



# **TAOS ACADEMY**

## **STUDENT HANDBOOK**

2025 - 2026



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**\*\*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 [taosacademy.org](http://taosacademy.org).\*\***

## 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.

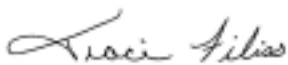
Taos Academy practices the belief that every learner deserves access to excellence in educational opportunities regardless of his or her abilities or location. Our hybrid educational delivery model uses a unique combination of direct classroom and digital instruction with proven curriculum to address each learner's individual needs. Flexibility in scheduling allows the student to work in either our technology labs or wherever a high-speed internet connection is available. Students also have the opportunity to attend the Taos Academy campus for tutoring, workshops, and the STEM + Arts Institute classes taught in high tech media arts and SMARTLabs.

Highly qualified, experienced and licensed teachers conduct classes both on-site and from remote locations. Each student is assigned an instructional advisor for consistent contact, guidance, feedback and encouragement. Tutoring is available for students in need of some additional support. Teachers also provide support for college and career development, leadership training, outdoor education, and community service learning projects.

All the necessary information for staying up to date with Taos Academy is posted on our website, [www.taosacademy.org](http://www.taosacademy.org). Please be sure to visit the Taos Academy website often and review our handbook carefully. At Taos Academy each student is expected to apply themselves to their academic work, to explore personal learning goals in 21st century classes, and to be engaged positively in their relationships with all members of the Taos Academy community. Taos Academy 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,



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, parent/guardians, 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 2025 - 2026 Approved Academic Calendar 25-26 School Calendar.pdf

Also see [www.taosacademy.org](http://www.taosacademy.org)


**2025-2026 SCHOOL CALENDAR**

### August 2025

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

**15 ID**  
**3 PD**

8/7- First Day of School/Student-Parent Training

8/11- Governing Council Meeting

8/13-8/14 HS Activity Days 8/20-8/21 MS Activity Days

8/27 8/25-STEM+Arts Begins 8/25-MS Plus 8/27- Comm Council

### JANUARY 2026

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

**16 ID**  
**1 PD**

1/6 Return from break 1/8-1/09 Activity Days

1/12- Governing Council

1/13-MS Plus 1/19 STEM+Art begins

1/28- Community Council

### SEPTEMBER 2025

M	T	W	Th	F
	2	3	4	5
8	9	10	11	
15	16	17	18	19
22	23	24	25	
29	30			

**18 ID**  
**1 PD**

9/1- Labor Day- No School 9/5 MS Day

9/08- Governing Council

09/24- Community Council

### FEBRUARY 2026

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

**16 ID**  
**1 PD**

2/9- Governing Council Meeting

2/11- 120th Day

2/25- Community Council

### OCTOBER 2025

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

**18 ID**  
**1 PD**

10/8 40th Day 10/10 End of 1st 9 weeks

10/13 Gov. Council 10/15 Student Led Conferences REMOTE DAY

10/16- Community Open House REMOTE DAY

10/20 MS STEM+Art 2 begins

10/29 Community Council

### MARCH 2026

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

**14 ID**  
**1 PD**

3/6 End of 3rd 9 weeks

3/9- Governing Council

3/11- Student Led Parent Conferences REMOTE DAY

3/12- STEM Night REMOTE DAY 3/13-3/20 Spring Break

3/23- STEM + Art 4 Begins 3/25- Community Council

### NOVEMBER 2025

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

**12 ID**  
**1 PD**

11/4 Election Day NO SCHOOL 11/7- HS Day

11/10- Governing Council

11/19- Community Council

11/21-11/28- Thanksgiving Break- No School

### APRIL 2026

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

**18 ID**  
**1 PD**

State Testing Window TBA- No extended leave granted

4/13- Governing Council

4/29- Community Council

### DECEMBER 2025

M	T	W	Th	F
	2	3	4	
8	9	10	11	
15	16	17	18	19
22	23	24	25	
29	30			

**12 ID**  
**1 PD**

12/1- 80th Day 12/8 Governing Council

12/11-STEM+Art Ends/Celebration of Learning EARLY RELEASE

12/15- 12/18- Finals Week

12/17- Community Council

12/22-1/2- Winter Break

### MAY 2026

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

**13 ID**  
**3 PD**

5/6-STEM + Art Ends 5/7-GALA EARLY RELEASE

5/6-5/12 Finals Week

5/15- Graduation

5/19-5/20- Activity Days

Instructional Days (ID)	75	Instructional Days (ID)	77
PD Days	7	PD Days	7
Total 1st Semester Days	82	Total 2nd Semester Days	84
		Total Contract Days	166

School & Office Closed	Student Led Parent Conference	Activity days	Community Council
In Service	MS First Days of School	Student/Parent Training	Governing Council
Remote Days (students)	HS First Day of School	Individual Learning Plan - Third Trimester	

### July 2025

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

**0 ID**

Summer Office Schedule/Hours - Monday thru Thursday 7:30-2:30

7/14- Governing Council

### JUNE 2026

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

**20 ILP Third trimester**

06/25 ILP 3rd Trimester Ends

6/8- Governing Council

Subject to change due to extended circumstances.



## General Student & parent/guardian Information

### School Hours

M-Th 8:00 am - 4:00 pm  
F 8:00 am - 1:30 pm

### Front Office Hours

M-Th 7:30 am - 4:30  
F 8:00 am - 1:30 pm

Taos Academy's school day begins at 8:00 a.m. and ends at 4:00 p.m. Students in grades Five through eight are required to attend campus all day on Monday and Wednesday for academic instruction with Tuesday, Thursday, and Friday available for tutoring and enrichment programming. Students in grades nine through twelve, except for College Link students, are required to attend campus all day on Tuesday and Thursday for academic instruction with Monday, Wednesday, and Friday available for tutoring and enrichment programming.

Daily on-campus schedules include online work, face to face academic instruction, academic advisory, enrichment dedicated to literacy and math, 21st Century Learning courses, Career and College Preparation and one hour for lunch/recess/walking (PE Instructional time). Individual student schedules are created at the start of school and modified throughout the year as needed. Students may attend TA campus 5 days per week by taking advantage of some of the available wrap-around programming.

Attendance on the available optional days may also be needed to support student success in academic growth. Students may be required to attend additional classes, programs, and/or Friday tutoring for lack of progress, additional academic support, or for a more structured learning environment. In particular, students not showing grade level proficiency in Math and/or Reading, not growing towards grade level proficiency on Math and/or Reading MAP assessments, dropping below a 2.0 GPA, or in credit recovery for on-time graduation will be placed on a **Student Success Plan**, requiring a full on-campus schedule. Wrap-around programming includes:

- **High School Student Success Lab:** The SSL is a learning lab designed to give high school students a structured study environment with a high speed internet connection to support success in their online coursework. Tutors are available to support learning in all subjects. SSL is available from 8:00 am - 12:00 noon on Mondays and Wednesdays. Students may attend voluntarily or as required due to lack of success/progress.
- **Middle School Plus Enrichment Program:** Mid School Plus offers success support opportunities to 5<sup>th</sup>- 8<sup>th</sup> grade students from 8:00 am - 4:00 pm on Tuesdays and Thursdays. This program is designed to further support the learning needs of our younger students and to prepare them for high school success. Students attending afternoon Mid School Plus must be registered for at least one STEM class as well.

- **College Link Program:** Students in 11<sup>th</sup> and 12<sup>th</sup> grade who meet the requirements have the opportunity to participate in our College Link Program allowing students to take core and elective UNM classes for dual credit. Students in CL are required to schedule a minimum of 4 hours of CL Advisory per week. These are held Monday through Thursday from 8:00 am -12:00 noon. College Link students must have a 3.0 GPA. CL student attendance at Student Success Lab (SSL), Enrichment class, Friday tutoring or additional advisory blocks may be required. Also, see College Link Manual for more details
- **Early College Program:** Students in 9<sup>th</sup> through 12<sup>th</sup> grade who meet the 2.0 or higher required GPA may choose to participate in non-core dual credit classes or a 2.5 or higher required GPA may choose to participate in core academic classes. All students must meet with the dual credit coordinator before registering for a dual credit class to ensure strategic course selection to meet graduation requirements and avoid conflicting with the Taos Academy schedule.
- **Apprenticeship Program:** Students in 9<sup>th</sup> through 12<sup>th</sup> grade gain real world experience and credit through our Career Pathway Program. Students follow a career choice pathway of classes, apprenticeship and/or volunteer hours to gain the experience and build hireability in a field of choice.
- **STEM+Arts Institute:** Our STEM+Arts Institute classes are optional and are scheduled on students' enrichment programming days by sign up only. These classes are offered for exploratory experience in different areas of science, technology, engineering, math and the arts. Class dates/times vary throughout the year and are posted in the monthly newsletter as they become available. Lab fees are applicable.
- **Alternative Schedules including the Virtual School (FLEX):** These must be requested in writing and approved by the Director and will only be granted with permission from the student's advisor to ensure plans for academic success. This includes extended travel, illness and sports. Please see your advisor to discuss a need for alternative scheduling.

## Academic Responsibilities

Students are required to continue online academic work outside the school for **approximately 20 active hours/week** or as needed to stay current with each class lesson schedule.

Parents/guardians are required to provide high speed internet access from home with access to a computer and printer. Parents/guardians must also monitor their child's academic progress in the digital curriculum weekly. We encourage students to participate in enrichment activities offered through the community and at Taos Academy at times when they are not scheduled on campus. Families in need of a loaner computer device or help finding Internet service providers should contact the school.



## **NEW SY25-26: Closed Campus/Early Release Procedure - NO EARLY RELEASE**

Taos Academy is a closed campus. Once students enter the building for the school day (8:00 to 4:00), they are not permitted to leave the campus, including during lunch. Students will not be released for lunch unless picked up by a parent/guardian. parent/guardians must provide early release documentation for the student to leave before 4:00, unless for an emergency.

Documentation is a TA off-campus activities form or written verification of a Doctor's appointment. All students must check out from the office before leaving. Please schedule all appointments on non-scheduled school days. Emergency early release may be granted by the Director or designee. **STUDENTS WILL NOT BE RELEASED EARLY WITHOUT DOCUMENTATION, EXCEPT FOR EMERGENCIES.**

### **Visitors**

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/guardians 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**

If a student is absent anytime during a required scheduled day, a parent/guardian is requested to notify the school **before 9:00 am** for each full or partial day of absence (#575-751-3109). Students arriving after 8:00 am must sign in at the office and will receive a tardy 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/guardian depending on family safety decisions. Students will not be released early from school without parent/guardian permission. parent/guardians 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 classes per their individual assignment calendar.

## Advisory teachers

Each student is assigned to an Academic Advisory group. The Advisor is responsible for individualizing programs, monitoring and encouraging progress in all curriculum, supporting academic success and communicating with students and parents/guardians throughout the year. They are a family's primary point of contact. Advisors will only contact parents/guardians through the secured TA email or phone number provided. Be sure you have access to your TA parent/guardian email for important information about your child. parent/guardians need to log on to their parent/guardian email at least weekly.

## 21<sup>st</sup> Century Course Structure

All students are required to participate in either 21<sup>st</sup> Century classes at the middle school level or College and Career Preparation (CCP) classes at the high school level. All 21<sup>st</sup> Century and CCP classes are designed to support post-secondary goals and are offered on campus and/or in the community.

## 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.*** See our TA Attendance Policy, Summer Trimester School and Probationary Enrollment sections for more information.

## Course Levels

All TA Edgenuity courses are offered in three modalities. Standards mode is the mode that most students and classes will take and meets or exceeds all state requirements for course credit. Priority Standards mode or (P) mode is used for students who are struggling and/or need more time in their curriculum and removes warm-ups and summaries as well as some test review. It includes all lessons and projects in Standards mode.

In Honors mode, students will have advanced opportunities to apply their knowledge and to demonstrate mastery through additional critical thinking opportunities, journals, essays, projects, and/or performance tasks. In addition, students opting for **Honors mode commit to complete academic integrity, no use of placeholders, and maintaining pace with the assignment calendar.** Honors classes completed with a grade of C or higher carry an additional GPA point and the (H) designation on the student transcript.

## 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/guardians have access to continuous progress reports and weekly grades for every Taos Academy class via the Edgenuity parent/guardian portal and Google Classroom.

## Final Exams

All exams, including end-of-semester final examinations, **must be taken on campus at Taos Academy** and proctored by Taos Academy staff. The student must notify their advisor when ready to take a midterm or final examination. Exams opened prior to approval or taken in a non-approved setting will receive a zero. Finals exams will not be opened until students have completed all coursework including all essays, projects, and performance tasks. Final exams are only allowed to be taken once.

## 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 take content specific standardized tests and complete demonstrations of competency.

## Grade Point Average (GPA)

In general, TA 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.

## MS Classification Policy

Middle school students 5<sup>th</sup> through 8<sup>th</sup> grade must maintain a 2.5 GPA to be promoted to the next grade level. Students below 2.5 GPA may be promoted with a Student Success Plan to ensure educational success.

## HS Classification Policy

Grade classification for high school students 9<sup>th</sup> through 12<sup>th</sup> is determined by the year they start 9<sup>th</sup> grade. They are classified as:

Cohort 1 (Freshman: Grade 9)  
Cohort 2 (Sophomore: Grade 10)

Cohort 3 (Junior: Grade 11)  
Cohort 4 (Senior: Grade 12)

Previous high school transcripts will be evaluated to determine student grade level and courses required for graduation.

## Graduation Requirements

Taos Academy requires the student to accumulate a minimum of 24 credits to earn a diploma. Taos Academy students are required to participate in Career Cluster electives, 21st Century Learning, College and Career Preparation (CCP), and community service/leadership. See [NMPED State Graduation Requirements](#) for specific cohort information. Each student's individual Next Step Plan, identifying courses required for graduation, is developed by Taos Academy staff with the student and is updated annually to reflect student goals and progress. These are hosted in Level All and are reviewed twice annually with family at our Student-Led Conferences.

## 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.

## Withdrawal from a Course

Courses are assigned according to the student's Next Step Plan and graduation requirements. Students may drop a class with **written permission** from their parent/guardian and Advisor without penalty at or before midterm. If the drop is made after the midterm date, the student will receive a failing grade in the class. This policy includes summer school. Any changes may affect the graduation date and plans and must be considered carefully. The student's Next Step Plan will be updated accordingly to ensure on-time graduation.

STEM class withdrawal may take place in writing to the STEM Coordinator by the deadline provided each quarter/semester.

## Friday Early College Program

Students in 9<sup>th</sup> through 12<sup>th</sup> grade have the opportunity to participate in our Friday Early College Program which allows students to take UNM classes for elective dual credit. All 9th and 10th grade students interested in dual credit will take their first class through this program. The ECHS Coordinator oversees our Dual Credit/Early College High School program.

## Career and College Preparedness

All students at Taos Academy in high school (grades 9-12) participate in Career and College Preparedness classes. These classes are designed to help students identify their interests and explore and plan for post-secondary success.

## College Link/Dual Credit Enrollment Agreements

This program allows students classified as 11<sup>th</sup> or 12<sup>th</sup> graders to earn high school and college credit simultaneously upon successful completion of a course. To be eligible to participate in a dual credit program, the student shall obtain a recommendation from his/her advisor, parent/guardian and Director. Students who are not on track with their regular curriculum (i.e., 75% or higher Actual Grade in all core subject areas), failed a class or are on any probationary behavior restriction, may be placed on probationary enrollment in their dual credit classes.

**College Link students are required to have and maintain a 3.0 GPA.** Students must obtain a registration application from their advisor/counselor and will be given guidance towards signing up. It is the responsibility of the student to cancel an unwanted class before the college's drop deadline and inform their advisor and the TA counselor.

**\*\*NOTE:** All college credit courses are also Taos Academy credit courses; therefore, all Taos Academy policies apply and will be enforced. Students enrolled in the College Link dual credit program are **required to attend advisory sessions weekly at Taos Academy**. Attendance is required on the scheduled days and absences will be handled through the Taos Academy attendance policy. See the [ECHS and College Link Application Packet](#) and [SY25-26 Dual Credit Manual](#) for more details.

## Transcripts and Grade Reporting

Progress reports are issued regularly throughout the semester by the student's advisor and 21st Century teachers. Parents/guardians and students have access to virtual progress and grade reports at any time. **It is the responsibility of the parent/guardian to learn to access academic reports and monitor progress for student success through the Edgenuity parent/guardian Portal and their students' Google Classroom.** Semester grades and transcripts are updated at the end of each semester and parent/guardian training will be provided at the start of every semester.

## Post-Secondary Planning

Taos Academy staff encourages appropriate post-secondary goals throughout high school. Therefore, 10<sup>th</sup> grade students enroll in a college/career prep course to prepare for college testing, study skills, degree exploration and entrance requirements to specific college choices, while 11<sup>th</sup> and 12<sup>th</sup> graders participate in CTE courses and a senior year capstone project. Advising takes place throughout the year.

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.

## Entrance Examinations

All Taos Academy 10<sup>th</sup> grade students will take the PSAT/NMSQT and all 11<sup>th</sup> grade students will take the SAT in the Spring as part of the state-wide SAT School Day. Students wanting to take additional entrance assessments may find information on the costs, dates of registration, test locations and dates of administration of college entrance examinations on their respective websites:

ACT [www.act.org](http://www.act.org)

SAT [www.collegeboard.com](http://www.collegeboard.com)

PSAT/NMSQT\* [www.collegeboard.com/student/testing/psat](http://www.collegeboard.com/student/testing/psat)



## Third Trimester (Summer School)

Taos Academy offers a free five-week summer trimester program to enrolled students. Students may take online courses for credit recovery, acceleration, or summer enrichment. Summer courses are offered for credit and students may drop a class for any reason without grade penalty at/or before midterm. If the drop is made after the midterm date, the student will receive a failing grade in the class.

- **Student Success Programming:** Students not showing grade level proficiency in Math and/or Reading, dropping below 2.0 GPA, or in credit recovery for on-time graduation will be placed on a Student Success Plan, which may also require participation in TA's summer session. Students will be scheduled for summer session to ensure appropriate instructional time, promoting educational success and on-time graduation.

## Sports/Extracurricular Activities

Taos Academy students who maintain eligibility may participate in sports or other extracurricular activities in accordance with the Sports/Extracurricular Activity Policy. TA students who are eligible may participate on school teams at the District school in the Student's residence attendance zone. Students must have a minimum 2.0 GPA with no F's to be eligible to participate in sports. All high school students leaving early for sports participation must have a completed early release form. Refer to Section X of the NMAA bylaws for charter school participation in NMAA activities.

## Curriculum Overview

### Academics

Taos Academy uses a digital 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.

### Electives

Taos Academy offers many elective classes designed for enrichment and to prepare students with 21st Century skills. Electives are available online, face to face, and/or for dual credit at the college level for qualifying students.

## Course Library

### Reading, Writing, & Language Arts - English Language Arts (Grades 5-12)

- Basic Reading Skills
- Classics Novel Studies
- Literacy and Comprehension
- Writing Process & Practice

### Mathematics

- Math 5th-8th
- Middle School Pre-Algebra
- Financial Math
- Algebra I and II
- Geometry
- Pre-Calculus
- Trigonometry

### Science

- UNM Dual Credit Courses
- Life Science
- Physical Science
- Earth Science
- Biology
- Chemistry
- Environmental Science
- Physics
- Geology

### Social Studies

- US History
- NM History
- World History
- Global Studies
- Civics
- U.S. Government
- Economics

### Life & Career Skills Electives

- Business Basics
- Accounting
- Computer Applications & Computer Sciences
- Sociology & Psychology
- Health Sciences
- Music Appreciation
- Art History, Appreciation & Digital Arts I & II
- Driver's Education
- Information Technology
- STEM+Arts Courses
- HS Apprenticeship

\*\*All core academic classes are offered with an Honors Level option.

\*\*UNM Dual Credit Courses are offered in core and electives.

**21<sup>st</sup> Century Learning** - All students at Taos Academy in middle school (grades 5-8) participate in 21st Century learning classes (Leadership, Global Studies, SmartLab and Career Pathways). These classes are designed to incorporate the 5 C's: Critical Thinking, Creativity, Communication, Collaboration and Compassion.

#### ***Leadership Classes (Grades 5-8)***

- Emotional Intelligence
- Outdoor Education
- Community Service
- 21st Century Leadership class applies 21st Century Skills and Social Emotional Learning, and integrates these into a student-led Service Learning project, which is planned using the SMART goal framework and often includes an outdoor component.

***Global Studies (Grades 5-8)***

- World Culture study
- World Language study
- Current World events
- Socratic Discussion
- Global Studies Seminar: Explores Earth's physical & social geography and current world events using multi-disciplinary, open ended challenges, and socratic dialogue.

***Smart Lab (Grades 5-8)***

- Science, Technology, Engineering & Math Lab
- Robotics
- Aeronautics
- Animation
- Digital Game Design, Arts & Music Lab
- Smart Lab empowers students to discover the importance of citizenship and collaboration in the areas of science, technology, engineering and math through creating a portfolio of student-led STEM projects.

***Physical Health Education (Grades 5-9)***

- Lifetime Wellness
- Health Education
- Physical Education

***Career and College Preparation (Grade 10- 12)***

- SAT/ACT test prep and study skills
- Financial literacy
- Job skills
- Dual credit
- Apprenticeships
- Capstone Project (12th grade)

## Grade Policy

Performance Level	Description of Student Performance
<i>"A" Level Performance 90-100</i>	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.
<i>"B" Level Performance 80-89</i>	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.
<i>"C" Level Performance 70-79</i>	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.
<i>"D" Level Performance 60-69</i>	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.
<i>"F" Level Performance Below 60</i>	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.
<i>Pass/Fail</i>	Available for designated non-credit courses only
<i>Honor Roll</i>	Honor Roll: Must earn 3.0 to 3.49 GPA High Honor Roll: Must earn a 3.5 to 3.79 GPA Superintendent's Highest Honors: Must earn 3.8-4.0+ GPA

## Notes on Grade Policy

- Students are required to meet the following rigorous academic requirements:
  1. All state requirements for High School graduation.
  2. Adequate yearly growth in reading and mathematics. **Students should be showing growth progress at each assessment period.**
  3. 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 at least one academic or elective high school level class to enter ninth grade. Aligned to their next step plan.
  5. High school level students will successfully complete a combination of coursework for two college-level classes or 200 hours of participation in an apprenticeship 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 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	21 <sup>st</sup> Century Learning	Wellness
<b>5<sup>th</sup> Grade</b>	English 5	Math 5	Science 5	World History 5	Smart Lab, Leadership, Global Studies	Fitness/PE
<b>6<sup>th</sup> Grade</b>	English 6	Math 6	Earth Science 6	World History 6	Smart Lab, Leadership, Global Studies	Fitness/PE
<b>7<sup>th</sup> Grade</b>	English 7	Math 7 or Accelerated Traditional Math	Life Science 7 Physical Science 7	NM History 7	Smart Lab, Leadership, Global Studies	Fitness/PE
<b>8<sup>th</sup> Grade</b>	English 8	Math 8, <u>Algebra I</u> , <u>Geometry</u> (1.0 HS)	Health (0.5 HS)	US History 8	Smart Lab, Leadership, Global Studies	Fitness/PE

## High School Course Requirements and Progression

	9th Grade	10th Grade	11th Grade	12th Grade
<b>English:</b> 4 credits	English I (1.0)	English II (1.0)	English III (1.0)	English IV (1.0)
<b>Math:</b> 4 credits	HS Integrated Math , Algebra I, or Geometry (1.0)	Algebra I, Geometry, or Algebra II (1.0)	Geometry, Algebra II, Financial Math or UNM Math (1.0)	Algebra II, Financial Math, Probability/Stat, Pre-Calculus or UNM Math (1.0)
<b>Science:</b> 3 credits (to include 2 Lab Sciences)	Biology (1.0)	Environmental Science (1.0)	Chemistry, Physics or UNM Class w/ Lab Component (1.0)	
<b>Social Studies:</b> 4 credits	NM History (0.5) Civics/Financial Literacy (0.5)	World History (1.0)	US History (1.0)	Economics (0.5) Government (0.5)
<b>PE/Health:</b> 1.5 credits	Freshman Fitness CCP1 (1.0)			Health (0.5) (TA students completed in 8th grade)
<b>College and Career Preparation</b> 3-3.5 credits	Strategies for Academic Success (0.5)	Career Pathways (CCP2) (1.0)	CTE Design (CCP3) (1.0)	Capstone Project (0.5)  CCP4 (0.5)
<b>TA Career Cluster:</b> 2 credits (0.5 credits per year)	Career Cluster Elective (0.5)	Career Cluster Elective (0.5)	Career Cluster Elective (0.5)	Career Cluster Elective (0.5)
<b>Electives</b> 2 credits	Student choice (0.5 credit per year)	Student choice (0.5 credit per year)	Student choice (0.5 credit per year)	Student choice (0.5 credit per year)
<b>Total Credits</b>	<b>6.5 total</b>	<b>12.5 total</b>	<b>18.5 total</b>	<b>24 total</b>

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

## Programs for Student Support & Success

Taos Academy offers a variety of programs to assist students in reaching their personal and educational goals.

### Tutoring

Students can make arrangements with their Academic Advisor for individual help. Tutors are available during all advisory times. In addition, students are encouraged to take advantage of our Math Lab, Mid Plus Program, and HS Student Success Lab.

### College Link - Dual Credit Enrollment

This program allows students classified as 11<sup>th</sup> or 12<sup>th</sup> graders to earn high school and college credit simultaneously upon successful completion of a course. To be eligible to participate in a dual credit program, the student shall obtain recommendation from his/her advisor, parent/guardian **and** Director. Students who are not on track with their regular curriculum (i.e., 75% or higher Actual Grade in all core subject areas), failed a class or are on any probationary behavior restriction, may be placed on probationary enrollment for College Link. Students must maintain a 2.5 GPA to be accepted into core academic college classes. Students must obtain a registration application from their advisor/counselor and will be given guidance towards signing up. **It is the responsibility of the student to cancel an unwanted class before the college's drop deadline and to advise their CL advisor and TA counselor.**

**\*\*NOTE:** All college credit courses are also Taos Academy credit courses; therefore, all Taos Academy policies apply and will be enforced. **Students enrolled in the College Link dual credit program are required to attend their advisory sessions weekly at Taos Academy.** Attendance is required on the scheduled days and absences will be handled through Taos Academy attendance policy on page 29. (See separate College Link manual for details.)

### Special Education

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. Please see NMPED's [Special Education policy and procedures](#) for more detail as well as this helpful outline about the [504/IEP process](#). For any Special Education concerns or questions, please contact the Special Education Director at 575-751-3109. You can find further support from the PED OSEO ([English Spanish](#)) department and [NM parent/guardians Reaching Out](#).

## Achieve More

By developing good study habits, each student can excel in furthering his 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, parent/guardians are asked to encourage their students to maintain good work habits and ensure an environment conducive for study. See the [TA Family Handbook and Pledge](#) for more success strategies.

### ***Student Success Strategies:***

- Develop good study habits and stay consistent
- Use the assignment calendar, plus guided and e-notes to help you stay organized
- Take notes on the lectures, online content assignments and lab assessments
- Submit lessons equivalent to one lesson per subject per day
- Be an independent learner and do your own work
- Get extra help by asking your Advisor; schedule a time to meet during regular school hours if needed
- Access tutoring options quickly so you don't fall behind
- Look for ways to get involved with the many activities that the TA Community has to offer (STEM+Arts classes, electives, Mid School Plus)
- 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
- Remember that your learning is your responsibility and we are here to help!

## **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 use verbal encouragement to support students staying on pace and strongly suggest attending the HS Student Success Lab or the Mid School Plus Program on non-scheduled school days from 8:00 a.m. - 12:00 or on Fridays from 8:00 a.m. - 12:00 p.m.

When the student falls below 75% actual grade in any class, the student and parent/guardian 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 2 Unexcused Academic Absences in a row, the student, family, and advisor will meet to develop a **Student Success Contract** to help the student get back on track and provide more structured time in their digital curriculum. Students on contract are **required** to attend the Taos Academy Student Success Lab on non-school days Monday through Thursday 8:00 - 1:30 for a period of 30 days. Academic absences do not accrue during this catch-up period. Appropriate placement may be discussed with parent/guardians, student, advisor and Director if the student continues to struggle.

The Student Success Lab and Mid Plus Program are designed to be quiet, focused and productive learning environments. Disruption will not be tolerated. parent/guardians will be called to pick students up if they are disrupting the learning environment. Continued disruption of the lab will result in loss of the privilege to attend these support settings and enrichment activities.

## Student Success Programming/Appropriate Placement

Taos Academy students who are not demonstrating academic proficiency will be put on a Student Success Program or probationary enrollment plan requiring participation on campus Monday through Thursday 8:00 a.m. to 12:00 p.m. and Friday 8:00 to 12:00 p.m. to ensure appropriate instructional time and promote educational success. This may also continue into the summer to promote further need for success and academic growth. Non-demonstration of proficiency is defined as any one of the following:

- Having a GPA of less than 2.0
- Failing two or more core academic classes in one semester
- Repeated failure of one core class in consecutive semesters
- Not meeting proficiency in any academic area

The Curriculum Coordinator will compile a list of students meeting these parameters at the start of each semester and will notify Advisors. In turn, Advisors will notify students and families. Student Success Planning and Probationary enrollment plans require student attendance on off-days to the Student Success Lab, participation in all scheduled tutoring, and the formulation of a weekly lesson plan calendar by the student, shared with parent/guardians and teachers via Google Docs. Other interventions may include summer school, parent/guardian tech training, participation in STEM+Arts classes, Upward Bound, and/or additional online practice to boost skills.

If students continue to be unsuccessful in academic growth, an appropriate placement meeting will be scheduled by the Advisor with the parent/guardian, student, curriculum coordinator and director to discuss success at TA and continued enrollment. If the student continues to be unsuccessful at TA, the school may recommend an alternative educational setting.

## Enrollment Policy

Taos Academy sets forth the following policies in accordance with the Charter School Act: Any student, regardless of where he/she resides in New Mexico, may attend Taos Academy. Taos Academy enrollment policies prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, or need for special education services.

If it is the intent of the parent/guardians to enroll their student, the parent/guardian must submit an electronic [Letter of Intent](#) during our enrollment period for each student. Intent letters are accepted throughout the year and are added to the lottery selection. Any student with a submitted letter of intent that is not selected by the lottery will be placed on a waiting list. See web page [www.taosacademy.org](http://www.taosacademy.org) for further information.



## Probationary Enrollment

Taos Academy holds the right to place students on probationary enrollment. All students with a GPA of lower than 2.0, a failure in more than two core academic classes in the prior semester and/or not meeting proficiency in any academic area, may be put on probationary enrollment. Additionally, these students will participate in Student Success Planning as part of their enrollment agreement at Taos Academy.

It is the responsibility of the advisor to notify parent/guardians and students of the reason for the placement and the plan for success. Weekly reports will be sent to parent/guardians, students and the curriculum coordinator detailing student progress towards the plan. At each 9 week mark, an appropriate placement meeting will be scheduled by the advisor with the parent/guardian, student, curriculum coordinator and director to discuss success at TA and continued enrollment. If the student continues to be unsuccessful at TA at the end of the semester, an alternative placement will be recommended.

## 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 days 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+ cumulative 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.

Superintendent

**Dr. Traci Filiss**

## Taos Academy Charter School Family-Student Communication Process

Begin by:

Contacting Student's Advisor

Resolved?



No

Yes



Refer to Student/  
parent/guardian  
Support Team

Finished

### Email Contact Information

TA Principal: Mae LaBella, [mlabella@taosacademy.org](mailto:mlabella@taosacademy.org)



Programs Director: Jamie Lucero-Martinez [jlucero-martinez@taosacademy.org](mailto:jlucero-martinez@taosacademy.org)

STEM Admin Support: Cruz Duran [cduran@taosacademy.org](mailto:cduran@taosacademy.org)



Student Success Administrator: Debbie Branchal [dbranchal@taosacademy.org](mailto:dbranchal@taosacademy.org)



ECHS Coordinator/UNM Liaison: Kelci Pike [kpike@taosacademy.org](mailto:kpike@taosacademy.org)

Apprenticeship Coordinator: Patti Kravitz [pkravitz@taosacademy.org](mailto:pkravitz@taosacademy.org)



TA FLEX Academy: Mae LaBella, [mlabella@taosacademy.org](mailto:mlabella@taosacademy.org)



Special Education: Sarah Bradley, Director [sbradley@taosacademy.org](mailto:sbradley@taosacademy.org)

Jeanette Henshaw, Coordinator [jhenshaw@taosacademy.org](mailto:jhenshaw@taosacademy.org)



Facility: Jose Espinoza, [jespinoza@taosacademy.org](mailto:jespinoza@taosacademy.org)



Business Office: Pamela Rodriguez, [prodriguez@taosacademy.org](mailto:prodriguez@taosacademy.org)



Front Office:

Amy Lucero, [alucero@taosacademy.org](mailto:alucero@taosacademy.org)

# 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 accountability. 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 2025-2026 Student Code of Conduct, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.*

## **NEW: Closed Campus**

Taos Academy is a closed campus. Once students enter the building for the school day, (8:00 to 4:00) they are not permitted to leave campus including lunch. parent/guardians must provide early release documentation for a student to leave before 4:00. Documentation is a TA off campus activities form or written verification of a Doctor's appointment. **Please schedule all appointments on non-scheduled school days.** Emergency early release will be granted by the Director or designee.

College Link students are exempt from closed campus policy. ONLY College Link Students follow a modified open campus policy that allows them to attend UNM classes during the day. Attendance on campus for Taos Academy College Link activities is REQUIRED, and sign in and sign out to and from Taos Academy is REQUIRED during the day at the front office. A student participating in College Link will review and accept these open campus protocols in College Link as a condition of College link participation.

## Student Drivers

Students who wish to drive to school must obtain a school driving pass. To obtain this pass, please bring a copy of driver's license, proof of insurance and registration, and an approval letter from parent/guardians or guardian to the front office. The pass is subject to safe driving rules and regulations and can be revoked at any time by the Director for lack of academic progress, behavioral misconduct, and/or lack of adherence to school traffic safety signs and parking regulations. The speed limit is 5 mph.

- A driving pass will be displayed on the driver's side of the windshield in the student parking lot.
- Student Drivers must use the student parking lot when attending Taos Academy.
- During the school day, students may not visit their vehicle without a staff escort, or sit in their cars during the school day for any reason.
- Student drivers will sign in at the front office if arriving tardy.
- Students may only transport themselves to and from campus.
- Taos Academy is not responsible for the safety of vehicles or contents within the vehicle parked on campus.

## Attendance Policy

Attendance at Taos Academy is both Physical (attending face-to-face classes) and Academic (engaging in digital coursework). FLEX students are required to attend their regularly scheduled virtual advisory, as well as virtual tutoring as required by their advisor and on campus testing and other activities. Please note the following:

**All student activity is recorded for attendance purposes.** 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 student expectation is to complete an average of 20 hours per week excluding idle time.

### Recorded Absences:

- Academic Absences: Students can receive an **Unexcused Academic Absence** for lack of progress in their classes. When the student falls below 75% actual grade in any class, the student and parent/guardians receive notification of 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 will place the student on a Student Success Contract/Program. Students on contract are required to attend the Taos Academy Student Success Lab Monday through Thursday on their non-scheduled school days 8:00 a.m. - 12:00 p.m. for a period of 30 days.
- Physical Absences: Students will also receive an **Unexcused Physical Absence** when not in attendance for scheduled activities, regular on-campus days, and/or required SSP or contract days.
- Students with **10 recorded absences** will be reported to the local truancy agency. parent/guardians 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.

## Tardy Policy:

**Students arriving after 8:00 a.m. must sign in. Students will receive an absence for every third tardy arrival.**

## 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 parent/guardian/guardianal permission and consent.

All students, parent/guardians and staff will be issued a Google account (under the taosacademy.org domain) for communication and access to approved services and devices.

The following practices **are prohibited** while using Taos Academy electronic mail and accessing the Internet:

- 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
- Logging onto more than one machine at a time or using accounts not provided by TA
- Sharing your username or password with anyone
- Use of hotspots, personal data, or accessing any other network apart from TA's secured network during the instructional day

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 will use in accessing instructional and reference material on the Internet. This interface is 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 is 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. Interpretation of the following dress code is subject to administrative decision. When, in the judgment of the Director, a student’s appearance, mode of dress, and/or cleanliness is distracting and disruptive to the learning process, or constitutes a threat to safety or acceptable standards of sanitation, 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. **All students must display a TA lanyard and ID at all times while on campus. Lanyards must be worn around the neck for clarity and safety.**

To avoid loss of learning time over dress-code, a student has choices. A student can choose to be dismissed from school with an unexcused absence for being out of dress code. Alternative clothes (medical scrubs, scarves, t-shirts) are available for students out of dress-code. parent/guardians can be called to provide appropriate clothing during the day.

A student out of dress-code will wait in the front office until they are picked up or appropriate clothes are provided. Students may return to the instructional environment once in compliance with school dress code. Families are encouraged to ensure their child arrives at school dressed within this dress code.

Additional dress or appearance standards are specified in the following policy.

### **Clarification on Enforcement of Dress Code Violations:**

Dress code violations will be addressed with students in a private setting with respect for racial identity, gender identity or expression, ethnicity, cultural or religious identity, and social economics. Taos Academy staff will use the following steps to address dress code violations:

1. Staff will address student dress code issues away from the student's peers/class in a private conversation where peers cannot overhear. Students will leave the public area willingly when asked by a staff member.
2. Staff will address the violation by stating to the student what part of the policy is in violation. Staff will not touch, measure, or ask students to change positions to check attire. If a dress code violation is in question, staff will contact an administrator to review.
3. If the student is not able to correct the violation immediately, the staff will ask the student to go to the front office. The front office will support the student to call home or provide clothes that meet the Taos Academy dress code.
4. Students will own violation of dress code by correcting the clothing or exchanging for clothes that meet the Taos Academy dress code before returning to class. Once correction has been made, the student agrees to remain in the dress code. For example, if the correction is using a jacket to cover, the jacket must remain in place to maintain the dress code.
5. Continued violations will result in disciplinary consequences as stated in 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.

Any "style" that disrupts the educational process, endangers other students, or that may be disruptive or unsafe in a learning environment is prohibited. Styles which are **prohibited** and considered inappropriate for the Taos Academy Mission include:

- Insignias, images or text representing drugs, alcohol, tobacco, or 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** and can be no higher than mid thigh in length.

## Outerwear

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

## Footwear

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

## Perfume or Body Spray

Students **may not** bring personal perfumes, oils, or body sprays from home due to allergies and varying sensitivity to odor. Non aerosol deodorant is allowable and encouraged!

<p><i>Any infraction</i></p>	<p><b>Dress Code</b></p> <p>The Student will be asked to change/modify clothing that is not within the Taos Academy Dress Code.</p> <ul style="list-style-type: none"> <li>• The student will contact the parent/guardian/guardian/guardian by phone.</li> <li>• A parent/guardian/guardian/ guardian may bring appropriate clothing to the student and they may return to class as scheduled.</li> <li>• Hats, hoodies &amp; sunglasses may be taken by the advisor until the end of the class period or school day, or given to the administrator in charge/Director for the day.</li> <li>• Scrubs and shirts are available to cover up and remain in class.</li> </ul> <p>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.</p> <p>Referred Offenses: Families will be notified by the administrator in charge for offense(s) that are recorded as a referral with the administrator in charge.</p> <ul style="list-style-type: none"> <li>• 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 parent/guardians when they prepare to come to school each day. <b>The goal is a learning centered workplace.</b></li> <li>• <b>Dress code violations may result in supervised lunch for a discussion about safety.</b></li> </ul>
<p><i>Habitual Infractions (Insubordination)</i></p>	<p>For a dress issue that is <b>habitual</b> (4th recorded offense with administrator in charge) or <b>insubordinate</b> (usually a refusal to follow TA 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):</p> <p>The student and parent/guardians will meet with the Director. Consequences may include Community Service (CS), in-school suspension (ISS) or out-of-school suspension (OSS) as determined in the meeting.</p> <p><b>A student who elects to leave campus over a dress code issue is marked absent and unexcused for the remainder of the day.</b></p>

## 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, 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.

**Restorative Practices:** Whenever possible, Taos Academy endeavors to use a restorative practices approach. This practice stresses the importance of relationships amongst all members in the community and includes support and responsibility to repair or give back to the community when harm has been done.

#### **SUPERVISED LUNCH (SL)**

Supervised lunch will occur during lunchtime within the school day. Students are assigned supervised lunch after a referral is made. Students will report to supervised lunch promptly. SL is typically given for level 1 discipline referrals to help a student accept responsibility for a misbehavior that restorative practices, family contact and norms have not yet improved.

Students will be given 20 minutes to eat quietly. Students will inform parent/guardians 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.

<b>COMMUNITY SERVICE (CS)</b>
<p>Students who CHOOSE to take responsibility and to repair harm they have caused with Community Service will report to the administrator in charge. Community Service can be assigned at the discretion of the administrator in charge. CS may mitigate, but will not replace a disciplinary consequence.</p> <p>The student is expected to 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.</p>
<b>MENTOR</b>
<p>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 administrator in charge. Examples include a referral to a local agency (i.e., Big Brothers Big Sisters or RMYC) as a mentor, a mentee or an intern. Like CS, Mentorship strives to help the student take responsibility and repair harm.</p>
<b>IN SCHOOL SUSPENSION (ISS)</b>
<p>All in school suspensions will be scheduled at the discretion of the administrator in charge and disciplinary team. Students may be required to serve on non-scheduled school days, including Fridays. All suspensions are reported and tracked in the student's permanent school records.</p>
<b>OUT-OF-SCHOOL SUSPENSION (OSS)</b>
<p>Students who are suspended from Taos Academy Charter School campus 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, SSL, mid-school plus, 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.</p> <p>parent/guardians will meet with the administrator in charge/Director to develop or review a behavior plan/contract <b>before</b> the student returns to school after OSS.</p>
<b>OSS WITH HEARING (OSSH)</b>
<p>It is the Director's discretion to recommend a hearing for a student's habitual misconduct. Expulsion from Taos Academy will be decided in collaboration with the Governing Council, Director, parent/guardians and student.</p>

**\*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/guardians 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.**

<p style="text-align: center;"><b>Level I</b></p> <ul style="list-style-type: none"> <li>● Reflection and repair is expected when others are harmed or the workplace is disrupted.</li> <li>● parent/guardians are notified by the administrator in charge of students for repeat Level 1 behaviors when referrals are made.</li> </ul>			
<b>Behavior</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<p><i>Abuse of personal electronic devices:</i></p> <ul style="list-style-type: none"> <li>- Use of devices without staff permission during class</li> <li>- Recording content on personal devices</li> </ul>	<p>Device is taken by staff and turned in to the administrator in charge for the day.</p> <p>The parent/guardians is contacted to retrieve the device.</p> <p>Recorded violations to be documented to the administrator in charge.</p>	<p>Habitual incidents: Device is taken and stored with the administrator in charge. parent/guardians must meet with the administrator in charge or Director to recover the device.</p> <p>Supervised Lunch will be assigned.</p>	<p>Habitual incidents continue and result in confiscation and return of devices at the end of the school year. A student who violates this policy may also be subject to school discipline for engaging in chronic disruptive conduct.</p>
<p><i>Dress Code Violation</i></p>	<p>Reminders given, class norms upheld.</p> <p>Students can be asked to change clothing and parent/guardian/guardian/guardian contacted by phone.</p> <p>Recorded violations to be referred to the administrator in charge</p>	<p>Students who do not correct their dress violation can be sent home. Items (hats, etc) may be taken and held by the administrator in charge for the day. The Administrator will notify parent/guardians to discuss the second dress code referral. Supervised Lunch can be granted.</p>	<p>Students with habitual violations or insubordination will attend a hearing with parent/guardians with the Director, complete ISS, OSS, research or CS as decided in the hearing.</p>

### Level I

- Reflection and repair is expected when others are harmed or the workplace is disrupted.
- parent/guardians are notified by the administrator in charge of students for repeat Level 1 behaviors when referrals are made.

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

## Level II

- All Level II 3rd Offenses may result in OSSH.
- parent/guardians are notified for all Level II offenses by the administrator in charge of Students.
- Reflection and repair is the norm when others are harmed or the workplace is disrupted.
- A reintegration meeting with parents/guardians 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
<i>Cheating or plagiarism, Falsifying or misuse of any official document or communication</i>	Loss of assignment credit, Instructor has discretion for reset or make up	Loss of assignment credit, parent/guardians Meeting with staff making the referral	2 days OSS Behavior Contract, parent/guardians Conference for re-integration
<i>Chronic / Habitual Disruptive Conduct (profanity, rudeness, Dishonesty, insubordination, defiance of authority or showing disrespect)</i>	2 days ISS or 1 day OSS (>4 recorded referrals for disruption)	2 days OSS Behavior Contract, parent/guardians Conference for re-integration	4 days OSSH
<i>Acute disruptive conduct resulting in severe disruption of the educational process</i>	Immediate Family contact, student sent home upon request of a staff member	Student sent home, 2 days OSS, Behavior Contract, parent/guardians Conference for re-integration	Student sent home, 4 days OSSH
<i>Ditching (out of school/class without permission on or off campus)</i>	½ day ISS on an <u>off-day</u> or CS	Two ½ day ISS on an <u>off-day</u> or CS	4 days ISS, Student Contract, parent/guardians Hearing
<i>Failure to comply with disciplinary consequences</i>	Results in twice the previous consequences	4 days OSSH	
<i>Hostile aggressive play</i>	2 days ISS, Behavior Contract	4 days OSS, Behavior Contract, parent/guardians Conference for re-integration	



## Level II

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

<i>Inappropriate use / possession of school technology and/or school accounts</i>	Strategic, scheduled restriction of computer privileges or 1 day CS from Tech Team	Strategic long term restriction of computer privileges (i.e., semester) and/or CS from Tech Team	4 days OSS, isolation from network & all systems, Behavior Contract
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## Level III

- DPS referral may be filed on all Level III\*.
- A reintegration meeting with parent/guardians 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
<i>Arson</i>	10 days OSSH		
<i>Progression of: Horseplay, Hostile Aggressive Play, Fighting, Assault.</i>	10 days OSSH		
<i>Assault (physical action with intent to do harm)</i>	10 days OSSH		
<i>Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity)</i>	4 days OSS, CS or Mentorship	10 OSSH	
<i>Bomb Threats / False Alarms / Explosives or (possession of)</i>	10 days OSSH		
<i>Fighting (pushing, hitting physical action with intent to resolve conflict)</i>	4 days OSS, mediation, Behavior Contract, CS or Mentorship	10 days OSSH	

### Level III

- DPS referral may be filed on all Level III\*.
- A reintegration meeting with parent/guardians 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.

<i>Gang Related Activity</i>	4 days OSS Behavior Contract, CS or Mentorship	10 days OSSH	
<i>Severe Disruptive Conduct</i>	10 days OSSH		
<i>Harassment / Bullying (Physical, racial, verbal, electronic intimidation)</i>	2 Days OSS, parent/guardians Meeting, Contract, CS or Mentorship	4 days OSS, Behavior Contract	10 days OSSH
<i>Intentional tampering / damage to computers / network resulting in loss of data and / or disruption of network operations</i>	10 days OSSH, isolation from network and all systems and restitution, Behavior Contract		

### Level III

- DPS referral may be filed on all Level III\*.
- A reintegration meeting with parents/guardians 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.

<i>Making a false 911 call</i>	5-10 days OSS, possible hearing		
<i>Possession/use of tobacco products, at school or school sponsored events including possession or use of vapes, vape vials, and electronic cigarettes</i>	2 days ISS CS or research	1 day OSS CS or research	4 days OSS

Level III			
<ul style="list-style-type: none"> <li>• DPS referral may be filed on all Level III*.</li> <li>• A reintegration meeting with parents/guardians will occur after OSS before the student returns to school.</li> <li>• Reflection and repair is the norm when others are harmed or the workplace is disrupted.</li> <li>• Restorative Practice, Behavior Agreements, Service and Research are available for reintegration.</li> </ul>			
<i>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</i>	4 days OSS, Behavior Contract	10 days OSSH	
<i>Soliciting, selling, distributing any controlled substance as listed above</i>	10 days OSSH		
<i>Sexual Harassment / Misconduct</i>	4 days OSS pending investigation, Behavior Contract	10 days OSSH	
<i>Theft / Extortion</i>	2 days ISS, CS and restitution	4 days OSS, Behavior Contract, and restitution	10 days OSSH pending hearing, possible restitution
<i>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</i>	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
<i>Possession of Weapons</i>	10 days OSSH		
*Taos Academy administration can activate dispatch of the local police department for all Level III offenses.			

## Explanation of other policies:

### Weapons

For the purposes of school board policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, or as a toy, that has a potential violent use. Additionally defined as a "weapon" is any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

## Searches

For the protection and security of individuals and property on the TA campus, the search of individuals, including students, their personal effects, desks and vehicles on school property, will be activated as permitted under federal and state law. Such searches may be conducted without prior parent/guardian/guardianal consent or the presence of a parent/guardian/guardian. In certain circumstances, random searches of personal effects, district property (such as lockers and desks) and vehicles on campus may occur, including random searches with the assistance of canines. Any illegal or unauthorized objects found in any search are subject to seizure. The Taos Academy Director can dispatch the local Police Department at his/her discretion. parents/guardians will be notified upon dispatch.

## Video Surveillance

For the protection and security of individuals and property, TA will use video surveillance equipment. TA employs a comprehensive system of cameras which are used to provide a safe and secure educational environment. Cameras are located inside and outside the buildings.

## 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.
- Students must submit their own work for credit.
- Students will be asked to sign an Academic Integrity pledge at the start of each semester.

## **New:** Electronic/Wireless Communication Devices- Anti Distraction Policy

TA is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices increases campus disruptions and results in an increased possibility of inappropriate communications.

### Purpose

The purpose of this policy is to establish clear guidelines for student use of non-school-issued electronic/wireless communication devices (E/WCDs) during school hours and school-sponsored activities. This policy is aligned with New Mexico Senate Bill 11 ([SB11 - New Mexico Legislature](#)).

**Terms - SB11 - Section 1A.1-4**

**Electronic/Wireless Communication Devices:**

Electronic/Wireless Communication Devices (E/WCD) shall mean any devices that accomplish their purposes electronically and include, without limitation, cellphones, smart watches, pagers, radios, wireless speakers/headphones (including earbuds), media/music players, laser pointers, video game consoles, personal computers, tablets, cameras, and any device that provides a wireless or Bluetooth connection with an unfiltered, non-TA, connection to the Internet.

**School Day:**

The instructional school day shall mean the normal hours of operation of the school from 8:00 a.m. to 4:00 p.m., Monday through Friday.

**School Year:**

The school year shall mean from the first day of school through the last day of the summer trimester session, as per the TA calendar.

**General Policy - SB11 - Section 1B.1**

- A. Students are not permitted to use or be in possession of a non-school-issued E/WCDs during the school day.
- B. Students with an approved exemption will be required to place E/WCD in a secured, monitored area, unless approved for medical use or documented as part of a disability need in an IEP/504 plan.

**Exceptions - SB11-Section 1B.2-4,6 and Section 1C**

- A. Teachers may allow school-issued devices or pre-approved electronic devices to be used for educational activities during class, such as participating in polls, collaborating on documents, researching, or other instructor-approved activities. This includes text-to-speech, speech-to-text or other assistive technologies that aid in communication, navigation or learning. School-issued devices may be used during instructional and non-instructional times to aid in emergency communication and/or with the permission of the teacher.
- B. Students with the following exemptions may use and be in possession of the E/WCD during instructional hours: a documented medical necessity or a disability accommodation documented in a student's IEP or 504.
- C. parents/guardians may apply for an exemption to address student safety or family hardship. For these exemptions, the student may NOT be in possession of the E/WCD. Students will be required to place the E/WCD in a secured, monitored area for the school day, unless approved otherwise by administration.

**Student Privacy and Confidentiality - SB11- Section 1B.5**

- A. The school is dedicated to protecting student privacy and personal information related to any E/WCD use at school or school-sponsored events. This includes the use of school-issued devices. See TA Electronic Use Policy.
- B. Photographing, video recording, or audio recording others without their explicit consent and in compliance with school policies is prohibited.

### **Consequences for Violations - SB11- Section 1B.7**

A. Use of non-school-issued electronic/wireless communication devices (E/WCDs) in violation of this policy will result in the confiscation of the device.

1. Warning period - a warning will be issued in the first 2 weeks of school. Students will be asked to turn off their non-school-issued devices and put them away. Students will be reminded of the policy and consequences for further violations.
  2. First recorded offense (after warning period) - the student will be required to turn in the E/WCD to the TA Administrator, and a parent/guardian will be required to pick it up by the end of the school day. The device will be stored in a secure, monitored area. Taos Academy is not liable for the loss or damage of any non-school-issued electronic/wireless communication devices (E/WCDs) brought to campus and/or confiscated from a student under this policy.
  3. Second recorded offense - the student will be required to turn in the E/WCD to the TA Administrator, a behavioral referral will be issued by the TA Administrator and the parent/guardian is required to meet with the Principal or designee to recover the E/WCD. Taos Academy is not liable for the loss or damage of any non-school-issued electronic/wireless communication devices (E/WCDs) brought to campus and/or confiscated from a student under this policy.
  4. Third recorded offense - the student will be required to turn in the E/WCD to the TA Administrator, a level III “chronic disruptive conduct” behavioral referral will be issued by Principal or designee, and the parent/guardian is required to meet with the Principal or designee for processing a level III behavioral referral and to recover the E/WCD. Taos Academy is not liable for the loss or damage of any non-school-issued electronic/wireless communication devices (E/WCDs) brought to campus and/or confiscated from a student under this policy.
- \*\* Electronic Devices that are not recovered at the end of the school year may be disposed of by Taos Academy administration.
- \*\*Taos Academy is not liable for the loss or damage of any non-school-issued electronic/wireless communication devices (E/WCDs) brought to campus and/or confiscated from a student under this policy.

### **Communication and Training - SB11-Section 1D**

- A. The school will inform students and parents/guardians about this policy upon implementation and at the start of each school year.
- B. Training on implementing this policy will be provided to teachers, administrators, and staff.

### **Publication and Evaluation - SB11-Section 1D**

- A. This policy will be posted on the school's website once adopted.
- B. The policy's effectiveness will be reviewed and reported on annually.

### **Review and Amendments**

- A. This policy will be reviewed periodically and may be amended as needed to adapt to technological and educational changes.

**TA shall not be liable or responsible for the loss of or damage to any Electronic Device brought to school and / or confiscated from a student pursuant to this policy.**

## **PDA - Public Display of Affection**

PDA or public display of affection is defined as the show of affection between two people on Taos Academy campus.

Appropriate PDA: Holding hands, less than 3 second hug, kiss on the cheek.

PDA will not occur during class time, but during walking, breaks, lunch.

Inappropriate PDA is defined as any show of affection beyond those listed above.

## **Skateboards/Rollerblades/Scooters/Roller-shoes/Bicycles**

Because of concerns for safety and security, skateboards, shoes with wheels, and rollerblades are not to be used at any time on campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. TA is not responsible for any loss, theft, or damage of skateboards, rollerblades, bicycles, etc. brought onto campus. Bicycle and skateboard use to and from school requires use of a helmet (effective July 1, 2007 - state law).

## **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 school grounds, in school vehicles, at school activities or events 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 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 leverage physical, emotional or intellectual 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 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.



## Health and Wellness

Students who experience health problems during the school day **must report to the administration office**. Students are evaluated by the staff for emergency health problems. Students will be assessed and an attempt to reach the parent/guardians will be made. Attempts to reach a parent/guardians will always occur when a health problem exists or an injury is sustained during the school day. If the health office staff has assessed the student as able to remain in school and a parent/guardian cannot be reached, the student will be returned to class. parent/guardians or other designated emergency contacts must pick up the student from school and sign them out in the office. parents/guardians are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the health assistant, nurse or director to support educational success and recovery. For severe illness or injury cases, Holy Cross Hospital will be dispatched.

**TA Policies in accordance with the New Mexico State Department of Health, Office of School Health are as follows:**

- Other than metered dose inhalers, **NO** medications are to be carried by students on campus. This includes both prescription and over the counter medications.
- parent/guardians who wish to have over the counter medications available for distribution to their student during the school year must obtain an over the counter medication form from the administrative office and return it with the medication in the original container. The medication will be provided as needed to the student in the administrative office.

**Students who require prescription medication during the school year must obtain a prescription form. It must be filled out by the prescribing Physician and the parent/guardians release section signed by the parent/guardian/guardian. It must then be returned with the medication in the original prescription container and the prescription must match the Physician orders.**

Prescription medications will be given within one hour of the time due and students will sign for their dose. This is assisted self-administration. When students fail to present to the office for their medication, every attempt to locate them and provide it to them will occur. However, due to emergencies, this may not always be possible. If your student consistently has to be called to the office for medication, the health staff will request a parent/guardians meeting to determine the best solution to this problem. When a student has run out of medication, the bottle will be sent home with the student and the parent/guardians will be called. Parents/guardians should bring their students' medication to the office at the start of the school day when possible.

**Students caught in possession of either prescription or over the counter medications during the school day may be subject to Level III disciplinary measures.** Students who either give or sell prescription drugs or over the counter medications to other students on campus will be subject to Level III disciplinary measures under selling, distributing or exchanging an illegal substance. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone for whom it was not intended.

**Prescription Medications and Over the Counter Medication will not be kept year to year.** Students or parents/guardians must pick up the medications in the health office by the last day of school. All medications left at school will be discarded on the last day of school. Physician orders for medications expire at the end of the school year, as do over the counter parents/permission slips.

## TA Academic Integrity Pledge

At Taos Academy, each student is expected to apply themselves to their academic work, explore personal learning goals in 21<sup>st</sup> century classes, 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 at Taos Academy.

**\*\*\* Please read carefully, check each box, sign below and return to your adviser. \*\*\***

- ☐ 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 a Taos Academy 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 any time.
- ☐ 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 75% 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.

## Student & parent/guardiansSignature Page

*PLEASE SIGN AND RETURN TO SCHOOL*

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT HANDBOOK AND ACADEMIC INTEGRITY PLEDGE. I further acknowledge that I have read and understand the TA Student Handbook and agree to follow the student discipline policy code as well as all other rules, policies, and procedures outlined above.

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Student Signature

Print Name

Date

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT HANDBOOK AND ACADEMIC INTEGRITY PLEDGE. I further acknowledge that I have read and understand the TA Student Handbook and agree to support my student in following the student discipline policy code as well as all other rules, policies, and procedures outlined above.

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parent/guardians Signature

Print Name

Date

Collected by Advisor - Name \_\_\_\_\_ Date \_\_\_\_\_

Filed by office - Name \_\_\_\_\_ Date \_\_\_\_\_