual tutoring from 8-12 is also available.
- ***Middle-School Plus Enrichment Program***: Mid Plus offers classes to 5<sup>th</sup>- 8th grade students from 8-4 Tuesday and Thursday. This program is designed to further support the learning needs of our younger students and to prepare them for high school success. Sign up is required and fees apply.

- **College Link Program:** Students in 11<sup>th</sup> and 12<sup>th</sup> grade who meet the College Link requirements have the opportunity to participate in our College Link Program allowing students to take 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 Monday-Thursday from 8 am -12 noon. See “College Link” section for more information. College Link students must have a 3.0 GPA and have off-campus lunch privileges; attendance at study hall or Friday tutoring or additional advisory blocks may be required if a student falls behind.
- **Friday Early College Program:** Students in 9<sup>th</sup> through 12<sup>th</sup> grade who meet the GPA requirement of 2.0 have the opportunity to participate in our Friday Early College Program, allowing students to take UNM elective classes for dual credit.
- **Internship Program:** Students in 10<sup>th</sup> through 12<sup>th</sup> grade gain real world 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 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 are also required to electronically monitor academic progress 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 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. Content teachers may also be available for tutoring upon appointment 21st Century Course Structure

## 21<sup>st</sup> Century Course Structure

All students are required to participate in either 21<sup>st</sup> Century Classes offered at Taos Academy or College and Career readiness classes. 21<sup>st</sup> Century Classes are designed to support post-secondary goals and are offered on campus and/or in the community. Dual Credit High School/College classes and internships can be applied to the required 21<sup>st</sup> Century credits.

## 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 on page 23 for more information.

## 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.

## 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 5<sup>th</sup> through 8<sup>th</sup> 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 Programming plan to promote educational success.

## HS Classification Policy

Grade classification for high school students 9<sup>th</sup> through 12<sup>th</sup> is determined by the year they start 9<sup>th</sup> 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 training/College and Career Readiness 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 reviewed twice annually with family at our Student-Led Conferences.

## 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. All changes must be considered carefully.

Please see the STEM handbook for STEM class withdrawal policy.

## Friday Early College Program

Students in 9<sup>th</sup> through 12<sup>th</sup> grade have the opportunity to participate in our Friday Early College Program which allows students to take UNM classes for elective dual credit.

## College Link/Dual Credit Enrollment Agreements

This program allows students classified as 11<sup>th</sup> or 12<sup>th</sup> 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 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 College Link Manual for 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.** Semester grades and transcripts are updated at the end of each semester.

## Post-Secondary Planning

Taos Academy staff encourages appropriate post-secondary goals. Therefore, 10<sup>th</sup> 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. 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

Taos Academy will be facilitating all 11<sup>th</sup> grade students taking the SAT in the Spring as part of the 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](http://www.act.org)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.collegeboard.com/student/testing/psat](http://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 Student Success Programming, 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 Taos Municipal School teams. Students must have a minimum 2.0 GPA to be eligible to participate in sports.

## 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 (Grades 5-8)
- 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

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

## **21<sup>st</sup> 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. 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.

### *Career/College Explorations (Grade 10)*

- SAT/ACT test prep and study skills

- Financial literacy
- Job skills
- Dual credit or internships

*Physical Health Education (Grades 5-9)*

- Lifetime Wellness
- Health Education
- Physical Education

## **What is 21<sup>st</sup> Century Learning?**

All students at Taos Academy participate in 21st Century learning classes (Leadership, Global Studies, SmartLab and Career Pathways). These classes are designed to incorporate: Critical Thinking and Problem Solving

- Creativity and Innovation
- Communication and Collaboration

*Information, Media and Technology Skills*

- Information Literacy
- Media Literacy
- ICT (Information, Communication and Technology) Literacy

## 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 Director's 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 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 <sup>st</sup> Century Learning	Wellness
<b>5<sup>th</sup> Grade</b>	English 5	Math 5	Science 5	World History 5	Smart Lab, Leadership, Global Studies	Health/PE
<b>6<sup>th</sup> Grade</b>	English 6	Math 6	Earth Science 6	World History 6	Smart Lab, Leadership, Global Studies	Health/PE
<b>7<sup>th</sup> Grade</b>	English 7	Math 7 or Pre-Algebra	Life Science 7	NM History 7	Smart Lab, Leadership, Global Studies	Health/PE
<b>8<sup>th</sup> Grade</b>	English 8	MS 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
<b>English:</b> 4 credits Eng. I, II, III, IV	English I	English II	English III	English IV
<b>Math:</b> 4 credits (to include Alg. II or higher)	HS Math Readiness, Algebra I, or Geometry	Algebra I, Geometry, or Algebra II	Geometry, Algebra II or UNM Math	Algebra II, Pre-Calculus or UNM Math
<b>Science:</b> 3 credits (to include 2 Lab Sciences)	Biology	Environmental Science	Chemistry, Physics or UNM Class w/ Lab Component	
<b>Social Studies:</b> 3.5 credits	NM History (0.5 credit)	World History	US History	Economics (0.5) Government (0.5)
<b>PE/Health:</b> 1.5 credits	Freshman Fitness			Health (0.5)
<b>Career &amp; Tech Ed / Other Electives:</b> 6 credits	Career & Tech Education  Strategies for Academic Success (0.5 credit)	Career Pathways	Humanities Seminar  STEM Seminar  2 Elective Credits (STEM, Internship, Dual Credit, etc.)	1.5 Elective Credits (STEM, Internship, Dual Credit, etc.)
<b>World Language:</b> 2 credits (all credits required in same language)	Lang I	Lang II		
<b>Total Credits</b>	<b>7 total</b>	<b>13 total</b>	<b>19 total</b>	<b>24 total</b>

**\*\*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 and Student Success Lab.

### College Link - Dual Credit Enrollment

This program allows students classified as 11<sup>th</sup> or 12<sup>th</sup> 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.)

### 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 son/daughter to maintain good work habits and ensure an environment conducive for study.

## **Parent Support is key to student success!**

### ***Parent Support Strategies:***

- a. Provide a quiet place, consistent time, and materials needed to study
- b. Plan for your son/daughter to average 45-55 minutes per class per day
- c. Encourage and inspire them towards accomplishing all educational goals
- d. Learn how to access progress and grade reports to monitor success
- e. Check progress electronically at least weekly to support successful completion
- f. Support self-study efforts and good work habits
- g. Contact regularly & work with the student's advisor to develop and maintain a learning program that is aligned to the student's interests, educational goals and state standards
- h. Participate in at least two school functions per year
- i. Provide healthy lunch and snacks
- j. Provide timely transportation to and from school as well as other scheduled activities
- k. Collaborate with other parents to support the hybrid schedule of Taos Academy Charter School
- l. Encourage your student to use the supports and labs available and ask for assistance when needed
- m. Encourage student engagement in the many opportunities at TA

### ***Student Success Strategies:***

- a. Develop good study habits
- b. Use the assignment calendar, 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 - stay on track
- 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 Taos Community has to offer (STEM 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 - but we are here to help!

***Academic Advisor Support:***

- a. Assist students to create individual learning plans to promote academic success
- b. Engage students in activities to enhance learning and promote continued learning
- c. Provide timely instructional feedback and academic support
- d. Monitor students' progress (pace and grades)
- e. Monitor progress towards graduation and career or college readiness
- f. Provide students with guidance for finding and using internet resources
- g. Communicate concerns and/or positive progress with parents and students weekly
- h. Be available for extra tutoring needs when necessary
- i. Help student find and use resources within our school to support their success
- j. Encourage student engagement in non-academic opportunities at TA
- k. Content teachers support students in the teacher's highly qualified areas
- l. Collaborate with 21st Century teachers to enrich programming

## **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 start with verbal encouragement to catch up and strongly suggest attending the SSL (**Student Success Lab**) on non-scheduled school days from 8-12 or on Fridays from 8-12 for targeted tutoring.

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 TWO Unexcused Academic Absences in a row, the advisor will place the student on a **Student Success Contract**. This step is designed 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 is designed to be a quiet, focused and productive learning environment. Disruption of the lab 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 the SSL.

## Student Success Programming/Probation Policy

Taos Academy students who are not demonstrating academic proficiency will be put on a Student Success Programming or probationary enrollment plan. Students not showing proficiency will be placed on Student Success Programming, requiring participation on campus 4.5 days per week 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 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

### 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](http://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+ 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.



**Jeanette Henshaw**



Facility Maintenance: **Jose Espinoza**



Business Services: **Pamela Rodriguez**



General Information:  
**Amy Lucero, Michelle de Herrera**



Resolved?

No	Yes
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Refer to Superintendent <b>Dr. Traci Filiss</b>	<b>Finished!</b>
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# Student Code of Conduct Policy

## Student Acknowledgement Form

**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 2020-2021 Discipline Code, 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 or 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.

## 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. 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 5mph.

***\*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.***

***\*\* College Link 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). 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 (taosacademy.org) 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.

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 should use in accessing instructional and reference material on the Internet. This interface will be 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 suspended 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. Alternative clothes (medical scrubs, scarves, t-shirts) are available to wear throughout the day a student is out of dress code. Parents can be called to provide appropriate clothing as well, or the student can be dismissed from school with an unexcused absence. A student out of dress-code who cannot be dismissed or given alternate clothes will use a workstation apart from the regular class activities until they are picked up. Parents are encouraged to send their child to school dressed for school.

### Inappropriate Dress

The following are considered inappropriate dress for Taos Academy students:

- Insignias, images or text representing drugs, alcohol, tobacco, sex, violence, gangs or foul language, or any other attire that may be disruptive or unsafe in a learning environment.
- Cut-offs, short-shorts, mini-skirts, oversized sagging pants, oversized sagging shirts, muscle shirts, strapless tops, spaghetti straps, low cut tops, see through material, exposed midriff / back area, shoulder straps less than 1 inch wide.
- Any and all exposed undergarments. i.e.: bras, underwear, boxer shorts.

Other dress items inappropriate to wear at Taos Academy include but may not be limited to:

- Headgear (bandanas, hair nets, hats, or hoods) sunglasses, chains, spiked jewelry, or any other accessory that may be disruptive or unsafe in a learning environment.
- Hats and sunglasses can be worn outside, not within the learning environment. Head coverings associated with religious dress are acceptable.

### 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. Shirts will be worn over leggings or tights if a skirt/shorts is not used. These shirts must be at least fingertip length
4. Shoulder straps must be at least 1 inch wide, and 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. Tight fitting, stretch type pants may be worn with garments meeting skirt regulations (below fingertips). A long shirt is also appropriate to wear over tight leggings. Tying a jacket or shirt around the waist while wearing tights is not an appropriate dress.
4. Pants that are frayed, ripped, torn, or have holes are not allowed.

## Other Attire

Approved styles are:

- **Shorts** - NO higher than the point where the longest extended finger ends when the student is standing up straight (tight fitting, stretch type are NOT allowed).
- **Skirts** - NO higher than the point where the longest extended finger ends when the student is standing up straight (tight fitting, stretch type are NOT allowed).
- **Skorts** - NO higher than the point where the longest extended finger ends when the student is standing up straight (tight fitting, stretch type are NOT allowed).
- **Jumpers** - NO higher than the point where the longest extended finger ends when the student is standing up straight (tight fitting, stretch type are NOT allowed).
- **Dresses** - NO higher than the point where the longest extended finger ends when the student is standing up straight (tight fitting, strapless or backless, and stretch type are NOT allowed).

Note: Slits in Skirts, Dresses, or Jumpers can be no higher than the point where the longest extended finger ends when the student is standing up straight. Tight fitting, stretch type styles listed above may be worn under garments meeting skirt regulations (below fingertips).

## 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 – 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. Appropriate non-marking shoes are required to use the multipurpose indoor gym.

## Prohibited

Styles which are prohibited:

- Any “style” that disrupts the educational process or endangers other students.
- Headgear such as bandanas, hats, and sunglasses may be worn outdoors only.
- Belt loop chains or wallet chains, spiked jewelry, and extended belts.
- Any items or accessories which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, foul language, weaponry, profanity, hatred, or bigotry toward any group.

<p><i>Any Infraction</i></p>	<p><b>Dress Code</b></p> <p>For FIRST and ALL OFFENSES - The Student will be asked to change/modify clothing and/or use clothes provided at TA.</p> <ul style="list-style-type: none"> <li>● Student will contact parent/guardian by phone</li> <li>● A parent/ guardian may bring appropriate clothing</li> <li>● Hats, glasses and raised hoodies will be removed promptly inside when reminded by staff and placed in a backpack or retained by staff.</li> <li>● Scrubs, shirts, and scarves, are available to cover up and remain in class.</li> </ul> <p>Referred Offenses – when the policy is being abused by the student, offense(s) are recorded with the Dean as a discipline referral . Parents are notified by the Dean. See habitual infractions.</p> <p>A student who REFUSES to correct their dress or use clothes provided by TA will call home, and may not work with his or her TA peer group and follow the regular schedule. Parents will be notified to help correct the dress code issue or to pick the student up from campus.</p> <ul style="list-style-type: none"> <li>● The student will work on Edgenuity in the front office or main lab workstations under supervision as the situation merits.</li> <li>● A parent/ guardian may bring appropriate clothing to the student and he/she may return to class as scheduled.</li> <li>● Hats, hoodies and glasses may be taken by the adviser until end of the class period or the school day, or turned in to the director, front office, or dean for the day.</li> <li>● 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..</li> </ul> <p><b>The goal is a professional workplace.</b></p>
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<p><i>Habitual Infractions (Insubordination)</i></p>	<p>For a dress issue that is <b>habitual</b> (4th recorded offence with Dean)</p> <p>and/ or insubordinate (usually a refusal to comply with this policy that escalates, or, multiple requests to modify clothing in a single day that is insubordinate)</p> <p>The student and parents will meet with the Director or Dean. Consequences may include CS and ISS or OSS as determined in the hearing.</p> <p><b>A student who elects to leave campus over a dress code issue should know that they are marked absent and unexcused for the remainder of the day.</b></p>
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## 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. 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.

### **LUNCH DETENTION (LD) Loss of Extended Lunch Privilege**

Lunch Detention will occur for the 40 minutes of lunchtime within the school day. Students' assigned detention will report to the lunch detention supervisor promptly at 12:00. Students will be given 20 minutes to eat quietly at a separate detention table. Students will inform parents by TA email of the detention. After which, they can continue academic work, or participate in

community service tasks such as cleaning the lunch room, main labs, classrooms, and the outside grounds for that lunch recess.

### **COMMUNITY SERVICE (CS)**

Students who CHOOSE to participate in Community Service will report to the Dean of Students. Students can participate in community service on-campus or off-campus. Community Service can be assigned or approved with the Dean, Directors, and Restorative Practices Team.

The student must be a willing participant. Tasks may include service, presentation to the school community, and CS may be the agreement made through participation in a Restorative Conference or Circle meeting. The goal is to repair a harm done, and reintegrate the student back into our community with a sense of accomplishment.

### **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 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 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.**

<b>Level I</b>			
<ul style="list-style-type: none"> <li>● Reflection and repair is the norm when others are harmed or the workplace is disrupted.</li> <li>● Parents are notified by the Dean of students for repeat Level 1 behaviors when referrals are made.</li> <li>● Failure to follow coronavirus safety practices are recorded here. (see "other policies")</li> </ul>			
<b>Behavior</b>	<b>1st Offense</b>	<b>2nd Offense*</b>	<b>3rd Offense**</b>
<i>Abuse of personal electronic devices.</i>	Device is stored in a backpack, or taken and held by staff for the day. Parent contact. Parent may be asked to recover the device from school  Violations are documented to Dean.	Habitual incidents: Device is taken and stored with the Director. Parents must meet with the Director to recover the device.	Habitual incidents continue, or harmful use results in confiscation, and return of devices at the end of the school year (See Electronic use policy).
<i>Dress Code Violation</i>	Students asked to change clothing and/or contact parent/guardian by phone for a change of clothing. Staff email or call to parents to describe infraction.  Recorded violations are documented to Dean as a discipline referral.	Students who do not correct their dress violation will be sent home for the remainder of the day. Items may be taken and held by staff, Dean, or Director for the day and parent pick-up.  Dean notifies parents to discuss.	Students with habitual violations or insubordination will attend a hearing with parents with director, complete OSS, research or CS
<i>General Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, etc.)</i>	Lunch Detention	½ day ISS, or CS	1 day ISS, + or CS Behavior Contract
<i>Horseplay (pushing,</i>	Lunch Detention	½ day ISS,	1 day ISS, +

<i>chasing or inappropriate public display of affection.)</i>		or CS	or CS Behavior Contract
<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

<b>Level II</b> <ul style="list-style-type: none"> <li>● All Level II 3rd Offenses may result in OSSH.</li> <li>● Parents are notified for all Level II offences by the Dean of Students.</li> <li>● Reflection and repair is the norm when others are harmed or the workplace is disrupted.</li> <li>● A reintegration meeting with parents will occur after OSS before the student returns to school.</li> <li>● Restorative Practice, Behavior Agreements, Service and Research are available for reintegration.</li> </ul>			
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	2 days OSS Behavior Contract, Parent Conference for re-integration.
<i>Chronic Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, defiance of authority or showing disrespect)</i>	2 days ISS	2 days OSS Behavior Contract, Parent Conference for re-integration.	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	1 day ISS on an <u>off-day</u> , or CS	4 days ISS Student Contract
<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, Possible Expulsion
<i>Inappropriate use / possession of technology (see policy)</i>	Strategic or 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

<b>Level III*</b>			
<ul style="list-style-type: none"> <li>● DPS referral may be filed on all Level III.</li> <li>● A reintegration meeting with parents will occur after OSS before the student returns to school.</li> <li>● Reflection and repair is the norm when others are harmed or the workplace is disrupted.</li> <li>● Restorative Practice, Behavior Agreements, Service and Research are available for reintegration.</li> </ul>			
<b>Behavior</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<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		
<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 / <b>Bullying</b> (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 event including possession or use of electronic cigarettes.</i>	2 days ISS	1 day OSS CS or research	4 days OSS
<i>Personal substance abuse (in possession, consuming, soliciting, selling, distributing, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances including OTC drugs and prescription drugs) or possession of paraphernalia.</i>	4 days OSS, Behavior Contract	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	4 days OSS, Behavior Contract, possible 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 CS, possible restitution	4 days OSS, loss of privileges, and possible restitution	10 days OSSH pending hearing, restitution, loss of privileges
<i>Possession of Weapons</i>	10 days OSSH		
*Taos Academy administration can activate immediate 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 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 -

Staff will:

1) Clarify the norm/rule in a side conversation. Use effective statements such as, “not masking may put all of us at risk of transmission, even into our homes after school; I feel uncomfortable with that, and it’s a mandate for all of us, regardless of what anybody thinks.”

2) Notify the advisor of this student. Notify families. This is a good advisory conversation. Mask wearing, distancing, and other COVID safe practices protect ourselves and others, and doing this at school is a habit that we have to practice. We follow NM Public Education and the Center for Disease Control guidelines as our authority.

3) A student who habitually (4 recorded events) uses a mask inappropriately, refuses to mask, or does not follow current COVID safe practices may not be able to remain on campus. This is an issue about behavior, not personality or belief. Please call to have the student picked up by the parent or guardian. Record this as a referral to the Dean. If it is a question of habit, take the time to discuss how this behavior affects the school community before rushing into a referral; but make one, if needed.

4) A referral for COVID practice to the Dean of Students means that the Dean will discuss with staff, the student and parents/guardians. A determination will be made with the Director and the Dean to decide:

- to create a student behavior contract that specifies COVID safe practice at school
- or to place the student into a fully virtual format.

IEPs, 504s and other student support may be taken into consideration.

The duration of that contract or placement will be no more than one semester. Taos Academy promotes healthy community behaviors. We respect everyone's views on this issue, however COVID safe practices allow us to conduct in-person classes in a safe manner.

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 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 lab 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, electronic emailing devices (e.g., Blackberry), radios, tape players, CD players, DVD players, wireless speakers, video cameras, iPods or other media players, laser pointers, portable video game players, personal laptop 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 asks for the permission of the staff member present before using these device. This means staff sanction this use.

Cell phones are generally allowed for use during Lunch, Recess, and before / after school hours.

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 medical reasons.*

Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device. After the first offense, the student's parent may recover the Electronic Device from the TA staff, dean or administration office 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 administrative office. 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 more than two (2) times during the school year also may be subject to 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.

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 gain 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.

## 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 [Special Education policy and procedures](#) for more detail. Any Special Education concerns or questions please contact the Special Education Coordinator, [Jeanette Henshaw](#)

**\*\*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 Taos Academy.\*\***

## Student & Parent Signature Page

*PLEASE SIGN AND RETURN TO SCHOOL*

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT HANDBOOK. I further acknowledge that I have read and understand the handbook and agree to follow the student discipline policy code.

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Student Signature

Print Name

Date

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Parent Signature

Print Name

Date

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Advisor Signature

Print Name

Date

## TA Academic Integrity Pledge



At Taos Academy each student is expected to apply themselves to their academic work, explore personal learning goals in 21<sup>st</sup> 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.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_