



TAYLOR MIDDLE SCHOOL

8200 Guadalupe Trail NW
Los Ranchos de Albuquerque, NM 87114
505-898-3666

2025-2026 STUDENT AGENDA AND HANDBOOK

Mission Statement

To be a challenging and collaborative culture, Taylor Middle School will create a supportive environment which encourages participation by celebrating the diversity of our school and potential of each community member through listening, promoting reflection on successes and failures, and fostering opportunities for growth.

Telephone Numbers

Main Number 898-3666
Fax Number 897-5165
Cafeteria 898-2898
Principal Andrea Carabajal 41102
Assistant Principal Regina Smith 41103
Assistant Principal Christina Garcia 41116
Nurse Shannon King 41106
Counselor Stacey Kwiatkowski 41155

This agenda/handbook belongs to:_____

If found please return to my advisory teacher:_____

We have read and understand the 2024-2025 student handbook:

Student Signature Date

Parent Signature & Date

2025-2026 Bell Schedule

Tuesday-Friday Bell Schedule

Tuesday - Friday Bell Schedule	
Breakfast 7:50-8:00	
1st Period 8:05-9:02	
2nd Period & Announcements 9:07-10:09	
3rd Period 10:14-11:11	
<i>A Lunch</i> 11:16-11:46	4th Period 11:16-12:13
4th Period 11:51 - 12:48	<i>B Lunch</i> 12:18-12:48
5th Period 12:53-1:50	
6th Period 1:55-2:50	

A Lunch - Sanchez, TBA Lit, Tello, Danen, Brogden, Brown, Blankenship, Cunningham, Carrozza, Black, Murphy, Cummings, Goins, Resnik, Sedillo

B Lunch - Bustos, Minetos, Connolly, Shroba, Gaenzle, Burnett, Wilhite, Roberts, Garcia, King, Spire, Heras, Johns

Taylor Middle School
2025-2026
Advisory Monday

Monday Advisory Bell Schedule	
Breakfast 7:50-8:00	
Advisory & Announcements 8:05-8:40	
1st Period 8:45-9:36	
2nd Period 9:41-10:32	
3rd Period 10:37-11:28	
A Lunch 11:33-12:03	4th Period 11:33-12:24
4th Period 12:08-12:59	B Lunch 12:29-12:59
5th Period 1:04-1:55	
6th Period 2:00-2:50	

A Lunch - Sanchez, TBA Lit, Tello, Danen, Brogden, Brown, Blankenship, Cunningham, Carrozza, Black, Murphy, Cummings, Goins, Resnik, Sedillo

B Lunch - Bustos, Minetos, Connolly, Shroba, Gaenzle, Burnett, Wilhite, Roberts, Garcia, King, Spire, Heras, Johns

Taylor Middle School
2 - Hour Delay
6 Period Day/A Days
NO ADVISORY

2 Hour Delay Bell Schedule NO Advisory	
Breakfast 9:40-10:00	
1st Period & Announcements 10:05-10:46	
2nd Period 10:51-11:27	
A Lunch 11:32-12:02	3rd Period 11:32-12:08
3rd Period 12:07-12:43	B Lunch 12:13-12:43
4th Period 12:48-1:24	
5th Period 1:29-2:05	
6th Period 2:10-2:50	

A Lunch - Bustos, Danen, Garcia, White, Poirier, Carrozza, Roberts, Resnik

B Lunch - Grant, Minetos, Heras, Shroba, Brogden, Cunningham, Murphy, Black, Conolly, Tello, Johns, Telles

Taylor Middle School
2025-2026
Assembly Schedule 30 Minutes

30 Min Assembly Bell Schedule	
Breakfast 7:50 - 8:00	
1st Period & Announcements 8:05-9:01	
2nd Period 9:06-9:57	
3rd Period 10:02-10:53	
<i>A Lunch</i> <i>10:58-11:28</i>	4th Period 10:58 - 11:49
4th Period 11:33-12:24	<i>B Lunch</i> <i>11:54-12:24</i>
5th Period 12:29-1:20	
6th Period 1:25-2:16	
Assembly 2:21-2:50	

A Lunch - Bustos, Danen, Garcia, White, Poirier, Carrozza, Roberts, Resnik

B Lunch - Grant, Minetos, Heras, Shroba, Brogden, Cunningham, Murphy, Black, Conolly, Tello, Johns, Telles

Taylor Middle School
2024-2025
Assembly Schedule 60 Minutes

60 min Assembly Bell Schedule	
Breakfast 7:50 - 8:00	
1st Period & Announcements 8:05-8:56	
2nd Period 9:01-9:47	
3rd Period 9:52-10:38	
4th Period 10:43-11:29	
A Lunch 11:34-12:04	5th Period 11:34 - 12:20
5th Period 12:09-12:55	B Lunch 12:25-12:55
6th Period 1:00-1:46	
Assembly 1:51-2:50	

A Lunch - Bustos, Sanchez, Tello, Shroba, Gaenzle, Danen, Brown, Cunningham, Goins, King, Grant, Spire, Heras

B Lunch - Minetos, Connolly, Burnett, Brogden, Wilhite, Roberts, Blakenship, Carroza, Black, Murphy, Cummings, Resnik, Garcia, Sedillo, Johns

APS CALENDAR

2025-2026 Calendar

SEMESTER I

August 1- 6	Staff Returns, PD/Prep Days
August 7	First day of School-Students
September 1	Labor Day - No School
September 7	Progress 1
October 1	Quarter 1
October 10	Fall Break- No School
October 13	Indigenous People Day - No School
November 4	Election Day- No School
November 11	Veterans Day
November 24 -25	Parent Teacher Conferences & Virtual Learning Days
November 16	Progress 2
November 26-28	Thanksgiving Break - No School
December 20	Quarter 2/ Semester 1
December 22-Jan 2	Winter Break

SEMESTER II

January 5	Teacher PD Day - No students
January 6	Students Return
January 19	ML King's Day - No School
February 14	Progress 3
February 16	President's Day- No School

March 15	Quarter 3
March 26 - 27	Parent Teacher Conferences & Virtual Learning Days
March 30 - April 3	Spring Break & Vernal Holiday
April 29	Progress 4
May 25	Memorial Day - No School
May 28	Last day of school
May 29, 2025	Professional Development for Teachers and Staff; No school

[APS Traditional Calendar 2025-2026](#)

ATHLETICS

Students at Taylor are invited to participate in intramural and competitive sports including volleyball, basketball, soccer, and track and field. They will be offered throughout the school year. You will **need a sports physical** to be able to participate in tryouts, practices, and games. To try out for teams a student must have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next nine-week grading period can be used to regain eligibility. Student-athletes are also expected to follow the APS Code of Conduct.

ARRIVAL AND DISMISSAL TIMES

Parents are requested not to send their children to school before 7:00 a.m. This request is made for safety reasons as there is no supervision on the school grounds until this time. As students arrive on campus, they will report to the cafeteria until it is time to go to their lockers. Students will not be allowed to congregate outside. Students may enter the cafeteria at 7:40 a.m. to eat breakfast but are not allowed in the rest of school until 8:05 a.m. School is dismissed at 2:50 p.m. Students should leave campus as soon as school is dismissed unless they are participating in an activity.

ATTENDANCE PROCEDURES

New Mexico law dictates that students between the ages of six (6) and eighteen (18) years of age are mandated to attend public school, private school, home school, or a State institution. Daily attendance is mandatory for students to benefit to the fullest from the instructional program. The District recognizes, however, that there are situations that dictate a student's absence.

If a student will be out for any reason, parents may call Ms. Lesleel in the front office to report the absence. However, when the student returns to school, they must bring in written documentation (doctor's note, parent's note, appointment documentation, etc) to the front office.

If a student is ill, they will be excused for three days with a parent note. After three days, the school must receive a doctor's note.

Below are examples of excused and unexcused absences, according to APS policy:

Excused Absences Include:

- Illness
- Family Deaths
- Limited Family Emergencies
- Medical, Health, or legal appointments
- Suspensions
- Religious Commitments

- Deployment of a military parent

Examples of Unexcused Absences Include:

- Non-school sponsored activities or trips
- Family Vacations or Events
- The student has to work
- The student has to babysit
- The student doesn't have a ride to school

An unexcused absence is any absence that does not adhere to the prescribed District guidelines (listed above), is not school-related, **or is not reported within five (5) school days**. Excessive excused or unexcused absences (defined as 4.5 per semester) or more absences per semester may result in a recommendation for retention and/or disciplinary action.

***STUDENT SIGN-OUT PROCEDURES

Parent permission is required if a student leaves school during the day; students must first report to the attendance office.

Parents must pick up their child(ren) in the administration office. ***To minimize classroom disruptions, students will not be called out of class after 2:30 p.m. Plan accordingly for afternoon appointments. Students will be released at 2:50 p.m.**

***TARDINESS

Students arriving late to school must report to the office with a parent. Students held in the office or by a teacher during school hours need a pass before going to the next class. Repeated tardiness will result in consequences.

BACKPACKS

Students must use a **clear or mesh backpack**. Female students may carry a small cosmetic bag for personal items. Students are not allowed to carry their backpacks during the school day. Classroom space is limited and backpacks on the floor present a safety risk. Additionally, we want students to learn to better organize their materials and use their 3-ring binders to keep track of assignments. For this reason, students will leave their backpack in their locker at the start of the day and only have access to it after school.

BINDERS AND STUDENT AGENDAS

Each student will use a **large 3-ring binder** to keep track of assignments, notes, and classwork. The student agenda will be located in their MyHomework app. Students are expected to use their agenda every day to keep track of class objectives, assignments, and events and parents should be checking and signing agendas nightly. Advisory teachers will conduct a binder check in the advisory period. Students will be required to complete community service to replace a lost agenda.

BULLYING and CYBERBULLYING

Bullying is not acceptable behavior and will be handled by the administration. **To qualify as bullying, an incident must involve an imbalance of power between the bully and the victim.** Bullying usually involves multiple incidents; the bully and victim must have drastically different reactions to the incident; and the victim feels powerless to self-advocate.

Cyberbullying is defined as electronic communication that targets a specific student/group with intent to harm; is published with the intention that the communication be seen or disclosed to the targeted student/group; is in fact seen or disclosed to the targeted student/group; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's/group's educational benefits, opportunities or performance. Those who encourage bullying in a digital or cyber environment may be subject to corrective action on any occasion.

Bullying/Cyberbullying and normal conflicts are different in the following ways:

Normal Conflict	Bullying
Equal power – peers/friends	Unequal power – not friends

Happens occasionally	Repeating negative actions
Accidental	Purposeful
May feel serious, but does not cause physical or emotional harm	Serious – threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction on the part of the target
Not seeking power/ attention	Seeking power or control
Not trying to get something	Trying to gain things or power
Remorse-takes responsibility	No remorse blames the target
Effort to solve the problem	No effort to solve the problem

If you feel you are being bullied, tell an adult or a parent right away.

BUSES

Student safety management is integral to bus transportation. The driver, bus supervisor, and Taylor administration shall have full authority for discipline on buses. The school bus is seen as an extension of the school day and students who do not follow bus rules and expectations may receive consequences for their actions on the bus. Students are not to ride any bus other than the one to which they are assigned, and may only get on or off the bus at their designated stop. No friends can ride the bus home unless they live in the busing area. Bus service is provided for students living over 1.5 miles from school. Riding the bus is a privilege. All rules, which apply at school, apply on the bus as well. A school Transportation Contract for Students and the Taylor Middle School Bus Rules will be given to each bus student within the first few weeks of school. Failure to comply with these regulations will result in the loss of bus privileges. If a parent chooses not to have their student ride the bus on any given day, you must request the office assist you in getting information to your student rather than trying to find the student at the bus stop. Please come to the office before 3:15 p.m. so that your child can be given the message to meet you out front. Specific questions regarding bus service need to be addressed with the bus company or APS Student Transportation (505-298-6831).

CAFETERÍA

The school cafeteria is maintained as a vital part of the health program of the school. Cafeteria services include breakfast, lunch, and snack bar services. Breakfast and lunch are free for all students. There is no charging for snack bar purchases and payment for snack bar purchases can only be done with cash.

Our cafeteria can be a pleasant place to eat if all students behave courteously and thoughtfully. ● Students will wait in an orderly manner in cafeteria lines. (no cutting in line)

- Students will clean up their eating area.
- Students will respect the person on duty.
- Students are not allowed in the halls during the lunch periods without a pass.
- Students may not return to the cafeteria once they have left the building during the lunch period.
- Students will not ask for money in or out of the cafeteria from other students.
- Students who bring a lunch may purchase milk or juice and eat in the cafeteria.
- Students may not take food outside.

CELL PHONES

Students are not allowed to have cell phones with them in class. The school day begins when the student enters the school building and ends with the dismissal bell at 2:50 pm. Students will lock their phones in lock boxes as they enter the school building. Phones that are visible will be confiscated by a staff member. Students are discouraged from bringing cell phones to school because we cannot guarantee their security from theft on campus. **The school assumes**

NO responsibility for the theft or recovery of cell phones from backpacks or lockers.

The consequences for having a visible or powered-on cell phone are as follows:

- **1st offense** – confiscation and phone returned **to parent on the day it was confiscated after school.**
- **2nd offense** – confiscation and phone returned **to parent after seven days.**
- **3rd offense** – confiscation and phone returned **to parent at the end of the current semester.**

PARENT PICK UP OF CONFISCATED PHONES/ELECTRONIC DEVICES WILL BE FROM 2:50 P.M. -3:15 P.M. PLEASE PLAN ACCORDINGLY.

***** We have read and understand Taylor Middle School's Cell Phone Policy**

Student name: _____ **and**
signature _____

Parent/Guardian name: _____ **and**
signature _____

CLOTHING BANK

Taylor Middle School requires all students to wear clothes permitted in the dress code policy. We offer a clothing bank to those families needing assistance. We gladly accept clean new or gently used shirts, pants, jackets, skirts, and any other uniform items.

CONFERENCES WITH TEACHERS

Parent, student, and grade team conferences may be requested by calling or emailing your child's teachers. Teacher info is available on the Taylor website or through ParentVue.

COUNSELOR

The school counselor, Ms. Kwiatkowski, is here to help students in the academic setting. Her purpose is to assist with struggles in school studies, personal relationships or struggles, and with class schedules. Students can make an appointment to see the counselor by signing up on the clipboard outside her office. The counselor may be contacted by parents at 898-3666 x 41155.

DELIVERIES TO THE OFFICE

Please plan to celebrate birthdays and other holidays before or after school. Deliveries of balloons, stuffed animals, flowers, etc. during school hours, will be denied. This is very disruptive to the instructional process. Please do not bring birthday cakes or party items to school.

- 1) Work/Class materials will be delivered to your student's classroom by office aides. Please identify all paperwork/materials with the name of your child, grade, and teacher's name.
- 2) Lunch being brought to the main office will remain in the main office until the student picks it up during their lunch period. Please instruct your child to come to the main office during their lunch or passing period, not during class time.
- 3) Instruments will no longer be allowed to be dropped off. Please make arrangements with your child's teacher either for storage or delivery before school. If they forget their instrument, the teacher will not allow them to call to have it delivered. If the bus does not allow instruments, you must make arrangements with the teacher for before-school delivery.

SCHOOL EXPECTATIONS

- **Cell phones:** Cell phones turned off and turned in to admin upon entering the campus. They will be locked away during school hours.
- **Language:** We use positive language to build relationships between staff, students and families.
- **Respect:** Staff and students demonstrate respectful behavior to one another and to the school environment.
- **Responsibility and Repair:** When mistakes are made, staff and students take responsibility and work to repair the harm that was caused.

STUDENT CONDUCT

Following school expectations is necessary for teaching or learning to take place in a classroom. Students are reminded that respectful behavior and the development of positive relationships are necessary for their own benefit and for the benefit of others as well. All staff in the school will guide students in correcting misbehavior and may submit office referrals when they feel it is necessary.

DISCIPLINE POLICY

At Taylor Middle School, we focus on the whole child. Traditional discipline practices focus on rules and punishment and often result in exclusion of students through suspension. National and APS statistics show that students of color, special education students, and boys are suspended at disproportionate rates. Higher rates of suspension also have long-term consequences. Students who are suspended are more likely to drop out of school, become involved in the criminal justice system, and are less prepared for higher education. This is why we believe in implementing a Tiered Behavioral System that focuses on accountability and responsibility. **Unlike traditional discipline, our Tiered Behavioral System emphasizes the importance of positive relationships as central to building community and provides opportunities to restore relationships when harm has occurred.**

Tier III Infractions

Fighting (Battery/Fighting)
Assault (Aggravated)
Gang Activity
Bullying (Repeated)
Drugs/Alcohol/Tobacco (Possession or use)
Vandalism/Arson
Weapons (Possession and/or use)
Sexual Misconduct/Harassment
Bomb Threat/False Alarm
Threat
Ditching/Excessive Tardies
Theft
Bus Disruption
Bullying/Harassment
False Accusation of staff
Filming or spreading social media that promotes violence
Repeat Tier II 3X

Tier III

Admin and Community Support Response

Discipline Referrals are addressed by administration

*The students is sent to the office immediately with a referral

Students move from Tier II to Tier III infractions/responses if the same Tier II Infraction is repeated 3 times. Submit referral to Administration

Tier III Responses

Disciplinary Hearing
Short/Long Term OSS
Manifestation Hearing
TIPS
Report to Authorities
Modified Supervision
Restitution/Repayment
Suspension of Extra-Curricular Activities
Referral to Support Program
Lunch Detention/AS Detention
Parent/Teacher/Admin conference
Community Service
Removal from Class Activities

Tier II Infractions

Class Disruption (Repeated)
Horseplay (Repeated)
Profanity
Throwing Objects at Others
Plagiarism
Bullying/Harassment (1st Offense)
Defiance/Disrespect
Minor Theft
Minor Inappropriate
Physical Contact
Dress Code Violation
Tardy

Tier II FAMILY RESPONSE INITIATED BY ADVISOR

BASED ON BEING SAFE, RESPECTFUL , RESPONSIBLE, RELATIONSHIP BUILDING AND RELATIONSHIP REPAIRING. TIER II FOCUSES ON MEDIATION AND AGREEMENT RATHER THAN PUNISHMENT. IT AIMS TO KEEP KIDS IN SCHOOL AND CREATE A SAFE ENVIRONMENT WHERE LEARNING CAN FLOURISH.

Behaviors are addressed by the ADVISOR after teacher interventions were implemented and documented

Students move from Tier I to Tier II level infractions/responses if the same Tier I infraction is repeated 3 times.

SUBMIT EMAIL TO ADVOCATE

Tier II Responses

Behavior Contract *
Think Sheet *
Counselor Referral (Stacey)
SAT referral
Student Success Meeting
Natural Consequences
Apology Letter
Goal Setting Sheet *
Referral for mediation
* Resources in Google Folder
Student Success Meeting
Health and Wellness Referral
Counselor Responses:
Small Group Intervention
Advisory Talks

Tier I Infractions

Lying/Cheating
Classroom Disruption
Verbal Conflict
Running in the building
Failure to Follow Directions
Throwing Objects
Littering
Horseplay/PDA
Abuse of Media/Cell
Tardy
Refusal to adhere to virtual behavior expectations *

Tier I Teacher Response

Teacher Response according to their Classroom Management Plan

Teachers will address Tier I Infractions according to their classroom management plan and Tier I Responses

Tier I infractions will be recorded by classroom teacher

The student is not sent to the office for Tier I Infractions

Parents are contacted by the teacher

Tier I Responses

Student Think Sheet
Student Contract
Mediation
Parent Contact
Apology Letter
Reteach
Behavior
Removal from Activities
Time with Buddy Teacher

**** Infractions and Responses are subject to change. A final draft will be sent home.**

***** We have read and understand Taylor Middle School's Discipline Policy**

Student name and signature

Parent/Guardian name and signature

STUDENT DRESS CODE

Per the APS Student Behavior Handbook, "Students' dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school."
Students are expected to adhere to any dress policy that has been adopted at their school.

Page 5 in the APS Student Behavior Handbook, **"The responsibility to interpret and enforce the dress code policy rests with each principal for that school."**

Acceptable	NOT Acceptable
Shirts with sleeves ** (read the section on logos)	Tank tops, tube tops, spaghetti strap shirts
Pants – denim, khaki, cotton, sweatpants, joggers camouflage*** etc.	Shirts that show midriff/crop tops
Solid color leggings/tights <u>under a skirt only</u>	Pants with holes, Shorts with holes, Skirts with holes, short shorts, sagging pants, pajama bottoms
Shorts – Fingertip length*	Leggings/yoga pants that are not under a skirt
Dresses/Skirts – fingertip length*	Logos (see below) **
Jackets – zippered, buttoned.	Hoods, Hats, Knitted hats (beanies) Sunglasses in the Building
Pullover or hoodies	Transparent (see through) or sheer materials (net, lace, spandex)
	Bandanas
	Studded clothing
	Any clothing that reveals undergarments
	Facial piercing

* Shorts & skirts must be at least fingertip length when arms are fully extended but no longer than the bend of the knee.

****LOGOS NOT ALLOWED**

Logos that suggest, advertise, display, or promote drugs, alcohol, tobacco, sexual activity, violence, profanity, negative behaviors, disrespect, gang-related, and/or bigotry are not acceptable.

** Open toe shoes are discouraged

DRESS CODE VIOLATIONS

If students come to school out of the dress code, teachers will send students to the office to call home for a change of clothes. If someone is unable to bring a change of clothes, they will borrow something from the clothing bank. Continuing violations will be handled by the administration. Clothing assistance may be available to those families in most need.

9

***** We have read and understand Taylor Middle School's Dress Code Policy**

Student name and signature

Parent/Guardian name and signature

EARLY PICK UP FROM SCHOOL

If a child must leave early during the school day for any reason, the parent/guardian must sign him/her out through the main office. **Please do not call ahead of time to have your child pulled out of class prior to your arrival.** The person signing the student out must be an authorized person listed on the student's enrollment card; must be at least 18 years of age and must provide a picture ID every time the student is signed out of school. **(NO EXCEPTIONS!)** ***To minimize classroom disruptions, students will not be called out of class after 2:15 p.m. Plan accordingly for afternoon appointments. Students will be released at 2:50 p.m.**

EMERGENCY, LOCKDOWN (ALICE Protocol), FIRE and EVACUATION DRILLS

Fire, ALICE, and disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that everyone obey directives promptly when the first signal is given.

ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. It is VERY important that students and staff listen to instructions given on the intercom, as well as instructions given by teachers. The staff member in each classroom or supervised area will give instructions specific to that area.

During any drill, students should not talk, run or wander away from their classmates. They may not use their cell phones during a lockdown. It is imperative that all students have a current emergency phone contact listed on their enrollment form.

FIRE DRILL RULES:

Please follow these rules during a fire drill:

- Fire alarms will sound continuously.
- Students are to form a line quickly, and quietly and are to proceed to the designated area.
- Teachers will close classroom doors, windows, and turn off lights.
- Students are not to stop to get clothes or books.
- Students are to remain together in class, in a line facing away from the building, so the teacher may take roll.
- All clear will consist of three consecutive bells for students to return to class.
- Students should remain quiet and in line while returning to the building.

FIELD TRIP PARTICIPATION

Going on Field Trips is a privilege. In order to participate in field trips students must:

- Have no more than one F and have a 2.0 GPA
- Have no major disciplinary concerns. It is up to the teacher/administration to determine whether or not a student

with more than one behavior referral may participate on a field trip.

- Satisfactory attendance as determined by administration.

Students who do not meet these requirements may be denied the opportunity to participate in field trips throughout the year.

FINANCIAL AID

If you are in need of financial help with PE uniforms and school uniforms, please contact the principal, counselor, or principal's secretary.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a pass from their teacher. This applies to all students.

HARASSMENT

Taylor believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals will not be tolerated. Harassment may take many forms including but not limited to the following:

A. **Bullying:** This includes any speech or action that creates a hostile, uncomfortable, intimidating, or offensive environment.

B. **Sexual Harassment:**

- Verbal or written sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other school guests
- Nonverbal, the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting sounds, staring, whistling, and the like to other students, staff members, or other school guests
- Physical contact, threatening or causing unwanted touching, attempts at patting, pinching, pushing the body of another student, staff member, or school guest.

C. **Gender/Ethnic/Religious/Disability Harassment:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or school guest.

******Incidents of harassment should be reported to a teacher, counselor, educational assistant, or principals. Students who harass others are subject to school discipline according to the school Tiered Response Matrix. Incidences of harassment will also be reported to the Office of Equal Opportunity.**

HEALTH SERVICES / NURSE'S OFFICE

The health room is located across from the main office. Students seeking health care must obtain a pass from the classroom teacher during class time. Students without a pass will be sent back to class. All accidents are to be reported immediately to the nurse's office. Students are never excused to go home unless the school contacts a parent or guardian. A parent or guardian must sign out students in the front office before picking up a student in the nurse's office. Picture ID is required for anyone taking a student, and that person must be listed on the registration, emergency contact or nurse's card.

MEDICATIONS

Albuquerque Public Schools has a Procedural Directive and Medication Policy that all School Nurses and Health Assistants must follow. This policy is used "...to ensure that students who require medication at school receive them in a safe and timely manner according to their physician's orders and with maximum protection to all who are involved."

Students who take medication need to have a physician's order for their medication on file in the health room. This applies to medications being:

1. Self-administered by the student
2. Supervised by the health assistant

3. Administered by the nurse

APS medication forms can be picked up in the school health office at any time.

The medication must be in a prescription-labeled container that matches the physician's orders. **At no time will a student be allowed to carry a medication classified as a controlled substance.** The medication label cannot be used in place of a physician's written order.

Students who take over-the-counter medications (Tylenol, ibuprofen, etc) while at school must have a parent authorization form on file in the health room. Students carrying any medication should only bring to school the dose necessary for that school day. For the protection of all students, APS does not allow whole bottles of medication to be carried by the student. For further information regarding the complete APS Medication Policy, or any other questions, contact the school nurse at (505)898-3666.

IDENTIFICATION CARDS

ID cards must be worn around the student's neck. ID cards are distributed after school pictures have been taken early in the school year. IDs are needed for lunch, equipment check out, library books, dances, athletic games and bus transportation. There will be a \$5.00 charge for replacement of IDs.

LATE ARRIVALS TO SCHOOL

If you bring your child to school late you must walk in and sign him/her in at the main office. Students are responsible for requesting any work that is missed.

LIBRARY

Taylor's library is open all day for books, magazines, pamphlets, films, slides, and other instructional aids for assigned study and recreational reading. Passes are required during class time. Students may visit the library during lunch periods after eating.

LOCKERS

Students will be assigned a locker during the first week of school through their Advisory period. Students will not be allowed to carry a backpack during the school day so all items that are not needed during the school day will be put in the locker. Students may only go to lockers before and after school and during lunch. Students are required to purchase a lock for their lockers. Sharing of lockers is not permitted.

MAKE-UP ASSIGNMENTS

Students who miss school will have a number of days equal to the days absent to make up missing work. Grading on work later than that will be at teacher discretion. Report cards are issued within one week of the end of the grading period given in the APS calendar. Students who have been absent are responsible for contacting teachers for their assignments. Teachers may request students to come in before and/or after school for the assignments and/or to make up a test. Suspended students may request their make-up work upon returning to school. Parents may request assignments through the attendance office; teachers have until 24 hours to submit the requested assignments.

MEDIATION PROCESS

Life is filled with conflict. Children as well as adults are regularly faced with situations that involve conflict. At our school, we accept the responsibility of helping students to learn the skill of solving conflicts in a positive manner. If a student is having a conflict, the situation will be referred to an administrator, counselor, Behavior Redirector, or Peer Mediator. Students may refer themselves or a peer who is having a problem with another student. If a problem is referred for mediation, an administrator, counselor, peer mediator, or restorative practices coordinator will sit down with those involved in the conflict to talk through all the sides of the story and resolve the conflict.

PARENT-TEACHER ORGANIZATION

The parents of Taylor Middle School meet once a month to participate in school activities. PTO is the official voice of Taylor parents and as such represents all parents on Instructional Council. PTO also represents parents in policy matters such as student dress code. The PTO helps with fundraising used to sponsor many activities throughout the school. The PTO also offers volunteer support for many school activities like the Celebrate 8, awards celebrations, field trips, in-class volunteers, office volunteers, and all the end of the year celebrations. If you are interested in becoming a part of the PTO please contact the office or attend a PTO meeting on the second Tuesday of each month.

*Taylor Middle School does not currently have an active PTO. Please contact administration if you would like to volunteer.

PERSONAL PROPERTY

Students should not bring skateboards, rip sticks, Gameboys and other handheld games, recorders, cameras, toys, expensive jewelry or large sums of money or any other non-school related to school. The school is not responsible for the loss of any such items. If an item disrupts the educational process, a student may receive an office referral and face possible confiscation of the item.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection disrupt the educational setting and are inappropriate for middle school students. Students will not engage in any inappropriate display of affection including kissing or holding hands with other students. Such displays may result in an office referral.

SCHOOL PROPERTY AND TEXTBOOKS

Students are responsible for the proper care of all books, supplies, and furniture, which belong to Taylor. Textbooks are issued through individual classes. Students are responsible for these and any other books issued by school personnel regardless of circumstances of vandalism and/or theft. Students responsible for damaged or missing books will be fined to pay for repair or replacement of the book.

SCHOOL RESOURCE OFFICER and CAMPUS SECURITY AIDE

Taylor has a full-time school resource officer from the Bernalillo Co. Sheriff's Office, as well as a Campus Security Aide, posted on campus. Both provide campus security.

SCHOOL TELEPHONE SERVICE

School phones are available for students in an emergency. Messages will be delivered to students in the case of a family emergency.

SHELTER-IN-PLACE EXPECTATIONS

If a direct or implied threat is received by the school, a shelter in place may be required per district directive. The school must adhere to law enforcement procedures.

- Shelter in Place will be announced.
- Students are to remain in the classroom and follow the teacher's instructions.
- Teachers and students will follow district instructions regarding incidents.
- **Students are not to use cell phones.**
- An **ALL CLEAR** will be announced when Lockdown is over.

SKATEBOARDS AND BICYCLES

Skateboards, scooters, roller blades, rip sticks, roller shoes (e.g. Heelys), and hoverboards are **not permitted** on campus. If these items are on school grounds, they may be confiscated and a parent may come pick it up from 2:20-2:50. Students must provide locks for bicycles kept in the school bike rack. **The school assumes no responsibility for the theft of any of the above items.**

STUDENT CHECK-OUT FROM SCHOOL

Only parents, guardians, or emergency contacts listed on the enrollment card may check students out through the office. A picture ID is required. Please report any changes regarding this information to the office as soon as possible. We cannot call or notify you of a problem if we do not have the correct phone numbers. If you need to add or remove a name of the person who may pick up your child, changes must be done prior to the day the person will pick up the student. All changes must be made in person with proper ID.

STUDENT SALES

Students are not permitted to sell **any items** on campus for a personal profit. This includes food, drinks, candy, toys, pencils, school supplies, etc. Any items that are being sold will be confiscated and returned at the end of the day. If items are confiscated a second time they will not be returned. NO EXCEPTIONS.

TAYLOR ON THE WEB

The internet address for Taylor Middle School is: <https://taylor.aps.edu/> You can view School Policies and Procedures,

Dress Code information, and Student Internet Acceptable Use Policy at the site and there are links to Class Web Pages where students can obtain or confirm assignments and grades.

TECHNOLOGY AND COMPUTERS

Chromebooks will be distributed and checked out to all APS students. Students will be responsible for any damage that may occur while they are using the equipment or software. This includes misuse or damages. Students will also be expected to follow the APS Internet Use Policy.

WITHDRAWALS AND TRANSFERS

Parents must notify the front office 24 hours prior to withdrawal or transfer. Students must return textbooks, library books, and other assigned materials to the appropriate teacher, receive an interim grade, clear possible fines with the library, and resolve any other outstanding problems with the school. The withdrawal or transfer will not be completed until all of the procedural steps are satisfied. ALL transfer requests are processed by the APS Transfer office.

VISITORS

Adult visitors are welcome at Taylor. School visits by students' friends or relatives who are not adults are never allowed because it can result in disruption to our educational environment. For the safety of our students and staff, it is **mandatory** to stop at the reception desk to sign in and receive a "visitors" badge. Failure to comply may result in a legal charge. ***At no time are parents/guests permitted to go directly to an inside classroom, portable classroom, or other areas of the school without permission. If you need to meet with a teacher or other staff member, an appointment must be scheduled! Classroom visitation is permitted only by making an appointment with the teacher or approval of the principal.***