



New Mexico's Public High School for the Arts

# New Mexico School for the Arts Residential Program Handbook 2022-2023

New Mexico School for the Arts Residential Program Handbook  
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## CHANGES BETWEEN EDITIONS

The information contained in the 2022-2023 edition of the Residential Handbook supersedes all previous editions. Students and families are expected to be knowledgeable about all NMSA procedures, policies and regulations. NMSA may amend its policies, procedures, or expectations between editions of the Residential Handbook. Revisions will be distributed to students and parents/guardians.

## CLOSURE for SCHOOL BREAKS/VACATIONS

Thanksgiving Break: 9:00 a.m. on November 21, 2022, to 4:00 PM on November 27, 2022.

Winter Break: 9:00 a.m. on December 19, 2022, to 4:00 PM on January 2, 2023.

Spring Break: 9:00 a.m. on March 20, 2023, to 4:00 PM on March 26, 2023.

Check-out Friday May 26, 2023, by 12:00 p.m.

## NEW MEXICO SCHOOL FOR THE ARTS RESIDENTIAL PROGRAM

Welcome to the New Mexico School for the Arts Residential Program. The Residential Program offers an opportunity for students who live beyond commuting distance to attend New Mexico School for the Arts (NMSA). The Residential Program provides a safe, caring, comfortable and supervised community for students living away from home. Our goal is for students to succeed and excel in academic and artistic classes, and to provide a residential experience that nurtures and supports each student.

Parental permission may not supersede NMSA's rules and regulations.

Our Mission: NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

STUDENTS AND PARENTS/GUARDIANS ARE RESPONSIBLE FOR SIGNING THE CONTRACT AT THE END OF THIS HANDBOOK TO ACKNOWLEDGE THAT THE HANDBOOK HAS BEEN RECEIVED, READ AND UNDERSTOOD AND THAT THE RULES AND POLICIES IN THIS HANDBOOK WILL BE FOLLOWED ACCORDINGLY. See Addendum 1.

At the beginning of each school year, the Residential Director (RD) and the Residential Assistants (RA), who live with the dormitory students, will review this Residential Handbook and all policies with residential students to ensure they fully understand the rules and expectations.

NMSA reserves the right to modify the contents of the Residential Handbook as the need arises. Revisions will be distributed to students and parents/guardians.

Students may find that the Residential Program's rules for living in the dormitory are more strict or less strict than those they experience at home. Our rules and regulations are designed to create a safe and nurturing atmosphere for everyone. When a student chooses to reside in the dormitory, it means that both the student and their parents/guardians support the dormitory's policies and agree that the student will live by the policies in this Residential Handbook. If a student cannot follow the policies, the RD has the discretion to remove the student. Living in the Residential Program is a privilege that may be revoked if students do not adhere to the established guidelines, policies, and procedures.

#### ELIGIBILITY FOR THE NMSA RESIDENTIAL PROGRAM

A Residential Application can be submitted at any time, but a student will not be formally considered for the Residential Program until they have auditioned or submitted a portfolio, has been admitted to the Charter School, and all other eligibility requirements have been met. Students must reapply each year for admission to the Residential Program.

Note: Every effort is made to retain students in the Residential Program from year to year; however, a new application for admission to the Residential Program must be submitted each year.

By joining the Residential Program, residential students understand that they represent the school as statewide ambassadors and this means embodying and exemplifying the values of the school. First and foremost is having a passion for their art form and a willingness to work hard.

In evaluating residential applications, NMSA considers the following in making its Residential Program decisions:

- Student's artistic merits and personal maturity, as demonstrated in the application, audition/review, and interview;
- Parents' commitment to work with the school to ensure regular communication and coordinated care of the student, as demonstrated in the application and interview;
- Geographic distance from the student's current place of residence to the school (students who reside 65 miles or further from the school's address are eligible); and
- Number of spaces available.

#### ELIGIBILITY REQUIREMENTS

**Current NMSA Student:** The Residential Program is only available to students who have been admitted to NMSA and continue to be enrolled as full-time students. Students who have been expelled from the school are no longer eligible for the Residential Program.

**Application and Its Content:** Applications must be filled out fully and accurately. Incomplete or untrue answers to questions may result in ineligibility, including retroactively.

**Distance from NMSA:** Preference for admission to the Residential Program will be given to students living further than 65 miles from the NMSA campus, and to those who do not have access to public transportation. Other applicants may request admission, and determination will be made based upon the student's situation and available residential space.

**Required Documents:**

1. Proof of health insurance coverage (Due by move-in date, August 7);
2. Proof of physical examination performed within the past year, indicating fitness to live and attend school independently (Due September 30).
3. Provided to the school: Record of current immunizations or acceptable proof of an exemption in lieu of immunization records (as long as the required immunization records or proof of exemption has been provided to the school, it does not need to be provided separately for the Residential Program).

**Prior Disciplinary Issues:** An applicant to the Residential Program must disclose all disciplinary actions taken against them in the past two (2) years and/or any currently pending disciplinary proceedings. Disciplinary actions include suspensions or expulsions from school, or sanctions or court-imposed consequences for juvenile offenses. Students who have been disciplined for violent conduct (against self or others) or for any other conduct deemed to present a threat to the health and safety of others are not eligible for the Residential Program. Failure to disclose information about prior or current disciplinary actions, whether by the student's prior school or authorities may be grounds for immediate removal. Students who were suspended from the Residential Program in the previous year may re-apply for the Residential Program for the next school year.

**Reliable Communication:** Parents must submit at least two additional emergency contacts, including names, phone numbers, and email addresses if available. These people must be able to respond quickly to communications from the RD 24 hours a day, seven days a week, in the case of urgent or emergency matters regarding the student. Emergency contacts may be the student's parents/guardians or other people assigned this responsibility by the parents/guardians. Repeated inability by NMSA to reach designated contacts may result in ineligibility for the program.

**Timely Application and Financial Aid Application:** All completed Residential Program Applications must be received or postmarked by May 31, 2022 for priority consideration. Those requesting financial aid should submit the Financial Aid Application along with the Residential Program Application.

## RESIDENTIAL PROGRAM ADMINISTRATION

Residential Director and Residential Assistant (“RD” and “RA”): These individuals are adult employees of NMSA who oversee the dormitory and report to the Head of School. The RD and RAs live in separate quarters alongside the students, and work to provide students with support and a nurturing environment. They are visible, available, and approachable for students and it is not uncommon for students to visit their residential staff for conversation or advice. The residential staff members supervise students during dormitory hours and act as advisors, mentors, disciplinarians (when necessary), and will connect students to appropriate resources (such as counseling) when needed.

The RD and RA meet with residential students regularly to review their academic progress in order to ensure their continued success in all of their classes, and to identify any issues or problems that could impact that success. The RD and RAs have the authority to enforce the Residential Program rules. It is the responsibility of the RA to report violations to the RD.

To support students’ academic and artistic success, RDs and RAs have access to student records on PowerSchool. They may communicate with the Head of School, Principal, or faculty to support students in their academic and artistic studies. Additionally, they may communicate with the NMSA school counselor to support students in times of unusual stress.

Residential Director: The RD serves as the primary authority in the Residential Program, supervising and consulting with the Residential Assistants. The RD communicates on a regular basis with the NMSA faculty, staff and administration as well as parents/guardians and students. If students or parents/guardians have any questions or concerns, please contact Kayla Bolte, Residential Director, at 505-309-1525 or by email at [kbolte@nmschoolforthearts.org](mailto:kbolte@nmschoolforthearts.org).

In Loco Parentis: In connection with its supervisory role, the staff of NMSA may from time to time be called upon to make decisions, sign documents and otherwise act in the place of a parent/guardian or parents/guardians (in loco parentis), exercising the rights, duties and responsibilities which would otherwise be exercised by a parent/guardian were the parent/guardian present at the time.

## HEALTH AND WELLNESS

NMSA encourages each student to be in optimal health and to pursue a healthful lifestyle. It is important for NMSA staff to have an open and communicative relationship with each student and their parents/guardians and to have an understanding of all medical concerns to better anticipate a student’s health care needs.

Counselor: The Residential Program does not have a counselor on staff. The school does employ a full-time staff counselor who is available to all NMSA students during school hours. The school counselor can provide referrals for weekly therapy through Mesa Vista Wellness (which sees students at the NMSA school campus during the school day), or to other mental and behavioral health providers. Additionally, if the RD observes that a student could benefit from regular counseling or counseling during specific stressful times, such as at the beginning of the school year or during finals, they will bring it to the attention of the parents/guardians. If



a student is struggling with emotional or mental health issues, it is important that the student report that information to their parents/guardians, the RD, or the Head of School.

**Emergencies:** In the event of a medical emergency or an accident, the RD or the RA will first attempt to contact the parents/guardians or the doctor of the student, unless it is determined that the circumstances merit contacting 911 for emergency response. After 911 is called, NMSA will make every effort to reach the student's parent/guardian or other emergency contact prior to treatment; however, this may not always be possible. For this reason it is required that all contact information on the Emergency Contact Form be completed and kept current.

**Financial Responsibility:** While participating in the Residential Program, parents/guardians agree to assume all financial responsibility for their student's medical, dental, psychological and other healthcare needs. This includes but is not limited to: transportation to and from appointments and/or treatments; medical fees, tests, prescription medication, over-the-counter medication, or any health care expenses that are not covered by insurance.

**Health Related Appointments:** When possible, routine and non-emergency healthcare related appointments should be scheduled during school breaks.

**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 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. NMSA's staff will offer support to our students to assist in adjusting to life away from home.

**Individual Health Plan:** In addition to the health record and the current physical that is required as part of the Residential Program application, NMSA reserves the right to request tuberculosis skin testing or another physical exam if the medical history indicates the student's medical condition might present a potential health risk to the community.

Students with medical or other health concerns who are admitted into the Residential Program will be required, along with their parents/guardians, to meet with a contracted healthcare professional to develop an Individual Health Plan. This plan will be used to inform the NMSA staff about accommodations for the student that may include: information about medications, dietary requirements, physical restrictions or other health conditions. The student is expected to follow the Individual Health Plan, to ensure their ongoing optimal health and medical safety. Student failure or inability to follow an established Individual Health Plan may be grounds for ineligibility for the Residential Program.

**Insurance and Expenses:** Parents/Guardians of residential students are responsible for completing and filing insurance claims and covering charges for outside providers, outside emergency services, hospitalization, etc. Proof of insurance is required before moving into the Residential Program.

**Local Healthcare Providers:** If the parent/guardian makes arrangements for the student to be treated by a local health provider, then the parent/guardian is responsible for arranging outside transportation to and from the provider's office. Parents/guardians should arrange for a pre-paid Uber or Lyft to transport the student to and from the appointment.

Local providers who have agreed to be accessible for NMSA students are the Aspen Medical Center Urgent Care and UltiMed. Parents should make arrangements with the family's choice of local healthcare provider, either one of those listed above or another, in advance to ensure prompt health care and to verify whether the family's health insurance will cover visits. In the case of a medical emergency, a student will be transported to the emergency room at Christus St. Vincent Regional Medical Center or Presbyterian Santa Fe Medical Center.

Parents/Guardians will be required to complete the Consent to Treat Minors Form.

**Medical Leave:** NMSA staff works to accommodate the health care needs of each student, but some health conditions may necessitate a temporary or permanent medical leave from the Residential Program. This may include, but is not limited to, chronic or acute health issues, or critical emotional behavioral incidents that result in emergency personnel intervention. The Head of School will determine if a student is recommended for Medical Leave.

**Medication Policy:** Diagnosis, treatment of illness, or prescribing or recommendation of drugs and medications are never responsibilities of NMSA staff and will not be practiced by any Residential Program personnel. When prescription medication is required, parents/guardians will:

- Inform the RD that a student requires medication;
- Provide written permission for all medication. For prescribed medication, a written statement is required from the parent/guardian and physician authorizing the administration of all prescription medications and releasing NMSA personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available with the RD; and
- Provide labeled containers. Medication must be provided in pharmacy-labeled containers that indicate pharmacy name and telephone number, student's name, physician's name, and dosage of medication.

**Disposal:** When the medication is no longer needed, it will be returned to the student for delivery to the parent or guardian unless the parent/guardian provides different directions.

Medications requiring refrigeration will be kept in a closed and clearly identified container in the RD's refrigerator. The student will go to the RD when it is time to take their medication.

**Administration:** NMSA personnel will oversee the student self-administration of prescribed medication. Some medical conditions, such as diabetes and asthma, require that students be allowed to carry and self-administer medications. See below for more details.

Acetaminophen and ibuprofen will be given to a student no more than two times per week without parent notification.

Over the Counter Medication. All over the counter medication is to be handed over to the RD. The RD will place the medication in a bag, label with students name, and anytime the student needs to take a medication they are to ask RD.

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

- The health care provider has instructed the student in the correct and responsible use of the medication;
- The student has demonstrated to the health care provider and the school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
- The RD, with input from the parent or guardian and based on the student's health care practitioner's medical orders, has formulated a written treatment plan for managing the student's care and for medication use by the student during school hours or school-sponsored activities, including transit to or from school or school-sponsored activities, and after school.
- The student's parent has completed and submitted to the school any written documentation required by the school, including the treatment plan required (above) and a statement relieving NMSA, its employees and agents from liability arising from the performance the student's self-administration, carrying or storage of medication, supplies and medication-administration equipment.
- The parent of a student who is allowed to carry and self-administer asthma medication, emergency anaphylaxis medication, or diabetes medication/equipment must provide the school with backup medication and equipment that shall be kept in a location to which the student has immediate access in the event of an asthma, anaphylaxis or diabetes emergency. An Agreement for Self-Administration of Medication must be completed by the parent/guardian and kept on file. (See page 43, Addendum 8).

**Routine Illness:** The Residential Program does not have a full-time on-site healthcare provider. Access to local healthcare providers is facilitated as needed, and the RD and RA are trained in first aid and CPR. A student who reports that they are too ill to attend class must report to the RD or RA. Once illness is reported, the student's temperature will be taken. In the event that the student has a temperature, the RD or RA will then contact the student's parent/guardian who will be notified of the student's illness. If the parent/guardian decides that the student should not attend school for that day, the parent/guardian or emergency contact will be called to pick up the student. Once the parent has decided that it is in the student's best health interest not to go to school, it is the parent's responsibility to notify the NMSA Charter School according to the school's absentee reporting requirements. Parents can email [attendance@newmexicoschoolforthearts.org](mailto:attendance@newmexicoschoolforthearts.org) or call the NMSA attendance clerk at (505) 310-4194. If the parent does not report according to policy, the student's absence will be treated as unexcused.

### Illness During the COVID-19 Pandemic

Due to the unique and serious risks present during the COVID-19 pandemic, and the requirement that NMSA follow the state's rapid response protocols, if a student presents with possible symptoms of COVID-19 infection, the following protocol will be followed.

- The students will be moved into an isolation room and parents/guardians/emergency contacts will be called to pick them up immediately. It is urgently important that each student's emergency contact list includes at least one person who can pick up your student within a reasonable length of time (no more than one hour away).
- Families will be expected to contact the NM Department of Health (NMDOH) at 1-855-600-3453 and follow their instructions (doctor appointment, COVID test, etc.).
- Families must communicate updates to the RD.
- Families must report any positive cases of COVID in their household to the RD ([kbolte@nmschoolforthearts.org](mailto:kbolte@nmschoolforthearts.org); 505-309-1525) and the school ([ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org); 505-310-4194).

It is a requirement that all students provide a signed (by student and parent/guardian) AGREEMENT TO COMPLY WITH COVID-19 PREVENTION SAFETY MEASURES before they may participate in the Residential Program. See Addendum 12, page 48

**Serious Health Conditions:** Serious health conditions may include a physical injury or condition; an apparent mental condition that requires medical or psychological attention; a contagious disease or other health condition that may pose a threat to the health and safety of the student or others at NMSA or at the dorm. The RD will notify the parent/guardian that a Serious Health Condition exists and the parent/guardian will be required to pick up the student from the dormitory immediately. If the parent/guardian or other identified emergency contacts are not available, the RD may call for emergency transport to the local hospital for care and treatment. Before a student will be allowed to return to the dormitory, a healthcare professional must document the student's fitness to return. The parent/guardian will be responsible for advising NMSA if special accommodations are required for a successful return. A new Individual Health Plan may be required.

### FOOD ALLERGY GUIDELINES

Kids Kitchen (food provider for the Residential Program) will work to accommodate food allergies and dietary needs. However, not all needs can be guaranteed. Students are invited to bring their own food and may store that food in either the common area (in bins or the refrigerator) or in a dorm-style refrigerator in their own dorm room (these refrigerators are not provided by the dorm).

### RESIDENTIAL LIFE

Living in a residential community requires respect for others as well as a commitment to following the rules and policies that are meant to provide a safe and comfortable living and studying environment.

Attendance: NMSA students are expected to arrive at school on time, at least 10 minutes before classes begin, and adequately prepared for their day. Classes begin at 9:10 a.m. and end at 4:55 pm. If a Residential Program student is absent or late, the student's parents must contact the RD, and also notify the school by e-mail at [attendance@nmschoolforthearts.org](mailto:attendance@nmschoolforthearts.org) or by phone at (505) 310-4194 by 10:00 a.m. on the day of the absence in order to avoid an unexcused absence. If the student is late (all arrivals after 9:10 am.), then they will need to report to the front office, sign in and receive a tardy slip from the front office.

Adults Authorized to Pick Up Your Student: Parents/Guardians must fill out the Student Pick-Up Authorization Form that lists all adults authorized to pick up students for evening activities, overnights or weekend stays. In order for a student to be released to an authorized adult, the person will need to show current government-issued photo identification.

If an adult other than the parent/guardian or those listed on the Student Pick-Up Authorization Form will be taking custody of the student, the student's parent must contact the RD no less than 24 hours in advance, and provide the RD with a completed and detailed email that includes permission to leave the dorm, where they are going, how they are getting there, and what time they will return to the dorm. Curfew for the student in this instance is no later than 9:00 p.m. If the student will be picked up directly from school, the completed email must also be provided to the NMSA Attendance and sent to the RD. No student will be permitted to leave the dormitory or the school with an individual who has not been pre-authorized by the parent/guardian. In order for a student to be released to a newly authorized adult, the person will need to show current government-issued identification with a photo.

NMSA assumes no responsibility for students during those weekend and school holiday hours when the Residential Program is closed.

Students who provide false permission from parents/guardians (false phone calls, emails or notes) for off-campus excursions, overnights, or weekends may be suspended from the dorm for a period to be determined by the Director/Designee. First offense of breaking this rule will be an automatic 3 day suspension.

If students plan a camping trip or any other overnight group activity, a parent or guardian must pick the student up and check them out for the night with the RD or RA.

Cell Phones: Cell phones may be used in the dormitory and volume controls must be turned off after dorm curfew. Residents are reminded to be respectful of other residents when using cell phones in dorm rooms and common spaces. Residents must abide by the school's electronics use policy at the dorm.

Community meetings/residence life meetings: We sometimes gather as a residential community to discuss important topics, recognize special achievements, share information, and make announcements. On occasion, the meeting may involve a special speaker or presentation. Attendance at residence life meetings is required and is managed by Residential Program staff.

**Cleaning:** Students are expected to keep their rooms tidy and clean. Daily tasks include: making the bed, putting clothes away, and storing any food items carefully in the dorm room or main food room. A cleaning service will clean bathrooms and common areas 3 days a week. This means things need to be picked up. During the week, if a room requires maintenance or repair, students can notify the Residential Program staff, who will submit a request to the maintenance office.

**Computers and Internet Access:** Residential students have access to the Internet on shared computers in study hall and certain common areas of the dormitory. Internet access is available in the dorm rooms.

**Consideration and Respect:** All NMSA residential students are expected to treat all other students and the RD and RAs with consideration and respect. Our Residential Program has a 24-hour courtesy policy. This means that residents should not create unreasonable, excessively loud, irritating or disturbing noise in the dormitory at any time.

**School Nights:** Monday through Thursday, students must return to the dorm by 5:45 p.m. (as that is the time the public bus drops off the students). Consequences for being late for curfew, not signing in properly at curfew, or being out of the dorm without permission may include:

- Notice to parent.
- Early curfew for a designated period of time.
- Dormitory suspension or expulsion may occur for repeat sign in/out violations and missed curfews.

#### Parent Emails (For all grades)

If a parent sends a detailed email to RD granting their student permission to do something after school it will be approved only when the RD receives all of the necessary information including: Name, date, times of departure and arrival, and if the student will be getting into a car, who will be driving. This will serve as a legal document so parents/students are required to be specific. These requests must be received by the RD 24 hours in advance.

#### Parent Denial of Off Campus Privilege

Parents/guardians have the option to deny their student the right to leave campus. If you do not want your student to leave campus, please send an email to the Residential Director. If your student leaves campus after this denial of off campus privileges request of the RD, they will be subject to disciplinary measures.

**Study Hall:** A supervised, mandatory study hall is held two evenings a week. Supervised and mandatory study hall is designed to be a supportive time for students to gain confidence in their academic development and for students to work together with help from each other and the RD. Students are expected to participate each evening unless they have rehearsals, performances or other approved evening activities. Study Hall sessions may increase in duration to prepare for tests and academic projects, or for students who are at risk for failing a class.

#### Weekly Sunday Arrival/Friday Departure

Students should return to the dorm from their weekend between 4:00-8:00p.m. on Sunday afternoons. Please note: any student who will be commuting back to the dorm from their weekend using public transportation (RailRunner, bus, etc.) must return from their weekend directly to the school on Monday mornings. We do not have a way to safely transport students from the train or bus stations to the dorm on Sunday afternoons/evenings. On Friday mornings, students will pack a bag/suitcase (anything they need to take home over the weekend) and take it with them to school. These items can be stored in the front office. Students are then picked up at school by 6:00 p.m. (no later) or depart on their own (by public transportation or car) at the end of the school day. Supervision is not available after 6:00 p.m. on Fridays, when the school building will be closed for the weekend.

**Dormitory Closing:** The dormitory is closed and inaccessible to students from 9:00 a.m. on Fridays to 4:00 p.m. on Sundays. Parents/guardians are asked to pick up their students from the NMSA school campus on Friday afternoons at the end of the school day at 4:55 p.m. Each Friday, students are expected to take to school anything they might need from their dormitory room during the weekend. Students will not be granted access to the dormitory on weekends.

Parents/Guardians must contact the RD if a student will return Monday morning instead of Sunday night. On Sunday evenings, students will be provided dinner at 6:30 p.m.

**Dormitory Hours:** The dormitory officially opens at 4:00 p.m. on Sunday through Friday at 9:00 a.m. For security reasons, the dormitory remains closed during the school day. Students may not return to the dormitory during these hours. If a school performance, rehearsal, or exhibit requires a student to return later than the curfew time, the student is responsible for having the school sponsor of the event notify the RD that the student will be returning late.

**Emergency Contacts:** Parents must notify the RD immediately of any change in their or their emergency designated contact's information including physical address, telephone number(s) and email address to ensure we have the most current information on file in the event of an emergency.

**Evening Activities:** NMSA encourages students to participate in an array of school-sponsored activities. School-sponsored cultural events, art walks, and other activities take place on a regular basis. In addition, students often have rehearsals or extra work ahead of exhibitions that extend beyond regular school hours.

Residential students who wish to attend non-school-sponsored events with an adult not on the Pre-Authorized list must have their parents/guardians email the RD with detailed permission to where they are going, how they are getting there, and what time they will return to the dorm. This e-mail must be sent before each evening outing and requires no less than 24 hours advance notice to the Residential staff. Students will not be permitted to attend an evening activity with a non-authorized adult unless parental consent has been obtained and verified by the RD in limited circumstances.

**Laundry:** Students will be able to use the laundry facilities at the dorm. The machines are free, but students will be expected to bring their own laundry detergent. The RD and RA will have a



system in place so everyone has the chance to do their laundry. Students are expected to wash their dirty clothes, towels and sheets while they are at the dorm or at home on the weekends to keep a clean and healthy living environment.

Lights Out: To ensure that students get enough sleep, lights-out for all students is 10:00 p.m.

Meals and Dietary Requirements: Students eat breakfast and dinner at the dorm. Breakfast is served Monday through Friday, and dinner is served Sunday through Thursday. Residential students participate in cleanup. Breakfasts are available beginning at 6:30 a.m. daily, and dinner is served at 6:30 p.m. nightly. A dinner takes place every Sunday evening at 6:30 p.m.

Residential students may store non-perishable food in the common areas for snacking, as long as standards of health and cleanliness are maintained. Space is also available in the refrigerator for students' own food. Students are encouraged to label these items clearly.

Because a lot of preparation, time, and money goes into each meal for every dorm student, students are required to go to every dinner. On occasion it is OK to miss a meal with proper email from parents and communication from the student to the RD.

Lunch is available daily at the NMSA school campus. Students who wish to participate in school lunch will need to order the prior week. Applications for the free and reduced lunch program are available at the school's front office. NMSA students are encouraged to carry their own individualized, reusable water bottles during class time and in the dormitory.

Personal Mail: Mail for a residential student may be sent to NMSA and will be hand-delivered to the student within 24 hours. The address is:

NMSA: [Student Name]  
50 Mount Carmel Road  
Santa Fe, NM 87505

Pets: Students are not allowed to bring pets to the dormitory.

Quiet Hours: Quiet hours are in effect Sunday through Friday from 10:00 p.m. to 6:30 a.m. This means that students are in their rooms during these hours, unless given permission by the Residential staff to do otherwise.

Sign In/Sign Out Policy: The policy is to ensure that if there is an issue we can determine the location of all students at all times: Each time residential students leave the dormitory for any reason, including evening outings or other school sponsored trips, they are required to sign out. Students who change their original destination, their mode of travel (from the regular bus schedule), or the time and/or day of return are responsible for telephoning the RD on duty and getting approval for this change.

Consequences for not signing in and out of the dorm may include:

- Notice to parent.
- Early curfew for designated period of time.



- Dormitory suspension or expulsion for repeat sign in/out violations.

Snow Days: For weather delay days, including snow days, classes at NMSA begin at 10:00 a.m., depending on weather conditions. Parents, faculty, staff (including Residential Program staff), and Albuquerque TV stations will be notified. The same procedure will apply if the campus is closed due to weather conditions.

During snow days, Residential Program students will either remain at the dorm or return to the dorm where the residential staff will provide supervision.

Residential Program Dress Code: All Residential Students are expected to maintain healthy, appropriate, and clean personal hygiene. Clothing and accessories must be safe and not disruptive to the dormitory community. The following general guidelines will be observed:

- Attire or accessories that advertise, display, or promote drug, alcohol, or tobacco products or usage, or trivialize or promote sexual activity, violence, disrespect, or bigotry towards any group of people, are prohibited.
- Students must wear shoes, flip-flops or slippers at all times.
- If a student is not appropriately dressed, they may be asked to change their clothing.

Transportation to and from NMSA Campus: Due to the close proximity of the Dormitory Campus to the Classroom Campus, students will take the Santa Fe public bus to and from school. They must return to Dormitory Campus by 5:45 p.m. where they are required to sign in with residential staff. Bus schedules will be provided to the students on move-in day.

If taking the early bus or going on walks, students must sign out with the RD. If a student is tardy to school because they had a late start or left too late, the tardy will be unexcused.

Valuables: Please do not bring items of high monetary or sentimental value to the dorm (jewelry, cash, expensive art pieces, etc.). NMSA cannot guarantee the safety of personal items. NMSA assumes no responsibility for lost, stolen or damaged personal property. We suggest that parents/guardians include their student's belongings in their homeowner or renter insurance policy.

Vehicles: Use of vehicles must be approved by the RD, and is only allowed for driving to the dorm on Sunday and from the dorm on Friday. Students may not use vehicles during the week. In order to be able to drive to and from the Residential Program, a driving consent form must be filled out and signed by the student, parent, and RD. There is parking on the residential campus for residential students.

## ASSESSMENTS

Based on the above expectations for residential students, an assessment will be completed each week for the first month of living in the residential program for all grade levels. This assessment will be handed out to the residential students on Thursday evening. Students must take it home over the weekend, have their parents review and sign it, and return the form to the RD upon return. The assessments will be kept on file by the RD. If students meet the requirements of the assessments, then weekly reports will be suspended. If at any time

residential living expectations are not being met, the RD will contact parents and begin to send assessments home. If the student fails to improve, disciplinary action may be taken.

## DORM ROOMS

**Roommate Bill of Rights:** The following Roommate Bill of Rights is a reminder to each resident of their responsibility to roommates. One's enjoyment of life in a residential unit will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other.

**Basic Rights Of A Roommate:** You have responsibility to your roommate. Try to use the following values as guidelines

As a student living in a Residence Hall at NMSA you have:

1. The right to read and study free from undue interference. Unreasonable noise and other distractions inhibit the exercise of this right. Your room (and Residence Hall should provide you with an environment that allows you to succeed academically.
2. The right to sleep without disturbances. Regular sleep is essential to your general health and peace of mind. It takes precedence over any activity that might interfere with this right.
3. The right to expect that roommate(s) will respect personal belongings. Your personal objects are just that PERSONAL; what, when, and with whom you choose to share is your decision.
4. The right to live in a clean and safe environment.
5. The right to free access to facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests as long as they respect the rights of roommate(s).
8. The right to expect reasonable cooperation in the use of residence hall facilities.
9. The right to express opinions respectfully without intimidation from others.
10. The right to be spoken to in a respectful manner.
11. The right to address grievances. The Residential Director is available for assistance.
12. The right to be free from peer pressure of ridicule if one's lifestyle choices differ from one's roommate. The right to be free from fear of intimidation, physical and/or emotional harm, and racial, sexual or other prejudicial harassment.

**Privacy** Everyone deserves a certain degree of privacy in their living space, and the RD strives to respect student privacy by knocking on doors before entering. Students may not enter other students' rooms without permission, and NMSA requests that all students lock their doors for safety when they leave their rooms for extended periods.

**Roommate Assignments** NMSA makes all student roommate and housing assignments based on gender as identified by student, age, and space availability. Students may be assigned to a single or double. For first-year students, careful consideration is given to pairing students with similar interests, tastes and habits while keeping in mind the importance for students to learn to live harmoniously with people of other backgrounds. Returning students may request specific roommate(s) and those requests will be approved if possible. NMSA reserves the right to change room assignments for health, safety or repair services, for disciplinary actions, to consolidate vacancies, or for irreconcilable incompatibility of roommates.

PLEASE NOTE: Due to the COVID-19 pandemic, NMSA reserves the right to spread students out into single rooms to support physical distancing.

NMSA realizes that a student's room, roommate, decorations, privacy and furniture are very important in making the Residential Program feel like a home-away-from-home. Every effort is made to ensure that each student is comfortable and happy, but as with all away-from-home living situations, there are important rules that govern dorm living that ensure safety and responsible behavior.

NMSA expects students to keep their rooms clean and to take care of the dorm building and the furniture that has been provided. At the beginning and end of the school year and each time roommates change, RAs will assess the condition of the rooms and the furniture in the rooms. Students should carefully read and sign the Dormitory Room and Inventory Checklist sheet completed by the RD and RA at the time they move into a room to make certain that all previous damages are listed. If new damages have occurred, the student's parents/guardians will be notified and billed for the repair or replacement.

Bathrooms and Showers: There are separate community bathrooms for females and males. Students have the right to use the bathroom that corresponds to their gender identity.

Door Locks and Keys: NMSA fire code policy prohibits students from locking their room doors while the room is occupied, including when they are sleeping. Student rooms should, however, be kept locked at all times when all roommates are out of the room. Residential students will be issued room keys once they have completed and signed a Dormitory Room and Inventory Checklist. One key is issued to each student. Keys must be returned by the last day of the academic year or the last day of the student's use of the dormitory room. Any student who loses or fails to return a key will be charged for a lock change. Parents will be charged a \$25.00 fee to replace keys during the year. Dorm room keys may not be duplicated. Students who lock themselves out of the dormitory room may be assessed a charge if expenses are incurred to access the room; e.g. Dormitory Campus custodians must be called and NMSA is charged for the service.

Dormitory Furnishings: All dormitory rooms are equipped with a bed, closet storage, and desk for each student, and must not be altered.

Electrical Appliance Requirements: Any electrical appliance kept and used in a student's dormitory room must comply with the following guidelines: only power strips with surge protectors can be used; curling irons and hair dryers must have an automatic shut-off; irons may be used in common area only and must have an automatic shut-off. Electrical extension cords, personal microwaves, hotplates, and/or toasters, and floor heaters are not permitted. If you are unsure whether your electrical device meets fire safety requirements, contact the RD.

Items to Bring: We suggest that residential students bring the following items to make their stay comfortable:

Linens:

1. Mattress pad (twin-sized)
2. Pillow and pillowcase
3. 1 Set of twin sized sheets
4. Comforter/duvet or blankets
5. Towel(s) and washcloth

Electronics:

- Desk lamp
- Cell phone
- Audio equipment/headphones
- Surge protector
- Alarm clock
- Laptop computer (if desired; Chromebooks are provided for check-out at school)

School Supplies:

1. Backpack/book bag
2. Desk supplies
3. All supplies required by the school

Miscellaneous Items:

1. Toiletries
2. Robe
3. Shower caddy
4. Shower shoes
5. Kleenex
6. Reusable water bottle
7. Hangers
8. Slippers or flip-flops

Room Entry, Confiscation, and Plain-View Seizure: The dorms are the property of the landlord and NMSA. NMSA personnel reserve the right to enter student rooms. Other than the student's personal belongings, the dormitory and all property contained within it are under the control of NMSA. Scheduled room checks will take place with or without the student present. Students who do not pass room check will have an early curfew until the room meets room check expectations. Because the dorm rooms are leased from a private party ("Landlord"), the Landlord's authorized personnel may also enter student's rooms to ensure compliance with applicable health and safety codes.

Confiscating Personal Property: NMSA staff may confiscate items that create a nuisance or safety hazard. All such items will be stored safely until the owner can take them home. The student may be disciplined for possessing the confiscated article if it is a prohibited item or creates a health and safety danger to the student or other person.

Emergency Room Entry: In case of an emergency such as a fire hazard or a problem involving the immediate safety of the occupants, a room may be entered and searched.

Plain-View Seizure: If an employee of NMSA sees prohibited, illegal or stolen property in plain view in a student's room, desk, open book bag, case, etc., the employee will secure the area or location and notify the NMSA Head of School or designee and/or law enforcement, depending

on the circumstances. An investigation will be initiated and if infractions have occurred, appropriate disciplinary steps will be taken, up to and including expulsion.

**Routine Inspections:** Routine room, bathroom and closet inspections will occur to ensure cleanliness and safety. Unauthorized items found in rooms or on the premises will be confiscated. Parents/Guardians, the NMSA Head of School or designee, and/or law enforcement will be notified if a weapon, illegal drugs or other dangerous or illegal items are found. In addition, if a room or bathroom has an odor of illegal drugs, the RD will conduct an inspection immediately.

**Search for Policy Violations:** If an NMSA staff member has reasonable suspicion that a residential student or visitor is violating a Dorm Handbook policy or rule, a dorm room may be searched. The RD, RA or other staff member, will enter after knocking and announcing their presence. If reasonably available, the student/occupant may be present, but if it is not feasible, the search will occur in the student(s)' absence. The student(s) will receive a list of items seized and be notified of the search and reasons for entry.

#### RESIDENCE HALL FIRE SAFETY GUIDELINE

**General:** The following guidelines must be followed in the interest of dorm safety and are requirements of the Fire Marshal:

1. The entrance to the room must be clear of obstructions.
2. Exterior doors may not be propped open except for move in/move out days.
3. Absolutely no personal items (including shoes or rugs) may be left in the hallway at any time.
4. Extension cords are not allowed; students must use fused multi-strips (power strips).
5. Multiple outlet plugs are not allowed. Plug boxes or power strips with their own breakers are allowed.
6. Matches, lighters, candles, burnable incense, kerosene lamps, flammable liquids, fireworks, floor heaters, or any items with an open flame, are not permitted. Use of any of these materials may result in an off campus suspension (Open Flame Violation). Please note that the use of candles for spiritual, religious or birthday purposes is prohibited in student rooms. Please see the Residential Director for appropriate use, times and places.
7. Smoking in the residence hall is absolutely prohibited and will result in an off-campus suspension (see Fire Safety Violations).
8. Bulbs used in lamps and ceiling fixtures may be no more than 60 watts/equivalent. Halogen lamps/bulbs are not permitted.
9. One strand of decorative, holiday-type lights per room is permitted as approved by the Residential Director. Lights must be unplugged when the residents are not in the room and when the residents go to sleep at night. Strand lights are limited to 100 bulbs. Lights may not be used around entrance or egress points, around sleeping areas or attached to the ceiling.
10. Tampering with or misuse of smoke detectors, fire alarms, extinguishers, emergency lighting, and/or emergency signs is strictly prohibited. Because of the serious risks involved, evidence of the misuse of any of these devices will result in an off-campus suspension and possible expulsion.

Room Personalization: The NMSA respects the creative and individual voices of our residential students and we encourage them to personalize their dorm rooms. Students may decorate their rooms according to their own good judgment. Prohibited items include: decorations promoting drug, alcohol, or tobacco products or usage, or anything that trivializes or promotes sexual activity, violence, disrespect or bigotry towards any group of people.

Any added room décor must not cause structural alterations or damages to the facilities, and it must be in compliance to current fire and safety regulations. The furnishings in the room may not be dismantled.

Moving heavy furniture can damage the floors and cause bodily injury. Students should consult with the RA before rearranging room furniture to ensure the arrangement meets fire code regulations that mandate an unobstructed path to and from the door and window.

These guidelines should be followed when personalizing dormitory rooms:

- Plasti-tak may be used to put up posters, pictures, etc. Tacks, nails, screws, staples adhesives that damage paint, etc. may not be used as they may damage surfaces.
- Students will be charged for replacement of missing furniture, damage to rooms, etc.
- Fabrics or any other materials may not obstruct room pathways.
- Existing light fixtures and wiring must not be changed or modified.

School Property and Liability: Residential students are responsible for any loss of or damage to NMSA property, including any furniture and fixtures in the room as well as the dorm walls, ceilings and floors. A student will be held liable for damage done to public areas and furniture or equipment located therein. All property located in a student's dormitory room at the beginning of the year must be located in the same dormitory room and must be in good condition at the end of the year. All costs and expenses incurred by NMSA to restore the accommodation or contents to the condition when made available to the student will be billed to the student's family.

NMSA is not responsible for loss or damage to the student's property.

## SAFETY and EMERGENCIES

Nothing is more important than the health and safety of our students. Students play a large part in maintaining a sense of security by making wise decisions as they live in the dormitory and move about the Residential Campus.

Emergency Reporting: In the case of an emergency, a student should contact the RD, RA, or call the NMSA School Campus: (505) 310-4194. If the emergency is life threatening the student should call 911.

Safety Drills: Participation in safety drills is mandatory.

Fire Drills: Fire drills ensure that residents can perform proper evacuation procedures quickly and safely. When the alarm sounds, students should:

- Close room windows.
- Close the room door.
- Leave all belongings behind.
- Depart with appropriate clothing and shoes.
- WALK, NOT RUN to the nearest exit.
- Exit to the assigned location (at least 200 feet away from the building) .
- Find the RD or RA and check in for attendance.

Other Drills: Residential students will also participate in shelter-in-place and evacuation drills, similar to those they participate in at school.

Students who are in the lounge or other public area when an alarm sounds should exit the building through the nearest door.

In Case of Fire: Get out of the building and do not return for any reason. If you discover a fire, activate the nearest fire alarm pull station and move quickly out of the building. If you are trapped in your residence hall room, block the draft beneath the door with rags, cushions, clothing or similar articles. Open curtains and/or raise blinds and turn on room lights. This may alert someone outside that you are trapped in the room. Be sure to block the draft under the door before opening or breaking a window. Smoke detectors and fire extinguishers are located throughout the dormitory. A student who tampers with or abuses any fire protection device will pay to replace the device and will face disciplinary action and, if applicable, criminal charges.

#### General Safety Precautions

1. Lock dormitory room doors when leaving the dorm.
2. At night, walk with someone else and stay in well-lit areas. Going alone to and from the dorm late at night is not safe, and leaving the dormitory, without permission, after curfew is a serious violation.
3. Do not walk off campus at night.
4. Close window blinds when changing clothes.
5. Never prop open residence hall or dorm room doors.
6. When going off campus during the daylight, use the main exit from the dormitory.

Missing Student Reporting: If there is concern that a student may be missing, notify the RD or the RA immediately. If the RD or RA cannot be reached, call 911.

Assault, Abuse, Neglect or Aggressive Behavior - Duty to Report: A victim of any kind of assault should call 911 immediately.

A victim of aggressive behavior should report the incident immediately to the RD or RA, who will take necessary next steps, as appropriate.

If any member of the NMSA staff suspects sexual abuse, assault, neglect, or aggressive behavior directed toward a student, appropriate authorities will be notified. The call and a report will be made as soon as any sign of the above is noticed either by a staff member who suspects or knows of the alleged abuse or neglect. Any member of the staff can make the call and they do not have to wait for approval from the Head of School. Calls may remain



anonymous. Signs of suspected abuse, neglect, or aggressive behavior will be documented and sent to the appropriate state authority. They will also be reported to the Head of School or designee.

Complaints against an RA should be filed with the RD. Complaints against the RD should be filed with the Head of School. Every student is encouraged, and every staff member is required, to report any situation that they believe to be sexually inappropriate or aggressive/abusive in nature directed toward a student.

## BULLYING PROHIBITION POLICY

NMSA believes in supporting a learning environment that promotes personal growth, healthy interpersonal relationships, and freedom from discrimination and abuse – an environment where all students, staff, volunteers and families should be free from harassment, intimidation, and bullying.

Our Bullying Prohibition Policy forbids all of the following behaviors on NMSA's Residential and School Campuses:

Bullying, which includes any written, verbal expression, physical act or gesture that causes another person distress or to feel significant intimidation. Examples include but are not limited to: repeated teasing, use of sarcasm or malicious jokes, name calling, belittling comments, negative non-verbal gestures or written statements, conduct that is physically threatening, harmful, intimidating or humiliating, inappropriate physical restraint.

Harassment, which is knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.

Hazing, which includes committing an act against another student, or coercing a student into committing an act that creates risk or harm to someone else in order for that student to be initiated into a student group, or for any other purpose.

Cyber Stalking & Cyber Bullying. Students may not use computers or other electronic devices in a way that causes substantial emotional distress to another person through their written or spoken words, or images. Any harassment, humiliation, threats, and intimidation targeted at any other person through the use of digital technologies will not be tolerated. This includes but is not limited to: using instant and text messaging, email, blogs, social websites/apps (e.g. Facebook, Instagram, SnapChat, Twitter, etc.), and chat rooms, to negatively affect another person's learning environment and emotional wellbeing.

Reporting and Complaints: Students and/or parents/guardians may file verbal or written complaints concerning suspected bullying behavior to the RD. If filing a written complaint, please use the "Bullying Complaint Form" that is at the end of this Dormitory Handbook. The following guidelines should be used when reporting bullying:



If a student believes they have been the victim of harassment, intimidation, bullying, or hazing by another student or by school personnel – or if a fellow student, a staff member or family member is aware of that alleged abuse – the situation should immediately be reported to a staff member, including but not limited to the RD, RA, Head of School, Principal, Assistant Principal, or School Counselor.

If a student makes the complaint to a staff member, they will assist the student in reporting to the RD. If the student's complaint is verbal, either the reporting staff member or the RD will help the student to complete the Bullying Complaint form on the same day the incident is reported.

Staff who witness acts of bullying or receive student reports of bullying will, as required by law, promptly notify the Head of School or designee.

#### ANTI-DISCRIMINATION, SEXUAL ASSAULT AND HARASSMENT POLICY

NMSA recognizes that a student has the right to live in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct that has the purpose or effect of unreasonably interfering with the quiet enjoyment of residing in the dormitory or that creates an intimidating, hostile, discriminatory, or offensive living environment, will not be tolerated.

Our Anti-Discrimination, Sexual Assault and Harassment Policy forbids all of the following behaviors on NMSA's Residential and School Campuses:

Sexual assault and harassment, which includes:

#### VERBAL and/or WRITTEN POSTINGS

- Repeatedly asking someone for dates and refusing to take no for an answer.
- Making inappropriate jokes or innuendos.
- Commenting on an individual's body.
- Using degrading words to describe an individual.
- Unwanted sexual flirtation, advances or propositions.
- Suggesting or demanding sexual involvement (accompanied or not accompanied by implied or explicit threats concerning one's security or safety).
- Inappropriate personal questions or language.
- Posting offensive, threatening or harassing messages to Internet sites, social networking sites, personal web pages, blogs, etc.

#### PHYSICAL:

- Unwelcome touching.
- Standing inappropriately close to someone to make them uncomfortable.
- Blocking someone's path.
- Unwanted physical contact.
- Sexual assault.
- Restraining an individual.

## OTHER:

- Gestures or actions with sexual connotation.
- Staring, leering, whistling.
- Making phone calls, writing letters of a sexual or harassing nature.
- Following someone.
- Appearing uninvited at someone's living space.
- Hanging around areas that are frequented by another person.

Other forms of harassment, which include racial slurs, hate-related nicknames, bullying and any other name-calling or put-downs that reflect another person's race, color, religious creed, age, sex, national origin or ancestry, mental or physical disability, medical condition, sexual orientation, gender identity and/or any other legally protected characteristic. These kinds of behaviors create an intimidating, hostile, discriminatory, and/or offensive living environment and unreasonably interfere with an individual's quiet enjoyment of residential living.

Harassment by any member of our NMSA community, whether it is a student, an NMSA staff member, others on the Residential Campus, or a visitor, volunteer, parent, etc., are also strictly forbidden.

Policy for Reporting Violations of Harassment or Discrimination: A student who believes they has been a victim of discrimination and/or harassment and any third persons with knowledge of such conduct shall first, if possible, clearly tell the individual to stop. Make sure you clearly state what behavior or comment is offensive. Clarify that you do not appreciate such behavior, and/or comments, and that you expect it to stop. Have a witness if possible verify the action and your response to it. Report the discrimination or harassment to a staff member, including but not limited to the RD, RA, Head of School, Principal, Assistant Principal, School Counselor, or licensed professional counselor as soon as possible. Confidentiality will be honored as much as possible in the resulting investigation by appropriate personnel. Parent contact may be necessary. A situation may also be reported to the Head of School or designee and appropriate authorities, such as CYFD or law enforcement, if there is suspicion that the situation involves abuse or illegal activity. Any person who engages in harassment is subject to disciplinary consequences, up to and including expulsion.

#### PROCESS FOR INVESTIGATION AND RESOLUTION OF BULLYING, DISCRIMINATION, OR HARASSMENT COMPLAINTS

Investigation: In determining if alleged conduct constitutes bullying, discrimination, or harassment, the following things are considered: the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred. If a charge against a student for bullying, discrimination, or harassment is confirmed, that student will face disciplinary action or other consequences. Disciplinary action may include, but is not limited to the following: written warning or reprimand, detention, temporary suspension, and/or expulsion from the Residential Program. The severity and type of disciplinary action will depend on the frequency, circumstances, and severity of the offense as well as the perpetrator's genuine cooperativeness in receiving and following appropriate training to rectify the inappropriate behavior.

**Confidentiality:** Confidentiality for both the complainant and the accused will be honored, consistent with applicable laws and to the extent possible. However, NMSA cannot guarantee absolute confidentiality because it may be necessary to discuss the complaint with others who are witnesses or who may have information about the complaint. Protecting the complainant's safety will be the primary concern when determining the degree of information disclosed during the investigation.

**Outcome:** The investigation will be completed as soon as possible. The RD (or investigator) will make a written report concerning the bullying, discrimination, or harassment. In determining whether the alleged conduct constitutes one of those activities, the following will be investigated: the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred. The report will include a determination of whether the allegations are a violation of school policy. Copies of the report will be kept with the RD and the Head of School. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), where applicable, which protects the privacy of the student alleged to have committed the conduct, the RD will notify the parent or guardian of the student who made the complaint and communicate the outcome of the investigation. If it is verified that the accused student has committed an act of bullying, discrimination, or harassment, the student's parents/guardians will also be notified by the RD or a designee who will inform the parents of the consequences for their child's actions.

**Consequences:** NMSA is committed to ensuring that rules prohibiting bullying, discrimination, and harassment are fully enforced. The RD will always intervene in reported or known cases of bullying, discrimination, or harassment. These activities will generally warrant disciplinary action for the perpetrator. Disciplinary action will be determined by the RD and the Head of School. Depending upon the severity of the conduct, the RD may determine that a student should be temporarily suspended or expelled from the Residential Program. Repeated offenses will warrant increasingly severe consequences, up to and including expulsion.

**False accusation:** False charges of bullying, discrimination, or harassment shall also be regarded as a serious offense and will result in disciplinary action.

**Retaliation:** Retaliation of any kind against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, discrimination, or hazing is prohibited and may result in disciplinary action.

## DISCIPLINE

NMSA is committed to providing a safe, positive, productive, and nurturing living environment for all of the residential students. Students are expected to be self-disciplined, to act in the best interests of themselves and of others, and to show consideration for all members of the school community. Rules are established for the safety and wellbeing of all. If a student is involved in behavior that could jeopardize their continued participation in the NMSA Residential Program and the student wants assistance in changing the behavior, they should speak to the RD. Students who ask for help will be assisted.

NMSA will do everything within reason to assist any individual in difficulty. When disciplinary actions are taken, they are intended as positive interventions. In all cases, disciplinary actions are designed to help students learn from their mistakes. Parents should contact the RD with any concerns they may have about their student adjusting to life in a dormitory setting. This will better equip NMSA staff to help that student adapt successfully.

**Disciplinary Action:** Disciplinary action, such as imposing an early curfew, assigning extra chores, or canceling evening activities, may be imposed by the RD as deemed appropriate. Parents/Guardians will receive the following communication about any disciplinary action: If a student has violated any of the rules or policies of this Handbook, a meeting with the RD will take place and a consequence will be determined. An Incident Report will be sent by email to the parents/guardians outlining the infraction and the consequence. The parents/guardians must sign and return the copy of the report either by mail or by email on the day after it was received.

A student with three or more Incident Reports may be suspended or expelled from the Residential Program.

In severe cases of illegal behavior, such as physical violence, possession of a weapon or distribution of alcohol or illegal drugs, local law enforcement may be notified.

#### Behaviors Subject to Disciplinary Action

**Curfew violation:** Students must return to the dormitory by curfew. Students returning to the dormitory campus later than expected must call the RD prior to curfew and receive permission to return after curfew. Multiple violations of curfew, even with a phone call, will be considered a disciplinary action.

**Disrespectful behavior:** All members of the NMSA community are to be treated with tolerance and respect, including students, NMSA employees, maintenance personnel, and all staff and faculty members. Use of profane or obscene language or gestures is prohibited. Discriminatory remarks or actions on the basis of race, ethnicity, sexual orientation, gender, and religious identity are not allowed.

**Failure to report serious or illegal offenses:** Students who are aware of serious or illegal offenses, which include but are not limited to the possession of any and all weapons or drugs, alcohol, tobacco or related paraphernalia; or the awareness of all bullying including cyber bullying, must report that information to the RD or other NMSA staff member, at the earliest opportunity.

**Failure to sign out when leaving the Dormitory Campus, or failing to sign in upon returning.**

**False accusations:** Students who are determined to have intentionally made false accusations or charges that jeopardize the personal or professional reputation, employment, or professional certification of an NMSA staff member or of another student, will be subject to disciplinary action.

Inappropriate Internet Use: NMSA computer and Internet use policies apply to student use of personal computers in dormitories. NMSA is not responsible for content a student may access while using personal electronic devices. Parents are responsible for ensuring that appropriate blocks and restrictions have been set. Residential students may not use the Internet for any illegal activity; illegal activity will be reported to parents and law enforcement. If residential students do not respect computer and Internet policies, student-owned devices may be confiscated and stored securely at night by the RD. If repeated instances occur, the RD may confiscate the device and return it to the student's parent/guardian.

Students must agree and sign the Internet Use Policy.

Prohibited Media: The Dormitory Campus is an educational setting where we strive to promote a safe community atmosphere. As a result, the following media is prohibited: audio/visual materials (i.e. computer generated, tapes, DVDs, video games or other electronic media) or printed materials that depict sexual acts, nudity in sexual context, repetitive profanity, extreme violence and gore, that contain messages that promote violence, hate, prejudice, extreme bias or that may be determined by the RD to be offensive or inappropriate. Staff must approve any audio/visual materials that residents intend to view with other students in public areas of the dorm before the material is shown or shared with others. In addition, NMSA staff may confiscate materials viewed by students in rooms or public areas when and if other student(s), staff or guests are subjected to seeing or hearing the material and report it to be offensive to them.

Public displays of affection: This includes mutual consensual sexual contact.

Doors must remain open all the time when students are visiting in rooms.

Students may not do any body piercing/tattoos/hair dye/cutting hair: Any type of body piercing, tattooing, hair dying and/or cutting performed by students while under NMSA jurisdiction, is strictly prohibited.

Any other offense which the RD, RA, or NMSA staff deems to fall within this category.

## REMOVAL FROM RESIDENTIAL PROGRAM

There are disciplinary and non-disciplinary reasons for removing a student from the Residential Program. Generally, a decision to remove a student for non-disciplinary reasons will relate to their capacity to cope with dormitory living, live safely in a semi-independent environment, or health reasons. NMSA will work cooperatively with the student's family to address circumstances, where possible, to help avoid having to remove the student from the Residential Program.

### Removal for Non-Disciplinary Reasons

- Application Misrepresentation. A student and parent/guardian who fail to fully and honestly disclose information requested in the Residential Program Application may be subject to Residential Program removal.
- Failure to Follow Individual Health Plan.

- Lack of Communication with Designated Contacts – repeated inability to reach contacts or to communicate about student care.
- Medical Leave. As a result of special health-related circumstances.
- Student is no longer enrolled at NMSA or has been suspended from the school for more than 10 days.
- Threat to Self or Others. If a student is viewed as a threat, including a threat to their own welfare, the student body, or other residential students.

#### Dismissal or Suspension for Disciplinary Reasons

The RD or designee may remove students from the Residential Program for violation of the policies of NMSA that are set forth in this Residential Program Handbook; for criminal violations that are not specifically identified herein; or for any other conduct that creates or has the potential to create a health or a safety risk to the fellow students and persons who live and work on the Residential Campus.

If any NMSA student (who is not a residential student) or individual who is visiting the Residential Campus is determined to be in violation of the policies that are set forth in the NMSA Residential Program Handbook (see below), they will lose the privilege of being on dorm campus for the remainder of that school year. Parents will be contacted and a discipline email/letter will be sent out.

**Behaviors Subject to Suspension or Dismissal:** The following behaviors are subject to suspension or expulsion from the Residential Program. If state or federal laws have also been violated, law enforcement may also be contacted and criminal charges filed.

**Arson:** Arson means purposely setting fire to the Dormitory property either as a prank or to do deliberate damage to the property.

**Bullying, Sexual Assault and Harassment:** SEE SECTION ABOVE for Bullying Prohibition, Anti-Discrimination, Sexual Assault and Harassment Policies.

**Fire:** Creating a fire hazard or arson. This includes smoking anywhere on the Dormitory Campus. Possession of matches, candles, incense, or any materials that are deemed flammable are **NOT ALLOWED** on the Dormitory Campus. Tampering with or abusing any fire protection device is strictly prohibited.

**Gang Related Activities:** Examples include but are not limited to the wearing of clothing displaying paraphernalia; the display of gang signs, symbols, or signals that signify an individual's affiliation with or representation of a gang. Students may not participate in a gang or affiliate with a gang member.

**Inappropriate Sexual Activity:** Acts of a sexual nature including but not limited to, graphic exhibitionism, physical abuse, intercourse, attempted rape, or rape are prohibited. Students' sexual activity, even consensual activity, is not allowed on the Residential Campus. The RD may require room searches if the student is suspected of this behavior.

Stealing, Larceny, Petty Theft, Grand Theft & Possession of Stolen Property: Includes taking someone else's belongings, no matter how small. The RD may conduct room searches if the student is suspected of this behavior.

Threats: Serious threats made by a student against the life of another student, teacher, or other Art Institute personnel shall immediately be reported to the NMSA RD. The RD may at their discretion under the circumstances inform the person to whom the threat was directed of the situation.

Use, Possession or Sale of Alcohol, Drugs, and Related Paraphernalia: The possession, transfer, use, or sale of alcohol, tobacco, vape devices and related paraphernalia, drugs and related paraphernalia are strictly prohibited. The school may require room searches if the student is suspected of being under the influence or exhibiting behavior patterns which suggest illegal or prohibited substance use.

Vandalism and Tampering: Any abuse of dormitory or private property, or the unjustified activation of the fire alarm system will be considered to be vandalism. The parent or guardian will be responsible for paying for any and all damage resulting from the student's actions.

Violent Behavior: Destructive behavior directed toward persons or property including but not limited to: assault, violence, intimidation, fighting, or extreme antagonism toward other persons are strictly prohibited and must be immediately reported to the RD or RA.

Weapons and Explosives: The use and/or possession of any weapon or explosive is strictly prohibited anywhere, any time. Weapons include, but are not limited to: any and all guns and firearms (including toy replicas); any and all explosive devices such as bombs, grenades, pipe bombs and fireworks; any and all knives and other sharp cutting devices such as daggers, razors, hunting knives, box cutters, or X-Acto knives that are outside of the student's art box or art studio; any other weapons or objects that are meant to inflict physical harm on another person or intimidate another person such as chains, pipes, slingshots, stun guns, dart guns, billy-clubs, etc., and any items that are considered weapons or look-alike weapons. Even everyday objects such as pens and pencils will be considered to be weapons if used in a threatening manner.

Note on tools needed for a School Assignment: If a student needs a sharp cutting instrument like an X-Acto blade for a school homework assignment, the student can check out the tool, as needed, from the RD. After the assignment is done, the tool must be immediately returned to the RD.

## DUE PROCESS FOR TEMPORARY AND PERMANENT REMOVAL

Violations of the dormitory rules and policies are considered a breach of the Residential Program Contract. The RD may remove students from the Residential Program for breach of the Residential Program Contract.



If the RD decides that removal is appropriate, they may determine that removal should be a long or short-term suspension, that the student should be removed for the balance of the school year, or deem that the student is ineligible to return to the Residential Program.

The RD will notify the Head of School of NMSA when a student is removed from the dormitory and will communicate what disciplinary action was taken on a need-to-know basis. Generally the information that is shared on a need-to-know basis is confined to dates and length of removal or suspension, however NMSA does not and cannot control information shared by students or families.

**Investigation:** Upon receipt of an allegation that a student has violated an applicable policy, the RD will conduct an appropriate investigation to determine whether an infraction has occurred. Part of the investigation will include meeting with the student to present the evidence supporting any alleged violation and to give the student the opportunity to offer information that would demonstrate non-responsibility for the alleged violation.

**Informal Administrative Conference:** After allegations against a student have been lodged, an informal administrative conference takes place between the RD, an NMSA staff member, the student, and, if possible, the student's parent(s)/guardians, either by teleconference or in person.

**Temporary Suspension without Informal Administrative Conference:** If a student is deemed by the RD to be an immediate threat to self or to surrounding persons or property, 911 will be dispatched. A staff member will supervise the student until the proper authorities and/or the parent/guardian arrives. If the student is taken into custody or transported to a health facility, the parent/guardian will be notified as soon as feasible under the circumstances. The student will be removed from the Residential Program prior to written notice and the parent/guardian will be served with a written notice by mail within three school days after the action is taken.

**Removal – Temporary and Permanent:** After the Informal Administrative Conference, parents/guardians and the student will be notified of the RD's decision by telephone, in person if possible, and in writing within three business days. The RD's decision is final. Parents/guardians and the student will be informed of both the cause for the dormitory removal and the length of the removal. Students who have been suspended from the Residential Program must vacate the dormitory by 6:00 p.m. on the first day of suspension. Parents will be required to make arrangements with the RD to retrieve the student's belongings.

When returning to the dorm after any suspension, the student must be accompanied by a parent or guardian for a re-entry meeting.

**Effect on NMSA Academic Program:** If a student's temporary removal from the Residential Program prevents a student from attending classes, the student may choose to receive assignments from teachers and complete work assignments from home. However, parents must make arrangements with the NMSA Head of School or designee to receive assignments.



**Dormitory Readmission Plan:** When a student's Residential Program Contract has been temporarily suspended, the RD or designee may prepare a dormitory readmission plan for the student. If the student fails to comply fully with the readmission plan, the school may further suspend the Residential Program Contract. Following a temporary suspension, the student must return to the dorm on the designated date of return unless it is a Friday, and in that case they must return by 6:00 p.m. on the following Sunday.

**Expulsion or Suspension from the Charter School:** If a student is subject to a short or long-term suspension, or expulsion, from the NMSA school program, the student will automatically be suspended or expelled from the Residential Program as outlined in the Eligibility Requirements of this handbook. Any suspension of more than 10 days or a permanent expulsion will automatically cancel the Residential Program Contract for the current year. A student who has received a long-term suspension may re-apply for the following year.

**Trespassing:** A student who has been temporarily suspended (short- or long-term) from the NMSA school program shall not be permitted on the Residential Campus for the duration of their suspension. A student who has been expelled from the NMSA school program is not permitted on the Residential Campus.

#### MOVING OUT

An official Dormitory Room and Inventory Checklist form will be completed and signed by an RD and the student when the student moves into the dormitory and again when the student moves out of the dormitory.

#### RE-ENROLLMENT PROCESS

Students in grades 9-11 who have performed satisfactorily in all areas are invited to return for the next school year.

A student with circumstances such as a suspension, medical/mental health leave, or failure to complete community service (if it was part of a consequence) will be placed on a re-enrollment hold status. The student's record for the entire year, and their cumulative progress will be reviewed by the Head of School and Residential Director during the week following the close of school. Parents are informed of their student's re-enrollment status by letter.

#### VOLUNTARY WITHDRAWAL

A student may choose to withdraw from the Residential Program provided they have parent permission. Similarly, a parent may initiate the withdrawal process. All residential fees for the entire year are prorated based on the date of withdrawal and must be paid before NMSA will release the student's records/transcripts earned to date. When all financial obligations are met, NMSA will assist the student with this process. No grades or credits will be issued for the semester during which the withdrawal takes place.

#### COMMUNITY STANDARDS, REGULATIONS AND GUIDELINES

New Mexico School for the Arts students come to NMSA from across New Mexico. They display personal value systems as diverse as the talents they possess. Every student understands those implicit and explicit rules that govern their home environment. Every student is expected to have the same understanding of NMSA's explicit rules while residing on campus.

Students should recognize that their behavior affects the entire community and, as such, they are responsible for creating and maintaining the healthy atmosphere they need to develop emotionally, artistically, intellectually, and physically. Conduct that contradicts this goal of creating a healthy atmosphere or is considered a danger to the community is taken with the utmost seriousness.

NMSA believes that students who intentionally stay with other students while those students are violating school policies are, by this association, condoning the policy violations, and therefore, place themselves in jeopardy of receiving the same disciplinary consequences as the student facing disciplinary action. Similarly, students are responsible for the activities that take place in their room, as well as for the contents of their room. Students should make every effort to dissuade their peers from engaging in activities that might jeopardize their own and their peers standing in NMSA.

#### STUDENT AND PARENT/GUARDIAN FEEDBACK

The NMSA cares about the quality and operations of the Residential Program and we'd like to hear from students and parents. Suggestions about how to improve the program, concerns, and/or compliments are always welcome. On a regular basis, please feel free to let us know how we are doing by emailing or calling the RD or RD. On an annual basis, an evaluation form will be sent to parents/guardians and to Residential Program students. Please take the time to fill out the form, so we can continue to improve our services.

#### NMSA'S HONOR PLEDGE

As a member of the New Mexico School for the Arts community, I understand that I have been selected to be a part of a unique and diverse population. Out of respect for the opportunity, I will be respectful of the rights, property, and opinions of others. I understand that I am expected to follow school policies, since they seek to create and support a productive learning, living, and working environment. I accept my personal responsibility for meeting these expectations, continuing to evaluate them, and encouraging others to do the same. I also commit to honor and embody the Promise, Passion and Aptitude which allowed my admittance to NMSA.

*Please note that the 2022-2023 residential handbook is subject to revisions as needed.*

Addendum 1  
NMSA RESIDENTIAL PROGRAM CONTRACT

We, the parent(s) or guardian(s) of \_\_\_\_\_(Student), have received, read and understand the rules and policies in the Residential Program Handbook.

We have reviewed the information and policies contained in this handbook with our student and both our student and we understand that all residential students will be held accountable for their behavior and that failure to abide by the guidelines can result in the discipline outlined in this handbook.

We understand that failure to follow the rules and expectations outlined in this Residential Program Handbook may lead to disciplinary actions up to and including expulsion from the Residential Program.

We understand further that failure to return this acknowledgment form does not excuse a student from complying with the policies and rules presented in the Handbook.

We are aware that the NMSA reserves the right at any time to amend or to add to the policies and rules contained or referred to in this handbook. We are also aware that any changes or updates to this handbook will be sent to Residential Program families by email (and is available to be sent by mail upon parent/guardian request).

Directions for return of this form:

- 1) Student and Parent/Guardian(s) review the Handbook together.
- 2) Student and Parent/Guardian(s) sign the Residential Program Contract below.
- 3) Tear out this page from the handbook or print it and return it to the RD on or before move-in day on August 7, 2022.

\_\_\_\_\_  
Student Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian 1 Print Name

\_\_\_\_\_  
Parent/Guardian 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian 2 Print Name

\_\_\_\_\_  
Parent/Guardian 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residential Director Print Name

\_\_\_\_\_  
Residential Director Signature

\_\_\_\_\_  
Date

Addendum 2

NMSA STUDENT PICK-UP AUTHORIZATION FORM

PLEASE NOTE: No student will be released, under any circumstances, to any person at any time, unless their name is on the following list or unless the parent/guardian adds the adult, in writing, to this list. Please include only those people who you authorize to pick up your child for evening activities, overnight stays, on Friday afternoons or for any other transportation purposes.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Authorized adult (print): \_\_\_\_\_

Contact Information including address and phone numbers:

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Authorized adult (print): \_\_\_\_\_

Contact Information including address and phone numbers:

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Authorized adult (print): \_\_\_\_\_

Contact Information including address and phone numbers:

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Addendum 3

Reliable Communication: Parents must submit at least two additional emergency contacts, including names, phone numbers, and email addresses if available. These people must be able to respond quickly to communications from the RD 24 hours a day, seven days a week, in the case of urgent or emergency matters regarding the student. Emergency contacts may be the student’s parents/guardians or other people assigned this responsibility by the parents/guardians. Repeated inability by NMSA to reach designated contacts may result in removal from the program.

NMSA Emergency Contact Information

Student Name: \_\_\_\_\_

In case of emergency, please notify:

#1 Emergency contact name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone number (C): \_\_\_\_\_ (H): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

#2 Emergency contact name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone number (C): \_\_\_\_\_ (H): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

#3 Emergency contact name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone number (C): \_\_\_\_\_ (H): \_\_\_\_\_

Email: \_\_\_\_\_

Addendum 4

NMSA Consent for Mutual Exchange of Information

Purpose: To obtain parental permission to secure necessary child records for agencies and/or personnel outside the school district. New Mexico School for the Arts operates the Residential Program; the program is funded by our non-profit partner, New Mexico School for the Arts-Art Institute, which will process payments. This document allows us to exchange student information.

Student name: \_\_\_\_\_  
Last First MI

Date of birth: \_\_\_\_\_ Contact phone: \_\_\_\_\_

I hereby authorize the mutual exchange of records regarding the above-named child between New Mexico School for the Arts Charter School and New Mexico School for the Arts-Art Institute.

Records to be Released/Requested

- Purpose of Disclosure
- Power School
- Discipline Referrals
- Attendance
- Behavior Referrals
- 504 School (if applicable)
- IEPs (if applicable)
- Communication with teacher

I also authorize that a photocopy of this authorization be accepted with the same authority as the original. This release is effective for one year from the date of signature. Any person or agency receiving this information is directed to it as confidential in accordance with Family Education Rights and Privacy Act (34 CFR 99).

\_\_\_\_\_  
Signature of parent/Guardian (if student is under 18) Date

\_\_\_\_\_  
NMSA Administrator of designee signature Date

Addendum 5

NMSA 2021-2022 RESIDENTIAL STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ ART

DISCIPLINE: \_\_\_\_\_

PARENT/GUARDIAN 1 NAME: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Phone Work: \_\_\_\_\_

PARENT/GUARDIAN 2 NAME: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Phone Work: \_\_\_\_\_

INSURANCE COMPANY:  
\_\_\_\_\_

MEMBER ID NUMBER: \_\_\_\_\_

GROUP NUMBER: \_\_\_\_\_

DOCTOR: (name) \_\_\_\_\_

Phone: \_\_\_\_\_

PRESCRIPTION NUMBER: \_\_\_\_\_

IMPORTANT HEALTH INFORMATION:

ALLERGIES: \_\_\_\_\_

MEDICAL CONDITIONS: \_\_\_\_\_

Continue on back side if needed.



## Addendum 6

## NMSA 2021-2022 Technology Acceptable Use Agreement Form

## USE OF TECHNOLOGY RESOURCES AT NMSA IS A PRIVILEGE.

Computers and technology are used to support learning and enhance educational Instruction. Computer networks and telecommunications allow people to access information from other computers in different locations.

It is a general policy that all computers and other technology equipment used at NMSA are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies. A student's use of a computer at NMSA is not subject to privacy protections.

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

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

- I understand that all computer use must be for educational purposes as directed by my teachers or residential staff.
- I will not download or play any non-educational games on a school computer.
- I will not use any instant messaging or chat programs.
- I will not download or play music or videos from the Internet, unless directed by my teacher or residential staff.
- I will respect personal privacy for myself and others.
- I will not give out any personal information about anyone else (home address, telephone number, etc.)
- I will not make copies of any software found on NMSA's equipment or on the Internet.
- I will not copy any personal software onto any computer at the dorms. I understand that educational technology is available for the use of all students.
- I will not deface, damage or destroy the equipment.
- I will not waste or take supplies such as paper or printer supplies provided by the school.
- I will follow the school's computer use rules.

- I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
- I will get permission from the RD before giving out any personal information about myself.
- I will not give my password(s) to any other users.
- I will only use my computer account and won't use anyone else's login id and/or password.
- I will not copy, change, read or use files that belong to another user.
- I understand that software and ideas are protected by copyright laws.
- I will not copy information received from any source and say that it is my work.
- I understand that abusive language (including name calling and swearing) and cyber-bullying are prohibited.
- I understand that I must follow state and federal rules when using technology.
- I will not try to bypass the security measures of any computer equipment.
- I will not knowingly create or introduce any virus to NMSA's equipment.
- I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications.
- I will follow the rules listed above or lose my computer privileges and face other consequences.
- I understand that I should not have an expectation of privacy in connection with my use of residential computers.

I, \_\_\_\_\_ (student), have reviewed the information in the NMSA Technology Acceptable Use Agreement Form with my parent(s) or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my computer access and technology privileges at school.

---

Student Signature

Date

PARENT OR GUARDIAN: As the parent or guardian of \_\_\_\_\_ (Student Name), I have reviewed the NMSA Technology Acceptable Use Agreement Form with my student and understand the terms, rules and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by NMSA. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give NMSA permission to grant technology access to my student. I understand that my student may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my student's computer access and/or disciplinary action.

---

Parent or Guardian Print Name

Signature

Date

---

Parent or Guardian Print Name

Signature

Date

Addendum 7  
NMSA BULLYING COMPLAINT FORM

Date of Report: \_\_\_\_\_

STUDENT INFORMATION

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Art Discipline: \_\_\_\_\_

Phone: \_\_\_\_\_

COMPLAINT FILED AGAINST

Name: \_\_\_\_\_

Grade (or position if not a student): \_\_\_\_\_

Name: \_\_\_\_\_

Grade (or position if not a student): \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Is this the first time this has happened? YES NO

Is this the first time you are reporting this? YES NO

INCIDENT DESCRIPTION: PROVIDE AS MUCH DETAIL AS POSSIBLE, WITNESSES IF APPLICABLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did anyone help you fill out this form? YES NO If yes, who? \_\_\_\_\_

OFFICE INFORMATION:

\_\_\_\_\_  
Name of Person Receiving Form Date

\_\_\_\_\_  
Received by Administrator (Signature) Dat

Addendum 8  
New Mexico School for the Arts Residential Program  
SELF-ADMINISTERING MEDICATION PERMISSION FORM

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian's Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

TO BE COMPLETED BY THE PHYSICIAN:  
Medical condition necessitating medication:

Best Peak Flow if applicable:

Name of Medication(s): \_\_\_\_\_

Possible Side Effects:

Directions for medication(s):

Option for medication administration (check one):

- Self-administration (unsupervised) as instructed by \_\_\_ physician \_\_\_ parent
- Supervised Self-administration as instructed by \_\_\_ physician \_\_\_ parent

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

PARENT/GUARDIAN STATEMENT: I/We, the parent(s) of (Student's Name) hereby request that this medication to be given to my/our child according to the physician's instructions. I grant permission for New Mexico School for the Arts Schools-AIRP to exchange information regarding medication with my child's doctor. I/We agree to furnish the necessary medication in a pharmacy/original labeled container, to provide replacement medication as necessary, and to provide a new physician's statement if there is ANY change in the medication, dosage, administration time, administration route, or special instructions regarding the medication. Furthermore, I agree to indemnify New Mexico School

NEW MEXICO SCHOOL FOR THE ARTS

for the Arts Schools-AIRP and its agents and employees from any claims, suits, judgments, or costs of defense (including attorney's fees) arising from any such actions or inactions.

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum 9

NMSA Agreement for Self-Administration of Inhaler Medication

My child's physician has completed a medication permission form indicating that they may administer a Metered-Dose Inhaler (MDI) to treat an asthmatic condition. This form is currently on file in the RD's office.

I give permission for my child, \_\_\_\_\_, to carry this MDI to school, to the dorm, to school activities, and to extra-curricular activities in order to use this medication in the event of an asthma episode.

My child has been instructed in the proper use of the MDI and has demonstrated that they have the ability to properly administer this medication. My child also understands that this medication is not to be shared with others.

Parent/guardian must provide a back-up MDI to be kept in the RD's office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

## Addendum 10

## NMSA Driving Consent Form

My student (student's name) \_\_\_\_\_ has my permission to drive their car to the NMSA dorm at 50 Mount Carmel Road, Santa Fe, NM, on Sunday evenings. Upon arrival my student will give their car key(s) to the Residential Director (RD) to keep during the school week. Key(s) will be returned on Friday morning each week. I further give my student permission to drive their car to school on Friday mornings. I release NMSA from responsibility and liability while my student is driving.

Student Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ License Plate \_\_\_\_\_

Automobile Insurance

Company \_\_\_\_\_ Phone # \_\_\_\_\_

Policyholder Name \_\_\_\_\_ Policy # \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Residential Director \_\_\_\_\_ Date \_\_\_\_\_

Addendum 11

CONSENT TO TREAT MINOR CHILDREN

*Please print all information*

I, \_\_\_\_\_ (parent/legal guardian name), parent or legal guardian of \_\_\_\_\_ (child's name),

born \_\_\_\_\_ (date of birth), do hereby consent to any medical care and the administration of anesthesia determined by a physician to be necessary for the welfare of my child while said child is under the care of New Mexico School for the Arts employees Kayla Bolte, Shelby Jenner, and/or Robert Eric Crites and I am not available by telephone to give consent.

This authorization is effective from August 7, 2022 to May 27, 2023.

\_\_\_\_\_  
Signature of Parent or Legal Guardian Date

\_\_\_\_\_  
Witness Signature Witness Printed Name

*This consent form should be taken with the child to the hospital or physician's office when the child is taken for treatment.*

This additional information will assist in treatment if it can be furnished with the consent, but is not required.

Family address \_\_\_\_\_

Parent/Guardian 1 Telephone \_\_\_\_\_

Parent/Guardian 2 Telephone \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Last tetanus shot date \_\_\_\_\_

Allergies to drugs or foods \_\_\_\_\_

Special medications, blood type, and other pertinent information

\_\_\_\_\_



Addendum 12

**AGREEMENT TO COMPLY WITH COVID-19 PREVENTION SAFETY MEASURES**

New Mexico School for the Arts is committed to keeping all staff and students safe and healthy while our community and world battles the coronavirus disease. To that end New Mexico School for the Arts has adopted certain Covid-19 Prevention Safety Measures that meet or exceed guidance issued by the Center for Disease Control, NM Department of Health, the NM Public Education Department, and the Occupational Health and Safety Administration. These School and Residential Program rules alone, however, cannot prevent staff, students or visitors from getting sick. Consequently, the School requires that every student, parent/guardian, and visitor commit to following all the School’s Covid-19 Prevention Safety Measures, and to acknowledge and accept by your signature below the consequences for not following these rules. Some of these rules include:

- Do not come to school or the dorm if you do not feel well and follow the process for reporting illnesses
- Screen your student for health issues before the student arrives at school
- Wear a mask, face covering or face shield over your nose and mouth indoors (exceptions: students may remove masks to eat or drink, and may remove masks inside their own dorm rooms).
- Wash your hands or use hand sanitizer frequently
- Keep 3 feet away from other people whenever possible
- Participate cooperatively with the School’s health screening, including temperature checks, and reporting processes
- Learn about and follow all health and safety procedures including those posted around the School/Dorm, on the School’s website or otherwise provided to you while on the School’s campus/dorm or at a School activity
- Tell a School/dorm employee or the Head Administrator as soon as you do not feel well or if you see some behavior that could violate the health and safety procedures



I understand that if I do not cooperate with or are unwilling to follow the School’s Covid-19 Prevention Safety Measures, the following consequences may occur at the discretion of the Head of School or designee:

- If I am a student, I may be required to attend school and school activities online from home for a period as determined by the Head of School or designee.
- If I am a parent/guardian, I understand that my student(s) may be required to participate in distance learning as determined by the Head of School or designee and that such decision does not deny my student required educational opportunities, but rather such action is a safety measure for our entire community.
- If I am an adult, I may be asked to leave or be denied entry to the School.
- If I am an employee, I may be subject to disciplinary actions as decided by the Head of School or designee.

**By signing my name below, I agree to strictly follow all School Covid-19 Prevention Safety Measures and understand that I, or if a parent/guardian my student, may not be able to come in-person to New Mexico School for the Arts or may be subject to other consequences as decided by the Head of School or designee..**

\_\_\_\_\_  
**Student Printed Name & Signature**

Date: \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
**Parent Printed Name & Signature**

Date: \_\_\_\_\_, 202\_\_

Residential Program Off Campus Time Policy and Consent Form  
(with CONSENT RELEASE, WAIVER, AND COVENANT NOT TO SUE)

Student Information Student's Name: \_\_\_\_\_

Student's Personal Phone number: \_\_\_\_\_

### General Information

Consent for a student to leave NMSA's residential dormitory campus ("Campus" or "Dormitory") unsupervised and for non-school sponsored activities requires parental consent and adherence to the policies stated in this "Residential Program Off Campus Time Policy and Consent Form" (Consent Form). In addition to a parent's or guardian's signature on this Consent Form, the student's parent/guardian must give permission to the Residential Director for each instance of Off Campus Time (OCT) as described in this policy. Off Campus Time will not be authorized without compliance with the policies and procedures stated below.

### No Responsibility for Student during Office Campus Time.

Parent/Guardian acknowledges by the signature below that student is no longer under NMSA's care, authority, or supervision if student leaves the Dormitory in accordance with this OCT policy. NMSA shall not be responsible for student's conduct, injury or other actions by or to student during student's approved OCT. Parents and/or guardian by their signature(s) below agree that once the Student leaves the Dormitory for OCT that the student is under the parent's/guardian's custody and control and that NMSA has no responsibility to exercise in loco parentis authority.

### Student Eligibility.

Because Off Campus Time (OCT) requires a student to demonstrate sufficient maturity and good judgment to be responsible for the student's own personal safety when acting independently, the following eligibility requirements for OCT apply:

- Student is in good standing with the Dormitory administration when reflecting on overall dormitory behavior, i.e., cooperation with Dormitory assignments, responsibilities, and attitudes, such as maintaining room cleanliness, etc.;

- Student is in Good Academic Standing. Good Academic Standing means that a student has not received a "D" or "F" for an end of course or semester end grade;  
AND
- Student is not on probationary status with reference to rule infractions.

Notwithstanding that a student has met the forgoing eligibility requirements, the Residential Director may deny OCT after it was approved by parent/guardian, if circumstances arise that the Residential Director in his/her sole discretion deems to do so would be in the best interest of the student. The Residential Director shall notify the parent/guardian if OCT is approved, but subsequently denied and the reasons for denying OCT.

#### Procedures Required for Off Campus Time.

- In addition to having this signed Consent Form on file with the Residential Director, for each OCT activity the Residential Director must receive written authorization (email or text message from the email address or phone number on file is acceptable) from the student's parent/guardian delivered by no later than 24 hours prior to the anticipated time the student will sign out of the Dormitory. The parent/guardian authorization must include: a statement that the parent/guardian authorizes the student to leave campus unsupervised and to go to the student's intended destination(s) using whatever transportation means acceptable to parent and student.
- The student must sign out according to Dorm sign out procedures established for OCT;  
AND
- The student is required to return to the Dorm and be signed in by 8:30 p.m. on the same day the student signed out and according to Dorm sign in procedures established for OCT.

OCT will be denied if timely parent/guardian permission has not been timely received. The Residential Director may deny OCT time if a student is no longer eligible or does not comply with the Dormitory sign in and sign out procedures.

#### RELEASE, WAIVER, AND COVENANT NOT TO SUE

I, \_\_\_\_\_ individually, and on behalf of the above-named student, having reviewed, understand and consent to the foregoing terms for my student to leave the NMSA Dormitory without adult supervision (Off Campus Time) to participate in activities of his/her choosing for which I have granted permission to my student, and hereby RELEASE, WAIVE, AND COVENANT NOT TO SUE the New Mexico School for the Arts, its Governing Council and any of its members, and any of NMSA officers, agents, or employees (collectively referred to as "Releasees") from and for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by student, or to any property belonging to student, while student is participating in Off Campus Time as defined above. I and student voluntarily assume full responsibility for any and all risks of loss, property damage or personal injury, including death that may be sustained by student as a result of student's participation in Off Campus Time. I further hereby agree to indemnify and save and hold harmless Releasees and each of them, from any loss, liability, damage or costs they may incur as a result of student's participation in Off Campus Time. It is my express intent that this RELEASE, WAIVER, AND COVENANT NOT TO SUE shall bind the members of our family, and student's heirs, assigns and personal representative, if student is deceased, and shall be deemed as a Release, Waiver, and Covenant Not to Sue the above named Releasees.

WE HAVE READ THE FOREGOING NMSA "RESIDENTIAL PROGRAM OFF CAMPUS TIME POLICY AND CONSENT FORM" AND SPECIFICALLY THE RELEASE, WAIVE, AND COVENANT NOT TO SUE PROVISION, AND DO BY OUR SIGNATURES BELOW AGREE TO EACH OF THE ABOVE RESPONSIBILITIES AND VOLUNTARILY SIGN THIS CONSENT FORM.

\_\_\_\_\_  
 PARENT'S/GUARDIAN'S SIGNATURE                      DATE

\_\_\_\_\_  
 STUDENT SIGNATURE    DATE

Parent/Guardian Contact  
 Name: \_\_\_\_\_ Home: \_\_\_\_\_  
 Work: \_\_\_\_\_ Mobile: \_\_\_\_\_