



**Taos
High School
2017-2018**

134 Cervantes St.
Taos, New Mexico, 87571
Main Office: 1(575) 751-8000
Fax: (575) 751-8001
www.taosschools.org/th

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

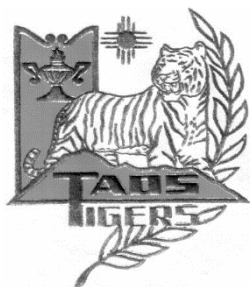
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TAOS HIGH SCHOOL
134 Cervantes St.
Taos, New Mexico 87571
(575) 751-8000
Fax (575) 751-8001

Robert V. Trujillo
Principal

Lisa Abeyta-Valerio
Assistant Principal

Casey Tonrey
Dean of Students

Nickie McCarty
*Athletic Director/
Activities*

INTRODUCTION:

This handbook provides information, rules, procedures and guidance for Taos High School and Chrysalis High School students, parents, and guardians. Students must have their agendas with them at all times. The nurse and many instructors require the agenda as a pass. (Note: throughout this handbook, the use of “Taos High School students” refers to Chrysalis High Students as well.)

In addition, this handbook is a *guide* to help parents, students and school personnel work together. Please note that we retain the right to revise these rules, procedures, and information between our annual printings. Any changes made during the school year will be provided to parents, guardians, and students as they occur. At the beginning of each year, upon payment of class fees, students will receive and sign for a copy of this handbook. (Outstanding class fees will be added to the student’s senior bill. This bill must be paid in full prior to graduation.)

Our high school staff has high expectations for each student. Please take pride in your school and take advantage of the educational opportunities available to you at Taos High School.

INTRODUCCIÓN:

Estimados padres de estudiantes de habla español:

Este manual para estudiantes se puede obtener en español de la oficina del director, si así desean. Hagan el favor de firmar esta forma para asegurar que cualquiera información de aquí en adelante para los padres sea proveída a ustedes en español.

Este manual está diseñado para proporcionar información y orientación a los estudiantes, padres de

familia y guardián de La Escuela Secundaria Taos que esta ubicada en Taos, Nuevo México. Este manual contiene normas, reglas, procedimientos, y la información para los estudiantes. Los estudiantes deben tener su agenda con ellos a todo momento. Para algunas clases les sirve como el pase de pasillo también.

Nuestro personal de la escuela secundaria tiene altas expectativas para cada estudiante. Por favor, de ser orgullosos de su escuela y aprovechar las oportunidades educativas disponibles para usted en la escuela secundaria de Taos.

Además, este manual es una guía para ayudar a los maestros, padres y personal de la escuela trabajar juntos. Tenga en cuenta que nos reservamos el derecho de modificar la aplicación de estas normas, las reglas, los procedimientos y la información entre nuestras impresiones anuales. Cualquier cambio realizado durante el año escolar, se dará a los padres, guardián y estudiantes a medida que ocurren. Al principio de cada año una copia de este manual se pone a disposición de los estudiantes y los estudiantes firmarán una copia.

Muchas Gracias.

IMPORTANT PHONE NUMBERS

Athletics Office (575) 751-8025
Fatima Chavez, Secretary
Nikki McCarty, Athletic Director (575) 751-8030
Attendance Office (575) 751-8016
Debbie Martinez, Secretary
Counselors
Counselor Monica Romero (575) 751-8019
Administrative Assistant (575) 751-8018
Dean Of. Students (575) 751-8017
Casey Tonrey
Indian Education (575) 751-8049
Library (575) 751-8021
John, Pahls
Nurse (575) 751-8074
Maria Danette Quintana
Principal's Office (575) 751-8000
Daniella Romero, Secretary
Robert V. Trujillo, Principal (575) 751-8002
Records (575) 751-8013
Registrar
Special Education Office (575) 751-8011
Teen Clinic Health Center (575) 751-8032
Vice Principal's Office (575) 751-8026
Ms. Lisa Abeyta -Valerio

TAOS MUNICIPAL SCHOOLS

Administration Office (575) 758-5200
310 Camino de la Placita Taos, New Mexico 87571
Dr. Lillian Torrez, Superintendent
Carla Duran, Secretary (575) 758-5202
Ms. Melissa Sandoval, Director of Instruction
Sandra Garcia, Administrative assistant (DI) (575) 758-5210
Maria Jeantete (575) 758-5207
Esther Winter, Transportation & Human Resources (575) 758-5209
Sandra, Martinez, Secretary (575) 758-5205

FACULTY

Art Department

Michael Hensley (michen) 3626

English Department

Hahn, Francis (frahah) 3622
Kristofic, James (james.kristofic) 3627
Richert, Mark (marric) 3603
Trujillo, Elizabeth (elivas) 3631
Usherwood, Andrea (andush) 3643
Devette Sanchez (devsan)

Languages

Dr. Catherine Collins (Catherine.collins) 8044
Madrid, Louis –(loumad) 3621
Dumond- Kerr – (laudum) 3633

Math

Attila, Kodzo (kodzo.attila) 3601
Barela Mark (mark.barela) 3605
Maestas, Pasqual (pasqual.maestas) 3625
Mitchell, Benny (benmit) 3607
Rael, Greg (greg.rael) 3609

Music Department

Sergio Carillo (sergio.carillo) Band Teacher 8028
Norbert Martinez (normar) 8028 Mariachi

Physical Education/Career

Abreu Art (art.abreu) 3640
Trujillo, Daniel (dantru) 8071
Trujillo, F. Robert (robfru) 3602

Science Department

Chavez, Carla (carcha) 3614
Leonard, Andy (andy.leonard) 3613
Matz, Julianna (julmat) Dept Chair 3657
Trujillo- Martin, Sue (suetru) 3621

Social Studies Department

Dougherty, Edward (ned.dougherty) 3626
Henderson, John (johhen) 3619
Long, Daniel (danie.long) 3630
Wright, Toni (toni.wright) 3636

Social Workers

Ingroff, Daniel (daning) 8029
Hyatt, David (davhya) 8078

Exceptional Programs Department

Duke, Tom (tom.duke) 3635
Duran, Kathy – (katdur) 8011
Firmo, Ines –(ines.fiermo) 3615
Gonzales-Vargas Carmela (carvgon) 3510
Henderson, Angelia (anghen) 3623
Martinez, Emy (emymar) 8022

Vocational Department

Apodaca, Benjie (benapo) 3653
Galligan Tracy (tragal) 8072
Loder, James (jamlod)
Sandoval, Matthew (matthew.sandoval) 8042
Day Care Jaqueline Ortega 751-8070

DISTRICT MISSION AND BELIEF STATEMENT

All students in Taos Municipal Schools will be educated and graduated equitably by establishing excellent learning systems that provide high quality education in a safe and healthy environment.

TAOS HIGH SCHOOL'S VISION

Taos High School will be a place that:

1. Values tradition, community, and celebrates its diversity;
2. Provides individual support for staff and students;
3. Challenges students in the classroom;
4. Has high academic standards for all students;
5. Communicates regularly with parents and seeks ways to involve them in the work of the high school;
6. Thrives on complexity and change, and is constantly learning;
7. Allows students and staff to feel free to learn from mistakes and feel safe to explore new ideas;
8. Has integrity;
9. Fosters courage, resiliency and hope;
10. Is safe;
11. Teaches and practices mutual respect; and
12. Empower all high school staff to participate actively in the management of the school.

Academic Performance

Taos High School expects that all students will demonstrate initiative in their academic pursuits and that they will work productively toward successful completion of assigned work. Students will demonstrate this responsibility in the following ways:

1. Coming to school and to class on time.
2. Being prepared for all classes by completing assignments and doing required readings.
3. Becoming involved in classroom activities and discussions.

Students who need additional assistance from teachers should schedule time to meet with them individually. Students should arrange these meetings in advance out of respect for teachers' busy schedules.

Many support personnel (teachers, counselors, administrators, aides, staff, parents, and friends) are available to help students throughout their high

school careers. However, the most important person is always the student. Students must accept responsibility for their educational pursuits.

ACADEMIC INTEGRITY

Taos High School students are expected to behave in a respectful and honest manner at all times. At Taos High School academic dishonesty is unacceptable.

Plagiarism, copying, cheating and/or presenting material as one's own work when it is not, including materials from the internet, is dishonest and reflects poorly on the student. Examples of academic dishonesty include:

- Copying work from another source or student.
- Sharing work without the teacher's express permission.
- Collaborating without teacher authorization on exams, assignments, projects, and quizzes, etc.
- Doing work for other students.
- Committing any other act of academic dishonesty as determined by the teacher, administration, or academic integrity panel.

The consequence of academic dishonesty is an automatic zero for the assignment or test. At the teacher's discretion it may also result in an F for the quarter and/or an F for the semester. Other consequences may include removal from student organizations, athletics, and extra-curricular/co-curricular activities. Every instance of academic dishonesty will be kept on file by the principal or assistant principal.

All forms of academic dishonesty may be subject to review by a panel of five staff members. This panel will review the academic dishonesty allegation(s) and determine appropriate consequences. The student may appeal the panel's decision to the principal, if necessary.

GENERAL INFORMATION

BUILDING REGULATIONS

Non-Taos High School Students in Building:

Any student visiting Taos High School with a Taos High student **must** obtain permission in the principal's office the day before the visit. High school students are not allowed to bring younger children to school at any time.

Personal Electronic Items:

Students are never permitted to use personal electronics, including cell phones, MP3 players, IPODS, radios, CD players, beepers, etc., while on campus during school hours. ***Taos High School is not responsible should these items be lost or stolen in school (whether in the possession of student or staff).***

In case of an emergency, students will request permission to use a school phone.

Electronic Devices (i.e.....Cell Phones, IPod's):

Section 1: Prohibition

From 7:40 am until 2:50 pm the following prohibition shall be in effect:

Students are **prohibited** from using or displaying, whether purposely or inadvertently, any cell phone, two-way pager, IPod's and/or any other electronic device capable of transmitting or receiving voice or data communication, as well as any electronic device capable of storing information, including any form of electronic notebook, palm pilot and similar device, or computer.

Section 2. Violation of the Prohibition:

A violation occurs whenever a prohibited device is in plain view, whether or not the student intended to display the item. Any teacher, teacher's assistant, staff member or administrator seeing the device shall ask that it be surrendered immediately. A student's failure to comply shall be considered to be insubordination and shall be treated as such IN ADDITION TO ALL OTHER PENALTIES under this policy. Insubordinate students shall be referred to the office immediately where the school staff may employ all reasonable means, including the assistance of law enforcement, to gain possession of the device. If the student still refuses to comply, the student shall be suspended from school and shall not return until the device is surrendered.

1st offense: The electronic device will be confiscated and returned to parents at the end of the day. To receive the device, parents must sign a contract that explains the consequence of the second violation.

2nd offense: Electronic device will be confiscated and returned at the end of the semester.

****While an electronic device is in the possession of the school, Taos High will not be liable for damage or loss.***

Locker Usage:

Most lockers have built-in locks. Locker space and locker combinations may be obtained from the assistant principal. Students should not go to their lockers between classes or during class. Access to lockers will be restricted to before and after school and during the lunch hour.

MONEY AND/OR VALUABLES SHOULD NOT BE LEFT IN LOCKERS AT ANY TIME. THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR ITEMS STOLEN FROM LOCKERS.

RECOMMENDED SCHOOL SUPPLY LIST:

Teachers will supply students with their supply list.

ACADEMIC INFORMATION

Grades:

Taos High School uses a 4.0 grading system. All grades on report cards will appear as letter grades based on the following system:

4.0	A	Superior
3.0	B	Good
2.0	C	Average
1.0	D	Poor
0.0	F	Failing
	I	Incomplete

(Honors and AP courses are weighted with an additional point with a grade of C or better; e.g. a student receiving a "C" in ALG II Honors will receive a 3.0 total towards their G.P.A.)

Graduation Requirements

Students need 26 units to graduate:

4 units in English

4 units in Mathematics, 1 of which shall be equivalent to or Algebra II or higher

3 units in Science, 2 units of which shall have a laboratory component

3 ½ units in Social Science, including: U.S History, World History and Geography, Government, Economics, and ½ unit of New Mexico History

1 unit in Physical Education

½ unit in Health Education

1 unit in one of the following: a career cluster course, workplace readiness or a language other than English.

8 ½ elective course credits

1 unit of an honors course, dual credit, or distance-learning course

And all NMPED requirements (see counselors for more information)

Homebound classes are permitted for students who cannot attend school for extraordinary circumstances or health related issues (documentation must be provided). Counselors will prepare the course assignment sheets. Students in the Homebound Program are responsible for collecting and turning in all assignments.

All courses taken at any middle school, if approved by the principal or designee, for high school requirement(s) will not calculate into the Grade Point Average (GPA).

In addition, all Taos High School students must follow the sequence of courses defined by administration and the counseling department. Grade level forms can be found in the counselors' office. Students must use correct form for their grade.

VALEDICTORIAN/SALUTATORIAN

Students must be in attendance at Taos High School their full junior and senior year to qualify for the titles of valedictorian and salutatorian.

EXTENDED LEAVE

We encourage students to take advantage of all learning resources during their extended leave. However, students whose leave exceeds two weeks must

withdraw and register at an on-site academic program or continue their education through other means (i.e. home schooling or correspondence courses).

CUMULATIVE RECORDS

Taos High School answers inquiries sent out by prospective employers and institutions of higher learning. The information is taken from the student's cumulative record and may include scholastic standing and testing information. It is possible to get a favorable recommendation for a job and/or admission to college by maintaining a strong school record. The school adheres to the "Family Educational Right and Privacy Act of 1974" when releasing any information.

PROCEDURES for EXTERNAL COURSES

1. All external courses that may count toward GPA and valedictorian/salutatorian/overall class ranking status must have prior approval by the superintendent or his/her designee. This relates to the permission to enroll in those classes and must be approved before the fact. Note: THS classes required for graduation will only be substituted by external courses under severe extenuating circumstances, such as health problems.
2. No external classes may count as more than a 4.0.
3. If a student repeats a course, whether at THS or externally, that course may help improve a student's GPA (grade point average), but not his/her status in the selection of valedictorian or salutatorian. See "TRANSCRIPT GRADES".
4. No credits, internal or external, may be removed from the student's transcript for the purpose of improving the student's GPA.

TRANSCRIPT GRADES

An "F" grade posted on a transcript will not be removed when a student retakes the class to earn a passing grade. Both grades will be posted on the transcript and both grades will be averaged in with other grades earned to determine GPA. This does not apply to athletic eligibility. Please refer to the NMAA policy handbook for further information.

WITHDRAWALS

Every student who withdraws from school shall be entitled to a withdrawal form provided he/she has returned all textbooks, novels, materials, library parking passes and settled all accounts. Requests for transcripts will not be honored unless all fees/debts are paid.

A student who is absent for more than 10 consecutive full school days will be dis-enrolled due to attendance and will be reported to the juvenile probation office.

Any student who withdraws from a class after the 4th week of instruction will have a withdraw fail (WF) posted for the 9-week period. The teacher in the subsequent class will average that "F" grade with the next 9-week period to calculate the semester grade. Students must move into and be enrolled in a similar class whenever possible, but NOT an aide position.

TEXTBOOKS

Students will be issued a textbook in most classes at Taos High School. These are the responsibility of each student. Lost or damaged books will be replaced at the expense of the student responsible for the text.

Co-Curricular Activities:

Co-curricular Activities are activities that are an extension of classroom instruction. They may be optional clubs or they may be required by law, the Common Core State Standards, or local school board policy. Co-curricular activities are required as part of the course grade if a student is to receive credit for the course. Co-curricular activities may require students to miss school. Students are responsible for communicating with teachers about absences and assignments in advance.

Extra Curricular Activities:

Extra-curricular activities are school-sponsored activities, which are not required by law or the Common Core State Standards. They have practices, meetings, events, performances, or interscholastic competition. Implementation of Public School Reform Act components on the required schedule will preclude using school time for practices, meetings and events.

Extra-curricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the school's curriculum, extra-curricular activities do not include direct instruction of the state-required student competencies established in the Common Core State Standards.

Honors Courses:

Board policy allows the faculty of the Taos Municipal Schools discretionary power when establishing honors program parameters. Each academic department designates honors courses according to the nature and philosophy of the department. These courses must be approved by the administration. Methods for approving students for honors classes will vary within the different departments. The administration and faculty of Taos Municipal Schools reserve the right to be flexible when designating honors courses. Several variables may influence the designation of honors courses such as enrollment changes, staff changes, class sizes, etc. The Preliminary Registration Form presented at pre-registration will indicate current honors courses. Additions, deletions and other changes will be announced as they occur.

Releasing Students from School:

Good student attendance is a priority for Taos Municipal Schools. We realize that emergencies and/or other extenuating circumstances may necessitate the need for a student to be released from school. When this occurs, the following procedures will be followed:

School Release:

Parental/Legal Guardian Request **made in person:**

1. Verification of parent/guardian by principal or designee
2. Written release by principal or designee
3. If parent cannot release in person, then, a **Fax or Email** to school secretary will be required.

Other Requests:

1. Requires parental/legal guardian consent
2. Verification of requesters' identify by principal or designee
3. Written release by principal or designee

School-Sponsored Activity Release:

1. Parental/legal guardian written request

2. Verification of request by principal or designee
3. Written release by principal or designee

Under no circumstances shall an employee release a student from school or a school-sponsored activity without written authorization from the principal or designee. *Release forms may be obtained in the principal's or assistant principal's office.*

Evening School Activities:

The same school regulations apply at after school activities that are in force during regular school time. These apply to events held off-campus as well as those on-campus. Please remember:

1. No alcoholic beverages or any type of drugs
2. No smoking
3. All cars must be parked in the parking lot
4. Loitering in cars is prohibited
5. All school rules are in force
6. Students who leave the event will not be allowed to return
7. Students exhibiting improper behavior will be asked to leave

The school's administration, through its sponsors, reserves the right to exclude or eject any student or guest who violates any of the above regulations. Additionally, the student's privileges may be revoked.

Club/Organizational Fundraising:

Soliciting of funds or donations around the school or community must be authorized in advance by the principal, assistant principal, or superintendent.

All clubs and organizations wishing to sell anything must have the approval of the Principal or designee (Activities Coordinator) before ordering, purchasing and/or acquiring the items to be sold. **Sponsors will be held strictly responsible for collecting all monies owed and seeing that all members are held accountable for anything they are selling.** The district or school is not responsible for lost or stolen funds.

Student Class Dues and ID Card:

Each student will be assessed an annual Activity/Class Dues Fee of \$15. This fee entitles students to the following:

1. Admission to all athletic events at the student price
2. Admission to all student dances which will require admission price and a student ID card

Any student who loses his/her ID card may purchase another one for \$10. Student IDs are not transferable. Students who violate this provision will lose their privileges as listed here and will be charged adult prices to all activities covered by the ID card.

Posters:

The principal must approve all signs and posters. They must not be attached to the painted walls in the hallways but they can be hung on the bulletin boards. The

responsible group must take down all signs/posters and the area left in the original condition.

Student Parking:

Parking a vehicle is a privilege that Taos High students may earn. It is not a right. A student parking permit will be issued to those students who pay the \$25 processing fee, submit a parental consent form properly signed by a parent, a driver's license, insurance and registration for the vehicle. Student vehicles are to be parked in the designated student parking area. Students are to leave their cars in the parking lot, locked at all times during the school day. No loitering in cars will be permitted at any time during the day. If a student leaves campus without permission or is caught in a vehicle on campus during the school day they may be searched. Students who abuse the privilege of driving to school will be required to leave their cars at home.

Students will drive in a safe, responsible manner at all times. The school may revoke parking privileges on campus due to reckless driving by a student.

Parking fees will not be refunded.

All student drivers must have a Taos High parking sticker/permit **before** they can drive their cars on to campus. If a vehicle is parked on campus without a permit, the following steps will take place:

1st offense: An attempt to contact the owners of vehicle will be made.

2nd offense: Car will be ticketed

3rd offense: Car will be towed at the owner's expense

THS is not responsible for damages incurred while towing.

Stickers/Permits can be obtained at the campus security/attendance office. Loss of a student's driver's license will result in loss of parking privileges.

The school has a right to search all vehicles that are parked on campus. The interiors of student vehicles on school property may be inspected whenever a school official has established a reasonable suspicion that illegal or unauthorized substances may be present. A search dog may be used to indicate that illegal or unauthorized substances are within such a vehicle. A qualified, authorized dog trainer-handler who will be responsible for the dog's actions will accompany the dogs.

In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting illegal or unauthorized substances has been established. Any indication by the dog that an illegal or unauthorized substance is present on school property or in a vehicle on school property shall be reasonable cause for a search by school official.

The TAOS MUNICIPAL SCHOOLS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

The contact number for the District 504 Coordinator is 575-758-5200 and for the District Title IX Coordinator is 575-751-8030.

Las escuelas municipales de TAOS no discrimina por raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades y proporciona un acceso igualitario a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designadas para manejar las preguntas sobre las políticas de no discriminación.

Los contactos para el representante de 504 es 575-758-5200 y para el representante de Title IX es 575-758-8030.

Student Walkouts:

The Taos Board of Education and Administration concurs with the Superintendent of Public Instruction on the issue of student walkouts. The New Mexico School Act (Sec. 22-12-2C, -7D) states that "Parents, guardians or others having custody of children of compulsory school age must insure that children in their care attend school, and may be held criminally responsible for causing their children to violate the law. Students may be suspended or expelled from school under State School Board of Education Regulation 0.81-3, governing schools' and students' rights and responsibilities. (See particularly Sec. II.A.2, criminal and delinquent acts and disruptive conducts, and III.A, basis for disciplinary action.) A student also may be subject to a Children's Court prosecution as delinquent for committing the criminal offense or as a child in need of supervision because of truancy. (See N.M.S.A. Sec. 32-1-3N Children's Code.)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972:

Title IX of the Education Amendments of 1972 prohibits discrimination in any federally assisted education program against students and employees on the basis of sex. The key provision of Title IX reads:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Pledge of Allegiance:

The pledge of allegiance shall be recited daily in each school in the Taos Municipal School District according to regulations adopted by the State Board of Education.

1. EXEMPTION BY MEMBERSHIP IN RECOGNIZED RELIGIOUS DENOMINATIONS. Parents/guardians belonging to a recognized religious denomination whose teaching prohibits their child's recitation of the pledge of allegiance, shall present a certificate stating that the parents or guardians are BONA FIDE members of said religious denomination and that the religious teaching of the denomination prohibits their child's recitation of the pledge of allegiance.
2. EXEMPTION BY CERTIFICATION OF RELIGIOUS OR CONSCIENTIOUS OBJECTION. Parents or guardians who are not BONA FIDE members of recognized religious denominations described above, but whose religious or conscientious beliefs, held either individually or jointly with others, do not permit the recitation of the pledge of allegiance, shall present a certificate stating that the parents or guardians have a religious or conscientious objection to their child's recitation of the pledge of allegiance.

TAOS MUNICIPAL SCHOOLS STUDENT SUBSTANCE USE/ABUSE POLICY

I. Statement of Philosophy

The Taos Municipal Schools recognize that alcohol and other drug disease/dependency are health problems. Health problems of youth are primarily the responsibility of the home and community. The schools share that responsibility when alcohol and other drug use/abuse and dependency interfere with school behavior, student learning and the maximum development of each student. The schools shall intervene and make a concerted, consistent effort to educate and assist those students displaying behavior of concern.

The schools shall endeavor to educate all students concerning use/abuse of alcohol and other drugs. Every reasonable effort shall be made to provide all students an environment free of alcohol and other drugs. Staff training is essential in helping combat use and/or abuse of substances and will be provided on an on-going basis. Community education/awareness activities will be supported as they apply to the overall program.

The schools reserve the right to use any method for detection of the presence of controlled substances including the use of "drug detecting dogs", individual searches such as pocket turn-outs and pat searches as well as locker and vehicle searches (both external and internal).

School authorities shall give consideration to the health, safety and educational rights of all students when prescribing intervention/disciplinary action(s) for students who use, are under the influence of or possess/distribute alcohol and other drugs on school premises or while engaged in school-sponsored activities.

II. Drug and Alcohol Use by Students

The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property or at school events is prohibited. Nonmedical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the district who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulation.

For purposes of this policy, "drugs shall include, but not be limited to:

- All dangerous substances prohibited to law. (marijuana, cocaine, heroine, etc....)
- All alcohol beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.

NOTE: All prescribed medication to be taken at school shall be kept at the principal's office or nurse's office.

Enforcement of Policy:

The Taos Municipal Schools District reserves the right to search a student's person, personal effects and vehicle in enforcing this policy.

1. A pat-down search of a student may be conducted upon reasonable, individualized suspicion that such student is in possession of a substance in violation of this policy. Any such search shall be conducted in private by an authorized school official of the same sex as the student to be searched and in the presence of a witness.
2. Lockers, desks and similar storage facilities are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers and desks and similar facilities. School officials for any reason may conduct periodic general inspections of lockers, desks and similar facilities, at any time and without notice or consent.
3. Students are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of student vehicles on school property may be inspected whenever a school official has established a reasonable suspicion that illegal or unauthorized substances are present or any indication by a dog that illegal or unauthorized substances are within such a vehicle. A qualified, authorized dog trainer-handler who will be responsible for the dog's actions will accompany the dogs.
4. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting illegal or unauthorized substances has been established. A qualified, authorized dog trainer-handler who will be responsible for the dog's actions will accompany the dogs. Any indication by the dog that an illegal or unauthorized substance is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Discipline/Consequences:

Students, while on school property or attending a school-sponsored/sanctioned activity (including transit, lodging), and who possess, distributes, sells, under the influence, uses or give evidence of consumption of alcohol and other drugs shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives within the discretion of school authorities.

V. Consequences

When a student violates this policy, the following consequences may be implemented by the building principal or his/her designee upon the following guidelines:

A. Possession/Use/Under the Influence of Drugs, Drug Paraphernalia or Alcohol: First Offense

1. The staff member will inform the principal/designee immediately.
2. The principal/designee will make a reasonable effort to notify the student's parent/guardian as soon thereafter as possible.
3. The principal/designee will notify the police.
4. The student will be suspended a minimum of three days. The principal/designee will arrange a conference with the parent/guardian and the student. The student will sign a "no-use" contract.

5. The student will be required to undergo an assessment by a substance abuse professional within 10 days upon their return from suspension. The student will then participate in drug and alcohol counseling for at least 5 sessions.
6. The student will be suspended from participation in all extra-curricular activities for a period of 10 school days and will have to complete 10 hours of community service. Notification from AD/Activities director will take place within 3 school days of the event. The athlete will then have the right to appeal with in 7 days of that notification.

B. Possession/Use/Under the Influence of Drugs, Drug Paraphernalia or Alcohol: Second Offense

1. The staff member will inform the principal/designee immediately.
2. The principal/designee will make a reasonable effort to notify the student's parent/guardian as soon thereafter as possible.
3. The principal/designee will notify the police.
4. The student will be suspended a minimum of five days. The principal/designee will arrange a conference with the parent/guardian and the student. The student will sign a "no-use" contract.
5. The student will be required to undergo an assessment by a substance abuse professional within 10 days upon their return from suspension. The student will then participate in drug and alcohol counseling for at least 6 sessions.
6. The student will be suspended from participation in all extra-curricular activities for a period of 30 school days. Notification from AD/Activities director will take place within 3 school days of the event. The athlete will then have the right to appeal with in 7 days of that notification, The first offense will count for the remainder of the athlete's high school career.

A. Possession/Use/Under the Influence of drugs, drug paraphernalia or Alcohol. Third Offense

1. The staff member will notify the principal/designee immediately.
2. The principal/designee will make a reasonable effort to notify the parent/guardian as soon thereafter as possible.
3. The principal/designee will notify the police and the student may be released into the custody of the police.
4. The student will be suspended for 10 days, while procedures for an expulsion hearing are activated. Expulsion hearing will conducted and the Superintendent, as the hearing officer will decide if long term suspension or expulsion is warranted.
5. The student will be suspended from participation in all extra-curricular activities for a period of 365 days. Notification from AD/Activities director will take place within 3 school days of the event. The athlete will then have the right to appeal with in 7 days of that notification. The first offense will count for the remainder of the athlete's high school career.

B. Distribution of Drugs, Drug Paraphernalia or Alcohol: First Offense

1. The staff will inform the principal/designee immediately.
2. The principal/designee will make a reasonable effort to notify the parent/guardian as soon thereafter as possible.
3. The principal/designee will notify the police.

4. The student will be suspended for a minimum of five school days.
5. The student will be required to undergo an assessment by a substance abuse counselor. The student will participate in drug and alcohol counseling for at least 6 sessions.
6. The student will be suspended from participation in all extra-curricular activities for a period of 10 school days and will have to complete 20 hours of community service. Notification from AD/Activities director will take place within 3 school days of the event. The athlete will then have the right to appeal within 7 days of that notification. The second offense, in addition to the first offense, will count for the remainder of the athlete's high school career.

C. Distribution of Drugs, Drug Paraphernalia or Alcohol: Second Offense

1. The staff member will inform the principal/designee immediately.
2. The principal/designee will make a reasonable effort to notify the parent/guardian as soon thereafter as possible.
3. The principal/designee will release the student into the custody of local authorities.
4. The student will be suspended for 10 school days while procedures for expulsion hearing are activated. Expulsion hearing will take place before the Superintendent of schools. The Superintendent will then determine if long term suspension or expulsion is warranted.

STUDENT BEHAVIOR POLICY

I. Introduction: This policy outlines procedures relevant to the maintenance of good student behavior.

1. These regulations **exist** to ensure a safe school environment, an atmosphere in which teachers can teach and students can learn.
2. It is important that these policies and procedures are understood and that each student is familiar with the consequences for not meeting expectations of good behavior.

A. Actions by School Personnel

1. The consequences of unacceptable behavior are outlined in this policy.
2. This policy is not inclusive: acts of misconduct not specified herein may also be subject to discretionary action by appropriate school personnel
3. The building principal/assistant principal has the responsibility of taking discretionary action anytime the educational process is threatened with disruption.
4. Nothing in this booklet is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

II. Basic Premise

- A. The basic premise behind student discipline at Taos High School is that students are responsible for their own behavior.

III. When Policy in Force

- A. The provisions of the Student Behavior Policy are enforced during regular school hours, during transportation of students, and at times and places where appropriate

school administrators and staff have jurisdiction, including but not necessarily limited to school-sponsored events, field trips, athletic functions and other school-related activities.

- B. Additionally, the building principal, any public school official or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity has a detrimental effect on other students, staff or on the orderly educational process.

IV. General Rules of Student Behavior

- A. Students will respect the rights and property of themselves and others.
- B. Students will behave in a manner that supports a positive learning environment.
- C. Students will respect the health and safety of others.

V. Specific Rules of Student Behavior: *Failure to follow these directives may result in Suspension or Expulsion [see Section XI A.2.(k)].*

- A. Students will promptly follow instructions given by any staff person.
- B. Students will keep hands, feet, and objects to themselves.
- C. Students will refrain from using negative language or "put downs."
- D. Students will be in their seats before the tardy bell rings, with pens, pencils, paper and/or other required materials ready. *If students are late to class they may be given after school detention for 1 hr after normal school hours.*
- E. Students will refrain from consuming food, candy, gum or drinks in the classroom without teacher permission.
- F. Students will not use IPODS, CD or MP3 players, cellular phones or any other electronic equipment in school.
- G. Students will show respect to school personnel and others at all times.
- H. Students will not use profane language to or in the presence of school personnel.
- I. Truant or tardy students will immediately follow instructions or directives to attend class.

VI. Disciplinary Procedures

- A. Each teacher will manage his or her classroom discipline policy.
- B. Teachers will use routine actions such as teacher implemented lunch or after-school detention and/or parent contact to deal with most student infractions.
- C. If these routine actions do not resolve the situation, the student will then be referred to an administrator for further action.
- D. The authority of the school to supervise and control the conduct of students includes the authority to impose reasonable periods of detention, either during the school day or outside the normal school hours (after school), as a disciplinary measure.

IX. Weapons Policy

- A. Premise. The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also contributes to a climate that undermines the educational purposes of the school; accordingly, it is the policy of the that no student shall bring a weapon or look-alike weapon onto

school property, nor carry or keep any weapon or look-alike weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

B. Definitions

1. For the purposes of this policy, a “weapon” is any firearm, knife, explosive or other object, even if manufactured for a nonviolent purpose, which has a potentially violent use; this definition shall include, but not be limited to, any rifle or gun (loaded or unloaded, operable or inoperable), switchblade knife, hunting knife, star knife, pocket knife, straight razor, numchuk, spiked glove, spiked wristband, or any mace derivative or tear gas device.
2. For the purposes of this policy, a “look-alike weapon” is any device that resembles a real weapon if, under the circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

X. Gang Activity Policy

A. Premise. As the Taos Municipal School recognizes that the harm done by the presence and activities of gangs in the public schools exceed the immediate consequences of such activities as violence and the destruction of property; that gang activities also create an atmosphere of intimidation in the entire school community; that both the immediate consequences and the secondary effects of gang activity are disruptive and obstructive of the process of education and school activities; it is therefore the policy that gangs and gang activities are prohibited in the Taos Municipal Schools, according to the following policy:

B. Definition. For the purposes of this policy, a “gang” is any group of two or more persons whose objectives include the commission of illegal acts or acts in violation of this policy.

C. Prohibitions. No student on or about school property, or while attending or participating in any school activity, including during transportation to or from such activity, shall:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang;
2. engage in any act, either verbal or nonverbal, and including gestures or handshakes, showing membership or affiliation in any gang; or,
3. engage in any activity to further the interests of any gang, including but to limited to:
 - (a) soliciting any person to become a member or affiliate of any gang,
 - (b) soliciting any person to pay for “protection,”
 - (c) threatening, explicitly or implicitly, any person with violence or with any other illegal or prohibited act,
 - (d) painting, writing or otherwise inscribing on school property any gang-related graffiti, messages, symbols or signs,
 - (e) engaging in violence, extortion, or any other illegal act or violation of school policy, or
 - (f) soliciting any person to engage in violence against any other person.

D. Application and Enforcement Discretion. In determining whether acts, conduct or activities are gang-related, school officials are encouraged to exercise discretion

and judgment based on current circumstances in their schools, neighborhoods and areas.

Removal. Removal of gang-related graffiti shall be a priority in the maintenance of school property.

- (a) All such graffiti on school property shall be removed or covered by school officials within twenty-four hours of its appearance, unless additional time is needed to obtain replacements for damaged items.
 - (b) School officials are strongly encouraged to work closely with local law enforcement officials in controlling gang-related activities, as local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.
 - (c) The staff in consultation with the appropriate building principals, will report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.
3. **Violation of Policy.** Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.
- (a) **First Policy Violation:**
 - (1) The principal/designee will make a reasonable effort to notify the student's parent/guardian as soon as possible after determination of that student's involvement in gang-related activity. Students will be suspended for as long as the administrator feels is appropriate for the violation. The parents will need to attend a conference with the principal/designee to re-instate the student. Behavior Contract will be signed.
 - (b) **Second Policy Violation:**
 - (1) Upon second violation of this policy, one of the following consequences will be imposed:
 - (i) Suspension for 5-7 days, parents coming in to meet with administrator upon re-instatement.
 - (ii) Long-term suspension, Hearing before superintendent of schools to determine if a Long-Term suspension is warranted.
 - (iii) Expulsion, Hearing before superintendent of schools to determine if an expulsion hearing is warranted before the board of education.

XI. Offenses and Penalties

A. The following are examples of offenses and penalties but are not limited to only these listed.

1. **Category I. Offenses which may result in Suspension.**
 - (a). Academic dishonesty (e.g. cheating on tests, plagiarizing essays, forging signature of teacher and/or parent, etc.)
 - (b). Fighting
 - (c). Gambling
 - (d). Harassment and or Bullying (e.g. nuisance phone calls/texts to students or staff members, continued comments, or passing notes to another individual that he/she does not wish to hear or receive, etc.)

- (e). Igniting matches or lighters, other than as part of a class assignment
 - (f). Lack of required immunization
 - (g). Leaving school grounds without permission
 - (h). Personal health (when one state of health threatens the health of others, as in the case of communicable disease)
 - (i). Refusal to comply with school rules and regulations (ie..dress code, cell phone/electronic devices policies)
 - (j). Refusal to comply with school transportation regulations
 - (k). Refusal to serve detention
 - (l). Failure to follow directives as per Section V. specific rules student Behavior.
 - (m). Unauthorized sale of items not related to school program
 - (n). Possession and/or use of tobacco or cigarette e-cigarettes rolling papers
 - (o). Using foul or abusive language to student or staff person
 - (p). Verbal assault on student or staff
 - (q). Violation of Dress Code policy
2. **Category II.** *Offenses which may result in either Suspension or Expulsion.*
- (a). Assault on a staff person
 - (b). Assault and battery on a student
 - (c). Continued violation of Dress Code policy
 - (d). Deprivation through intimidation of a student's right to attend school or class (es).
 - (e). Destruction or vandalism of school property or the personal property of a student or staff person
 - (f). Disruption of the school program and/or activities
 - (g). Distribution of, attempted distribution of, or possession with intent to distribute, a non-controlled substance that is represented to be a controlled or dangerous substance
 - (h). Distribution or sale of a controlled or dangerous substance (e.g. illegal drugs)
 - (i). Distribution, possession or sale of alcohol
 - (j). Extortion of less than \$300
 - (k). Failure to follow directives as per Section V. Specific Rules of Student Behavior
 - (l). Indecent exposure
 - (m). Participating in or inciting a school disruption
 - (n). Possession or detonation of incendiary or explosive materials or devices, including firecrackers
 - (o). Possession or use of tobacco or cigarette rolling papers, repeated offense
 - (p). Possession of a look-alike weapon of any kind including paint ball guns
 - (q). Possession of a pocket knife
 - (r). Possession, receipt, sale or distribution of stolen Taos Municipal School property valued at less than \$300.
 - (s). Possession, use or distribution of controlled or drug paraphernalia

- (t). Prescription violation (misuse of prescribed medicine, including but not limited to such drugs as amphetamines and barbiturates)
- (u). Pulling fire alarm falsely/false fire report
- (v). Purchase of a non-controlled substance that has been represented as being a controlled or dangerous substance
- (w). Theft or possession of property known by possessor to be stolen
- (x). Use of intoxicant which causes loss of self-control or inebriation, including glue or solvents.
- (y) Computer violations, misuse of THS computers, "hacking" computers or school/student data management system, computer system altering, and/or data management fraud; or conspiracy to alter school/student data.

(z) Breaking and Entering to school facilities

3. **Category III. Offenses which shall result in Expulsion.**

- (a). Arson
- (b). Assault and battery on a staff person, including striking(whether or not intentionally) a staff person intervening in a fight or other disruptive activity
- (c). Bomb threat
- (d). Conspiracy between two or more persons to commit a Category III offense
- (f). Destruction and vandalism of school property, personal property of students and/or faculty
- (g). Possession, receipt, sale or distribution of stolen Taos Municipal School property valued at \$300 or more.
- (h). Extortion of \$300 or more
- (i). Possession or use of weapon
- (k). Robbery
- (l). Use of controlled or dangerous substance (e.g. illegal drugs).
- (m). Under the influence of a controlled substance, or showing evidence of having used a controlled substance

XII. Alternative Penalties

- A.Premise. Each school will develop its own methods, appropriate to the student's age and level of development, for dealing with problem behavior; some of the actions which may be used are listed below.
- B.Contract. Student commits to more positive behavior by signing a behavior contract.
- C.Referrals.
 - 1. Student may be referred to school social worker or counselor.
 - 2. Student and a school official may call parent/guardian to discuss problem and solution.
 - 3. Student and/or parent(s) may be provided information regarding outside professional resources.
 - 4. Student and/or parent(s) may be referred to the appropriate community agency.
 - 5. Student may be formally referred for legal action.
- D.Removal from Class.

1. Student may be suspended for up to 10 days.
2. Student may be placed on work detail at Taos High School or in the community.
3. Students may be placed in after school detention for various violations.
3. Student may be suspended from school pending a parent conference.
4. Student may be placed in "time-out" setting, or may be removed from class or activity but remain at School, pending conference with appropriate school personnel (in-school suspension) or until a satisfactory resolution is reached.

XIII. Privacy

A. Custody.

1. Except in the most extreme circumstances, school personnel shall have the approval of the parent/guardian before relinquishing custody of a student.
2. In case of arrest, the school authorities must attempt to notify the student's parent/guardian.

B. Questioning.

1. If police authorities desire to question a student on school premises regarding any alleged act of misconduct by the student, the school authorities shall attempt to contact the parent and shall advise the student of his/her legal rights.
2. The parent/guardian shall be permitted to be present. If parent(s) are unavailable, school personnel will be present.

C. Student Records.

1. Student records kept by the Taos Municipal Schools are open to review by parents, guardians or the student, and will be treated in a confidential manner as prescribed by School policy, New Mexico State Department of Education regulations and the federal Family Educational Rights and Privacy Act of 1974;
2. This policy is implemented by an Instructional Procedure Directive on file in school offices.

D. School Facilities

1. Provision of storage facilities. The school, insofar as possible, will provide facilities for the storage of items students need during the school day.
2. Search of storage facilities.
 - (a). The school will inform the students that these facilities may be searched without their consent if the administration has reasonable suspicion that there may be illegal substances or weapons in the facility.
 - (b). These facilities assigned to students will not be opened by school authorities except for general housekeeping purposes and instances when, in the judgment of the principal, the health, safety or general welfare of the student or school requires such action.
 - (c). A record of such searches will be maintained in the principal's office, and will be destroyed at the end of two school years.
3. Search of person or vehicle.
 - (a). Searches of a student's person or vehicle parked on school property may be conducted only if a certified school employee, school security officer, or school bus driver personally notices, or is suspicious of, an arrangement of a student's clothing, a student's possessions or actions which give reasonable cause to believe that a crime or breach of the disciplinary code is being committed by the student.
 - (b). Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except where

circumstances render it impossible, may be conducted only in the presence of another authorized person of the same sex.

VIII. Dress Policy

- A. Premise. A student's appearance, mode of dress or cleanliness shall be such that it does neither disrupt the educational process nor constitutes a threat to safety; therefore, the following attire will **not be allowed** in school:
1. clothing advertising tobacco, alcohol or any other drug
 2. any outer garment determined to be in poor taste because of brevity of neckline (showing underwear), cut of arm-hole, bare-midriff, strapless, to short or see-through material.
 3. any outer garment determined to be in poor taste because of obscene language or symbols.
 3. Head gear such as hats, bandanas, knit caps etc...
 4. Gang related clothing. (Such as color that defines a gang, bandanas, Tee shirts with gang paraphernalia)
- B. Penalties. Consequences for violation of these standards include an immediate change of clothing, being sent home, and/or a parent conference, as well as suspension for a Category I or Category II offense.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.

Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.

Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

Intimidation by another student.

Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

Concern for the student's personal safety. Provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.

The complaint/grievance shall be made only to a school administrator or professional staff member.

The person receiving the complaint will gather information for the complaint form.

All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.

The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Preocupaciones, Quejas y Reclamos, de estudiantes.

Los estudiantes pueden presentar una queja con relación a una (1) o más de los siguientes.

* Denegación de la misma oportunidad de participar en cualquier programa o actividad para la cual el estudiante califica que no está relacionada con las capacidades individuales de los estudiantes.

* El trato discriminatorio sobre la base de raza, color, religión, sexo, edad, origen nacional o discapacidad.

* El acoso de los estudiantes lo que significa seguir a sabiendas, un patrón de conducta que se pretende molestar, alarmar o aterrorizar a otra persona.

* Intimidación por otro estudiante.

* Intimidación por otro estudiante que significa que cualquier expresión escrita, repetida y previsible verbal o electrónica, acto físico o gesto, o un patrón del mismo, que esta con el intento de causar angustia a uno o más estudiantes en la escuela, en la escuela, en vehículos escolares , en una parada designada al autobús, o en actividades escolares o eventos sancionados. Intimidar incluye, pero no está limitado a, la novatada, hostigamiento, intimidación o actos amenazantes de un estudiante que puede, pero no tiene que estar basada en la raza del estudiante, color, sexo, origen étnico, origen nacional, religión, discapacidad, edad u orientación sexual .

* La preocupación por la seguridad personal del estudiante.

A condición de que:

* El tema no es sujeto de un procedimiento disciplinario o de otro tipo de otras políticas y regulaciones de este distrito; y

* El procedimiento no se aplicará a cualquier asunto por el cual el método de revisión está prescrito por la ley, o la mesa esta sin autoridad de actuar.

Las directrices de seguir son los siguientes:

* La acusación debe hacerse dentro de los treinta (30) días calendario a partir de la hora que el estudiante supo o debería haber sabido que había motivos para la queja / reclamación.

* La denuncia / queja se debe hacer sólo a un administrador escolar o miembro del personal profesional.

* La persona que recibe la queja juntara información para el formulario de queja.

* Todas las denuncias se presentarán en los formularios con los particulares necesarios según lo determinado por el Superintendente. Los formularios están disponibles en la oficina de la escuela.

* La persona que recibe la queja debe guardar la confidencialidad del sujeto, divulgándolo solo al administrador escolar apropiado o al supervisor de administración superior o según lo requiera la ley.

Toda cuestión sobre si la denuncia / queja cae dentro de esta póliza será determinada por el Superintendente.

Los estudiantes deberán presentar quejas sobre su propia persona. Un padre o guardián puede iniciar el proceso de reclamación en nombre de un estudiante de escuela primaria. Un padre o guardián que desee quejarse (aparte de los padres de un estudiante de primaria) deben hacerlo por llenar las formas siguientes póliza KE en inquietudes y quejas del público.

Una queja / denuncia podrá ser retirada en cualquier momento. Una vez retirado, el proceso no puede reabrirse si la nueva presentación es más de treinta (30) días calendario a partir de la fecha de la ocurrencia del supuesto incidente. No se mantendrá la documentación de denuncia falsa o no probada.

Actos de represalia o intimidación contra cualquier estudiante que ha presentado una queja en virtud de esta política y su normativa correspondiente, o en contra de un estudiante que ha testificado, asistido o participado de alguna manera en una investigación en relación con una queja o reclamo, están específicamente prohibidos y constituyen en motivos de queja separada.

a sabiendas de presentar una denuncia falsa bajo esta póliza someterá al estudiante a disciplina hasta e incluyendo la Suspensión o expulsión. Cuando las medidas disciplinarias necesarias conforme a cualquier parte de esta póliza, se deben seguir las pólizas del Distrito pertinentes.

XIV. Student Rights

A. Overview

1. All students have the right to a school setting that is orderly and educationally efficient, free from the disruption of normal teaching-learning functions.
2. The following policy statement is intended to be consistent with the Statement of Rights and Responsibilities, adopted May, 1981, by the New Mexico State of Education.
3. In the event that any part of it is not consistent with that Statement, the State of Education's Statement prevails.

B. Educational Opportunity

1. Every student has the right to an education relevant to his/her needs and ability; and a corresponding responsibility to not deny this right to any other student.
2. No individual shall be subject to prejudicial treatment of his/her right to attend and benefit from public school on the basis of ethnic identity, religion, color, sex, political belief, mental or physical handicap, or for the exercise of his/her rights within this policy.

C. Student Government

1. In each secondary school there shall be established an elected student government, with membership open to all students, which shall establish reasonable standards for candidates and issues.
2. The responsibilities of student government shall be subject to the regulations of the School and shall include, but not be limited to the following:
 - (a).involvement in the process of developing policies for revisions and additions to the curriculum, school rules and regulations;
 - (b).involvement in the formulation of guidelines for co-curricular activities; and
 - (c).involvement in allocation of student funds, subject to established audit controls and the approval of the principal.
3. Representatives selected by the student government shall meet regularly with the principal or his/her designee to exchange views, to share in the formulation of school student policies, and to consider revisions to the school's curriculum.

D. Student Expression

1. Definitions

- (a). Publication: Any expression in writing or by pictorial representation, including questionnaires and petitions.
- (b). School Publication: Any publication produced or distributed by a student or students with faculty sponsorship.
- (c). Distribution: The making available or displaying a publication on school property, or at official school functions immediately before, during, or immediately after curricular, co-curricular or extracurricular school activities.

2. Policy

- (a).The District seeks to promote student expression as a part of the inculcation of values and habits necessary to the maintenance of a democratic political system; however, the District will not tolerate student expression inconsistent with its educational mission, even though governments outside the school's could or would not censor such expression.
- (b).The school may control production or distribution of school publications only so long as some valid educational purpose is served by such control.
- (c).The school will prohibit the distribution of any school publication that, on the basis of objective and facts, is obscene, lewd or defamatory or otherwise intrudes upon the rights of others, or that is, or is likely to be, disruptive to or impede the work of the school.
- (d).The school may disassociate itself from any publication that is biased or prejudiced, vulgar, profane, unsuitable for immature audiences, inadequately researched, ungrammatical, or poorly written; however, a publication shall not be deemed disruptive merely because it expresses unpopular or controversial views.

3. Procedure

- (a).Production and distribution of school publications shall be under the control of the building principal or his or her designated faculty representative.
- (b).A student who wishes to distribute a school publication shall obtain prior permission from the building principal or designated faculty representative.
- (c).Such a student is entitled to meet personally with the principal or faculty representative to discuss the appropriateness of publication.
- (d).The student or his representative may support the appropriateness of distribution with relevant witnesses and materials.
- (e).The principal or faculty representative shall grant or deny permission to distribute the publication, in writing and within one school day of the student's request.
- (f).In the event that a student's request is denied, the student may appeal the decision, within two school days of the issuance of said denial, to the :
 - (1). the student must notify the principal, in writing, of his/her desire to appeal; and
 - (2). the shall issue a written decision within three school days of the notice of appeal.
- (g).In the event the student seeking permission is dissatisfied with the school's decision, the student may, within two school days of the issuance of such decision, appeal the decision to the Board of Education, by notifying the in writing of the desire to appeal; and the shall render its decision in writing within three school days of the notice of appeal.

4. Controversial Issues

(a) Policy

- (1) Students shall have the right to express diverse points-of-view.

- (2).Under the guidelines established by the school district, students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies.
- (3).If it is established that student and/or parent objects, as a matter of principle, to participation in an activity assigned by school personnel, an alternative activity will be assigned without penalty or embarrassment to the student.
- (4).As a public institution, the school has a commitment to objectivity and the presentation of all sides of an issue.

Taos High School will enforce the following to comply with the NM State Compulsory Attendance law:

- 1. All teachers will take attendance in every class and record it on the school’s student data system within 15 minutes of established start time.
- 2. Students will be marked TARDY if they are not in class when the bell rings for the established start time for the class.
- 3. Students will be marked ABSENT 15 minutes after the establish start time for each class if the tardy is not excused.
- 4. Teachers will keep attendance in a separate attendance book. This book is a legal document that is property of Taos High School and must be presented upon request by the administrative staff of the school or district.
- 5. Three (3) unexcused tardies in a class will result in one (1) unexcused absence for that class.

Daily Student Attendance

**Taos High School Attendance Policy
Based on the
NM State Compulsory Attendance law**

- 1. All teachers will take attendance in every class and record it on the school’s student data system within 15 minutes of established start time.
- 2. Students will be marked TARDY if they are not in class when the bell rings for the established start time for the class.
- 3. Students will be marked ABSENT 15 minutes after the establish start time for each class if the tardy is not excused.
- 4. Teachers will keep attendance in a separate attendance book. This book is a legal document that is property of Taos High School and must be presented upon request by the administrative staff of the school or district.
- 5. Three (3) unexcused days tardy in a class will result in one (1) unexcused absence for that class. Four (4) class absences equal one (1) unexcused day absence.

Parents and Guardians- Power-school, the software used to track grades and attendance, is open to you. If you do not have a log-in or need support in using the program, please let us know and we will be happy to help you learn how to navigate the system.

Daily attendance is mandatory for students to benefit most fully from the instructional program. However, the school recognizes that there are situations that cause a student to be absent from school. Students will be allowed up to nine (9) absences from a class per semester without penalty of loss of credit. Therefore, in accordance with the district guidelines, absences MAY be excused for the following reasons:

EXCUSED ABSENCES

- Medical Appointment- (with note from Doctor)
- Illness- (not to exceed 3 days or a Doctor's note required)
- Diagnostic Testing
- Death of a family member
- Religious and/or cultural commitment
- Family emergency-with principal's approval
- All school related activities-not to exceed NMAA policy of 15 days per semester
- Extenuating circumstances with PRIOR approval from administration.
- Travel, not covered above with PRIOR approval from administration.

UNEXCUSED ABSENCE: is an absence from school or a class for which the student does **not** have an allowable excuse pursuant to the Compulsory School Attendance Law or rules of the local school board. Family vacations not approved by administration, hair cuts, shopping trips, sleeping late, taking siblings to school, babysitting siblings, ect.

CHRONIC ABSENCE: When a student misses 10% of school, excused or unexcused, their absences will be considered chronic and interventions will be considered. Excessive excused absences for medical reasons will be evaluated for additional school based support.

NOTIFICATION

- It is the parent's/guardian's responsibility to notify the school's attendance office (751-8016) when a student is absent.
- Notification is to take place within 24 hours of the absence to be considered excusable should an appeal be required.
- Failure to notify within 24 hours will result in an unexcused absence.
- In cases involving partial day absence for medical appointments, etc. parents must request an off-campus pass to be used in advance of departure. Parent/guardian must sign the off-campus authorization log located in the attendance office and obtain the pass in person or fax in a letter to be signed by the principal or designee.

MISSED WORK

- It is the students' responsibility to request make-up work following an excused absence.
- Students may make-up missed work within 3 days of returning from an EXCUSED absence. Athletic absences, the work is required in 2 days.

Responsibility of the School: The school as a reporting agent has the responsibility of informing the parent/guardian of the student's non-attendance and of arranging of parent conferences as necessary. As a rule, the following provisions shall apply:

1. Date and Time available to meet with attendance staff to discuss attendance related issues will be provided in notification letters.
2. Truancy Coach is available at 575-751-8080 ext. 8746
3. Teen Truancy Court Referral (7 unexcused absences) cost is \$20.00
4. Juvenile Parole and Probation Referral (10 unexcused absences)
5. Chronic Absenteeism: excused and unexcused absences that equal missing 10% of school or more will qualify a student as a "student in need of support" (ESSA ACT 2016)

Loss of Academic Credit

- Any student who accumulates 9 or more non-school related absences (excused or unexcused) in a SEMESTER may have the credit for that class denied. This will remove the need for parents/guardians to succumb to the pressure to call and cover for their student. In order to have credit reinstated the student and parent must meet with the principal or designee. The principal may ask the student and parent to fill out a Request for Credit Reinstatement.
 - Any unexcused absence, after the 24-hour notification period, needing appeal must be accompanied by hard copy proof (ex. medical excuse, court ordered document, etc.) in order to be considered. Unexcused absences cannot be appealed and will not be considered in re-instatement hearings.

Early Identification

Under the current Compulsory School Attendance Laws, school districts are required to maintain an attendance policy that provides for the early identification of students with unexcused absences and truancy while requiring intervention strategies to truants and habitual truants in an educational setting. Note that unexcused class absences are cumulative and calculated to be equivalent to a missed day: example, four (4) classes equals one (1) day.

***Three unexcused absences:** when a child has accumulated three unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. Three Day Parent Absentee Notification Form/Letter shall be sent to the parents or the legal guardians of the child.

1. -Documented attempt to contact parent/guardian(s) by teacher or designated staff.
2. -Teacher will discuss attendance issues with student and encourage regular attendance.

***Five unexcused absences:** when a child has accumulated five unexcused absences school personal shall inform truancy staff and/or teachers to contact the family to address the concern. A Five Day Absentee Notification Letter/Form will be sent to the child's parent or legal guardian.

***Seven unexcused absences:** when a child has accumulated seven unexcused absences school personal shall inform truancy staff and/or teachers to contact the family to address the concern.

1. -Parent Conference Scheduled to discuss continuing unexcused absences and the following:
 - a. Corrective plan created to increase attendance and address student's truancy.
 - b. Attendance and/or Academic Contract signed to support student success.
2. -Referral to Teen Truancy Court (\$20.00 fee). Noncompliance to Teen or Truancy Court will be considered a failed intervention and noted in the student's file.

***Ten unexcused absences:** If a student has accumulated an equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice by mail that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Laws. At that time, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

-If no interventions have occurred up to this point, the Seven-Day criteria is initiated and student is allowed the option to remedy attendance issues. If the student continues to have unexcused absences, the student will be referred to JPPO.

For further information regarding any Taos Municipal Schools Policies please go to taoschools.org

On Line Credit Recovery

Students seeking credit recovery via Edgenuity or a principal approved online system may, depending on administrative review, qualify under the following guidelines:

- Students must have attempted the class, for which they are seeking credit recovery, for a semester with no more than 10 absences, excused or unexcused. Extenuating circumstances will be reviewed on a case-by-case basis.

- Senior students approved for credit recovery must complete all credit recovery courses two weeks prior to graduation. Students not finished will have an opportunity to complete credit recovery work in the summer to earn a diploma. However, these students will not be able to participate during graduation ceremonies.
 - Freshmen and Sophomore students needing credit recovery must meet with their counselor. Counselors will determine whether or not the student qualifies for credit recovery. These students can only qualify if they have earned at least 10 credits or more. If a student qualifies, the counselor will enter the student on a “waiting list”. NOTE: Juniors and Seniors will have first priority depending on the number of “seats” available.
 - Students will only be allowed 2 core area recovery credits, if approved, to be applied to graduation requirements.
 - Essays in Edgenuity will be subject to review by content area staff. All rules in the Taos High School “Academic Integrity” policy as stated in the Student Handbook apply.
- * Edgenuity classes must be finished at the end of each semester, regardless of when a student begins the class. Students who do not finish will receive an “F” for the semester and will be required to restart the class. At the end of the 1st and 3rd nine-week grading periods, students must be at 50% completion or higher in order to receive the systems (Edgenuity) grade. If a student is not at this percentage target, then an “F” will be assigned on the report for the nine-week grading period.
- * Summer or After school Edgenuity fees are \$110.00 per half credit (unless the course is only designed for full credit). Summer or After school courses must be completed by the end of each designated time frame established by school and instructor. Failure to complete course will result in an “F” and the course must be restarted.
- * NOTE: Fees for courses will not be refunded. Edgenuity fee is subject to change.
- This policy is subject to change during any time throughout the school year, pending the Taos High School Leadership Team’s input and suggestions.

Attendance Review Board/SAT (Student Assistance Team)

The purpose of the Attendance Review Board is to consider special cases where, due to unusual circumstances such as prolonged illness, terminal illness of a parent, necessary family travel, or other special circumstances, a student might need to be absent more than ten (10) days and may be eligible to earn credit for a course.

Early Identification

Under the current Compulsory School Attendance Laws, school districts are required to maintain an attendance policy that provides for the early identification of students with unexcused absences and truancy while requiring intervention strategies to truants and habitual truants in an educational setting. It is suggested that schools develop a written protocol that requires school personal to take appropriate action after three, five, seven, and ten unexcused absences. Recommendations for the written protocol are as follows.

- A. **Three unexcused absences:** When a child has accumulated three unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. In addition, a Three Day Parent Absentee Notification Form/Letter shall be sent to the parents or the legal guardians of the child .
- B. **Five unexcused absences:** When a child has accumulated five unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. At this point, the truancy social worker, school principal, assistant principal and/or counselor will arrange a meeting at the school with the parent or legal guardian to discuss the unexcused absences. A Five Day Absentee Notification Letter/Form will be sent to the child’s parent or legal guardian.
- C. **Seven unexcused absences:** When a child has accumulated seven unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. . At this point, the truancy social worker, school principal, assistant principal and/or counselor will arrange a second meeting at the school with the parent or legal guardian to discuss the unexcused absences. At the second meeting, if a contract with the student and the parent has not been conducted, one shall be developed at this time concerning the alleged child being a truant. In addition, the Seven Day Absentee Notification Form will be sent to the child’s parent or legal guardian.
- D. **Ten unexcused absences:** If a student has accumulated an equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice by mail that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Laws. At that time, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

As schools are required to provide intervention strategies that focus on keeping truants in an education setting, it is suggested that the parent student conferences be in accordance with the three and five absentee notification letters. Also, another intervention that can be explored by the teacher/administrator at the parent teacher conference is referring the child and their families to local community based programs. Reasons behind students missing school can then be more thoroughly explored as to the factors relating to issues with the child and the family. Teachers that can offer assistance with the truants or habitual truants.

NOTE: THS RESERVES THE RIGHT TO ASSIGN MANDATORY TUTORING OR AFTER SCHOOL/SATURDAY SCHOOL FOR ANY STUDENT FAILING OR IDENTIFIED AS HABITUAL TRUANTS.

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Block Schedule Monday		Tuesday	Wed.	Block Schedule Thursday		Skinny	Friday	Friday EARLY DISMISSAL Day Schedule Times Alternating ODD & EVEN PERIODS
		2,4,6,8	1,3,5,7					
7:45-9:15	1	7:45-9:10	1st/2nd	7:45-9:15	2	1	7:45-8:33	7:45 - 8:50
		9:10-9:15	Passing					
		9:15-9:40	Advisory			passing	8:33-8:37	
		9:40-9:45	Passing			2	8:37-9:21	
9:15-9:25	passing	9:45-11:10	3rd/4th	9:15-9:25	passing	passing	9:21-9:25	
	3	11:10-11:50	Lunch			3	9:25-	8:55-10:00
9:25-		11:50-11:55	Passing	9:25-	4			
		11:55-1:20	5th/6th			passing	10:09-	
	LUNCH	1:20-1:25	Passing		LUNCH	4	10:13-10:57	
10:55-11:35		1:25-2:50	7th/8th	10:55-11:35		passing	10:57-11:01	
11:35-11:40	passing			11:35-11:40	passing	5	11:01-11:45	10:05 - 11:10
11:40-1:10	5			11:40-1:10	6			
						lunch	11:45-12:25	
						6	12:30-1:14	
						passing	1:14-1:18	
1:10-1:20	passing			1:10-1:20	passing	7		11:15 - 12:20
							(Friday Lunch Half Day →)	12:20-12:45
						passing	2:01-2:06	12:45
						8	2:06-2:50	Dismissal

