



TAOS ACADEMY

STUDENT and FAMILY

HANDBOOK



110 Paseo Del Cañon West
Taos NM 87571
PH: 575-751-3109
Fax: 575-751-3394

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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.****

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. 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. Denisha Moodley
Executive Director/Principal



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.

Welcome!

Welcome to Taos Academy! We look forward to partnering with you in your child's education. You are your child's first teacher. You have more of an impact on his or her values, behavior, expectations, work ethic, and actions than any other person in the world. When you teach your children that you believe in the value of their education, they will learn to apply a similar mindset to their role as a student. **Your involvement makes the difference!**

Research shows that parent engagement is one of the most important indicators of students' future success. Students with parents who are involved in their education tend to have fewer behavioral problems and better academic performance; they are more likely to complete high school and to continue on to higher achievement levels in both college and career paths.

Taos Academy is a hybrid model school, combining digital core curriculum with live taught classes; our design means that parents have a tremendous role in their child's learning, even more so than in a traditional educational setting. Many of your student's assignments will need to be completed outside of the scheduled academic day here at Taos Academy. Therefore, it is essential to schedule supervised blocks of time where you help ensure that your child is able to complete assignments and achieve expected academic progress.

We, the staff at Taos Academy, understand the huge impact that you, as parents, have on your children. We cannot do this without you!



A 21ST CENTURY LEARNING COMMUNITY

SY 2026 - 2027 Approved Academic Calendar 25-26 School Calendar.pdf

Also see www.taosacademy.org

TAOS ACADEMY 2026-2027 CALENDAR																																									
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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 5th- 8th 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 11th and 12th 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 9th through 12th 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 9th through 12th 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.
- **FLEX Program Schedule and Hours:**
 - Monday
 - 8:00-10:30: Office hours and tutoring hours
 - 10:30-12:00: Middle School (5-8) Advisory
 - 1:00-2:30: 9th-11th grade advisory
 - 2:30-4:00: Tutoring hours
 - 7 hours
 - Tuesday
 - 8:00-10:30: Office hours and tutoring hours
 - 10:30-12:00: Middle School (5-8) Advisory
 - 1:00-2:30: 9th-11th grade advisory
 - 2:30-4:00: Tutoring hours
 - 7 hours
 - Wednesday
 - 8:20-10:00: Tutoring (5-8)
 - 10:20-11:50: Tutoring (9-12)
 - Thursday
 - 8:00-10:30: Office hours and tutoring hours
 - 10:30-12:00: Senior Advisory

1:00-2:30: Senior Capstone

2:30-4:00: Tutoring hours

7 hours

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

If you cannot commit to this time, please do not apply to the FLEX program; instead, make arrangements for in-person learning at Taos Academy. Please schedule all appointments on non-scheduled school days. Failure to attend Academic Advisory three times in the semester will result in the student being disenrolled from the FLEX program.

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

FLEX Advisory Participation Norms

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

Academic engagement is key to success as a student here at TA. It requires integrity, independence, the ability to ask for help when needed, and commitment to learning. If a

student uses AI Chat, plagiarizes from the internet, does not engage with the question or prompt, and copy and paste random answers, their work will be flagged for violating academic integrity. The consequences are as follows:

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

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, **whether attending class virtually or on-campus**, 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. PNEWarent/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. **FLEX Academic Advisory classes *may* be canceled or rescheduled.**
NEW: Delay

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. **Parents/guardians need to log on to their school email at least weekly.**

Middle School 21st Century/High School CCP Course Structure

All students are required to participate in either 21st Century classes at the middle school level or College and Career Preparation (CCP) classes at the high school level. All 21st Century and CCP classes are designed to support post-secondary goals and are offered on campus and/or in the community. **All Flex and College Link students are required to participate in either 21st Century classes, College and Career Preparation (CCP), STEM Institute and/or Edgenuity electives. Additional high school elective credits may be fulfilled via graduate pathway aligned apprenticeship credits.**

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. Standard 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.

Exams

All exams, including end-of-semester final cumulative examinations and prescriptives, **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 final examination. Exams opened prior to approval or taken in a non-approved setting will receive a zero. Final 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. All students will show a GAT Shield or history report to demonstrate that the work is their own at the completion of the final exam. Please refer to the annual calendar for final exam weeks.

Standardized Testing

As a participating member of our learning community, all ***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, Advanced Placement 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 5th through 8th 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 9th through 12th is determined by the year they start 9th 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 reviewed twice annually with family at our Student-Led Conferences. All students must complete and pass a Capstone project, as well as demonstrate competency in all four core academic content areas according to the Taos Academy graduation requirements. **Cohort 2027 & 2028 students will participate in foreign language instruction. Two full world language credits (four semesters of study) in the same language are required for TA graduation**

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 9th through 12th 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 11th or 12th 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, 10th 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 11th and 12th 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 10th grade students will take the PSAT/NMSQT and all 11th 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

SAT www.collegeboard.com

PSAT/NMSQT* 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.

21st 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.

Green Science (Grades 5-8)

- Experimental Inquiry
- Social Responsibility
- Concepts : Explores Earth's physical & social geography and environmental science

Global Leadership Classes (Grades 5-8)

- Emotional Intelligence
- Community Service
- Pluralism
- Multicultural Concepts
- Current World events
- Socratic Discussion

Smart Lab (Grades 5-9)

- 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</i> 90-100	The student's work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
<i>"B" Level Performance</i> 80-89	The student's work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.
<i>"C" Level Performance</i> 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
<i>"D" Level Performance</i> 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
<i>"F" Level Performance</i> Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
<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 st Century Learning	Wellness
5th Grade	English 5	Math 5	Science 5	World History 5	Smart Lab, Global Leadership, Green Science	Fitness/PE
6th Grade	English 6	Math 6	Earth Science 6	World History 6	Smart Lab, Global Leadership, Green Science	Fitness/PE
7th Grade	English 7	Math 7 or Accelerated Traditional Math	Life Science 7 Physical Science 7	NM History 7	Smart Lab, Global Leadership, Green Science	Fitness/PE
8th Grade	English 8	Math 8, <u>Algebra I,</u> <u>Geometry (1.0 HS)</u>	Health (0.5 HS)	US History 8	Smart Lab, Global Leadership, Green Science	Fitness/PE

High School Course Requirements and Progression

	9th Grade	10th Grade	11th Grade	12th Grade
English: 4 credits	English I (1.0)	English II (1.0)	English III (1.0)	English IV (1.0)
Math: 4 credits *Must Include Algebra and Geometry	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)
Science: 3 credits (to include 2 Lab Sciences)	Biology (1.0)	Environmental Science (1.0)	Chemistry, Physics or UNM Class w/ Lab Component (1.0)	
Social Studies: 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)
PE/Health: 1.5 credits	Freshman Fitness CCP1 (1.0)			Health (0.5) (TA students completed in 8th grade)
College and Career Preparation 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)
TA Career Cluster: 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)
Electives 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)
Total Credits	6.5 total	12.5 total	18.5 total	24 total

***Cohorts 2029 & 2030 **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 11th or 12th 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, parents/guardians are asked to encourage their students to maintain good work habits and ensure an environment conducive for study.

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!

Family Support Strategies:

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

Academic Advisor Support:

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

Student Success Programming - Lab, Contracts, and Academic Support

To further support our students in their academics, Taos Academy has implemented a Student Success Programming Plan. The process begins when a student falls behind their pacing calendar in any subject. The Academic Advisor will 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.

FLEX Student Success Contract

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

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

Students on contract are required to attend the Student Success Lab, as prescribed by the contract for a period of 30 days. Students will be accountable to daily attendance. After the contract duration is up, the Advisor will assess student progress and reevaluate appropriate placement.

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

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 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 parents/guardians and students of the reason for the placement and the plan for success. Weekly reports will be sent to parents/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.

Student Family Communication Process:

Begin by contacting the student's Advisor. If additional support is required, contact the Front office: Amy Lucero, 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 2026-2027 Student Code of Conduct, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

Closed Campus

Taos Academy is a closed campus. Once students enter the building for the school day, (8:00 am to 4:00 pm) they are not permitted to leave campus including lunch. Parents/guardians must provide early release documentation for a student to leave before 4:00 pm. 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 Executive Director or designee.

College Link students are exempt from the closed campus policy, and 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 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/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 parents/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. Students on contract are required to attend the Taos Academy Student Success Lab (SSL for high school, Mid School Plus for middle school) 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. Parents/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 permission and consent.

All students, parents/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 access to 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.

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

Dress Code 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. Parents/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 take responsibility for 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!

<i>Any Infraction</i>	Dress Code The Student will be asked to change/modify clothing that is not within the Taos Academy Dress Code. • The student will contact the parent/guardian by phone. • A parent/guardian may bring appropriate clothing to the student and they may return to class as scheduled. • Hats, hoodies & sunglasses may be taken by the advisor until the end of the class period or school day, or given to the administrator in charge/Director for the day. • Scrubs and shirts are available to cover up and remain in class. A student who REFUSES to correct their dress or use clothes provided by TA will call home. Families will be notified to help correct the dress code issue or to pick the student up from campus. Referred Offenses: Families will be notified by the administrator in charge for offense(s) that are recorded as a referral with the administrator in charge. • TA staff strives to avoid making enforcement of dress code policy a power struggle and will exercise discretion. We ask the same consideration of our students and parents/guardians when they prepare to come to school each day. The goal is a learning centered workplace. • Dress code violations may result in supervised lunch for a discussion about situational appropriateness.
<i>Habitual Infractions (Insubordination)</i>	For a dress issue that is habitual (4th recorded offense with administrator in charge) or insubordinate (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): The student and parent/guardian 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. A student who elects to leave campus over a dress code issue is marked absent and unexcused for the remainder of the day.

Code of Conduct & Student Consequences

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

Rights of Employees: In discharging their duties, all school employees have the right to be free from intimidation or abuse and have their lawful requests and instructions followed. The following disciplinary matrix is designed to serve as a guide when administrators are determining consequences. Nothing contained within this matrix should prevent an administrator from using his or her own discretion in regards to a particular situation. Administrators will investigate all possible disciplinary situations and assign consequences in a fair and consistent manner in conjunction with the school's 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 school 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.

Essential Agreements

Our Student Code of Conduct revolves around our Essential Agreements. These are three agreements that we, as a school community, agree are “essential” to create a safe and effective educational environment. These agreements are broad, and what they “look like” will vary from location to location on campus. Below is a table of the Essential Agreements and examples of what following those agreements “looks like” throughout the campus.

	The “ Essential Agreements ” we follow to keep our school safe and ensure we maintain an effective learning environment.		
	I will always be “on task” and ready to learn. <i>Examples of such behavior:</i>	I will treat others kindly and respectfully. <i>Examples of such behavior:</i>	I will use materials appropriately. <i>Examples of such behavior:</i>
<u>Everywhere</u> on-campus or at school-sponsored events	- Walking into the school building every morning with the items I need for my in-person learning - Following the dress code which includes wearing my lanyard - Ensuring that my cellphone is turned in to the classroom lockbox during instruction - I am using school devices for educational purposes. I will not use devices to bully, hurt, or harm others. I will not use devices to access content that is sexual or violent.	- Using compassionate language with peers and adults and avoiding words that hurt - Resolving conflict peaceably and non-physically - Taking responsibility for your actions - Keeping my hands to myself and respecting the personal space of others	Not committing acts of vandalism
In Advisory	- Arriving to class on time - Sitting in my assigned seats - Ensuring that I am engaging with my Edge classes and not abusing my browsing abilities to stray away from the online curriculum - Ensuring that I am taking detailed notes for each course - Raising my hand to ask my advisor for assistance - Participating during my intervention time with my teacher by asking	- Remaining quiet during Edge learning so that I do not disturb my peers - Respecting the desk space of others by ensuring my items and body stay in the area I am assigned - Ensuring that the volume on my earphones is not disrupting the learning of others - Waiting my turn to receive help from my teacher and using the restroom	- Taking care of materials and using them for the correct purpose - Returning materials to their appropriate place - Being careful with computers and only using school technology for the purpose expressed by the teacher

	questions, following through if my teacher requests for me to complete a task, and responding to their question. Ensuring that I am not away in the restroom for longer than 3-5 minutes		
In Enrichment	- Arriving to class on time - Starting on my bellringer while my teacher takes attendance - Making sure headphones are away as they are not needed for live classes. - Sitting in my assigned seat - Paying attention to my teacher's instructions - Asking questions to get more information - Turning in my Learning Artifacts at the end of each class - Logging in to make-up work I missed if I was absent - Putting forth my best effort because Enrichment is weighted as 30% of my Edge grade for one or more core instruction classes - Following any other lesson specific requirements that my Enrichment teacher asks me to follow for the day	- Collaborating effectively with others during group work by contributing to the discussion with language that does not aim to hurt others - Refraining from talking to others or making other forms of noise when teachers direct us to work silently - Keep my body to myself and make sure I am respecting the personal space of others. - Listening to others and their ideas. - Waiting my turn to share my ideas	- Sharing project materials. - Cleaning up the Enrichment space at the end of class - Storing my project in an assigned place
During Recess		- Keep my body to myself and make sure I am respecting the personal space of others - Refrain from climbing and jumping down from play structures - Refrain from using vulgar language or remarks that are hurtful - Refrain from dunking on the basketball structures - Refrain from play that involves tackle, tripping or any other physical	Put play equipment away

		contact that may harm my peers - Refrain from baseball as our school does not have the safety measures around the playground to protect students or buildings - Stop playing immediately, pack up and line up once the whistle blows	
Off campus on a field trip	All of the “everywhere” behaviors and “in the classroom” behaviors plus: - Following all teacher, chaperone and host directions - Be caring - Be principled	All of the “everywhere” behaviors and “in the classroom” behaviors plus: - Treat the place, belongings and people respectfully - Be kind	All of the “everywhere” behaviors and “in the classroom” behaviors plus: - Not touching anything unless directed to - Clean up after yourselves

Teacher Interventions

Our staff is highly trained in classroom and group management. Our school’s aim is to have our staff create systems that limit the probability of misbehavior or to mitigate the results of such conduct. As the adage goes, an ounce of prevention is worth a pound of cure. It would be far beyond the scope of this *Handbook* to review all the supports a staff member might employ to prevent poor conduct, and many of these are going to be very specific to the given situation. Nonetheless, here are steps a teacher might take to prevent misbehavior in the first place, and then what rewards and consequences are likely for when misbehavior occurs.

Proactive Actions: Here are actions a teacher might take to prevent the likelihood of misbehaviors in the first place.

Classroom Behavior	What It Looks Like	Teacher Actions Before Office Referral
Talking During Instruction	Talking while the teacher or classmates are speaking	- Nonverbal reminder - Seat change - Verbal reminder - Private conversation
Off-Task Behavior	Not working, playing games, or distracting others	- Redirect to task - Break assignment into smaller steps - Movement/brain break - Check in for support

Disruptive Calling Out	Shouting out answers or interrupting others	• Remind to raise hand • Pause for appropriate participation • Reinforce positive behavior • Private conversation
Inappropriate Language	Using disrespectful or inappropriate words	• Verbal reminder • Rephrase respectfully • Private conversation • Reflection activity
Not Following Directions	Ignoring or refusing classroom directions	• Clarify directions • Offer choices • Check understanding • Problem-solve privately
Minor Peer Conflict	Arguing or teasing classmates	• Separate students • Facilitate discussion • Teach conflict resolution • Cool-down time
Out of Seat Without Permission	Walking around without permission	• Reminder to return • Scheduled movement break • Classroom job • Discuss expectations
Misuse of Technology	Using devices for non-class purposes	• Redirect to assignment • Close unrelated tabs • Limit device privileges • Review digital citizenship
Horseplay or Rough Play	Play fighting or unsafe behavior	• Stop behavior • Separate students • Review safety expectations • Reflection
Not Completing Work	Choosing not to begin or finish work	• Check understanding • Academic support • Break work into parts • Set short-term goal
Defiance or Disrespect	Talking back or refusing directions	• Calm private conversation • Offer choices • De-escalation time • Reentry plan
Minor Classroom Disruption	Noises, tapping, throwing small objects	• Quiet reminder • Seat change • Fidget/support • Reinforce expectations

Rewards:

Individual Student Rewards: Students who display positive behavior will be rewarded with TAC Dollars. TAC dollars are placed in a monthly drawing for middle school and high school. TAC Dollar drawings are then pulled once a month for each school and the winner receives a prize. Students passing all classes will also earn weekly TAC Dollars and be placed in an academic drawing.

Community Rewards: Grade levels with no unexpected behavior infractions for four weeks will be treated to a class celebration on Wednesday (MS) or Thursday (HS) of the second week.

Badge Program:

Students will have a chance to win badges for their lanyards for various recognitions that staff assign for them to receive.

Consequences: Unfortunately, sometimes consequences are appropriate when a child breaks the Essential Agreements.

STUDENT DISCIPLINE MATRIX

Level I					
- Reflection and repair is expected when others are harmed or the workplace is disrupted. - Parents/Guardians communication made when an offense is reported. - Level I Offenses are reported after the teacher attempts classroom redirection to correct the behavior and student does not follow-through. - An offense past the 5th offense within one month will lead to a placement meeting. - Any offense for General Disruption that can not be redirected in a restorative manner and occurs more than once in the same day may lead to					
Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Failure to redirect after 3 attempts by teacher for Disruptive Conduct (profanity, rudeness, dishonesty, insubordination, etc.)	-Satisfactory completion of behavior reflection assignment to be completed during supervised lunch (as many as it takes to produce an effective reflection).	- Community Reconciliation	- 1 day Virtual Learning - SAT Initiation	- 1 day Virtual Learning - Friday School - SAT Meeting	- 2 days Consecutive Days Virtual Learning - Behavioral Health Referral
Cellphone Use	The student turns the phone to the front office. The phone is returned to the student at the end of the day.	Parent needs to come in and pick up the phone.	- SAT Meeting - Parent needs to pick the cellphone up from school		
Horseplay (pushing, chasing or inappropriate public display of affection.)	- Satisfactory completion of behavior reflection assignment to be completed during supervised lunch (as many as it takes to produce an effective reflection).	- Supervised lunch - Community Reconciliation - Parent Meeting	- 1 days Consecutive Days Virtual Learning - Friday School - SAT Initiation	- 2 days Consecutive Days Virtual Learning - Friday School - SAT Meeting	- 3 Consecutive Days Virtual Learning - Behavioral Health Referral
Tardy	3 late arrivals are equal to one unexcused	6-9 tardies attend Friday	10-20 tardies attend Friday		

	absence.	SAT Meeting	school for 2 weeks		
Absenteeism	- 3 absences first warning letter	-5-7 absences from Friday school for 2 weeks. -Second Warning Letter Student Success Plan (Will mandate attendance Mon-Thu)	-10 absences cause truancy report to NM State Agencies - JPO Meetings -Move to Probationary enrollment	-20 absences relinquishes enrollment.	

Level II			
• All Level II 3rd Offenses may result in virtual learning. • Parents/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 virtual learning that exceeds 3 days 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>	-Students will turn in revised assignments to admin and a plagiarism/AI report will be generated to ensure it is an authentic effort.	-Attend Friday School to redo the assignment. Must be submitted in a handwritten format.	-Attend Friday School to redo the assignment. Must be submitted in a handwritten format. -SAT Meeting
<i>Ditching (out of school/class without permission on or off campus)</i>	-1 Friday School	-2 SSL days -SAT referral	-4 days SSL, - SAT meeting
<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 -SAT referral	Strategic long term restriction of computer privileges (i.e., semester) -SAT meeting	-4 days OSS, isolation from network & all systems, 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.			
Behavior	1st Offense	2nd Offense	3rd Offense
Theft / Extortion	- 2 day Virtual Learning w/ completion of Level 1 theft prevention e-training - 1 day CS - Law enforcement report for theft of item valued over \$250	- 5 days virtual learning w/ completion of Level 2 of theft prevention e-training - Law enforcement report for theft of item valued over \$250	- 10 days Virtual Learning - Long-term hearing - Law enforcement report for theft of item valued over \$250
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	- 2 day Virtual Learning w/ completion of Level 1 e-training - 1 day CS - Restitution	- 5 days virtual learning w/ completion of Level 2 of e-training - Law enforcement report for theft of item valued over \$250 - Restitution	- 10 days Virtual Learning - Long-term hearing - Law enforcement report for theft of item valued over \$250 - Restitution
Possession/use of marijuana,THC , tobacco products, at school or school sponsored events including possession or use of vapes, vape vials, and electronic cigarettes	- 2 days Virtual Learning w/ completion of Level 1 substance use prevention e-training - 1 day CS - Behavior Health Referral	- 5 days virtual learning w/ completion of Level 2 of substance use prevention e-training - Behavior Health Referral - Law Enforcement Report - CYFD referral - Teen Court	- 10 days Virtual Learning - Law enforcement report - Long-term hearing - Law enforcement referral - CYFD referral
Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity)	- 2 days Virtual Learning w/ completion of eLearning Bullying Prevention - Mediation - 3 Friday School Community Service Days	- SAT Meeting	

Level IV			
• DPS referral may be filed on all Level IV*. • Automatic Long-Term Hearing and 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. * Reminder: In addition to school consequences, families have the right to make reports to law enforcement agencies to investigate incidents that impact their child's safety.			
Possession of Weapons	- 10 days Virtual Learning - Long-term hearing - Threat Assessment Team - Behavioral Health Referral		
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	- 2 day Virtual Learning w/ completion of Level 1 e-training - 1 day CS - Restitution	- 5 days virtual learning w/ completion of Level 2 of e-training - Law enforcement report for theft of item valued over \$250 - Restitution	- 10 days Virtual Learning - Long-term hearing - Law enforcement report for theft of item valued over \$250 - Restitution
Harassment / Bullying (Physical, Title IX (sex-based discrimination) or Title VI (race, color, and national origin), electronic intimidation)	- 3 days Virtual Learning w/ completion of Level 1 anti-bullying or anti-discrimination e-training - 1 day CS - Mediation	- 5 days virtual learning w/ completion of Level 2 Level 1 anti-bullying or anti-discrimination e-training - Threat Assessment Team - Behavior Health Referral - Law Enforcement Report	- 10 days Virtual Learning - - Law enforcement report - Long-term hearing
Fighting (all parties)	3 days virtual learning, mediation, Behavior Contract, CS or Mentorship	5 days virtual learning, mediation, SAT Referral Teen Court	- 10 days Virtual Learning - Long-term Hearing
Assault of a student or staff member	10 days Virtual Learning w/ completion of Michigan State University RELAX online course to support anger management - Law enforcement report - Long-term hearing - Behavioral Health Referral - Threat Assessment Team		
Distribution of drug paraphernalia			

Arson	10 days Virtual Learning w/ completion of online Fire Education Safety Training - Law enforcement report - Threat assessment team referral - Long-term hearing - CYFD referral		
Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity) (level III)	- 5 days Virtual Learning w/ completion of eLearning Bullying Prevention - Mediation - 3 Friday School Community Service Days		
Bomb Threats / False Alarms / Explosives or (possession of)	10 days Virtual Learning w/ completion of Michigan State University RELAX online course to support anger management - Law enforcement report - Long-term hearing - Behavioral Health Referral - Threat Assessment Team		

***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 parents/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.**

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 consent or the presence of a parent/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-Distracted Policy

TA is committed to providing a safe, positive and productive learning and working environment. The use of personal electronic devices at school during instructional hours 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 instructional hours, state testing, interim testing, final exams and school-sponsored activities. This policy is aligned and issued in accordance with NMSA 1978 Section 22-1-17.

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), AI glasses, media/music players, laser pointers, gaming devices, personal computers, tablets, cameras, and any device that provides a wireless or Bluetooth connection with an unfiltered, non-TA, connection to the Internet.

Instructional Hours:

The instructional hours shall mean the hours of 8:05–9:35, 9:50–11:20, 12:30-2:00 and 2:25–3:55 on Monday through Thursday and 8:00am to 12:00pm on Fridays.

General Policy –

Students are not permitted to use a non-school-issued E/WCD during instructional hours. Students choosing to bring a personal E/WCD onto campus, must expect to place their device in the designated classroom area which is under camera surveillance, or other secure, monitored area designed by School administration. Any/all personal devices brought to campus must be placed in the 'off' position. TA is not responsible for the loss, theft, and/or damage to any personal E/WCD brought to school or school-related activities.

Exceptions -

1. If specifically authorized for use by the classroom teacher for educational purposes during instructional hours;
2. If necessary in the event of an emergency or to manage the student's health care;
3. If necessary for accessibility purposes, including text-to-speech, speech-to-text or other assistive technologies that aid in communication, navigation or learning, as determined by the student's classroom teacher;
4. If use of the device is a medical necessity, an accommodation for a student with a disability, and/or included in a student's IEP;
5. During non-instructional hours (as determined by the student's teacher), provided that the personal device is not utilized in such a manner as to violate other School policies/procedures (bullying, cyberbullying, improper recording, etc.), and provided that use of the device is not disruptive to the instructional/educational setting.

Privacy and Confidentiality -

A. Photographing, video recording, or audio recording others on campus using personal devices, without their explicit consent, is prohibited.

B. Personal devices brought onto campus are subject to search/seizure in accordance with TA policies. If you do not wish to have your devices subject to search/seizure, leave them at home.

Consequences for Violations -

1. First recorded offense - the student will be required to turn in the E/WCD to the TA administrator, and the student will retrieve it from the Front Office lockbox at 4 p.m. A call will be made to the parent/guardian informing them of the infraction. 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.

2. 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 Behavior Interventionist 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.

3. Third recorded offense - the student will be required to turn in the E/WCD to the TA Administrator, and a Student Assistance Team meeting will be held by Executive Director or designee to develop a plan of action to redirect the student's behavior with regard to the violation of the school's Anti-Distracted policy. The parent/guardian will recover the E/WCD from Taos Academy. 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.**

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).

Chronic Disruptive Conduct

Chronic 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 three 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/guardian 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/guardian release section signed by the parent/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/guardian 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/guardian 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 parent/guardian permission slips.

Glossary of TA Terms

Academic Absence - Students not maintaining an actual grade of 75% by Sunday afternoon of each week will receive an Academic Absence, which is an unexcused Absence.

Activity Days - Taos Academy students are required to attend planned outdoor activities. They are given a choice of activities in which to participate. Refer to the downloadable calendar on the Taos Academy website for actual dates. These are school days and attendance is expected from students and staff.

Actual Grade - The grade the student is earning in the class at that moment. The Actual Grade is weighted for work that is missing or incomplete. These assignments are scored at 0% until completed. When all assignments are "on pace," the actual grade and the overall grade are the same. TA requires that students' Actual Grades remain at 75% or higher throughout the semester. **We pull our weekly academic report on SUNDAY evening at 5 pm.**

Assignment Calendar - The Edgenuity core classes have lessons assigned each week Monday-Thursday. Through the student portal, one can read names of assignments which are to be completed in each subject, each week for the entire semester. This is for planning purposes, to help you and your student know what work he/she is accountable for on an ongoing basis.

Efficiency Rate - This is the amount of time it takes a student to complete a lesson in Edgenuity. If it takes a student 1 hour to complete 1 lesson, this would equate to 100% efficiency. If it takes a student 2 hours to complete 1 lesson, this would equate to 50% efficiency. Advisors help students calculate and understand their individual efficiencies and advise them on ways to work more effectively in their studies. Understanding one's efficiency rate is important for making a schedule that takes into consideration all factors for successful completion of each week's assignments.

Enrichment Classes - These face-to-face Math and English classes are taken on campus, on regular school days with a teacher. The assignments & participation grades contribute to the Edgenuity actual grade for that subject.

Mid School Plus - A free enrichment program hosted on Tuesdays and Thursday on the TA campus from 8 am - 4 pm. Staffed by TA teachers, this is a fun learning setting for additional academic support, time in digital curriculum, connection with peers, intramurals, art classes, and more. These face-to-face Math and English classes are taken on campus, on regular school days with a teacher.

On Pace - This term means that the student has completed all assignments given by the assignment calendar for Edgenuity classes for that day or week.

Overall Grade - The average grade student has earned based on all assignments that have been completed in a course.

Parent Portal - The parent access to the student's assignments and grades for all Edgenuity courses. Each parent is given a username and password to access this portal so that he/she can view his/her student's progress 24 hours a day/7 days a week. Parents are trained to do this during orientation or by making an appointment with the Curriculum Coordinator.

Pending Grade - Projects, Performance Tasks, and Essays are not graded by Edgenuity. Students should notify advisors that the tasks are ready to be graded. Teachers grade these as needed and may ask students to revise their submission for a higher grade or to demonstrate mastery of the concepts covered.

Regrade - Some assignments (online contents, journals, assignments, quizzes, tests) are automatically graded by Edgenuity; if a student does not agree with grade given, he/she may ask the advisor to regrade it and/or give feedback on what the student needs to accomplish to earn a higher grade.

Reset - Each advisor has her/his own reset policy. Reset means that the assignment and/or lesson can be redone for better understanding and mastery. Students may ask for resets and/or advisors can require a reset.

Rosetta Stone - The online program that we use at Taos Academy to earn foreign language credit required for graduation from high school in New Mexico. It is a separate platform/web site than Edgenuity and has its own URL, login and password. High School students are required to complete 2 years (4 semesters) of a foreign language in order to graduate. Additional foreign language credits after the first 2 are applied to electives. On average, it takes about 20 hours to complete a semester worth of RosettaStone coursework. Students register for RS through their advisor. Middle school students are not required to take RS. They may receive and bank high school credit if they complete the semester course.

Rosetta Stone Edgenuity Placeholder - This shows up in your child's Edgenuity lobby and is where you/they can check for current grade in RosettaStone and target completion %. The placeholder is manually updated weekly and takes into account work done from the previous Thursday through the previous weekend until current Thursday. High School students are required to maintain at least 75% grade in Rosetta Stone each week to avoid an Academic Absence.

STEM Classes - Elective classes students take on their off-days in the afternoons. These have a minimal registration fee and you may sign up in the front office at the start of each quarter (middle school) or semester (high school).

Student Success Contract - If the student continues to stay behind in work for a period of three weeks, the advisor will place the student on a Student Success Contract per TA policy. This step is designed to help the

student get back on track and provide more structured time. Students on contract are required to attend the Taos Academy Student Success Lab on non-school days Monday through Thursday and often on Friday, too, from 8 a.m. -12 p.m. for a period of 30 days. Academic Absences do not accrue during this period. Appropriate school placement will be discussed with parents, student, advisor and Director if the student continues to struggle.

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 Student Success Programming, requiring participation on campus 4.5 days per week to ensure appropriate instructional time, promoting educational success. This may also continue into the summer to promote further need for success and academic growth.

TA Academic Integrity Pledge

At Taos Academy, each student is expected to apply themselves to their academic work, explore personal learning goals in 21st 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 advisor. *****

- ☐ 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.

Taos Academy Family Involvement Pledge

As a parent, family, member, or guardian of a Taos Academy student, I pledge that, to the best of my ability, I will:

1. Provide **high speed internet** access from home with access to a computer and printer.
2. Help my child outside the school for **approximately 20 active hours/week**, or as needed, to stay current with each class lesson schedule.
3. **Read all emails and school communications** with the intent to understand what is expected of me and my student to fully support my student's successful progress. I understand that my first point of contact is my child's Advisor.
4. **Sit with my student** at least once per week, to go through his/her assignment calendar, grades and course completion, which are able to be accessed 24 hours a day, seven days per week through the parent and student portals.
5. **Learn how to access the Edgenuity Family Portal** that lets me monitor my student's progress anytime I would like. I may learn to do this at orientation or any other day by making an appointment with the curriculum coordinator or my student's adviser.
6. **Familiarize myself with the terms** in the parent glossary at the end of this document.
7. **Assist my student in choosing the appropriate mode of coursework.**

All TA courses are available in three levels:

- a. *Honors Level (H)*: This course contains all of the course's original content, including essays, lab reports, and performance tasks. Retaining Honors-level designation requires a high standard of interaction with the material presented, strong written work, and staying on track such that Actual Grade does not drop below 75% for more than two weeks. Successful completion of an Honors-level class adds one additional GPA point to the weighting of that course.
 - b. *Standard Level*: These classes contain most of the original content of the course and meet or exceed all Common Core and NM State Standards. Students are expected to maintain a 75% or higher actual grade at all times or to attend Student Success Lab, MidSchool Plus, or Friday Tutoring as needed.
 - c. *Power Standards Level (P)*: These are the most streamlined versions of the classes. All meet Common Core and NM State Standards. The student is still responsible for essays, projects, lab reports, etc. Students are expected to maintain a 75% or higher actual grade at all times or to attend Student Success Lab, MidSchool Plus, or Friday Tutoring as needed.
8. **Monitor my student's progress** to make sure she/he is "on pace" and not behind in studies. I will ask my student's advisor to explain this to me if I am unsure.
 9. **Read and understand the Student Handbook** where all the school rules and policies are more fully explained and review these with my child.

10. Remember that **my student has live classes** he/she is responsible for as well, including all enrichment, 21st Century Learning, and STEM-Arts classes. Activities for these classes are posted in Google Classroom and it is expected that all work would be made up in case of any absences.
11. **Communicate with the Main Office in the event of an absence.** When my child is absent from required school days, these are considered Physical Absences. I will call the front office and write the advisor to excuse my student when she/he is sick. A doctor's note is required to excuse any absences that grow to more than two days in a row.
12. **Understand TA Attendance Policy,** which requires a Student Success Contract and additional attendance if my student falls behind and receives Academic Absences for two weeks in a row. I will read the attendance policy to more fully understand these expectations and requirements. When my child is 'absent' from putting in the required time to stay on pace in his/her online curriculum, they may accrue "Academic Absences," which are unexcused.
13. Understand that **unexcused physical absences** are combined with unexcused academic absences and if they grow to total ten (10) the school is required by the state of New Mexico to report this to the Juvenile Probation Office.
14. Attend my child's **student-led conferences**, two per year, either virtually or in-person.
15. Support the school community activities by volunteering **five hours of my time in various capacities** that I may choose to do and/or be asked to do. These volunteer hours could be chaperoning, baking items for special days, sharing a talent with our students/staff with an intent to teach/inform, school wide cleaning days, and more.
16. Support any **TA fundraisers** which help to pay for many T.A. programs--including our STEAM program, our leadership days' field trips, and more.
17. **Send my student to school with lunch** or funds to purchase lunch items. Delivered lunches will be left with the front office before lunch at noon or right at noon.
18. Make sure my student is **in school for all state-mandated testing**.
19. **Attend at least one Parent Advisory Committee/Equity Council meeting** during the year. The once-per-month meetings are listed on our downloadable school calendar on our [website](#) for you. By attending these meetings, parents will become more aware of how Taos Academy operates and be able to ask questions and share ideas.



Student & Parent/Guardian Signature Page

PLEASE SIGN AND RETURN TO SCHOOL

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT HANDBOOK AND ACADEMIC INTEGRITY/**Family Involvement** 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.

Student Signature

Print Name

Date

I hereby acknowledge receipt of the TAOS ACADEMY STUDENT/**FAMILY** 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.

Parent/Guardian Signature

Print Name

Date

Collected by Advisor - Name _____ Date _____

Filed by office - Name _____ Date _____