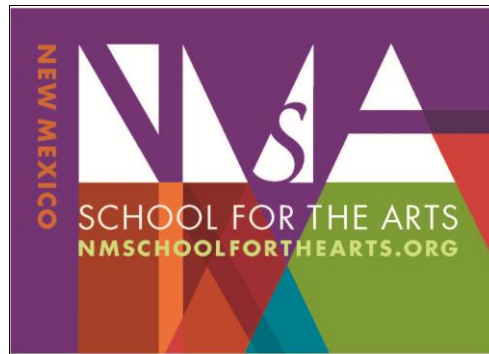


School for the Arts – New Mexico



Residential Packet

Residential Policies and Handbook

2011-2012



School for the Arts – New Mexico -- Residential Life

New Mexico School for the Arts (NMSA) was created to give New Mexico students who demonstrate exceptional promise, passion and aptitude for the arts the opportunity to work toward mastery in their chosen artistic fields while earning a New Mexico high school diploma. NMSA and its affiliated nonprofit, **School for the Arts – New Mexico** (“SA-NM”), celebrate the diversity of students attending its School and support these young artists by providing an optional five-day Residential Program for NMSA students who live in areas of New Mexico too far from the NMSA campus to reach in a daily commute. SA-NM’s Residential Program offers NMSA students the opportunity to live with other NMSA students from throughout the state, building community and camaraderie among these talented young artists.

The Residential Program is comprised of some of New Mexico’s most creative ambassadors, representing urban and rural communities across our state, and bringing with them to the Residential Program their curiosity, artistry, and cultural resources. SA-NM is proud of the Residential Program and the community of learners forged through living together with the shared value of the arts and creative thinking. Residential students live in comfortable accommodations at Cartwright Hall, located on the historic 30-acre campus of New Mexico School for the Deaf, just a 1 ½ miles from the NMSA Classroom Campus. Residential students are supervised by full-time, professional Adult Residential Assistants (ARAs) who live on-site and ensure that students’ needs are met and their creative talents are cultivated during the Residential Program.

A student must first be admitted to NMSA to apply for the Residential Program. As space is limited in Cartwright Hall and demand for the program is high, a NMSA student isn't necessarily guaranteed admittance into the Residential Program. The NMSA Admissions Department considers the following in making its Residential Program decisions:

- A student's artistic and personal merits, as demonstrated in the NMSA written application and audition/review;
- A student's ability to live in a dormitory setting, as demonstrated in the audition/review and in the NMSA and Residential Program applications;
- Geographic distance from the student's current place of residence to the School;
- A student's gender (due to pre-set numbers of rooms for girls and boys on separate floors in Cartwright Hall).

School for the Arts – NM: Residential Program Policies

2011-2012

Dormitory living in Cartwright Hall is central to NMSA's goal of creating a community of artists and learners from across New Mexico. NMSA's nonprofit arm, School for the Arts NM (SA-NM) oversees the Residential Program, providing a safe environment for student learning and a comfortable, supportive home away from home within an educational community. A large network of social and educational resources exists to guarantee that our residential students thrive academically and artistically, personally and socially throughout their experience in the Residential Program.

Admittance to NMSA does not guarantee inclusion in the SA-NM Residential Program, and a student can be removed from the Residential Program if he or she demonstrates an inability to live in Cartwright Hall with other NMSA students. All students choosing to participate in the SA-NM Residential Program do so with the understanding that they must follow certain rules while living in the dormitory, doing their best to be respectful of other community members, of Cartwright Hall, and of the New Mexico School for the Deaf facilities where the Residential Program is housed.

In addition to the following Residential Program Policies, NMSA rules, policies and procedures shall also apply to Residential Program students while participating in the Residential Program and related activities. See NMSA Student/Parent Handbook.

Consideration and Privacy All SA-NM residential students are expected to conduct themselves with consideration and respect for other students, and for the Adult Resident Assistants (ARAs) with whom they live. The privacy of each student and his/her possessions must be honored by other students.

Dormitory Visits – Friends & Family Members

Cartwright Hall Visiting Hours are from 5:30 to 8:30 p.m. Monday through Thursday. All visitors must check in with the security guard at the gate (505) 490-3486 and with the Adult Resident Assistants (ARAs) when they arrive. Visitors' names, contact information, and reasons for visits must be written on the Visitor Log Sheet. Members of the opposite sex are not allowed in student rooms at any time except during special Open Dorm events. At these times, room doors must remain open. Overnight visitors are not permitted in Cartwright Hall.

Room Checks

SA-NM students are expected to keep their rooms neat and tidy, with beds made, floors picked up, and trash emptied. Adult Resident Assistants conduct room checks once a week. A cleaning service will clean Cartwright Hall dormitory rooms, bathrooms, and common areas on Saturdays. If students' rooms are not tidy and ready for Saturday cleaning, they will not be included in the weekly maintenance.

Medications

Residential students who are taking prescription medication must catalog all medicines with the ARAs. The ARAs help monitor student health and help schedule doctors' visits as needed. Students are responsible for administering their own medications, unless another plan is set forth, and in writing, between the student, the student's parents or

guardians, and the student's doctor.

Room Personalization

The SA-NM Residential Program respects the creative voices of its residential students, encouraging these young artists, actors, dancers and musicians to personalize their dormitory room in Cartwright Hall. Since this room becomes the home away from home during the week for NMSA students, comfort and familiarity are key to residential life. The Residential Program encourages its students to bring posters, photographs and other decorations to make their rooms unique. (See pages 12-13 for a full list of suggested dormitory furnishings and supplies).

Door Locks and Keys

Due to Cartwright Hall's fire code policy, NMSA students are not permitted to lock their room doors while the room is occupied. Students are, however, encouraged to lock their doors when they leave. Residential students will be issued room keys once they have signed the Residential Policy Form. One key is issued to each student. Keys must be returned by the last day of the academic year or of the student's use of the dormitory room, whichever occurs first. Any student who loses or fails to return a key will be charged for a lock change.

Vehicles

There is no parking on campus for residential students. ARAs do have parking privileges. Families picking residential students up on Friday evening or bringing NMSA students back to Cartwright Hall on Sunday afternoon may park on the east side of Cartwright Hall, just inside the security gate. For other in-week visits, residential students may be dropped off or picked up near the security gate.

Fire Code

Nothing is more important than the health and safety of our students. Because of the fire hazard and potential health risk, candles, incense and oil lamps are not allowed in Cartwright Hall. Smoking of any kind is strictly prohibited in all dormitory rooms and is considered a major violation of School and Residential Program rules. Adult Resident Assistants (ARAs) have the obligation and the right to ask students to remove any decoration, furnishing or other possession that appears to compromise the health and safety of anyone. Fire code inspections and fire drills will take place once a month.

Dormitory Regulations

Conduct in Cartwright Hall is subject to rules and regulations as set forth in the SA-NM Residential Handbook. In addition SA-NM may, from time to time, adopt other rules regulating aspects of life in the Residential Program. Such rules and regulations, and any modifications thereto, are part of this agreement and will be enforced by SA-NM. Students violating any of the regulations may be asked to leave the Residential Program. Particular attention is drawn to the following:

- a. Fire Safety. SA-NM requires all students to comply fully with all SA-NM and New Mexico School for the Deaf fire safety regulations. SA-NM and New Mexico School for the Deaf will inspect dorm rooms regularly to ensure compliance. Smoking is not permitted on the campus.
- b. Firearms. The possession, storing, or use on campus of firearms, ammunition, dry explosives, or incendiary devices is not permitted.

- c. Cooking. Open-flame or burner cooking is permitted only in the common kitchen areas and the ARA apartments. Microwaves and refrigerators are not allowed in dorm rooms in Cartwright Hall.
- d. Pets. No pets are allowed in Cartwright Hall and the SA-NM Residential Program.

Liability

Residential students are responsible for loss of or damage to SA-NM, NMSA or New Mexico School for the Deaf property provided for the use of students in the Residential Program, including the furniture and the dormitory rooms. All SA-NM and New Mexico School for the Deaf property located in Cartwright Hall at the beginning of the academic year must be located in the same dormitory room and must be in good condition at the end of the year. A student may also be held liable for damage done to public areas and furniture or equipment located therein. SA-NM is not responsible for loss or damage to the student's property. No alterations, painting or construction may be done in the dormitory rooms, nor in Cartwright Hall. Any cost incurred by the SA-NM or New Mexico School for the Deaf to restore the accommodation or contents to the condition that they were in when made available to the student will be billed to the student.

Internet/Computer Use

Both the girls' and the boys' floors in Cartwright Hall have access to the internet, and three computers and printers are available in the girls' and boys' halls for shared student use. Residential students may bring their own computers to Cartwright Hall. Residential students may not use the Internet for any illegal activity; NMSA computer use policies apply to student use of personal computers in dormitories and on campus. If residential students do not respect computer policies, student computers will be stored securely at night by the ARAs.

Residential Program Dress Code

All Residential Students are expected to wear modest clothing and keep themselves clean. New Mexico School for the Deaf requires that shoes or socks be worn at all times in the cafeteria. New Mexico School for the Deaf also asks that our residential students remove caps, hats, and other headgear when eating in the cafeteria.

Harassment & Bullying

New Mexico School for the Deaf has a strong legacy of maintaining a residential environment in which students feel safe and secure. Our Residential Program follows this history of respect. SA-NM, with New Mexico School for the Deaf, is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, bullying and unlawful harassment.

SA-NM is committed to maintaining an environment that is free of discrimination and harassment. SA-NM strictly prohibits discrimination and harassment of any kind, including harassment on the basis of sex, race, color, religion, gender, gender identity, age, citizenship, mental or physical disability, medical condition, national origin, ancestry, sexual orientation, or any other characteristic protected under Federal or State law or local ordinance. All such discrimination and harassment is unlawful. This policy prohibits unlawful harassment and discrimination by all persons involved in the operation of the Residential Program, and prohibits unlawful harassment and discrimination by anyone, including supervisors, co-workers, students, parents, suppliers, visitors, and others doing business with SA-NM.

This policy also applies to harassment between students. Conduct that has the purpose or effect of interfering with an individual's academic progress or which creates an intimidating, hostile, or offensive learning environment is prohibited. In particular, the School does not tolerate sexual harassment by anyone, whether in the School, on School assignments outside the School, at School-sponsored functions, in the Residential Program, or on or off the campus. This policy also prohibits discrimination and harassment in the form of sexual favoritism, which occurs when students submit to sexual advances or requests in return for preferential treatment. Favoritism or preferential treatment on the basis of sexual conduct, sexual attraction, appearance, and/or physical characteristics or attributes is prohibited. This policy prohibits unlawful harassment and discrimination in any form including verbal, physical and visual harassment. Cyber harassment in the form of texts, e-mails or other electronic and social media communication is not tolerated.

Sexual Activity

The effective education of our residential students requires a Residential Program that promotes responsibility, respect, and civility in which students are safe and secure. Public displays of affection should be respectful, and sexual activity is not appropriate in our Residential Program. Even if consensual or mutually agreed to, sexual activity is prohibited.

Alcohol, Drugs and Tobacco

New Mexico School for the Deaf and Cartwright Hall are tobacco and smoke free. Alcohol, drug, and tobacco use are prohibited in the Residential Program. Residential students found with alcohol or drugs, or related paraphernalia, will be removed from the program.

Adherence to the Residential Program Policies ensures the maintenance of a safe, supportive environment of creativity and learning in Cartwright Hall, and throughout New Mexico School for the Arts as a whole. If policies aren't respected by a residential student, he or she receives a verbal warning by the ARAs. Parents are notified. A second warning includes restriction to a student's room during group activities; parents are again notified. If a policy is broken by a student a third time, the Head of School contacts the student's parents, handles the issue, and pursues the appropriate disciplinary measures.

Our residential students serve as ambassadors for the School, gaining leadership opportunities through their involvement in the Residential Program, and in the vast array of arts, cultural, and entertainment resources available to our students in Santa Fe.



T. 505.310.4194 • F. 505.629.4108 • 275 East Alameda • Santa Fe, NM 87501 www.NMSchoolForTheArts.org

SCHOOL FOR THE ARTS – NM RESIDENTIAL PROGRAM AGREEMENT Student & Parent/Guardian Copy

I have received and read the SA-NM Residential Program Policies and the SA-NM Residential Handbook, and I agree to comply with them during my/my student’s participation in the Residential Program. I acknowledge and agree that failure to comply with these policies and this agreement may result in my removal from the SA-NM Residential Program.

Student Signature

Date

Parent/Guardian Signature

Date

New Mexico School for the Arts admits students of any race, color, national or ethnic origin, gender, sexual orientation, sexual preference, culture, and religion or with any disability to all of the rights, privileges, programs and activities generally accorded or made available to its students. School for the Arts-NM and New Mexico School for the Arts do not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, sexual preference, culture, disability and religion in the administration of their educational policies, admissions policies, financial aid programs and other programs.

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SCHOOL FOR THE ARTS - NM RESIDENTIAL PROGRAM POLICY AGREEMENT SA-NM Copy

I have read the School for the Arts Residential Program Policies and agree to comply with them during my participation in the Residential Program. Failure to comply with these policies and this agreement could result in my removal from the SA-NM Residential Program.

Student Signature

Date

Parent Signature

Date

New Mexico School for the Arts admits students of any race, color, national or ethnic origin, gender, sexual orientation, sexual preference, culture, and religion or with any disability to all of the rights, privileges, programs and activities generally accorded or made available to its students. School for the Arts and New Mexico School for the Arts do not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, sexual preference, culture, disability and religion in the administration of their educational policies, admissions policies, financial aid programs and other programs.



School for the Arts - NM Residential Program Handbook 2011-2012

New Mexico School for the Arts (NMSA) is a public/private partnership comprised of School for the Arts – NM (SA-NM), a tax exempt arts education institution, and New Mexico School for the Arts, a statewide public charter high school. New Mexico School for the Arts was created to give New Mexico students who demonstrate exceptional promise, passion and aptitude for the arts the opportunity to work toward mastery in their chosen fields and to earn a New Mexico high school diploma.

SA-NM provides an optional weekday Residential Program for students at our school who live in areas of New Mexico too far from Santa Fe to reach in a daily commute. Located in the heart of Santa Fe on the New Mexico School for the Deaf (NMSD) 30-acre campus, New Mexico School for the Arts' Residential Campus offers comfortable accommodations at Cartwright Hall. Breakfasts and dinners are provided, as well as transportation for students between the Residential Campus and the Classroom Campus. Our Residential Campus is closed on weekends and holidays. All students must return home each weekend or make parent-approved weekend arrangements.

HOUSING & MEALS

Roommate Assignments

School for the Arts - NM makes all student roommate pairs and housing assignments. Part of the Residential Program experience includes meeting new people, learning about new places, cultures, and traditions, and developing the life skills necessary to handle new situations. School for the Arts - NM strives to teach residential students how to live well with people of all backgrounds. To this end, our staff assigns first-year students their roommates, attempting to match students by interests, living styles, and compatibility (as assessed by the students' written application to NMSA and the Residential Program). Room assignments are made based on gender, age, and space availability. Students may be assigned to a single, double, triple, or quadruple room.

Returning students are given the opportunity to request their roommate(s) for the upcoming year. Room assignments shall be made by the admissions office, attempting to fill as many requests as possible and practicable. Roommate requests may be granted with permission from the Adult Resident Assistant (ARA) and the Head of School.

Roommates & Room Changes

One of the values of living in the Residential Program is learning to appreciate and live with students of different backgrounds from across New Mexico. Because understanding, tolerance, compromise, and the resolution of differences are important lessons to be learned in the Residential Program, requests for roommate changes may be granted only after other methods of resolution have been exhausted.

Meals

Breakfasts and dinners are served in the New Mexico School for the Deaf cafeteria, with dinners offered Monday through Thursday night, and breakfasts provided Monday through Friday. The menu rotates on five week cycles and provides fresh vegetable and fruits and vegetarian options daily. Breakfasts are served at 7:15 a.m. daily, and dinner is served at 5:30 nightly. A Cartwright Hall Pizza Party takes place every Sunday evening at 6:30 p.m. Residential students can store non-perishable food in their rooms for snacking, so long as standards of health and cleanliness are maintained, and space is available in the refrigerators in both the girls' and boys' dormitories in Cartwright Hall for students' own food.

Lunch is available daily at the NMSA Classroom Campus for \$5.00, with free and reduced payment options available. In an effort to minimize plastic, NMSA students are encouraged to carry their own individualized water bottles for hydration during class time and in Cartwright Hall.

Daily Schedules

Residential students eat breakfast at 7:15 a.m. in the New Mexico School for the Deaf Cafeteria. ARAs escort all residential students to the #2 bus, which picks up at the corner of Cerrillos and Cordova at 8:45 a.m. Residential students transfer at the corner of Guadalupe and Alameda Streets to the M bus, which drops our students off at the corner of Alameda and Paseo de Peralta, in front of New Mexico School for the Arts.

Residential students board the M bus on Alameda Street just west of NMSA. They transfer to the #2 bus at Guadalupe and Alameda, and return to Cartwright Hall by 5:15 p.m., where the ARAs await them. Dinner is served in the New Mexico School for the Deaf Cafeteria at 5:30 p.m. on Monday through Thursday nights. From 6:30 to 8:00 organized events may take place at Cartwright Hall and in various arts venues throughout Santa Fe.

Cartwright Hall is closed and inaccessible to students from 6:00 p.m. on Fridays to 3:00 p.m. on Sundays. Residential students are expected to leave for the weekend from the NMSA School Campus on Friday afternoons. If, however, a student needs to return to Cartwright Hall on Friday afternoon to pick up personal supplies, the student must vacate Cartwright Hall no later than 6:00 p.m. Students are expected to take with them anything they might need from their dormitory room during the weekend. Students will not be granted access to Cartwright Hall on weekends, except on a rare, emergency basis. No dinner will be served on Fridays. Residential students can return to Cartwright Hall by 3:00 p.m. and are expected to be back in Cartwright Hall by 6:00 p.m. on Sunday

evenings. Pizza dinner is served in Cartwright Hall at 6:30 p.m. on Sunday evenings.

Evening Activities

Cartwright Hall provides a safe, comfortable living environment in which NMSA students may participate in an array of non-school activities. New Mexico School for the Deaf offers American Sign classes in the evenings for those residential students interested in learning to communicate with their hearing-impaired peers on the New Mexico School for the Deaf Campus. Arts, cultural, and enrichment projects are spearheaded by the ARAs, who supervise and engage our residential students in athletic and outdoor experiences during the non-school hours. Frisbee tournaments, art walks, and cultural salons take place on a regular basis in the Residential Program. NMSA residential students attend Lannan Foundation readings and conversations at the Lensic Theater and musical events at the James A. Little Theater. Residential students interested in developing clubs, study groups, and other extra-curricular activities in Cartwright Hall are supported by their ARAs in doing so. ARAs serve as mentors, tutors, and facilitators for NMSA residential students.

Residential students attending arts and cultural events in the evenings must sign out with the ARA. Residential Outing Forms must be signed by the hosting adult and the residential student. Residential Outing Forms are available through the ARAs. All evening outings require advance notice to the ARAs.

Weekend Host Families

The Residential Program ends on Friday afternoons and resumes again Sunday evenings. For those who are unable to return home on weekends, a number of 'host families' in the Santa Fe and Albuquerque areas have indicated a willingness to provide housing for SA-NM students on weekends; that list is available to interested parents/guardians from the ARAs. SA-NM provides this information only as an aid to parents/guardians; SA-NM does not run, regulate or administer the host family option, nor has SA-NM undertaken to investigate the background, criminal history, suitability or fitness of any host family-student situation, and parents/guardians who are interested in taking advantage of these host family offers must conduct their own investigation(s) prior to entrusting their child to a host family on weekends. Likewise, host families must conduct their own investigation of the suitability of inviting a particular student into their home. Problems and issues relating to the host family situation must be addressed between the host family and student family; SA-NM assumes no responsibility for students during weekend hours and while students are not on the NMSA Classroom Campus or the SA-NM Residential Campus. A consent and release form must be completed by both the host family and the student's parent or guardian and provided to SA-NM before students will be released to a weekend host family.

DORMITORY REGULATIONS

Safety and accountability are key components of living in the Residential Program. The following dormitory rules and regulations are meant to ensure the safety and well-being of SA-NM students, staff, and facilities, as well as those of New Mexico School for the Deaf, on whose campus the Residential Program is located.

Quiet hours

To provide an environment conducive to study and sleep, Cartwright Hall quiet hours are

in effect Sunday through Thursday from 9:30 p.m. to 6:30 a.m. This means that students are in their rooms during these hours, unless given permission by the ARAs to do otherwise.

Independent Evening Study Hall

Independent Evening Study Hall is a time for NMSA students to be in their own rooms completing their studies. Group study in students' rooms is allowed with permission from the Adult Resident Assistant (ARA). Students must be in their rooms checked in for study hall from 8:00 p.m. to 9:30 p.m. on Sunday through Thursday nights. Students can study independently if their GPA is a 3.0 or higher. Otherwise, it is suggested that students study in the Evening Supervised Study Hall to obtain tutoring and academic support from the ARAs.

Evening Supervised Study Hall

The Evening Supervised Study Hall is held in Cartwright Hall common areas. This allows a time for all residential students to work together with help from each other and the ARAs. The Evening Supervised Study Hall is designed to be a supportive time for students to gain confidence in their academic development. The Evening Supervised Study Hall begins at 8:00 p.m. unless students have rehearsals, performances, or other evening activities. When students are preparing for tests and academic projects, the study halls will begin as soon as residential students have eaten dinner.

Lights Out

Evenings for NMSA Residential Students consist of dinner, study hall sessions, time to hang out in common areas in Cartwright Hall, and transportation to occasional cultural events and performances in Santa Fe. All students must be in their own room by 9:30 p.m. Lights out times on school nights are as follows:

- Freshmen: In own room by 9:30 p.m., lights out at 10 p.m.
- Sophomores: In own room by 9:30 p.m., lights out at 10:30 p.m.
- Juniors: In own room by 9:30 p.m., lights out at 11 p.m.

Laundry

Cartwright Hall provides a washer and dryer for student use. Residents provide their own laundry detergent and supplies. Students should label their clothing and bring a laundry bag or basket. Using the washer and dryer is a privilege. If students are not able to cooperate and respectfully utilize the washer and dryer, the privilege will be removed.

Dormitory Furnishings and Supplies

All dorm rooms will have a bed, desk and small dresser or nightstand for student use. Closet storage space is also available in each room. Most rooms in the girl's hall at Cartwright Hall have bathrooms within the room (2-4 girls share a bathroom). The boys share a bathroom. We suggest that residential students bring the following items to make their stay comfortable in Cartwright Hall:

Bedding:

Mattress pad
Pillow and pillowcase
1 Set of Sheets (twin-sized sheet set)
Comforter/duvet or Blankets
Towel(s) and washcloth

Desk lamp

Electronics and Computers:

Cellular Phone
Stereo/CD equipment
Headphones
Surge protector
Alarm clock
Computer (if available)

School Supplies:

Backpack
Desk supplies

Non-essentials:

Toiletries, Shower caddy, Towels, Kleenex, Water Bottle, Hangers

The following items are NOT allowed in Cartwright Hall dormitory rooms: Irons, Rice cookers, Toasters, Hotplates, Television Sets, and Halogen lamps.

If a student is in need of additional, necessary supplies during the week, special arrangements can be made with the ARAs for a pick-up.

Transportation:

Students will be transported free-of-charge to and from the NMSA Classroom Campus Monday through Friday on the #2 & M Santa Fe Public Busses. Students will be escorted by their ARAs to the bus stop on Cerrillos Road across from New Mexico School for the Deaf and will be met at this same bus stop at the end of the day. Headcounts will be taken prior to and after boarding at the New Mexico School for the Deaf and the New Mexico School for the Arts campuses. Students returning home on Friday evenings without returning to Cartwright Hall must make advance arrangements for such with their ARA and should bring their weekend supplies with them to School on Friday. Items can be locked in the NMSA administrative offices.

Homesickness

One of the ways that we can help new students achieve early success in the Residential Program is by effectively managing the common, normal feelings that accompany separation and adjustment to new surroundings. These feelings are often lumped together by adolescents and are referred to by the term “homesickness.” It is important to remember that the vast majority of teenagers will quickly adapt to their new surroundings without experiencing more than a quickly passing sense of missing home. For a small percentage of students, these feelings may be more intense. SA-NM provides a strong community of support to help our residential students transition smoothly into daily life in Cartwright Hall.

The ARAs in our Residential Program are well trained in dealing with transitional issues that arise in teenagers. Parents who are concerned about their child should contact the Director of Admissions and the ARAs, who will talk with the student to link him or her with other students with similar interests. The ARA will work with the NMSA faculty to help the student. Finally, the ARA and the student’s NMSA advisor will work to involve all residential students in activities and organizations (both within and outside of School)

in order to ensure that our students stay actively engaged in a larger network of support.

Healthcare

The SA-NM Residential Program has access to medical care 24 hours a day, 5 days a week. If a residential student wakes up feeling sick, the ARA will address the student's needs. Residential students who are too sick to attend School will stay with the ARA during school hours. If the ARA believes that a sick or injured student needs to be taken to see a healthcare practitioner, this will be done as soon as possible. SA-NM has established relationships with Women's Health Services (a family practice) and the Villa Therese Catholic Clinic to meet student healthcare needs. Residential students will be accompanied by an ARA to their medical visits, and will be transported to and from medical facilities by taxicab. Parents will be responsible for covering these transportation fees. In an emergency, a student will be transported to Christus/St. Vincent Hospital emergency room.

If you prefer, you can make arrangements with a local private physician to see your child. It is important to check with your health insurance company or HMO to make sure your health insurance will cover care provided by these clinics or the hospital. If a residential student becomes sick while in classes at NMSA, the School will address the student's needs in collaboration with Villa Therese Catholic Clinic and Women's Health Services. **Please note that if your child needs surgery, it should be completed over a vacation period at home.**

If a student is seriously ill (defined as necessitating absence from school for longer than 3 days) or injured, parents will be contacted for pickup and the student will be sent home for treatment/recuperation. In the interim, the SA-NM staff will effectively take care of most illnesses and injuries.

A doctor's letter is required for all medications taken by residential students. This information needs to be provided to the student's ARA in Cartwright Hall at the commencement of the academic year. Our ARAs are sensitive to issues of confidentiality. Students can be assured that their privacy will be respected and that this medical information will not be shared with other NMSA students, faculty or staff. Students are responsible for administering their own medications.

Care of Residential Students

SA-NM's Residential Program provides nurturing individualized attention to all residential students. Each floor in Cartwright Hall is overseen by a full-time ARA. ARAs are hired by SA-NM, have completed a background check, and have been trained by SA-NM and NMSA officials. The ARAs are guided by the larger mission of instilling within each student the desire and ability to make a positive difference in the world. SA-NM's Residential Program supports and nurtures all students as they strive to reach their full potential. This is accomplished through regular, daily contact with trained faculty and adults from within the community and the School.

Primary Contacts for Parents

The Adult Resident Assistant (ARA): The ARA is responsible for the smooth running and governance of Cartwright Hall. The ARA sets the tone for the dorm and is also a contact point for families. ARAs communicate with one another daily and meet with the Head of School regularly. It is through these systems that all SA-NM and NMSA staffs are kept well apprised of the happenings in Cartwright Hall, at the School, and with individual

students. Parents of residential students will receive cell phone and e-mail information for both ARAs prior to the August commencement of classes. ARAs will remain in constant contact with the parents of residential students. Contact information for ARAs: Ann Scheller: (505)-321-2276; AScheller@NMSchoolForTheArts.org.

The Director of Admissions: Correspondence/communication with the Director of Admissions relating to the Residential Program is welcomed. All communications will be relayed to the Head of School and the appropriate SA-NM and NMSA staff. Contact information: (505) 310-4194; Admissions@NMSchoolForTheArts.org.

The Advisor: NMSA faculty and staff advisors are assigned to new students prior to their arrival to NMSA. Students and parents will meet with their advisor during Registration in August. Students/parents should feel free to discuss issues relating to the Residential Program with their advisor.

Counselors: NMSA has access to certified counselors. If an ARA feels that a residential student would benefit from seeing a counselor, he or she will suggest this to the Head of School at NMSA, who will contact the student and the student's family. Counselors are available to talk with students about a myriad of adolescent issues. The counselors listen and suggest strategies to ease the transition into high school, build coping methods, and teach problem-solving techniques throughout their NMSA experience.

Correspondence: E-mail and phone communication will ensure that residential students and their parents and guardians stay in close contact throughout the week. If letters or packages need to be sent to residential students, they can be sent to:

Student Name
c/o New Mexico School for the Arts
275 East Alameda
Santa Fe, NM 87501