



# The International School at Mesa del Sol



## Parent/Student Handbook 2017-2018

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[www.tisnm.org](http://www.tisnm.org)

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The International School at Mesa del Sol  
MISSION STATEMENT

The mission of The International School at Mesa del Sol (TIS) is to provide a meaningful, globally-connected and comprehensive educational program to all students, regardless of personal circumstance, to develop knowledgeable, reflective, critical and compassionate life-long learners who understand, appreciate and respect the common bonds of humanity in a culturally diverse world.

International Baccalaureate Organization  
MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

## **INQUIRERS**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

## **KNOWLEDGEABLE**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

## **THINKERS**

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

## **COMMUNICATORS**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

## **PRINCIPLED**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

## **OPEN-MINDED**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

## **CARING**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

## **RISK-TAKERS**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

## **BALANCED**

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

## **REFLECTIVE**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## **A Message from the Head of School**

Dear Parents/Guardians,

Welcome to The International School at Mesa del Sol. We are excited and honored to be working with you and your child, in collaboration, to make this a successful educational experience for all.

In an effort to keep you informed, this handbook is provided to help parents and students become more familiar with student and school site information. Please take time to review information in this handbook with your child. We ask that you read this handbook and keep in mind more detailed policies and procedures may also be available on our school website.

As a family member, you are an important and necessary component in the TIS school community. Please know, you are always welcome in our school. We at TIS encourage your continued support and participation in all areas of your child's experience here at TIS, including just some of the following opportunities: parent/teacher/student conferences, before and after school activities, numerous on-site and off-site voluntary activities, field trips, learning abroad and the Parent Advisory Council (PAC), the Foundation and community meetings.

Sincerely,

Barbra Langmaid  
Head of School

## **TIS GOVERNING COUNCIL**

The TIS Governing Council (School Board) makes policy decisions concerning the school and interviews and hires the Head of School for his/her position. The members of the governing council operate according to its bylaws, the council members are volunteers who oversee the operation of the school and ensure that TIS's charter's goals and missions are carried out. Regular meetings are held on the fourth Thursday of each month at 4:30 p.m. at the school (unless otherwise indicated) and often, other meetings are convened to discuss school business. Notices of the TIS Governing Council meetings will be posted on the website, at the school and/or advertised in the Albuquerque Journal.

Parents and other community members who are interested in serving on the TIS Governing Council should contact a Governing Council Member. All parents are encouraged to attend TIS Governing Council meetings as a way to keep informed about our school. Often committees are formed to carry out specific functions and parent and community participation is encouraged.

### **The Governing Council members are:**

Ms. Anne Lacy, President

Major Jake English, Vice President

Dr. Kim Eichhorst, Secretary

Mr. Kamal Ali, Treasurer

Ms. Argelia Carreon, Member

Ms. Gina Dennis, esq, Member

**Administration**

Head of School: Mrs. Barbra Langmaid  
Dean of Students : Ms. Mary Vesper  
Director of Student Services: Ms. Rosie Medina-Rogers, LSCW

**Support Staff**

School Social Worker: Ms. Iliana Garcia  
Truancy Coach: Ms. Leigh Encinias  
Reading Specialist: Mrs. Eileen Boliver  
Reading Interventionist: Mrs. Jenifer Reed  
Mentor Teacher: Mr. Carl Bonilla  
Library/Media Specialist: Ms. Kat Gullahorn  
IB Coordinator PYP: Mrs. Rebecca Mattingly  
IB Coordinator MYP : Ms. Lynette Padilla-Orpinel  
Special Education: Mr. Neil Garay  
Special Education: Ms. Tina Gibson  
Special Education: Ms. Louise Montoya  
Special Education: Mr. Sal Vigil  
Educational Assistant: Mrs. Desiree Vargas  
Educational Assistant: Mrs. Gina Burkhardt  
Health Assistant: Mr. Jonathan Barela  
Administrative Assistant: Ms. Jackie Ashley

**Primary Years Programme (PYP)**

Kindergarten :  
Ms. Andrea Colyer  
Ms. Lajuan Guerrero  
Ms. Katyln Archibeque  
Year One (1<sup>st</sup> Grade) Ms.  
Corlean Harvey  
Ms. Jill Malkiewich  
Year Two (2<sup>nd</sup> Grade) Ms.  
Jennifer Gufreda  
Ms. Jamie Mead  
Year Three (3<sup>rd</sup> Grade) Ms. Amanda  
Castaneda  
Ms. Marissa Lawrence  
Year Four (4<sup>th</sup> Grade) Ms.  
Anne Reynolds  
Ms. Desiree Vargas  
Year Five (5<sup>th</sup> Grade) Ms.  
Christina Houston  
Ms. Diana Heimer

**Special Content Classes K-5**

Music : Mrs. Amalia Giebitz  
Art : Ms. Gina Brena

PE  
Language

: Ms. Chris O'Conner  
: Mrs. Mary Fox

**Middle Years Programme / Diploma Programme**

Fine Mr. James Abbott	Art:	Ms. Gina Brena	
Language and	Literature:	Ms. Tina Gibson Ms. Lynette Padilla Mr. Ian Sunderland	Mr. Tim Crofton
Math Mr. Joseph Gridley	:	TBA	
Performing Mr. Tim Crofton	Arts:		
Physical Aderhold	Education:		Justin
Societies and Korce	Individuals:	Mr. Ian Sunderland	Mr. Ben
Science Mrs. Mary Fox	:	Dr. Kathleen Nueber	
Spanish Ms. Gina Hinojosa	:		
Theory of Tim Crofton	Knowledge:		Mr.



## **Daily Schedule**

**Instructional day:** Monday – Friday from **8:30 AM – 3:30 PM.**

Roadrunner before care is available at 7:00 am

Breakfast is open at 8:00 am

Students, not in the above, should arrive after 8:15 AM

**Office hours:** Monday – Friday from 8:00 AM – 4:30 PM.

## **STUDENTS ARE UNDER CONTROL AT TIS**

All students are under the control and direction of the Head of School and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Head of School;

- while they are being transported to or from school at public expense
- when they are attending school
- when they are engaged in a school-sponsored activity on the school premises or away from school premises
- during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. A “reasonable time” shall mean ten (10) minutes before the school day or school-sponsored activity is scheduled or actually begins or ends, whichever period is longer.

## **ADMISSIONS**

For information concerning enrollment or the lottery process, please refer to the Admission Section of our school website ([www.tisnm.org](http://www.tisnm.org)). ***TIS does not discriminate against any student based on race, gender, religious affiliation, national origin, ethnicity, physical or mental disability, or sexual orientation. The school is nonsectarian in its programs, admission policies, and employment practices.***

## **Enrollment/Registration**

All the following information is to be completed as part of the registration process. Failure to provide the required information may delay or result in a student not being officially enrolled at TIS, jeopardizing his/her place at our charter school where space is limited. Consequently, at the time of registration, returning families will provide the following completed forms:

- TIS review of information
- Emergency Information Update
- Permission to Pick Up Student
- Lunch application
- Technology agreement
- **Voluntary TIS Non-refundable** International Baccalaureate Organization fee

For new students, enrollment follows successful completion of our registration process, and requires the following completed forms:

All Enrollment	forms/ Emergency Information Forms
Release of Medical Information	Form/ Immunization Records
Free/Reduced Lunch	Form/ Review of Birth Certificate
Custody Orders (if applicable)	Permission to Pick up/Early Dismissal
Residency	Questionnaire/Permission to Photograph/Record Form/Title IX
Eligibility Form, if applicable	

*Please note that according to state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria **before starting school**. Exemptions are permitted for medical reasons or due to the conscientiously held beliefs of the parent/guardian. Proof of an exemption must be provided.*

## **Home Language Survey**

Each student entering TIS as a kindergartener must complete a Home Language Survey. The survey form, which has three (3) questions to be answered concerning the student's language, is a part of kinder jumpstart. If a parent answers "yes" to any one of the three questions on the survey, the school will assess the student's English proficiency to determine eligibility for services. Once identified, students must test out of the program. All other students will be reported to the school from their previous district / school.

## **Contact Information**

**Parents are responsible for updating emergency contact information in our school office.** When you add/change phone numbers, email addresses, and/or home addresses, please let us know as soon as possible. To ensure accuracy, we will **not** rely on students to relay contact information.

## **Curriculum**

TIS is an ***International Baccalaureate*** (IB) Primary Years Programme (PYP) World School, which are grades Kindergarten through 5<sup>th</sup>. Beginning in school year 2016-2017, TIS initiated the authorization process with International Baccalaureate Organization to become an IB Middle Years Programme (MYP) World School which is grades 6-10<sup>th</sup>. We will begin the Diploma Programme (DP) Authorization during the 2017-18 school year. Teaching and learning is based on the IB's Program of Inquiry, the New Mexico Public Education Department standards, and the Common Core State Standards. Curriculum details are available to you through your child's teacher and our on-site International Baccalaureate Coordinator. Specific MYP and DP course guides and graduation requirements are available in the office or online, TISNM.org

## **Lunch / Breakfast**

The International School at Mesa Del Sol sponsors the USDA Food Program. For those families that financially qualify, meals will be available at no separate charge or at a reduced charge to enrolled persons at The International School at Mesa Del Sol located at 2660 Eastman Crossing, Albuquerque NM 87106. For full details, you can visit our main office or website at [tisnm.org](http://tisnm.org). In accordance with Federal law and the United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

The International School at Mesa Del Sol announces its policy for providing free and reduced-price meals for children served under the *National School Lunch Program and/or School Breakfast Program* in the *Albuquerque Journal*. The school has a copy of the policy, which may be reviewed by any interested party.

The federal guidelines for household size and income criteria are used to determine eligibility for free, reduced-price, or full-price meal benefits. Children from households whose income is at or below the levels shown here are eligible for free or reduced-price meals. Children who receive Supplemental Nutrition Assistance Program (SNAP), or Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF) Assistance, benefits are automatically eligible for free meals regardless of the income of the household in which they reside. Eligibility for a foster child is based on a separate application and solely on the amount of the child's "personal use" income.

## The International School Policies / Procedures

### Attendance / Absences

Prompt, regular school attendance is essential for student success and is required by the New Mexico Compulsory Attendance Law.

Every effort should be made to avoid keeping your child out of school for reasons other than real illness. *A parent/guardian must provide written documentation (a letter and/or doctor's note) upon their child's return to school. If a student is out sick for more than 3 consecutive days, a doctor's note will be required.*

**Absence Procedures:** TIS requests that you no longer call the school if your child is absent, but instead provide written documentation to the office upon return to school. In the event that the student's absence is going to be for more than a day, the parent/guardian may want to contact their student's teacher so that homework can be provided. Written documentation, should include the following:

Your name;

- Your child's name;
- Date of absence;
- Teacher and grade;
- Reason for absence.

**Excused absences:** The Head of School shall in his/her sole discretion determine whether there is sufficient basis to excuse the absence. Whenever possible, notification of a student's absence should be given prior to missing school (follow the Absence Procedure above). If advance notice is not possible, the information concerning a student's absence should be provided as soon after the missed school as possible. Failure to advise the Office in writing or by telephone within two days of a student's absence will result in an *unexcused absence*. TIS is an academic organization, driven to improve student achievement and success. As research cites, student attendance directly impacts student achievement. Therefore, it is imperative that all students be in attendance daily. Only the following absences will be considered excused:

- Documented Medical Illness - including chronic illness documented on a health plan, IEP or 504 plan
- Family emergency
- Death in the family
- Medical, health, or legal appointments
- Suspensions
- Religious commitment
- College Visits
- Limited extenuating circumstance as approved **in advance** by the Head of School.

**Fever/Vomiting:** Please keep your child home if he/she has experienced a fever or vomiting in the past 24 hours. This is an excused illness absence.

**Unexcused Absences:** An *unexcused absence* means an absence from school or classes for which the student does not have an allowable excuse as described above or as permitted by the Head of School. Unexcused absences of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence. ***Taking students out of school within the last 30 minutes of school is a disruption to the school day and the learning environment for all students.***

TIS policy (reflecting New Mexico law) provide that a student's absence will be recorded as *unexcused* for the following reasons:

- Tardy for school more than 15 minutes (after three or more days) equals a half day absence
- If pre-registered, not showing up for the first and subsequent days of school
- Leaving school for non-school related sponsored trips
- Absences related to custodial parent changes
- Trips to other countries for non-school related legal problems
- Lack of transportation to or from school
- Family vacations outside of scheduled school breaks
- Any other absence for which the Head of School deems the reason insufficient

TIS will initiate a SAT and/or 504 plan for students who have ongoing or excessive attendance concerns.

Per New Mexico Law, if students have 10 consecutive unexcused absences, with no contact from the family, students will be withdrawn.

**Elective appointments (e.g., dentist, well-child checkups):** Elective appointments should be scheduled **outside** the instructional day. This will allow for less disruption in the instructional environment for all children. Instructional Staff Professional Learning days are perfect for this!

#### **Makeup work for absence**

Students are expected to makeup all school work (excused and unexcused absences, including ISS and OSS) and will be provided with the number of days absent from class within which to makeup the missing assignments.

#### **Excessive Absenteeism/Truancy**

Under New Mexico law, parents/guardians are required to ensure their children attend school full time.

**Truancy:** Students who accumulate five unexcused absences within any twenty-day period are identified as **truant**. Students who accumulate the equivalent of ten or more unexcused absences within a school year are identified as a **habitual truant**.

#### **Enforcement of Attendance Laws:**

**\*Please note:** As used below, the term **unexcused absence** means one full day of school. TIS will add half-day absences together to equal one full day absence.

**When a student is absent:** The parent/guardian will receive a phone call informing them that their child is absent. Upon return to school, the student should bring a note from home with an explanation of the absence (see above for an example).

**Third (3<sup>rd</sup>) unexcused absence:** Parent(s) or legal guardian(s) will receive a phone call from the Truancy Coach to problem solve solutions to assist with rectifying unexcused absences from occurring.

**Truant/Fifth (5<sup>th</sup>) unexcused absence:** Parent(s) or legal guardian(s) will receive a phone call from the Truancy Coach to schedule a mandatory meeting to discuss unexcused absences, sign an attendance contract, and create a plan to rectify unexcused absences from occurring. If Truancy Coach cannot reach families and/or families are unable to make a meeting, a home visit will be conducted. If Truancy Coach still cannot make contact with the family, a certified letter will be sent home and also placed in the students file.

**Habitual Truancy/Tenth (10<sup>th</sup>) unexcused absence:** The parent(s)/legal guardian(s) will receive a phone call to schedule a meeting with the Truancy Coach to discuss next steps and to complete an assessment to aid in determining a treatment plan to rectify unexcused absences from occurring. Written documentation of this appointment will also be mailed. If Truancy Coach cannot reach families and/or families are unable to make a meeting, a home visit will be conducted. If the Truancy Coach still cannot make contact with the family, a certified letter will be sent as well as one placed in the students file.

**At the 11<sup>th</sup> unexcused absence, Violation of NM law/referral to authorities:** Additionally, students with excessive unexcused absences will be evaluated for possible violation of the NM Compulsory School Attendance Law and may be referred to the Albuquerque District Attorney's Office. A referral to NM Department of Children, Youth and Families (CYFD) for Educational Neglect may also be made. Parents of children with chronic conditions may contact the Head of School for further information about support systems.

**Automatic Disenrollment:** State law requires schools to withdraw students after ten (10) consecutive days of unexcused absences.

### **Tardies/ Late Arrivals**

**Tardy slip:** Regardless of the reason for being tardy, students who arrive after 8:45 am, must check in at the office and receive a tardy slip before going to class. For the MYP, if a student is tardy between classes without a note, the receiving classroom teacher will be responsible for the discipline of that individual student. If a student reaches 3 unexcused tardies, the student will then be referred for further discipline.

**Excused Tardies:** Student's may be excused in a late arrival for appointments, traffic or other family situations that are beyond the control of the child.

### **Early Dismissal**

Parents/guardians that pick up students early from school must go to the office and sign their child out before the student can be released from school. Parents are asked to wait for their child in the office, **as they are not permitted to go directly to the classroom** to pick up their child before the end of school day. Every effort should be made to avoid taking students away from school before the end of the school day. Please keep in mind that students will not be released, with the exception of emergencies after 3:00 pm

**During standardized testing, students will not be admitted to class if they arrive after the start of a testing period.** Parents are discouraged from picking up students early once a test has begun, during these testing periods.

### **School Closure, Delayed Start, or Early Dismissal due to Inclement Weather**

Announcements regarding changes to school schedules will be made by the following times:

**Delays:** 6:00 AM

**Cancellations:** 6:30 AM

**Early dismissal:** 11:30 AM

In addition to an email blast to our community announcing a closure or delay, check the following resources for changes to school schedules:

- **TIS website:** [www.tisnm.org](http://www.tisnm.org)
- **School Messenger** – Send phone/email notification to all parents

- **Facebook:** The International School at Mesa del Sol
- **When checking the news for changes to school schedules, please remember to look for *The International School at Mesa del Sol*.** TIS does **not** follow Albuquerque Public School’s (APS) closure/delays.

**Before & After School Program: Road Runner**

Road Runner Before/After School Program offers a learning/recreational environment for working families from 7:00 AM – 8:25 AM and from 3:30 PM – 6:00 PM. Parents are responsible to Road Runner Before/After School Program and must comply with all program requirements including but without limitations pickup/drop of procedures and payment obligations. Applications are available on line or in the office.

**Breakfast & Lunch Program**

Purchase of meals can be made at the beginning of the month for your child. Monthly lunch calendars are available in the office and on our website. A student is permitted to “charge” lunch if one is forgotten, on the day of lunch service. Please keep track of your child’s meal ticket balance! Emails and calls are made with meal balance overages. For your child to become eligible for a reduced or free lunch, a form must be filled out and approved.

<b>Breakfast</b>	<b>\$2.00 (.40 reduced)</b>	<b>Lunch</b>	<b>\$3.25 (.40 reduced)</b>
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TIS recognizes its responsibility to offer appropriate food service to its students during the school day. While TIS holds a contract with its food service provider, it does so on behalf of the students who attend TIS, and without intent or method to derive a profit.

Parents are responsible for, and able to access, their student’s account through the PowerSchool Parent Portal to keep track of their child’s lunch account.

**Building Use**

We offer our facilities for use to scout troops, community organizations and other groups. In all cases, a TIS *Building Use Form* (available in the Main Office) is filled out and returned to the office for approval by the Head of School. In cases where after-hours use of the facility is required, arrangements are dependent upon custodial or other staff availability.

**Bus Behavior / Expectations**

Bus disruptions, whether deliberately or inadvertently interfering with the safe operation of a school bus, behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas, will result in a progressive discipline procedure as stated below.

**Violations that should be considered major offenses include, but are not limited to, the following:**

- Possessing or using drugs (includes alcohol, cigarettes, lighters)
- Throwing objects off the bus as well as on the bus
- Fighting or trying intentionally to hurt someone
- Carrying or using weapons, dangerous instruments, and explosive/implosive devices
- Threatening or bullying someone to include verbal and physical threats
- Sexually harassing someone

Such violations should be reported immediately to the school office using the Bus Incident Form.

### **Progressive Discipline Procedure for Bus Disruption**

This Discipline Procedure is administered by the bus driver (in terms of referrals) and in cooperation with the Head of School (or designee).

- First Incident            The bus driver issues a Bus Incident Report, stating the offense. The Bus Incident Report is turned into the school office. Depending on the incident, a call to parents and/or a letter from the Head of School/designee is sent to the parents with the report attached. The letter informs the parents that bus privileges will be revoked, should a student receive a third bus incident report. The letter and/or phone call will also inform parents of consequences for inappropriate bus behavior.
- Second Incident        The bus driver issues a Bus Incident Report, stating the offense. The Bus Incident Report is turned into the school office. A second letter from the Head of School/designee along with the Report and school consequences for inappropriate bus behavior is sent to the parents.
- Third Incident         The bus driver issues a Bus Incident Report, stating the offense. The Bus Incident Report is turned into the school office. A third letter from the Head of School along with the Report and school consequences is sent to the parents. The letter informs the parents that bus privileges are revoked until a conference can be arranged with the parents, student and Head of School/designee. At that meeting bus privileges are reinstated on a probationary basis.
- Fourth Incident        The bus driver issues a Bus Incident Report, stating the offense. The Bus Incident Report is turned into the school office. Bus privileges are immediately revoked for the remainder of the school year.

The Head of School/designee in cooperation with the bus company may immediately revoke bus privileges for behavior that results in injury or potential injury to another person.

### **Celebrations/Parties (birthdays, holidays)**

While we believe in recognizing important events such as birthdays and holidays, instructional time is never used for celebrations that are not directly related to the school curriculum. Cupcakes, cookies, candy, and other sweets **are not allowed**. Parents wanting to bring something special to celebrate their child's birthday are requested to please consider, instead, a healthy snack for the entire class or a donation to the classroom such as a book or educational game. When these celebrations occur, it is always within the last twenty minutes of the school day. Please check with your child's teacher **prior** to sending special snacks. Also, please consider that many students have food allergies that could be affected.

### **Communicating & Meeting with Teachers**

Parents who have concerns about their child's progress or well-being in school should first discuss issues with their child's teacher. Most issues are resolved during this important step. **We ask that parents refrain from addressing these issues with teachers during instructional time.** Please schedule time before or after school to talk with teachers regarding important issues. Should there be continuing concerns, please contact the school's Administration.

Please understand that TIS teachers do not use precious class time to access their email and personal cell phones during the instructional day. Phone calls directed to teachers are forwarded via our classroom voicemail system. Our community should expect a reply from instructional staff, in person, through telephone or email within 48 hours.

### **Communicating with students during the school day**

In the case of emergency, illness and/or other concern, office personnel will contact you by phone. Students are not allowed to call home unless directed to by site personnel (personal cell phones are prohibited from use during the school day). Students or parents needing to contact the other, during the school day, may do so through the Main Office only. *It is **not** our policy to prohibit phone contact between students and their parents, but to limit such contact during the school day for unusual, unforeseen, and unavoidable circumstances. The use of cell phones by students during the instructional day (8:30-3:30) is prohibited.*

**All after-school plans should be made prior to your student coming to school each day. Changes in a family's after-school arrangements does not necessarily constitute an emergency or a situation for TIS personnel to facilitate.**

**Unless there is a family emergency or extenuating circumstances, please do not ask TIS to deliver messages to your student during the school day.**

### **Complaints and Grievance Procedure**

The Council has established the following complaint policy and procedure in order to provide for a uniform and efficient procedure for addressing complaints brought by parents/guardians and students which are authorized under state and federal programs requiring formal complaint procedures and include, but are not limited to complaints of discrimination on the basis of ethnic group, race, nationality identification, religion, age, sex, color and physical or mental disability or other protected classes: Matters covered by the School's disciplinary procedures or other matters for which there is a separate procedure or method of review prescribed by law or Board rule, such as employee grievances, and matters as to which the Council is not authorized to act under applicable law are not covered by this policy.

1. Every effort will be made to resolve a complaint at the earliest possible stage.
2. Whenever possible, complaints should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member against whom the complaint is made personally. All complaints related to School personnel other than administrators shall be submitted in writing to the immediate supervisor.
3. If, thereafter, the complaint is unresolved, or if the complainant is uncomfortable approaching the other party, the complainant may submit the complaint in writing to the Head of School. Complaints against the Head of School will be submitted to the President of the Governing Council who shall refer the complaint to a committee of the Board for purpose of investigation and resolution.
4. A written complaint must include:
  - a. The name of each party involved.
  - b. A brief but specific summary of the complaint and the facts surrounding it.
  - c. A specific description of any prior attempt to discuss the complaint and the failure to resolve the matter.
  - d. The remedy requested.
5. When a complaint is received, an investigation shall be initiated within three (3) school days, if possible. The time for notification and action may be extended if additional information is deemed necessary in order to process the complaint. Within two (2) school days of completion of the



investigation, the complaint investigator may meet with the parent/guardian or student. The investigator shall prepare a written report and provide a copy to the parent/guardian, the person against whom the complaint was made and the Head of School or Council committee as appropriate. The report shall include the investigator's findings, conclusions and suggested remedy to be made.

6. Information obtained during the course of an investigation pertaining to student educational records and other records which are confidential under state or federal law shall not be disclosed in the report.

7. Upon completion of the investigation the report findings are provided to the parties as well as the Council. The parent/guardian has (5) days to respond to the report prior to a final decision by the Council.

8. The Council shall review the record of the investigation and any response from the parent/guardian at the next Council meeting and shall make a written decision in the Council meeting minutes. A copy of the decision shall be served on the affected parties. The decision of the Council shall be final.

9. If the parent is a member of the Governing Council, he/she shall not use his/her position to influence or attempt to influence the outcome of the grievance. Council members who are filing grievances as parents are expected to adhere to this policy and will be excused from all steps in the grievance process applicable to the Council.

### **Custody Concerns**

When parents are separated or divorced, it is recommended that the school have a signed and certified court order defining custody and visitation rights. When parents share custody, each parent has the right to access and to receive copies of school records and information, to attend conferences, and to be informed about the student's welfare, educational progress, and status.

The custodial parent(s) are responsible for:

- providing a copy of the signed and certified court order to the school; and
- providing the school with any revisions/updates to the court order that affect custody, visitation, or student record-access rights.

The school is responsible to:

- maintain a copy of the relevant sections of the court order;
- inform appropriate school personnel of the provisions or restrictions in the court order; and
- abide by the provisions and/or restrictions ordered, and the non-custodial parents requests that are consistent with the order.

The school is not required to hold a separate conference for each parent. Please be sure that the school has appropriate contact information for both parents to ensure consistent communications. Unless prohibited by a certified court order, **and upon request**, the school will:

- send duplicate correspondence to the non-custodial parent **or both custodial parents**;
- arrange for review of school records by the non-custodial parents;
- keep non-custodial parents apprised of major school events.

## **Dress Code**

Students must arrive at school dressed according to the school's dress code. Additionally, students are expected to be dressed appropriately for the weather and various school activities such as recess, PE, and field trips. Unless otherwise indicated, students should be dressed in school uniform for field trips. Because TIS students participating in fieldtrips represent our school, each other, and our community, it is expected that they dress accordingly. Failure to do so may result in loss of field trip attendance.

**Uniform colors:** All **visible** clothing, including socks, tights, leggings, shirts used for layering, must be in the school's international and/or universal colors. Note: leggings should be worn under dresses and are not appropriate as pants.

**International colors:** *green, navy blue, yellow, royal blue, and red.*

**Universal colors:** *grey, white, and black.*

**Tops:** Solid colored, short- or long-sleeved polo shirts, button-up collared shirts, and turtlenecks. TIS t-shirts are only acceptable on Friday.

**Bottoms:** Solid colored pants, jumpers, shorts, skirts, and skorts. The following colors are acceptable for bottoms: khaki/beige, black, navy blue, white, or grey. Bottoms are an acceptable length only if they fall below the fingertip when the student's arms are hanging relaxed at his/her side. Jeans are appropriate for PYP on Fridays. **Middle and High School students have the privilege** of wearing jeans every day, without holes, at the waist, and **NO skinny jeans.**

**Shoes:** Students may wear shoes in any color. To guarantee safety for running and playing, all footwear must have closed toes and heels. High-heeled shoes are not appropriate.

**Outdoor/cold weather clothing:** Clothing that is worn outdoors (e.g., jackets, sweatshirts, coats, hats, bandanas, gloves, scarves, sunglasses) may be in any color but may **only** be worn outdoors. Plain sweaters or sweatshirts and all visible undergarments (tights, leggings, and shirts used for layering), must be in a solid international or universal color. **The only exception to this is the TIS logo sweat shirts.**

**Prohibited clothing:** All clothing worn at school must be appropriate and follow the school's dress code. Appearance, clothing, and/or shoes that create distractions to learning or are offensive and/or inappropriate are prohibited. This includes graphics and text that are violent, sexist, racist, drug/alcohol related, and/or defamatory. The Head of School or designee will make all final decisions regarding the appropriateness of student dress.

**Please write your child's full name on the inside of his/her clothing.** This allows misplaced clothing to be easily found and returned. Lost and found is maintained in the office and donated to charity at the end of the grading periods.

**Consequences.** Students may be removed from class and be required to obtain appropriate dress before being allowed to return. Repeated violations of the student dress guidelines may result in additional consequences.

### **Drop-Off & Pick-Up Procedures**

**Supervision:** School grounds are only supervised during the instructional school day.

**Arrival:** Students shall **not** be dropped off on school campus more than fifteen minutes BEFORE the school instructional day begins (8:30) unless they participate in the Road Runner Before and After School Care program or the school's breakfast program (8:00am).

**Pick-Up:** Students shall be picked up within ten (10) minutes at the END of the day (3:30). If extenuating circumstances prevent a family from picking up a student on time, the Office must be notified by 3:00. Students will then be admitted to the Roadrunner Before and After School Care until pickup. Personnel from the Roadrunner After-School program will address chronic late pick-up by parents, which will include charging for the program services or notifying appropriate authorities.

### **Safety Standards for Student Drop-Off and Pick-Up Area**

The student drop-off and pick-up area for Kindergarten students is located in the side area of campus, along the dirt road that accesses the ABQ Studios (Delivery Entrance). This is a park and walk in area. All other students can be dropped off either in the bus lane (after buses have left) or in the front parking lot. For pick up parents will park and walk into the campus and check out their child from their teacher. The following is required of all those choosing to pick-up and/or drop off their child at school:

- ✓ DO NOT leave your car unattended or blocking traffic at the curb.
- ✓ Do not leave your vehicle or block the bus lane.
- ✓ Always model safe behavior for the children
  - Please refrain from using a cellphone while driving through pick-up and drop-off areas
  - Please be aware of other children/families are walking.
- ✓ **Follow the direction of the staff on duty in this area at all times.**
- ✓ ALWAYS be patient when dropping off and/or picking up your child.
- ✓ Children should not walk between cars to get dropped off or picked up, **whether or not accompanied by an adult.**
- ✓ NM law states that all public schools are no smoking zones. Please do not smoke, **even inside your vehicle**, while you wait, pick-up or drop-off.

### **Expected Behaviors / Discipline Matrix**

**Behavior Expectations:** The International Baccalaureate Learner Profile is the foundation for expected student behavior and conduct. Because students and families make the decision to enroll at TIS, a public charter school, rather than the family's local public school, they have chosen to commit to following the IB Learner Profile as part of the educational program.

The IB Learner Profile requires students to commit to the following code of conduct:

- a. I agree to show self-discipline and responsibility for my own behavior
- b. I agree to make appropriate decisions and choices when faced when following school rules
- c. I agree to cooperate with my teachers, administrators, and other adults at TIS
- d. I agree to be a positive leader and help others make good choices when faced with difficult situations
- e. I agree to ask an adult when I do not know whether my behavior is acceptable before I act
- f. I agree to consider my fellow students' thoughts and feelings before acting in a way that might hurt them or their feelings
- g. I will be fair and honest
- h. I will show self-respect by following school rules
- i. I will accept the differences in other people by respecting them and being sensitive towards their needs that may be different than my own
- j. I agree to be considerate and thoughtful about my own actions

**Knowing the Rules:** TIS has rules for all students, which you must know and follow. If you break an Essential Agreement (rule), you will be treated fairly. You will be allowed to tell your side of the story to your teacher or someone in the office. Punishment may include talking with you, talking with your parents/guardians, or staying in for recess, after school, or more severe consequences depending on your behavior.

Individual classes set their own Essential Agreements for their personal classroom environment. Faculty and staff have established these norms for group areas such as the MPR/Lunch, recess and other public areas (library, media center and computer lab).

**Essential Agreements:** Additionally, at the beginning of the school year, students in each classroom collaborate to create a set of Essential Agreements, which they believe will create a positive learning environment. Your child's classroom teacher will inform you of his/her classroom's Essential Agreements and how they will be enforced. Essential Agreements are also created for community areas such as the MPR, Media/Library Center and Playground/recess.

**Academic Honesty:** All members of the community must strive to be principled, acting with integrity and honesty with a strong sense of fairness and justice with respect for the dignity and rights of people everywhere. TIS students must demonstrate academic honesty and avoid any form of academic misconduct.

Academic misconduct includes:

- Plagiarism – The representation intentionally or unwittingly of the ideas, words, or work of another person without proper, clear and explicit acknowledgement.
- Collusion – Supporting academic misconduct of another student. For example, allowing one's work to be copied or submitted as their own.
- Duplication of work – The presentation of the same work for different assessment components.
- Any other behavior that gives an unfair advantage to a student that affects the results of another student.

**Discipline Policy:** Our progressive disciplinary process is geared toward assisting each student in the development of thoughtful reflection and the identification of appropriate choices. A progressive discipline system allows for student to take responsibility for their actions with the understanding that consequence is a part of the disciplinary process.

**Disruption of the Educational Process:** TIS's discipline goal is to eliminate student-caused disruption of the educational process. Appropriate steps, whether graduated through the progressive discipline process or more immediate discipline, will be taken to provide secure, positive and productive learning environment at our school. We ask all parents and guardians to support TIS's efforts to provide a disruption-free learning environment.

**Levels of Behavioral Infractions:** The table below provides a non-exhaustive list of behaviors that are not allowed at TIS and for which a student can expect discipline. TIS uses a Tiered System which includes 3 tiers. Tier 1 infractions will be handled by any staff member on campus that observes the behavior. Tier 2 Infractions are more serious and will be conducted by the staff member on campus that observes the behavior and/or by administration. Tier 2 behaviors always involve the parent and administration is always made aware of the behavior. Tier 3 infractions are serious infractions and will immediately be brought to the attention of administration for follow through.

Actions by the student will result in consequences. The column on the right shows students what possible consequences may be imposed if he/she violates ANY school rule. To the extent appropriate, the level of consequences will be increasingly more severe, a decision entirely up to the Head of School or his/her

designee. In addition, the Head of School may decide one or more consequence is appropriate, as well as creating another consequence that is not on the list, but which is appropriate for the misbehavior.

**Prohibited Conduct:**

Listed below are examples of inappropriate student behavior and *possible* consequences for those behaviors. Students will be treated as individuals to ensure the consequence meets the goal of stopping the inappropriate behavior. The Head of School or his/her designee has the discretion to choose consequences that he/she deems appropriate given the particular consequence and, consequently, the discipline outlined below is for guidance purposes only.

Tier 1 Behaviors	Tier 1 Possible Consequences
<ul style="list-style-type: none"> <li>➤ Violation of classroom rules</li> <li>➤ Unauthorized food, gum, etc.</li> <li>➤ Littering</li> <li>➤ Being in unauthorized area</li> <li>➤ Disrespect or defiant to fellow students or adults</li> <li>➤ Having prohibited personal items at school (phone, Media player, toys, cards, etc.)</li> <li>➤ Failure to keep hands &amp; feet to self</li> <li>➤ Dress Code violation</li> <li>➤ Classroom disruption</li> <li>➤ Verbal altercation</li> <li>➤ Swearing/abusive language</li> <li>➤ Failure to follow directions</li> <li>➤ Disrupting the classroom</li> <li>➤ Minor insubordination</li> <li>➤ Throwing objects</li> <li>➤ Horseplay 1<sup>st</sup> infraction</li> <li>➤ Play fighting</li> <li>➤ Abuse of media/cell phone</li> <li>➤ Playground violation</li> <li>➤ Running in classrooms and/or on sidewalks</li> <li>➤ PDA (Public Displays of Affection)</li> <li>➤ Others as deemed appropriate</li> <li>➤ Possession of aerosols of any kind</li> </ul>	<ul style="list-style-type: none"> <li>➤ Mediation (Student Support can help with this if you let us know)</li> <li>➤ Apology letter</li> <li>➤ Role play</li> <li>➤ Community service</li> <li>➤ Correct situation</li> <li>➤ Natural consequences (i.e. if you make a mess you pick it up)</li> <li>➤ Loss of free time</li> <li>➤ Removal from activities</li> <li>➤ Lunch detention</li> <li>➤ After school detention</li> <li>➤ Written assignments (for example write what respect means)</li> <li>➤ Verbal Warning(s)</li> <li>➤ <i>Reflection Sheet</i></li> <li>➤ Discussion with staff member at TIS that observed the behavior</li> <li>➤ Incident report in student’s classroom/discipline file</li> <li>➤ Parent informed</li> <li>➤ Modification of classroom management plan</li> <li>➤ Others as deemed appropriate by the Head of School or his/her designee</li> </ul>
<p><b>After the 3<sup>rd</sup> infraction of the same inappropriate behavior with no change</b></p>	<p><i>If Tier 1 consequences do not result in change of behavior then after the 3<sup>rd</sup> offense, a discipline referral to administration for further discipline and mandatory parent contact will be the end result.</i></p>
Tier 2 Behaviors	Tier 2 Possible Consequences
<ul style="list-style-type: none"> <li>➤ Any above infraction that has occurred over 3 times</li> <li>➤ Horseplay (repeated)</li> <li>➤ Attendance problems</li> <li>➤ Deceitful behavior</li> <li>➤ Sexual harassment</li> <li>➤ Swearing at staff</li> <li>➤ Throwing objects at others</li> <li>➤ Obscene material/language</li> <li>➤ Plagiarism/cheating</li> <li>➤ Bullying</li> <li>➤ Insubordination</li> <li>➤ Theft</li> <li>➤ Repeated verbal altercations</li> <li>➤ Play fighting resulting in altercation</li> <li>➤ Cutting class(es)/excessive tardiness</li> <li>➤ Repeated abuse of media/cell phone</li> <li>➤ PDA repeatedly</li> <li>➤ Lying, cheating, stealing</li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Reflection Sheet</i></li> <li>➤ Time away from class</li> <li>➤ Detention (before, after and/or lunch)</li> <li>➤ Behavior is recorded in classroom/incident report</li> <li>➤ Parent contact made by teacher and/or Administration</li> <li>➤ Restriction of privileges</li> <li>➤ Behavior contract</li> <li>➤ In School or Out of School suspension</li> <li>➤ Modification of classroom management plan</li> <li>➤ Others as deemed appropriate</li> <li>➤ Parent meeting</li> <li>➤ Modified supervision</li> <li>➤ Request that parents come sit in class with their child for a day and/or week</li> <li>➤ Report to the Authorities</li> <li>➤ Removal/loss of activities and/or privileges</li> <li>➤ SAT referral</li> </ul>

<ul style="list-style-type: none"> <li>➤ Getting into someone's personal items (backpack, purse, materials, other)</li> <li>➤ Habitual disruption of class</li> <li>➤ Throwing food</li> <li>➤ Display of gang writings, symbols, etc.</li> <li>➤ Unacceptable language (racial slurs, cursing, bullying statements, etc.)</li> <li>➤ Continually being unprepared for class</li> <li>➤ Failure to or openly refusing to comply with adult directions or request</li> <li>➤ Others as deemed appropriate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Community Service</li> </ul>
<b>Tier 3 Behaviors</b>	<b>Tier 3 Possible Consequences</b>
<b>After the 3<sup>rd</sup> infraction of the same inappropriate behavior with no change</b>	<i>If Tier 2 consequences do not result in change of behavior then after the 3<sup>rd</sup> offense, a discipline referral to administration for further discipline and mandatory parent contact will be the end result.</i>
<ul style="list-style-type: none"> <li>➤ Any Tier 2 infraction that has occurred 3 times.</li> <li>➤ Fighting</li> <li>➤ Physical aggression/assault</li> <li>➤ Gang activity</li> <li>➤ Bullying</li> <li>➤ Drugs/alcohol/tobacco</li> <li>➤ Destruction of school property</li> <li>➤ Weapons</li> <li>➤ Intimidation</li> <li>➤ Reporting false information</li> <li>➤ Theft</li> <li>➤ Bomb threats</li> <li>➤ False alarms</li> <li>➤ Vandalism</li> <li>➤ Assault</li> <li>➤ Excessive absences more than 10 sporadic</li> </ul>	<ul style="list-style-type: none"> <li>➤ Behavior is recorded in classroom/incident report</li> <li>➤ In or Out of School Suspension</li> <li>➤ Parent notification by Administration</li> <li>➤ Parent conference required</li> <li>➤ Restriction from privileges</li> <li>➤ Behavior Contract</li> <li>➤ Referral to law enforcement when deemed appropriate</li> <li>➤ Threat Management Plan upon return to school site</li> <li>➤ Disciplinary hearing</li> <li>➤ Modified supervision</li> <li>➤ Request that parents come sit in class with their child for a day and/or week</li> <li>➤ Report to the Authorities</li> <li>➤ Removal/loss of activities and/or privileges</li> <li>➤ SAT referral</li> <li>➤ Community Service</li> <li>➤ After School detention</li> <li>➤ Lunch detention</li> <li>➤ Restitution/repayment of Damages rendered</li> <li>➤ Others as deemed appropriate</li> </ul>

### **BULLYING PROHIBITION POLICY**

TIS believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. The safety and wellbeing of all students is of primary importance. TIS does not permit and it is TIS's goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Actions that will be viewed as "bullying" include but are not limited to:

- Repeated teasing, use of sarcasm or malicious jokes.
- Name-calling, belittling comments.
- Nonverbal behavior such as gestures, or graphic written statements.
- Conduct that is physically threatening, harmful, intimidating or humiliating.
- Inappropriate physical restraint.
- Cyber bullying and Cyber stalking

*Reporting and Complaints* - Students and parents may file verbal or written complaints concerning suspected bullying behavior toward students to TIS personnel and administrators. The Bullying Complaint Form is attached at the end of the Student & Family Handbook. Students, parents and/or staff should use the following guidelines when reporting bullying:

- Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or TIS personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
- The report may be made to any staff member including a teacher or the Head of School. If a student makes the complaint, to a staff member he or she will assist the student in reporting to the Head of School.
- Teachers and other TIS staff who witness acts of bullying should immediately intervene TIS staff members who have acts of bullying reported to them are required to promptly notify the Head of School. Reports should be made in writing using the Bullying Complaint Form. A copy of this form will be submitted to the School.

If a student makes a verbal report to a teacher, the teacher should complete the form or take the student to the Head of School where a form will be completed on the student's behalf.

### **Search and Seizure**

*Search of Property* - TIS recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. These searches are intended to be minimally intrusive such as emptying pockets, cubby holes, lockers (if applicable), backpacks, purses, removal of hats, socks, and shoes may be conducted by the Head of School. In the case of storage spaces provided to students by TIS, these spaces shall remain property of TIS and, in accordance with law, may be the subject of random searches. If students are provided places that can be secured by locks, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply at TIS's facility, during any school-sponsored activity whether on or off campus.

### **Emergency Situations**

The safety of your child is of paramount importance. We have developed a comprehensive Safe School Response Plan that is reviewed yearly. Regular drills are scheduled to practice for emergency situations. Per state rule, fire drills are held weekly in the first four week of school and once a month thereafter.

"Lockdown" or "Shelter in Place" drills are also held during the year. These drills are designed to practice for the unlikely event of a fire, an intruder, or other problem on our campus or immediate area surrounding the school.

## **Field Trips**

Field trips are valuable learning experiences. At TIS, all field trips are instructional and directly related to the school curriculum. When the students return to campus, there are reflections and follow up directly related to the trip, please do not check your child out from class.

**Permission forms:** Teachers will send home permission forms prior to field trips. Permission to attend a field trip must be granted in writing, by a parent/legal guardian, on a TIS Permission Form. Failure to return a signed permission form may result in loss of the field trip.

**Behavior:** Because field trips have important curricular purposes, loss of field trip privileges are usually not used as a consequence for inappropriate school behavior. This decision is made by TIS Administration exclusively. If a child's behavior is a concern, a parent **may** be requested to accompany his/her child to assure everyone's safety, instead of prohibiting the student from participating altogether.

**Dress Code:** Unless approved by the administration prior to a field trip, students should follow our school's dress code for all field trips.

**Chaperones:** All parents/legal guardians that chaperone field trips, **must** have current background checks. We ask that chaperones not bring additional children on the field trip.

## **Grievance Policy to Address NON-STUDENT Concerns**

5.8.01 *Initial inquiry* - Inquiries or concerns from a parent, student, or community member regarding a specific TIS staff member or program (NOT A STUDENT) should first be directed to the staff member involved or responsible for such program. If a School Constituent, parent or student (hereinafter "School Constituent") is not sure who is the responsible staff member, or, if the School Constituent has an inquiry or concern of a broad nature, the School Constituent should contact the Head Administrator for clarification on the steps to follow.

5.8.02 *Initial Grievance Process*- If the School Constituent feels the issue has not been satisfactorily handled at the individual staff member level, the issue may be referred to the Head of School. After a meeting between the School Constituent and the Head of School, the Head of School will prepare a written summary of the attempt to resolve the School Constituent's concern of the matter is not resolved. A copy of the summary will be promptly provided to the School Constituent. If the School Constituent feels the issue has not been satisfactorily resolved at the administrative level the School Constituent may take the issue to the TIS Governing Council for disposition.

5.8.03 *Governing Council Review* - The Governing Council, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Council intervention. Typically, the Governing council will NOT review administrative decisions regarding the following: student discipline less than a long term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member's performance (except the Head of School), matters particularly within the expertise of the educational staff and administration. The following procedure shall be followed for a Governing Council Review unless another process is prescribed in the handbook:

1. The School Constituent may submit his/her grievance in writing to the TIS Governing Council within five days of receiving the Head of School's statement concerning the good faith effort to resolve the dispute.
2. The letter must be in writing, signed by the School Constituent and delivered to the Governing Council at the TIS. A copy of the Head of School's statement should be enclosed.



3. If the School Constituent does not submit a written grievance within five days from the date the written summary prepared by the administrator is delivered to the School Constituent, the complaint will be deemed “resolved.”
4. The grievance submitted to the Governing Council should include specific reasons why the School Constituent is not satisfied with the administrator’s decision; any specific TIS policy that the member believes has been violated, and any other relevant information and documentation that supports the grievance. The written grievance must be dated and signed by the person submitted the complaint.
5. The Governing Council will decide at the first meeting immediately following receipt of the written grievance whether it will hear the matter, and if it agrees to hear the matter, it will schedule a time for the meeting, which shall not be unreasonably delayed. Depending on the substance of the complaint, the Governing Council will also decide whether the grievance shall be heard as an informal meeting of the concerned parties, an informal hearing with each party being allowed to present his/her side of the story or any other procedure the Governing Council deems appropriate.
6. TIS Governing Council members who are interested parties or who may have an actual or apparent conflict of interest shall disclose such conflict and be excused from the grievance meeting if the Governing Council deems the excusal necessary to provide the complaining School Constituent a fair consideration of the grievance.
7. Any meeting or hearing concerning a matter that relates to personnel issues, that is confidential, or that implicates an individual’s privacy rights will be held in a closed meeting in accordance with the Open Meetings Act, unless written permission by the affected individual is obtained prior to the meeting.
8. A decision will be established by a majority vote of the members of the TIS Governing Council hearing the issue. The TIS Governing Council may designate a committee of the Governing Council to meet with or conduct the hearing. Any final action required by the Governing Council will be made after the committee’s recommendation is presented to the full Governing Council.
9. If additional information or investigations are necessary after the initial meeting or hearing, the meeting or hearing may resume as soon as is practical after further information has been gathered or an investigation has been conducted. The Governing Council will issue a final written decision regarding the grievance. The decision of the Governing Council is final.
10. If the circumstance complained of is addressed using a different policy in this handbook, the complainant will be advised to follow that process rather than this grievance policy and process, e.g. policy on bullying, appeal of long term suspension.

### **Homework**

- **Definition:** Homework is work done outside of the instructional day.
- **Purpose:** to provide *independent* practice and *reinforce/review* skills learned in class; to foster *healthy* study habits; to keep parents abreast of the learning going on in their child’s classroom.
- **Reading should be done daily, 7 days a week.**
- **Projects:** All projects are completed in class. **Projects are considered class work, not homework** because the teacher is expected to observe, support and guide that work. Unless otherwise specified by the teacher (MYP/DP).

### **Library/Media Center**

The library is an important part of our school. Children are encouraged to choose books for many purposes and to learn the responsibility required to care for books. Each child is expected to return books in their *check out* condition and to pay for any lost or damaged books. We welcome volunteers who will assist us with storytelling, recording books for student auditory learning, shelving, special events, maintenance and repair, and book displays.

### **Lost & found**

The Lost & Found is in the office. Please label your child's belongings (e.g., clothing, lunch boxes, water bottles) with his/her full name to assist with returning and finding misplaced items. Items will be donated to charity after each trimester.

### **Medical Policies**

Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a school and should not be practiced by any school personnel. School personnel will dispense only medications that have been prescribed by a physician. When possible, medication doses should be given at home to avoid interruptions in the school day. If medication is needed during the school day, the policy is as follows:

- *Inform.* Parents/guardians must inform the nurse or administrator when a pupil requires medications during the school day. Students observed by school personnel self-administering unauthorized medications shall be reported to their parents/guardians.
- *Written Permission.* A written statement is required from the parent/guardian and physician authorizing the administration of all medications and releasing school personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available from the office.
- *Labeled Containers.* Medication must be provided in pharmacy labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The dispensing pharmacy must split medication into duplicate bottles if it is necessary to give medication during school hours. One bottle will be kept at home and the other at school under the care of school authorities.
- *Administration.* A nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by an administrator or school health assistant. Students will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency (See additional requirement below).
- *Doctor's Orders.* Tylenol or other over-the-counter medicines will be administered to students only with a physician's written order in addition to the parent authorization as required above. Such over-the-counter medication must be in the original container. Again, parents are urged to administer such medication at home when possible.
- *Disposal.* When the medication is no longer needed, it will be returned to the parent or guardian, or destroyed. Medications requiring refrigeration will be kept in a closed and clearly identified container in the refrigerator.

**PLEASE DO NOT SEND COUGH DROPS. THESE ARE CONSIDERED MEDICATIONS AND ARE TO BE TREATED AS OUTLINED ABOVE.**

**Self-Administration of certain drugs:** Students will be allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, and/or equipment and supplies for storage and disposal of sharps for self-assessment and for self-administration of diabetes treatment medications, if it has been legally prescribed to the student by a health care provider under the following circumstances:

1. The health care provider has instructed the student in the correct and responsible use of the medication;

2. The student has demonstrated to the health care provider and the school nurse or other school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
3. The school nurse or health care provider, within input from the parent or guardian and based on the student's health care practitioner's medical orders, has formulated a written treatment plan for managing the student's care and for medication use by the student during school hours or school-sponsored activities, including transit to or from school or school-sponsored activities; and
4. The student's parent has completed and submitted to the school any written documentation required by the school, including the treatment plan required in paragraph (3) above and a statement relieving the school and its employees and agents from liability arising from the performance the student's self-administration, carrying or storage of medication, supplies and medication-administration equipment.

The parent of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment may provide the school with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency.

**THE SCHOOL SHALL NOT BE LIABLE AS A RESULT OF ANY INJURY ARISING FROM THE PERFORMANCE OF SELF-ASSESSMENT PROCEDURES AND THE SELF-ADMINISTRATION OF MEDICATION NOR FROM ANY INJURY ARISING FROM THE STUDENT CARRYING AND, IF APPLICABLE, DISPOSING OF THE MEDICATION OR SUPPLIES NEEDED TO ADMINISTER MEDICATIONS.**

### **Medical Situations and Emergencies**

- *Emergencies.* In the event of a medical emergency or an accident, we will first attempt to contact the parent/guardian or the doctor of the student, unless TIS determines that the circumstances merit contacting 911 for emergency response. After 911 is called, TIS will make every effort to reach the student's parent/guardian, or other emergency contact prior to treatment, however, this may not always be possible. For this reason, it is absolutely necessary that all contact information on the "Permission for Medical Attention" be completed and kept current.
- *Incidents at School/Reports Home.* Health office visits will be charted and nurse pass slips describing the nature of health office visits will be sent home with students. Minor accidents (e.g., bruises, scratches, bumps, cuts, scrapes, etc.), which can be taken care of by staff members, will be attended to immediately. The staff member will document the accident on an "Accident Report" form. The staff member will sign the form and submit it to a school administrator for review and signature. A copy will be placed in the in the student's file. Parents will be notified of any situation that involves trauma to the head
- *Accidental Poisoning.* In the case of poisoning, the staff member will call Poison Control immediately and follow their instructions carefully. Parents will be notified and an "Accident Report" written. A first aid kit is readily available and all emergency numbers are posted.

**Vision and hearing tests:** Vision and hearing tests are routinely done on all kindergarten, 1<sup>st</sup>, 3<sup>rd</sup> 5<sup>th</sup> and 10<sup>th</sup> grade students. Additionally, students referred to the SAT (Student Assistant Team) and/or Special Education / re-evaluations are frequently tested for hearing and vision.

### **Physical Education**

Physical Education (PE) encourages improvement of physical health and wellbeing through exercise and the development of athletic and social skills.

**Appropriate dress:** It is important for students to be dressed appropriately for PE. Appropriate attire includes comfortable tennis shoes, shorts under skirts and dresses, and outdoor clothing appropriate for the weather (e.g., hats, gloves, and coats in the winter). **Currently, TIS does not have facilities for**

**students to change clothing, shower, or secure personal property during their PE classes.** We ask all students to plan accordingly when preparing their school day for their PE class to include bringing a water bottle

**Being excused from PE:** If illness, injury, and/or other medical reason prevent your child from participating in PE, please submit a physician's note with the nurse/health assistant and inform your child's teacher. Similarly, we will need a physician's note indicating when your child may resume participation in PE.

### **Public Display of Affection**

Please be aware of the Learner Profile and that we have students that are a Kindergarten through High School so behavior between students should be appropriate for students of all ages while on campus, bus or the bus stop. With this in mind, TIS does not allow PDA on campus. Examples of PDA include excessive hugging, kissing, holding on to each other while walking.

### **Recess**

Help your child plan for outdoor time by dressing appropriately -- layering of clothing during the colder months is recommended. PYP students engage, under normal circumstances, in outdoor recess three times/day.

MYP/DP students do not have a recess period during the school day however they are allowed outdoors during their daily lunch period to access the PYP recess facilities, with appropriate staff supervision. During inclement weather, children will have recess indoors.

### **Student Belongings (toys, cell phones, electronics, money)**

Please encourage your child to be prepared when they come to school each day. This includes remembering homework, classroom materials, library books, water bottle and other items he/she will need for the instructional day.

**Prohibited student belongings:** Toys, cell phones, computers, tablets, and all other electronic devices are prohibited on campus at any time, unless approved specifically and directly by administration. *Electronic devices brought to school as part of the academic program and/or to assist in the educational process must be authorized by administration prior to bringing it to school.* The school will **not** be responsible for replacement of any lost, damaged, or stolen items brought to school. Prohibited items may be confiscated and kept in the office until a parent/guardian can pick them up.

**Cell Phones:** Students are not permitted to use cell phones on campus during the instructional day. If a cell phone is heard or seen, it may be confiscated and given to Administration. The Administration will contact a parent to schedule a meeting to return the cell phone. If a child needs to call home for a valid reason, they need a pass from their teacher and can use the office phone or the child's phone under supervision of the office staff.

**Money:** Money should only be brought to school as payment for school meals, activities, and/or events. *All money should be brought directly to the office.* Teachers are **not allowed** to accept money from students and the school will not be responsible for money that is lost or stolen.

### **Student Council**

The student council has been designed to facilitate communication between the students, teachers and administration. Through representation from classes, students have a voice in decisions concerning school activities and events as well as other factors of the school environment. Through open communication, discussion as well as mutual respect the council works to create a positive atmosphere for all students at TIS.

## **Student Support**

ESSA and IDEA 2004 call for early intervention strategies with family involvement to improve the academic and functional outcomes of students. When students are struggling with learning or behaviors that interfere with learning at TIS, we use the Response to Intervention (RTI) process that finds and uses strategies that will work with the student. We look at how students are making progress with the current instruction in the classroom to find more effective ways to help students make academic and functional progress at TIS. We also look at what may contribute to difficulties. Together with families we will work to develop interventions aimed at increasing the likelihood that students can be successful and maintain their placement in the general education setting.

Struggling students are identified through classroom, TIS-wide and state-wide screening/testing processes as well as other means, such as teacher observation or parent concern. Struggling students are brought before the Student Assistance Team (SAT) that will address problems, design and recommend interventions that will help to alleviate or resolve the situation prior to referral for a multidisciplinary evaluation. In many cases, the SAT is able to assist students who need interventions in order to succeed, but who are not necessarily disabled and therefore do not qualify for special education services or Section 504 accommodations. In other words, the SAT is a "support group" for the regular education teachers and students in need. If you have concerns about your student's progress, please let the classroom teacher know. If the classroom teachers have concerns, they will bring them to your attention and determine if a SAT meeting is warranted.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities by organizations receiving federal assistance. Included in the regulation is the requirement that handicapped students be provided with a "free appropriate public education" (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public schools. Individuals who have been determined to be with disabilities under Section 504 may or may not be disabled under special education (IDEA). Section 504 services could apply to any TIS age student who, (1) has had a physical or mental impairment which substantially limits a major life activity, or (2) is regarded as having a disability by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks as well as other health conditions.

Parents who have concerns or questions regarding 504 services should contact the student's teacher or the Head of School.

## **Student Find**

TIS has an affirmative, ongoing, obligation to identify, locate and evaluate all students with disabilities within the TIS community who either have or are suspected of having disabilities and need special education as a result of those disabilities. TIS personnel, a private or public agency or institution, or a parent may initiate a referral for a replacement evaluation by contacting the Head of School or by contacting one of the TIS special education teachers

## **Educational Services for Gifted Students**

Offers services to students who qualify as gifted through the Special Education program. For information on referral/screening procedures, eligibility requirements and program options, contact the Head of School or special education teacher. Teachers and parents can refer students to the RTI Team for consideration and evaluation.

## **Student Support Services**

TIS employs a school social worker and in collaboration with New Mexico Highlands University also has several social work interns that aid in helping students with their social emotional needs. These services are offered to every student and completely confidential. If your child is 13 years of age or younger, you

will be contacted if your child either is referred and/or seeks out the services of student support services. As per New Mexico state law, if your child is 14 years of age or older, they have the right to seek out services and for those services to be kept confidential. If you have any further questions about these services please feel free to contact Student Support Services at TIS.

### **Abuse and Neglect**

If any member of the TIS staff suspects student abuse or neglect, appropriate authorities will be notified. The call and report will be made as soon as any sign of abuse is noticed. Any member of the staff can make the call and does not have to wait for approval. Calls may remain anonymous. Signs of suspected abuse or neglect will be documented and sent to the Head of School and appropriate state authority.

### **Statement of Rights Parents/Guardians under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and those with custodial rights certain rights with respect to the student's education records:

The TIS provides the following notice regarding those rights:

6.6.01 *Inspection* - You may inspect and review the student's education records within 45 days of the day the TIS receives a written request for access. Parents of students should submit to the Head of School or designee a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected or provide copies of the requested documents.

6.6.02 *Amendment* - You may request the amendment of your student's education records if you believe they are inaccurate or misleading. To amend the record, the parent should write to the Head of School and clearly identify the part of the record the parents want changed, and specify why it is inaccurate or misleading. If TIS decides not to amend the record as requested by the parent or eligible student, TIS will notify the parent of the decision and advise of the parent's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

6.6.03 *Disclosure/Consent* - A parent has the right to consent to disclosures of personally identifiable information contained in the student's education records. Note that FERPA authorizes disclosure without the parent's consent to TIS officials with legitimate educational interests. A "TIS official" is a person employed by TIS (or in some instances TIS' authorizer or the New Mexico Public Education Department) as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Council; a person or company with who TIS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another TIS official in performing his or her tasks. A TIS official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

6.6.04 *Directory Information - Right to Opt Out.* TIS classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities, awards received, student's photograph, and the most recent previous school attended by the student. TIS officials may release this information to any person without the consent of the parents or the student. **Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Head of School of TIS where the records are kept by no later than September 15 each year.** The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 15 of each year, information designated above will be classified as

Directory Information until the beginning of the next school year. ***By signing that you received this policy in connection with the Parent/Student Handbook, you acknowledge that you have received your annual notice of FERPA rights as required by federal law.*** If you chose to opt out for permitting your student's directory information from being released, please sign the attached "Exclude the Release of Directory Information" form attached to this handbook.

6.6.05 *Complaint* - You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by TIS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **Transfer of Student Records**

When a student withdraws to enroll in another school and records are officially requested by the new school, the following records (if applicable) are forwarded: continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools (if applicable); listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions. TIS may withhold release of a student's records if the parent has an outstanding balance for unpaid fees.

### **Use of Technology / Technology Policy**

Our students have access to many valuable instructional technology tools as well as Internet access. The goal is to teach students to utilize these electronic resources to enhance our school's instructional goals. TIS has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times. Understand that TIS has implemented state of the art firewalls and filters to ensure that students access appropriate sites and sources. It is expected that if any systems fail, student will continue to model the learner profile and notify the appropriate adult of the failure.

### **General Rules for Student Use**

- Student use of instructional media must be in support of grade appropriate school instruction.
- Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse and the student's parent or guardian will be financially responsible for any damages.
- Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students will observe software copyright laws. No students will bring software from home to copy on school workstations, nor will students copy school software for personal use.
- When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
- Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

Attached to this Student/Family Information Book is the *The International School Technology Use Agreement* that you and your student will be required to sign before your student will be permitted to use

TIS technology and related equipment. Violation of the computer use policy may result in a student losing his/her privileges.

**No Expectation of Privacy**

School network spaces are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with TIS policy and applicable laws and regulations.

Computers and technology are used to support learning and enhance educational instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at TIS are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A student’s use of a computer at TIS is not subject to privacy protections.

The Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of TIS that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of TIS to provide access to such services to further the educational goals and objectives of TIS and is in full compliance with the Students’ Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard school rules and guidelines. Even through the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of TIS is for technology resources to be used as a valuable educational tool.

**USER RESPONSIBILITIES:** As the user of technology resources provided by TIS, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions.

<ul style="list-style-type: none"> <li>• I understand that all computer use must be for educational purposes as directed by my teacher.</li> <li>• I will not download or play any non-educational games on a school computer.</li> <li>• I will not use any instant messaging or chat programs.</li> <li>• I will not download or play music or videos from the Internet, unless directed by my teacher.</li> <li>• I will not use any non-school email address while at school.</li> <li>• I will respect personal privacy for myself and others.</li> <li>• I will not give out any personal information about anyone else (home address, telephone number, etc.)</li> <li>• I will get permission from my teacher before giving out any personal information about myself.</li> <li>• I will not give my password(s) to any other</li> </ul>	<ul style="list-style-type: none"> <li>• I will not copy any personal software onto any computer at school. I understand that educational technology is available for the use of all students.</li> <li>• I will not deface, damage or destroy the equipment.</li> <li>• I will not waste or take supplies such as paper, printer supplies or diskettes provided by the school.</li> <li>• I will follow the school’s computer use rules.</li> <li>• I will follow the rules of network etiquette, which include use of appropriate language and polite responses.</li> <li>• I understand that abusive language (including name calling and swearing) and bullying is prohibited.</li> <li>• I understand that I must follow state and federal rules when using technology.</li> <li>• I will not try to bypass the security measures of any computer equipment.</li> </ul>
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<p>users.</p> <ul style="list-style-type: none"> <li>• I will only use my computer account and won't use anyone else's login id and/or password.</li> <li>• I will not copy, change, read or use files that belong to another user.</li> <li>• I understand that software and ideas are protected by copyright laws.</li> <li>• I will not copy information received from any source and say that it is my work.</li> <li>• I will list all sources of information that I use in my projects and work.</li> <li>• I will not make copies of any software found on TIS's equipment or on the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>• I will not knowingly create or introduce any virus to TIS's equipment.</li> <li>• I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.</li> <li>• I will follow the rules listed above or lose my computer privileges and face other consequences.</li> <li>• I understand that I have not expectation of privacy in connection with my use of school computers.</li> </ul>
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**Visits During the School Day**

Classroom visitors are always welcome. Due to specific classroom activities, specialty classes, testing, etc., we ask that you contact your child's teacher, and an administrator, a minimum of 24 hours before your intended visit, as they need to coordinate with the Main Office as well. **All visitors must sign in at the front office and receive a visitor's badge before visiting classroom.**

**Volunteering/Parent Involvement**

Volunteers play an important role in our school. As a part of our charter, **families are asked to volunteer a minimum of 20 hours during the school year.** Volunteer opportunities include working in the office, library, and classrooms, as well as carpooling and working outdoors at TIS. Families have the option of "opting out" of volunteering for a donation to the Foundation.

Volunteers who may have unsupervised access to students must pass a background check and comply with TIS's Volunteer Policy. Volunteers working in classrooms or working with students away from the presence of a certified staff member must be fingerprinted at their own expense before they can begin working. Forms are located in the office and on the website and can be done at APS headquarters for a minimal fee and need to be redone every four years. TIS reserves the right to reevaluate, restructure, and/or discontinue a volunteer task if it does not adhere to established TIS guidelines. The Head of School may terminate a volunteer's service if the TIS volunteer agreement is broken or the best interest of the learning community is not upheld. Volunteerism is undertaken with the understanding that the benefit of the student is the ultimate goal.

**Wellness / Food**

The International School at Mesa Del Sol strives to have our students make smart and healthy nutritional choices. Within this context, our campus is a gum and candy free. We also ask students to not consume sugary sodas or energy "monster" drinks, and make healthy choices with their snacks and lunch. Food should be consumed during passing periods and lunch.

# FORMS

Bullying Reporting

Parent Complaint

Technology Agreement



**The International School at Mesa Del Sol**  
**Bullying Reporting Form**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Person receiving report:** \_\_\_\_\_

**Who reported bullying? (Circle) Bullied child/ Bystander / Both**

**Names and classroom teacher/s of bullied child/children:**

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**Names and classroom teacher/s of child/children who bullied:**

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**Names of bystanders if reporting:** \_\_\_\_\_

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**Where did the bullying occur?** \_\_\_\_\_

**Description of the bullying behaviors:** \_\_\_\_\_

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**Are there immediate safety needs? (circle one) Yes/ No**  
**If yes, send students to administration for prompt attention**

**Specific immediate concerns: Circle all that apply**  
**Physical injury/ Damaged clothing/ Transportation needs/ Fear of retaliation**

**Severity of bullying/ Emotional needs/ Other (Describe)** \_\_\_\_\_

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**The International School at Mesa Del Sol**  
**Parent/Student Complaint Form Level One**

Please complete this form. Your complaint may be returned to you for additional information if it is submitted with incomplete information.

1. Student's Name \_\_\_\_\_

2. Parent's Name \_\_\_\_\_

3. Address & Telephone Number (see below)

4. The date of the event or action that gave rise to this complaint \_\_\_\_\_

5. A detailed factual description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

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7. Explain specifically if or how your child was harmed or injured by the facts that you provided in response to item 6 above.

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8. Identify and attach any documents upon which you will rely during the complaint process and explain what those documents will prove. (If you do not have these documents at the time you file your complaint, you will be able to provide copies at the conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

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9. TIS wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including with whom you spoke, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation as to why not.

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10. Identify the remedy you seek for this complaint. In other words, what do you want us to do in response to your complaint?

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\_\_\_\_\_

Parent/Guardian's Signature Date Submitted

## The International School at Mesa del Sol Technology Use Policy

At TIS our students have access to many valuable instructional technology tools as well as Internet access. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals. TIS has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. An adult will supervise student use of the Internet and multimedia resources on campus at all times. *Understand that TIS has implemented state of the art firewalls and filters to ensure that students access appropriate sites and sources. It is expected that if any systems fail, all students will continue to model the Learner Profile and notify the appropriate adult of the failure.*

### General Rules for Student Use

- Student use of instructional media must be in support of grade appropriate school instruction, reflect the Learner Profile.
- Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse and the student's parent or guardian will be financially responsible for any damages.
- Students are expected to respect and not attempt to bypass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students will observe software copyright laws. No students will bring software from home to copy on school computers, nor will students copy school software for personal use.
- When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
- Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

Attached to this Technology Use Policy is *The International School at Mesa del Sol's Technology Use Agreement* that you and your student are required to sign before your student will be permitted to use TIS technology and related equipment, and the TISNM email system. Violation of the Technology Use Policy may result in a student losing his/her privileges.

### No Expectation of Privacy

School network spaces are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with TIS policy and applicable laws and regulations.

Computers and all other technology are used to support learning and enhance educational instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at TIS are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving school, local, county, state, or federal agencies. A student's use of a computer at TIS is not subject to privacy protections.

Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of TIS that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of TIS to provide access to such services to further the educational goals and objectives of TIS and is in full compliance with the Students' Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard school rules and guidelines. Even though the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of TIS is for technology resources to be used as a valuable educational tool.

### User Responsibilities

As the user of technology resources provided by TIS, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer/technology of any kind privileges and/or disciplinary actions (*With the only exception being to use computer technology to complete the NM Public Education Department required student assessments, e.g. PARCC, SBA, MAPs, EOC's, etc.*).

<ul style="list-style-type: none"> <li>• I understand that all computer use must be for educational purposes as directed by my teacher.</li> <li>• I will not download or play any non-educational games on a school computer or other device.</li> <li>• I will not use any instant messaging or chat programs.</li> <li>• I will not download or play music or videos from the Internet, unless directed by my teacher.</li> <li>• I will not use any non-school email address while at school.</li> <li>• I will respect personal privacy for others and myself.</li> <li>• I will not give out any personal information about anyone else (home address, telephone number, etc.)</li> <li>• I will get permission from my teacher before giving out any personal information about myself.</li> <li>• I will not give my password(s) to any other users.</li> <li>• I will only use my computer account and won't use anyone else's login id and/or password.</li> <li>• I will not copy, change, read or use files that belong to another user.</li> <li>• I understand that copyright laws protect software and ideas of other people.</li> <li>• I will not copy information received from any source and say that it is my work.</li> <li>• I will list all sources of information that I use in my projects and work.</li> <li>• I will not make copies of any software found on TIS's equipment or on the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>• I will not copy any personal software onto any computer at school. I understand that educational technology is available for the use of all students.</li> <li>• I will not deface, damage or destroy the equipment.</li> <li>• I will not waste or take supplies such as paper, printer supplies or storage devices provided by the school.</li> <li>• I will follow the school's computer use rules.</li> <li>• I will follow the rules of network etiquette, which include use of appropriate language and polite responses.</li> <li>• I understand that abusive language (including name calling and swearing) and bullying is prohibited.</li> <li>• I understand that I must follow state and federal rules when using technology.</li> <li>• I will not try to bypass the security measures of any computer equipment.</li> <li>• I will not knowingly create or introduce any virus to TIS's equipment.</li> <li>• I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications</li> <li>• I will follow the rules listed here or lose my computer privileges and face other consequences.</li> <li>• I understand that I have no expectation of privacy in connection with my use of school computers.</li> </ul>
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**Email and Communication Activities**

When using TIS resources to access and use the Internet, students must realize they represent TIS. Whenever students state an affiliation to TIS, they must also clearly indicate that *the opinions expressed are my own and not necessarily those of TIS*. Questions may be addressed to the classroom teacher or TIS administration.

**The following activities are strictly prohibited without exception**

- Sending unsolicited email messages, including the sending of *junk mail* or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or texting, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding *chain letters* or other schemes of any type.
- Use of unsolicited email originating from within TIS's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by TIS or connected via TIS's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

**I have reviewed this form with my student and:**

\_\_\_\_\_ **Yes**, my child may use technology, the Internet, and the TISNM email system at school.

\_\_\_\_\_ **No**, my child may not use technology, the Internet, and the TISNM email system at school  
(with the only exception being to use computer technology to complete the NM Public  
Education Department required student assessments, e.g. PARCC, SBA, MAPs, EOC's,  
etc.).

**Notes from Parent/Guardian:**

**Parent/Guardian Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

**Please return this signed copy back to TIS, while keeping the two pages of this  
Technology Use Policy for your records. Without a signed document, your  
student will not have access to technology equipment, the Internet, TISNM  
email system.**