



**TAOS INTEGRATED SCHOOL OF THE ARTS**

**TISA  
STUDENT/PARENT HANDBOOK**

**2017-2018**

*A TISA graduate will be able to express their individuality as a fully engaged, emotionally balanced human being and will be able to design their view of the world using dance, theater, music, creative writing, and the visual arts.*

***Art is the lens for learning.***

***The THREE C's: "Creativity, confidence, and Collaboration"***

***TISA stands for: "Thoughtfulness, Integrity, Safety, and Attentiveness"***

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# Mission & Goals of TISA

## **TISA Mission Statement**

The Taos Integrated School of the Arts, in partnership with parents and community, will provide K-8 students in the Taos Municipal School District with the opportunity to reach their maximum potential through a standards-based, multicultural, thematic, and arts-integrated curriculum. Arts integration creates more meaningful learning through using the arts—visual art, drama, music, dance—as a catalyst to create broader and deeper learning experiences. Taos is a multicultural community steeped in artistic tradition. TISA is a school that provides students with a multicultural worldview while utilizing thematic units and the arts to facilitate academic learning. Our mission is to educate the whole child in order to cultivate in young people the skills, knowledge, and values they need to reach their highest potential.

## **Expectation of Student Behavior**

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

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

## **Expectation of Student Academic Behavior**

TISA is a school of the choice that delivers its curriculum through integration of the arts in and outside of the classroom environment. Every TISA student is required to participate 100% in all academic activities including this integration model of the arts. By attending TISA, students are agreeing to participate in this art integration model which includes but is not limited to drawing, painting, dancing, acting, singing, playing instruments, etc. It is also TISA's belief that specials classes of Art, Music, Theater and Dance, as well as arts integration is essential for a student's well-being and academic growth. This integration model also includes work with computers. TISA also recognizes that **technology** can be used to enhance critical thinking and critical literacy skills, evaluating the legitimacy and accuracy of online content is the central part of **21st century** education. Also, TISA follows all prescribed state and federal testing as mandated by New Mexico Public Education Division and the Department of education. In addition, students must come to school prepared for class. Being prepared means that students have all materials including writing utensils, paper, books, and homework, as well as, material assigned by the classroom teacher.

### Contact Information for Staff

School Phone: 758-7755

Ext.

School Fax: 758-7766

Rich Greywolf, Director	1003	rgreywolf@tisataos.org
Nicole Abeyta, Asst. Business Manager/ Compliance Officer	1001	nicole@tisataos.com
Ashley Romero, Administrative Assistant	1002	aromero@tisataos.org
Melissa Price, Kindergarten	1010	melissa@tisataos.org
Jutka Furesz, 1 <sup>st</sup> Grade Teacher	1011	jutka@tisataos.org
Nicole Kowalski, 2 <sup>nd</sup> Grade	1012	nkowolski@tisataos.org
Patsy Kinney, 3rd grade	1013	patsy@tisataos.org
Megan Avina Bowers, 4 <sup>th</sup> Grade	1004	megan@tisataos.org
Linda Seto, 5 <sup>th</sup> Grade	1005	linda@tisataos.org
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Paulina Amber McCabe, 8 <sup>th</sup> Grade	1008	pmccabe@tisataos.org
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David Kinney, SPED teacher	1009	davidk@tisataos.org

**Taos Integrated School of the Arts  
CODE OF CONDUCT**

**Discipline Policy:** The Taos Integrated School of the Arts discipline policy is based upon and guided by the State Board of Education Regulation 6.11.2, Chapter 11 Public School Administration – Students Rights and Responsibilities. A copy of these regulations can be viewed on the New Mexico Public Education Department website [www.ped.state.nm.us](http://www.ped.state.nm.us).

**Discipline Approach:** TISA's philosophy of approach to discipline is based on the work of Dr. Becky Bailey's approach, known as Conscious Discipline. A TISA student is expected to follow the guidelines of **Thoughtfulness, Integrity, Safety and Attentiveness**.

We show **Thoughtfulness** by:

- Being kind
- Talking appropriately
- Listening to others
- Working together

We show **Integrity** by:

- Following school rules
- Treating others respectfully

We show **Safety** by:

- Following school rules
- Listening to the teachers
- Keeping hands to ourselves
- Following procedures

We show **Attentiveness** by:

- Listening to others

**STAY GREEN DISCIPLINE PLAN - For Grades K-8**

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

Green - Good Behavior

Yellow - Verbal Warning

Blue - Reflective writing and time out

Red - Reflective writing and loss of recess time (amount dependent on developmental level)

White - Parent phone call and suspension (amount dependent on developmental level)

- Stay Green Award – to be determined by classroom teacher.
- Each week all students start with Green.
- Fighting incidents – students go directly to White.
- Drugs, alcohol, smoking violations – parent phone call, police are called – administrative action includes short or long-term suspension.
- Possession of knife or other weapon – parent contact and/or police contact, short term or long term suspension.
- Weapons – Firearm possession is an automatic expulsion. Parents and police are called.
- Sexual Harassment – counseling, Stay Green, suspension, and referral to law enforcement are possible actions to be taken by staff.
- Harassment, intimidation, bullying, aggression – TISA has adopted a zero tolerance policy with regards to any behaviors intended to intimidate or regardless of intention, have the ability to harm or be perceived as potentially harmful.

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

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

Begins fresh each day, steps are progressive and accumulative:

1. Name in folder kept by teacher, student color changes should be kept by the teacher and student. Color drops should not be made public knowledge.
2. A check by student's name
3. Lunch detention and phone call home.
4. P.E. or “fun time” detention.
5. P.E. or “fun time” detention plus parent attendance for three class periods. If a parent is unable to attend, then OSS the next day.
6. One day OSS plus return with parent for one full day. SAT meeting held.

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

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



## **Policy and Guidelines for Prohibiting Harassment, Intimidation, Aggression and Bullying on School Property, at School-Sponsored Functions and on Buses**

### **New Mexico Statute Reference**

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

### **Zero Tolerance Anti-Aggression Policy Statement**

The Taos Integrated School of the Arts maintains a Zero Tolerance Policy which prohibits acts of harassment, intimidation, bullying, or aggression of any kind whether by a student, parent, teacher, or any other person on school property, at school-sponsored functions, or on school buses. The Governing Council has determined that a safe and civil environment in school and at school-sponsored functions is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, violence, or any other aggressive behaviors disrupts both a student's ability to learn and the school's ability to assure a safe and productive education environment. Further, TISA strives to create an atmosphere of mutual respect in which we teach our students to be kind towards one another as well as respectful towards adults while avoiding any and all actions that could be interpreted as disrespectful or otherwise potentially harmful.

**Definition of Harassment, Intimidation, Bullying or Aggression** – “Harassment, intimidation, bullying or aggression” means any gesture or written, verbal or physical act that is reasonably perceived as being harmful, potentially harmful, insulting, demeaning, or embarrassing to any student or group of students.

TISA finds these sorts of actions especially egregious if reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

These acts may have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property. These acts may have the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Examples of bullying behaviors include but are not limited to: name calling, teasing, spreading rumors, gossiping, undesired text messages, pushing or shoving with the intent to harm or intimidate, taking personal possessions, verbal threats, offensive hand gestures, suggestive body language, inappropriate sexual comments (whether or not addressed to a specific person), profane language, ostracizing or intentionally excluding someone from a group, etc. For additional examples and further discussion on bullying, visit [www.stopbullying.gov](http://www.stopbullying.gov).

### **Rude vs. Mean vs. Bullying: Defining the Differences**

Though these behaviors are not tolerated by TISA, it should be noted the differences between these behaviors and that administration will take appropriate action toward these behaviors.

#### **Rude = Inadvertently saying or doing something that hurts someone else.**

From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

#### **Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).**

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Make no mistake; mean behaviors can wound deeply and adults can make a huge difference in the lives of young people when they hold kids accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

**Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.** Experts agree that bullying entails [three key elements](#): an intent to harm, a power imbalance and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop.

Bullying may be physical, verbal, relational or carried out via technology.

**Consequences for Violations of Anti-Aggression Policy** - After investigating complaints of bullying the teacher and/or Director will provide consequences and appropriate remedial actions for any student, parent, staff member, or other person who commits one or more acts of harassment, intimidation, aggression, or bullying which are at the discretion of the teacher and/or Director. These may range from positive behavioral interventions up to and including suspension, expulsion, and/or being banned from the campus.

TISA's "zero tolerance" policy means that any reported or observed act of harassment, intimidation, aggression, or bullying will be addressed regardless of severity and consequences will vary depending on factors involved in each incident.

### **Factors for Determining Consequence**

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

### **Examples of Consequences** (including but not limited to)

- Admonishment
- Temporary removal from the classroom
- Classroom or administrative detention
- Out-of-school suspension
- Legal action and expulsion

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

**Response to the Reporter of Incidents** - The Governing Council prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying, or aggression by any person including students, parents, or other related or unrelated individuals. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and state statutes and regulations and district policies and procedures.

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

### **DUE PROCESS PROCEDURES:**

**Emergency Suspension** – An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence at school poses a danger to person or property or an ongoing threat

of disruption to the academic process. The due process procedures for a short-term suspension must be provided to the student as soon as practicable following the student's removal from school pursuant to an emergency suspension. The student's parent(s) should be notified of the suspension as soon as reasonably possible.

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

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

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

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

#### **TISA GRIEVANCE POLICY:**

It is the intent of the Governance Council that students and their parents be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school. Faculty, parents, and students shall initially attempt resolution of problems affecting students and the educational process by informal means. If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the Principal or designee to discuss the matter. If the student or parent is still not satisfied, they shall then be afforded the opportunity to confer with the Governance Council.

**Complaint Process** - The Governing Council encourages informal resolution of all complaints where possible; however, where the informal process has not resulted in satisfactory resolution of a complaint or concern, this policy encourages that individuals to more formally address their concerns using the following procedure.

#### **Step 1: Informal**

A student or parent's first point of contact should always be the student's teacher. We encourage

an open line of communication between all parents and teachers and a frank discussion with your child's teacher is often all that is necessary to achieve resolution.

#### Step 2: Formal Dispute Resolution Statement Form

This form can be found on the school's website, [www.tisataos.org/resources/policies-procedures/](http://www.tisataos.org/resources/policies-procedures/) for use after discussions with the teacher are determined to be unsuccessful in terms of resolving a particular problem, or in the case where communication with the teacher is not feasible. This form should be completed and returned to the school's Director. Concerns should be expressed in a timely manner to allow for early resolution following the Director's review.

The Director will investigate complaints by addressing all parties involved and will provide consequences and remedial action as he/she deems necessary and appropriate. The Director will then respond to the complainant in writing, within 7 school days, that the complaint has been reviewed and remedial actions have been taken. Please be advised that if a complaint involves student(s) other than that of the complainant, that privacy laws (FERPA & HIPAA) dictate that the school cannot share what specific actions may or may not have been taken involving any other student(s).

#### Step 3: Governing Council

In the event that you are dissatisfied with the disposition of your complaint you may request a review by TISA's Governing Council. You may request Governing Council review in writing or via email to the Director or to any Governing Council member.

The Governing Council will review the complaint as well as reports from the Director and any supplementary information needed to reach consensus. You may be asked to attend a meeting to discuss your complaint in a closed session with the Governing Council.

The Governing Council will then respond in writing, within 10 school days, as to their findings. Please be advised that if a complaint involves student(s) other than that of the complainant, that privacy laws (FERPA & HIPAA) dictate that the school cannot share what specific actions may or may not have been taken involving any other student(s).

#### Step 4: New Mexico Board of Education

If you are still dissatisfied with the disposition of the complaint, you may then appeal your complaint in writing to the Board of Education.

For more information, please contact the Office of Parent Engagement, 505-467-2947.

## ATTENDANCE POLICY

Regular daily attendance is vital to the learning process and social dynamic of a TISA classroom. The days, weeks, and months unfold in an intentionally rhythmic sequence that supports the overall curricular goals. Therefore, it is important that a child be on time and present each day. Notify TISA of your situation. Parents are required to contact the school concerning absences and notify TISA of extenuating circumstances that may hamper school attendance by a child. The excuse must be received within 48 hours of the absence or the absence will be recorded as unexcused.

Student not in attendance for ten (10) consecutive school days or 20 recorded absences per semester will voluntarily relinquish lottery position unless arrangements have been made with the Director prior to the absence. Time allotment for getting child's work- Teachers will need two (2) school days to prepare school work for pre-approved absences.

Students are expected to be on time and in attendance when classroom lessons begin. Being on time is a valuable lesson in life, especially relating to future work activities. Students are required to check in at the office for an admit slip when they are tardy. Teachers will not accept students into class without an admit slip.

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

**Unexcused absences include:** vacations, shopping trips, family visits, parent unable to bring student to school etc.

**Intergovernmental Agreements** - While all children attending public schools are subject to the Compulsory School Attendance Law reporting, TCS takes into consideration the sovereignty of Native American tribe members (with 506 documentation) and will excuse absences due to tribal customs and religious practices. Native American students who are habitual truants will be referred to the JPPO and Tribal Government.

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

*Three (3) days tardy, will count as one (1) unexcused absence* for attendance purposes. Any student showing a consistent pattern of days tardy will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. There are no "excused" tardies. The opening of each school day draws the teacher and children together preparing them for the focus needed to accomplish the day's work. It is essential for the well-being of the children and their classes that they arrive on time, have time to greet friends, help prepare the room for the day and settle into the daily rhythm.

Therefore, please ensure that your child is on time to school each day.

Tardy students are late 1 minute after classes begin. Parents must get a tardy slip at the office. Teachers will not admit a tardy student without a slip.

**Absence for Part of a Day** - Please sign your child out at the office if you must take your child out for part of the day. When the child returns to school, please sign in at the school office and get an admit slip before returning your child to class.

### **UNEXCUSED ABSENCE INTERVENTION STRATEGIES:**

**Unexcused absences include:** vacations, shopping trips, family visits, parent unable to bring student to school, etc. Parents have 24 hours to call in to excuse their child's absence. After 24 hours, the child is considered unexcused.

**1 unexcused absence:** It is the parent's responsibility to call in to provide a reason their child was absent from school. Excused absences include: religious observation, illness, death in family or medical appointments.

**3 unexcused absences:** TISA will send a 3-day unexcused attendance letter by mail with personal receipt informing the parents that their child has 3 unexcused absences and if the absences continue, according to the NM Compulsory School Attendance Act, the child and parents will be referred to the Juvenile Probation Office. Pursuant to NMSA-22-12-7 New Mexico Compulsory School Attendance Law

**5 unexcused absences:** 5-day unexcused attendance letter goes home via mail with personal receipt informing the parents' of their child's unexcused absences and possible referral to the JPPO. A presentation on the problems associated with excessive absences will be available for parents to view.

**7 unexcused absences:** 7-day unexcused attendance letter goes home via mail with personal receipt informing the parents' of their child's unexcused absences and a final warning that if the child should accrue 10 unexcused absences, he/she would be considered a Habitual Truant and referred to the Juvenile Probation Office. At this time, parents are required to schedule a meeting with the Truancy Prevention Specialist and a corrective plan shall be established. This plan will have follow-up procedures that address the causes of the child's truancy and referral to community organizations for assistance if needed.

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

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

**11+ unexcused absences:** Within 7 days a referral will sent by the school to the JPPO. Noncompliance with the conditions of probation will result in a referral to the District Attorney for prosecution, per NMSA-22-12-7 New Mexico Compulsory School Attendance Law

**Appointments and Family Vacations** - Please try to schedule appointments for your child outside of school hours. Remember that the students are not in school on Fridays. If

appointments must be made during school hours, please notify the teacher and office ahead of time. Family vacations should be planned to coincide with school vacation times as noted on the school calendar. However, if a family emergency requires the child to be absent, please contact BOTH class TEACHER and OFFICE with as much advanced notice as possible.

**Illness during the School Day** - A child who becomes ill or is injured during the school day will be sent to the office. The parents/guardians will be notified if it is necessary to send the child home. State law requires that after 3 days of illness a written doctor's excuse be provided for documentation.

**EXCUSING STUDENT ABSENCES:**

- Please call attendance line, 758-7755 dial 201 for attendance, and state the date and why your child is absent.
- DO NOT rely on verbal communication or notes left with office staff or the teacher.
- Messages left on a teacher's voicemail are not sufficient, you must leave a message with the office.
- Absences are only excused if called in within 48 hours.
- Doctor's excuses must be provided after the third consecutive absence and within 48 hours.
- There are no excused tardies. Keep in mind 3 tardies = 1 unexcused absence. Instructional time begins promptly.
- Even 1 minute late is a tardy.

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

***Inclement Weather Procedures***

TISA will follow the Taos Municipal Schools with respect to snow days and delay days. Listen to KTAO for information regarding snow days and delay days.



## **CELL PHONES**

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

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

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

## **CHEATING**

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

## **COMPUTER USE**

### **TISA - Terms and Conditions (Acceptable Use and Illegal Actions)**

Scope and Authority– TISA includes all hardware, software, and network services used by the TISA community, including third party services that act as extensions of our internal network. Parents give the school permission to use applications that are educationally beneficial to our students.

### **Privileges**

The use of the TISA internet is a privilege, not a right. The use of an account must be consistent with the educational objectives of TISA. The Technology Office will deem what is inappropriate use and will refer any such conduct to The Carroll School Administration. TISA, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. In addition, use of any other Internet connected resource

must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the TISA internet for commercial activities, product advertisement, or political lobbying is prohibited. Use of the TISA and the Internet must be consistent with this Policy and all policies and practices of TISA, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

### **No Expectation of Privacy**

TISA routinely monitors usage of school use internet and may review any communications on its systems. TISA is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of TISA. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of TISA to monitor all activity.

### **Security**

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the TISA network. The following guidelines will help maintain TISA security:

1. If you feel you have identified a security problem on the Internet, you must notify your teacher.
2. Do not allow anyone else to use your account and do not use another individual's account.
3. Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/or discipline.
4. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to TISA internet.

### **Inappropriate Access**

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on TISA's computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the school's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information/content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

1. offensive material – content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing or inflammatory.
2. distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
3. inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

### **Google Apps for Education Acceptable Use**

Google Apps for Education is primarily for educational use. Students may use Google Apps for Education for personal use subject to the restrictions below and additional school rules and policies that may apply.

#### *Privacy*

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.

Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

- a. Unlawful activities.
- b. Inappropriate sexual or other offensive content.
- c. Threatening another person.
- d. Misrepresentation of TISA, staff or students.

## *Safety*

Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

Under no conditions should a user provide his or her password to another person.

## *Access Restriction - Due Process*

Access to Google Apps for Education is considered a privilege accorded at the discretion of TISA. TISA maintains the right to immediately withdraw access and use of Google Apps for Education when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Director for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, TISA also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

## **Hardware**

TISA computers are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration of TISA computer, either by opening the case or changing BIOS and or other hardware settings. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

It is specifically set forth in this policy that under NO circumstances are either students, staff or visitors allowed to connect their own personal computers, laptop or notebook computers, personal digital assistants (PDA's) or any other electronic device to any of TISA computers or to TISA internal network, without the expressed knowledge and written consent of the Director or his/her designee.

## **Summary**

This is a list of the more common things students are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
2. Use any form of "instant or private messaging" software.
3. Install any applications or software onto TISA computers.
4. Disable or modify any running tasks or services.

5. Transfer and/or store music files from any personal devices to TISA systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on TISA computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other TISA networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
11. Everyone must honor copyrights and licenses, as well as the legal rights of the software producers any network providers.
12. Use another person's user account and any access of credentials is prohibited.
13. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
14. Attempt to log onto the network as a system administrator.
15. Any user identified as a security risk may be denied access to the network.
16. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

### **Consequences**

Use of school computers and the internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action. As defined in the student handbook, under "Violating Computer Use Policy" students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The classroom or his/her designee may close an account at any time as required. The administration, faculty and staff of TISA may make a request to the Director his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

### **Improper Use and Content**

Users may not use the TISA internet for purposes of harassment, intimidation or bullying of others, either within The TISA community or in the broader Internet. Foul, abusive, discriminatory, or demeaning language, attempts to "fill" electronic mailboxes, the

posting of obscene images or texts, egregious “flames” and other such acts shall be a violation of this Policy.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that (1) causes physical or emotional harm to the student or damage to the student’s property; (2) places the student in reasonable fear of physical injury or of damage to property; (3) creates a hostile environment at school for the student; (4) infringes on the rights of the student at school; or, (5) materially and substantially disrupts the education process or the orderly operation of a school. A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

TISA shall, in its sole discretion, determine whether such conduct violates this Policy and any other policies of TISA. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

### **Social Networking Sites**

While TISA respects the right of, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage TISA’s reputation, its employees, or its students or their families. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

TISA strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, MySpace, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. When using a social media site, an employee may not include current students as “friends,” “followers” or any other similar terminology used by various sites. If an

employee has a community that extends to persons who are parents, alums, or other members of TISA community, s/he must exercise good judgment about any content that is shared on the site.

Additionally, students and families should adhere to the following guidelines, which are consistent with The TISA's community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- a. Users should not make statements that would violate any of TISA's policies, including its policies concerning discrimination or harassment;
- b. Users must uphold TISA's value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students, or their families;
- c. Users may not disclose any confidential information of TISA or confidential information obtained during the course of his/her employment, about any individuals or organizations, including student and/or their families.

TISA has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community.

### **Theft and Vandalism**

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each User to comply with the terms and condition for the acquisition and use of software found on the Internet. TISA will not allow the copying or storing of illegally acquired software. In this case, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on TISA's network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a "virus", attempts at "hacking" computers using any method, or other such actions shall be a violation of this Policy.

### **Chain Letters and Other "Spreading" Schemes**

Whether in e-mail or in newsgroups, chain letters, pyramid schemes, forwarding or replying to "contests" or "fast cash" schemes, mass cross-postings, and uninvited mass mailings are forbidden on the Internet and on TISA's network.

### **"Netiquette"**

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

1. Do not reveal personal information – your address or telephone number, or those of students or colleagues.
2. Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
3. Do not use the TISA network in such a way that would disrupt its use by others.

### **Waiver of Warranties; Limitation of Liability**

TISA makes no warranties of any kind, whether express or implied, concerning this service. TISA shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. TISA denies any responsibility for the accuracy or quality of information obtained through this service. All terms and conditions as stated in this Policy are applicable to the use of computer resources at TISA, in addition to internet use.

### **Entirety of Agreement**

The terms and conditions stated in this Policy, and all other policies of TISA incorporated herein, reflect the entire agreement of the parties with respect to the subject matter stated herein. This Policy supersedes all prior oral or written agreements and understandings of the parties. This Policy shall be governed by and interpreted in accordance with the laws of the state of New Mexico and the United States of America.

## **DRESS CODE**

TISA recognizes that all students have an intrinsic worth based upon who they are and not what they wear. The school expects all students to maintain a neat, well-groomed appearance and to dress as a TISA student with school spirit and pride. Decisions regarding the dress code will be referred first to the classroom teacher then to the director.

Appropriate clothing for school is basically what will support our educational goals, and that is learning first. TISA expects the parents to be involved in what their children are wearing to school. Clothing needs to be appropriate for the weather conditions and the tasks of school. Sunglasses are to be worn outside. Headgear can be worn indoors as long as it does not obscure the student's vision. Following is a list of what may not be worn:

Cut-offs, short-shorts, mini-skirts (must not be more than 5 inches above the knee, which would be about mid-thigh), oversize sagging pants or shirts, strapless tops, spaghetti straps, low-cut tops, see-through material, exposed midriff/back area, shoulder straps less than one-inch wide, insignias representing drugs, alcohol, tobacco, sex, violence, gangs or foul language, or any other attire that may be disruptive or unsafe in a learning environment. Shoes suitable for running should be worn at all times. Platform sandals, flipflops, high-heels and jellies pose a safety hazard and should not be worn to school.



All classroom teachers will discuss with their students the importance of dressing appropriately for the task of learning.

Consequences for inappropriate attire will include calling home to bring clothing that is appropriate. T-shirts can be covered with a sweater or larger shirt. Repeated offenses could, and may, mean out-of-school suspension:

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

*Second Offense:* change into a school provided T-shirt.

*Third Offense:* One day suspension. Phone call home.

*Fourth Offense:* Three day suspension. Phone call home.

### **EMERGENCY DRILLS**

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

### **FIELD TRIPS**

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Permission slips must be signed or children must stay at school and not participate in the field trip. Permission to participate in a field trip will not be accepted over the telephone. Sometimes a small amount of money may be requested from each student to help defray transportation of facility use costs and/or admission fees. Parents should check their child's attire for appropriateness for the activity. All aspects of the TISA Student/Parent Handbook apply to all school sponsored activities or field trips on or off the campus. If a teacher requests your help on a field trip, please keep in mind the following guidelines for parent chaperones: Only a limited number of parent chaperones are needed for each trip.

Teachers depend on parent chaperones to:

- Assist the teacher with the entire class
- Attend to student safety at all times
- Ask the teacher how you can assist them
- Be assertive with students and help enforce behavior expectations
- Arrive early and ride the bus
- Supervise all children; not just your own child

- Stay engaged with the children and be respectful of presenters by not socializing with other Parents or students during activity times
- Help enforce rules on the bus

Not appropriate for school field trips:

- Younger siblings, pets or friends
- Swearing, use of alcohol or tobacco
- Eating or drinking on the bus

### **GRADING**

Grades Kindergarten to 4th, will utilize a five point scale to show each student's progress.

- 5-Excelling
- 4-Proficient
- 3-Progressing
- 2-Emerging
- 1-Concern

Grades 5th – 8th will use the following point values with letter grades:

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

F Below 69% Grades will be disseminated on a quarterly basis (approximately every 9 weeks).

Progress reports will be sent home at the 4 1/2 week point. See school calendar for dates. Teachers will document student grades utilizing the grade book, core objectives, and absentee record.

Students in 6th, 7th, and 8th grades, will also be evaluated on CAPE criteria. This includes Citizenship, Attitude, Participation and Effort. The CAPE evaluation makes up 25% of the student's total grade.

### **GUESTS**

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

## **IMMUNIZATIONS**

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

## **LEAVING CAMPUS**

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

## **LOST AND FOUND**

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

## **LOTTERY ENROLLMENT**

### **Enrollment Policy:**

In accordance with the Charter School Act, any student, regardless of where he/she resides in New Mexico, may attend Taos Integrated School of the Arts (“TISA”). Taos Integrated School of the Arts’ enrollment policies prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, or need for special education services. As per NMSA Section 22-8B-4.1 NMSA 1978, enrollment at TISA will be governed by the following rules: Beginning in 2011-2012 TISA shall give enrollment preference to:

1. Students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades; and
  2. Siblings of students already attending the same charter school.
- Enrollment Procedures/Application: If a parent or guardian (collectively referred to as “Parent”) wants to enroll his/her student at TISA, the parent must submit an enrollment application for each student during TISA’s enrollment period. A complete and timely enrollment application is required to ensure that the student will be included in any lottery that must take place when the number of students wanting to enroll exceeds the number of seats available at the school. If the number of students in a particular grade level wanting to enroll during the enrollment period does not exceed the number of seats available in that grade level, a lottery is not required, and students shall be enrolled on a first-come, first-served basis.

The enrollment application form will be posted on TISA's website only for the time the enrollment period is open. Parents must fill out the enrollment application and mail or deliver it to the school. Upon receiving the enrollment application, a TISA representative will assign a number (see description below) to the application that will be used for enrollment and/or lottery purposes. The application deadline will be set and approved by the Governing Council, as will the date of the lottery. To receive help with the enrollment application process, please contact the school office.

### **Lottery Procedures:**

All student applications are entered into a computerized program. On the day of the lottery drawing, the office manager and the director activate the program, which randomly assigns a number, beginning with one, to each application. The available slots for each grade level are then filled beginning with the number one. The remaining applications go onto a waiting list and as positions become available, the office administrator will contact the parent. A student may apply for one slot only. Students who submit multiple applications to apply for more than one slot will be removed from the lottery.

A student must apply using his/her legal name. Using an alias could result in a student's disqualification from the lottery or disenrollment at a later date.

### **Waiting List Procedures:**

Taos Integrated School of the Arts will open and advertise the enrollment and lottery each year in the spring for a limited period. If a waiting list is generated from the lottery draw, these students will remain on the waiting list until the end of the current school year. Students wishing to enroll in TISA after the enrollment period will be added to the end of the existing waiting list.

### **Waiting lists do not transfer from year to year. TISA will not maintain a waiting list for students who wish to be admitted in future years.**

- Students who are not initially selected for enrollment will be placed on the TISA waiting list according to grade.
- Separate waiting lists will be maintained for each grade.
- All children who apply for enrollment after the enrollment period will be added to the waiting list in the order in which their applications were received.
- If an applicant from the waiting list is offered a position and does not accept the position offered within the period required for acceptance, they will be dropped from the waiting list and the slot offered to the next applicant on the waiting list.

### **Confirmation of Acceptance**

- Students must confirm, in writing, their acceptance of their admission by the date indicated on their notification of admission.
- Students who do not properly confirm their acceptance by the date and time indicated will be dropped from the admission list and the slot offered to the next applicant on the waiting list.
- Parents or guardians of the applicant are responsible for maintaining current information on the

enrollment application and must notify TISA, in writing, of any change of address, telephone number, or other information necessary for TISA to contact the applicant. TISA is not responsible for maintaining any contact information.

- If the school cannot contact an applicant to confirm acceptance or notify they are to be moved from the waiting list to the admission list, then the applicant will be dropped from the admissions list or waiting list. Number of Students
- The TISA Governing Council determines the number of students in each class or grade.
- The number of students per class shall not exceed 20.
- The minimum number of students shall be determined, after enrollment, by the TISA Governing Council.
- A grade may have more than one class if the TISA Governing council determines the minimum number of students is not met in any other grade.

The TISA Governing Council, in accordance with the terms of their charter, shall determine total enrollment of the TISA.

### **Enrollment Policy**

- The parent or legal guardian of the child or children who are applying for enrollment must make all applications for enrollment.
- Applications will be accepted for one grade only per child.
- Kindergartners must be five years old on or before September 1 of the current school year.
- Applications received after the enrollment deadline will be placed on the waiting list in the order in which they are received.
- If a parent enrolls his/her child after the first week of school, a meeting must be arranged with the Director prior to the student attending classes.

Information Required - Upon acceptance of enrollment, the parent or guardian will be required to provide the following information prior to admission:

1. Original birth certificate, legal copy of birth certificate, or other legal proof of birth.
2. Current immunization/or Certificate of Religious/Conscientious Objection to Immunization and other health records.

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

3. Information release form authorizing TISA to share or request any and all records, information, or data determined by TISA to be relevant to the student's attendance at TISA.
4. Individual Education Plan (IEP) or other specialized education requirements.
5. Completed Home Language Survey, for students enrolling in school for the first time. If a transfer student, TISA is responsible for obtaining the Home Language Survey from the previous school. If after three attempts and no survey, TISA can issue a new Home Language Survey.

## **LUNCH**

At the present time, TISA does not offer a lunch program. Parents should pack healthy snacks and a lunch for their students. A water bottle is highly recommended. When students with allergies that require medical restrictions are attending, parents of that class will be notified about special instructions which serve to ensure health and safety on campus regarding foods.

## **PARENT VOLUNTEERS**

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

## **PLAYGROUND RULES**

- No climbing/walking UP slide
- No more than 1 child per seat on swing at a time
- No hanging from swing set
- No flipping on swing set
- No footballs
- Boundaries are from upper sidewalk to end of playground
- No climbing trees
- No climbing on the walls
- No walking on the tables
- No snowballs
- No climbing over the top of climbing structure
- No visitors
- No snowball fights
- May not go in parking lot
- No hitting, pushing, pulling, swearing

## **POSITIVE BEHAVIOR SUPPORTS**

### **Bonus Bucks**

At their discretion teachers will award TISA bucks to students who: noteworthy homework completion, exemplary behavior, outstanding citizenship. Teachers will determine how bonus bucks will be redeemed.

### **Student of the Month**

Each classroom will nominate one student a week as student of the week. At the end of the month from these nominated students classroom teachers will choose one student to represent that grades student of the month. These students will have their photographs taken and be displayed at the school. Students will be celebrated at monthly gathering of the entire school.

## **REASONABLE RESTRAINT**

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm.

Persons employed by the district may, within the scope of their employment, including involvement in extracurricular and co-curricular activities, use and apply such amount of force for such period of time as is reasonable and necessary to accomplish the following purposes:

- To quell a disturbance threatening serious, probable, and imminent bodily harm to self or others.
- To obtain possession of weapons or other dangerous objects which are within the control of a student who poses a serious, probable, and imminent threat of bodily harm to self or others.
- For protection against serious, probable, and imminent threat of harm to self and others, or destruction of property which could lead to harm to the student or others.
- Incident to a lawful arrest by certified and commissioned Albuquerque Public School police officers.

In the case of students receiving special education services, any restraint used beyond the four specific situations listed above shall be identified on the student's Individual Education Program (IEP) as part of the student's behavior plan.

Restraint devices, such as handcuffs and flex cuffs, may only be used by police officers.

An act of physical force or restraint by a teacher or other employee against a student shall not be considered child abuse if the act was performed in good faith and in compliance with this procedure. Such acts shall not be construed to constitute corporal punishment.

Within a reasonable time after a teacher or other employee uses reasonable restraint with a student, the teacher or other employee shall report the incident to the principal or designee.

## **PROMOTION/RETENTION**

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

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

The main method TISA uses to communicate school events and news to the parents is through e-mail from teachers, office staff, and the director. The TISA website is also an excellent resource for current information about the school. Please check this website on a regular basis:

[www.tisataos.com](http://www.tisataos.com). Also each classroom and student will be maintaining a blog that will be updated each week. Be sure to give your teacher your e-mail information so you can be updated each week. If you do not have a computer at home, there are computers available for your use at the Taos Youth and Family Center or at the Town of Taos Public Library. Guidelines for Communication with School Personnel Your child's education is a cooperative effort between parents and school personnel. At times, you may wish to seek additional support, information, or resources. From time to time, situations may arise which you will need to address with your child's teacher. Here are some key points to remember when you are communicating with school personnel about your child's educational needs:

- Please schedule meetings with your child's teacher in advance.
- Please understand that a teacher's responsibilities may prevent accommodation of a request for an immediate meeting.
- Please request the meeting within one week of the concern, issue, or incident, so that the discussion may be timely.
- It would be helpful to be prepared for the meeting by writing down your issues, what you want to say, and questions you would like answered. Write down your solutions and recommendations as well.
- Your child's educational needs are best met when you and your child's teacher work together, and acknowledge each other's efforts toward your mutual goals.
- Stay positive and calm throughout the conversation. Avoid blaming or becoming defensive. All parties are expected to be respectful and courteous. Any teacher or school employee reserves the right to terminate a meeting in the event of inappropriate or abusive behavior.
- Listen to the teacher's point of view and suggestions with an open mind.
- Ask the teacher to clarify any school "lingo" – language used by educators that you might not understand.
- Agree together on an appropriate, informal intervention plan or resolution. Share responsibility for success of the plan. Make a note of this plan. Be clear about commitments and next steps – yours and the teacher's.
- If you feel a follow up meeting or phone call is necessary, and this has not already been scheduled as part of the plan you and the teacher created, you are welcome to initiate the meeting or call.
- The parent, teacher, or Director may request a Student Assistance Team (SAT evaluation – child study for educational, emotional, social, behavioral needs – please see SAT flow



chart) if it's felt that a more formal plan is necessary.

- If the situation is not resolved through meeting with the teacher or SAT process, please request a meeting with the Director. The Director is available to mediate issues between the parent/guardian and teacher. Any party may request mediation as part of the process.
- If the situation is still not resolved through meeting with the Director, then and only then, request in writing to be placed on the Governing Council agenda. Individual personnel issues will be addressed in executive session only, rather than open session. Any Governing Council member approached by a parent will respectfully redirect the parent to this process.

### **SCHOOL COLORS**

The school colors are green and orange. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

### **SOLICITATION**

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

### **SCHOOL YEARBOOK**

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

### **SEARCHES**

For the protection and security of individuals and property on the TISA 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. Taos Integrated School of the Arts Director can dispatch local Police Department at his/her discretion. Parents will be notified upon dispatch.

### **SEXUAL HARASSMENT**

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

#### **Definition of Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances,

requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.

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

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

#### **Nature of Sexual Harassment**

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

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

### **STUDENT GOVERNMENT**

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

### **TEXTBOOKS**

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

### **VALUABLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school Director and staff are not responsible for valuables students bring to school. It is recommended that students leave all valuables at home. Electronic games such as Game-boys, Nintendo DS, and PSP's etc. are NOT allowed. If students bring them to school they will be confiscated and parents will need to pick them up. iPods, CD & MP3 players are up to the discretion of the teacher as long as they are not disruptive.

### **VANDALISM**

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

### **VISTORS**

All Visitors, including parents that are visiting during the school day, must check in with the office upon arrival at the school. Visitors will sign in and be given a visitor badge. Before leaving the school, visitors will check out with the office and return the visitor's badge.

### **WEAPONS**

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

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.

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a Federal law that governs the maintenance of student education records. Under that law, parents of students or students who are at least 18 years of age (“eligible students”) have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies in the record. Access to these records by persons other than the parents or the student is limited and generally requires prior consent by the parent or the student. The school has adopted a written policy governing all the rights of parents and students under FERPA.

The TISA Governing Council hereby gives its annual public notice to all parents and eligible students that:

- TISA maintains the following education records directly related to students and subject to the limitations on disclosure provided in FERPA: Academic records, personal information records, disciplinary records, attendance records, health records, progress reports, and standardized testing records.
- Access to education records is limited to: parents of students under 18 and parents of students over 18, if such student is dependent as defined in the Internal Revenue Code, the student, officials of TISA who have a legitimate education interest, federal, state, and local officials to whom information is required to be reported, certain test organization, accrediting organizations, appropriate persons in connection with an emergency, pursuant to subpoena or court order, to any person, with the written consent of the parent or eligible student.
- TISA policy requires that education records be kept to an essential or relevant minimum. Records are reviewed at the end of each school year and non-essential and irrelevant material is deleted.
- TISA policy limits the right of access to education records to the persons and circumstances indicated in the second paragraph above. TISA requires that copies be made available to persons entitled to receive copies. TISA policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such material and records. TISA policy provides the right to request in writing an amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.
- FERPA classifies certain types of information that generally would not be considered to be an invasion of privacy or harmful if released as “student directory information.” Unless the parent or eligible student objects in writing as described below, school officials may release directory information, as defined under TISA policy, to any person, including but not limited to marketers, colleges, and the media, without the consent of the parents or the eligible student. Parents/students who object to the release of any or all of this information without consent must notify, in writing, to the director within fifteen (15) days following the date of the publication of this notice (or the enrollment of the student,

if after the beginning of the school year). The objection must state what information the parent or student does not wish released. A form for filing an objection is available at the TISA office. In the absence of timely notice objecting to its release, the listed information will be classified as directory information until the beginning of the next school year.

“Directory information” as defined includes: the student's name; grade in school; name of school; eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events; weight and height of members of athletic teams; honors and awards received; yearbooks; and identification in visual media, including photographs, videotapes and video images, depicting school programs or activities.

· Questions regarding education records shall be directed to the school’s director, the custodian of records. Complaints about the failure of TISA to comply with FERPA may be made in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue SW, Washington, DC 20201.

**PARENT NOTIFICATION**  
**(in accordance with the No Child Left Behind Act, Title I, Part A, Section 1111 and**  
**New Mexico Public School Code 22-10A-16)**  
**Parents' Right To Know**

Dear Parent:

The federal, No Child Left Behind, and the state, Public School Code permits you as a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal who may work with your child.

If you are interested in requesting this information, please contact:

**Nicole Abeyta** at **575-758-7755**

Sincerely,

Rich Greywolf, Director  
TISA

**Student/Parent Handbook Page of Commitment**

We have received, read, discussed and agree to abide by the policies and procedures contained in the 2017-2018 TISA Student/Parent Handbook including but not limited to the following:

- Expectations of Student Behaviors
- Expectations of Student Academic Behaviors
- Code of Conduct
- Attendance & Tardiness Policy
- Zero Tolerance Policy for Prohibiting Harassment, Intimidation, Bullying, & Aggression

Student's Name (Please Print) \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_ Parent Signature/Date

\_\_\_\_\_ Student Signature/Date

**\*\*\*Please return this signed page of commitment to your homeroom teacher by 9/6/2017.**

Acknowledgement:

Name of student:

Grade:

Teacher: