



Taos Day School
Parent/Student Policy Book

2022-2023



2022-2023 School Calendar

Submission Deadline:

3/4/2022

No student/staff calendar available for this location

Org Code:

AADD25M190

Federal Holidays - not to exceed 9

Admin. Days (NTE 10)

Duty Station:

Taos Day School

KEY: Federal Holidays
 School Vacation Leave
 Instructional day
 Staff Dev/Full Admin. Days
 Teacher/Parent Conference
 half day school/half admin day

Edu. Prog. Administrator:

Tracia K. Jojola

July 2022

Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Federal Holiday	0
Employees Return:	
First Day of School:	
Full Admin. Days:	0
Instructional Days:	0
School Vac. Days:	0

August 2022

Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Employees Return:	08/15/22
First Day of School:	08/19/22
Full Admin. Days:	4
Instructional Days:	9
School Vac. Days:	0

September 2022

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 sv	

Federal Holiday	1
Full Admin. Days:	0
Instructional Days:	20
School Vac. Days:	1
Potential total (22)	22

October 2022

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Federal Holiday	1
Full Admin. Days:	0
Instructional Days:	20
School Vac. Days:	0
Potential total (21)	21

November 2022

Su	M	T	W	Th	F	S
		1 sv	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 sv	26
27	28	29	30			

Federal Holiday	2
Full Admin. Days:	0
Instructional Days:	18
School Vac. Days:	2
Potential total (22)	22

December 2022

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 sv	28 sv	29 sv	30 sv	31

Federal Holiday	1
Full Admin. Days:	0
Instructional Days:	17
School Vac. Days:	4
Potential total (22)	22

January 2023

Su	M	T	W	Th	F	S
1	2	3 sv	4 sv	5 sv	6 sv	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Federal Holiday	2
Full Admin. Days:	0
Instructional Days:	16
School Vac. Days:	4
Potential total (22)	22

February 2023

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Federal Holiday	1
Full Admin. Days:	0
Instructional Days:	19
School Vac. Days:	0
Potential total (20)	20

March 2023

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13 sv	14 sv	15 sv	16 sv	17 sv	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Full Admin. Days:	0
Instructional Days:	18
School Vac. Days:	5
Potential total (23)	23

April 2023

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Full Admin. Days:	0
Instructional Days:	20
School Vac. Days:	0
Potential total (20)	20

May 2023

Su	M	T	W	Th	F	S
	1	2	3 sv	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Federal Holiday	1
Last Day-Students	
Last Day-Employees	
Full Admin. Days:	0
Instructional Days:	21
School Vac. Days:	1

June 2023

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Federal Holiday	0
Last Day-Students	06/02/23
Last Day-Employees	06/02/23
Full Admin. Days:	0
Instructional Days:	2
School Vac. Days:	0

Taos Day School Eagles



Taos Day School Mission

Through authentic opportunities Taos Day School students will :

Succeed academically

Be nurtured socially/emotionally

Embrace cultural values

Taos Day School Goals

All Taos Day School community members will:

Improve across all academic curricula

Embrace culture and community service

Help to provide a nourishing, safe, clean, and orderly environment

Taos Day School Statement of Beliefs

- We believe that Taos Day School is designed to meet the needs of students in transition from childhood to adolescence. The school program will engage in the development of knowledge, abilities, and attitudes needed for students to function effectively in a diverse society.
- We believe that Taos Day School must engage students as collaborative workers through communications and group skills in a variety of settings.
- We believe that Taos Day School will emphasize the connections between content areas and focus on skills for lifelong learning.
- We believe that Taos Day School will provide a wide range of opportunities for students to develop their interests and talents.

Governing Board Philosophy

The mission of the Taos Day School Governing Board of Education is to provide and oversee quality education for the students of Taos Day School in accordance with Taos Pueblo Tribal needs for educational, cultural, and economic and social well-being as a distinct and unique entity.



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Taos Day School
200 Rotten Tree Rd
P.O. Box 1850

Taos, New Mexico 87571-1850

July 2022

Dear Taos Day School Parents/Guardians and Community Members,

Welcome back to the 22-23 school year. First of all, I would like to thank all returning parents and students a sincere thank you for your perseverance, flexibility, and understanding during the last two school years as we worked together to find a new normalcy through the COVID 19 pandemic.

At Taos Day School our first and foremost priority is the safety of students, staff, and community members. As we move back towards normalcy this school year, Taos Day School will be prepared for challenges that may come our way.

Within each classroom, students will have access to both traditional and digital learning opportunities. We will keep working with parents and students that assure that transition between traditional and digital learning will be smooth,

Our goal is to assure that your child's academic learning is of the highest quality, and that every student has access to high quality learning resources and modalities to be successful in any academic setting.

Taos Day School Staff will return to school on August 15, 2022, while students will return back to school on Friday, August 19th, 2022, School will start at 8am and end at 1:30pm, until August 29th, where regular school hours will be from 8am to 3:00pm daily. You will be notified if there are any schedule changes.

I am asking all parents/guardians to make sure that they are signed up with the Taos Day School Alert Now system, and that you please check with Maria to make sure that we have your most up to date information. We ask you to please update your contacts in case your child need to leave school for any reason. You may call Maria at 575-758-3652.to give her this information.

In the 22-23 school year we intend to add more opportunities for your child to participate in hands on STEAM activities that are related to sciences and the arts. We will be increasing programming that allow for creative writing and expression at all grade levels, as well as teaching incorporating digital learning within all core subjects, as we create a new digital learning space at Taos Day School.

Taos Day School will also be working with the eLMS system and the Bureau of Indian Education in order to train teachers in the learning platform of Schoology. We are working on building a new and stable inter/intranet infrastructure that will allow students, staff, and community a variety of opportunities to explore education through digital technology.

We look forward to having your child(ren) back with us at Taos Day School. As we slowly move forward, we are looking towards reintroducing Family Involvement Nights during the 2022-23 school year, as

well as coming back together for Celebrations of Learning, Parent/Teacher On Site Conferences, and having brief visits from parents in your child's classroom.

I would also like to extend a personal welcome to our new Kindergarten students. Welcome to Taos Day School. And new adventures in learning. We look forward to you having many new fun learning experiences, We can't wait to show you Taos Day School!!

Again, we forward to seeing you and your child(ren) joining us for a year of learning and family engagement at Taos Day School.

You can always reach me on my cell at 575-770-6191, or Maria at 575-770-1143.

We are looking forward to a **GREAT** school year!

On behalf of our Teachers and Staff. Welcome back!!

Respectfully,



Andy Haimowitz
Principal
Taos Day School

Taos Day School Policy Handbook

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Student Contact Information

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: _____ Place of Birth: _____

Grade: _____ Teacher: _____

Does the student ride the school bus: _____ Yes _____ No _____ On Occasion

Where does the student live? _____

Mother's Name: _____

Mother's Mailing Address: _____

Home Phone Number: _____ Work Phone Number: _____

Father's Name: _____

Father's Mailing Address: _____

Home Phone Number: _____ Work Phone Number: _____

Emergency Contact#1: Name: _____

Relationship: _____

Phone Number: _____

Emergency Contact #2: Name: _____

Relationship: _____

Phone Number: _____

Brothers or sisters attending this school:

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Who is allowed/not allowed to pick up your child? _____

Any Medical Issues/Concerns that I should be aware of: _____

Medications: _____

Eyeglasses: _____ Yes _____ No Asthma _____ Yes _____ No

Doctor: _____ Phone: _____

In case of an emergency involving my child and I cannot be reached, I hereby give consent to transport my child to the closest medical care providers and/or hospital, and authorize these providers and hospital to give reasonable and customary medical and health care deemed necessary. If for any reasons, the above medical care providers or hospital cannot be reached. I authorize appropriate transportation and medical care of my child to any appropriate medical care provider, hospital or medical facility. This authorization does not cover major surgery unless one other doctor concurs to the need. Nothing in this section shall be constructed to impose liability on any school official or employee who in good faith attempts to comply with above instructions. It is understood that I will be financially responsible for all emergency care and transportation.

Signature of Parent/Guardian _____ Date: _____

Please make all entries in blue or black ink!

Taos Day School Team

Albuquerque Education Resource Center

Dr. Tracia Keri Jojola
1001 Indian School Road NM Suite 149
Albuquerque, NM 87571
505-563-3690

Andrew Haimowitz-Principal

P.O. Box 1850
Taos, NM 87571
575-758-3652 575-758-1566 (fax) 575-770-6191 (cell)

Teaching Staff

Valerie Suazo Kindergarten
Nola Miller-Romero 1st Grade
Leroy Martinez 2nd Grade
Roman Cisneros 3rd Grade
Roman Cisneros 4th Grade
Darlene Archuleta 5th Grade
Bridgette Rivera 6th 7th 8th Grade
Claireen Espinoza 6th 7th 8th Grade
Claudine Martinez Ed Tech/Kindergarten
Mildred Young-Native Language and Culture
Tina Martinez-Special Education Support
Marlee Espinosa-21st CCLC Director
Lisa Romero-Special Education Teacher
Dolly Concha Recreation Specialist/Art

Educational Support

Florina Cordova-Speech Language Therapist
Tomasita Tedesco-Occupational Therapist

Taos Day School Governing Board

Linda Yardley-President
Marie Martinez-Secretary
Richard Archuleta-Board Member
Mary Esther Winters-Board Member
Board Member-Vacant

Support Staff

Maria Romero-Clerk
Ursula Cordova Business Tech
Meredith Sandy-Cook
Lisa Fernandez-Assistant Cook
Larry Apodaca- Maintenance
Clarence Mirabal-Maintenance
Artie Gonzales-Bus Driver/Janitor

Attendance

Taos Day School Board of Education has adopted the policy established by the State of New Mexico concerning attendance. Please see **Taos Day School Attendance Policy**.

Daily attendance is necessary for students to fully benefit from instruction. Taos Day school recognizes that there are situations that dictate a student's absence, which may include: doctor appointments, cultural commitments, and family emergencies. We are aware that such occurrences may warrant your student's absence. The responsibility for school attendance will still rest with students and parents and notifying the school as soon as possible. If

the school has not heard from a parent or guardian by 8:30 of the day of an absence, an official from the school will call or visit the child's home to ensure that the parent/s is aware that their child is not in school.

Students are not considered absent if they are on an official school sponsored event, or if parents give us prior written notification that the student will be participating in cultural or tribal events.

Make-up Work

Students are required to make up all work for all absences for any reason, and it is the responsibility of the students and parent to arrange with the teacher/s for make -up work, tests, etc. Failure to make up work

will result in, no credit, for missed assignments.

Tardiness

Students are required to arrive at school by 8:00. If your child comes in after 8:10, he/she must report to the office for a tardy slip before being admitted to class.

Tardiness may be excused when accompanied by a written or verbal notification from a parent or guardian. All other instances of tardiness will be classified as unexcused. Please note that four days of tardiness, excused or unexcused, will be considered equal to one day as an unexcused absence. Chronic tardiness will result in discipline. The parent and student will meet with the Principal in order to help develop a plan to decrease absenteeism and tardiness. **PLEASE SEE ATTENDANCE POLICY.**

Academic Expectations

Homework

Homework is an important part of the academic programming at Taos Day School. Students may expect to spend time each evening completing homework. Parents can help by checking homework and checking with teachers to ensure what is expected of your child.

Progress and Report Cards

Report cards are issued every nine weeks. Parent Teacher Conferences are held at the end of the first and third 9 week grading

Academic Expectations Continued

period. Additional conferences may be arranged at the request of your child's teacher or at a parent's request. **While teachers are willing to arrange their schedule's to meet parent and student needs, please do not expect unscheduled conferences while class is in session. It is the responsibility of the parent to reschedule a conference if they are unable to attend.**

Academic Honesty

Cheating

Cheating is one student's use of another's notes, documents, answers, during tests or assignments. Cheating is also when a student conceals correct answers and views them during test or when completing an assignment.

Plagiarism

Plagiarism is the taking on another person's language, thoughts, or ideas and representing them as original work.

Disciplinary measures include, but not limited to, redoing the test or assignment, receiving failing grade for test or assignment, receiving a lower overall grade in the class.

Promotion and Retention

The Taos Day School Board recognizes that the individual needs of each student must be met. For this reason, the Taos Day School Board of Education adheres to the

Promotion/Retention policies as stated in the New Mexico State Statue 22-2-8.6. The Principal and teaching staff will work to insure that every student is given the opportunity to succeed. **Please see State Statue , 25 CFR 36.32 (c) Standard XI in Appendix. Taos Day School has adopted this statue as their policy.**

A parent or guardian shall be notified no later than the end of the second grading period that his/her child is failing to attain appropriate grade level proficiency, or has excessive absences. A conference consisting of the parent or guardian and the teacher(s) shall be held to discuss possible remediation to assist the student in attaining the required level of proficiency.

Promotion and retention decisions affecting a student enrolled in special education shall be made in accordance with the provisions of the Individual Education Plan (IEP) established for that student.

Religious Training

Students who withdraw from school in the spring for religious training for 6 months may re-enter school with their peers. Students who withdraw from school for 18 months will re-enter at the next grade level (one year below their peers), and will be tested after 9 weeks to determine if they move into the next grade level.

Extracurricular Activities

Please see criteria in Appendix

Student Conduct

Unacceptable behavior is defined and the consequences of this behavior have been outlined in the **Behavior Expectation Guideline/ Offenses and Consequences**, listed in the Appendix. The list is not all inclusive; acts of misconduct not specified shall also be subject to discretionary action by appropriate school personnel.

All Taos Day School Staff will use their best judgment with respect to a particular situation. Additionally all staff is authorized to take appropriate action when a student's misconduct has a detrimental effect on the other students, staff, or on the educational process.

Any form of violence to children at school, whether physical, or emotional, by an adult, or another child, is forbidden, and is subject to a report submitted to appropriate Bureau of Indian Education officials, law enforcement and social services.

Please see Behavior Expectations and offences and consequences in appendix

Disrespect

A healthy and efficient learning environment depends on every member of the community showing respect to others. The essence of good discipline is respect for others and for the rules. Students are expected to show respect for each other, to guests of the school and staff. In addition to showing respect, students must not disobey or defy Principal, Teachers, Education

Technicians, Bus Drivers, Secretaries, Custodians, or Cafeteria Staff. No vulgar, or profane language or obscene gestures directed toward anyone will not be permitted.

Student Dress

The school will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational process or the health and safety of a student/s. We have the responsibility of protecting the health and safety of students and maintaining proper and appropriate conditions conducive to learning.

Taos Day School Governing Board authorizes the Principal and other school staff to enforce regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health and/or safety of the student or to others in the school
- Materially interfere with school work, create disorder, or disrupt the educational program,
- Prevent the student from achieving his/her educational objectives.

Please see Dress Policy in Appendix

Public Displays of Affection

Inappropriate public displays of affections will not be tolerated. Inappropriate displays such as

- Kissing

- Holding hands
- Hugging

- Any contact that does not respect others personal space

Please see **Public Display of Affection Policy in Appendix**. All Taos Day School Staff will use their best judgment with respect to a particular situation.

Additionally all staff is authorized to take appropriate action when a student's misconduct has a detrimental effect on the other students, staff, or on the educational process.

Valuables/ Inappropriate Items

Students are responsible for all personal property. **The school is not responsible for any personal items brought to school.**

- Items such as cell phones, toys, **FIDGET SPINNERS**, electronic devices and any other item/s that are considered inappropriate. They will be confiscated if brought to school.
- Money is not to be exchanged for payment for personal property.

Fighting

Fighting is strictly prohibited at Taos Day School. Fighting is engaging in a conflict with another with the desire to physically harm that person. Students who are engaged in fighting will be disciplined by the of the Principal and staff. Please be aware that there are many factors that will be

considered when determining the appropriate consequences to fighting.

All incidents of fighting will be reported to the student's parent/guardian. Reports will also be submitted to appropriate authorities if is deemed necessary.

Please see **Behavior Expectations and offences and consequences in appendix**

Battery and Assault

Battery is the offensive touching of another person. For touching to be offensive, it does not need to cause physical harm. Battery is an offense to the dignity of another person. That is why the definition of battery includes also the offensive touching of objects connected to the person. This may include clothing, books, backpack, lunch tray or any objects that are connected to the person.

Assault is the attempted battery. An example of an assault is the attempt to throw an object at a person and missing. To be assaulted, the victim must perceive a physical threat, no matter how slight.

Sexual Assault

Students are expected to conduct themselves with respect for others at all times. Therefore, the offensive touching of another person's body without that person's consent will be treated as sexual assault. Students who are engaged in sexual assault will be discipline at the discretion of the Principal and staff. Please

Student Conduct Continued

be aware that there are many factors that will be considered when determining the appropriate consequences. Taos Day School recognizes that sexual assault is very serious and it can deeply affect the dignity of the victim. For this reason, victims find it difficult to report incidents of sexual assault to the proper authorities. This is why students should come forward whether verbal or physical, if they have been the victim or know a victim of sexual assault. By reporting such assaults it protects the individuals involved and the school community as a whole.

Bullying

Because bullying has been shown to have serious and long lasting effects, Taos Day School is committed to eliminating bullying on campus. Bullying of a student by another student is prohibited and is subject to appropriate disciplinary action up to, and including, suspension, expulsion, and reporting to all appropriate officials.

Bullying is when one person belittles, ridicules, humiliates or intimidates another. Bullying can be either physical or emotional. It can include the following examples:

- Hitting, punching or choking
- Threatening violence
- Using intimidation
- Extorting money
- Making fun of physical, racial or family characteristics

- Excluding others from play.
- Older children picking on younger children
- Mean words
- Profanity
- Theft
- Targeting one or a group
- Pictures of an individual that have been manipulated, **including items posted to the internet.**

The list is not all inclusive; acts of misconduct not specified shall also be subject to discretionary action by appropriate school personnel. Please see Offences and Consequences in Appendix.

Hate Crimes/Harassment

Hate crimes and harassment are crimes or acts forbidden by state, Federal, tribal, or municipal law. These crimes are motivated by hostility toward a person's gender, sexual orientation, disability, religion, race, or nationality, whether actual or perceived. Evidence of the student's motivation may include his or her statements made before, during, or after the crime. Taos Day School considers the underlying hostility to be as dangerous as the crime committed. Therefore, Taos Day School treats hate crimes and harassment more seriously than if the acts were committed without hateful intent.

The list is not all inclusive; acts of misconduct not specified shall also be subject to discretionary action by appropriate school personnel.

Gambling

Gambling is prohibited on the Taos Day School campus, school related activities, and in all school vehicles.

Gambling can include the following examples:

- Card games
- Sports betting
- Or Stating, " I bet you can't..."

Gang Affiliation

Taos Day School prohibits gangs and gang like activities on campus or at school sponsored events.

Gangs are considered any group of two or more individuals who purposes include the commission of an illegal act, or acts in violation of disciplinary rules of Taos Day School. No students on campus or attending a school sponsored event shall:

- Wear , possess, use , distribute, display, or sell any clothing, jewelry, emblem badges, symbols, sign, or other item that evidences or reflects membership in, or affiliation with any gang or gang like activity.
- Engage in any act, whether verbal, including gestures or handshakes, showing membership or affiliation with any gang or gang like activity.
- Engage in any act that promotes the interests of any gang or gang like activity, including but not limited to:
 - Soliciting membership in, or affiliation with any gang;

- Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
- Painting, writing, or otherwise inscribing gang or gang like related graffiti, messages, symbols, or signs on school property;
- Engaging in violence, extortion, or any other illegal act or other violation of school property; or personal property that is brought to school.
- Soliciting any individual/s to engage in physical violence against any other person.
- Conduct associated with gang affiliation to include but not limited to, hand signs, gang slang, gang style writing, jumping in, stare downs, and hazing of an individual.

In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school staff are encouraged to exercise discretion and judgment based upon current circumstances in their school and community.

School officials will work closely with local law enforcement officials and tribal

Gang Affiliation Continued

resources in controlling gang related activities.

Students who violated this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Please see Behavior Expectations and offences and consequences in Appendix

Weapons

Taos Day School Board recognizes that the presence of weapons in school not only creates unacceptable risks or injury or death, but also creates a climate that undermines the education process.

Accordingly, Taos Day School policy states that no students shall bring a weapon onto school property, nor carry or keep any weapon on school property or while attending or participating in any school activity, including transportation to and from such an activity.

Weapons are defined as but not limited to the following:

- Any firearm
- Any object that looks like a firearm
- Any look alike object that resembles an object that has a potentially violent use
- Knives,
- *Explosives which will be considered as Bomb Threat.
- Projectiles

- Bats
- Brass knuckles
- Any instrument that causes serious bodily harm, whether by design or incidentally.

Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

* Because of the potential of explosive devices to harm people and property, all reports of the presence of a bomb will be given credibility. Students making false bomb threats or found to have explosives will be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Property

Vandalism

Vandalism is the willful damage of school property by any means, including arson, graffiti, and structural damage, damage to school vehicles, school texts and materials, during school hours, at school sponsored activities or after hours. This definition will also apply to an individual's property.

Students who are found to have violated this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Property Continued

Theft

Theft is the act of taking the property without permission. This includes an individual's property, school property or the property of staff.

Students who are found to have violated this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

School Materials

Students are responsible for the appropriate use of all school materials, such as:

- Text books
- Library books
- Equipment
- Furniture
- All items that are provided for student use in the learning process.

If student/s are found to use materials irresponsibly they will be disciplined. Disciplinary measures include, fixing, cleaning or replacing items damaged

Student Health

Taos Day School adheres to the premise that health is an important part of the learning process. If a child is sick and not feeling well we know that it hinders the learning process for that child and all others.

Illness

While regular attendance is important to a quality education, it is sometimes in the best interest of your child and the other children, if they remain at home. Please notify the school immediately in case of a contagious disease in order that the school may notify the parents of children who may have been exposed.

It will be left at the discretion of the teaching staff if your child seems unable to stay at school once they arrive due to illness. We are trying to prevent the spread of illness which will lead to absences.

Student Medication

Since medical treatment is the responsibility of the parents and guardians medication may not be dispensed at school unless authorization has been attained. A Medication Permission Form is to be filled out prior to sending the medication to school. This will give trained staff authorization to dispense, over the counter, homeopathic, and prescription medication to your child. **Please see Authorization to Administer Medication release form in Appendix.**

Students who are found to have any type of medication with them will have the medication taken and are subject to discretionary action by appropriate school personnel.

Nutrition

Taos Day School has adopted the Nutrition Guideline for the State of New Mexico for

Student Health Continued

breakfasts, lunches, snacks and fundraisers at school or during school sponsored events. Taos Day has developed a Wellness Policy which reflects these guidelines. There are special occasions in which classrooms will be celebrating so please be aware that at times special treats will be allowed.

HEAD LICE: Please see Head Lice Policy in Appendix.

Student Safety-Convicted Sex Offenders

Taos Day School, in conjunction with Taos Pueblo Head Start and Child Care, has adopted a policy stating the convicted sex offenders are prohibited from being present on the campus.

Substance Abuse

The possession, use or distribution of any controlled substance and drug paraphernalia is prohibited on the Taos Day School campus, school sponsored events, or in school vehicles. Items that will be considered controlled substances:

- narcotics
- stimulants
- depressants
- hallucinogens
- marijuana
- prescription drugs
- substances commonly referred as designer drugs
- any form of alcohol
- any form of tobacco products

- inhalants such as household products for the purpose of inhaling or drinking
- Fingernail polish remover, hair spray
- Vapor Cigarettes Please see policy in Appendix

The list is not all inclusive. Taos Day School Staff will use their best judgment with respect to a particular substance.

If a student uses, possesses, sells, or distributes, any substance that is determined to be a controlled substance they will be subject to the fullest disciplinary measures. This may include the following:

- **Expulsion**
- **Suspension**
- **Reporting to all mandatory officials**
 - **Law Enforcement**
 - **Tribal Officials**
 - **Social Services**
 - **BIE SCAN Reports**
- **Required completion of substance abuse program**

Taos Day administration will work closely with students, parents and support services to remedy any issues of substance abuse. Please sign and return Taos Day School Drug Use Policy located in Appendix.

Technology

Computers

At Taos Day School we provide computers for student use and to enhance learning opportunities. The availability of computers is minimal and we do expect our students to respect our equipment. Taos Day School prohibits and will discipline improper use of school computers and networks. Taos Day School considers the following uses improper:

- Downloading any executable applications (programs)
- Downloading any file other than those expressly designed for course purposes by a teacher
- Viewing, searching for, attaching to e-mail, or posting any material unrelated to a coursework or school activities. Such material includes, but not limited to:
 - Pornography
 - Video Games
 - Gambling sites
 - Fantasy Sports or violent sites
 - Accessing social networking sites such as but not limited to: Facebook, Instagram, Twitter
 - Impersonating others
 - Posting material to hurt others or bully
 - Altering in any way the homepage or log in screen
 - Damaging computer and components by defacing or vandalism

In order for your child to be able to have access to school computers they will have sign and agree to the computer usage policy. Please see in appendix

Students who are found to have violated this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Please See Social Media Policy in Appendix.

Cell Phones

Taos Day School understands parents permit their child/ren to have cell phones for the purpose of communication.

Taos Day School does not allow cell phone usage between 8:00 to 3:15.

If for any reason you need to talk with your child/ren you may call the office to leave a message or to talk with them. Your child is welcome to use their phones before and after afterschool. If your child attends the 21 Century program same guidelines apply. They may not use their cell phone until after they leave the program.

If your child is using their phone the following measures will be taken:

- 1. A warning will be issued and documented.**
- 2. Second time the cell phone will be confiscated and will need to be**

- picked up by a parent or guardian.
In addition to this the parent and
3. student will sign an agreement stating the third violation warrants the phone not given back until the end of the school year.
 4. Third time phone will be taken until the end of the school year.

Students who are found to have violated this policy shall be subject to the full range of school disciplinary measures.

Please see Cell Phone Policy in Appendix

Student Rights

All students have the right to an educational school setting that is orderly and educationally efficient and free from disruption of normal teaching-learning functions.

Educational Opportunity

Every student has the right to an education relevant to his/her needs and abilities and a corresponding responsibility not to deny this right to any other student. Every student has the right to be educated with their peers to greatest extent possible.

Custody

Except in the most extreme circumstances, custody of students shall not be relinquished by school personnel to any person without the approval of the parent/guardian. In case of an arrest, the school authorities must attempt to notify the student's parent/guardian.

Questioning

If town or tribal police authorities desire to question a student of school premises regarding any illegal act or misconduct by the student, the school authorities shall attempt to notify the student's parent/guardian and shall advise the student of his/her legal rights. The parent/guardian shall be permitted to be present.

Student Records

Student records kept by Taos Day School will be open to review by parent/guardian and/or students and will be treated in a confidential manner, as prescribed by the Taos Day School Governing Board policy.

Search of Person

Searches of a student's person on school property may be conducted only if a certified school employee or bus driver personally notices or is suspicious of arrangement of a student's clothing, possessions, or actions, which gives probable cause to believe that a crime, or breach of disciplinary code is being committed by the student.

Physical Searches

Physical searches of a student's person may be conducted only by an authorized person who is of the same gender as the student, and except where circumstances render it impossible, may be conducted only in the presence of another authorized person of the same gender.

Controversial Issues

- Students have the right to encounter diverse points of view. They shall have the opportunities to hear speakers and view presentations representing a wide

- range of views in classes, established by the school
- If it is established that a student and or parents objects as a matter of embarrassment to the student, the parent may request that the student not participate in the activity.

Transportation

Taos Day School does provide bus transportation for students who reside one mile or more from school. **This does not pertain to Kindergarten students.** Kindergarten students will be provided service closest to a residence that is permitted by law. This means a bus cannot back up in order to pick up or drop off a student. This also applies to any student who rides the bus.

The bus driver has an important role that is critical to the safety of your child. Whether they ride the bus daily, or for a school sponsored trip it is important for your child to follow the rules and follow the directions given to them by the bus driver. **Riding the bus is a privilege and not an automatic right. Any student who does not follow rules and adhere to any part of bus rules will lose the privilege. Therefore, the bus driver has the final authority to maintain discipline and safety on the bus.**

General Bus Rules

- Students must remain seated with their seatbelt fastened securely (if available) while on the bus.

- Fighting is never allowed on the bus. Fighting will result in an automatic suspension. The length will depend upon the severity of the infraction.
- Verbal abuse to any staff or student will not be tolerated.
- There will be no defacing or vandalism to any part of the bus.
- Windows will remain closed unless the bus driver gives permission.
- NO hanging out of the window.
- NO throwing objects in the bus or out of the bus.
- NO Bullying is allowed.
- Students should be ready for pick up in the morning. The bus driver will wait 1 minute. Then will need to resume bus route as to not be late picking up other students. Parents will be responsible for taking their child to school in this instance.
- Students may not board the bus until the bus driver is present.
- No food or drinks of any kind are allowed on the bus.
- There will be no electronic devices in use on the bus.

The list is not all inclusive; acts of misconduct not specified shall also be subject to discretionary action.

Parental Responsibility

It is the responsibility of the parent/guardian to:

- To make arrangements prior to pick up and drop off with the bus driver

to ensure that your child gets to where they are going.

- If there is any changes to your child's pick up or drop off status, it will be your responsibility to **contact the bus driver or office to make sure they are aware of the changes. We will not accept a verbal message from the child or a note.**
- **Parents should notify bus driver or office a week in advance of moving, extended vacations, or traveling, so that the bus driver is aware of changes in pick up and drop off. This will help with routing issues.**
- **It is the responsibility of the parent to ensure there is someone to pick up the child from the drop off site. If no one is there your child will return to the school and the parent will be notified.**
- **Parents will fill out a Transportation Contract and adhere to the guidelines and policies.**

Visitors

All visitors will be required to sign in at the office and get a visitor pass. This is a safety precaution that has been put in place to ensure that the administration is aware of all visitors who visit our school campus.

This is safety procedure is in place for any reason that you have to visit our school.

Student Visitors

Students from other schools, or who are visiting with family, are not permitted to come to school with an enrolled student of Taos Day School. Outside students often cause distractions in the classroom and provide liability issues for the school. The exception to this rule is for students visiting from other schools as part of an approved educational plan. If other students come with an enrolled student, a parent or guardian of the enrolled student will be notified to pick up the visitor.

Parent/Guardian Visitors

Taos Day School would like to encourage parents to visit their child's classroom. Teachers may ask parents to help during holidays or special celebrations. If parents are coming in to observe we are asking that parents limit their visits to half an hour, unless prior arrangements have been made with the teacher and Principal.

Please see Classroom Visitation Policy

Parent and Community Information

The following information is located in the Appendix.

- **Family Engagement Plan**
- **McKinney Vento Policy**
- **Taos Day School Wellness Pledge**

Taos Day School Rules

<u>AREA</u>	<u>BE SAFE</u>	<u>BE RESPECTFUL</u>	<u>BE RESPONSIBLE</u>
CAFETERIA	<ol style="list-style-type: none"> 1. Walk 2. Do not go behind serving line or reaching under sneeze guard 3. Go to the end of the serving line 4. Keep your hands, feet and object to yourself 5. Stand in line quietly while waiting to be served 6. Use two hands to carry your tray 7. Remain seated 8. Make only one trip for additional items 9. Keep all food on tray 	<ol style="list-style-type: none"> 1. Say please and thank you to cafeteria staff 2. Use table manners 3. Talk in a quiet voice 4. Keep conversation appropriate 5. Clean up after yourself 6. Remove hats & hoods 7. No gum chewing 8. No foul language 9. Sit with your feet on the floor, bottom on seat and facing the table 	<ol style="list-style-type: none"> 1. Stay with your class 2. Follow directions 3. Clean up after yourself 4. Use table manners 5. Place trash, trays, and utensils in the proper place 6. Get adult help for accidents and spills 7. Drink your milk 8. Try all foods
PLAYGROUND	<ol style="list-style-type: none"> 1. Walk to and from the playground 2. Stay in designated areas 3. Be aware of activities around you 4. Play appropriately-keep your hands and feet to yourself 5. Use equipment properly: swing forward and backward only: use the slide ladder, slide down the slide and climb up the stairs, one person on the slide at a time. 	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself 2. Use appropriate language 3. Do as told by an adult immediately 4. Share the equipment 	<ol style="list-style-type: none"> 1. Stay in the designated area unless you are given permission to leave 2. Be aware of activities around you 3. Listen to adults immediately 4. Follow directions 5. Line up as soon as the bell rings
HALLWAYS/COMMON AREAS	<ol style="list-style-type: none"> 1. Stay to the right 2. Walk facing forward 3. Keep hands and feet to yourself 4. Mistreatment of others 5. Use of inappropriate, offensive or abusive language 	<ol style="list-style-type: none"> 1. Hold door open for the person behind you 2. Respect hallways displays 3. Follow directions 4. Do not interrupt classrooms 	<ol style="list-style-type: none"> 1. Take a pass/note from the teacher with you
RESTROOMS	<ol style="list-style-type: none"> 1. Walk 2. Keep water in the sink 3. Keep hands and feet to yourself 4. Wash your hands 	<ol style="list-style-type: none"> 1. Knock on the door before opening 2. Give people privacy 3. Use a quiet voice 4. Keep the area clean 5. Flush the toilet 	<ol style="list-style-type: none"> 1. Flush the toilet 2. Turn off the water 3. Put paper towels in the trash
ASSEMBLIES/SPECIAL EVENTS/FIELD TRIP	<ol style="list-style-type: none"> 1. Sit quietly 2. Follow directions 3. Keep hands, feet and objects to yourself 	<ol style="list-style-type: none"> 1. Sit on your bottom 2. Raise hands for questions 3. Applaud appropriately 4. Wait to speak until performance is over or called on to answer questions 	<ol style="list-style-type: none"> 1. Arrive and depart on time 2. Stay in assigned area

COMPUTER LAB	<ol style="list-style-type: none"> 1. Keep hands and feet to yourself 2. Watch for cords and headphones 3. Use all computer equipment only for its purpose 4. Only use approved websites 5. Do not unplug any cords. 	<p>5. Do not interrupt speaker</p> <ol style="list-style-type: none"> 1. Enter quietly and sit at designated area 2. Use only approved websites 3. Hand equipment gently 4. Hands on your computer only 5. Print only if you have permission 6. Do not unplug any cords 7. Check with adults before printing any documents 	<ol style="list-style-type: none"> 1. Wait for instruction 2. Use only approved websites 3. Work quietly 4. Do not use mouse or keyboard as a toy 5. Push in chairs when you leave 6. Do not change computer preference settings or attempt to "hack" into unauthorized areas 7. Log off, but do not shut down computers
BUS	<ol style="list-style-type: none"> 1. Keep your hands feet and objects to yourself 2. Use a quiet voice 3. Listen and follow the directions of the bus driver at all time 4. Wait patiently to get on or off the bus 5. Stay seated and facing forward while the bus is moving 6. Wait for the bus to come to complete stop before getting up from your seat 7. Sit in your assigned seat 8. Keep windows closed unless you have permission to open 9. Eating on the bus is not allowed, unless circumstances permit (field trip) 	<ol style="list-style-type: none"> 1. Use polite language 2. Use a quiet voice 3. Keep the bus clean, throw trash in the trash can 4. Give the person you share a seat with enough space 5. Once you get off the bus quickly move away from the bus 6. Do not loiter/"hang around" the bus and delay it departure 	<ol style="list-style-type: none"> 1. Use polite language and a quiet voice 2. Do not eat or drink on the bus 3. Have your belongings ready to enter or exit the bus 4. Remain seated at all times 5. Follow all bus rules at all times 6. Get on and off the bus at the correct stop
CLASSROOMS	<ol style="list-style-type: none"> 1. Keep your hands, feet and objects to your self 2. Follow classroom procedures 	<ol style="list-style-type: none"> 1. Enter room quietly 2. Follow classroom procedures 3. Use polite language and an inside voice 4. Do your own work 5. Keep your work areas clean 6. Do not interrupt teachers/speaker 	<ol style="list-style-type: none"> 1. Use polite language and a quiet voice 2. Be considerate of other people's belongings 3. Take care of school supplies 4. Be an active listener 5. Be prepared 6. Follow classroom procedure 7. Ask for help 8. Take responsibility for your learning

OFFENSES AND CONSEQUENCES

Minor offenses

All violations of the Taos Day School Behavioral Expectations will be classified as a minor infraction and will include but not limited to the following consequences:

1. **Verbal Warning** will be given by the individual working with the student at the time of the incident.
2. A **behavioral incident** report from will be sent home to be reviewed, signed and returned to the school by student.
3. A **Parent/ Student Conference** will be scheduled with or without administrative support.
4. A **Formal Written NASIS** entry with referral from will be submitted to school office.
5. A **Major** offensive applies after the NASIS Report has been filed and will result in Administrative action.

Major offensives include: **Suspension days are determined by school administration.**

1. Possessing or using alcoholic beverages, tobacco, products, drugs, drug paraphernalia and/ or other dangerous substances.
 - Law Enforcement is called and expulsion
2. Possessing or using weapons or ammunition of any kind (inclusive of matches and lighter.)
 - Law Enforcement is called and expulsion
3. Assaulting, fighting and/or causing significant injury to self or to another person will result in
 - 1-10 day suspension
 - Counseling referral
 - In the case of significant injury (bleeding, broken bone, or immediate bruising), Law Enforcement referral.
4. Stealing, vandalizing, or damaging person or school property.
 - Restitution (pay for item/damage). If value is greater than \$200.00 Law Enforcement referral.
5. Purposely causing a false emergency situation or seriously endangering the welfare of others including but not limited to pulling the fire alarm, unwarranted calling of 911, inappropriate use of phones, etc.
 - 1-10 day suspension and meeting with Law Enforcement official and parents.
6. Leaving campus or a school sponsored activity without permission or without parent.
 - Parents and Law Enforcement will be called.

7. Threatening others (during school hours or school functions) including cyberbullying and/or phone calls.
 - First offense-1-3 day suspension and mandatory counseling.
 - Second offence-1-10 suspension, mandatory counseling including a parent and principal meeting.
 - Third offense-long term suspension.
8. Gang related behavior and activities (clothing, gesture, language, and/or drawing.) put all staff and students at risk therefore will result in 1 2-tier policy.
9. Sexual misconduct (innuendos, advances, activities).
10. Bullying in any form will not be tolerated.
 - Violations should be referred to the Taos Day school Bullying Behavior-Guidelines and Consequences Policy.



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Taos Day School
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The policies outlined within this document are intended to create a school environment that protects and promotes the health of our students. This policy applies to all schools in the district. Our commitments to providing nutrition education and regular physical activity, as well as access to nutritious foods for all students, are described here.

I. Nutrition education and promotion

Students will receive consistent nutrition messages throughout school, classroom, cafeterias, and school media:

- Teachers will integrate nutrition education into core curricula.
- Nutrition promotion will include participatory activities such as contests, promotions, farm visits, and experience working in school gardens.
- The nutrition education program will be linked to school meals programs, school gardens, cafeteria nutrition promotion, after-school programs, and farm-to-school programs;
- Nutrition education will be offered in the cafeteria as well as the classroom, with coordination between the food server staff and teachers.
- Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparations methods, and accurate portion sizes:
- Student will have opportunities to taste foods that are low in saturated and Tran fats, sodium and added sugar.
- Staff member responsible for nutrition education will regularly participate in relevant professional development (e.g., training on the Dietary Guideline for Americans and how to teach the):
- Staff will only use approved nutrition curriculum in the classroom. Curriculum developed by corporate interested is prohibited.
- Nutrition education will be provided to families via handouts, newsletters, postings on the web-site, presentation, and workshops. The school meu will be posted in the office and school campus;
- Staff is strongly encouraged to model healthful eating habits, and discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum. Staff is not permitted to eat or drink out of branded packaging in front of children (e.g. Coffee containers with specific company logos);
- Families will be requested to pack lunches and snacks that meet district nutrition standards, and will be provided with written guidance on how to accomplish this.

Specifically, the nutrition curriculum will encompass:

- Promotion of adequate nutrition intake and healthy eating practices;

- Skill development, such as reading labels to evaluate the nutrient quality of food, meal planning, and analysis of health information.
- Examination of the problems associated with food marketing to children.
- Nutrition themes including, but not limited to USDA's MY Plate, Dietary Guidelines for Americans, adequate nutrient intake (such as carbohydrates, proteins, fats), body image and food safety.

II. Nutrition Standards for All Food and Beverages Sold or Served on School Grounds

A. USDA School Meals:

School meals will include a variety of healthy choices while accommodating special dietary needs and ethics and cultural food preferences. All school shall participate in the USDA school breakfast, school lunch and summer food programs.

In Addition:

- All reimbursable meals will meet nutrition standards mandated by the USDA, as well as any additional state nutrition standards that go beyond USDA requirements;
- The school meal programs will be administered by a team that will include a dietician, business manager and qualified chef. If the district does not employ staff with all three areas of expertise consultants will be used. All cafeteria staff will be provided training on USDA meal plans/reimbursable meals so they can properly advise students as to the meal components they may must take, as well as cooking techniques, recipe implementation, sanitations, and food safety;
- All menus will be reviewed by a dietician when possible. When this is not feasible, sample USDA menus or USDA software for menu review may be used;
- Students will be provided at least 10 minutes to eat breakfast and 20 minutes to eat lunch after being seated;
- Meals will be served in a clean and pleasant setting and under appropriate supervision. Rules for safe behavior will be consistently enforced.
- Lunch will follow recess a period and will be scheduled between 11a.m. and 1p.m.;
- Tutoring, club, or organizational meeting will not be scheduled during meal time, unless students may eat during such activities;
- Students will have access to hand washing/hand sanitizing facilities before meals and snacks and cafeteria staff will remind students to make use of them;
- Information on the nutritional content and ingredients of meals will be found on menus, in school newsletters and on the district web-site. Parents and students will be informed that information is available and information shall be kept up-to-date;
- Participation in school meals program will be promoted. Parents will be notified of the availability of the breakfast, lunch and summer food program and will be encouraged to determine eligibility for reduces or free meals. Schools will use nontraditional breakfast service to increase participation, such as breakfast served in the classroom;
- Food served as part of the Before and Aftercare (childcare) programs run by the school must meet USDA standards if they are reimbursable under a school meals program. Otherwise they must meet the district's nutrition standards for competitive foods (see Part B.) Foods served as part of the Before and Aftercare (child care) program run by an outside organizations (e.g., YMCA) must meet the district nutrition standard for competitive foods.

XYZ District Nutrition Standards:

The Institute of Medicine's nutrition standards for competitive food/beverage in schools has been adopted by the district. A summary of the standards is below.

Only fruits, Vegetables, nuts and seeds, whole grains, low-fat dairy and combination products may be sold, following the standard below.

- Package items shall not exceed one serving per package/200 calories;
- Items shall contain no more than 35% of total calories from fat, less than 10% of total calories from saturated fats and zero Tran fats. Exception: The fats content of nuts and seeds will not count against the total fat content of packaged products;
- Items shall contain no more than 35% of calories from total sugars. Exception: Yogurts, may contain up to 30 grams of total sugars per 8oz serving;
- Items shall contain less than or equal to 200mg of sodium per packaged portion;
- Combination items must contain at least one serving of whole grains, fruit or vegetable, per portion as packages, in any combination (e.g., ½ serving of fruit and ½ serving of whole grain in one portion).

A la carte in the cafeteria must be USDA school meal components (200 calorie limit does not apply) AND meet the above fat and sugar limits. A la carte items cannot exceed 480mg of sodium.

Whole fruits, vegetables, nuts and seeds are preferable to processed food items.

Beverages

The only beverages allowed to be sold outside of school meals include:

- Low-fat (1%), non-fat or non-dairy milk in 8 oz. portions (plain or flavored with no more
- 1005 fruit/vegetable juice in 4oz portions for elementary and middle school, and 8 oz. portions for high school.
- Plain water.

B. Additional Foods Available to students

Fundraising

- Non-food fundraising is promised. When in-school fundraising involves food, items must meet the district's nutrition standards for complete foods and cannot be sold for immediate consumption. When out-of-school fundraising events involve food, items sold must meet the nutrition standards for a la carte items sold in the cafeteria Or the district's nutrition standards for competitive foods.
- Fundraising activities that promote physical activity are encouraged.
- Fundraising activities will not promote branded products (for example, Domino's Dough Raising Program, branded candy sales, etc.)

Celebrations

- Celebrations that involved food will be limited to one per month. Only foods that meet district's nutrition standards will be allowed at school celebrations;
- Parents will be made aware in advance of when a celebration with food is taking place and what is to be served.
- Non-food celebrations will be promoted and a list of ideas will be available to parents and teachers.
- Advertisement in school publications or school mailing.
- Sponsorship of school activities, fundraisers, or sports teams.
- Broadcasts on school radio stations or in-school televisions , such as Channel One;
- Educational incentives programs such as contests or programs that provide schools with supplies or funds when families purchase specific food products.
- Free samples or coupons display advertising of a product.

Food used as reward or punishment

Research clearly indicates that the use of food to reward/reinforce desirable behavior and academic performances, etc. has negative, unintended consequences. The use of food as a reward and withholding food as a punishment are strictly prohibited.

III. Physical Activity

Physical Education

All K-6 students will receive daily physical education (90 minutes per week for elementary school students). Physical Education will be standard-based using national and state developed standard. Physical Education classes will be sequential, building from year to year, and content will include motor skills, concepts and strategies, engagement in physical activity, physical fitness, responsible behavior and benefits of physical activity. Physical education programs will meet the needs of all students, including those who are not athletically gifted, and actively teach cooperation, fair play, and responsible participation. Students will be able to demonstrate.

Student involvement in other activities, including those involving physical activity (e.g. interscholastic or intramural sports), will not be substituted for physical education.

- Physical education classes will count toward graduation and GPA;
- Teacher to student ration will be no greater than 1:15;
- The school will provide adequate space/equipment and conform to all safety standards;
- The school prohibits the use of physical activity and withholding of physical education class and other forms of physical activity as punishment;
- All physical Education classes will be taught by a qualified physical education teacher and at least 50% of class time will be spent in moderate to vigorous activity.
- Physical education staff will receive professional development on a yearly basis;
- The school will conduct annual Fitness gram and dietary intake assessments and will send confidential reports directly to parents, along with additional resources.

Physical Activity

All students will have opportunities for physical activity beyond physical education class on a daily basis. Classroom health education will reinforce the knowledge and skills needed to maintain a physically active lifestyle. Students will be encouraged to reduce sedentary time, and will not be required to engage in sedentary activities for more than two hours without an opportunity to stretch and move around. Short (3-5 Minute) "energy release physical activity breaks will be provided between classes in elementary school, for example, programs such as Take 101 And ABC for fitness will be used to incorporate short activity breaks into the day.

Teachers will be expected to incorporate opportunities for physical activity in the classroom whenever possible and will be encouraged to serve as role models by being physically active alongside the students.

Recess

All elementary school students will have at least 20 minutes a day of supervised recess before the lunch period, during which moderate to vigorous physical activity will be encouraged. Outdoor recess will only be withheld in the event of extreme weather, as defined by the district (this may vary regionally). In the event that recess must be held indoors, teachers and staff will follow indoor recess guidelines, developed by the school's Wellness Committee, to ensure adequate physical activity for students.

Physical Activity Programs

Elementary, and Middle high school will offer extracurricular physical activity programs, such as physical activity clubs and intramural programs. High school and Middle school will offer interscholastic sports programs to all students.

Safe Routes to School

The school district will assess and, if necessary and to the extent possible, make needed improvement to make it safer and easier for students to walk and bike to school. For example, crossing guards may be stationed around the school to facilitate safe walking and biking school commutes, and bike racks will be available. The school will work together with local public works, public safety, and/or police departments in those efforts.

IV. Evaluation and Enforcement

This wellness policy was developed by the District Wellness Committee, a group comprising individuals from the following groups: parents, teachers, students, school administration, food service director, and staff, nutrition, Board of Education, Health Services, and Health and Physical Education staff. The committee is active-meeting are held four times during the school year to review and revise, if needed, policy content and to design and evaluate implementation plans throughout district school. A progress report is/will be prepared after each meeting for the superintendent evaluating the implementation of the policy and regulations and included recommended changes or revisions. The Committee shall also undertake additional tasks as consistent with the wellness policy guidelines issued by the USDA. All meeting dates and times will be posted on the school district's website and meeting will be open to the public.

The principal of each school will ensure compliance within the school and will report on compliance to the superintendent, who will provide a report to the school board and the wellness committee. The superintendent will identify a coordinator who will ensure that each school implements the policy and will collect, summarize and report on evaluations data to the committee. The following information will be included in an annual report (1) the extent to which each school is in compliance with the wellness policy, (2) a comparison of the district policy to model local school wellness policies; (3) the progress made in attaining the goals of the policy; (4) any recommended changes to the policy; (5) a detailed action plan for the following school year to achieve annual goals and objectives; and (6) any additional information required by the USDA. The annual report shall be posted on the school district website and mailed to all district families before the start of the following school year.

Policy revisions will take into account new research and evidence on health trends, new national and state standards and guidelines, new state and federal initiatives, local evaluations data, changing district priorities, and other issues.



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Family Engagement Plan Revised 2018-19

Taos Day School is committed to make the school an open and supportive and welcoming environment to Parents, Guardians, and Family members.

Parents are encouraged to visit their child's classroom, with the understanding that learning is a continuum, and that the learning process should not be interrupted. Visits should be a maximum of 30 minutes.

Parents are invited to partaken in workshops, lectures, and community panels as well as contribute to the schools Leadership Team.

In the 2017-2018 School Year, the Taos Day School will implement Family Nights that will engage parents and students in a variety of activities that are aligned with the core subjects areas of teaching.

Parents will also have the opportunity to participant in workshops related to a variety of academic and social area that may augment or affect their child's learning plan at Taos Day School. Professional development in general education methods and special education topic will be made available to all parents.

School age brothers and sister who are in other school districts cannot visit during regular school hours, regardless of vacations schedules.

Parents are welcome to schedule special workshops with the classroom in order to provide special lessons that would increase the general field of knowledge of all students. Arrangements need to be made in advance with both administrations and teacher. Parents are encouraged to become chaperones for classroom trips and participate in coaching actives.

Families will be notified of special days of celebrations where they will be encouraged to attend special events.

If there are any concerns related to student needs we encourage the parents to notify the school administration at 575-758-3652. We will make every effort to remedy the situation. Creating a safe learning environment that nurtures the social and emotional needs of student while providing quality academic is our goal at Taos Day School.



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Taos Day School Mission Statement: Through Authentic Opportunities, Taos Day School Student Will:
Succeed Academically
Be Nurtured Socially and Emotionally
Embrace Cultural Values

Student NON- Negotiables 2022-2023

Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premise whether perceived, suspected, or actualized, will be treated as:

First offense: 1 day suspension upon written teacher/staff incident report that is placed in the NASIS behavior system.

Second offense: 3 day suspension with documentation of incident/behavior in the NAIS behavior system. A conference will be held with all stakeholder and a written plan devised to curtail disruptive behavior before the student is returned to school.

Third offense: 5 day suspension, a referral for mandatory counseling for 60 days, and a written referral to Taos Pueblo Social Services with recommendations to meet with school and parent to decide next step for the students.

Habitual Offenses: Referrals will be made to both the Governor's Office and BIE SCAN Office with an official report depicting all infractions that led to report going beyond Taos Day School disciplinary measures.

For the purpose of Taos Day School safety and effective school practices, disruptive behavior is defined as:

1. Any inappropriate behavior on the school premises that disrupt continuity of educational services for students, teachers, or staff.
2. Using loud or offensive language on the school premises or displaying temper.
3. Perceived or real threats made to staff child or visitors, wither verbally or physically.
4. Damaging, destroying, or instructing other to damage school property.
5. Sending threatening or abusive e-mails, texts/voicemail/phone messages, to any of the staff, students or parents, utilizing any social media applications, or phone applications.
6. The use of verbal, physical, or written aggression towards another adult or student
7. Suspicion of any activity within the boundaries of Taos Day School that may affect the academic achievement, social emotional growth, or cause fear/anxiety. Or lower self-worth of a student will be considered for all purposes a disruptive behavior compliant.

Taos Day School understands the student's pass through many development milestones in their elementary and middle school journeys. Disruptive behavior consequences will not be utilized in lieu of classroom management. This disruptive behavior definition leans more towards "threatening" the welfare Of others or self, and ability to proceed with the academic program due to volatile disruptive behaviors.

Taos Day School is committed to resolving difficulties and conflict through an open and positive dialogue. Taos Day School is considered a “school of choice” Parents entrust teachers and staff to keep their children safe from the moment that they arrive, and this policy intends to do just that.

During the school hours, which includes out of school programming and activities, teachers and staff act “in loco parentis” meaning (of a teacher or other adult responsible for children) in the place of a parent, while students are under their advisement.

Teachers have the duty as well as the right to contact parents immediately after there is suspicion of any activity that violates this policy. Teachers have the right to call upon parents to meet with them, and the administration before a student is returned to school. This meeting has to be within the first 24 hours that a student has been suspended.

Non-teaching staff also has the right and the duty to report any incidences that violate this policy or the safety or welfare of students and staff as it pertains to this policy. Non-teaching staff should contact the principal and submit a completed incident report so parents or guardians can be notified.

A separate policy will address the issue of suspicion, use of suspicion, and confiscation of substances deemed detrimental to student wellbeing whether perceived or otherwise.



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BUREAU OF INDIAN EDUCATION

Taos Day School
200 Rotten Tree Rd
P.O. Box 1850

Taos, New Mexico 87571-1850

Taos Day School Mission Statement: Through Authentic Opportunities, Taos Day School Student Will:
Succeed Academically
Be Nurtured Socially and Emotionally
Embrace Cultural Values

Use or Suspicion of Illicit Substance at Taos Day School

This policy includes use or suspicion of illicit substance that prohibited with boundaries of a federal school on federal land. These include but are not limited to, alcohol, tobacco, other drugs, and inhalants. This policy includes such substances that may be legal in other jurisdiction, yet fall under illicit substances when being educated within the parameter of a Bureau of Indian Education designated school under illicit substances when being educated within the parameter of a Bureau of Indian Education designated school under Constitutional Federal Records CFR 25. (2019) and NPM-EDUC-2 #41 (2004).

Suspicion of Carrying, Distributing, or Using Illicit Substances on the grounds of a Bureau of Indian Education will result in:

Right of School Personnel to Protect Your Child

*Student in U.S. public schools have the Fourth Amendment right to be free from unreasonable searched. This right is diminished in the school environment, however, because of the unique need to maintain a safe atmosphere where learning, and teaching can occur. Schools must strike a balance between the student's right to privacy and the need to maintain school safety.

If a student is found with in illicit substance in their possession, the student will be automatically expelled for the one year, and the infraction sent to their next school choice.

First Offense: The first offense can range from a written warning where the suspected abuse is reported to the parent. This will result in an immediate parent conference to access if a student is under the influence. Suspicion can mean that a staff member feels the student is acting out of the normal realm in which they normally act in the classroom setting. Though at times subjective, if the behaviors can be paired with an event where illicit substances were perceived present and the teacher or staff feel that the situation creates an environment where children are not safe, then the student should be released to their parents and a computer report uploaded in to NASIS. Upon return of the student a plan will be devised with all stakeholder to benefit student wellness. This may include mandated counseling.

Second Offense: The second offense will be 3 day suspension with a formal referral to local social services on Taos Pueblo. The parent will not have the choice to select another agency without a formal intake by Taos Pueblo Social Services. Upon return to school, the parents must meet with all stake holder with 48 hours of the infraction. Stakeholder are defined as the teacher or staff who made the report suspecting illicit usage, the Principal, and or Administrative designee, as well as the school or Local Social Worker. The original plan that

was established for the student in the first offense will need to be resigned and include a reasonable time frame for implementation.

Third Offense: The third offense will be a 10 day suspension, a full report from teacher/staff to the BIE SCAN office in Albuquerque, with a copy sent to the Taos Pueblo Governor's Office, Taos Pueblo Social Services, and Tribal Police. This will be done within 48 hours of the suspected infraction.

Habitual Offenses: If suspected use of an illicit drug continues beyond three (3) time without remedy, Taos Day School will not allow student to reenter the school year without a formal drug assessment and proof that the student is receiving counseling services. There will be a meeting that will involve all stakeholder in order to make the final decision if s student can return to school. This meeting will be commenced with 48 hours of the infraction.

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During the school hours, which includes out of school programming activities, teachers and staff act "in loco parentis" meaning (of a teachers or other adult responsible for children) in the place of a parent, while students are under their advisement.

Teacher have the duty as well as the right to contact parents immediately after there is suspicion of any activity that violates this policy. Teachers have the right to call upon parents to meet with them, and the administration before a student is returned to school. This meeting has to be within the first 24 hours that a student has been suspended.

Non-teaching staff also has the right and the duty to report any incidences that violate this policy or the safety of welfare of students and staff as it pertains to this policy. Non-teaching staff should contact the principal to make appropriate phone calls to parents or guardians.



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Taos Day School Governing Board has adopted the attendance policy set forth by the State of New Mexico. **Please see Taos Day School Attendance Policy:**

Attendance:

Daily attendance is necessary for students to fully benefit from instruction. Taos Day School recognizes that there are situations that may take a student away from school. These may include, doctor appointments, cultural commitments, and family emergencies. Taos Day School is aware that such occurrences may warrant student absenteeism. The responsibility for a student coming to school rests on the responsibility of the parent/guardian pursuant to NMSA 22-12017, New Mexico Compulsory School Attendance Law.

Students are not considered absent if they are on an official school sponsored event, or if parents give prior notice that the student will be participating in cultural or tribal events.

Make up Work-

Students are required to make up all work that was missed during absences. Parents can arrange with the teacher and the office to pick up work for the student

Truancy

5 Unexcused Absences: A warning letter will be sent to the parents from Taos Day School advising them that a student has five unexcused absences,

10 Unexcused Absences: A meeting will be set with parents to help set up a plan for the student to attend school on a regular basis. A letter of truancy will be sent to Taos Pueblo Social Work for referral.

4 Tardies = 1 Absence

School Starts at 8:00am

School Ends at 3:00pm

Progress and Report Cards

Report Cards are issued every 9 weeks. Parent/Teacher Conferences are held at the end of the first, and third 9 week period. Additional conferences may be arranged at the request of either your child's teacher, or a parent's request. Please do not expect unscheduled conferences while in session. It is the responsibility of the parent to reschedule conferences if they are unable to attend.



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Taos Day School Tardiness Policy

Tardiness will be excuse when accompanied by a written or verbal notification up to 5 time per student per school year. All other instances of tardiness will be considered unexcused. Please note that **Taos Day School's policy is that 4 unexcused tardies equal on absence. Chronic tardiness will result in discipline proceedings.**

1. Written notice to Parent- **1st Offense over 4 tardies.**
2. Meeting with Principal, Parent, and Student-**2nd offense over 6 tardies.**
3. Referral to Taos Pueblo Social Services/BIE Scan Office/ Taos County Social Services
(Based on jurisdiction)-**3 Offense over 10 tardies.**



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Change in Kindergarten Policy 2020-21

25 code of Federal Regulations, 39.106, that “to be counted as a Kindergarten student a child must be at least 5 years old by December 31st.”

After abiding with CFR 25 for kindergarten enrollment, Taos Day School has petitioned to make changes on the enrollment date based on a one year trial of accepting four (4) year olds before December 31st of each year. This policy is being revised for the betterment of student academic and social gains.

Taos Day School has received permission to change the start date for Kindergarten enrollment based on several factors that related to child development and readiness for pre-academics.

Based on research and feedback, and a year’s trial of accepting four (4) years old, Taos Day School has been approved to revert back to the State of New Mexico who has adopted a policy where children must be five (5) years old by September 1st in order to enter Kindergarten.

The policy allows Taos Day School to assure that children will be academically and socially prepared for first (1) Grade. This policy also allows Kindergarten to meet their strategic goals of reading readiness.

The change has been proposed to *Dr. Tracia Jojola-Education Program Administrator*, and *Governor Richard Aspenwind*, will replies in favor on file.

The policy will be effective as of August 1st, 2020.



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Taos Day School Toileting and Hygiene Policy

Taos Day School expects all student attending Kindergarten and beyond to be toilet trained and have age appropriate hygiene skills before entering a grade placement.

If a student needs to be changed due to soiling themselves, or in need of a shower parents will be called to take care of the situation.

Exceptions will be made for student with an organic disability who possess a current doctor's certificate and/or a self-plan.



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Taos Day School

Code of Conduct for Parents and Visitors:

This Code of Conduct is an unsigned agreement between the Parent, and Visitors and at Taos Day School located on Taos Pueblo.

At Taos Day School we are very proud and fortunate to have a very dedicated and supportive school community.

We expect our school community to respect our school rules, keep our school clean, and set a good example of their own behavior both on school premises and when accompanying classes on offsite visits Ex: Field Trips.

In addition we also expect our parents, and visitors to keep our children safe by adhering to the school's request to park safely sign in at the main office, and limit time in the classroom in order to assure continuity of learning.

Taos Day School believes in good working relationship and recognizes the importance of their relationship to equip our students with the necessary skills their education.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstanding can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please contact the Principal who will be available to meet with you and go through the issue and hopefully resolve it.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur:

Behavior that will not be tolerated:

Disruptive behavior which interferes or threatens to interferes with any of the school's normal operation or activities anywhere on the school premises.

Any inappropriate behavior on the school premises.

Using loud or offensive language or displaying temper.

Threatening in any way a member of staff, visitor, and/or child.

Damaging or destroying school property.

Sending abusive or threatening emails or text/voicemail/phone messages or any other written communications (including social media) to anyone with in the school community.

Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/ and staff at the school on Facebook or other sites.

The use of physical, verbal, or written aggression towards another adult or child. This includes physical punishment of you own child on school premises.

Approaching someone else child in order to discuss an incident that had occurred on school ground with their own child.

Should any of the above occur on school premises or in connection with school the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.



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Grading Policy

Updated 04/15/2022

The Taos Day School Grading Policy is correlated to the degree of success that a student has achieved in the educational programming set forth by the school.

Starting in Grade 3, most school use Carnegie Grades A-F grades to represent the level of success and proficiency that a student has achieved.

Taos Day School utilizes the Bureau of Indian Education's College and Career Readiness Standards and aligns these standards to the school's report card system.

When "Proficient" is noted on a report card, it signifies that the indicators of learning were established, yet the word "proficient" is not used in lieu of a grade.

Taos Day School has adopted these grading guidelines so our students can move from school to school and between districts, as family needs dictate.

Taos Day School is a Cognia Accredited School, and all grades are transferrable to other school districts.



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Updated 04/15/22

Taos Day School Retention Policy

Taos Day School believes that retention of quality teachers is essential to student success. It is important to encourage teachers to move along a developmental continuum in their career.

In order to sustain a quality teaching staff, Taos Day School will mentor first year and novice teachers to assure that they feel comfortable addressing the school based curriculum. This includes the development and sharing of the school vision to accelerate the beginning teacher's practices and align them for collaboration and personal growth. Teachers will be mentored their first year of service regardless if they have taught at other schools in order to create a vision of induction throughout the Taos Day School community that focuses on student learning and instructional skills.

Taos Day School will consider differential pay with the guidance of the Bureau of Indian Education in order to fulfill critical positions within the school. This can result in stipends or time off awards if permissible by BIE middle management. The recent pandemic that started in March of 2020 has caused teacher and ancillary support staff challenges that need to be met in a creative manner in order to assure retention.

Taos Day School believes in providing planned school based support activities on an ongoing basis. This includes local on-site professional development in all areas of education related to the school's curriculum, as well as permitting and encouraging further university studies that will lead to a higher degree.

Taos Day School will pay all matriculation fees as well as costs of books while participating in coursework that will enhance educational teacher quality.

Teachers are encouraged to take university course that are aligned to core subject areas in order to increase the knowledge based of new findings and studies that increase positive learning outcomes. Teachers are encouraged to study and participate in National Board Certified Teacher accreditation, and take classes, participation in professional development, and any other educational endeavor to where they can pass the critical elements of this prestigious program.

Often in schools and educational organizations teachers believe that their voices aren't heard. In order to assure that each teacher has input, collaboration and voice that will enhance student and teacher growth as encouraged by teams working together. This will assure the school's vision at all levels. Many times teachers crave critical feedback. Taos Day School has created a mutual respect and trust amidst its stakeholders making critical feedback a productive practice.

Teachers are encouraged to work towards certificate programs in areas that would increase divergent thinking activities in their classrooms. Emphasis should also be on creating opportunities for collegiality among staff. This includes small and whole group teacher led activities that would increase areas of academic and social emotional learning.

Mental health day(s) should be considered in order to help retain staff. This is based on new needs caused by the 20-21 COVID pandemic that has caused uncertainty within the teaching arena. Teacher choice of face to face learning, hybrid, or virtual should be an ongoing discussion during uncertain times, and both school, and BIE should support teacher concerns.

Taos Day School is committed to high quality teaching that integrates the updated technology in the classroom to enhance present day teaching practices.

Taos Day School's vision believes in lifelong professional development, and encourages all staff to participate in courses such as Mental Health First Aid, Food Handler's Training, Technology Training, CPR, and other professional workshops that enhance the strength of the school's organizational system.

A flexible time off program that allows for telework after students have been released is now being discussed with administration.

In order to retain quality teachers, increased administrative support is provide. Time off awards and monetary awards are in place within the BIE system, and are available at the local school level, yet the award sometimes becomes more divisive than one would expect if the parameters are not clear. Simple celebrations such as Teacher Recognition Day and Administrative Assistance Day help raise the moral of all staff. Time off Awards are considered for many reasons including study, family, and acknowledgement of quality teaching practices.

Updated 04/18/22



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Taos Day School
Student Contract for Extracurricular Activities
School Year

The following is a contract to be signed by Principal, Teacher and Student of Taos Day School. It states the conditions to be met in order for your child to participate in the end-of-year trip and other extracurricular Activities such as additional field trips, skiing, basketball, soccer, and various in-school social functions, etc.

Condition #1: The student must have GPA of 2.0 and no F's to qualify.

Condition #2: The student must have turned in ALL assignments, including in-class work, homework Assignments, quizzes, and tests.

Condition #3: The Student must show cooperative behavior in class on a consistent basis.

Condition #4: The student may not participate in physical fights on school grounds. He/she must shoe his/her desire to solve conflicts verbally in a non-violent approach.

Condition #5: The student must not be found writing graffiti or defacing school property in any way.

Condition #6: The student must shoe regular cooperation in adhering to class and school policies.

Condition #7: Students who are absent from school on the day of an extra-curricular activity, or the day before Such activity, may not participate in said activity. Further, if a student participates in an activity, and then is absent the next day, that student may not participate in the activity the next time.

If your child accepts and fulfills these conditions, we look forward to his/her participation in the above-mentioned activities. If your child chooses not to adhere to these conditions, then he/she will remain behind until his/her work is completed to the satisfaction of the teachers and/or his/her behavior shows sincere change for the better.

Your child may be kept from any activity including paid activities, if he/she does not follow these conditions.

We encourage your child to work hard so the he/she may participate in these fun activities.



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Taos Day School Dress Code

1. No hats are allowed during school instructional hours and in the cafeteria setting. This rule includes sweatbands, bandanas, visors and sunglasses. Hats and sunglasses will be able to be worn during field trips that are off of the physical boundaries or Taos Day School. Teachers may also designate special days in their class that are paired with a thematic unit where hats and glasses may be used only within their classroom setting. During winter months caps are allowed outside, but must be taken off when inside school building.
2. Hairstyles can't disrupt the learning environment. This is within discretion of the classroom teacher or principal. Hair must be clean and groomed. If hair is dyed, it must not cause disturbance or disruption with the learning environment. This includes teasing, laughing, or related comments based on hair color or style. The discretion on asking a student to return to their natural hair color is the discretion of the teacher or principal if continual disturbances occur.
3. No clothing articles or accessories such as hair pieces, drawn on tattoos, that disrupt the learning environment will be allowed. This includes any clothing or accessory that identifies a student with a gang or illicit organization. This includes insignias, buttons, clothing, drawn on skin tattoos, or any accessory that can be construed by teachers, principal, or community members as that being associated with gangs, alcohol, or depicting vulgarities.
4. No pajamas or sleepwear are permitted unless it is a designated Taos Day School event, such as Pajama Day. No sagging pants, no halter tops, or spaghetti strap clothing for girls are allowed. No tight shorts are allowed for any student, nor loose clothing that can be construed as being grossly oversized and draw attention to teachers, principal, and or community members.
5. Jeans and other clothing should not have exaggerated holes that draw attention regardless of what current styles dictate, proper defined dress in a school environment is related to learning how to work within parameters of a learning environment. Taos Day School does not have a designated uniform, but does expect that all staff and students be respectful of the parameters of a dress code within a learning institution.
6. Garments such as sweatshirts, jackets, and seasonal outerwear should follow the guidelines of #3 of the Taos Day School Dress Code Policy.
7. Spirit Wear should support Taos Day School, or in the case of Municipal School's Homecoming, students will be allowed to wear and support outlying schools district in the county as long as there is no rivalry between any schools represented. Sometimes a student is given clothing from a relative with the insignia of a school where their family member or friend has attended. Again this will be permitted as long as wearing of the garment does not affect the learning environment.
8. Taos Day School understands that style changes, and a dress code policy cannot address all future styles that may affect learning. Taos Day School has the right to address dress code issues as they occur. The dress code policy included all students, staff, and teachers that work within the Taos Day School learning environment as well as ancillary services, and outside agencies that work within confines of Taos Day School.

The Taos Day School Dress Code Policy is created to foster respect and dignity within the confines of the Taos Day School learning environment, as well as to protect all students from ridicule, harassment, and disruption within the school setting.



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Taos Day School Public Display of Affection Policy

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate intimate behavior on school grounds, or school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. On the First offense behavior will result in a parent meeting and possible suspension from 1-5 days with possibility of having the student's permanent school record notated. On the Second offense, a parent meeting will be held and suspension for a least 3 days, but not to exceed 180 days will be implemented. The student's permanent school record will notated. Mandatory counseling for 1-6 weeks will be implemented depending on the severity of the offense. If a third offense should occur after counseling suspension procedures will be initiated up to 180 days.

The expression and feelings of affection towards others is a personal concern between two individual and not others surrounding them. Therefore, good taste and respect for others is the guidelines for appropriate behavior.

The Taos Day School, is both an elementary school and a middle school learning environment. Inappropriate display such as, kissing, holding hands, or hugging, on school grounds or at school sanctioned activities is not permitted.



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TAOS DAY SCHOOL POLICY ON LICE AND NITS.

This is the Taos Day School policy related to head lice (pediculosis) in a child's classroom.

Diagnosis is made by seeing and identify either the crawling forms or the eggs (nits) which cling to the hair shaft, most commonly around the nap of the neck. The major symptom is itching at the back of the neck and behind the ears. Head lice are transmitted by close personal contact but are more frequently transferred on objects such as coats, pillows, hats, and brushes. Please note that infestation is no reflection upon a person's personal hygiene or cleanliness and is easily treated with an over-the-counter shampoo available at the clinic. Personal items should be washed on hot soapy water, dry cleaned or isolated in a plastic bag for two weeks (if unable to launder or dry clean).

If a child has been found to have head lice, parents will be asked to remove their child(ren) from the school for a minimum of the day and contact the clinic at 758-4244 or their healthcare provider and request shampoo to remedy the situation. Parents will be asked to keep the student home until they have applied one application of the shampoo. If the situation is reoccurring the school will send the child home and request a doctor's note before the child can be readmitted to school.

Some prevention hints:

1. Warn students to not lend their comb or brush to anyone. Have your child leave his or her comb and brush at home.
2. Keep hats, gloves, scarves and so forth in books bags.
3. Advise your child not to try on other children's hats or coats.
4. Check and launder child's coats, particularly those having pile or fur lined collars and hoods.

If you have any questions, please feel free to contact Taos Day School at 575-758-3652



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Social Media Policy at Taos Day School

Students deserve a safe learning environment free from intimidation.

Any event that effects the social, emotional, or academic well being of a student is considered a school issue regardless of what time of the day or night it occurs.

The use of social media is becoming a difficult challenge for schools. This is no exception at Taos Day School. Taos Day School is a school of choice.

To curtail/end this problem this policy is directed towards cyber bullying, threats, and inappropriateness towards others while utilizing social media. This includes, but is not limited to Facebook, Tumbler, Twitter, texting, etc....

All Social Media sites are blocked on the Taos Day School Web Server.

There are NO PRIVACY RIGHTS related to social media. Social media is considered "Public domain", means any communication can be posted or publicized. This, within itself, should be reason enough to use caution and restraint when talking with people over social media.

If you are feel that you are being bullied:

- 1) Take a screen shot of the conversation.
- 2) Bring it to school where a team of teachers and staff will assess if what was written is a threat.
- 3) If this is a threat, the screen shot will be sent to the Taos Pueblo Police Department
- 4) Consequences will range from minimum 5-day suspension to expulsion related to inappropriate use of social media such as, but not limited to, bullying, verbal abuse, and slander.
- 5) Repeat offense may result in referrals by the school to Tribal Court and the Taos Pueblo Police Department

As we attempt to remedy this problem, we are asking that adults do not participate in any negative aspect of social media, cyber bullying, and or threats on or off campus.

We appreciate you working with teachers and staff at Taos Day School to make our campus physically, emotionally, and academically safe for all students and their families.



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CELL PHONE POLICY

Updated on May 31, 2022 from the original policy on September 28, 2015

The usage of cellphones by students is prohibited during school hours. If a student is found using a cell phone during school hours it will be confiscated.

Below you will note the three offenses related to this policy:

1. First offense: Cell phone gets confiscated with a warning. Parent must pick up cellphone and sign that the policy had be violated.
2. Second Offense: Cellphone will be confiscated until the end of the present semester. Parent must come into the school and sign for 2nd offense.
3. Third Offense is a 5 day suspension from continual noncompliance in the area of the cellphone usage.

Cellular Phone Contract:

Your student's cell phone was taken away from them on _____, due to an infraction of the Taos Day School's Usage Policy. Next time the cell phone is taken away, it will be taken away until the end of the present semester.

I understand that any type of cellphone usage that is not an emergency nature is not allowed at Taos Day School.-If this infraction continues, or becomes pervasive, your student will not get their cellphone back until the last day of school in May.

I agree with this contract, understanding that my son/daughter was misusing there cell phone is class.



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Classroom Visitation Policy

Taos Day School encourages participation. A structured learning environment is essential to classroom management. When a parent comes to a classroom to observe we ask that they limit their observation to a half an hour unless they are actively involved in the lesson that is being presented. Parents are encouraged to help out with holiday celebration as well as Birthday celebration in the classroom. Sometimes teachers will ask for parent participation in classroom activities. These activities should be planned in advanced, and school official should be notified.

Students from other schools are not allowed to visit classrooms during instructional time when their schools are in or out of session. Students from other schools who are interested in attending Taos Day School can arrange a time to visit by contacting the Principal who will help in making arrangements with classroom teachers. Taos Day School is a learning environment where it is essential that students not be distracted during the academic day. All visitors that are not employed by Taos Day School need to first report to the office, sign in, and obtain a visitor's pass.



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Revised May 2022

McKinney Vento Policy

Goal: Taos Day School adheres to McKinney-Vento Act (42U.S.C.143) which requires educational access to students and youth experiencing homelessness.

Homeless is defined as children living in public spaces, cars, hotels, and substandard housing conditions. Homelessness means individuals that lack a fixed regular and adequate nighttime residence, including migrant children.

Taos Day School will provide food, clothing, and any emotional support through social work and counseling services. Taos day School will work in collaboration with Taos Pueblo Social Services to provide comprehensive services that can alleviate homelessness.. Ex: Outreach with Taos Pueblo Housing, Behavioral Health, and Taos County Research Programs such as food pantries and food sharing programs. Ancillary services that relate to a disability such as speech /language and occupational therapy are also available to students in need. Taos Day School will work on issues of food insecurity to assure students have food during weekends when school is not in session

Taos Day School will publish in newspapers and make programs available in the student's native language where deemed necessary. Students and parents have the right to confidentiality and dignity related to their immediate needs. All services will be strictly confidential to protect student and family rights.

Taos Day School will immediately enroll a student despite absence of birth certificate, immunization records, or other school records if the student is determined to be homeless as prescribed by law. Policy on homelessness will be posted in the front offices of Taos Day School. Records clerk will keep all files on homeless students and follow the same protocol as other students as circumstances dictate.

Children who fall under the McKinney-Vento Act will be guaranteed the same rigorous academic curriculum as other students and opportunities to participate in school related activities with the right to transportation.

The Taos Day School assures that homelessness is not a sufficient reason to separate students from the mainstream school environment. Students who fall into the category of "homeless" will be guaranteed medical care without need of past medical records. This will be provided through Indian Health Services.

Homeless students have the same rights as other students at Taos Day School. These rights can be found in the student agenda within the policy section.

For more information on McKinney-Vento and student rights, please call Taos Day School at 575-758-3652, or go to www.serve/niche or www.naechy.org



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Threats and Play Threat:

Any student making a threat could potentially cause harm to other, or the operation of the school will be suspended for up to 5 days on first offense.

If it is determined by Teachers, Staff, or Students that the threat is credible and viable, police will be notified immediately, and the student detained until parents and police can determine the severity of incident.

Taos Day School understand that students often hear verbalization of threat and violence through media, but due to the extenuating circumstances in schools today, Taos Day School will take student threats seriously and follow guideline stated above.

There may be circumstances that range from 1 day suspension to that of expulsion.

Due to student guidelines for special needs students, a manifest determination hearing will be held after suspension for this offense.



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August 2022

RELEASING STUDENTS

1. Taos Day School will not allow release of student to anyone under 18 years of age
2. Picking up Students from the Classrooms is Prohibited
3. All Students That Leave School Early for Appointments Will Be Picked Up in the Old Art Room or Office
4. Make sure that those picking up students have proper permissions- Call Maria



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School Bus Rules

School Bus riding is considered a privilege. To ride in a school bus safely there are certain rules that need to be followed.

- School buses are loaded and exited one person at a time with no pushing or shoving.
- There is no standing on the school bus while the bus is in motion
- There is no moving from seat to seat when bus is in motion
- Any student that talk back or is disrespectful to the Bus Driver will lose privileges.
- A student must present a written note to be dropped off any other place than their regular drop off.
- Written note must be signed by parent/guardian and given to the office before the bus route leaves.
- Due to safety concerns on the bus these rules will be followed:
 1. No food allowed on the bus
 2. There is no substance allowed on the bus such as lotions or perfumes that would distract the driver or riders
 3. There is no offensive language allowed on the bus
 4. Personal Music must be used with headphones. This includes usage of cellphones
 5. There is no shouting out of the window on the bus, or gestures made from the windows.
 6. There is no bullying or threatening of other students on the bus
 7. The bus driver has the right to restrict any other action or device that may be harmful while on the bus, or while the bus is in motion

First Offense: Student will be given 1 documented verbal warning

Second Offense: Student will be suspended from bus route 5 days

Third Offense: Student will be suspended from bus for 10 days, and school field trips that utilize the bus as transportation will be suspended

Fourth Offense: Student will be suspended from using the school bus for the remainder of the school year.

All student offenses will be documented in writing by the Bus Driver and filed by the School Secretary.



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Designated School Drop Off Points

School bus laws and safety regulations do not allow students to get off at another designated stop without written parent permission.

Bus Routes are created with designated fixed routes

Any permission has to be done in writing and handed to the bus driver before he leaves on a designated route

If this is done by a parent calling in, The School Secretary will issue a written note to the bus driver.

Any change needs to be done 1 hour before the start of the bus route

If a student demands that they get off at designated stop that is not their own and does not have a note from parents or the School Secretary, the bus driver will not transport the student.

It is the school's responsibility to know where students get dropped off.

It is the school's responsibility to know who a child leaves with, and that that person is a designated contact for that child.

Teachers are considered "en loco parentis" for students from drop off at school until drop off at home.

Parents must list names and phone numbers of those designated for student pickups with the School Secretary.

The School Secretary will notify teachers of any changes



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Taos Day School Transportation Contract School Year 2022-2023

Notice: All Students/Parents will need to sign. All Student that will be riding the bus daily and for school sponsored activities:

Street Address: _____

Description/location of pick up: _____

Student

I, _____, will obey the rules set forth by Taos Day School for riding the bus. I understand the rules and I will follow them so that everyone on the bus is safe. If I don't follow the rules, I understand the consequences. I also under that riding is a privilege and not my right.

Student Signature

Parent

I, _____, Being the parent/guardian of the above student, I have read the Parent Responsibility guidelines in the Transportation section of the Policy Handbook and understand the Bus Polices set forth by the Taos Day School.

Parent/Guardian Signature



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August 1, 2022

To: Parents and Students

Notification of Asbestos in the School

The Environment Protection Agency's Asbestos Containing Materials in Schools, Final Rule and Notices, 40 CFR 763 requires that all public school building be inspected and re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notification of the availability of a management plan that outlines the steps to be taken to eliminate the hazard. We are very willing to comply with this statute because of our great concern for the well-being of our students and our staff.

We have received a management plan pinpointing asbestos in the school. The Plan is available for public review in the Office.

Sincerely,

Andrew Haimowitz
Principal



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August 2022

Vaping Policy

Vaping

- E-cigarettes or vaping of nicotine is prohibited and highly addictive. Possessing, using or sharing vapor devices is never allowed and will result in disciplinary consequences.
- Vaping unauthorized substances like THC or any form of marijuana or other substances is prohibited and will result in a recommendation for expulsion and possible criminal charges.

Taos Day School Drug Use Policy

The Taos School recognizes its responsibility to provide an optimal environment so that our children can learn. Children need to feel safe and secure with expectations clearly defined. **Therefore, Taos Day School has adopted a drug free, zero tolerance school policy.** No cigarettes, alcohol, inhalants, chewing tobacco, or illegal drugs will be allowed on school ground.

It is the responsibility of all school personnel to report to the principal any student suspected of using or being in possession of alcohol, cigarettes, chewing tobacco, inhalants or illegal drugs.

Parents are reminded that in recent substance abuse incidents in the school, it has been found that the substance had come from within the child's home. The ease of availability from within the home greatly increases the child's chances of bringing the substance onto the campus of Taos Day School. When this takes place, the children as well as the family are at risk for outside intervention by such agencies as the Taos Tribal Police, Tribal Sheriffs and The Child Protection Team. The child also faces expulsion from Taos Day School.

In addition, parents, responsible for the welfare of children, could also be held responsible for the actions of the child, as well as for allowing ease of access to substance that children should not have. As a result of parental irresponsibility to prevent the child's access and use of these substances, the parents could be held accountable by the authorities. Once this process started, the family can face many difficulties during this time, both emotional and financial. No one wants to see this happen to anyone. It is therefore very important that parents understand their responsibilities to provide a safe environment for their children.

It is also the duty of all school personnel to notify the Principal of any child enrolled in Taos Day School who is observed using any of the above substance away from the school grounds so that a referral for appropriate services can be made.

These policies will apply to any school function whether on school grounds or a school sanctioned event off school property (field trip, sports event, etc.)

A copy of these policies will be given to every student at the beginning of the school year or upon enrollment. A signature from the student and their parent or legal guardian will be obtained within 14 school days.

These policies are subject to review and revision on a yearly basis.

If a child is found in possession of cigarettes, chewing tobacco, alcohol, inhalants, or illegal drugs, or under the influence of such substance, the following procedure may be implemented:

- A referral will be made to the Principal or her designee.
- The principal or her designee will call the parents or legal guardians, the tribal law enforcement, and a parent conference will be set up. A home visit will be made if efforts to contact the parents are unsuccessful. Taos Tribal Sheriff, or the Taos Pueblo Law Enforcement will be contacted. As part of the parent conference, appropriate consequences will be agreed upon and put in writing, which will include dismissal from Taos Day School.
- A referral for a diagnostic assessment will be made to the Taos Pueblo Recovery Program if alcohol, drugs or inhalants are involved.

Teamwork between both home and school is imperative to provide a safe learning environment for all Taos Day School children.

I have read or have had the Taos Day School Drug Use Policy explained to me and I understand there will be consequences for failure to abide by these policies.

Signature of Parent.

Date

Signature of Student

Date



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Photo Release Form

Taos Day School is asking your permission to use your student's photographs for educational purposes/

Photos will not be used by any other organization, nor be printed in magazines, newspapers, pamphlets, or promotional flyers, that are not associated with Taos Day School.

We thank you for allowing your child to participate in educational projects at Taos Day School, and the ability to promote positive learning outcomes for our students.

I give my child(ren) permission to have their photos taken for educational purposes at Taos Day School/. No photos will be used outside of Taos Day School for any other purposes, or by any other agencies without parental consent,

Parent/Guardian Date

Student Name Grade

Student Computer Contract
2022-2023 School Year
Computer Acceptable Use Policy

Taos Day School is pleased to offer students access to many school computers and the Internet. Students need to use appropriate behavior when using the computers and the Internet. It is a privilege, not a right, to use this equipment and the privilege will be taken away if a student abuses it. If students do not use this equipment in a responsible, appropriate way, she/he will lose the privilege of using computers for personal use.

Taos Day School Student agreement for using computer equipment and the Internet:

I agree to follow the following six rules when using the computers and Internet at Taos Day School. If I do not follow these rules, I understand I will lose the privilege of using school computers.

1. I will get permission from Taos Day School staff person to use any school computer equipment, printers, and the Internet. I also must have permission to record my voice on a computer.
2. I will not damage the computer or other equipment in any way, including the keyboard, mouse, mouse pad, tabletop, or monitor. I know if I damage computer equipment on purpose I will have to pay to have it repaired or replaced.
3. I will not visit any Internet sites, including sites with violent shooting games that are not appropriate. I will also not use bad language when naming a file or icon. I will never write, record, view, send, or look up materials on the Internet, which I would not want my teachers and parents to see. If by accident I encounter bad language or something that makes me feel uncomfortable, I will notify an adult immediately.
4. I will not open another person's computer work without their permission and I will not use a computer to harm other people or their work.
5. I will not use e-mail, chat rooms or messenger services while at school. If I want to use e-mail during the after-school computer class, I have to turn in a special e-mail permission form signed by my parents and ask permission from the teacher/supervisor whenever I want to check my e-mail.
6. I will not give out personal information on the Internet such as my name, address, or telephone number.
7. I understand that the school reserves the right to discipline students for actions taken off-campus if they are intended to have an effect on a student, or they adversely affect the safety and well-being of a student while in school.

8. Student name (print) _____ Grade _____

9. Student Signature _____ Date _____

In order for each student to use school computers, this contract must be signed by both student and parent immediately upon enrollment must sign this contract.

Parent Permission for Student Use of Computers and the Internet

As a parent or guardian of a Taos Day School student, I have read the above rules and expectations about the appropriate use of computer equipment and the Internet at the school.

- I give permission for my child to use computer equipment and the Internet at school according to the rules listed above.
_____ Yes _____ No
- I give permission for my child's schoolwork such as stories, poetry, or artwork to be posted on school-related web pages. I understand no last names, photos, or personal info will be including.
_____ Yes _____ No

Parent/Guardian Signature _____ Date _____

Attachment B: Student Complaint Form

Student Complaint Form	
Student's Name:	Date of Complaint:
Parent's Name:	Grade:
Telephone Number:	Teacher:
Description of Complaint	
Date of Incident:	Approximate Time of Incident:
Individuals Involved in Incident:	
Description of Incident:	
Witnesses:	
Signatures	
Student's Signature:	Date:
Parent's/Guardian's Signature:	Date: