



TAOS CHARTER SCHOOL

1303 Paseo del Canon, Taos NM 87571

STUDENT/PARENT HANDBOOK 2023-2024

Taos Charter School Mission Statement

Our Mission is to provide students with authentic learning experiences through a rigorous, inquiry-based program that focuses on the habits of mind, dispositions, knowledge and skills that support high levels of academic growth, global citizenship, and social emotional development.

From the Director

We are excited to begin the 2023-24 academic year. Our school mission recognizes that while education centers around academic learning, there is so much more to being ready to take on the diverse challenges that our children face today and in the future. Social and emotional health and skills are essential to a positive self image and strengthening relationships with others. We also recognize that we live in a complex world and that we must see ourselves not only as members of a local or national community, but that we are also interconnected with the global community.

Jeremy Jones

SCHOOL CHARACTERISTICS

Maximize a positive environment for learning.

- Acknowledge and meet individual learning styles.
- Provide regular, on-going experiential (hands-on) education.
- Equip Teachers for success.
- Establish high standards for student behavior and attendance.
- Increase the contact time between teachers and students.
- Vertically integrate curriculum with close coordination between all grade levels.

Increase accountability for student performance

- Adopt and maintain high expectations for all students and staff.
- Help parents and family understand their responsibility for student achievement.

MAILING

PO Box 3009
Ranchos de Taos, NM 87557

PHONE

(575) 751-7222

FAX

(575) 751-7222

EMAIL

office@taoscharterschool.org



- Monitor student progress in three key areas: Academics, Attendance, and Behavior
- School/parent agreement with parent and student responsibilities.

Encourage parent's meaningful involvement in governance of the school.

- Governing Council.
- Friends of Taos Charter School
- Taos Charter School Equity Council

Provide parents with opportunities to participate in the school.

- Offer parent related school activities during non-working hours.
- Schedule teacher/parent conferences during non-working hours.
- Weekly school newsletter and yearly calendar.
- Maximize academic, artistic, physical and character development of students.
- Parents are encouraged to participate in school advisory committees such as the Health/Safety Committee, Art Committee, Equity Council, and Bilingual and Multicultural Education (BMEP) advisory committee.

Academic

- Develop student's communication skills (listening, speaking, reading, and writing).
- Provide an early childhood literacy program.
- Increase student's knowledge in mathematics and sciences.
- Develop student's understanding of history and geography, including an increased understanding of the unique character of our community.

Artistic

- Provide students' interaction with the unique resources of the Taos Valley.
- Increase the experiential (hands-on) component of the academic experience.
- Develop students' understanding and appreciation of the natural environment.
- Develop students' creative expression through drama and music.
- Develop an enjoyment and understanding of art and art history.

Physical/Health

- Provide physical activities that increase coordination skills.
- Increase students' understanding and awareness of personal safety.
- Develop and promote students' good personal hygiene and healthful nutrition.
- Support social-emotional health through teaching specific knowledge and skills.

Character

- Help each child attain a healthy self-image and belief in their own abilities.
- Understand and address the social and emotional needs of each student.
- Help each child to experience success, as an individual and in a group.
- Help all children understand their responsibility for their actions.
- Develop each student's ability to meet change with confidence.

Attendance

Chronic Absence and Truancy Policy

The Taos Charter School student support team tracks both excused and unexcused absences. TCS will provide interventions for students who are missing school, depending on the number of absences. Individual prevention is called for if a student misses five percent (5%) or more but less than ten percent (10%) of classes or days of school. Parents of students who are chronically absent will be invited to meet the attendance team.

Only after exhaustion of intervention strategies may TCS consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

Excusing Student Absences

Call attendance line, 751-7222 press 1 for attendance, and state the date and why your child is absent.

Contact your child's teacher to make up any missed learning activities.

Plan vacations during Fall, Spring, Winter and Summer Breaks!

Please do not plan any vacations or absences during the Spring semester due to mandatory standardized testing.

Extended Absence Policy

The Extended Absence Policy allows students and their parents/guardians to travel for educational purposes for extended periods. The Taos Charter School has set standards that teachers, parents/guardians, and students must agree to prior to travel. Parents/guardians are required to request extended travel in writing from teachers at least two (2) weeks in advance.

Address and Telephone Records for Families and Students

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year. It is the responsibility of the parent or legal guardian to provide the school current and accurate contact information. In the event a parent, legal guardian, or an emergency contact cannot be reached, the police or Emergency Medical Services will be contacted depending on the circumstances.

Parents must notify the office in writing if someone not on the Emergency contact list is going to pick up a student, this includes older siblings with legal driver's licenses, who are picking up younger siblings.

If a court order is in place that restricts access to a student for any reason, this legal order must be provided to the school.

Bicycles

Bicycles must be properly secured with chain and lock. Students are required to wear protective headgear. The school is not responsible for lost, stolen or damaged bicycles. Students must walk bikes while on campus.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, utility failure, or safety crisis. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In terms of inclement weather, the Taos Charter School will follow the same decision as the Taos Municipal School District.

Every practical means is used to notify parents of a cancellation, including radio, TV and internet news. Please notify the office if you are not already registered with our Remind notification application. Please listen to local radio stations for school delays or cancellation. Also view your local television news stations. PLEASE, DO NOT CALL THE SCHOOL AS THIS TIES UP THE LINES NEEDED FOR BUSINESS, EMERGENCY AND ADMINISTRATIVE PURPOSES.

Academic Dishonesty (Cheating)

Incidences of academic cheating will not be tolerated. 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%.

Classroom Celebrations and Treats

Sugary treats may not be served to students at any time. The Taos Charter School is a soda-free and gum-free zone. These need to be taken into consideration when planning parties.

Flowers, balloons and other gifts that are delivered to school will remain in the office until the end of the day to eliminate distraction in the classroom.

DISASTER & SAFETY INSTRUCTIONS

In the case of a school emergency, please listen to local radio stations for instructions. You will be notified through email and the Remind application. Please do not call the school or go there until directed. The main command center will be the Director's office. For information call (575) 751-7222

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. Other Drills include: Unwanted Intruder, Shelter-in-place, Lock Down drills, and building evacuation. A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations, including school threats.

Discipline

The Taos Charter Schools' discipline policy is based upon and guided by applicable State and Federal Laws. The STAY GREEN discipline plan below is being used throughout the campus but is modified for developmental levels.

Taos Charter School-Stay Green Discipline Plan for Grades K-8

We are responsible by:

- ☐ Following directions.
- ☐ Following procedures.

We are respectful by:

- ☐ Being kind.
- ☐ Talking appropriately.
- ☐ Keeping hands and feet to self.

We are Cooperative by:

- ☐ Listening to others.
- ☐ Working together.

The following color-coded system will be used by school staff to monitor student behavior by employing a class chart or clip board.

Green Good Behavior

Yellow Verbal Warning

Blue Reflective writing and time out

Red Reflective writing and time out with possible detention time. Parents will be notified. White Parent phone call and possible in-school suspension (amount dependent on developmental level)

- 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, Stay Green, suspension, and referral to law enforcement are possible actions to be taken by staff.

Vandalism

Our school and school equipment is public property. Willfully damaging, rendering inoperable, 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 or rendered inoperable 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.

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.

Discretion Given to the School

The school reserves the right to exercise discretion in determining appropriate responses to rule infractions. The purpose of this discretion is to provide corrective or natural consequences and or restorative practice to address specific situations.

Staff will engage in affirmative two-way behavior coaching to address undesired student actions and set goals for future behavior. Staff and students will seek restorative solutions to conflicts.

ANTI BULLYING POLICY

POLICY AND GUIDANCE FOR PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING ON SCHOOL PROPERTY, AT SCHOOL-SPONSORED FUNCTIONS AND ON SCHOOL BUSES

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 Municipal Charter School 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 Behaviors

"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 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, that takes place on school property, at any school-sponsored function or on a school bus and that:

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 person or damage to his 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 messaging, exclusion, pushing, shoving, taking personal possessions, verbal threats, hand gestures, etc..

Expectation of Student Behavior

The Governing Council expects students to conduct themselves in keeping 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 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.

Consequences for Violations of Anti-Bullying Policy

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

Factors for Determining Consequences

- Age, developmental and maturity levels of the 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; and
- Context in which the alleged incidents occurred.

Examples of Consequences

- Admonishment; Restorative practices and/or mediation.
- Temporary removal from the classroom or other school setting;
- Loss of privileges;
- Classroom or administrative detention;
- In-school suspension during the school week or the weekend;
- 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 Director'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 Victim and the Bully

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. 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,

Establishment of Bullying Prevention Programs

Taos Charter School has adopted programs that align with the CASEL Social Emotional Learning Framework as a proactive measure to ensure that students develop prosocial behaviors. In addition, the director and/or classroom teachers are required to review this policy with students at the beginning of the school year.

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 in 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 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 - 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. 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.

Dress Code

Effective July 19, 2022

The Taos Charter Dress Code – adopted from the NOW Model Student Dress Code – empowers students and their families to make the decisions that are most comfortable for them and aims to keep the focus on the knowledge and skills that support high levels of academic growth, global citizenship, and social emotional development.

I. DRESS CODE POLICY

The primary responsibility for a student's attire resides with the student and parents or guardians. The Taos Charter School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code.

1. Basic Principle: Certain body parts must be covered for all students Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. All items listed in the "must wear" and "may wear" categories below meet this basic principle.

2. Students Must Wear:

- Shirt that covers undergarments and is not see-through
- Bottoms that cover undergarments and are not see-through
- Shoes that are activity-specific, for example students must bring appropriate shoes for physical education classes
- Clothing and/or layers appropriate for each season (ex: warm jackets and closed toe shoes in winter)

3. Students Cannot Wear:

- Undergarments as outerwear, (straps and waistbands are not a violation)
- Flip flops
- Violent language or images
- Images or language depicting drugs, alcohol or any illegal item or activity
- Hate speech, profanity, or other indecent messages or images
- Images or language that create a hostile or intimidating environment based on any protected class
- Clothing that covers the face, other than approved respiratory safety masks

DRESS CODE ENFORCEMENT AT TAOS CHARTER SCHOOL

A school dress code is only as effective and fair as its enforcement. The Taos Charter School Dress Code aims to ensure the policy is not written or enforced in ways that disproportionately impact students of color and gender expansive students. Enforcement should not fall disproportionately on teachers based on their gender.

- Enforcement should be consistent with Taos Charter School's overall discipline plan; failure to comply with the student dress code should be enforced consistently with comparable behavior and conduct violations.
- Students should not be forced to wear extra school clothing that isn't their own.
- Students can be asked to put on their own on-site clothing, if available, to meet the dress code.
- No student should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
- The dress code should be clearly conveyed to students, not just in the student handbook, but in other ways, too, such as posters, newsletters, etc.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. Shaming includes, but is not limited to, asking students to account for their attire in the classroom.

Electronic Devices Policy

Bring personal electronic devices to school at your own risk. The school is not responsible for the loss or theft of any electronic devices.

1. For students in all grades, cell phones and all other personal electronic devices are not to be used or seen during the school day. Teachers may ask students to keep devices secured and out of reach during the school day.
2. Students in Grades K-3 are not allowed to bring cellphones and other personal electronic devices to school.

Rules regarding cell phones and other personal electronic devices for grades 4-8:

- Devices are not allowed to be on or out during school hours from 7:45 - 3:00 (or until picked up). Students will NOT be allowed to use their cell phones or electronic devices during these hours unless specifically directed or given permission to do so by a staff member.
- For emergencies, call the office: 751-7222.
- Personal electronic devices are not allowed to be used in the cafeteria or in the courtyard area at before, during or after school hours.
- Middle school students may use their cell phones or electronic devices after school outside in the pick-up area.
- If a cell phone goes off, is in use, or is in sight during school hours:
 - 1st offense: cell phone is confiscated and returned to the student at the end of the day.
 - 2nd offense: cell phone is confiscated and a parent must pick the phone up from the Director.
 - 3rd offense: cell phone is confiscated for one week.
- 4th offense: a one day suspension and the phone is confiscated for two weeks. The same consequences apply to all other personal electronic devices.

Disenrollment / Withdrawal

An application for withdrawal must be completed by the parents of a student who is withdrawing from school. State Law mandates that after 10 days students are automatically withdrawn from the school.

Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Original student files will not be given to the parent or guardian. Parents/guardians of a student needing this information may request a copy of the original file.

Emergency Information

In case of emergency each student is required to have on file at the school office the following

information: ☐ Parent(s) or guardian(s) name(s).

☐ Complete and up-to-date address.

☐ Home phone, parent(s) work phone and mobile phone if available.

☐ Emergency phone number of three (3) friends or relatives.

☐ Physician's name and phone.

☐ Medical alert information.

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.

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:

1. Assist the teacher with the entire class
2. Attend to student safety at all times
3. Ask the teacher how you can assist them
4. Be assertive with students and help enforce behavior expectations
5. Arrive early and ride the bus
6. Supervise all children; not just your own child
7. Stay engaged with the children and be respectful of presenters by not socializing with other Parents or students during activity times
8. Help enforce rules on the bus
9. **Wear appropriate attire for the activity and in the presence of young students.**

Food Services

Lunches are available free or at reduced charges according to the reduced or free lunch application you fill out and whether or not your child is qualified for free or reduced lunches. For paid meals, please make checks payable to: Taos Charter School. **Students are not allowed to charge meals.** Menus are available in the office and on the website: www.taoscharterschool.org

Grading

Grades Kindergarten to 4th, will utilize a four 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 will be sent home midway through each quarter. See school calendar for dates. If a student is struggling with grades, the teacher will communicate this more frequently.

Teachers will provide students and families with a progress report every 4 ½ weeks at a minimum and more often as needed for students experiencing academic difficulties.

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 in 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. At the beginning of the school year families will have three weeks to communicate vaccination status to the school. 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

Taos Charter School maintains a "closed campus". Students are not allowed to leave the campus at any time during school hours unless a parent/guardian signs their child out through the office. Teachers will not dismiss a student without a release slip from the office.

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 located in the school cafeteria. 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 at the end of each quarter.**

Medical Needs and Medical Emergencies

Unless otherwise stated in a formal plan such as an IEP, 504, or similar document, the Taos Charter School does not provide any type of medical treatment or medication. Students complaining of illness that prevents them from engaging fully in school activities will be instructed to call home to be picked up by a parent. School personnel will recommend that the child be seen by a medical professional at the parent's discretion.

In the case of minor cuts or abrasions (those in which bleeding stops within 3 minutes without need for direct pressure or bandaging), students will be instructed to clean the injury with light soap and water. A band-aid may be provided to keep the area clean. Ointments such as bacitracin will not be applied. The injury will not be cleaned with peroxide or iodine.

In the case of light strains and bruises (those that do not prevent the student from participating fully in school activities), students will be given ice to place on the injury. The parent or guardian will be notified.

Students will not be given medications of any kind unless stated formally in a plan like those listed above. Parents who wish for their child to take medications at school for any reason must request a formal medical plan.

When necessary, TCS staff will call for emergency medical services and medical transport.

Parent Volunteers

Taos Charter School 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.

Parents are encouraged to participate in school advisory committees such as the Health/Safety Committee, Art Committee, Equity Council, and Bilingual and Multicultural Education Committees.

Student Drop off and Pick Up

A detailed description of pick up and drop off procedures is available from the office. Contact the school office if you have not already received one.

Drop Off: Students may only be dropped off by the south side of the gym. Keep to the right in the parking lot and drive counter clockwise to pull up to the gym with the passenger side next to the sidewalk. Please drive very slowly (5 MPH). **Please do not drop off and leave your child if staff are not present.**

Pick Up: Be sure to ask a staff member if you do not know the location of the line designated to pick up your child. You may also park in the parking lot if you would like to park and walk to the pick up line to get your child.

Playground Rules

Playground Rules Grades K-5th:

Slide:

Slides, Swings, and other structures or objects on campus will be used in accordance with the manufacturer's intended use.

Feet first only. Do not slide down head first.

One person at a time.

No going up the slide.

No jumping on the slide

Nothing with you on the slide

Swings:

No standing or kneeling on the swings.

No twisting the chains.

No underdog.

No jumping off the swings

No swinging sideways. Back and forth swinging only.

No throwing the swings over the top bar.

Only one person on a swing at a time.

No climbing on the frame.

Bushes, Trees and Fences:

No going behind trees or fences or bushes where monitors can't see you.

No climbing the trees.

Boundaries:

No going beyond the arroyo or driveway sidewalk.

Safety:

No picking up and throwing sand, rocks, or sticks.

No tackling, wrestling, grabbing clothes or pushing.

No Red Rover.

Equipment:

No tag on equipment.

No pushing on equipment.

No running on equipment.

No sliding down handrails.

No food in the playground area or on the equipment.

No standing on picnic tables.

No throwing sand, gravel, rocks, sticks, snowballs, etc.

No Rough Play

No wrestling, tackle football, keep away, or other similar activities are permitted. Students are not permitted to carry each other or to "spot" each other for gymnastics type movements.

Playground Rules - Grades 6th - 8th:

Students are allowed on the north swings only if a staff member is present.

Students may kneel while swinging and may jump off the swings at their own risk.

All other rules, as designated by the K-5 rules in the handbook, shall remain in effect.

Playground Supervision

School staff for grades 6-8 will supervise the playground beginning at 7:30 a.m. For grades K-5 supervision begins at 7:45am. If you arrive earlier than these times, and/or do not see a staff member on campus, please do not leave your child unattended.

Other supervised play times are the morning, noon, and afternoon recesses. Students are expected to leave for home immediately following dismissal unless staying at school for a scheduled after school activity. There will be no after school playground supervision. Except in the case of organizing after school clubs and activities, the Taos Charter School does not provide supervision after school hours. Parents/guardians are responsible for their children at the point that school is dismissed. If a student has not been picked up upon dismissal, staff will attempt to contact the parent, legal guardian or emergency contacts listed in the student's file. If no one is available, and after one hour from dismissal time, law enforcement or child services may be contacted to pick up the student.

Communication

Weekly "Chalkboard" Bulletin: The main method the Taos Charter School 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.

Website: The Taos Charter School website is also an excellent resource for current information about the school. Please check this website on a regular basis: www.taoscharterschool.org 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.

Email and Voicemail: Staff will respond to email and voicemail communications within 36 hours or by the end of the next business day. Email is for communicating simple messages only, and we encourage you to schedule a meeting or phone call with your child's teacher when discussing substantive issues. [Please contact the office if you are not already registered with our Remind application.](#)

Student Phone 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 playdates or study sessions after school.

Student Phone Messages

Please avoid calling to leave phone messages for your children at school, as this is very time consuming for staff. Please make all arrangements with your children before school. Messages will only be delivered in the event of an emergency. **Messages received after 2:00 are not guaranteed delivery.**

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. Understand that a teacher's responsibilities may prevent accommodation of a request for an immediate meeting. Request the meeting within one week of the concern, issue, or incident, so that the discussion may be timely.
- ☐ It is 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. *Use of profanity or threatening language, whether directed at a person or not, is grounds for ending a meeting.*
- ☐ 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, request a copy of the TCS grievance policy and follow the procedure outlined in this document. Individual personnel issues will be addressed in executive session only, rather than open session. The Governing Council may invite and/or disinvite any person to an executive session. Any Governing Council

member approached by a parent will respectfully redirect the parent to this process.

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. 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, electronic messages, notes, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Sexually oriented touching, pinching, patting, pulling at clothing, or intentionally brushing against another.
10. Cornering or blocking of a sexual nature of normal movements.
11. Displaying sexually suggestive objects in the educational environment.
12. Writing graffiti of a sexual nature on school property.

DISCIPLINE/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.

Skateboards and Skates

Students are not allowed to use skateboards or skates at school. However, they may take these items on the bus if they are enclosed in a carrying case. The school is not responsible for lost, stolen or damaged skateboards.

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 without the permission of the director.

Student Government

Taos Charter School 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 fundraising.

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 are NOT allowed. If students bring them to school they will be confiscated and parents will need to pick them up. Toys and trading/collector cards are only for show and tell. Afterwards they must be put away in the student's cubby or locker.

Updated: July 25, 2022

STUDENT / PARENT HANDBOOK PAGE OF COMMITMENT

We have received, read, discussed and agreed to abide by the policies and procedures contained in the Taos Charter School Student/Parent Handbook, including the computer use agreement and Electronic Policy (below).

Student's Name (Please Print): _____ Grade: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

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

23, 2023

Student Computer Use Agreement

By signing this 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 must report any problems with the computer as soon as you notice them.
- ☐ Will use the Internet responsibly.
- ☐ Will not tamper with folders or login and profiles belonging to other students.
- ☐ Will not visit unauthorized websites.
- ☐ Will not download programs, music, videos, images, wallpaper, screensavers, etc.
- ☐ Will not change the profile password assigned.