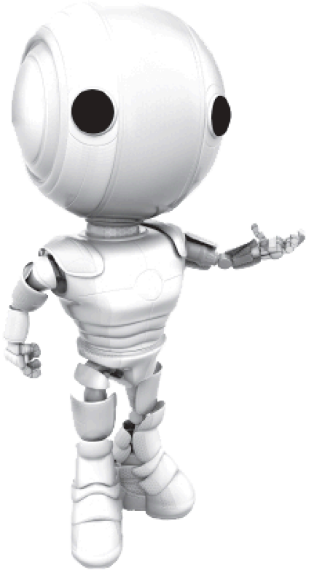
A 21ST CENTURY LEARNING COMMUNITY

TAOS FLEX PROGRAM ACADEMY

STUDENT HANDBOOK



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TO BE Approved August 2024

Executive Director's Welcome

Dear Taos Academy Students and Families:

Welcome to Taos Academy, a state-chartered public school offering a dynamic and innovative educational delivery system! It is our privilege to provide 5th -12th grade students with engaging and rigorous core curriculum, highly motivating elective classes, and leadership and career training through our state-of-the-art 21st century learning environment.

Taos Academy practices the belief that every learner deserves access to excellence in educational opportunities regardless of his or her abilities or location. Our FLEX educational delivery model uses digital instruction with proven curriculum to address each learner's individual needs. Flexibility in scheduling allows the student to work wherever a high-speed internet connection is available.

Each student in our new FLEX program is assigned an Academic Advisor for consistent contact, guidance, feedback and encouragement. Small group, 1:1 and Friday tutoring is available for students in need of additional support, and may be required. Students attending our FLEX virtual program from outside of TA will work with their home district to decide what courses best suit their needs and keep them on track with their learning.

At Taos Academy, each student is expected to apply themselves to their academic work, to explore personal learning goals in 21st century or CTE classes, and to be engaged positively in their education and their relationships with all members of our learning community at all times. Taos Academy FLEX requires a strong partnership between school, community, and home. This partnership allows students to experience personal success with high expectations in a supportive environment. Together, our efforts each day will build the foundation for success today and in the future.

We look forward to providing one of the most innovative and effective educational experiences available anywhere. Let's have a wonderful year.

Together in Education,

Traci Filiss

Dr. Traci O. Filiss
Executive Director/Superintendent

Our Mission

The mission of Taos Academy is to prepare students in the fifth through twelfth grade to achieve and maintain a level of excellence by supporting and promoting academic achievement, strong leadership skills, and social responsibility. Through the use of innovative curriculum, leadership training, and enrichment opportunities we foster a community of self-motivated, independent, lifelong learners. The partnership of school, parents, and community creates a learning environment where students acquire the knowledge, leadership skills, and sense of responsibility needed to succeed in the 21st century.

Vision Statement

Our vision is to be a model 21st-century learning community developing strong leaders who have the academic and social skills necessary to succeed in the modern world.

Turquoise & Gold

Turquoise and Gold were chosen as the representative colors for Taos Academy because they represent well-being and excellence. The turquoise gem is said to bring a sense of happiness and cheerfulness, manifesting as a feeling of wellbeing. Gold is a universal symbol of high performance representing our goal of excellence for all Taos Academy students and staff.

SY 2024 - 2025 Approved Academic Calendar

2024-2025 STUDENT CALENDAR

August 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

14 ID
4 PD Day
8/5-8/9 - Professional Development
8/7 8/8- New Student/Parent Training 8/12 - Governing Counc
8/12-8/13 - HS Orientation 8/14-8/15 - HS Activity Days
8/19-8/20- MS Orientation 8/21-8/22 -MS Activity Days
8/28 - Comm Council 8/26-STEM+Arts Begins 8/26-MS Plus

SEPTEMBER 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

17 ID
9/2 -Labor Day-No School 9/6 MS Day
9/09 - Governing Council
09/25- Community Council

OCTOBER 2024

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

19 ID
10/9 40th Day 10/11 End of 1st 9 weeks
10/14-10/17 Student ONLY Remote Learning Week
10/16 Parent conferences 10/17 - Community Open House
10/14 Governing Council 10/21 MS STEM+Art 2 begins
10/30 Community Council

NOVEMBER 2024

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12 ID
11/5 Election Day NO SCHOOL 11/8 - HS Day
11/11- Governing Council
11/20 - Community Council
11/22-11/29 - Thanksgiving Break - No School

DECEMBER 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

12 ID
12/2 - 80th Day 12/9 Governing Council
12/12- STEM + Art Ends/ Celebration of Learning
12/16- 12/19 - Finals Week
12/18- Community Council
12/23-1/3 - Winter Break

JANUARY 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

16 ID
1/7 Return from break 1/9-1/10 Activity Days
1/13-Governing Council
1/14-MS Plus 1/20 STEM+Art begins
1/29 -Community Council

FEBRUARY 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

16 ID
2/10 - Governing Council Meeting
2/12- 120th Day
2/26 - Community Council

MARCH 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

13 ID
3/6 End of 3rd 9 weeks
3/6 Parent conference and STEM night
3/10-3/14 Spring Break
3/17-STEM+ Art 4 Begins 3/17 Governing Council
3/26 - Community Council

APRIL 2025

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

18 ID
State Testing Window TBA- No extended leave granted
4/14 - Governing Council
4/30 - Community Council

May 2025

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

17
2 PD Day
5/1 STEM + Art Ends 5/1- Activity Day /Gala /Remote Day
5/12- Governing Council 5/12-5/15 - Finals Week
5/16- Graduation
5/19-5/21-Outdoor Learning/ Activities
5/27 - ILP Third Trimester begins

Instructional Days (ID)	74	Instructional Days (ID)	80
PD Days	4	PD Days	2
		Total Student Days	169

School & Office Closed
School Closed
Remote Days (students)
Student Led Parent Conference
MS First Days of School
HS First and last Day of School
Activity days
Professional Development
Individual Learning Plan - Third Trimester
Community Council
Governing Council 2nd Mon of the Month

NEW TA Policy Changes

Taos Academy is implementing several new policies for this school year in order to support student learning. Please ***read the following with your child*** *and discuss to be sure the values set in TA policy are also the values you have as a family as well. We will be implementing these beginning on the first day of school in August.*

Academic Performance:

1. Students are expected to maintain a threshold of a 75% ACTUAL GRADE in their Edgenuity coursework each week as of the Sunday evening report. The report is pulled at 5 pm weekly. Students whose grades fall below the 75% mark as of the Sunday report will be given a warning the first week, an academic absence the second week and then will be required to go on a five day Student Success Contract for one month. This includes FLEX students.

Items Not Allowed on Campus:

1. Please note that students may not bring personal perfumes, oils, or body sprays from home due to allergies and varying sensitivity to odor. Solid deodorant is allowable and encouraged!

REMINDER: Personal Electronics:

1. Students **will not** be allowed to have personal earbuds or headphones of any kind at school. The school will be providing headphones for academic use. This is to maximize engagement with the curriculum and with one another.
2. Students will be required to turn in cell phones at the beginning of each class. The phones will be returned at the end of the class period. The school will provide cell phone holding devices for each classroom.
3. Students **may not** keep cell phones with them in any class. If a student needs to call home or has an emergency, he/she will need to use school phones only.
4. Students **will** be able to use personal cell phones during break and lunch/recess. However, once again, no earbuds are permitted on campus.
5. Personal computers or devices of any kind are not permitted on campus with the exception of College Link students.

REMINDER: Academic Performance:

2. Student schedules at TA are individualized to accommodate the needs of each learner. As a reminder, if a student is in credit recovery, has a GPA below 2.0, or is not academically on grade level, they may be required to attend Taos Academy campus up to **5 days per week** for additional intervention and support.

General Student & Parent Information

FLEX Program Schedule and Hours:

Monday: 8:30 to 10:00 **MS Advisory**
Monday: 10:30-12:00 **GRADE 9 & 10 Advisory**
Monday: 1:00 - 4:00 **Academic Support & Tutoring**

Wednesday: 8:30 to 10 **Grade 11 & 12 Advisory**
Wednesday: 10:30 to 12 **CCP3 & SENIOR CAPSTONE (Grades 11 & 12)**
Wednesday: 1:00 - 4:00 **Academic Support & Tutoring**

Attendance at your Advisory Meetings is mandatory and is a requirement for your enrollment in our FLEX program.

If you cannot commit to this time, please do not apply to the FLEX program; instead, make arrangements for in-person learning at Taos Academy.

Please schedule all appointments on non-scheduled school days. Failure to attend Academic Advisory three times in the semester will result in the student being disenrolled from the FLEX program.

Beyond this synchronous instructional time, students are required to work in their online course between 15-20 hours a week (if taking a full course load) or as needed to stay on track in their work. Additional tutoring time, either 1:1 or in small groups may be asked of your student for support in completing essays, projects, or performance tasks to a high degree of excellence.

Advisory Participation Norms

- Students must be present for their advisory time
- Students must have computer camera and microphone access
- All students will turn on cameras for duration of advisory
- All students will be required to stay the entire duration of advisory (1.5 hours)
- All students will be required to participate in daily check-ins and goal setting activities

Academic Responsibilities

Students are required to continue online academic work for ***approximately 20 active hours/week or as needed to stay current with each class lesson schedule.*** Parents are required to provide high speed internet access from home with access to a computer and printer. Parents are also required to electronically monitor academic progress weekly.

Taos Academy families in need of a loaner computer device or help with Internet access should contact the school at #575-751-3109; students attending from outside of Taos Academy should contact their home district, which is required to provide these items.

Academic engagement is key to success as a FLEX student here at TA. It requires integrity, independence, the ability to ask for help when needed, and commitment to learning.
If a student uses AI Chat, plagiarizes from the internet, does not engage with the question or prompt, and copy and pastes random answers, their work will be flagged for violating academic integrity. The consequences are as follows:

- *1st Academic Integrity Violation*:
  - Assignment reset and the 3 newest assignments, parents/guardian and student are emailed. Loss of Honors
- *2nd Academic Integrity Violation*:
  - Teacher resets all assignments that violate the expectation, plus 5 newest assignments. Student, parent meeting with teacher
- *3rd Academic Integrity Violation*.
  - A student loses FLEX eligibility for the rest of the year. Resets of assignments in all courses that violate integrity. Return to in-person learning at the start of the following semester.

Visitors

If you are visiting campus, please note that all visitors to the campus must check in and receive a visitor's pass at the front desk located in the reception area. Visitors are to wait quietly at the reception area. Main doors to student areas will be locked at all times. The receptionist will contact the appropriate staff member or student who will meet the visitor in the reception area and escort him/her to the approved destination. Visitors and parents are not permitted to enter the lab without escort. All visitors must adhere to all traffic flow signs and parking regulations including the 5 mph speed limit. Safety first!

Reporting Absences/Tardiness

Whether attending class virtually or on-campus, if a student is absent during a scheduled academic time, a parent/guardian is required to notify the advisor via email or phone ***before 9 AM*** for each day of absence. See attendance policy for more information.

Winter Cancellation Policy

We follow Taos Municipal Schools for school delay and full day closures only. Mid-day closures are at the discretion of the parent depending on safety decisions. Students will not be released early from school without parent permission. Parents must give written permission to have students released early for any reason, unless in an emergency. Please be sure you have access to TV, internet or radio broadcasts that will give you this information.

On closure days, students are required to continue to work on their digital classes per their individual assignment calendar, but FLEX Academic Advisory classes *may* be canceled or rescheduled.

Advisors

Each student is assigned to an Academic Advisory group. The Advisor is responsible for individualizing programs, monitoring and encouraging progress, supporting academic success and communicating with students and parents. The Advisor is the family's first point of contact with the school.

21st Century Course Structure

All high school FLEX program students are required to participate in either 21st Century Classes or College and Career Preparation classes. These may be taken via Edgenuity during a student's time in the FLEX program. Other elective credits may be fulfilled via Internship credits.

Academic Course Structure & Progress

All TA courses are intended to be completed during the period of a single semester (18 weeks) in order to receive credit. Students may work ahead in their classes but must maintain the minimum established pace as indicated by the student's assignment calendar and meet a minimum mastery level of 75% in all classes. ***Students not maintaining an actual grade of 75% will receive an Academic Absence for the week.***

Student Assessments

Traditional assessments are included as a part of every class. However, students are also measured through a variety of alternative methods including: portfolios, demonstrations, presentations, and collaborative projects. This variety allows students and teachers to identify strengths and challenge areas and respond to them promptly. Students and parents have access to continuous progress reports and weekly grades for every Taos Academy class via the Edgenuity Family Portal and Google Classroom. Out-of-district students are still accountable for the home LEA's assessment schedule.

Prescriptive Tests and Final Exams

All start-of-year prescriptive tests and all exams including end-of-semester final examinations must be proctored by Taos Academy staff and are to be taken on campus. Please refer to the annual calendar for final exam weeks. The student must notify their advisor when ready to take a midterm or final examination; all coursework, including all essays, projects, and performance tasks must be fully completed and graded prior to the opening of a final exam (no placeholders).

Exams opened prior to approval or taken in a non-approved setting will receive a zero; all students will show a GAT Shield report to demonstrate that the work is their own at the completion of the final exam.

Standardized Testing

As a participating member of our learning community, ***students enrolled at Taos Academy are required to participate in all standardized testing*** as stipulated by the New Mexico Public Education Department. In order to receive a high school diploma, students must pass content specific standardized tests and demonstrations of competency; out of district students complete graduation competency and other standardized assessments with their home LEA.

Grade Point Average (GPA)

In general, grades will be calculated on a 4.0 scale. Honors coursework and Dual Credit classes will be weighted on a 5.0 scale. Coursework that is not completed at semester's end will receive a failing grade, which will result in loss of credit.

Graduation Requirements

Taos Academy requires the student to accumulate a minimum of 24 credits to earn a diploma. Beyond New Mexico Public Education requirements, Taos Academy students are required to participate in foreign language development, dual credit or internship, 21st Century Learning training/College and Career Readiness and community service/leadership. Each student's individual Next Step Plan, identifying courses required for graduation, is developed by Taos Academy staff with the student and parent and is updated regularly to reflect student goals and progress. These are reviewed twice annually with family at our Student-Led Conferences.

Transcripts and Grade Reporting

Progress reports are issued regularly throughout the semester by the student's advisor and 21st Century teachers. Parents and students have access to virtual progress and grade reports at any time. **It is the responsibility of the parent to learn to access academic reports and monitor**

progress for student success. Semester grades and transcripts are updated at the end of each semester.

Post-Secondary Planning

In addition to TA resources and home LEA programs, we suggest families also utilize community services to plan for college placement. The Bridges Project for Education (575-758-5074) is one community service with a wealth of information to help with post-secondary planning.

Curriculum Overview

Academics

Taos Academy uses a core curriculum designed to engage students while meeting or exceeding all national and state Common Core Standards. Digital curriculum provides each student with coursework that matches their personal learning level and prescribes a learning path that best fits their academic growth. Students are assessed and given an individual learning plan according to their skills assessment, not grade level. A student may need remediation in one area, yet be strong in another. This is the beauty of digital education; we can customize the learning for each student to best fit their needs.

Conferring of Diplomas

Taos Academy confers diplomas at the end of each semester and summer session; a student may accrue their 24 needed credits per our Academic Framework at any of these times. However, our commencement ceremony for all graduates for the academic year will be held in May. All students who have completed 23.5 credits and who are actively working to complete their final 0.5 credits are eligible to participate in our graduation ceremony.

Grade Policy

Performance Level	Description of Student Performance
"A" Level Performance 90-100	The student's work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
"B" Level Performance 80-89	The student's work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.
"C" Level Performance 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
"D" Level Performance 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
"F" Level Performance Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
Pass/Fail	Available for designated non-credit courses only
Honor Roll	Honor Roll: Must earn 3.0 to 3.49 GPA High Honor Roll: Must earn a 3.5 to 3.79 GPA Director's Honors: Must earn 3.8-4.0+ GPA

Notes on Grade Policy

- Students will have an individualized educational program aligned to their personal learning goals to ensure success.
- Students are required to meet the following rigorous academic requirements:
  1. To meet all state requirements for High School graduation.
  2. To show adequate yearly growth in literacy and mathematics. **Students should be showing forward progress at each assessment period.**
  3. To have a minimum grade-point average of 2.5 to be promoted to the next level or required credits for HS.
  4. Middle school students will successfully complete one academic or elective high school level class to enter ninth grade.
  5. High school level students will successfully complete either coursework for two college-level classes or 200 hours of participation in an internship program.
- Students will participate in leadership training to develop personal and community life goals.
- Students will participate in enrichment opportunities to further enhance their educational experience.
- Students will participate in foreign language instruction. **Two full world language credits (four semesters of study) in the same language are required for TA graduation.**
- Students will show evidence of becoming an independent, lifelong learner. That is, the student must demonstrate the ability to pose questions, marshal resources, and pursue learning with dedication, independence, imagination, and courage through the development of an end-of-year portfolio.

TA Academic Framework

Middle School Course Requirements and Progression

Grade Level	Language Arts	Math	Science	Social Studies	21st Century Learning	Wellness
5th Grade	English 5	Math 5	Science 5	World History 5	Smart Lab, Leadership, Global Studies	Health/PE
6th Grade	English 6	Math 6	Earth Science 6	World History 6	Smart Lab, Leadership, Global Studies	Health/PE
7th Grade	English 7	Math 7 or Pre-Algebra	Life Science 7	NM History 7	Smart Lab, Leadership, Global Studies	Health/PE
8th Grade	English 8	MS Pre-Algebra or Algebra I	Health	US History 8	Smart Lab, Leadership, Global Studies	Health/PE

High School Course Requirements and Progression

	9th Grade	10th Grade	11th Grade	12th Grade
English: 4 credits Eng. I, II, III, IV	English I	English II	English III	English IV
Math: 4 credits (to include Alg. II or higher)	HS Math Readiness, Algebra I, or Geometry	Algebra I, Geometry, or Algebra II	Geometry, Algebra II or UNM Math	Algebra II, Pre-Calculus or UNM Math
Science: 3 credits (to include 2 Lab Sciences)	Biology	Environmental Science	Chemistry, Physics or UNM Class w/ Lab Component	
Social Studies: 3.5 credits	NM History (0.5 credit)	World History	US History	Economics (0.5) Government (0.5)
PE/Health: 1.5 credits	Freshman Fitness			Health (0.5)
College and Career Preparation/ Other Electives: 6 credits	Career & Tech Education (1.0) Strategies for Academic Success (0.5 credit)	Career Pathways (1.0)	CTE Design (1.0) Elective Credits (STEM,Internship, Dual Credit, etc.)	Capstone Project (1.0) Elective Credits (STEM, Internship, Dual Credit, etc.)
World Language: 2 credits (all credits required in same language)	Lang I	Lang II		
Total Credits	**7 total**	**13 total**	**19 total**	**24 total**

*****24 credits are required to graduate from Taos Academy.***

Achieve More

By developing good study habits, each student can excel in furthering her or her own academic aims. This includes being focused, using lab time wisely, and striving to become a better learner every day. Since student success is a shared concern, parents are asked to encourage their son/daughter to maintain good work habits and ensure an environment conducive for study.

Family Support is key to student success!

Family Support Strategies:

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

Student Success Strategies:

a. Develop good study habits
b. Use the assignment calendar, guided and e-notes to help you stay organized
c. Take notes on the lectures, online content assignments and lab assessments
d. Submit lessons equivalent to one lesson per subject per day - stay on track
e. Be an independent learner; do your own work
f. Get extra help by asking your Advisor; schedule a time to meet during regular school hours if needed
g. Access tutoring options quickly so you don't fall behind
h. Look for ways get involved with the many activities that the Taos Community has to offer (STEM classes, electives, Mid School Plus)
i. Collaborate with other students and support each other - make a study date or meet in town at one of the many internet cafes to do schoolwork
j. Remember that your learning is your responsibility - but we are here to help!

Academic Advisor Support:

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

Student Success Programming - Lab, Contracts, and Academic Support

To further support our students in their academics, Taos Academy has implemented a Student Success Programming Plan. The process begins when a student falls behind their pacing calendar in any subject. The Academic Advisor will start with verbal encouragement to catch up and strongly suggest attending the Virtual Friday Tutoring.

When the student falls below 75% actual grade in any class, the student and parent are given a written Warning for lack of progress. If the student does not meet their target calendar schedules in every class within 1 week or continues to fall behind, an Academic Absence is recorded.

If the student continues to stay behind in work such that they accrue TWO Unexcused Academic Absences in a row, the advisor will place the student on a **Student Success Contract**. This step is designed to help the student get back on track and provide more structured time in their digital curriculum.

FLEX Student Success Contract

After 3 consecutive weeks of Actual Grades being below 70 percent, the student is put on a FLEX SSL contract. This requires the student to continue to attend their virtual advisory classes as well as mandatory attendance on the following days:

- Tuesday and Thursday 8 am - 12 noon (In-person learning at Taos Academy)
- Friday School 8-1:30 (In-person learning at Taos Academy)

Students on contract are required to attend the Student Success Lab, as prescribed by the contract for a period of 30 days. Students will be accountable to daily attendance. After the

contract duration is up, the Advisor will assess student progress and reevaluate appropriate placement.

If a student does not raise their grades to 75% or above after the 30 days, they will return to in-person learning at the start of the following semester and lose FLEX eligibility for the remainder of the year.

Academic absences for lack of work do not accrue during the 30 day period. Physical absences for lack of attendance to the SSL during the contract period will be given.

Withdrawal

Due to the nature of the hybrid model of instruction, we ask that students only withdraw from Taos Academy at semester intervals. If this is unavoidable please give us a 30 day notice of withdrawal. Upon terminating enrollment at Taos Academy Charter School, for any reason, please follow this procedure:

a. Inform the instructional advisor, and the office with as much notice as possible, preferably with a minimum of thirty day notice.
b. Complete and return the withdrawal form to the office.
c. Schedule a final conference with the director and instructional advisor.

*If a withdrawn student chooses to re-enroll, a new letter of intent is required and the student will be placed into the lottery or at the bottom of the waiting list.

**Students not in attendance, physical or online, for 10 consecutive school days will voluntarily relinquish lottery positions unless arrangements have been made with the Director prior to the absence. See absence policy for more detail.

***Students accruing 20+ absences, physical or online, per semester will voluntarily relinquish lottery position unless arrangements were made with the Director prior to the absence. See absence policy for more detail.

Taos Academy Charter School
Family-Student Communication Process

Begin by:

Contacting Student's Advisor

↙ ↘

No	Resolved?	Yes

⇓ ⇓

Refer to Student / Parent Support Team

Finished!

⇓

Email Contact Information

TA Principal: Mae LaBella, mlabella@taosacademy.org

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Programs Director: Jamie Lucero-Martinez
jlucero-martinez@taosacademy.org
STEM Admin Support: Cruz Duran
cduran@taosacademy.org

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ECHS Coordinator/UNM Liaison: Kelci Pike
kpike@taosacademy.org
Internship Coordinator: Jason Weisfeld
jweisfeld@taosacademy.org

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MidSchool Plus Coordinator: Cal van Willigen
cvanwillligen@taosacademy.org

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TA FLEX Academy: Mae LaBella, mlabella@taosacademy.org

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Special Education: Sarah Bradley, Director sbradley@taosacademy.org
Jeanette Henshaw, Coordinator jhenshaw@taosacademy.org

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Facility: Jose Espinoza, jespinoza@taosacademy.org

⇓

Business Office: Pamela Rodriguez, prodriguez@taosacademy.org

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Front Office:
Amy Lucero, alucero@taosacademy.org

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Resolved?

No	Yes
⇙	⇘
Refer to Superintendent **Dr. Traci Filiss**	Finished!

Student Code of Conduct Policy

Student Acknowledgement

TAOS ACADEMY is a community of learners where each individual aspires to support and celebrate excellence.

Student rights and responsibilities are part of the life of every school. The Taos Academy Leadership Program is designed to assist students in developing the skills needed to make prudent and respectful decisions so their actions are aligned with their responsibilities. The Student Code of Conduct outlines these rights and responsibilities. In the educational setting, rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible.

Taos Academy recognizes that learning to make decisions is a process. One component of this learning process is being held accountable. The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to ensure that all students and staff are treated with compassion and respect, and to assure that our school operates in a safe and orderly manner.

In order to attain these objectives, all members of the Taos Academy Charter School community must adhere to certain guidelines in the daily activities of this campus.

Please read this document carefully.

Your signature at the end of this document acknowledges that you have read the 2020-2021 Discipline Code, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

Attendance Policy

Attendance at Taos Academy is both Physical (attending face-to-face or synchronous classes) and Academic (engaging in digital coursework).

Recorded Absences:

- Academic Absences: Students can receive **an Unexcused Academic Absence** for lack of progress in their classes. When the student reaches below 75% actual grade in any class, the student and parent are given a written warning for lack of progress. If the student does not meet their target in every class within 1 week or continues to fall behind, an Academic Absence is recorded. If the student

continues to stay behind in work, the advisor may place the student on a Student Success Contract/Programming.

- Physical Absences: Students will also receive **an Unexcused Physical Absence** when not in attendance for scheduled activities, synchronous courses, or for regular on-campus days.
- Students with **10 recorded absences** will be reported to the local truancy agency. Parents are notified with a warning at 5 absences. Students not in attendance, physical and/or online, for 10 consecutive school days or 20 recorded absences will voluntarily relinquish lottery position unless arrangements have been made with the Director prior to the absences.

Student Network Account and Electronic Communications

Please be advised of the following information before using Taos Academy accounts:

Taos Academy students will be able to access the computer network on a regular basis for electronic e-mail and the Internet, including their coursework. To gain access to e-mail and the Internet all students under the age of 18 must obtain parental permission and consent.

All students, parents and staff will be issued a Google account (taosacademy.org) for communication and access to approved services/devices.
Please note the following:

All student activity is recorded. This includes Edgenuity login and logout time, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course and a weekly work schedule to keep pace with the semester timeline. All submitted work can be viewed from previous and current classes.

The following practices while using Taos Academy electronic mail and accessing the Internet shall be prohibited:

- Any use for political or commercial purposes.
- The use of electronic mail in any matter that is contrary to school policy.
- Any use of profanity or inappropriate language on electronic mail.
- Any use that disrupts the educational and administrative goals of the school.
- Any use of the account by anyone but the authorized owner of the account.
- Any reproduction of copyrighted material without explicit permission.
- Access of material that has been deemed inappropriate for school use.
- Sending or receiving offensive messages, pictures or videos.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Using another's password.
- Trespassing on another's account, folders, work or files.
- You may only log onto one machine at a time and use only school provided accounts.

- **DO NOT** share your username or password with anyone.
- You are responsible for **ALL** activity while your account is logged in. If you walk away from a computer while logged in, **you are still responsible**.
- Read the Discipline Matrix in the **Code of Conduct**. If you use or plan to use technology to do harm, you risk losing your network privileges – and access to your courses – as well as being suspended or expelled from school.
- All activities on our school network and accounts **ARE** monitored and logged including the use of pre-approved personal devices.

Violations may result in loss of access as well as other disciplinary or legal action.

Staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and that access of such resources will not be permitted.

The school will provide a computer interface to Internet services that students should use in accessing instructional and reference material on the Internet. This interface will be designed so that objectionable materials are not easily available (for example onsite or account content filters); however, the Internet is designed in such a manner that all material contained within it are accessible using various search and retrieval tools. Taos Academy employs the use of both onsite (physical) and cloud (account based) content filters. Please remember, these are "filters" and not "eliminators". No content filter is perfect and families must be informed that inappropriate materials could be encountered during students' research to achieve valid instructional objectives. If inappropriate material is inadvertently encountered, students are required to notify TA staff immediately and shall disengage from the material. Students and teachers must be instructed in the necessary procedures of evaluation of information and resources as part of their ongoing education for life in modern society.

School Wear Policy

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored field trips or attending virtual learning sessions. Interpretation of the following dress code is subject to administrative decision. When, in the judgment of the Director, a student's appearance or mode of dress is distracting and disruptive of the learning process, or constitutes a threat to safety, the student may be required to make requested modifications or be removed from the instructional environment until such modifications are made. The Director shall be responsible for determining good grooming, proper dress and attire of the students. Additional dress or appearance standards are specified in the following policy.

Appropriate Dress: Students are to be covered at minimum from shoulder to mid thigh at all times while on campus at Taos Academy or while participating in TA activities off campus. In the following paragraphs more specific details are provided.

The dress code for Taos Academy students represents the school's academic mission and the need to provide a learning environment that is clearly safe and acceptable to all.

Styles which are **prohibited** and considered inappropriate for the Taos Academy Mission are:

Any "style" that disrupts the educational process, endangers other students, or that may be disruptive or unsafe in a learning environment is prohibited.

- Insignias, images or text representing drugs, alcohol, tobacco, vaping.
- Any items or accessories which depict or display sexual innuendo, foul language, profanity, hatred, or bigotry toward any group.
- Any items or accessories which depict or display violence, or weaponry.
- Any items or accessories which depict gang affiliation.
- Cut-offs, short-shorts, mini-skirts, oversized sagging pants, oversized sagging shirts, muscle shirts,
- Any exposed undergarments. i.e.: bras, underwear, boxer shorts, strapless tops, spaghetti straps, low cut tops, see through material, exposed midriff / back area, shoulder straps less than 1 inch wide.
- Belt loop chains or wallet chains, spiked jewelry, and extended belts.
- Headgear such as bandanas, hats, raised hoodies and sunglasses may be worn outdoors only.

Shirts

Approved styles are:

- Short or long sleeved. Collared, turtleneck or mock turtleneck, sleeved t-shirts, and dress shirts that meet the appropriate dress requirements.
- Notes:

1. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward.
2. No undergarments should show under or through the shirt.
3. Shoulder straps must be at least 1 inch wide, and the neckline can be no lower than 3" below collar bone. A modest and professional look is the goal.

Pants

Approved styles are:

- Pants of all kinds are acceptable that meet appropriate dress requirements.

Notes:

1. Pants must fit at the waist or hip, and be properly hemmed or cuffed.
2. No undergarments should show above, below or through the pants.
3. Pants or shorts that are frayed, ripped, torn, or have holes are not allowed.

Other Attire

Approved styles are:

- **Shorts, Skirts, Skorts, Jumpers, Dresses -** can be no higher than mid thigh in length.

Outerwear

Winter coats, winter jackets are for **outside wear only**. If a jacket is worn inside a building it must remain open. Sweaters – pullover, cardigan, or button-down – sweatshirts, blazers, vests, etc. – must be appropriately sized. Items worn inside the school building for warmth must meet the Dress Code.

Footwear

All students must wear appropriate protective footwear at all times. Appropriate non-marking shoes are required to use the multipurpose indoor gym.

Any Infraction	**Dress Code** The Student will be asked to change/modify clothing that is not within the Taos Academy Dress Code. ● Student will contact parent/guardian by phone ● A parent/ guardian may bring appropriate clothing to the student and they may return to class as scheduled. ● Hats, hoodies & sunglasses may be taken by the adviser until the end of the class period or school day, or turned into dean/director for the day. ● Scrubs and shirts are available to cover up and remain in class. A student who REFUSES to correct their dress or use clothes provided by TA will call home. Families will be notified to help correct the dress code issue or to pick the student up from campus. Referred Offenses – for offense(s) that are recorded as a referral with the Dean, families are notified by the Dean. ● TA staff strives to avoid making enforcement of dress code policy a power struggle and will exercise discretion; we ask the same consideration of our students and parents when they prepare to come to school each day.. **The goal is a learning centered workplace.**
Habitual Infractions (Insubordination)	For a dress issue that is **habitual** (4th recorded offense with Dean) or **insubordinate** (usually a refusal to follow with this policy that escalates into an argument, or, multiple requests to modify clothing in a single day that clearly shows that the student is not willing to comply with this dress code) - The student and parents will meet with the Director. Consequences may include CS, ISS or OSS as determined in the meeting. **A student who elects to leave campus over a dress code issue is marked absent and unexcused for the remainder of the day.**

Code of Conduct & Student Consequences

The following TA Code of Conduct has been adopted to protect and foster respect for the rights of TA students and staff. The school is a community and the rules and regulations of the school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each carries with it a corresponding obligation. The right to attend Taos Academy Charter School is not absolute. It is conditional on each student's agreement to abide by the laws of the school community until and unless the rules are changed. The Director, advisors, and school staff are responsible for maintaining school order and discipline, facilitating the education program by ensuring an orderly, safe environment free of any and all aggressive behaviors including but not limited to: bullying, racial insensitivity, or other behaviors adversely affecting learning for others or self.

Rights of Employees: In discharging their duties, all school employees have the right to be free from intimidation or abuse and have their lawful requests and instructions followed. The following disciplinary matrix is designed to serve as a guide when administrators are determining consequences. Nothing contained within this matrix should prevent an administrator from using his or her own discretion in regards to a particular situation. Administrators will investigate all possible disciplinary situations and assign consequences in a fair and consistent manner in conjunction with the Governing Council policy. The following represents the recommended guidelines in the disposition of discipline situations at TA. Therefore, depending on the circumstances of the behavior or education status, responses may vary from situation to situation at the administrator's discretion.

Rights of students: The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, sexual orientation, age, national origin, and disability, or any other reason not related to the student's individual capabilities.The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the GC, and their individual ability in the extracurricular activity. TA employees/contractors shall not discriminate against a student, discipline a student, or impose disparate treatment of a student, because of a student's race, religion or culture or because of a student's use of protective hairstyles or cultural or religious headdresses, as defined in New Mexico statutes.

SUPERVISED LUNCH (SL)
Supervised lunch will occur during lunchtime within the school day. Students that are assigned supervised lunch by the Dean. Students will report to the supervised lunch promptly. SL is typically given for level 1 discipline referrals in which the student fails to accept responsibility for improving a disruptive classroom behavior. Students will be given 20 minutes to eat quietly. Students will inform parents by TA email of the supervised lunch. After which, they will do academic work, or participate in tasks such as cleaning the lunch room, main labs, classrooms, and the outside grounds for that lunch recess. Not attending SL will double the consequence.

COMMUNITY SERVICE (CS)
Students who CHOOSE to take responsibility and repair harm they have caused with Community Service will report to the Dean of Students. Community Service can be assigned or approved with the Dean, Directors, and Restorative Practices Team. CS may mitigate, but will not replace a disciplinary consequence. The student must be a willing participant. Tasks may include service or a presentation to the school community, and CS may be assigned in an agreement made in a Restorative Conference. The goal is to repair a harm done, and reintegrate the student back into our community with a sense of accomplishment.
MENTOR
Students may also participate in mentorship. The student can be assigned a student and/or staff mentor, or may become a mentor. The goals of the mentorship will be defined in writing with the Dean. Examples include a referral to a local agency (ie Big Brothers Big Sisters, RMYC, and others) as a mentor, a mentee or an intern. Like CS, Mentorship strives to help the student to take responsibility and repair harm.
IN SCHOOL SUSPENSION (ISS)
All in school suspensions will be scheduled at the discretion of the disciplinary team. Students may be required to serve on non-scheduled school days. All suspensions are reported and tracked in the student's permanent school records.
OUT-OF-SCHOOL SUSPENSION (OSS)
Students who are suspended from Taos Academy Charter School are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. This includes STEM classes, study lab time, extracurriculars, and students on contract. Fortunately, the student can continue with Edgenuity classes at home to remain on academic track. Students are required to maintain contact with their advisors and STEM teachers in Google classroom. Parents will meet with the Dean/Director to develop or review a behavior plan/contract **before** the student returns to school after OSS.
OSS WITH HEARING (OSSH)
It is the Director's discretion to recommend a hearing for a student habitual misconduct. Expulsion from Taos Academy will be decided in collaboration with the Governing Council, Director, Parent and student.

***Disciplinary action may result in the loss of privileges to attend scheduled trips or events.**

****Taos Academy has a no-restraint safety policy. If a student becomes violent on campus or is in need of immediate removal due to safety concerns, the parent will be notified and the local police department will be dispatched immediately.**

*****If an incident is considered exceptionally flagrant, then a higher consequence, including but not limited to a disciplinary hearing, may be warranted. In some cases with Level III infractions, a DPS (department of public safety) referral may be warranted. In both cases administrative discretion will be exercised.**

Level I ● Reflection and repair is expected when others are harmed or the workplace is disrupted. ● Parents are notified by the Dean of students for repeat Level 1 behaviors when referrals are made.			
Behavior	**1st Offense**	**2nd Offense**	**3rd Offense**
Abuse of personal electronic devices. - *Use of devices without staff permission during class.* - *Recording content on personal devices*	Device is stored in a backpack or basket, or taken by staff and held by Dean for the day. Parent contact. Recorded violations to be documented to the Dean.	Habitual incidents: Device is taken and stored with the Director. Parents must meet with the Dean or Director to recover the device. Supervised Lunch can be granted.	Habitual incidents continue and result in confiscation and return of devices at the end of the school year.
Dress Code Violation	Reminders given, class norms upheld. Students can be asked to change clothing and contact parent/guardian by phone. Recorded violations to be documented to the Dean	Students who do not correct their dress violation can be sent home. Items (hats, etc) may be taken and held by Dean for the day. Dean notifies parents to discuss the second dress code referral. Supervised Lunch can be granted.	Students with habitual violations or insubordination will attend a hearing with parents with the director, complete ISS OSS, research or CS as decided in the hearing.

General Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, etc.)	Reminders given, class norms upheld. Supervised Lunch can be granted when referred.	Supervised Lunch #2 CS	1 day ISS, CS, Behavior Contract
Horseplay (pushing, chasing or inappropriate public display of affection.)	Appropriate reminders given, norms upheld. Supervised Lunch can be granted when referred.	Supervised Lunch #2 CS	1 day ISS, CS Behavior Contract
Tardy	Absence given on every 3rd tardy	10 absences cause truancy report to NM State Agencies	20 absences relinquishes lottery position
Absenteeism	Recorded absence	See above	See above

Level II

- All Level II 3rd Offenses may result in OSSH.
- Parents are notified for all Level II offenses by the Dean of Students.
- Reflection and repair is the norm when others are harmed or the workplace is disrupted.
- A reintegration meeting with parents will occur after OSS before the student returns to school.
- Restorative Practice, Behavior Agreements, Service and Research are available for reintegration.

Behavior	**1st Offense**	**2nd Offense**	**3rd Offense**
Cheating or plagiarism Falsifying or misuse of any official document or communication	Loss of assignment credit, Instructor has discretion for reset or make up	Loss of assignment credit Parent Meeting with staff making the referral.	2 days OSS Behavior Contract, Parent Conference for re-integration.
Chronic / Habitual Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, defiance of authority or showing disrespect)	2 days ISS Or 1 day OSS (>4 recorded referrals for disruption)	2 days OSS Behavior Contract, Parent Conference for re-integration.	4 days OSSH

Acute disruptive conduct resulting in severe disruption of the educational process.	Immediate Family contact. Student sent home upon request of a staff member.	Student sent home. 2 days OSS Behavior Contract, Parent Conference for re-integration.	Student sent home. 4 days OSSH
Ditching (out of school/class without permission on or off campus)	½ day ISS on an off-day, or CS	Two ½ day ISS on an off-day, or CS	4 days ISS Student Contract Parent Hearing.
Failure to comply with disciplinary consequences	Twice the previous consequences	4 OSSH	
Hostile aggressive play	2 days ISS, Behavior Contract	4 days OSS, Behavior Contract, Parent Conference for re-integration.	10 days OSSH
Inappropriate use / possession of school technology	Strategic, scheduled restriction of computer privileges or 1 day CS from Tech Team	Strategic long term restriction of computer privileges (ie. or semester) and or CS from Tech Team	4 days OSS, isolation from network and all systems, Behavior Contract

Level III

- DPS referral may be filed on all Level III*.
- A reintegration meeting with parents will occur after OSS before the student returns to school.
- Reflection and repair is the norm when others are harmed or the workplace is disrupted.
- Restorative Practice, Behavior Agreements, Service and Research are available for reintegration.

Behavior	**1st Offense**	**2nd Offense**	**3rd Offense**
Arson	10 days OSSH		
Assault (physical action with intent to do harm) *Progression of: Horseplay, Hostile Aggressive Play, Fighting, Assault.*	10 days OSSH		

Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity)	4 days OSS, CS or Mentorship	10 OSSH	
Bomb Threats / False Alarms / Explosives or (possession of)	10 days OSSH		
Fighting (pushing, hitting physical action with intent to resolve conflict)	4 days OSS, mediation, Behavior Contract, CS or Mentorship	10 days OSSH	
Gang Related Activity	4 days OSS, Behavior Contract, CS or Mentorship	10 days OSSH	
Severe Disruptive Conduct	10 days OSSH		
Harassment / Bullying (Physical, racial, verbal, electronic intimidation)	2 Days OSS, Parent Meeting, Contract, CS or Mentorship	4 days OSS, Behavior Contract	10 days OSSH
Intentional tampering / damage to computers / network resulting in loss of data and / or disruption of network operations	10 days OSSH, isolation from network and all systems and restitution, Behavior Contract		
Making a false 911 call	5-10 days OSS, possible hearing		
Possession/use of tobacco products, at school or school sponsored events including possession or use of vapes, vape vials, and electronic cigarettes.	2 days ISS CS or research	1 day OSS CS or research	4 days OSS

Personal substance abuse (in possession, consuming, or under the influence of: alcohol, drugs, look-a-likes or other controlled substances including, marijuana, and THC items, prescription or over the counter drugs, CBD items) or possession of paraphernalia.	4 days OSS, Behavior Contract	10 days OSSH	
Soliciting, selling, distributing any controlled substance as listed above	10 days OSSH		
Sexual Harassment / Misconduct	4 days OSS pending investigation, Behavior Contract	10 days OSSH	
Theft / Extortion	2 days ISS, CS and restitution	4 days OSS, Behavior Contract, and restitution	10 days OSSH pending hearing, possible restitution
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1 day ISS, CS and restitution	4 days OSS, loss of appropriate privileges, and restitution	10 days OSSH pending hearing, restitution, loss of appropriate privileges
Possession of Weapons	10 days OSSH		
*Taos Academy administration can activate dispatch of the local police department for all Level III offenses.			

Academic Integrity

Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in whole or part by anyone other than the student who claims credit. Any student who allows someone else to copy his or her work will receive the same consequences as the plagiarizer.

- Copying and pasting homework, computer work, test answers, or creative productions of any kind is plagiarism.

- Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism. Students should correct or edit their own work.
- Plagiarism can occur from printed material, the internet, as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source.
- If a student uses AI Chat
- Students must submit their own work for credit.
- Students will be asked to sign an Academic Integrity pledge at the start of each semester.

    - *1st Academic Integrity Violation*:
        - Assignment reset and the 3 newest assignments, parents/guardian and student are emailed. **Loss of Honors**
    - *2nd Academic Integrity Violation*:
        - Teacher resets all assignments that violate the expectation, plus 5 newest assignments.
    - *3rd Academic Integrity Violation*.
        - A student loses FLEX eligibility for the rest of the year. Resets of assignments in all courses that violate integrity. Return to in-person learning at the start of the following semester. SSL contract implemented for remainder of semester

Habitually Disruptive Behavior

Habitually disruptive behavior is defined as a student who fails to comply with policy or is a disruption in the classroom - on campus or in the cloud - at least five times during the school year for behavior which is initiated, willful and overt and which requires attention of school personnel to deal with the disruption.

Sexual Harassment/Misconduct

Sexual harassment regarding student-to-student, adult-to-student and student-to-adult conduct means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal, or physical). Any sexual harassment in any form should be reported to a staff member immediately.

Bullying (On Campus or Cyber-Bullying)

Bullying is an act of aggressive behavior in order to intentionally hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Bullying behavior includes name calling, verbal or written abuse, exclusion from activities, exclusion from social situations, physical abuse, or coercion. Bullying of any kind on any platform will not be tolerated at TA.

Destruction of School Property

Students must respect the Taos Academy Charter School property. Current replacement price is imposed on any lost or excessively damaged equipment or educational materials. Grades and transcripts may be withheld for any delinquent accounts.

Special Education

For in-district students, Taos Academy will provide special education services in accordance with mandates of law, the Public Education Department, and Taos Academy Special Education Policies and Procedures Manual. For any Special Education concerns or questions please contact the Special Education Coordinator, Jeanette Henshaw. For out-of-district students, please contact your home LEA's Special Education Coordinator.

TA Academic Integrity Pledge

At Taos Academy in general and in the FLEX program specifically, each student is expected to apply themselves to their academic work, explore personal learning goal, and be engaged positively in their educational success. Taos Academy requires a strong partnership between school and student in order to support the creation of learner-established academic goals. To this end, we wish to be very clear with expectations for academic work here at TA.

***** Please read carefully, check each box, sign below and return to the FLEX Program Coordinator. *****

- ❏ I agree that all written work in Edgenuity and in any other TA courses must be my own.
- ❏ I understand that when I log in to my academic online system (Google Suite, Google Classroom, Edgenuity), I am promising that the work and the ideas presented under my name are my own.
- ❏ I understand that copying/pasting/typing someone else's words, phrases or sentences from any source into a text box or a document and submitting it as my own work is not acceptable at Taos Academy.
- ❏ I agree to cite sources and to use direct quotation when I am using someone else's words and to do so only when appropriate (ex: research papers and essays, when asked to cite text or use evidence but not online content or journal activities, practices or assignments).
- ❏ I understand that my teachers want to hear my authentic voice and my thinking in my work so that they know what I understand and what I need support on.
- ❏ I understand that all of my work can be reviewed by any TA teacher at anytime.
- ❏ I understand that the purpose of my coursework is to show what I have learned.

- ❏ I agree to work to the best of my ability. This includes staying engaged, using headphones, being prepared, taking notes, reading assigned texts, active participation, asking and answering questions.
- ❏ I agree to ask for help when I do not understand.
- ❏ I understand that the expectation is 100% completion of all my classes with grades of 70% or higher.
- ❏ I understand that the purpose of resets/grades is to gain learning mastery.
- ❏ I understand that not upholding the above may result in a grade of zero, the requirement to attend extra days at Taos Academy to redo assignments that do not meet expectations, and/or loss of Honors designation on my classes.

****All student handbook policies are abbreviated from Taos Academy Approved Policy. For more detail on a particular process or policy please refer to Taos Academy Policy and Procedures available at Taos Academy.****

Student & Parent Signature Page

PLEASE SIGN AND RETURN TO SCHOOL

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

_____

Student Signature Print Name Date

_____

Parent Signature Print Name Date

_____

Advisor Signature Print Name Date