



TAOS INTEGRATED SCHOOL OF THE ARTS

**TISA
STUDENT/PARENT HANDBOOK**

2015-2016

All TISA graduates will be able to express their individuality as fully engaged, emotionally balanced human beings and will be able to design their views 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 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 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. The mission of TISA 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.

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Taos Integrated School of the Arts
Discipline Policy for 2015-2016 School Year

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.

TISA's discipline approach 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 our hands to ourselves
- Following procedures

We show attentiveness by:

- Listening to others

The **STAY GREEN** discipline plan will be used throughout the campus, with appropriate modifications for developmental levels.

TISA's-Stay Green Discipline Plan for Grades K-8

Green - Positive/Appropriate Behavior

Yellow - Verbal Warning

Blue - Reflective writing/time out

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

White - Parent phone call/possible in-school suspension (amount dependent on developmental level)

Stay Green Specifics:

- Stay Green Award – to be determined by teacher.
- Each day 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, Accelerated Stay Green, suspension, and referral to law enforcement are possible actions to be taken by staff.

Procedure:

- Begins fresh each day
 - 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
 - Check by name

Stay Green is progressive, accumulative, and developmentally appropriate

1. **Step One - Green - No marks** - Positive/Appropriate Behavior
2. **Step Two - Yellow – One mark** - Verbal Warning
3. **Step Three - Blue – Two marks** - Reflective writing/possible time out
4. **Step Four - Red – Three marks** - Lunch detention and phone call home
5. **Step Five - White – Four marks** - Parent phone call/ in-school suspension or mandatory parent attendance for three class periods

After Step 5, the process recycles. After 2 cycles, a meeting is called with the Parent and the Student Assistance Team to discuss a behavior plan.

Students with suspension are unable to participate in the Ski or Snowboard Club or hold a

Student Council Office.

Expectation of Student Behavior

The Governing Council expects students to conduct themselves in accordance with their levels 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 behaviors and the consequences of their behaviors. Staff members who interact with students shall apply best practices designed to prevent discipline problems.

Expectation of Student Academic Behavior

TISA 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, and other art activities. It is TISA's belief that both the specials classes of Art, Music, Theater and Dance, as well as arts integration is essential for a student's well-being and academic growth. In addition, students must come to school prepared for class. Being prepared means that students will have all materials including writing utensils, paper, books, and homework, as well as, material assigned by the classroom teacher.

Attendance policy

Regular daily attendance is vital to the learning process and social dynamics 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.

The excuse must be received within 48 hours of the absence or the absence will be recorded as unexcused.

Students not in attendance for ten (10) consecutive school days or 20 recorded absences per

semester will voluntarily relinquish their lottery positions unless arrangements have been made with the Director prior to the absence.

Time allotment for getting a child's work: Teachers need two 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, or other non-approved absences.

Intergovernmental Agreements: While all children attending public schools are subject to the Compulsory School Attendance Law reporting, TISA 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: 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. Class attendance is taken and maintained by instructional hours. 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. **Please ensure your child is on time to school each day.**

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

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

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 and then dial 201 for attendance: 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 each student succeed at school - plan vacations during scheduled school breaks!

Inclement Weather Procedures

TISA will follow Taos Municipal Schools with respect to snow days and delay days. Listen to or tune into KTAO, KRQE, and KOAT for information regarding snow days and delay days. TISA is not part of the district and is a district of its own, should a call need to be made that the Taos Municipal Schools does not make, TISA will.

Policy and Guidelines for Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School 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 school buses.

Anti-Bullying Policy Statement

The Taos Integrated School of the Arts prohibits acts of harassment, intimidation or bullying. The Governing Council has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Definition of Bullying

“Harassment, intimidation or bullying” means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristics, 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, that takes place on school property or at any school-sponsored function or on a school bus.

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: name calling, teasing, gossiping, undesired text messages, exclusion, pushing, shoving, taking personal possessions, verbal threats, hand gestures, etc.

Consequences for Violations of Anti-Bullying Policy

After investigating complaints of bullying, the Director may provide consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation and bullying. These may range from positive behavioral interventions up to and including suspension or expulsion.

Factors for Determining Consequence

- Age, Developmental and maturity levels of parties involve
- 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

- 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 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.

The school will make counseling available to individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victim(s). The school will provide social skills training to the bully and for all students to address victimization.

Response to the Reporter of Incidents

The Governing Council prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. 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. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment will occur. Intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted by law.

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 from 7:45 -3:00. 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:

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

COMPUTER USE

By signing the computer use agreement, the student agrees to accept responsibility for any damage to the computer caused by student's negligence. This responsibility may take the form of payment for damages or denial of computer privileges by the supervising teacher.

The student user agrees to the following:

- Wash hands before using.
- NO FOOD or DRINKS at all, ever, near computers!
- Absolutely NO HORSEPLAY around computers.
- No picking up or moving self or computer once you have begun your session.
- You will share this computer with other students in other classes. You must report any problems with the computer as soon as you notice them.
- Will use Internet responsibly.
- Will not tamper with folders belonging to other students.
- Will not visit unauthorized website.
- Will not download programs, music, videos, images, wallpaper, screensavers, etc.
- Will not change profile password assigned.

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%.

DUE PROCESS PROCEDURES

Emergency Suspension – Due Process Procedures

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 – Due Process Procedures

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 will 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 Director shall then determine if a short-term suspension should be imposed and will inform the student of his or her decision. If the student is suspended, the student's parent(s) will be notified of the suspension by telephone. No appeal is available for a short term suspension.

Long Term Suspension- Due Process Procedures

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.

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 the school's educational goals, and forward the notion that learning comes 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. Headgear and sunglasses are to be worn outside. 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, flip-flops, 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 so parents can bring clothing that is appropriate. T-shirts can be covered with a sweater or larger shirt. Repeated offenses could, and may, result in in-school suspension or 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. Phone call home.

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 that is located 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 to best assist the teacher
 - 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
- Wearing, 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.

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 ½ 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 a 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. Guests will sign in on the appropriate forms and will be issued badges which guests are required to wear on campus at all times. This allows campus personnel to ascertain that all guest presence on campus is registered in the office. When a guest leaves the school premises, the guest is to sign out in the office and turn in the badge to 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 an 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 parents/guardians sign their child out through the office. If a parent/guardian picks up a child during the day, the parent/guardian must sign the child out at the office where the child 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 the 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 lost items 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 February 1st. 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 will be 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.
- Any students who do not properly confirm the student's 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 the applicant that the child is 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 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 the charter, shall determine total enrollment at 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.

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 school, parents of that class will be notified about special instructions which serve to ensure health and safety on campus.

PARENT VOLUNTEERS

TISA considers its parent volunteers to be 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 TISA a better place for students to learn and grow. All parent volunteers must have a background check on file in the office before working in the classroom. Call the office for further information.

PLAYGROUND RULES

No climbing/walking UP slide
No more than 1 child per seat on swing at a time
No hanging from swing set or flipping on swing set
No footballs
Boundaries are from upper sidewalk to end of playground
No climbing trees or climbing on the walls
No walking on the tables
No snowballs or snowball fights
No climbing over the top of climbing structure
No going into the parking lot
No hitting, pushing, pulling, swearing

POSITIVE BEHAVIOR SUPPORTS

Bonus Bucks

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

Student of the Month

Each classroom will select one student a week as Student of the Week. At the end of the month, teachers will draw from the month's Students of the Week one student to represent that grade's Student of the Month. These students will have their photographs taken and be displayed at the school. At the end of the year, one Students of the Month will be drawn from each grade – students whose names are drawn will attend a special breakfast with the Director.

PROMOTION/RETENTION

When a student is recommended for retention, the parents may sign a one time waiver and the child will be 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 the weekly publication of the Chalkboard. The Chalkboard will be sent home every week, usually on Wednesdays. Please ask your child for this bulletin in order to stay informed about upcoming events. 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. Also, each classroom and student will be maintaining an e-portfolio 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

Each child's education is a cooperative effort between parents and school personnel. At times, parent may wish to seek additional support, information, or resources. From time to time, situations may arise where parents will need to address with their child's teacher. Here are some key points to remember when parents are communicating with school personnel about their 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 that 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 is 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 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.

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 employee.

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

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, notes, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome 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 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.

TELEPHONE USAGE

The office 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.

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 any 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 are NOT allowed. If students bring such items to school the items will be confiscated and parents will need to pick up the games. iPods, CD & MP3 players may be allowed, at the discretion of the teacher, as long as the items are not disruptive.

VANDALISM

TISA school and school equipment is public property. Willfully damaging or destroying TISA 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, the student should report the damage to a teacher immediately so that the damage is not misconstrued as vandalism. If school property is damaged while students are violating school rules, for example if students are fighting or "rough-housing", the students or the students' parents/guardians are responsible for the cost of replacing or repairing the damaged property.

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. Consequences may include suspension, expulsion, and police investigation.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that governs the maintenance of student education records. Under the 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,
TISA Director

TISA

TAOS INTEGRATED SCHOOL OF THE ARTS

Student/Parent Handbook Page of Commitment

We have received, read, discussed, and agreed to abide by the policies and procedures contained in the 2015-2016 TISA Student/Parent Handbook.

Student's Name (Please Print) _____ Grade _____

Student Signature/ Date _____

Parent(s) Signature(s)/Date _____

Please return this signed page of commitment to your homeroom teacher.

Acknowledgement:

Name of student:

Grade:

Teacher: Return by 8/29/2015

Parent/Student Handbook 2015-16