

ANANSI CHARTER SCHOOL

**2014-15
Parent & Student
Handbook**

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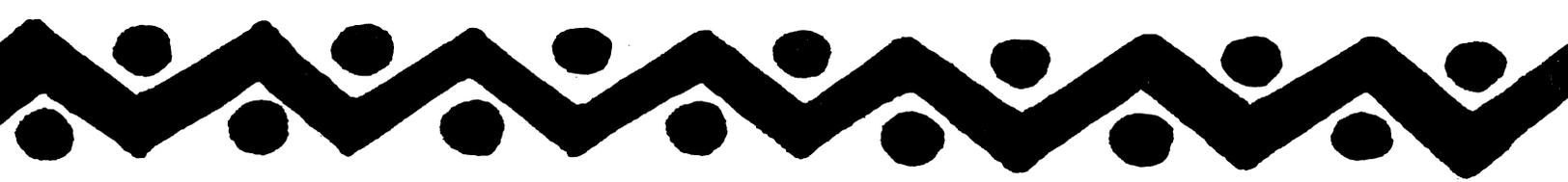


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August 2014

Dear Students and Parents/Guardians of Anansi Charter School (ACS),

Welcome back to another school year. It is my distinct pleasure to serve as the Director of Anansi Charter School. I am asking that you become familiar with this handbook. A copy of the handbook will be distributed to every student enrolled in the school. In addition, a copy is displayed on the Anansi Charter School's Website at www.acstaos.org for your convenience. The administration and staff are committed to enforce the rules in a fair and consistent manner, and this booklet provides appropriate guidelines.

We are working to build a school community of excellence, and to serve the individual needs of our students. Safety is an integral part of this goal, where effective communication from home to school is necessary to ensure a productive learning environment for our students. We encourage parent support and involvement to assist us in this effort.

Parents/Guardians and child are required to sign, detach, and return the Parent & Student Acknowledgement Form at the end of this handbook that states you have read and understand the policies. If you need clarification or interpretation of any item found in this handbook, please don't hesitate to contact my administrative assistant or myself. As your school director, I look forward to working together with you this school year.

Sincerely,

A handwritten signature in cursive script that reads "Michele Hunt".

Michele Hunt

Director, Anansi Charter School

PARENT/GUARDIAN’S RESPONSIBILITY

Parents or guardians should share with their children the importance of a quality education. They should encourage their children to develop self-discipline and to accept responsibility for learning. Parents need to teach their children a sense of respect for themselves, others, and their school environment.

It is important for parents to work closely with teachers and school officials for the benefit of their children. This should include an effort to attend school functions when possible. At a minimum, parents should communicate with their children’s teachers weekly or bi-weekly in order to establish a relationship and rapport with the teacher and learning environment. Parents should respond immediately to requests for conferences. At home, parents should provide a time and place for their children to study. Parents should enhance their children’s learning by preparing them mentally, physically, and emotionally.

STUDENT’S RESPONSIBILITY

Students will demonstrate respect for themselves and others. They will learn to make appropriate choices and accept responsibility for their own actions. Students will also develop and maintain skills in the area of self-discipline.

Students will become knowledgeable regarding the rules and regulations of the school and will follow them accordingly. Consequently, students will take pride in their “school community” and in the education available to them.

TEACHER’S RESPONSIBILITY

The classroom teacher has the major responsibility for establishing an orderly, disciplined atmosphere in the classroom. Each teacher must establish behavioral expectations within the classroom. The efficient classroom requires a well-understood and consistent set of rules and guidelines. Each teacher shall create a classroom communication charter. Expectations must be established from the beginning; they must be easily learned and understood. Additionally, students should be encouraged to develop self-discipline.

The teacher must develop and model a positive climate for instruction. This should include a sound educational program for all children, adaptation of materials and methods to meet the needs of all children, and the provision of learning experiences appropriate to each

child's ability. Teachers and other personnel who are assigned to work with students must provide direct supervision of the students. Finally, the classroom teacher should work closely with parents/guardians for the benefit of all children. This includes making initial contact with each parent and providing on-going communication as needed.

DIRECTOR'S RESPONSIBILITY

The school director or his/her designee will administer the Parent/Student Handbook which has been adopted by the Anansi Charter School Governance Council. In addition, the school director will provide proper due process and will keep proper records of all discipline cases referred. The school director shall establish discipline policies which are consistent with this handbook and that promote a quality learning environment. The director should build positive home/school connections for the benefit of student learning opportunities.

In establishing discipline policies and procedure, the school director shall work closely with faculty, staff, and appropriate outside agencies, to promote effective, workable and realistic discipline practices. Additionally, the director should consistently and regularly communicate discipline policies and procedures. This should include an effort to communicate to parents and students the expectations regarding student conduct within the school environment. Finally, the director should promote an atmosphere of high learning expectations for all students. This should include an effort to encourage self-discipline among all students.

I. Brief History

Anansi Day School was founded in 1993 by three early childhood educators committed to establishing a quality Early Childhood Development Center in Taos County. The school opened with an enrollment of 45 children with grades Preschool – First Grade. Due to community demand, the school expanded to second grade in 1998. In an effort to become more available to the larger community of Taos and break down the economic barriers, the school obtained its 501(c)3 not for profit status in the fall of 1999. The Board of Directors of Anansi Day School voted to pursue the option of closing its doors as a private institution and becoming a public charter school at its annual meeting in August 2000. Anansi Charter School submitted its application to the Taos Municipal School District on October 1, 2000, and on January 22, 2001 the Taos Municipal School Board approved the charter application for the startup of the Anansi Charter School.

The school began with a commitment to offer the teaching excellence Anansi has always been known for now as a publicly funded, nondiscriminatory, lottery fed school. For the first five

years, the Charter included Kindergarten through Second Grade. In 2007, the Anansi Charter School was approved by the Taos School Board to amend its charter and expand through fifth grade. The school added third grade for the 2008-2009 school year, fourth grade for 2009-2010 and completed the expansion by adding fifth grade in 2010-2011. In the 2010-11 school year the school completed the renovation and expansion of its facility to accommodate its growth. The school now has a secure home that meets the programmatic needs of its charter and the requirements for a public owned facility. (Mission Accomplished!)

The Anansi Charter School was approved in August of 2012 to add the grades 6th through 8th to the school by adding one grade per year. ACS will have added a 6th grade classroom for the 2014/2015 school year.

II. Mission and Educational Philosophy

Mission Statement

The mission of Anansi Charter School is to provide a nurturing and supportive environment where children of all races, creeds, religions, and special needs develop a love of learning and acquire a strong foundation on which to build a lifetime of knowledge.

Mission Glossary

- Provide a nurturing and supportive environment where
 - children feel secure and can develop a strong self-image
 - emphasis is on developing appropriate social skills
 - children are provided the opportunity to develop emotional literacy, emotional regulation skills, and consequential thinking skills
 - children are provided the tools and opportunity for successful learning
 - parents and the school are partners in the education of our children

- Where children of all races, creeds, religions, and special needs develop a love of learning through
 - student centered activity based learning
 - developmentally appropriate practices
 - differentiated instruction
 - an integrated curriculum
 - community and global awareness
 - interactive, personal learning experiences with community members

- And acquire a strong foundation on which to build a lifetime of knowledge through
 - a balanced literacy program starting with phonetic based reading instruction; inclusive of the five reading components: phonemic awareness, phonics, fluency, comprehension, and vocabulary development
 - a concrete and standards based approach to teaching math concepts
 - direct instruction of spelling, writing conventions, and genres of writing
 - an introduction to history

- an introduction to world cultures
- direct instruction of emotional intelligence
- an introduction to the Spanish language
- involvement in physical education
- both mastery and spiraling learning methods
- the development of problem solving skills
- the instruction and use of self-reflection and self-evaluation
- the integration of technology to support instruction
- meeting and exceeding the NM Common Core Standards

Educational Philosophy

Anansi Charter School recognizes the importance of early childhood, elementary, and middle school education. ACS focuses on appropriate and sequential development practices for the whole child and youth from age five through fourteen. ACS utilizes an activity based and integrated curriculum throughout the day, realizing that students learn best through active manipulation of their learning environment. Keeping the size of the school small is vital to the incubation of relationships; student to student, teacher to student, teacher to parent, and teacher to teacher. This intimacy assures a continuum in the quality and philosophy of an Anansi education.

The Anansi Charter School believes in the importance of educating the whole child; therefore, ACS considers and focuses on many factors to educate each student. These factors include but are not limited to the following:

- Development of relationship with the parents: ACS believes a partnership is formed with the parents in the education of the child, the parents are a great resource for knowing and understanding the child, parental support and collaboration is an essential ingredient for student success
- Development of a trusting and caring relationship between student and teacher: ACS believes the student must believe that the teacher cares about him or her and will support him or her through the learning process
- Awareness of Child/Youth Developmental Readiness: ACS believes each teacher must understand child development in all domains: cognitive, motor skills (fine and gross), social emotional, and language and linguistic development.
- Student Physical Well-being: ACS believes each student must be provided nutritious food, physical exercise, adequate rest, and water to drink; in addition to being provided educational knowledge and skills to maintain lifelong healthy habits.
- Child/Youth Social Emotional Well-being: ACS believes that the climate and culture of the school must consistently maintain a feeling of safety for all students.

III. Staff, Governance Council, & Friends Board

Anansi Charter School 2014-2015 Staff:

Director	Michele Hunt
Office Manager:	Karina Gersten

Administrative Assist:	Roberta Martinez
Kindergarten:	Blue MacHardy
Kindergarten Ed. Assistant:	Ashle Florenzano
1 st Grade:	Tammy Dobbs
1 st Grade Ed. Assistant	Paula Medina
2 nd Grade:	Nancy Stotts
3 rd Grade:	Hugh Garrott
4 th Grade:	Kelly Farewell
5 th Grade:	Elsbeth Atencio
6 th Grade:	Genger Holt
Educational Assistant:	Jean Frye
Spanish & Music:	Philip Handmaker
Special Ed Teacher:	Lisa Woolery
Special Ed. Teacher:	Margarita Maes
Enhancement Teacher:	Liana Bayles
Reading Coach:	Kendra Peralta
Reading Intervention Assistant:	Dora Romero
Physical Education Teacher:	Robert Berkman
Arts Facilitator:	Hollie Laudal
Speech Therapist:	Helen Rynaski
Occupational therapist:	Kendra Risinger
Aftercare Teacher:	Stephanie Chalfant
	Jennifer Cobran (Wednesdays only)

Anansi Charter School 2013-2014 Governance Council

President:	Dan Greenwald
Vice President:	Nicole Romero
Treasurer:	Daniel Peralta
Secretary:	Dawn Kittner
Member:	Traci Chavez McAdams
Member:	Cipry Jaramillo

Friends of the Anansi Charter School Not for Profit Board (Parent Advisory Board)

President:	Jasmin Hastings
Vice President:	Jen Scott
Treasurer:	Ellen Lerner
Secretary:	Andra Maddox
Member:	Maggie Rael

IV. School Hours and Aftercare Hours

Monday, Tuesday, Thursday and Friday	8:30 AM to 3:30 PM
Wednesday	8:30 AM to 1:30 PM

Throughout the school year Anansi Charter School will open its doors at 8:00 AM, and class time will begin promptly at 8:30 AM. We encourage all children to arrive by 8:15 AM so that they may settle in to the classroom prior to the start of morning routines. On Mondays, Tuesdays, Thursdays and Fridays, students will be dismissed at 3:30 PM, while on Wednesdays students are dismissed at 1:30 PM to allow for teacher in-service time. All students who are not participating in the Anansi Charter School’s Aftercare Program must be picked up promptly by 3:45 PM on Mondays, Tuesdays, Thursdays and Fridays and by 1:45 PM on Wednesdays. In the event that a child is not picked up by the end of the school day he or she will automatically be enrolled in the Anansi Charter School’s Aftercare Program for that day and you will be billed accordingly.

Generally, teachers and staff will be available between 3:30 PM-4:00 PM. This is an excellent opportunity to speak with your child’s teacher.

Aftercare Program Hours

Monday, Tuesday, Thursday and Friday 3:45 PM to 5:30 PM
 Wednesday 1:45 PM to 5:30 PM

As described in the program section of this handbook, an Aftercare Enrichment Program will be offered for a fee to all Anansi Charter School students. This program will be administered by the Anansi Charter School on the School campus. The fee for the aftercare program is \$8 a day except for Wednesday, which is \$12. This will be billed monthly.

V. Daily Schedule

8:00 AM	early arrival
8:15	arrival
8:30	school begins
9:00	work session
10:15	snack*/outside time
10:45	work session
12:00 PM	lunch and outside
1:00	quiet time/silent reading/read aloud
1:30	work session
1:30	<i>early dismissal on Wednesdays only.</i>
3:00	clean up
3:15	closing circle
3:30	dismissal
3:45	Aftercare care (\$8/day \$12/day on Wednesday, billed monthly)
5:30	Aftercare care ends and school closes (there will be a \$10.00 late fee for each child picked up after 5:30 PM)

* This snack is the shared responsibility of the parents in each classroom. A calendar schedule is sent home each month so that each family is aware of their turn for providing snack for the entire class.

VI. Approach to Instruction & Curriculum

Anansi has developed a research-based fully aligned curriculum that has been recognized and accepted by the New Mexico Public Education Department. The Anansi Curriculum provides instructional strategies and developmentally appropriate activities that support student learning. Each subject area allows each child the gradual transition moving from concrete to abstraction. Each instructional concept is supported by several instructional methodologies and student activities/practice. Assessment of the student's progress and understanding of the curriculum is determined by performance-based evidence, teacher observations and short cycle assessments. Anansi Charter School recognizes the importance of elementary and middle school education, focusing on appropriate and sequential development practices for the whole child/youth from age five through fourteen. Activity based and integrated curriculum is used throughout the day, realizing that students learn best through manipulation of their learning environment. Keeping the size of the school small is vital to the incubation of relationships; student to student, teacher to student, teacher to parent, and teacher to teacher. This intimacy assures a continuum in the quality and philosophy of an Anansi education.

Proven Reading and Math Techniques

An innovative balanced literacy program based on the components of the Report of the National Reading Panel and Orton-Gillingham approved reading strategies is used. The program includes phonemic awareness, phonics, fluency and comprehension instruction. Language arts of writing, literature, spelling, and vocabulary instruction are included in the curriculum.

The ACS math curriculum is standard-based and research-based for effectiveness. Instruction of math concepts is based in best practices: using manipulatives and reinforced through practice, working with concrete first and moving to abstractions.

Curriculum Enhancements

Students are provided the opportunity to experience and learn the following curricular enhancements: Spanish language, computers, journal writing, science, social studies, physical education, environmental awareness, and the arts such as music, performing arts, movement/dance, and fine arts.

Integrated Curriculum

Teaching is done in focused units on a wide range of topics, allowing students to integrate facts into practical knowledge in multi-age groupings. Classes explore topics that integrate science, history, geography, language arts and fine arts.

Mastery

Children learn best by mastering (internalizing) academic skills and concepts, which then become the foundation for new knowledge. All students are expected to do quality work, completing and correcting lessons as needed.

Problem-Solving Skills

ACS enables children to experience the process of solving academic and social problems by asking questions. By formulating choices, considering the outcomes of those choices, then

testing them in a safe environment, and experiencing the results; hence, children learn to make appropriate choices.

Special Education and Response to Intervention (RTI)

A Response to Intervention plan in reading and/or mathematics is developed for students who qualify through assessment, classroom observation and parent meeting processes. Anansi's RTI provides instructional tutorial support to qualifying students in a small group pull-out format. Special Education services for eligible students are provided using an environment that is least restrictive.

After School Enrichment Program

An after school program is available for all Anansi Charter School students from 3:45-5:30 five days per week. The program provides enrichment through outdoor education, literature, and science based projects and themes. In addition the students are offered extra-curricular activities in chess, arts enrichment with the Harwood Museum, and after school tutoring.

Curriculum

Language Arts – Systematic and structured instruction of phonics, comprehension, fluency, vocabulary, speaking and listening skills. This is a phonics based, literature enriched Language Arts program. This program includes mechanics (grammar and spelling), comprehension and enjoyment of reading, writing, speaking and listening skills.

Mathematics – Everyday Mathematics is a research based, spiraling math curriculum that is aligned with National and State math standards. Connecting Math Concepts Curriculum is a mastery-approached program of instruction for appropriate students. Instruction is supported through Khan Academy, Moby Max, and IXL.

Science – The science curriculum introduces biological and physical sciences through inquiry and scientific method, hands-on experimentation, and demonstration. (FOSS Program)

Social Studies – Anansi has developed curriculum integrating geography, economics, local and world cultures, arts, science, history, literature and music. This includes global cultural studies and a community outreach program.

Spanish – ACS aims to develop basic fluency in the Spanish language among students, including listening, speaking, reading and writing. Teachers use dynamic, research-proven methodology to foster fluency, focusing on repetition of high-interest, comprehensible input. In addition, the program cultivates students' awareness and appreciation of the varied cultures in Spanish-speaking areas, in Taos and around the world.

Arts – Children are encouraged and taught to express themselves through music, movement, visual and performing arts. Though specific skills and techniques are taught, the primary thrust of the Arts Program is to integrate the arts into the core curriculum areas.

Technology – Introduction to basic computer skills, safe and responsible use of technology, and the use of a computer as a tool for resource gathering are part of the curriculum. Technology is used to enhance instruction and learning, through supplemental programs.

Health and Physical Education – The health curriculum addresses the following areas: anatomy and physiology, personal awareness, and hygiene. The physical education curriculum focuses on gross motor development, fundamental skills and knowledge of sports and games, and developing an interest in life-long physical activity.

Outdoor Education – The outdoor education curriculum is integrated with geography, geology, biology, history and environmental science.

Emotional Intelligence A curriculum for building self-awareness in understanding emotional literacy, recognizing personal needs, navigating emotions, making responsible choices, and developing interpersonal communication and social skills.

Snacks and Lunch

Snack-a nutritious snack at the morning break is essential for assisting students in sustaining the energy needed for a successful school day. This snack is the shared responsibility of the parents in each classroom. A calendar schedule is sent home each month so that each family is aware of their turn for providing a snack for the entire class. Fresh fruits, breakfast breads, muffins, crackers and cheese, or vegetables and dips are some ideas for healthy snacks.

Lunch – Taos Municipal Schools provides a school lunch to students who wish to participate in the lunch program. Lunches are available free or at reduced price based on the reduced or free lunch application. Once the application is turned in, you will be notified if your child qualifies for a free or reduced price lunch. Reduced lunches cost approximately 40 cents per meal. If you pre-pay ten meals then your child will get a free meal. Full price meals cost \$3.00 per meal. Again, if you pre-pay ten meals then your child will get a free meal. Please make checks payable to: Taos Municipal Schools (TMS). Students are not allowed to charge meals. School lunch menus are sent home at the beginning of each month.

We encourage you to pay attention to the menu and communicate with your child(ren) regarding their likes and dislikes on the TMS menu. Lunch is a valuable meal and it is important that your child consume this mid-day nutritional boost. If they do not like what is on the TMS menu, please pack your child a nutritious lunch for that day.

If you choose not to participate in the TMS lunch program and you pack your child's lunch, please include eating utensils, napkin, beverage and a cold pack to keep foods fresh. Note that refrigerator space is not available. Also, any hot foods should come in a thermos or other insulated container, as there are no staff members available to warm food up nor are there available microwaves.

Items that are not allowed to be included in snacks or lunches are candy, gum, soda and glass containers.

Aftercare Enrichment

Mission Statement: The mission of the Anansi Charter School Enrichment Program is to provide a nurturing and supportive environment where children of all races, creeds, religions, and special needs develop a love of learning and acquire a strong foundation on which to build a lifetime of knowledge. The program aspires to meet its mission through a play-based program designed for children enrolled in the Anansi Charter School in grades kindergarten through sixth grade.

Philosophy Statement: The after school program recognizes the importance of elementary focusing on appropriate and sequential development practices for the whole child. Anansi utilizes an activity based and integrated curriculum, realizing that young children learn best through active manipulation of their learning environment. Learning centers are organized so that each child has the opportunity to self select an activity or project in his or her area of interest: the arts, science, constructive materials, puzzles, games, inventions, and dramatic play.

Curriculum Statement: The Anansi Charter School after care program uses play as the primary mode of learning, supporting the active engagement of the children in their choices of activities. The children are encouraged to choose from a variety of centers prepared by the after school-teacher. The curriculum is designed to provide open-ended exploration and experimentation promoting each child's social emotional development.

The Aftercare Enrichment Program will be available to all Anansi Charter School students, as well as other children from the community. This program will be administered by Anansi Charter School on the School campus. This program will operate on Mondays, Tuesdays, Thursdays and Fridays from 3:45 to 5:30 PM and on Wednesdays from 1:45 to 5:30 PM. In addition to accommodating working parents, this program is intended to provide enrichment to the participating children in the areas of the arts, science, physical activity, literature, cooking, social skills, chess, and computers. In addition, Anansi Charter School offers a junior chess club facilitated by Dennis Hedges (dates and time TBA), and an Arts Enrichment Program with our arts facilitator, Hollie Laudal.

Participation in the Aftercare Enrichment Program is on a pre-arranged basis. The cost for this program is \$8.00 a day on Mondays, Tuesdays, Thursdays and Fridays and \$12.00 a day on Wednesdays, which will be billed monthly. There will be a \$10 late fee for each child picked up after 5:30 PM. Parents will be billed for each day their child is signed up for the program.

VII. Policies

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Class attendance is taken and maintained by instructional hours. Over ten minutes and three and one half hours late equals a half day absence. Over three and one half hours late equals one day absence.

Pursuant to NMSA-22-12-7 New Mexico Compulsory School Attendance Law a parent or guardian is responsible for the attendance of their child. Violations will be reported to the authorities for enforcement of the law.

Parents are required to contact the school concerning absences and notify ACS of extenuating circumstances that may hamper school attendance by a child. The excuse must be received within 48 hours of the absence or the absence will be recorded as unexcused. State law requires that after 3 days of illness a written doctor's excuse be provided for documentation.

Students having 10 days of unexcused absences will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. Students having 20 total days of absences will be considered for retention in their grade level. Any student showing a consistent pattern of unexcused absences will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. Anansi Charter School prohibits out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy. Disenrollment due to consecutive absences will only be used after exhausting all other intervention efforts to keep a student in school.

Excused absences include: a student's religious observation, a student's illness, death in a student's family or a student's medical appointments and district sports participation.

Unexcused absences include: **vacations, shopping trips, family visits, parent unable to bring student to school (bus service is provided to all students in the district), etc.**

Intergovernmental Agreements: While all children attending public schools are subject to the Compulsory School Attendance Law reporting, ACS takes into consideration the sovereignty of Native American tribe members (with 506 documentation) and will excuse absences due to tribal customs and religious practices. Native American students who are habitual truants will be referred to the Juvenile Probation Office and Tribal Government.

Students are expected to be on time and in attendance when classroom lessons begin. Being on time is a critical life skill, especially relating to future work activities.

Students are required to check in at the office for an admit slip when they are tardy. Teachers will not accept students into class without an admit slip.

Unexcused Absence Consequences

Tardiness: Three (3) days tardy, will count as one (1) unexcused absence for attendance purposes. Any student showing a consistent pattern of days tardy will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. ***There are no "excused" tardies.***

1 unexcused absence: It is the parent's responsibility to call in to provide a reason their child was absent from school. Excused absences include: religious observation, illness, and death in family or medical appointments. **Unexcused absences include: vacations, shopping trips,**

family visits, parent unable to bring student to school, etc. Parents have 24 hours to call in to excuse their child's absence. After 24 hours, the child is considered unexcused.

3 unexcused absences: Referral to ACS' Director, who will send a 3-day unexcused attendance letter by mail with personal receipt informing the parents that their child has 3 unexcused absences and if the absences continue, according to the NMSA-22-12-7 New Mexico Compulsory School Attendance Act, the child and parents will be referred to the Juvenile Probation Office.

5 unexcused absences: 5-day unexcused attendance letter goes home via mail with personal receipt informing the parents' of their child's unexcused absences and possible referral to the Juvenile Probation Office. A presentation on the problems associated with excessive absences will be available for parents to view.

7 unexcused absences: 7-day unexcused attendance letter goes home via mail with personal receipt informing the parents' of their child's unexcused absences and a final warning that if the child should accrue 10 unexcused absences, he/she would be considered a Habitual Truant and referred to the Juvenile Probation Office. At this time, parents are required to schedule a meeting with the Director and a corrective plan shall be established. This plan will have follow-up procedures that address the causes of the child's truancy and referral to community organizations for assistance if needed.

10 unexcused absences: 10-day unexcused absence letter goes home via mail with personal receipt informing the parents' of their child's unexcused absences with a date, time, and a place to meet to discuss what will happen if the child should accrue another unexcused absence. Pre-Juvenile Probation Office referral paperwork is filled out and an attendance contract is designed to address the causes for the student's unexcused absences and to establish a corrective action plan.

Documentation will be kept listing notification, communication, and interventions for each student in need of early intervention and habitual truancy.

11+ unexcused absences: Within 7 days a referral will sent by the school to the Juvenile Probation Office. Noncompliance with the conditions of probation will result in a referral to the District Attorney for prosecution, per NMSA-22-12-7 New Mexico Compulsory School Attendance Law.

Extended Absence Policy

The Anansi Charter School would like to extend its mission statement and allow students and their parents to travel for educational purposes for extended periods. The Anansi Charter School has set standards that the teachers, parents, and students would agree to prior to travel. The request must be made at least **two weeks in advance**. The information request will be for all assignments that will be given during the extended absence. The student will be required to keep a daily travel journal in addition to the assignments given by the teacher. The Parent/Guardian

will be required to request from teachers, in writing, their plans for extended travel. Parent/Guardian must fill out a Student Extended Absence Form.

This form will be approved or disapproved by the School Director, only after parent/guardian and all teachers' involved sign the Form and the Director verifies the total days absent. Also, one week prior to the extended absence, parent/guardian will meet with teachers to obtain all homework assignments. The extended travel will then be considered a school approved trip and the student will not be considered absent. Within one week of return, parents must meet with teachers to ascertain if the student has completed the scheduled assignment and has not fallen behind on any work; and the student and parent/guardian will provide a brief presentation to the student's class regarding the learning from the travel. Parents/Guardians are considered responsible for meeting the student's outcomes.

The teacher and/or the school Director may disapprove of the request for extended absence for the following reasons:

- Time period for request is during the New Mexico Standard Based Assessment Test Window in March and April
- Student is performing below grade level
- Student has frequent previous absences

Leaving Campus

Anansi Charter School maintains a "closed campus". Children are not allowed to leave the campus at any time during school hours unless a parent/guardian signs their child out through the office. If a parent/guardian picks up a child during the day, **they must sign them out at the office**. Students who have legal documentation for restraining orders or custody must supply the school with copies.

Bus Transportation

Bus transportation will be provided to and from the Anansi Charter School by the Taos Municipal School District consistent with the Transportation Policy Manual submitted by the Superintendent of Schools. Problems or questions about the service should be addressed to Esther Winter, Transportation Director at 758-5208. Students may be suspended from the bus for improper behavior at the discretion of the bus driver, the ACS Director, or the transportation director. A bus schedule will be provided during family orientation, at the beginning of the school year. In addition to the rules and responsibilities set out by the Taos School District, the Anansi Charter School has adopted the following:

Anansi Charter School Bus Transportation: Roles & Responsibilities

Safe and convenient transportation is a privilege and not a right. Students abusing this privilege will be required to provide their own transportation. A child is considered under the supervision of the school from the time he/she boards the bus in the morning until he/she reaches the bus stop in the afternoon, which includes all the time he/she is on the school bus. THEREFORE, RIDING

THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL DAY AND ALL RULES AND REGULATIONS OF THE STUDENT CODE OF CONDUCT ARE APPLICABLE.

Child/student responsibilities:

- Students must conduct themselves with courtesy and good manners while on the bus.
- Students must not throw anything out of or in the bus or shoot anything with rubber bands at other pupils or the driver.
- Stay seated for the entire bus ride
- Use a quiet voice to visit with the student next to you on the bus, yelling is prohibited
- Hands to yourself on the bus
- Use appropriate language, and treat others respectfully
 - Use of foul language (swearing, bathroom talk) prohibited
 - Teasing and bullying is prohibited, see Consequences for Violations of Anti-Bullying Policy
- No eating or drinking on the bus
- Students may not buy or sell items on the bus.
- Students may not use pencils, pens or other pointed objects that could cause injury if the bus lurches or stops suddenly.
- Students must not use cell phones or electronic devices while riding the school bus.
- Students may not sexually harass others. Examples include but are not limited to: Sexual comments; inappropriate touching/behavior; and, indecent exposure.
- Students must pay for damage done to the bus, such as breaking glass or tearing or cutting seats.
- Students may not have in their possession/use objects on the bus that are forbidden at school: (including, but not limited to), weapons, drugs, alcohol, tobacco, animals, lighters, matches, etc.
- Know your bus schedule

Parent/Guardian responsibilities:

- Be on time for dropping off and picking up
 - 8:10am for morning bus
 - 4:00pm for afternoon bus
- Stay with your child and supervise him/her until bus arrives in the morning (or make arrangements with another parent to supervise your child)
- Stick with one schedule for bus riding, and provide it in writing to the school office, any changes must be made in writing and given to the office
- Any confusion regarding whether your child should be on the bus will result in keeping your child at school in the aftercare program, and you will be charged the aftercare fee

Consequences for not meeting responsibilities:

Serious offenses will result in the immediate removal from buses and possible suspension from school. Students who are removed from the bus for serious offenses will not be permitted to ride the bus home the afternoon of the day the action is taken.

NOTE: A bus-only suspension does not release the student from compulsory attendance. If the student is removed from the bus, it becomes the parent's responsibility to provide transportation.

The following policy will be followed for students that have problem behavior and/or unable to abide by ACS rules while riding on the bus throughout the school year.

1st Step: Driver or bus monitor will take sole action (except in very serious violations). Driver or bus monitor's actions include changing child's assigned seat, verbal warning, etc.

2nd Step: Bus monitor or driver will submit discipline referral. Director will advise student and send copy of discipline slip home to a parent.

3rd Step: Bus monitor or driver will submit discipline referral to school administrator. Administrator will remove student from all buses 2-5 days. Students may also lose privileges to participate in after school programs for up to 30 days. Director will notify parent and send copy of discipline slip home.

4th Step: Bus monitor or driver will submit discipline referral to school administrator. Administrator will remove student from all buses 5-10 days. Students may also lose privileges to participate in after school programs for up to 30 days. Director will notify parent and send copy of discipline slip home.

5th Step: Bus monitor or driver will submit discipline referral to school administrator. Director will notify parent and suspend student from further bus use.

Progress Reports/Grading

Grades Kindergarten to 5th, will utilize a skill/knowledge checklist.

4 = Advanced Proficiency: Achieving beyond grade level standards. Student has deep understanding of the concept or process being studied, can complete all parts of the task assigned and can communicate his/her understanding well.

3 = Proficient: Achieving grade level standards. Student understands the major concepts, can do most parts of the task

2 = Progressing: Progressing toward grade level standards. Student has some understanding, can do some parts of the task, but not most parts.

1 = Beginning Steps: Instruction and/or understanding in progress. Student is beginning to show an understanding of a new skill, but has not made much progress yet and cannot work independently.

Middle school grades, 6th – 8th, will use the following Letter grade with equivalent point value:

A = 93%-100%

B = 85%-92%

C = 77%-84%

D = 70%-76%

F = Below 69%

Grades will be disseminated on a quarterly basis (approximately every 9 weeks). Progress reports will be sent home at the 4 1/2 week point, if a student is not in good standing. See school calendar for dates.

Teachers will document student grades utilizing the grade book, core objectives, and absentee record. Students in 6th, 7th, and 8th grades, will also be evaluated on Citizenship, Attitude, Participation and Effort (CAPE criteria). The CAPE evaluation makes up 25% of the students total grade.

Promotion /Retention

In order to be promoted a student must pass at least two core classes: Math, Social Studies, Science, and Language Arts per New Mexico Statute-22-2-8.6. When a student is recommended for retention, the parents may sign a one-time waiver and the child is promoted. Waivers for promotion are not provided in the 8th grade, if a student is not meeting the required outcomes necessary for promotion, the student will be retained. If a student fails 8th grade for a 2nd time, he/she will be promoted. Students who have 20 absences or more are automatically considered for retention pursuant to Taos Municipal Schools Truancy policy.

Conferences

A close relationship between home and school is important for student and school success. Anansi Charter School welcomes and encourages parental participation so that we may cooperate and collaborate in the education of children.

Parent-teacher conferences are scheduled two times during the school year; it is a goal in the ACS charter to achieve 100% participation in parent-teacher conferences. Please see your school calendar for specific dates, to assure your availability for fall and spring conferences. Teachers and staff are available for additional conferences as necessary. These will be scheduled upon request.

Any questions or concerns should be brought directly to your child's primary teacher. If additional consultation is needed, a conference with the ACS Director or other appropriate instructors and staff will be schedule.

School/Home Communication

Anansi Charter School has an open door policy and to that end encourages open communication between home and school. Your students' teachers are available between 3:30 and 4 for informal conversations. Formal meetings can be scheduled with the teacher as needed.

Classroom news and events as well as general information about the school will be communicated through a monthly classroom newsletter and calendar. These items will be sent home with your child, emailed to parents, and posted in the classroom. Please take the time to read these communications to be informed about your child's classroom happenings.

Student/Parent Directory

Parents will receive a directory listing parents' and child's names, addresses and telephone numbers for the children in each classroom. Recipients are requested to respect the privacy of others on the list by refusing to make its contents available to others. **Parents have the responsibility to inform the school by September 8th if they do not wish to have their mailing address and phone number distributed in the school directory.**

Telephone

The school telephone is a business phone and is not to be used by students or parents unless an emergency situation exists.

Cell Phones and Use of Electronic Devices are Prohibited

Cell phone use and electronic devices have the potential for distraction and disruption. In addition, the potential for theft, loss, and damage is overwhelmingly high.

Students in Anansi Charter School shall not bring personal property such as cell phones, iPods, Game Boys or DS's to school. If at anytime you need to reach your child during the school day, please call the administrative office at 776-2256. Your child will be brought from the classroom or a message will be taken to him or her depending on the situation. Cell phones or electronic devices brought to school will be kept in the office until the end of the day when they can be picked up by the student's parent or guardian.

Student files

Family Educational Rights and Privacy Act protect student files. Only students, their parents or guardians, and appropriate school personnel are allowed access to a child's file. The file itself is considered the property of the school and may not be removed from the school office.

The Anansi Charter School reserves the right to require that requests for inspection or for copies of the file be made in writing and to have a school representative present during the file inspection. All inspections shall be done no later than 15 days after the request.

Enrollment Application Procedures:

Application Deadline:

The application deadline for the lottery will be set and approved by the Governing Council as well as the date of the lottery. Any applications received after this deadline will be added to the waiting list in the order in which they are received after sibling, retained students and lottery applicants.

Lottery Procedures:

A number will be assigned to each application starting with the last 2 digits of the year of application, a hyphen, a zero and the grade digit (Kindergarten would be "0"), a hyphen and a

number ranging from 001-999 based on the number of applications received. (For example, a student applying for Kindergarten for the 2012 school year may be assigned the number 12-00-001. A student applying for 2nd grade starting in 2012 may be assigned a number the reads 12-02-012.)

These numbers will be placed in a “hat” and randomly drawn, one at a time, on the approved lottery date. The numbers will then be tied in to the applicants and a waiting list will be generated based on the order in which they were drawn. If during the drawing of the lottery, an anomaly occurs where a student applying receives an unfair advantage; the lottery will stop, the corrections will be made and the lottery will start over.

Siblings receive priority and will be placed in their own lottery unless space is available in the grade level the sibling is eligible for prior to the time of the lottery. Their number will start with an “S”. (For example, suppose the Kindergarten previously mentioned is a sibling. His/her number may read S12-00-001.)

Waiting List Procedures:

The waiting list will be maintained until the 120th school day of the year applied at which time, enrollment will be closed. Students applying after the lottery date will be placed at the end of the list in the order of which the application is received. Siblings applying after the lottery date will be placed at the end of the sibling list in the order in which they are received before other applicants, lottery or otherwise, based on the priority status of siblings. The same criteria apply for retained students.

The enrollment application received after the lottery will be stamped and signed by the enrollment coordinator as verification of when he/she received the application. If applications are received on the same date, the enrollment coordinator will assign a number (01, 02, 03. . .) after the date to indicate the order in which they were received on that day.

Notification of Lottery Results:

Lottery applicants will be notified in writing regarding their placement as a result of the lottery process.

Disqualification of Applicants:

A student may apply for one (1) grade only. Students who apply for more than one grade will be removed from the lottery. A student must apply using his/her legal name. Using an alias could result in disqualification from the lottery or dis-enrollment at a later date. Parents are responsible for entering the correct grade their child is applying for on the lottery application.

The lottery process is absolutely random. No preference will be given based on religion, sex, race, etc. Enrollment preference is granted to returning students and siblings of currently enrolled students. In addition, lottery applicants who are currently attending a school that has not met Annual Yearly Progress (AYP) standards are awarded two lottery numbers as required by the New Mexico Public Education Department (NMPED).

Sibling Lottery/Lottery Procedures for the Following Year:

Siblings of currently enrolled students are given sibling priority and are placed in their own lottery during our spring lottery process. Having an enrolled sibling does not automatically guarantee enrollment in to the school for the following year. If there are several siblings applying for one grade level, there will be a sibling lottery to determine who will be accepted in to any available spots and their order at the top of the waiting list.

It is the parent's responsibility to notify the school and fill out an enrollment application for siblings applying for the lottery by the deadline announced. Applications received after the deadline/lottery process will be automatically placed on the waiting list after any other siblings already on the list.

The Anansi Charter School definition of a sibling is as follows:

- Must share at least one biological parent AND a household at least 50% of the time.
- If siblings are not biological siblings, proof of guardianship must be provided.
- Foster children may be considered as a sibling with legal proof of guardianship.

Step-siblings may qualify if they meet these requirements:

- They must share a household with the enrolled sibling at least 50% of the time; proof must be provided (court/custody order).
AND
- Parents are legally married (marriage certificate).
OR
- The biological parent of the enrolled sibling must adopt or take legal guardianship over the applicant (court documents).

Acceptable forms of proof, must be notarized

- Court/custody orders.
- Affidavit/acknowledgement of paternity.
- Copies of Birth Certificates.
- Marriage Licenses.

Admissions

Children entering kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Parents must provide a birth certificate and updated immunization records or Immunization Exemption Form in addition to filling out all forms in the ACS enrollment packet in order to complete their child's enrollment.

Withdrawal

Upon terminating enrollment at Anansi Charter School, for any reason, please follow this procedure.

- Inform your child's teacher and the office of your leaving with as much notice as possible, preferably a minimum of ten days notice.
- Pickup a withdrawal form from the office.

- Complete and return to the office.
- Schedule a final conference with your child's teacher.

Change Of Address/Telephone

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year. It is the responsibility of the parent or legal guardian to provide the school current and accurate contact information.

It is the parent/guardian's responsibility to update emergency contact information. Students may only be released to individuals listed as an emergency contact if a parent or legal guardian is unreachable or unavailable to pick up his/her child in the event of emergency, illness, disciplinary action or any other reason a child may need to leave school premises. In the event a parent, legal guardian, or an emergency contact cannot be reached, the police or Emergency Medical Services will be contacted depending on the circumstances.

Playground Rules

General Guidelines:

- Shoes must be worn unless a student is in the sandbox
- When eating on the playground, students must eat at picnic tables and be responsible for clean-up
- No climbing on walls or ramadas
- Removal of trash/garbage, large rocks, and hazardous materials from the playground is everyone's responsibility
- Only teachers allowed in the shed
- All equipment must be put away after lunch recess

Tree House:

- One direction up ladder/one direction down ladder
- Climbing in tree permitted, not on the railings around tree fort
- Only sliding down the slide permitted
- Only people allowed in the tree fort

Swings

- No jumping off the swings
- No running in between swings while they are in motion
- Spinning in swings is allowed when the swing is stationary

Soccer Field

- Must be taken to the field by a teacher on duty
- Adult assistance to pick teams and set up games as needed
- Good sportsmanship is required to stay in the game

Basketball Court:

- Only a teacher can raise or lower the net
- Hanging on the hoop will result in being asked to leave the court
- Good sportsmanship is required to stay in the game

- Teacher assistance in assigning teams as needed

Sandbox

- No throwing sand
- Students may take off shoes in warm weather
- Water play allowed with teacher supervision

Yellow, White, & Blue Play Structure

- Only one direction on slides, can climb up the straight yellow slide
- No climbing on top of structure
- No tag on structure, “groundies” for grades 3-6 allowed, 2nd with teacher supervision

Monkey Bars (Silver)

- Cross one direction only
- Students may sit on top if they can get up *on their own*
- No jumping off

Safety:

- No picking up and throwing sand, rocks, or sticks.
- No tackling, wrestling, grabbing clothes or pushing.
- No Red Rover.

Equipment:

- No tag on equipment
- No pushing on equipment.
- No running on equipment.
- No sliding down handrails.
- No standing on picnic tables.
- No throwing sand, gravel, rocks, sticks, snowballs, etc.

Games:

- Agreed upon rules and teams before you begin
- No wrestling, pushing, shoving, or arguing allowed in any games
- Good sportsmanship is required
- Leave the field when a teacher states to take 5, sit on the sidelines quietly until teacher invites you back to the game
- Reasons to take 5
 - Rule infractions
 - Poor sportsmanship
 - Pushing, shoving, grabbing, wrestling
 - Arguing

When recess is over:

- All students line up with his or her teacher
- All students participate cleaning up equipment in the yard when requested

Behavioral Policy

It is the belief of the Anansi Charter School that each child is capable of appropriate social and emotional behavior. These skills are fostered at Anansi Charter School through teacher/child interaction, peer interaction and role modeling. If a problem arises which affects the safety or well-being of the child or those around him or her, a parent/teacher conference will be scheduled

immediately and a mutually agreed upon plan will be implemented. A follow-up conference will be scheduled to evaluate the progress and that progress will be continually monitored and evaluated for modifications.

If a plan cannot be agreed upon, a conference with a guidance team, which will be comprised of an administrator, teacher(s) and the child's parents, will be scheduled. The guidance team will formulate a behavioral contract. A follow up conference will be scheduled to evaluate the progress and that progress will be continually monitored and evaluated for modifications.

Discipline

The Anansi Charter Schools' discipline policy is based upon and guided by the State Board of Education Regulation 6.11.2., Chapter 11 Public School Administration – Student Rights and Responsibilities. A copy of these regulations can be viewed on the New Mexico Public Education Department's website www.ped.state.nm.us or in the school offices.

Discipline is approached as a means of helping children learn "acceptable behavior" according to their emotional, intellectual and physical development. Discipline shall include positive guidance, redirection and the setting of clear limits, which foster the child's own ability to become self-disciplined. Anansi Charter School follows the Cline-Fay Institutes' philosophy of discipline. Foster Cline, MD and Jim Fay detail the guidelines of this philosophy in Parenting with Love and Logic and Teaching with Love and Logic. You will find in our school library a parent education library complete with audiocassettes, videos and literature on the love and logic philosophy.

At ACS all students are expected to:

Act responsibly by:

- Following directions.
- Following procedures.

Act respectfully by:

- Being kind.
- Talking appropriately.
- Keeping hands and feet to self.

Act cooperatively by:

- Listening to others.
- Working together.

If a student behaves in a threatening or inappropriate manner at school, the student may be removed from class, and the student's parent/guardian may be called to pick up her/his child. If the infractions persist then a Student Assistance Team meeting will be scheduled.

Infractions include but are not limited to:

- A. Creating class disturbance, continual talking: removal from class, lunch and recess detention, habitual behavior may lead to suspension

- B. Repeated failure to follow instructions/rules; for class and school (talk to teacher for specific classroom rules of conduct); unprepared for class: removal, lunch and recess detention, potential suspension for habitual behavior
- C. Inappropriate behavior (hitting, spitting, kicking, pushing, shoving, running away from a teacher, screaming, etc. at school) discipline referral, consequences based on incident
- D. Profane language and put-downs
- E. Talking back, being rude/disrespectful, or displaying inappropriate behavior to a teacher: classroom removal, lunch and recess detention to make up work
- F. Dress code violations: see policy
- G. Academic negligence: loss of participation in electives and specials to make up work
- H. Fighting: emergency suspension, further consequences determined by incident severity
- I. Lying, cheating

Students are given clear, reasonable expectations as participants in the learning environment. When students disrupt the learning environment or behave in unsafe or unhealthy ways, their choices will have consequences. Teachers will deal with the misbehavior and administer consequences that may range from a request for change in the behavior to immediate removal from the class based on the seriousness of the infraction. A discipline referral, a note, or a phone call will serve as notification to the parents. *A student may be referred to the Director for seriously disruptive, disrespectful, or dangerous behavior, and then may be suspended or expelled based upon the seriousness of the infraction.*

Cheating and Plagiarism:

Incidences of academic cheating will not be tolerated. Teachers will announce the commencement of testing by saying, “We are now in a testing situation”. When the test is finished, teachers will announce, “Testing is finished”. During the testing period any student or students who are interacting in any manner with other students will have their test paper confiscated and receive a zero for the test. Students who are found cheating or to have plagiarized material for reports or projects will be given zeroes for the work. The test or work may be made up at the discretion of the teacher, with the value not to exceed 50%.

Dismissals/Expulsions

The Director may suspend students who fail to comply with discipline policies. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety of others or themselves may be suspended and later expelled. Parents will be notified if habitual problems exist.

Expectation of Student Behavior

Anansi Charter School expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

Anansi Charter School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems.

Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School Sponsored Functions, and on School Buses

New Mexico Statute Reference

Legislation (6.12.7 NMAC.) requires each school district and charter to adopt a policy prohibiting harassment, intimidation and bullying on school property, at school-sponsored functions and on school buses.

Anti-Bullying Policy Statement

The Anansi Charter School prohibits acts of harassment, intimidation or bullying. The Governing Council has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Definition of Bullying Behaviors

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

These acts may have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property.

These acts may have the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Examples of bullying behaviors include: name calling, teasing, gossiping, undesired text or other social networking type messaging, exclusion, pushing, shoving, taking personal possessions, verbal threats, hand gestures, etc.

Consequences for Violations of Anti-Bullying Policy

After investigating complaints of bullying the ACS Director may provide consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying. These may range from positive behavioral interventions up to and including suspension or expulsion.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Out-of-school suspension;
- Legal action; and Expulsion.

Reporting related to the Anti-Bullying policy

The Governing Council requires the Director to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.

Response to the Victim and the Bully

The school will make counseling available to individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victim(s). The school will provide social skills training to the bully and for all students to address victimization.

Response to the Reporter of Incidents

The ACS Director and Governing Council prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

False Reports

The Governing Council prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a *student* found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted by law.

For a full and complete copy of the Anansi Charter School Anti-Bullying Policy, please see the director or visit the Anansi Charter School website: www.acstaos.org.

Reference:

[6.12.7.8 NMAC - N, 11-30-06]

History of 6.12.7 NMAC: [Reserved]

Drugs and Alcohol Use by Students

The non-medical use, possession, or sale of drugs and/or drug paraphernalia and/or use, possession, or sale of alcohol on school property or at school events is prohibited. Students in violation of this prohibition shall be subject to prosecution in accordance with the provisions of the law as well as disciplinary actions which may include police notification, suspension or expulsion. Law enforcement may be contacted.

Searches

The Director has the right to search and seize property when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student(s) exists. Lockers and desks are the property of the school and may be inspected at any time with or without reason by school personnel. Back packs and pockets may be searched when there is reasonable suspicion that the student is in possession of a prohibited substance.

Weapons Policy

No student shall carry or possess a weapon or simulated weapon on school premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the school. Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school director. The school director who observes or receives a report of a student or individual possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with school policies. Bringing a weapon to school (knife, firearm, explosive or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use or the purpose of keeping or carrying an object is for use, or threat of use as a weapon) will result in the following consequences:

Procedures:

- A. Inadvertent – weapon will be confiscated, a brief meeting scheduled with parent/guardian and student. Further consequences will be determined on a case-by-case basis.
- B. With Intention of Threat – the following procedure will apply: If a student brings a weapon to school for the purpose of threatening an individual or individuals the student will be sent home immediately. Depending on the severity of the infraction the student may be referred to appropriate law enforcement authorities. The student can be suspended for up to 5 school days to research the incident. During the time of suspension the school will set up a Student Assistance Team (SAT) meeting and might ask that the parent come to the SAT meeting with a scheduled appointment for a psychological evaluation for the child. The parent will be contacted by telephone and mail with the time and place of the SAT meeting. Parents/Guardians are welcome to bring individuals to the meeting who will be helpful in developing a

positive plan for the student. The student will not return to school prior to a SAT meeting.

Intent to Harm Consequences:

- Possession of knife or other weapon: suspension or expulsion; contact parent/guardian, counseling, and behavior plan required
- Possession of a fire arm: automatic expulsion; contact parent/guardian and law enforcement

LEGAL REF.: 22-5-4.7 NMSA (1978)
30-7-2.1 NMSA (1978)

20 U.S.C. 7151
CROSS REF.: JIC- Student Conduct

JIH-Interrogations, Searches, and Arrests
JK- Student Discipline
JKD- Student Suspension/Expulsion

Due Process Procedures

Emergency Suspension – Due Process Procedures

An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student’s continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension must be provided to the student as soon as practicable following the student’s removal from school pursuant to an emergency suspension. The student’s parent(s)/guardian(s) will be notified of the suspension as soon as reasonably possible.

Short Term Suspension – Due Process Procedures

A short-term suspension is a suspension for a period of time less than or equal to ten (10) school days. Before a short-term suspension is imposed, the director shall inform the student of the alleged misconduct and describe generally the evidence known at that time to support the allegations of misconduct. The director shall invite the student to discuss the student’s version of the situation. This is so the student has an opportunity to dispute the allegations of misconduct. The administrator shall then determine if a short-term suspension should be imposed and shall inform the student of his or her decision. If the student is suspended, the student’s parent(s)/guardian(s) shall be notified of the suspension by telephone. No appeal is available for a short term suspension.

Long Term Suspension – Due Process Procedures

A long-term suspension is a suspension that exceeds ten (10) school days in duration. It may extend up to one (1) full year in duration. If a long term suspension is warranted, the student will be short term suspended for 10 days, following all due process procedures, pending a recommendation that the student be given a long term suspension or be expelled from the school.

A certified letter will be mailed to the parent or guardian containing the following information: the charges and the rule or regulation violated; the extent of the punishment considered; the date, time and place of the formal hearing; that the student may be represented by counsel, and the name of the hearing officer. A formal, long term hearing will be scheduled and conducted by a hearing officer. Upon the conclusion of a hearing by the hearing officer in which a decision of long term suspension or expulsion is made, the decision may be appealed to the Governing Council.

Vandalism

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that damages be paid or arrangements be made for payment prior to re-admission to school. If a student accidentally causes damage they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If school property is damaged while a student is violating school rules, for example if students are fighting or “rough-housing”, the student or the student’s parents/guardians are responsible for the cost of replacing or repairing the damaged property.

Textbook and Lost/Damaged Book Policy

Each classroom at ACS must have a sufficient number of textbooks for every student on each subject that requires a textbook for the instructed curriculum. Students will be allowed to take a textbook when required for assignments or upon request by student or parent during the school year. The replacement of lost and/or damaged books shall be the responsibility of the parent/guardian of the student who has either checked the book out from the library or for any textbooks assigned to the student.

Safe Drug-Free Campus

The non -medical use, possession or sale of drugs and/or use possession or sale of alcohol on school property or during any school activity is prohibited. Students in violation of this prohibition shall be subject to prosecution in accordance with the law as well as disciplinary action, which may include police notification, suspension or expulsion.

Dress Code

The dress code at Anansi Charter School has been developed for two primary reasons. First, we believe it is important to project a positive image to our community and visitors to our school. Second, we are preparing our students to enter the work world with an understanding of the standards of society. Decisions on what to wear to school are the responsibility of parent(s)/guardian(s) and students. Students in violation of dress code are required to call their parents to bring appropriate clothing.

Students are expected to dress in an appropriate manner at all times. Student dress may not present a health or safety hazard, violate municipal, county, or state law, or present a potential disruption of the education process.

The following are examples of unacceptable dress on the Anansi Charter School campuses:

- Shorts/skirts/dresses that are more than 5 inches above the kneecap.
- Spaghetti strap shirts, basketball jerseys, or muscle shirts. Shirt straps must be at least 1” wide.
- No cleavage.
- Clothing that bares any part of the wearer’s midsection. The clothing must cover the midsection when the arms are outstretched.
- Clothing with any logo, writing, symbols, or numbers that reflect violence, malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco, or anything otherwise considered being disruptive or gang-related.
- Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. “Excessively baggy” shall be defined as pants with the cuff that covers the feet of the wearer or drag on the floor.
- Non-prescription dark glasses of any kind worn indoors anywhere on the face.
- Shoes must be worn at all times while on campus, except in the playground sandbox, as stated in the playground rules. Flip flops are not allowed for safety reasons. “Sandals” must have straps around the heel.
- No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol or other items that are perceived as evidence of membership in or affiliation with a gang.

For Students in Grades Kindergarten-Grade 2: Your child needs a complete extra set of clothing to keep at school in case a spill or accident occurs. Please be sure to include pants, shirt, underwear and socks and replace these items as necessary. Each child will be provided with his or her own cubby where these items may be stored. However, all clothing should be permanently labeled with your child’s name.

First and Second Offense: Change into a school provided T-shirt. Original shirt will be returned when clean T-shirt is returned to director.

Third Offense: One-day suspension. Phone call home.

Fourth Offense: Three-day suspension. Phone call home.

Visitors

Consistent with Anansi Charter School’s open door policy, visitors are welcome any time the school is open. For safety purposes, all visitors are required to check in at the office where there will be a visitor sign-in sheet and a visitor’s badge to be worn at all times throughout the visit.

Field Trips

Field trips are an important and highly enjoyable part of Anansi Charter School's program. Each trip is carefully planned to teach some aspect of the curriculum. Taos Municipal School buses will provide transportation for field trips. We always encourage parents to participate in field trips. It's a great way to be a part of your child's school experience, as well as a great help to the teacher.

A separate authorization form will need to be completed by the parents and returned to the Anansi Charter School prior to the field trip. All aspects of the Anansi Charter School Student/Parent Handbook apply to all school sponsored activities or field trips on or off the campus. If a teacher requests your help on a field trip, please keep in mind the following guidelines for parent chaperones:

- Assist the teacher with the entire class
- Attend to student safety at all times
- Ask the teacher how you can assist them
- Be assertive with students and help enforce behavior expectations
- Arrive early and ride the bus
- Supervise all children; not just your own child
- Stay engaged with the children and be respectful of presenters by not socializing with other parents or students during activity times
- Help enforce rules on the bus

Not appropriate for school field trips:

- Younger siblings, pets or friends
- Swearing, use of alcohol or tobacco
- Eating or drinking on the bus

Medical Information and Student Update

The State of New Mexico requires that you provide the school with a complete record of your child's immunization shots signed by a physician/healthcare provider unless the child is properly exempted. The State of New Mexico requires that children have a chicken pox vaccination or a verification of chicken pox. If for any reason your child has not received immunizations and you believe that an exemption may apply, please contact the school office immediately for a nine-month Immunization Exemption Form.

A Student Update Form must be filled out at the beginning of each year. This form will provide the school with current information concerning emergency telephone numbers, medical considerations and other important information. It is very important that every student maintain an up-to-date address and telephone number record at the school office. **Please notify the school immediately if you have a change of address or telephone number during the school year.**

Please be sure that the office and the classroom teacher are aware of any health considerations that could cause possible problems for your child.

Illness

If your child shows signs of an oncoming illness such as an acute cough, runny nose or fatigue, please be sure to keep him or her home for the well being of your child as well as the other children in the classroom.

If your child has an elevated temperature or has vomited, please keep him or her home and quiet for an additional 24 hours before returning to school. Let us know if measles, chicken pox or any other communicable disease is diagnosed so we can alert other families.

Please call the school as soon as possible in the morning if your child will be absent.

Medication

Medication may be dispensed only with a written doctor's order and a written authorization from a parent. The doctor's orders must include the name of the student, name of the drug, dosage and schedule of drug to be administered and side effects of the drug. Forms are available in the ACS office and at the Parent Information Board. Medications are to be kept in a central location within a locked closet or cabinet.

No faculty or staff member will dispense aspirin or acetaminophen without parental consent.

Students Who Become Ill or Have an Accident at School

Parents will be called immediately if their child becomes ill during the school day. In the event you cannot be reached, we will notify the person listed on your emergency contact card. Please be certain to keep this information up to date.

If a child has an accident at school, we will try to contact the parents by telephone. If we cannot reach the parents or other emergency numbers and we consider the injury an emergency, we will call the child's doctor and comply with the doctor's advice, and/or call for emergency services or take the child to the emergency room.

Snow Days

Because the Anansi Charter School relies on Taos Municipal School buses for transporting students to school and therefore, we will follow the decision of the Taos Municipal School system for school closure due to road or weather conditions. Parents are encouraged to listen to the local radio stations (KTAO, 101.9) or watch an Albuquerque news channel on television in the event of snowfall or inclement weather for school cancellation and delay information.

Emergency Drills

Fire drills are conducted every week for the first 4 weeks and once each month thereafter. Detailed escape plans are posted inside the door of each classroom. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet and orderly manner. Unwanted Intruder-

Lock Down drills will be conducted periodically. Shelter-In-Place drills are required 2-times per year.

A detailed emergency preparedness plan is available in the Anansi Administration office. The school is prepared for a variety of emergency situations.

Disaster/Safety Instructions

In case of a school emergency, please listen to KKIT or KTAO FM radio stations for instructions. Please do not call the school or go there until directed. The following actions will take place:

- A. Students and Staff will exit building to back pasture, 500 feet or more away from the building. Teachers will have their class roster with children's names and phone numbers. In the event that students cannot return or enter the school building and remain on the school grounds, we will move to step 2.
- B. If students and Staff are unable to return to the building we will call Esther Winter at 758-5208 to arrange transportation and call Arroyos Del Norte Elementary School (737-6175) to let them know that we are evacuating to their gym. We will either have someone run to a neighbor to make the call or use a personal cell phone if available. Students will walk along neighboring pasture to Highway 230 for TMS bus pick up. Bus will transport students and staff to Arroyos Del Norte Elementary School where the Anansi parents will be informed to pick up their children. Staff will remain at Arroyos Del Norte until all parents have been contacted and all children picked up.

Emergency Information

In case of emergency each student is required to have on file at the school two (2) completed yellow emergency information cards. One goes in the child's file and the other stays with the teacher in the classroom.

Parental Assistance and Classroom Involvement

Parents and other family members are encouraged to be actively involved in your child's education. There are many opportunities both in and out of the classroom to participate in a manner that is meaningful to you as well as a big help to your child's teacher. In addition to enhancing the education of your child and his or her classmates, your contribution will likely be a rewarding personal experience as well. Remember, the success of any charter school is largely dependent upon parental and community support. In order to become involved, please speak with your child's teacher, the school director, or a member of the Governance Council.

Guidelines for Communication with School Personnel

Your child's education is a cooperative effort between parents and school personnel. At times, you may wish to seek additional support, information, or resources. From time to time, situations may arise that will need to be addressed with your child's teacher. Here are some key points to remember when you are communicating with school personnel about your child's educational needs:

- Please schedule meetings with your child's teacher in advance. Please understand that a teacher's responsibilities may prevent accommodation of a request for an immediate meeting. Please request the meeting within one week of the concern, issue, or incident, so that the discussion may be timely.
- It would be helpful to be prepared for the meeting by writing down your issues, what you want to say, and questions you would like answered. Write down your solutions and recommendations as well.
- Your child's educational needs are best met when you and your child's teacher work together, and acknowledge each other's efforts toward your mutual goals.
- Stay positive and calm throughout the conversation. Avoid blaming or becoming defensive. All parties are expected to be respectful and courteous. Any teacher or school employee reserves the right to terminate a meeting in the event of inappropriate or abusive behavior.
- Listen to the teacher's point of view and suggestions with an open mind.
- Ask the teacher to clarify any school "lingo" – language used by educators that you might not understand.
- Agree together on an appropriate, informal intervention plan or resolution. Share responsibility for success of the plan. Make a note of this plan. Be clear about commitments and next steps – yours and the teacher's.
- If you feel a follow up meeting or phone call is necessary, and this has not already been scheduled as part of the plan you and the teacher created, you are welcome to initiate the meeting or call.
- The parent, teacher, or Director may request a Student Assistance Team (SAT evaluation – child study for educational, emotional, social, behavioral needs – please see SAT flow chart) if it's felt that a more formal plan is necessary.
- If the situation is not resolved through meeting with the teacher or SAT process, please request a meeting with the Director.
- The Director is available to mediate issues between the parent/guardian and teacher. Any party may request mediation as part of the process.
- If the situation is still not resolved through meeting with the Director, then and only then, request in writing to be placed on the Governing Council agenda. Individual personnel issues will be addressed in executive session only, rather than open session. Any Governing Council member approached by a parent will respectfully redirect the parent to this process.

Grievance Procedure

The purpose of this procedure is to provide a timely and equitable solution at the lowest possible administrative level, to any parent or grievance, which may arise.

- A. **Step 1:** First try to discuss any problems you might have with your child's teacher. Teachers are available for any informal discussions you might need on Monday, Tuesday, Thursday and Friday between 3:30 and 4:00 PM. If you feel this is not adequate you may schedule an appointment for a conference, with the teacher.
- B. **Step 2:** If the problem remains after speaking with the teacher, the Director will attempt to resolve the problem after meeting with the parties involved.
- C. **Step 3:** If after step 2 the problem remains the parties may submit their grievance to the Governance Council. The grievance shall be submitted in writing. The Governance Council shall review the matter at its next regular meeting or, if deemed appropriate, at a special meeting called for the purpose of reviewing the appeal. The Council shall review all written statements, written testimony, documents and other tangible evidence, which has been accumulated in the matter. If deemed necessary by the Governance Council, a hearing shall be called for the purpose of resolution of the grievance. The parent and the Director shall be advised in writing of the Council's decision within five (5) school days of the meeting. The decision of the Anansi Charter School Governance Council is final.

Provisions:

- All proceedings will be kept informal and confidential.
- The supervisor shall keep all communications and documents relating to the grievance matter in a separate file, and all materials shall be destroyed after the resolution of the grievance.
- The administration agrees to make available to the parent all pertinent information, not privileged, in its possession or control, which is relevant to the issues raised.

Toys and Valuables From Home

Except for special occasions, such as "show and tell", or if requested to do so by your child's teacher, children are not allowed to bring toys (gameboys, hit clips, remote control toys, action figures, dolls, etc.) from home.

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school director and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.

Acceptable Use of Internet and Technology Resources

All ACS students, employees, contractors, volunteers and other school officials who use or have access to technology must sign and abide by the Anansi Charter School's Acceptable Use Policy (AUP) indicating their knowledge of and agreement to terms and conditions of use of school technology resources. Failure to follow the acceptable use procedure will result in the loss of the

privilege to use these tools and may result in disciplinary action up to and including suspension, expulsion, termination and criminal charges. All technology resources must be used in a responsible, efficient, ethical and legal manner and in accordance with the ACS Mission Statement, Priorities, and Goals.

Parties and Birthdays

From time to time throughout the year there are individual classroom parties, which are determined by the teacher and the class. The dates, times and requests for parent volunteers and contributions are generally communicated in letters home prior to the party.

Birthdays are celebrated at Anansi Charter School with a Birthday Circle. Parents are invited to join this celebration. Since birthdays are special, children like to celebrate them with their friends and teachers. It builds self-esteem to honor the uniqueness and importance of each child on their special day. We like to encourage good health habits; so please keep any treats you wish to send very simple. Fruit, muffins or a simple cookie makes a good birthday snack.

Family Involvement: Work Days and Fundraising

At ACS parent/guardian volunteers are an essential resource. One of the exciting aspects about the “charter movement” is that these schools are truly community schools; governed and operated by the staff, parent body, and community members. Anansi Charter School is “our” school and needs the support and commitment of all to operate successfully.

Work Days:

Family involvement on “Work Days” is requested twice during the school year. Workdays are scheduled on Saturdays. Please refer to your school calendar for specific dates and times. These days are a great opportunity to show-off your skills in carpentry, gardening, shoveling, sanding and oiling playground equipment, painting and general yard, equipment and property maintenance.

Fundraising:

Due to the limited state funding Anansi Charter School will undertake fundraising endeavors as determined appropriate by the Fundraising Committee. All fundraising activities will be performed in accordance with 501(c)(3) restrictions.

All proceeds from any fundraising venture will be used to supplement a variety of school areas, including the library, computers, playground, health and safety, and field trips. Ultimately all funds generated via fundraising efforts will enhance each child’s educational experience. Parental/guardian participation in all fundraising events is strongly encouraged.

VIII. Parent Education

At Anansi, we value our relationship with parents as a partnership in the education of our students. One way we support parents is in providing parent education in the areas of early literacy skills, parenting, emotional intelligence, and educational family nights. We request that

all parents attend one of the following types of parent education nights per year in addition to Parent Teacher conferences, Back to School Night, and Family Orientation Night:

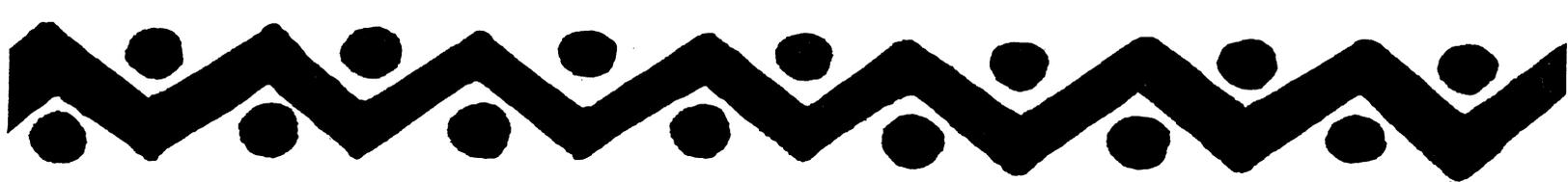
- Parenting with Love and Logic
- Parenting with Emotional Intelligence

IX. Anansi Charter School Governance

In preparation for the charter status under the 1999 charter legislation, Anansi Charter School formalized its governance structure with the appointment of an Anansi Charter School Acting Governing Council appointed at Anansi Day School's May 2001 Board of Directors meeting. Anansi Charter School's governance model is a synthesis of the governance structure that has been in place since becoming a charter school in 2001, with the requirements that a charter school have a formal governing board.

The Governance Council will be comprised of not more than 7, no less than 5 members consisting of teachers, parents, community members, the School Administrator and an ex-officio member from the Taos Independent School Board. Members of the Council will serve one and two year staggered terms. The Council will meet a minimum of once a month. Any member of the staff of ACS, parents of students at ACS or members of the community are welcome to come to and participate in the Governance meetings. The selection of the Governance Council members shall include a nomination process, as well as self-selection process. Anyone in the ACS community may nominate an individual to be on the Governance Council; those interested in serving on the Governance Council may place their names in nomination. All prospective Governance Council members will present themselves at a Governance Council meeting; the entire ACS community will receive notice of this meeting. Selection of Governance Council members will take place in the spring of each school year, with the term in office beginning July 1, consistent with the fiscal school year. The responsibilities of the Governance Council will be:

- Approving the school's Mission and Vision Statements.
- Approving any management, operational and service contracts.
- Authorizing broad curricular guidelines or specific curricular programs or delegating such authority.
- Providing ongoing support and oversight of the academic program and performance of the school.
- Setting personnel policies, including: establishing qualification criteria for employees, firing employees, dismissal procedures, approving codes of conduct and authorizing and approving collective negotiations.
- Approving policies and improvements and changes to the Aftercare program based on feedback from "Aftercare Parent Survey"
- Hearing appeals on student disciplinary action and special education matters.
- Hearing complaints from any individual or group alleging any violation of the provisions of the Charter Schools Act, the charter itself or any other provisions of law relating to the management or operation of the school.
- Providing oversight of all financial aspects of the school.
- Overseeing the Director and his/her duties and performance, the Director will report directly to the Governance Council.



ANANSI CHARTER SCHOOL

PO Box 1709
57 State Highway 230
El Prado, NM 87529-1709
(575)776-2256 ph (575)776-5561 fax
acstaos.org

Parent Permission for Field Trip Participation

I, the Parent/Guardian of _____, give permission for him/her to participate in the following activity away from Anansi Charter School.

Destination: _____

Purpose of Trip: _____

Date of Trip: _____

Time of Departure/Return: _____

Type of Transportation: _____

As the Parent/Guardian of the above named student, I understand that all Anansi Charter School policies and procedures will be in force during this school-sponsored activity. I also understand that every reasonable precaution will be taken to provide for the safety and care of the student. In the event of an accident requiring emergency care, the necessary care will be obtained. Any resulting expenses shall be the responsibility of the Parent/Guardian.

I have read the above policy statement and agree to follow these policies. I give permission for my child to participate in this school sponsored field trip.

Signature of Parent/Guardian

Date

Physical Address of Parent/Guardian

Home Phone

Cell Phone or Work Number where you can be reached the day of the field trip

Anansi Charter School ABSENTEE SLIP

Please call the Anansi Charter School as soon as possible if your child is going to be absent. A written statement of reason for absence must be received by the school on the day of the student's return, and State law requires that after 3 days of illness a written doctor's excuse be provided for documentation.

_____ was absent from school on _____
Student's Name *Date(s) absent*

because _____

_____ *Parent/Guardian Signature* _____ *Date*

For office use only

_____ Excused tardy: religious observation, illness, death in family or medical appointments.
_____ Unexcused tardy: Three unexcused tardies will count as one unexcused absence for attendance purposes. Any student showing a consistent pattern of tardies will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office.

Anansi Charter School TARDY SLIP

Parents are required to contact the school concerning tardiness and notify ACS of extenuating circumstances that may hamper school attendance by a child. A written statement of reason for tardiness must be received by the office at the time of tardiness.

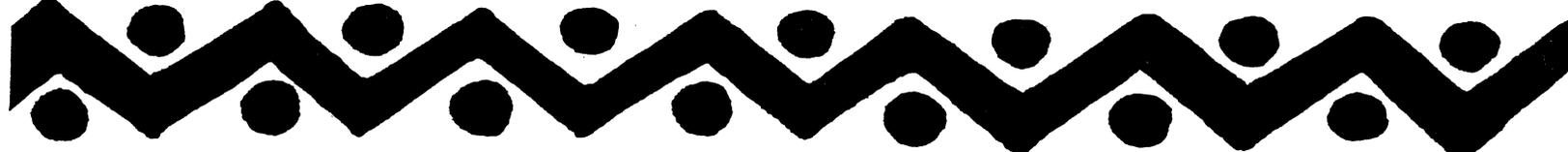
_____ was tardy from school on _____
Student's Name *Date Tardy*

because _____

_____ *Parent/Guardian Signature* _____ *Date*

For office use only

_____ Excused tardy: religious observation, illness, death in family or medical appointments.
_____ Unexcused tardy: Three unexcused tardies will count as one unexcused absence for attendance purposes. Any student showing a consistent pattern of tardies will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office.



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Request for Administration of Medication

Name of Child: _____

Type of Medication (Check one): Prescription _____ Non-Prescription _____

Name of Medication: _____

Dosage to be administered: _____

Medication Expiration Date: _____

Time(s) medication is to be administered: _____

Date(s) medication is to be administered: _____

Is child taking any other medications? Yes _____ No _____

If yes, list name of other medications: _____

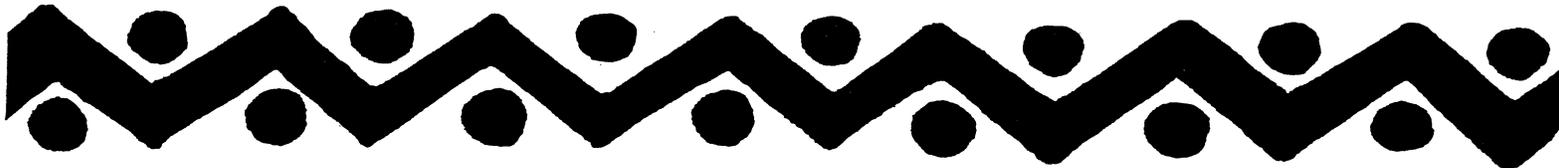
I request that the staff of Anansi Charter School administer the above medication and I release the staff from any and all liability resulting from the administration of the listed medication(s).

Parent/Guardian Signature

Date

Medication Log (To be completed by staff when medication is administered)

Name of Medication	Dosage Given	Date	Time	Administered by



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Request for Extended Absence

Student: _____ Date: _____

Extended Absence Policy:

Notification of extended absences will be at least two weeks in advance. The homework should be picked up one (1) week prior to the vacation or planned absence(s) at a scheduled meeting with the teacher. The student will be required to keep a daily travel journal in addition to assignments given by the teacher. The parent/guardian should present this signed request form to the Director. Absences are often detrimental to student achievement, even when make-up privileges are allowed. Therefore, parents need to be aware of potential negative effects these absences may have, particularly in classes where the student's current status is marginal. Within one week of return, parents must meet with teachers to ascertain if the student has completed the scheduled assignment and has not fallen behind on any work; and the student and parent/guardian will provide a brief presentation to the student's class regarding the learning from the travel. Parents/Guardians are considered responsible for meeting the student's outcomes.

Any exceptions to the Extended Absence Policy must be approved by the Director.

Parent Request for Homework:

I have read and understand the above Extended Absence Policy and would like to request that my son/daughter, be absent from school from _____ to _____ for the following reason:

(Please attach a list of educational activities that will be experienced):

Parent/Guardian Signature

Date

Teacher Signature

Date

Performing at grade level: Yes _____ No _____ Total Absences to Date: _____

Director Signature

Date

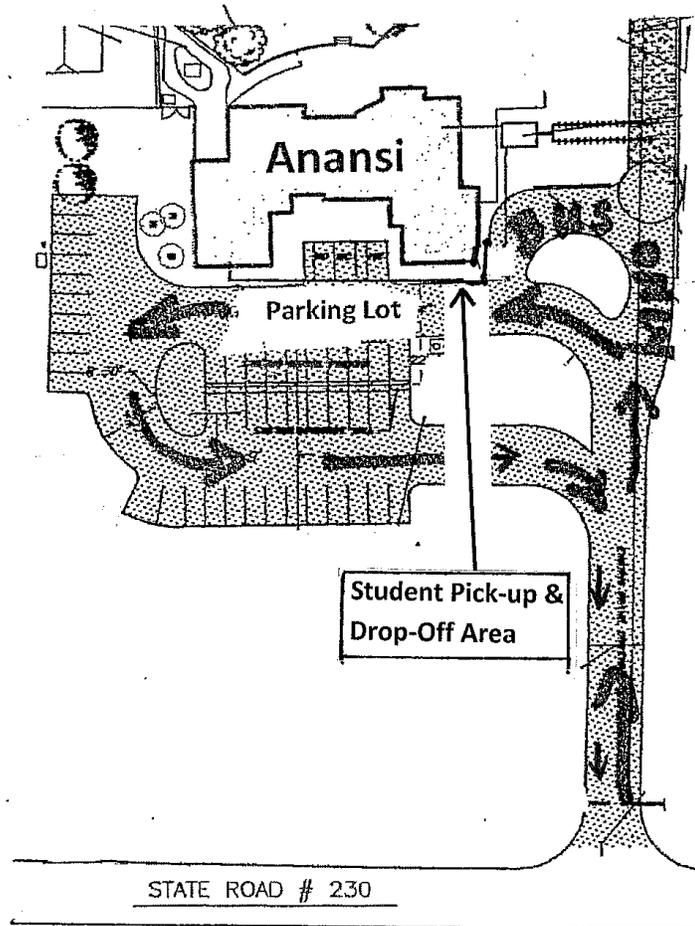
Request Approved: Yes _____ No _____



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Parking Lot Traffic Flow Diagram and Student Pick-Up and Drop-Off Location



Parent & Student Acknowledgement Form

This form is to acknowledge that you and your enrolled Anansi student(s) have read, understand, accept, and will support and follow the policies outlined in the Anansi Charter School Parent/Student Handbook. In addition, I have reviewed and explained the school rules and policies to my child who is a student at the Anansi Charter School.

You and your child must sign this form below and return it to school.

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY FRIDAY, August 29, 2014

Print Student's Name _____

Parent Signature _____ Date: _____

Student's signature _____ Grade _____

Press Release Permission Information:

(Check the box below only if you do not approve.)

I **do not** approve the use of my child's picture in published school related promotions.