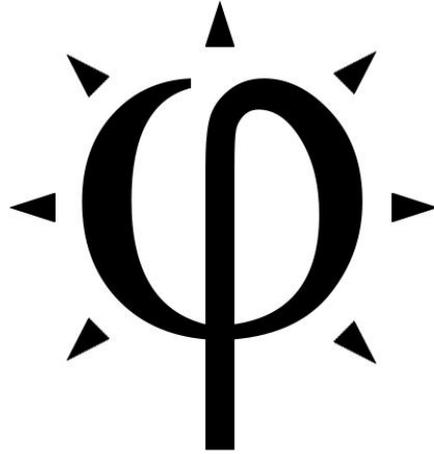


TISA

TAOS INTEGRATED SCHOOL OF THE ARTS



Phi = the golden proportion + future TISA mascot

Parent/Student Handbook

2014–15

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

SMART Goals:

Academic Student Performance:

- The combined scores of all third through eighth grade students tested will show an average of 80% proficiency in all subjects tested on the NMPAARC 2014-15.
- Student learning of the thematic, multicultural and arts- integrated curriculum will be measured using ongoing formative and summative assessments with a classroom average of 80% mastery of each unit.

Organizational/Management Performance:

- 50% of our parents will indicate a rating of ‘satisfied’ or higher on all questions on the parent satisfaction survey that is administered bi-annually by the school. The percentage of parents indicating such a rating will increase from 50% to 80% by the end of the 2015 school year.
- 25% of the parents will participate each school year in volunteer activities as recorded by the volunteer classroom records. By the end of the 2015 school year, this will increase to 50% participation. These volunteer activities include parent/teacher conferences, open house nights, celebrations of learning and parent committees.

We will know we are achieving our mission when:

- The students are meeting or exceeding 80% proficiency on our assessments.
- The students are meeting or exceeding 80% proficiency on the NMPAARC.
- There is 50% parent participation.
- 100% of the staff is participating in professional development opportunities.

Contact Information for Staff

School Phone: 758-7755

School Fax: 758-7766

| | | |
|--|----------|--|
| Susan M. Germann, Director | 758-7755 | susang@tisataos.com |
| Nicole Abeyta, Office Manager | 758-7755 | nicole@tisataos.com |
| Jutka Furesz, Kindergarten Teacher | 758-7755 | jutkatisa@gmail.com |
| Tashina LaRocque, 1 st Grade Teacher | 758-7755 | tashina@tisataos.com |
| Patsy Kinney, 2 nd Grade Teacher | 758-7755 | patsy@tisataos.com |
| Alexandra Collignon, 3 rd Grade Teacher | 758-7755 | alexandra@tisataos.com |
| Linda Seto, 4 th Grade Teacher | 758-7755 | linda@tisataos.com |
| Angela Abbate, 5 th Grade Teacher | 758-7755 | angela@tisataos.com |
| Naomi Cyr, 6 th Grade Teacher | 758-7755 | naomi@tisataos.com |
| Jamie Greffe, 7 th Grade Teacher | 758-7755 | jamie@tisataos.com |
| Megan Avina, 8 th Grade Teacher | 758-7755 | megan@tisataos.com |
| Steve Robbins, 6-8 th Math | 758-7755 | |
| Wally Kuerschner-Burton, EA | 758-7755 | |
| | | |
| Ashley Grycner, Title I EA | 758-7755 | |

Curriculum Overview K-8th - Essential Questions and Enduring Understandings

TISA integrates the arts--visual arts, dance, music and theater – into the general learning process and they are interwoven throughout the lessons using a thematic, interdisciplinary, project-based approach to instruction. TISA also educates with a vision of the “TISA Graduate” in mind, and the curriculum work backwards from 8 to K using two Essential Questions – like the side-rails of a ladder – to guide a student up and through the complete experience. These Essential Questions are: “Who am I?” and “What is Design?” Students re-visit these questions in a fashion appropriate for their class and the content of the lessons. Below is an outline of the curriculum by grade level.

Kindergarten

- Oral language development through storytelling, poetry, speech practice, songs, phonetic studies, bookmaking.
- Math concepts using the four processes, measurement, cardinal numbers, number patterns.
- Studies of cultures through storytelling and the arts.
- Classroom community and magic, human body puppets, simple machines and the idea of *Change*.

First Grade

- Traditional folktales, review of phonetic studies, multicultural stories and traditional stories, writing practice, speech work, reading practice using literature.
- Practice of the four processes, geometry, measurement.
- Study of “family” as a basic social unit. Study of Taos as a case study for *Community*.
- Maps and world geography.
- Environmental Science (weather and air).

Second Grade

- Storytelling, Process Writing, NM folklore and tales, connection with weaving and other folk arts.
- More of the four processes, extending math skills.
- Our connections to the Earth, origins of materials, structures and life: What comes in *Layers*?
- Diversity: Why are things different, what if they were the same?

Rites of passage: K, 1, and 2 will share a Storytelling Festival in the Fall, and will collaborate on puppet shows and art openings on campus as well as participate in TISA events. All teachers are supported by K-5 Everyday Math and 6-8 Connected Math, Wilson Reading, and Delta/Foss Science kits.

Third Grade

- Reading practice with quality children’s literature, cursive handwriting, speech practice, grammar, storytelling, phonics skills, book making.
- Further work with the four processes, measurement, geometry.
- Components of a society. What is *Home*?
- Research in current events, biographies.
- Human Habitation, Astronomy, and New Mexico History and Geography.
- Life science.

Fourth Grade

- Reading practice with classics from children's literature compositions, spelling and dictionary work, cursive handwriting, grammar, storytelling, oral and written reports, book making, extended writing skills.
- Math concepts such as fractions, decimals, mixed numbers multiplication, division, operations with fractions using all four processes, geometry in nature.
- *Man and Animal*, Mythology and Culture, New Mexico Geology and History.
- Relationship of animals and human beings, permanent and migrating animals.

Rites of passage: 3rd and 4th will perform full class-plays like Vacation to Mars, and Theft of Thor's Hammer. They will also learn the Maypole Dance and explore other multicultural dances as well as participate in TISA events. All teachers are supported by a K-8 Singapore Math, Wilson Reading, and Delta/Foss Science kits.

Fifth Grade

- What is Culture? – Why and how a society make a person. Who am I? As in, *where do I fit in?*
- Middle Ages through the Renaissance – a society based on hierarchy and awe of God and Nature
- Colonial New Mexico – How and Why Europeans arrived in Taos.
- Science, Math and Cosmology, the geocentric universe, the four humors, social hierarchies.
- Architecture and structure making as metaphors in social study. How do you design a group?

Sixth Grade

- Greek mythology, birth of democracy – What is the democratic idea? Where does it come from?
- Revolutions of the 18th century, focus on the USA – How is democracy reborn in America?
- Westward Expansion, tall tales, industrial revolution – Where do I fit in the modern world?

Seventh Grade

- Movies! - The process and logistics of film-making. How to take a role in a complex task
- Who am I in different contexts (relative to place culture and time)? *Does history repeat itself?*
- New Mexico History - How does New Mexico help create who I am becoming?
- Egypt – A foreign time and place, where are the hidden connections?

Rites of passage: 5th and 6th will branch out into many areas: 5th participates in a stick bridge engineering challenge. 6th will present a Tall Tales festival. 7th will explore film making, as well as participating in TISA events. All teachers are supported by K-5 Everyday Math, 6-8 Connected Math, Jr. Great Books and Delta/Foss Science kits

Eighth Grade

- Jr. Great Books and Discussions
- Novel Studies
- Foss Science, along with Botany, Native Plants, Native Sciences
- Connected Math, aligned with Common Core State Standards
- New Mexico History
- Write, create and perform skits

School Calendar and Daily Schedule

NOTE: There is no class instruction on Mondays. Teachers are available for IEP, SAT, and other kinds of meetings on Monday afternoons. Please schedule meetings accordingly.

TISA Kinder- Class begins at 8:30 and end at 3:30 at 1021 Salazar location. Students should be at school no earlier than 8:15 and should be picked up no later than 3:40.

TISA 1st -4th grade: Classes begin at 8:15 and end at 3:40 at the 1021 Salazar location. Students should be here no earlier than 8:00 and should be picked up no later than 3:55.

TISA 5th -6th Grades at 123 Manzanares: Classes begin at 8:00 and end at 3:50. Students should be here no earlier than 7:50 and should be picked up no later than 4:15.

TISA 7th -8th Grades at 123 Manzanares: Classes begin at 8:00 and end at 4:05.

Students should be here no earlier than 7:50 and should be picked up no later than 4:10.

Pick Up and Drop Off: There is no parking in the pickup/drop off areas of the school from 15 minutes before to 15 minutes after the beginning and end times at each campus. Traffic will be asked to keep moving during those times. Please park and walk if you intend on staying during this time.

The TISA YEARLY CALENDAR will be available each year with this document.

Attendance policy – You will be given a copy at the first Parent/Student/Teacher Conference on August 14 or 15, 2014.

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.

10 consecutive absences may cause a student to forfeit your lottery position. Notify TISA of your situation.

Tardiness

For K-4th grade, each school day begins at 8:15 AM and for 5th - 8th grade the school day begins at 8:00 AM. 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 10 minutes after classes begin. Parents must get a tardy slip at the office (Nicole at Manzanares). 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.

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 Mondays. 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.

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.

Student Discipline – You will be given a copy of the TISA Discipline Policy at your first Parent/Student/Teacher Conference on August 14 or 15, 2014.

Dress Code

TISA recognizes that all students have an intrinsic worth based upon who they are and not what they wear. The school expects students to maintain a neat and well-groomed appearance and to dress in the TISA spirit. Decisions regarding the dress code will be referred to the class teachers and/or the Director.

Guidelines for the dress code are listed below:

- Clothing must be appropriate for the weather conditions and the tasks of school.
- Items to be worn outdoors (sunglasses, hats) generally are not to be worn indoors.
- 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.
- Clothing and accessories should not be distracting, degrading, damaging, or threatening.
- Attire may not present a health or safety hazard, or be disruptive to the instructional program.

Consequences for being out of dress code include:

- Discussion: this is a very interesting exercise contrasting self-expression and common good.
- Set class-wide interpretations of this policy and post them. What is negotiable? What isn't?
- Cover clothing with another article of clothing (i.e. an X-large T-Shirt).
- Remove article of clothing and replace with another.
- Parents may be called to bring appropriate clothing.

Tobacco, Alcohol, Drug Free Campus

TISA is a tobacco, alcohol and drug free campus. As such no one is allowed to be in possession of or partaking of any of these substances.

Visitors

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.

The Salazar campus will remain locked from 8:15 a.m. until 3:15 p.m. If you need to see a teacher or take a child early, you will have to check in with Nicole at Manzanares and she will let the teacher know.

Lunch information

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.

Lottery, Enrollment and Admittance Policies and Procedures

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.

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**

Date Fall 2011

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,

Susan M. Germann, Director
TISA



TAOS INTEGRATED SCHOOL OF THE ARTS

Acknowledgement:

Name of student:

Grade:

Teacher:

Return by 8/29/2014

Names of parents and guardians:

We have read and acknowledge the TISA parent/student handbook.

_____ **Student**

_____ **Parents and Guardians**

Parent/Student Handbook

2014-15