

# **ESTANCIA ELEMENTARY SCHOOLS FAMILY HANDBOOK 2022-2023**

Every Student, Every Day



## **ESTANCIA SCHOOL DISTRICT BOARD OF EDUCATION VISION STATEMENT**

The Estancia School District believes in educating ALL students to become productive and successful citizens.  
Instructional programs must challenge all students to reach their potential.  
All other purposes are in support of this vision.

## **MISSION**

The Estancia School District will provide all students a quality education.

## **GOALS**

Staff at Estancia Elementary School will provide a high quality, comprehensive, academic program to support students in reaching their highest potential.<sup>1</sup>

**Every Student, Every Day!**

## **Equal Opportunity Statement...**

**“Estancia Municipal Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.”**

### **ESTANCIA SECONDARY SCHOOLS**

P.O. BOX 68 Estancia, NM 87016

Phone: Upper Elementary (505) 384-2004, Lower Elementary (505) 384-2007

Fax: (505) 384-2027

Central Office: (505) 384-2006

Transportation: (505) 384-2012

### **Elementary Office Staff**

Jennifer Gonzales.....Principal

Aimee Watts .....Elementary Administrative Assistant

Denise Shirley.....Social Worker

Carmen Polk .....Special Education Social Work

### **Central Office Staff**

Cindy Sims, PhD.....Superintendent

Kelley Guterrez.....Finance Director

Cynthia Golden-Arnold.....Special Education Director

Sherry Solomon.....Transportation Coordinator

Kasey Kadera & Joshua Lewis .....IT Department

Annette Ortiz.....Human Resources/Payroll

Tammy Chavez.....Central Office Administrative Assistant

### **Board of Education**

Randol Riley.....President

Keith Sandy.....Vice-President

Lee Widner.....Secretary

Kendra Otis.....Member

Kelsey Collins.....Member

## **Estancia Municipal Schools Compact**

### **As a school staff, we will:**

- Provide a safe learning environment that enables students to meet or exceed the state's academic achievement standards
- Provide multiple supports for students to be successful
- Provide accountability for attendance through regular monitoring and communication
- Provide extra-curricular opportunities for students
- Provide extended learning opportunities (interventions, tutoring, enrichment, dual credit courses, specialized programs, credit recovery, etc.)
- Provide ongoing two-way communication between school staff and parents /guardians
- Provide opportunities for parents to volunteer and/or be engaged in their child's education
- Commit to providing parent education
- Participate in regular and ongoing professional development
- Provide a welcoming environment
- Provide timely updates/grades in Powerschool
- Update/use the agenda as necessary (or requested by parent)
- At the secondary level, provide a syllabus (outline grading practices)

### **As a parent, I will:**

- Review and follow the information outlined in the Family Handbook
- Understand I have access to my child's grades and attendance, and monitor this information through PowerSchool
- Make sure my child is on time for school and maintains at least a 95% attendance rate in accordance with the state mandated Attendance for Success Act
- Seek support for my child, beginning with my child's teacher
- Monitor my child's use of the internet on all devices (phone, home and school computer used at home).
- Engage in decisions relating to the education of my child
- Support my child's class/school (i.e. help with completion of homework, helping in class/school, volunteering in my child's classroom/school, communicating with my child's teachers about my child's specific needs, attending school events when possible, etc.)
- Look at and respond to notes in the student agenda as necessary (or requested by teacher).

### **As a student, I will:**

- Learn and follow the expectations of our school in all settings (transportation, school, cafeteria, playground, extra-curricular activities, field trips, etc.)
- I will be:
  - In Attendance and On Time
  - Engaged
  - Respectful
  - Prepared to Learn
  - Safe
  - Accountable
  - Aware of and Follow the Family Handbook
- Self-Advocate (Ask questions at school when I am unsure about something)

### ABOUT EES

Estancia Elementary consists of three building sites- Lower Elementary, Pre- K, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> grades, Art, District Nurse's Office, and Ancillary Staff, Upper Elementary, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grades, Tech Department, Library, and Ancillary Staff. Van Stone- PE, Music, Social-Emotional Learning.

School Site	Lower Elementary	Upper Elementary
Administrative Assistant	Ms. Pohl	Ms. Watts
Phone Number	(505)384-2007	(505)384-2004

### ATTENDANCE

#### **Attendance Policy-** EMSD School Board Policy 303.3.2 Attendance for Success Policy

The State of New Mexico requires that students between the ages of five and eighteen attend a public or private school or register with the NMPED of a parent/legal guardian is providing home schooling.

Student attendance in schools is a critical component of the educational process. Students, families, and the EES staff must work together to promote student success through regular attendance in school every day.

**Absences and Make Up Work-** Please notify the office by 9:30 AM if your child will be absent. This will allow us to document the excused absence in PowerSchool. **Teachers will provide missing assignments and due dates upon the students return. Absent (excused) students will have one day per excused absence to complete missing assignments. Please note,** not all lessons that students miss can be replicated with a pencil/paper assignment.

**Tardy/Early Check Out-** The school day begins at 8:30 AM and ends at 3:00 PM. Students will be dismissed from the cafeteria at 8:45 AM. Morning announcements will begin at 8:50 AM with instruction beginning at 8:55 AM. If a student is tardy (after 8:45 AM), parents/students must sign in at the office upon arrival. Excessive tardiness will result in contact from the Elementary Secretary/Interventionist, School Social Worker/Counselor, or an Elementary Principal. **Three tardies will count as a day missed for the purpose of attendance awards.**

Dismissal time is 3:00 PM. We understand that students might have a doctor's/dentist's appointment scheduled during a school day, to be excused, the student will need to provide a note from the doctor. Excessive "early" check outs will result in contact from the Elementary Secretary/Interventionist, School Social Worker/Counselor, or an Elementary Principal. **Students who are checked out early three times without an excuse will count as a day missed for the purpose of attendance awards.**

### SUPPORT SERVICES

**Special Education-**Estancia Municipal School District shall provide a free appropriate public education for all students with disabilities, complying with the Individuals with Disabilities Act, its implementing regulations, and state regulations pursuant to 20 U.S.C. Section 14212. EMSD is committed to:

- Serving students according to individualized need(s)
- Ensuring quality of access to educational supports
- Using evidenced-based practices for all students
- Meeting our students' needs in their community

Services provided for eligible students include:

- Developmental Pre-K
- District Comprehensive Support
- Extended School Year
- Gifted Education
- Related Services
- Transition Services (career/college readiness)

**Student Assistance Team-** EES has two Student Assistant Teams (one Lower, one Upper) whose purpose is to support the progress of students struggling with general education curriculum despite the use of differentiated instruction and universal interventions. The SAT, which consists of classroom teacher, interventionist(s), principal, SAT chair, parents/guardians, and often the student, develops interventions (academic and behavioral) for students who are not making progress in the core curriculum/programs in the general education setting. These interventions may include supplemental, strategic, and individualized supports. The SAT process works independently and in coordination with the IEP referral process. Families may request a SAT referral by contacting their child's teacher. SAT referrals may also be initiated by school personnel.

**School Advisory Council** – The Estancia Elementary School Advisory Council (SAC) is established by the EES Principal each school year. The council comprised of parents, community members, EES staff, and administration. The council will meet quarterly to provide advice and counsel on instructional issues, curricula, budget, and develop creative ways to involve parents in the schools. Members of the council will serve as champions for our students in building community support for schools and encouraging greater community participation in the public schools (NM Stat § 22-5-16 (2021)). Parents interested in serving on the School Advisory Council are encouraged to notify the Principal of their interest at the end of each school year.

**Behavioral Health Services** – Please see our District's homepage for the services our School Counselors can provide our students and families.

Counseling Services are comprised of:

- School Counselor- Students needing to see the counselor can stop by the counseling office after obtaining teacher's approval. Students may also be referred to the counselor by any staff member or administration.
- School Social Worker- Community liaison who works specifically with families, individual children and governmental agencies for the protection of the child.
- School Psychologist- Works very closely with individual children who need coping skills, educational plans, and behavior trainings.

**Health Services-** Estancia Elementary School houses the EMS District Nurse at the Lower Elementary School Office her number is 505-384-2071.

- Administration of Medication – Prescription and over-the counter (OTC) medication may be administered to Estancia Municipal Schools (EMS) students in accordance with District policy 305.3. Please see the District Policies on the district page for complete policies and procedures regarding medications on campus.
- Student Illness- In the event that your child becomes ill at school, the District Nurse will report illnesses to the individual student's teacher. The District Nurse will contact parents to pick up ill children or children who may be contagious, IMMEDIATELY. The District Nurse will refer to PowerSchool to get in touch and let you know of all child illnesses.
- Should an injury occur at school, the nurse will immediately treat your child, make sure your child is safe, and then contact the parent.
- **It is important that all phone numbers are current and addresses be provided to the school.**

#### **TRANSPORTATION (Buses, Pick-Up, and Drop Off)**

**Buses-** Estancia Municipal School District has very specific guidelines for all students who ride buses daily (SEE TRANSPORTATION HANDBOOK).

The first priority of each bus driver is **STUDENT SAFETY**. Students are expected to behave, talk quietly, follow directions, and are to respect their bus driver as the manager/teacher of the bus ride. Bus drivers will contact parents when a student does not follow the bus rules. If the undesired behavior continues, a discipline referral will be submitted to the District Transportation Director, and then to the Principal to be enacted upon.

**Students found to be in non-compliance of bus rules can be removed from the bus---with no consideration for alternative modes of transportation, at parent expense.**

The privilege of riding the school bus is governed by the state, as well as local regulations. Students will not be allowed to ride any bus other than his/her regularly assigned bus **without filing a request form with the Transportation Director**. Non-bus students must also obtain permission from the Transportation Director.

**STUDENT DROP OFF & PICK UP-** Drop Off begins at 8:30 AM once supervision is onsite. Pick Up begins at 2:55 PM for Pre-K and 3:00 PM for all other grade levels. **Please note, students on campus BEFORE 8:30 AM will not be supervised by staff.**

**Parents who drop off and pick up students from private vehicles must do so in the designated drop-off/pick-up area west of Lower Elementary School near Central Office.** Children who walk to school and other early arrivals should stay clear of the bus area (parents parking in bus loading area or fire marked zones will be asked to move immediately).

Upon arrival to school, students are to go directly to the cafeteria. If they are tardy, students must report directly to their building office and check in with the secretary.

### **Drop Off Routines-**

- Drop off begins at 8:30 AM, once supervision is present,
- Students will be dismissed from their vehicles by the duty person,
- Vehicles will be pulled forward as quickly as possible,
- To ensure safety, please keep your child/children in your vehicle until the duty person opens the door

### **Pick Up Routines-**

- **YOU MUST PICK YOUR CHILD UP FROM THE DESIGNATED PICK UP AREA (west side of the campus near Central Office, Lower Elementary, and the Cafeteria),**
- Students will be escorted by a grade level teacher to the bus and pick up areas simultaneously,
- Students will exit the west side of both the Lower and Upper Elementary Schools to the Pick Up/Bus Pad areas,
- Students will be led to their vehicle by a staff member,
- Vehicles will be required to move up once the vehicles are loaded- Staff will indicate when it is safe to move forward.
- Remaining students will be escorted, by a staff member, to the Upper Elementary Office to call families.

IF YOU SHOULD HAVE A CHANGE IN YOUR PICK-UP ROUTINE- PLEASE NOTIFY THE SECRETARY OF YOUR CHILD'S BUILDING NO LATER THAN 2:45 PM. NOTIFICATION AFTER 2:45 PM WILL RESULT IN YOUR CHILD FOLLOWING HIS/HER REGULAR ROUTINE.

### **COMMUNICATION**

**Keep your contact information up to date at the school, including but not limited to, emergency contacts, change in address or phone numbers, and your child's medical information/needs.**

For up-to-date events and announcements, please visit our website and/or our Social Media pages at [www.emsdbears.us](http://www.emsdbears.us)

**Contacting Your Child's Teacher-** Please contact the front office of your child's school if you have a message for the classroom teacher and/or your child. These messages will be shared during non-academic times such as, lunch/recess and/or Activity Block.

It is important to note: **Telephone calls will not be transferred to classrooms during the school day. Please make all arrangements (emergencies excluded) for after school plans prior to coming to school. Classes and instruction will not be interrupted for personal messages.**

- **Student use of personal cell phones is allowed before 8:30 AM and after 3:00 PM.**
- Students may use the phone located in the office (Lower and Upper) for emergency purposes only and with teacher permission.

**Parent/Guardian Communication-** Teachers will communicate regularly with families through email, Class Dojo, Agendas, phone calls, or during scheduled parent/teacher meetings. Messages will be taken for calls that are made to staff members during the instructional day. Staff members will return these calls at their earliest convenience outside of instructional time.

**Student Agendas (written communication)-** Estancia Elementary students, grades K-6<sup>th</sup> will receive a Student Agenda at the beginning of the school year. Agendas provide information about homework, upcoming projects and due dates, as well as daily activities.

**Please review the Agenda daily with your child. If you notice the Agenda is not being updated daily, contact your child's teacher.**

Students and Parents are encouraged to keep track of the Agenda and refer to it throughout the school year.

### **VISITORS, VOLUNTEERS, and GUESTS on CAMPUS**

Parents/Guardians/Community Members are encouraged to become involved in their child's education, however, for student safety, all non-school personnel must check in at the school office (Lower &/or Upper Elementary), **WITH A VALID PICTURE ID**, and obtain a visitor's pass before entering the school hallways. The school administration reserves the right to refuse visitation passes as safety or organizational needs warrant. Visitors may not be allowed to interrupt the educational process. Please refer to School Board Policy 606.2 and 606.3 – Visitors in the School for more details regarding procedures and expectations for visitors.

#### **Visitors-**

- Visits to classrooms should be arranged 24 hours prior to the visit, should be limited in time (determined by classroom teacher), and parents/legal guardians may only visit classrooms where their child is enrolled (unless specified for placement)
- Public health orders may require limiting or denial of visitors on campus
- Visitors/Guests/Volunteers visiting a classroom who disrupts the educational process will be asked to leave the school campus
- Students visiting from other schools ARE NOT permitted at Estancia Elementary School

**Volunteers-** Estancia Municipal Schools wishes to engage the community and families in the education of our students. Please visit the school website for the complete Volunteer (#616) Policy.

Persons who wish to volunteer and/or attend school on a regular basis and whose duties/activities include contact with students are required to complete a volunteer packet at Central Office as per Board Policy #616.

### **GENERAL SCHOOL INFORMATION**

**New/Transfer Students-** New students entering Estancia Elementary must be enrolled by a parent or legal guardian. Students will be admitted if they transfer with a good standing status from another elementary school.

**The following documentation is required for children to enroll in Estancia Elementary School:**

- Copy of Official Birth Certificate ("Hospital" certificates are not acceptable)
- Up-to-date Immunization records
- Up –to-date Contact Card for the Office

Other requested documentation includes: previous school records, special education records, grades, and standardized testing information.

**Student Withdrawal Procedures-** Withdrawal of a student from school MUST be handled through the site office. Parents are requested to contact the school office one-week prior to withdrawal to ensure accumulation of student fees, records, grades, and student designation and complete the appropriate paperwork. Students must return all books and school property, pay fines and fees, and obtain grades from all teachers. Student data WILL NOT be sent to another school until the withdrawal process is complete.

**Birthdays, Holidays, and Celebrations- ARE FUN**, but instructional time is imperative. Parent/legal guardians wishing to bring food items or other items to school for celebrations may ONLY do so with prior (minimum of 24 hours) permission from the classroom teacher.



**Field Trips-** Field Trips are school-sponsored trips that provide first-hand educational experiences to supplement curriculum and instructional goals away from the school campus.

Trip sponsors are required to be a certified teacher or licensed coach currently employed by EMSD. Trip sponsors are required to attend the trip in its entirety. The trip sponsor is the primary chaperone for student field and activity trips.

All chaperones attending a field trip must be:

- 21 years of age
- Provide their own transportation

**Due to the nature of field trips, siblings are NOT allowed to attend.**

In the event parents wish to take children from field trip sites, prior approval needs to take place via the field trip sponsor. Please submit a release form to the teacher at the field trip. Release forms are in the school office. The teacher will have extra release forms available on the day of the scheduled activity.

**After School Activities-** To ensure the SAFETY of our students and the SUCCESS of the event(s), we ask when participating in after school extracurricular activities students follow established school procedures and expectations.

To participate in afterschool activities students are required to have:

- Written parental approval to participate in after school activities,
- Prompt transportation provided by identified family member following the scheduled after school activity (an agreement will be made between the activity sponsor and adult to determine times).

**Any children or parent/guardian(s) violating site rules will be asked to leave school premises.**

**Social Activities and Fundraisers-** All social activities and fundraisers must be approved by appropriate administration prior to the event.

Students are encouraged to participate in fundraising events, but are NOT required to do so. All fundraisers held by Estancia Elementary Schools must be approved through the Principal's office. The administration works diligently to ensure that fundraisers are practical, affordable, and useful for all families and children. All fundraising proceeds are to be spent on our students.

**Monies Collected-** New Mexico State Law requires funds be submitted to the office secretary for daily deposits. A receipt will be provided for all funds collected.

Students are to give any school-related monies to his/her homeroom teacher at the beginning of the day. Staff members are to deliver all money to the office secretary immediately (preferably before 10:00 AM).

Parents and guardians may bring money directly to the office before 9:30 AM. This gives secretaries time to receipt and deliver monies to the Central Office for deposit in the bank.

**Delays and Closings-** The safety of our students is our primary concern when deciding to delay, dismiss early or close schools due to inclement weather. Local television stations and an automated phone call will announce school closures or delayed starts. **Supervision will not be provided prior to 10:00 AM on two-hour delays or after 1:05 PM on early release.**

- **DELAYED SCHOOL DAYS** - On delayed school days, classes will begin at 10:00 AM. This will be announced as a two (2) hour delay. Breakfast will not be provided for delayed school days. For students riding the bus, individual bus drivers will notify students of their arrival time. If students do not hear from the driver, the bus will be late by approximately 1 or 1.5 hours depending on the road conditions in the school boundary area.
- **EARLY RELEASE** - When early release becomes necessary due to an emergency, release time is 1 PM. School staff and/or the EMS automated call system will notify you of the release. In case the school staff is unable to contact a parent of a student who rides the bus, the student will be released at the designated time to the bus driver. The driver is responsible for making contact with a parent before dropping the student off. If parent/guardian contact is not made, the student will be returned to school until a parent can pick them up. If buses are unable to run in your particular area and school is open, your child will receive an excused absence.

**Procedures for Class Placement/Changes-** At EES, our goal is to provide a fair and equitable procedure for all parents. We recognize parents want what is in the best interest of their child and we ask that parents recognize that teachers at Estancia Elementary School are highly qualified educators. All student placements have been carried out with as much consideration to their learning and behavioral needs as possible. This process is provided for parents/guardians who are concerned about the current placement of their child as it relates to learning. All steps must be carried out in order for requests to be considered by the committee. Please allow a minimum of two weeks of instruction in your child's classroom before scheduling a placement change. The Upper Elementary Administrative Assistant has the paperwork that outlines this procedure.

### **PROGRAMS**

**New Mexico Pre-K-** Estancia Elementary participates in the NM PRE-K program following FOCUS criteria and guidelines for 4-year-old students and qualifying 3-year-old students. If you have any questions please contact Cynthia Golden, Director of Special Education and Principal of PreK, at (505) 384-2007.

**Free Breakfast and Lunch Program-** Breakfast is served from 8:30-8:45 AM. Lunch is served from 10:45-11:45 AM. Lunch Times with alternating recess times:

- **Preschool-1<sup>st</sup> Grade:**
  - 10:45 AM-11:15 AM (lunch) 11:15-11:45 AM (recess)
- **Grades 4-5**
  - 11:15 AM-11:45 AM (lunch) 10:45-11:15 AM (recess)
- **Grade 6**
  - 11:15 AM-11:45 AM (lunch) recess to be determined by classroom teacher
- **Grades 2-3**
  - 11:15 AM-11:45 AM (lunch) 10:45-11:15 AM (recess)

**TITLE I** – Our school district receives Title I funding from the Federal Government to assist in the education of our students. It is the District’s responsibility to notify you, as parents and legal guardians, that you may request information regarding the professional qualifications of the student’s classroom teacher(s) and any paraprofessionals that may work with the students. If you have any questions or comments, contact the Superintendent, Dr. Sims, at Central Office- (505)384-2001.

### **ACADEMIC INFORMATION**

**Estancia Municipal Schools Grading Policy- 412.1** In compliance with New Mexico Administrative Code 6.29.1, Estancia Municipal Schools will have a standardized grading system. All grading and reporting practices will support the learning process and encourage student success. It is the policy of the Board of Education to support its professional staff in this professional duty. District wide grading and reporting practices will include the following components:

- a. A written report to parents regarding the performance of their children tested with New Mexico standards-based assessments;
- b. For grades 2 – 12, a standardized alphabetic grading system, based on the 4.0 scale;
- c. Alignment of all district and school curriculum to the New Mexico content standards with benchmarks and performance standards; and
- d. All school report card grades shall reflect standards-based academic performance.

The district’s grading system is based upon equal intervals as follows:

*A or 4* = 100% - 90%

*B or 3* = 89% - 80%

*C or 2* = 79% - 70%

*D or 1* = 69% - 60%

*F or No Credit* = 59% - 0%

Kindergarten and First Grade may use an alternative E, S, N, U grading scale with administrative approval.

In order to strike an appropriate balance between practice and assessment, teachers will weigh all scores collected into two basic categories;

1. Lesson and Practice Activities = **40%** (e.g. classwork, homework, group activities, reviews, etc.) Assigned homework needs to be relevant, attainable, age appropriate, and structured around content with which students have a high degree of familiarity.
2. Unit and Course/Grade Level Understanding and Performance = **60%** (e.g. formative and summative assessments, major performance tasks such as essays, presentations, lab experiences, projects, etc.)

**Honor Roll-** A student’s grade point average (GPA) must be 3.2 or better. No student with a grade less than a C will be admitted to Honor Roll. Students with a GPA of 3.0-3.19999 will be recognized as honorable mention.

**Excellent Attendance-** Students must be in attendance and must miss no more than four school days within a semester to be considered for excellent attendance.

**Retention Policy** – Students who are not proficient in grade level skills may be recommended to be retained by the classroom teacher.

**EMS Board Policy-412.5 Promotion and Retention** – Upon satisfactory completion of local requirements and a students' demonstration of proficiency on the state standards set by the Public Education Department in grades one through seven, there are three options for promotion / retention.

**412.5.1** The student is academically proficient and shall enter the next higher grade.

**412.5.2** The student is not academically proficient and shall participate in remediation. Upon certification by the School District that the student is academically proficient, he / she shall enter the next higher grade.

**412.5.3** The student is not academically proficient after completion of the remediation and upon the recommendation of the certified school instructor and school principal shall either be:

- a. Retained in the same grade for no more than one school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
- b. Promoted to the next grade if the parent refuses to allow the child to be retained pursuant to paragraph a. In this case, the parent shall sign a waiver indicating the parent's desire that the student be promoted the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining time lines and monitoring activities to ensure progress toward overcoming those academic deficiencies.

Students failing to become academically proficient at the end of that year as measured by grades, performance on school district assessments and other measures identified by the school district shall be retained in the same grade for no more than one year in order to have additional time to achieve academic proficiency.

**Academic Integrity Policy (EHS)-** Estancia Schools expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination, assignment or project—is strictly prohibited. The Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. For additional information see policy 412.1.6.

**Student Code of Conduct-** School is a place to learn and to be a part of a community. If a student is behaving in a way that does not allow other students to learn, school staff will intervene with the student. Students, whether receiving general or special education services, may require more formal interventions for disruptive behaviors that are impeding or has the potential to impede the learning of others. Consequences will result for cases such as bullying, fighting, harassment, inappropriate use of electronic devices, use or possession of controlled substances, or other forms of behavior that is disrupting the educational process or violation of laws, rules, or regulations.

**Classroom Management-** Classroom teachers have well-defined procedures for maintaining an environment conducive to learning. There are structures and routines in place to ensure a safe learning environment. Classroom teachers implement positive behavior supports that increase safety and decrease negative behaviors that impede learning.

**Cell Phone and Electronic Device Usage** – Student cell phone and electronic device (ex. iPod, MP3 players, Smart Watches, etc.) use is prohibited during the school day. To reduce distraction and interruption, cell phones and electronic devices will be kept in the student's backpack or with their classroom teacher, depending on Classroom Management Plan, until the end of the day. Phones and devices used during the school day will be confiscated and a parent or guardian will be required to pick up the device from the office.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PHONES OR ELECTRONIC DEVICES.**

**PROHIBITED ITEMS**

- Alcohol, drugs, tobacco, e-cigarettes and nicotine containers, controlled substances, or drug-related materials.
- Weapons of any kind, including lighters, firearms and knives.
- Music players or ear buds of any kind.
- Large sums of money (unless for a fundraiser, which must be turned in immediately).
- Items of significant value including sports collector cards and other trading cards
- Fireworks, water pistols, or shaving cream.
- Candy or other food to be sold by a non-school sponsored organization.
- Any item that may cause a disruption in the classroom or at school.
- Electronic pagers or cellular phones.
- Athletic equipment (i.e. bats, hard baseballs) unless approved by the principal
- Toys

**SCHOOL SUPPLIES-** School supply lists are online and in the Elementary Offices (Lower and Upper).

**702 Anti-Bullying/Cyberbullying Policy-** The Estancia Municipal Schools Board of Education believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

"Bullying behavior by any student in the Estancia Municipal Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion."

Please see the district website for a complete Board Policy 702.

**Training-** All instructional and licensed school personnel shall be provided with annual training on recognition and prevention of cyberbullying.

**Legal Reference-** NMSA 1978 § 22-2-21 (2013)

**612.4.1 TOBACCO, ALCOHOL, & DRUG FREE SCHOOLS-**

**TITLE 6 PRIMARY AND SECONDARY EDUCATION**

CHAPTER 12 PUBLIC SCHOOL ADMINISTRATION - HEALTH AND SAFETY PART 4 TOBACCO, ALCOHOL AND DRUG FREE SCHOOLS Policy (612.4.1) may be viewed in its' entirety on the district website.

**Estancia Elementary Schools Behavior Interventions and Consequences Guidelines**

Behavior Interventions and Consequences are meant to support students in developing skills to help them be successful in school. The goal is to determine appropriate interventions that minimally impact instructional time.

- The following is meant to be used as a guideline
- Consequences may vary due to differing circumstances
- The Academic Integrity policy # can be viewed in its' entirety on the district website
- Individual teachers' class management progressive consequence plans will be utilized as a first step
- Chronic and Severe/dangerous behaviors will default to the Estancia Elementary Behavior Interventions and Consequences Guidelines
- Prohibited items includes (but are not limited to) inappropriately used tech devices, knives, illegal substances, weapons, and paraphernalia
- School is not responsible for lost or stolen property

**Estancia Elementary Schools Behavior Interventions and Consequence Progressive Matrix**

Offense/ Violation	Staff Referral Process &/or Written Referral	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
Academic Dishonesty	Teacher document behavior & calls parent	Teacher/Staff  -20% on the revised assignment  Parent contacted by teacher  1-day lunch detention	Teacher/Staff  Zero on assignment  Parent contacted by Teacher  3 days lunch detention or 1-day ISS	Admin Team  Zero on assignment  Parent conference with Teacher & Admin  5 days lunch detention or 2 days ISS
Assault/ Fighting	Student(s) escorted to office.  Parent contacted by Admin	Admin Team  Parent Contact  Complete an investigation  Referral to counselor for potential Conflict  Resolution with parent permission	Admin Team  Complete an investigation  Parent/Teacher/Admin Meeting  Referral for counselor (6-8 sessions)	Admin Team  Complete an investigation  Parent/Teacher/Admin Meeting  Minimum 5+ days ISS or OSS

		Minimum 1-day ISS and/ or lunch detention (depending on severity)	Minimum 3 days ISS and/or lunch detention (depending on severity)	Possible expulsion (depending on severity)
Horseplay/ Rough play	Teacher document behavior & calls parent.	Teacher/Staff  Parent contacted by teacher  1-day lunch detention	Admin  Parent/Teacher/Admin Meeting  Removal from activity up to 2 weeks (depending on severity)	Admin  Parent/Teacher/Admin Meeting  1-3 days of ISS. (depending on severity)
Classroom Misconduct (disrespect to staff or students)	Teacher document & calls parent.	Teacher/Staff  Parent contacted by teacher.  1-day lunch detention.	Admin Team  Parents contacted by Admin.  Meeting with Teacher/Parent/Admin . 1-day ISS and lunch detention and/or community service.	Admin Team  Parent contacted by Admin.  3+ day ISS and lunch detention/community service.
Drugs/Alcohol (possession, use, sale of)	Escort students to the office - Police liaison officer/SSO, nurse.	Admin Team/Counselor  Complete an investigation  Search items (w/another staff member present) while nurse takes vitals.  Parent contacted by Admin.  Up to 9 days ISS/OSS.  Safety/re-entry plan created with school SW and shared with classroom teachers.  Law Enforcement notified.	Admin Team/Counselor  Complete an investigation  Search (w/another staff member present) while nurse takes vitals.  Parent contacted by Admin.  Minimum 9-day OSS/ISS.  Safety/re-entry plan created with school SW and shared with classroom teachers.  Admin to contact Law Enforcement.	Admin Team/Counselor  Complete an investigation  Search (w/another staff member present) while nurse takes vitals.  Parent contacted by Admin.  Safety/re-entry plan created with school SW and shared with classroom teachers.  Minimum 9-day ISS/OSS  Admin to contact Law Enforcement.

Bullying		Counselor/Admin Team	Admin Team	AdminTeam
Threats		Complete an investigation	Complete an investigation	Complete an investigation
Harassment		Parent contacted.	Meeting with Parent/Teacher/Admin/Counselor/SW	Parent contacted.
		Lunch detention, 1-day ISS (depending on severity).	Minimum 3 days ISS/OSS (depending on severity)	Minimum 5 days ISS/OSS.
		Establish a Safety/Re-entry Plan for parties involved. Safety Plan is to be shared with all involved staff, the student, and parent.	Referral to counseling Upon return to school, Counselor/SW will work with the student(s) to establish a Safety/Re-entry Plan. Safety Plan is to be shared with all involved staff, the student, and parent.	Referral for 6 to 8 week counseling Upon return to school, Counselor/SW will work with the student(s) to establish a Safety/Re-entry Plan. Safety Plan is to be shared with all involved staff, the student, and parent.
			Mandatory participation in Anti-Bullying Prevention course provided by SW.	Possible expulsion.
Dress Code Violation	**See Dress Code	Teacher/Staff  Teacher/Staff will issue warning and file report  Parent contact  Provide appropriate clothing	Admin Team Counselor/SW  Parent contacted following three official reports  Provide appropriate clothing	Admin Team Counselor/SW/  Parent contacted  ISS/lunch detention  Provide appropriate clothing
Inappropriate Language/ Insubordination	Teacher/staff document & contact parent.	Teacher/Staff  Parent contacted.  1-day lunch detention with community service.	Admin/Team  Parent contacted.  1-day ISS and/or community service.	Admin/Team  Parent contacted.  Parent/Student/Staff/Admin meeting.  3 days ISS and/or lunch detention with community service.



Offense/ Violation	Staff Referral Process - Written referral	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
Inappropriate use of electronics (pictures, Internet, sexting, Harassment) --beyond standard electronics procedures	Device is confiscated - referral to Admin.  **See Title IX	Admin/Team  Phone/ device sent to office.  Parent contacted and required to pick up phone (phone will remain locked in the office vault).  Minimum 1 -3 days ISS and/or community service.  Referral to SW  Police action if warranted.	Admin/Team  Phone/device sent to office.  Parent contacted and required to pick up phone (phone will remain locked in the office vault).  3+ days OSS/ISS.  2 to 4 weeks social work, develop Safety/Reentry Plan to be shared with appropriate staff and parents  Police action if warranted.	Admin/Team  Phone/device sent to office.  Parent contacted and required to pick up phone (phone will remain locked in the office vault). 5+ days OSS/ISS.  Loss privilege of personal electronics at school.  6 to 8 weeks social work, develop Safety/Reentry Plan to be shared with appropriate staff and parents  Police action if warranted.
Theft	Escort to Office  Confiscation of item	Admin/Team  Complete an investigation  Parent contacted.  3 days Community service and/or lunch detention.  Restitution.  Possible police involvement (depending on severity).	Admin/Team  Complete an investigation  Meeting with Parent/Guardian, Student/Admin/SW.  3 days ISS/OSS  Restitution and Community Service  Possible police involvement (depending on severity).	Admin/Team  Complete an investigation  Meeting with Parent/Guardian, Student/Admin/SW.  5 days ISS/OSS  Restitution and Community Service.  Contact police

Tobacco Products	Escort to Office  Confiscation of item	Admin/Team  Contact Parent  3 days lunch detention with assignment.	Admin/Team  Conference with parent/guardian and SW  1-day ISS with assignment and presentation	Admin/Team  1-day OSS
Vandalism	If caught in the act: escort to office. If name arises in conversation with students: refer information to office.	AdminTeam  Complete an investigation  Appropriate consequences (i.e.: restitution, detention, community service, ISS/OSS)  Parent contacted	AdminTeam  Complete an investigation  Contact Parents  Notify Police  Appropriate consequences (i.e.: restitution, detention, community service, ISS/OSS)	AdminTeam  Complete an investigation  Contact Parents and Police notified  Appropriate consequences (i.e.: restitution, detention, community service, ISS/OSS)  Possible recommendation for expulsion.
Cell Phone	Teacher/Staff  Phone confiscated until end of day.	Teacher/Staff  Follow Classroom Management Plan  Phone confiscated until end of day, student can pick up in Office	AdminTeam  Parents contacted to pick up confiscated phone  2 days lunch detention	AdminTeam  Mandatory parent conference Parent/Guardian pick up the phone  Loss of phone privilege at school-length of time to be determined by "team"-family, staff, admin
Weapons (possession)	Confiscation of item	AdminTeam  5 days ISS/OSS w/mandatory parent conference,  Law enforcement notified (depending on severity)  Safety Plan created with SW/Counselor	AdminTeam  5-9 days OSS w/mandatory parent conference,  Law enforcement notified  Recommend expulsion process initiated	AdminTeam  Law enforcement  OSS until expulsion is determined
Bus Write Ups	<i>Will follow transportation handbook.</i>			

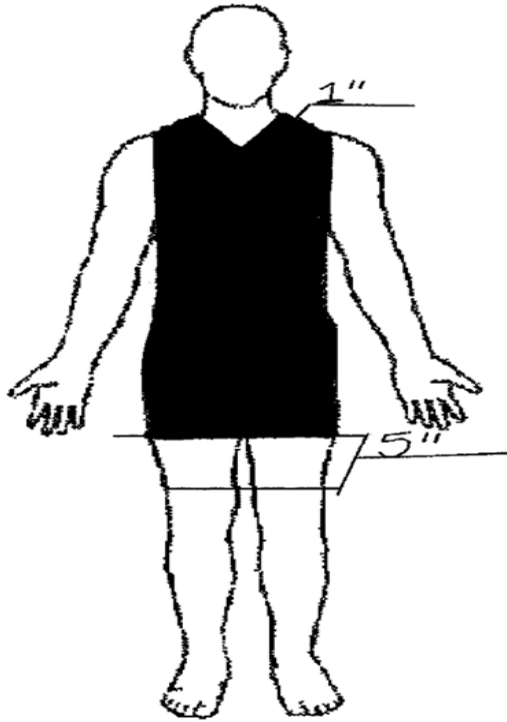
Harassment (Sexual)	<i>Follow District Title IX Policy</i>			
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**Make Up Work for Suspended Students-**Any student suspended from school is also suspended from the entire school campus and all school events for the duration of the suspension. Students suspended long-term (more than 9 days) have no rights to daily work or credit for daily work. Students under short-term suspension (9 days or less) are allowed to turn in daily assignments and take tests, although work may be provided under alternative time schedules and in controlled environments other than the classroom.

**In School Suspension (ISS)-**Students who are assigned to In School Suspension will not participate in nor attend any extracurricular activities on the day assigned. Students are not permitted to bring food, candy, or drink (other than water) during ISS. Students are not permitted to display or use electronic devices that are not assigned activities in ISS.

**Estancia Schools Dress Code-** Dress that may disrupt the educational process is not allowed at EES. The school staff reserves the right and has the responsibility to intervene anytime they feel that the appearance of a student does not meet these standards. Students violating these standards are required to change into appropriate clothing. Exceptions may be made for medical, 504 and/or specified in a student's IEP.

1. Skirts, dresses, and shorts cannot be more than 5" above the knee.
2. Excessively tight clothing, such as Spandex style clothing, are acceptable only when worn under shorts or shirts that cannot be more than 5" above the knee.
3. Hats, caps, sunglasses, hoodies, and other types of headgear must be removed upon entering any of the school buildings. Hairnets and bandannas are not to be worn or displayed on school property.
4. Half-shirts, see-through/revealing clothing, or shirts with partial sides or revealing armholes are not allowed. Students may wear sleeveless tops as long as the shoulder strap is at least one inch (1") wide. Shirts that reveal cleavage or the mid-section are not allowed.



5. Pants must fit at the student's waist; they must be large enough to be pulled up to the waist and must not sag below the waist. Undergarments are not to be exposed. Loose belts, any hanging straps or any type of chain are not allowed. Bottoms with slits or tears/holes in clothing cannot be more than 5" above the knee.

6. Clothing exhibiting symbols, pictures, and/or printing that references drugs, alcohol, tobacco of any type, or obscenities/inappropriate words/pictures are not allowed.

7. Clothing/Dress/Make-up styles identified by school staff as indicators of gang-like behavior and/or affiliation are prohibited.

8. Tattoos and body piercings that are distracting to the educational environment must be covered.

All situations cannot be covered in a single document. Therefore, the administration reserves the right to make additions or deletions to the dress code. Students identified as homeless under the McKinney-Vento Act or migrant under Title I part C, cannot be sent home for dress code violations. These students should be referred to our school Counselor or Social Worker for assistance in finding appropriate clothing while in school.

# Estancia Municipal School District

## 2022-2023

### Academic Year Calendar

July 22						
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31						

September 22						
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October 22						
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November 22						
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December 22						
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January 23						
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February 23						
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March 23						
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April 23						
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May 23						
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June 23						
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July 23						
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August 23						
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### Events

Aug. 8-10	Teacher Inservice Days
Aug. 15	First day of classes for grades 1-6, 7, and 9
Aug. 16	First day of classes for grades 8, and 10-12
Aug. 22	First day of kinder & PreK
Sep. 5	Labor Day
Oct. 6	Parent-Teacher Conferences
	Non-Student Day
Oct. 7	Fall Break Holiday
Nov. 23-25	Thanksgiving Holiday
Dec. 23-Jan. 6	Winter Break
Jan. 5-7	Bean Valley Conference BB
Jan. 9	Teacher Inservice Day
Jan. 16	MLK Day
Feb. 17	Parent-Teacher Conferences
	Non-Student Day
Feb. 20	Presidents Day
Mar. 17	Teacher Inservice Day
March 20-24	Spring Break
April 7-10	Easter Holiday
May 26	Last Day of School
End of Quarter	Oct. 14, Dec. 22
Mar. 16, May 26	
Secondary Days for Enrichment and Intervention	
Mar. 31, April 14, 21, 28, May 5, 12, 19	
89/89 semester	
Orange - Holidays	
Green - Inservice Days (no school)	
Red - End of Quarter	
Gray - Parent/Teacher Conferences	
Purple - Secondary Intervention & Enrichment Days	

Student School Day: 8:30 Report for breakfast 3:00 Dismissal

Working parents in need of before school care may contact the school office for an application to the district care program. There is limited space.

This is not a "drop in" program; students MUST be registered.

*Ms. J. May 9, 2022*