

# **PARENT – STUDENT HANDBOOK**

## **JAL ELEMENTARY SCHOOL**

Revision: July, 2023

Schools exist for students. The JAL PUBLIC SCHOOLS believe that all children can learn the basic skills to be independent, productive citizens. The purpose of a school is to teach students specific subject matter and the methods and tools for finding out information. The education of a child is not the sole responsibility of the public school. Parents are the most important teachers in a student's life.

This information has been prepared for the students and parents to help them understand our school. It is hoped that the handbook will be of benefit to you and answer many of your questions. Within its pages are the rules of the school, an explanation of services that are offered to your child, and the expectations the school has regarding your child's education. Included also are procedures necessary for your involvement with the school.

Even though many areas of concern are discussed in this handbook, questions will arise about various rules and programs. Please call or visit the school if you need more information.

## ACTIVITY TICKETS

Activity tickets cost are available for sale at the high school offices. They are good for all high school and junior high home games for the entire year. Activity tickets **must** be shown for admittance to games. The activity ticket will not be honored at any playoff games.

**NOTE: Elementary children must sit with their parents or high school student.**

## ARRIVAL AT SCHOOL

The school day begins at 8:00 a.m. Please see that your child arrives at school between 7:30 and 8:00 a.m. Students are allowed to enter the building at 7:30 and are to report directly to the cafeteria. Breakfast is served to every student beginning at 7:30 a.m.

## ATTENDANCE

There are a few guidelines to keep in mind concerning attendance at school:

1. State law requires that elementary school be in session for 1040 hours.
2. Any absence, however brief, is detrimental to the continuity of the student's educational process. Excused absence – any absence, other than for school related activities, which is verified by parent or guardian in advance or within forty-eight (48) hours following the absence either by telephone call or written notice. Unexcused absence – any absence, other than school related activities, which is not verified as an excused absence.
3. Please write or call to verify an absence or tardy.
4. Any student who is absent unexcused for ten (10) consecutive days is dropped from the roll.
5. Excessive absences or tardiness will be dealt with on a case-by-case basis.
6. School officials will consider retaining any student who has accumulated excessive absences in one year whether the absences are excused or not.
7. Students who are checked out of school because of illness on party days are not to return to school to attend the party later that day.

## BELL SCHEDULE / SCHOOL HOURS

(\* No bell rings at this time.)

7:30AM*	Teachers report
7:30	Students report
8:00	School begins
10:50*	Morning preschool ends
11:15	K-2 Lunch period begins
11:35	3-5 Lunch period begins
11:50*	Afternoon preschool begins
11:55	K-2 Lunch period ends
12:15	3-5 Lunch period ends
3:40	School dismissed
4:10	Teachers dismissed

## BICYCLES / SCOOTERS / SKATEBOARDS

All bicycles will be parked in the bicycle rack. Locks should be placed on all bicycles. Scooters and skateboards will be placed in the office. Anyone caught tampering with another's bicycle will be reported to the police.

Students are not allowed to ride their bicycles, scooters, or skateboards in the bus-loading zone (semicircle drive) or on the sidewalks **at any time**.

The school is not responsible for lost or stolen bicycles, scooters, or skateboards.

## BUS

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey the following rules and regulations may have their transportation privileges revoked by school officials.

In order to ensure maximum safety to those riding school buses, it is necessary that children and parents cooperate in this effort. It is asked that the parents read and explain the rules and regulations regarding riding school buses to their children.

The bus driver has full charge of the students when they are riding the bus and the bus driver has been given instructions to report students to the principal's office who continue to misbehave. If students continue to disrupt the bus driver with their behavior, their riding privilege can and will be revoked.

### PLEASE READ THE FOLLOWING TO YOUR CHILDREN:

1. The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly.
2. Students should never stand in the traveled portion of the roadway while waiting for the school bus, including the loading zone in front of the elementary building.
3. Students shall not get on or off the bus or move about within the bus while it is in motion.
4. Students must not extend their hands, arms, heads, or bodies through windows.
5. Rough or boisterous conduct will not be permitted. Students may talk in a normal tone of voice, but absolutely no scuffling or loud talking will be permitted. When approaching a railroad crossing, riders must remain quiet until the bus is safely across the tracks.
6. Pupils who must cross the road after alighting from the bus shall pass in front of the bus far enough so that the driver can see them. Pupils will cross only when the driver gives an all-clear sign to the pupils.
7. Any time a school official or the bus driver assigns seating, this arrangement will be followed.
8. Pupils must not throw items inside or outside the bus while riding the bus.
9. Pupils should be on time, as the bus must run on schedule. The bus will not wait for students not at the loading area or making an attempt to reach the bus.
10. Glass containers are not allowed on the bus.

Traffic in and around a school bus loading zone is potentially very dangerous. Please do not drive or park vehicles in the bus-loading zone when buses are present.

## BUS DISRUPTIONS

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas will result in a progressive discipline procedure as stated on the next page:

### **Progressive Discipline Procedure for Bus Disruption**

The Discipline Procedure is administered by the bus driver in cooperation with the principal.

First warning	The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Depending on the incident, a call to parents and/or a letter from the principal is sent to the parents with the report attached. The letter informs the parents that bus privileges may be revoked should a student receive a third bus incident report.
Second warning	The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. A second letter from the principal along with the Report is sent to the parents. The letter reminds the parents that a third incident report will result in bus privileges being revoked.
Third warning	The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. A third letter from the principal along with the Report is sent to the parents. The letter informs the parents that bus privileges are revoked until a conference can be arranged with the parents, bus driver, and the principal. At that meeting bus privileges are reinstated on a probationary basis. The student may ride the bus until which time there is a fourth incident. A fourth incident will result in bus privileges being revoked for the remainder of the school year.
Fourth warning	The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Bus privileges are immediately revoked for the remainder of the school year.

The principal, in cooperation with the superintendent may immediately revoke bus privileges for behavior which results in injury or potential injury to another person.

Copies of the Bus Incident Report are made available to all parties involved.

## CAFETERIA

Jal Elementary serves breakfast and lunch every day.

Prices: Breakfast: served free of charge to all students

Lunch: regular \$2.50; reduced \$.40; adult \$3.50 Milk \$.25

**Buying Lunch:** Student charges are something which, due to various circumstances, may occur during the school year. Elementary students will be allowed meal charges on a case-by-case basis. If a student has no “paid-in-advance” meals or money to pay for the meal, the meal will appear as a charge. Parents will be responsible for charge payments. Parents will be contacted to make arrangements for their student’s charged lunches.

**Going Home for Lunch:** If a child is to go home for lunch, a note must be sent to the teacher. If a child goes home for lunch often (3 or more times a week), one note saying so at the beginning of the school year will suffice. If a child seldom goes home for lunch, then a note needs to be sent for each occasion. Students are not permitted to go from the school grounds to stores for lunch, unless they are with their parents.

**Bringing Lunch to School:** Students who bring lunch to school are asked to observe the following conditions.

- Students who bring lunch to school will not share their food items with other students.
- All food items must be consumed or discarded before the student leaves the cafeteria.
- Please do not bring carbonated beverages for lunch. Send juice, water, or milk.

Parents are welcome at any time to eat lunch with their child. It is asked that you notify the office at least two days in advance in order for the cafeteria to adequately prepare the proper lunch count for that day.

## COMPLAINTS

Complaints should be directed, first of all, to the person involved, usually the classroom teacher or principal. If agreement is not reached at that level, the complaint should be taken to the building principal, then to the school superintendent, and, finally, to the school board.

## CONDUCT

It is necessary that children learn to develop self-discipline in order to further their learning. Please discuss with your children the importance of good behavior and a good attitude while at school.

The following is a list of expected behaviors at Jal Elementary. Please make sure students understand these expectations. They should also understand the consequences of not meeting expectations.

1. Attend all classes, daily and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be properly dressed.
4. Show respect toward others.
5. Behave in a responsible manner.
6. Obey all school rules.

Students at school or school-related activities are prohibited from:

1. Bringing gum or candy to school.
2. Bringing toys, CD players and other electronic equipment, etc. to school. (Exceptions: students' own football, basketball, soccer ball, or volleyball that have their name in permanent marker) The school will not settle disputes about personal equipment that is not properly marked.
3. Cheating or copying the work of another student.
4. Leaving school grounds or school-sponsored events without permission.
5. Directing disrespectful language, profanity, vulgar language, or obscene gestures toward teachers or other school employees.
6. Disobeying directives from school personnel or school policies, rules, and regulations.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the school district, other students, or district employees.
9. Fighting.
10. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
11. Name-calling, sexual harassment, making ethnic or racial slurs or derogatory statements.
12. Assaulting a teacher or other individual.
13. Possessing a firearm, a prohibited knife, a club or other weapon.
14. Possessing and/or using tobacco products, alcohol, and other banned substances.

## CONFERENCES

A conference schedule is outlined in our Title 1 schoolwide plan. Some are classroom conferences, and some are individual conferences. They serve a variety of purposes. Each is important and should be attended by all parents. There will be an announcement by flyer or school newsletter concerning the time and nature of these conferences.

It is recommended that individual conferences be scheduled in advance, either with the teacher or the principal.

### COUNSELOR

A counselor is regularly available one afternoon a week and at other times if needed.

Students may be referred to the counselor by the principal, teachers, aides, parents, or the students themselves.

### DETENTION

The classroom teacher can detain students after school or require them to report early as a corrective measure. Arrangements will be made by the teacher and parent before bus students will be detained, or if students will be detained after 3:40.

### DISCIPLINE

Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider include:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment
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Discipline management techniques that may be used include but are not limited to:

- Verbal reprimand
- Conference with student
- Change of seat assignment
- Parent conference
- Detention
- Withdrawal of privileges
- In-school suspension
- Work time
- Supervised study
- Suspension
- Expulsion

In addition, when students commit drug and/or alcohol related offenses or any other criminal act; they may also be referred to legal authorities for criminal prosecution.

## LEVELS OF INFRACTIONS

### Level 1 & 2 Infractions

1. Horseplay (running, tripping, pushing, touching)
2. Classroom/school disruption/disorderly conduct
3. Teasing another student
4. Profanity/indecent gestures
5. Failure to return note
6. Failure to turn in assignment
7. Cheating/forgery of parent's signature
8. Disrespectful to teacher
9. Misbehavior for a substitute
10. Minor insubordination
11. Possession of a prohibited device
12. Minor dress code violation
13. Other (i.e. mask violations)

### Level 1 Consequences

1. Warning
2. Conference with student
3. Sign and return letter sent home
4. Parent phone contact
5. Parent conference
6. Loss of privilege
7. Other

Level 2 Infractions Initial Level 2 infractions may be handled by the classroom teacher with previous and current phone contact documented. Level 2 infractions may be referred to the office—Chronic Level 1 infractions referred to the principal's office need to have documented parent contact made prior to students being sent to the office for the current offense.

Level 2 infractions include:

1. Fourth tardy
2. Forceful pushing/shoving of another student
3. Profanity toward another student
4. Insubordination
5. Chronic Level 1 Infraction

Level 2 Consequences include all options under Level 1 and one or more of the actions listed below:

1. Classroom detention before or after school
2. Referral to district auxiliary and or/support services
3. Office Time Out—Determined by principal
4. Before or after school office detention—Determined by principal
5. ISS—Determined by principal
6. Restitution for damages—Determined by principal
7. Referral to outside agency
8. Other (student will be picked up by parent)



Level 3 Infractions Level 3 infractions MUST be referred to the office.

1. Profanity toward a staff member
2. Threatening behavior/intimidation
3. Bullying
4. Inappropriate physical contact
5. Fighting
6. Creating an unsafe situation
7. Destruction of school property
8. Graffiti/petty theft<\$50
9. Harassment/profuse profanity
10. Rumor/gossip/anything leading to a fight
11. Chronic Level 2 Infraction

Level 3 Consequences: Level 3 consequences include all options under Levels 1 & 2 and one or more of the actions listed below:

1. Restitution for damages
2. ISS 1-5 days
3. 1-5 days suspension
4. Law enforcement referral

Level 4 & 5 Student Infractions Level 4 & 5 infractions MUST be referred to the office.

1. Fighting/assault with bodily harm
2. Under the influence/possession of an illegal substance
3. Major vandalism/theft>\$50
4. Sexual harassment/sexual misconduct
5. Possession of any weapon
6. False fire alarm/911 bomb threat
7. Assault of district employee
8. Arson
9. Chronic Level 3 & 4 infraction

Level 4 & 5 Consequences include all options under Levels 1-3 and one or more of the actions listed below:

1. Level 4 ISS 6-10 days—determined by the principal
2. Level 4 Suspension 6-10 days—determined by the principal
3. Level 5 ISS 10 days—determined by the principal
4. Level 5 Suspension 10 days—determined by the principal
5. Level 5 Long term suspension
6. Level 5 Expulsion

## DRESS CODE

The public will judge our schools on the basis of conduct and oftentimes on matters of dress and appearance. Therefore, in keeping with this frame of mind, a student's appearance, mode of dress, and/or cleanliness shall not disrupt the educational process or constitute a threat to safety.

The basic responsibility for students' dress and appearance, however, rests with the parents. Nonetheless, the school district has the responsibility to intervene at any time when it feels that

the appearance and dress of a student interferes with the educational process. This determination is to be made by the building principal.

Please read these dress and appearance guidelines to your child:

1. Scandalous or suggestive language and/or advertisement and gang-related items on clothing are forbidden.
2. Slippers, house-shoes, treaded socks are not appropriate for school. The only approved footwear for participation in P.E, gym and athletic activities shall be athletic shoes.
3. Students must wear a pullover, polo, or button-up shirt and all buttons must be secure except for the collar button.
4. **No halter-tops** or see-through clothing will be permitted.
5. Students will be permitted to wear shorts that are **loose-fitting and at least midthigh in length.**
6. Length of hair is optional but must be kept clean and groomed.
7. No nylon or spandex shorts or leotards shall be worn without a garment over them that are determined to be acceptable.
8. Hats, caps, sunglasses, ski caps, bandanas, headbands, wristbands, or similar articles will not be worn in building, save and except for those circumstances that are otherwise medically and/or constitutionally protected.
9. The wearing of any type of upper, outer body garment determined to be in poor taste because of brevity of neckline, cut of the armhole, or type of material will not be permitted
10. No midriff garments will be permitted. Tops/shirts should be long enough to cover the waist area.
11. Underclothes are not to show at any time.
12. In accordance to PED guidelines - all students regardless of vaccination status are required to wear a mask while: in a school building, on school transportation, or at an indoor school-sponsored event.

### EMERGENCY ALERT SYSTEM

In the case of emergency parents/guardians will be notified immediately by telephone call to the numbers provided when the child is enrolled.

The message on the phone call will provide information concerning the action taken by school officials.

### ENROLLMENT REQUIREMENTS

Students must reach the age of:

- four prior to September 1, the year of enrollment, to be eligible for entrance into the preschool program
- five prior to September 1, the year of enrollment, to be eligible for entrance into the kindergarten program
- six prior to September 1, the year of enrollment, to be eligible for entrance into the first grade.

When enrolling your child, please be sure to bring these items: birth certificate and immunization record.

At enrollment, many forms need to be completed: the enrollment form, a home language survey, a meal benefit application, a medical form, a parent/teacher/student compact, and others.

In addition, please provide a telephone or fax number from the previous school or the name and address of the school where your child last attended.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

The Jal school district is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The district classifies the following as Directory Information: student’s name, parent’s name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student’s photograph, and the most recent previous school attended by the student. Any parent or

eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept August 1. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by August 1, information designated above will be classified as Directory Information until the beginning of the next school year.

5. Copies of the complete FERPA Policy adopted by the district may be obtained from the superintendent's office or the principal's office of each school within the district.
6. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Jal Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
**U. S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-4605**

### FEES

At various times throughout the school year, fees may be collected for certain items or events which include, but are not limited to: school pictures, activity tickets, parties, field trips, yearbooks, instrument rental, student accident insurance, damaged or lost books and/or equipment.

These fees may be paid either to the classroom teacher or in the elementary office.

### FIELD TRIPS

For any student to be allowed to go on a field trip, a permission slip must be signed by the parent or legal guardian. Most field trips will be taken during the regular school hours. If the departure or arrival time is sometime other than during regular school hours, the permission slip will contain such information.

Most field trips are free of charge to students, but at times a fee may be required. In such instances where a fee is required, attendance to the field trip is optional.

### FIRE AND EMERGENCY DRILLS

Fire, tornado, and other types of evacuation drills are conducted according to regulations set forth by the state of New Mexico and the New Mexico Public Education Department.

### HEALTH PROCEDURE

If a child becomes ill or has an accident at school, the parent will be immediately notified. It is important that all information on the student's file be up-to-date and complete.

**ACCIDENT PROCEDURE** - If a child has a minor injury from an incident at school, we will follow proper first aid procedures and return the student to class. If the injury is serious, we will make the student comfortable and immediately call the parent. If the parent cannot be reached, we will attempt to contact the emergency number(s) that are listed on the student's emergency form.

**EMERGENCY MEDICAL TREATMENT** – Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of emergency. Parents should update this information as often as necessary.

**COMMUNICABLE DISEASES** – Certain guidelines are followed concerning any communicable disease or other health issue. Some are enumerated below:

**Fever** – Oral temperature of more than 100 degrees result in s student being sent home until the fever is absent for 24 hours.

**Vomiting/diarrhea** – Exclusion from school will be necessary until symptoms have subsided for 24 hours.

**Respiratory Syndromes** – School exclusion will be necessary if the following illnesses are suspected, and medical documentation will be required for readmission:

Influenza	Pertussis	Strep (sore throat)
Pneumonia	Tonsillitis	Pharyngitis
Excessive coughing that interferes with learning		
Colored nasal discharge		

**Rash** – If your child has a rash, there can be many reasons why. IF it is suspected that the rash could be caused from infection or illness, exclusion from school may be necessary until medical documentation is presented.

**Conjunctivitis or “Pink Eye”** – Students with eye irritation or discharge will be referred for medical evaluation and treatment. Students will be excluded from school until medical documentation or treatment has been rendered.

**Head Lice** – A student with nits or lice will be excluded from school. The student may return to school after the hair is treated with a medicated lice shampoo and is lice and nit free.

If your child has any of the above symptoms, please help us stop the spread of the illness by keeping your child at home. If you have any questions concerning these protocols, please feel free to call the school nurse at 395-2840.

**IMMUNIZATIONS** – All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the New Mexico Health

Department. The nurse will send out letters of notification each month to let parents know when their child is due for an immunization. Proof of immunization may be personal records from a licensed physician or public health clinic. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U. S. licensed physician which states that in the doctor's opinion the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed annually at the beginning of the school year.

**MEDICATION** – Students who must take non-prescription medicine during the school day must bring a written request from their parents along with the medicine, in its properly labeled container, to the nurse's office. Students who take prescription medication must have the proper permission form signed by their parents before any medication will be given. ALL medications, prescription or non-prescription, must have labels written in English and/or prescribed by a U. S. licensed physician. The office personnel will give the medicine at the proper times as directed. Permission forms for administration of prescription and non-prescription medication are in the nurse's office.

## **HOMEWORK**

Homework helps parents to know what their student is working on. Homework will be review, reinforcement, and realistic. Reviewing material taught at school will reinforce important concepts. Assignments should be reasonable and realistic. Homework will not be used as punishment, but as a cue to prompt students to think and to practice skills.

Each individual teacher will discuss homework policy for their classes at the beginning of the school year during the parent orientation meetings.

Students in the intermediate grades should expect these types of homework assignments:

- Language Arts: completion of unfinished daily assignments
- Math: completion of unfinished daily assignments
- Social Studies: preparation for classroom tests
- Science: preparation for classroom tests

## **INTERNET**

Students at Jal Elementary School have the opportunity to participate in the district's electronic communications system, including the Internet. With this educational opportunity also comes responsibility. It is possible that the student may encounter areas of adult content and some material that you, as a parent, might find objectionable. While the district will take reasonable steps to curb access to such material and does not encourage such access, it is not possible to absolutely prevent such access. Inappropriate Internet use will result in the loss of the privilege to use this educational tool.

### **Student Rules Regarding Internet Use:**

- The student will not enter sites that contain pornography or other socially unsuitable topics or pictures.

- The student will not misuse email. He/She will conduct himself/herself properly when sending messages.
- The student will not use the Internet without the permission of the teacher or without the teacher or his/her designee present.
- Inappropriate use of the Internet will result in appropriate consequences.

### LEAVING SCHOOL EARLY

If a student leaves school early, the parent or legal guardian must check him/her out from the office, signing the register that gives time, date, and reason for release.

No person outside of the legal guardian shall be allowed to take a student from the classroom or building at any time during the school day unless expressly authorized to do so by written permission from the student's parents or legal guardian. Written permission shall be filled out in the office with both parent/guardian and the authorized person present. The written permission shall be kept on file.

If the school personnel are in doubt about an individual's authorization to remove a student, the school officials involved will call the police so that the disposition can be made lawfully.

Students may not leave the school grounds at lunch without parent permission in accordance with guidelines set forth in this handbook under "Cafeteria."

### LIBRARY

The library is a multi-functional educational center for teachers and students. Useful reference material, audiovisual tapes and equipment are provided for teachers. Books, magazines, a listening center and encyclopedias are provided for the students. The elementary has three libraries. Kindergarten has a library. First and second share a library and 3-5 grades have a library on the second story of the building.

**Lending books:** Students visit the library during RTI time. Students in grades K-1 are allowed to check out one book at a time. Second and third grade students check out two books at a time. Students in grades 4-5 are allowed three books at a time. They may check out books before and after school and whenever their classroom teacher lets them come to the library and the librarian is there. Students are not allowed to check out books over the Christmas holidays.

**Past due books:** Books are not considered late or past due until two weeks after the date that is stamped on the due date slip located in the front of the book. At that time, a notice is sent to the student. The student will receive weekly notices up to three weeks. Notices are mailed home to parents the fourth and fifth week. If the book has still not been turned in or paid for, the school principal is then given the notice from the sixth week on until the matter is settled. Students are called in to the office to discuss the status of their library book. Once the book is paid for, the matter is settled. Should the book be found at a later date and still be in usable condition, the money will be returned to the student. Library privileges may be suspended for students who have had notices sent to their parents.

**Computers/iPad:** The computers and Ipads in the library are for the students to use. Students may do research on them, write papers, and take AR tests. Before the students may use the Internet, a signed user policy must be on file in the computer lab. Students may use the computers any time the librarian is in the library.

**Student resource center:** A student resource center is available to the students. It contains encyclopedias, dictionaries, atlases, and many other sources of information students may need. Students may use the resource center any time the librarian is in the library.

If a book is lost or damaged beyond repair the student will have to pay the full cost of the book. Should a book be damaged, but able to be repaired or still be used, then half of the cost of the book will be required. A report card will not be issued to a student who fails to pay for a damaged or lost book.

### LOST AND FOUND

The elementary school maintains a coat rack in the hallway for clothing items that are found at school. Smaller and non-clothing items are kept in the office. Student clothing and other items should be clearly labeled.

### MAKE-UP WORK

Each individual classroom teacher will have his or her own rules concerning make-up work. These rules are discussed at the beginning of each school year at the parent orientation meetings.

### PARKING

If you are picking up your child at regular dismissal times, please do not park in the bus-loading zone (the semi-circle in front of the cafeteria).

If you park at school at other times during the day, we ask that you please turn off the engine to your vehicle.

If you are visiting the school to help in a classroom, please do not park in the bus loading zones (semicircle drive).

Please avoid parking/entering the bus loading zones from 7:30-8:00 and from 3:30-4:00 P.M.

### PARTIES

There are four scheduled parties throughout the school year: in October, December, February, and at the end of the year. However, parties are scheduled at the discretion of the individual classroom teacher. A form is given at the beginning of each year informing parents of the cost



and information about helping with the parties. Often, refreshments or party supplies above and beyond the initial cost of the parties are requested.

**We ask that students do not hand out private party invitations at school.**

### PERSONAL PROPERTY

Students should limit the items they bring to school to those items that are necessary for school activities. The school is not responsible for items that are lost or stolen from classrooms, desks, playgrounds, etc.

Students are asked not to store valuables in their desks (or even to bring them to school). Desks are furnished as a convenience and educational purpose and not for safekeeping of valuables. Students' personal belongings should be clearly labeled in permanent ink.

Valuables that are discovered being brought to school such as video games, ipods, cell phones, etc. may be held in the office until the end of the school day. It is best that these items are left at home.

### PESTICIDES

Pesticides are periodically applied at Jal Elementary School. Pest control is done during the summer months, holidays, or on Saturdays during the school year. All work is done by a contracted licensed applicator.

### PHONE CALLS

The office telephone is for BUSINESS AND EMERGENCY USE ONLY! Please be aware of this policy. Students wishing to use the phone must receive permission from the secretary or from the principal. Students wanting to visit friends after school must go home first and ask permission from their parents—not from the school telephone.

**All student phone calls must be made from the office.**

### PHYSICAL EDUCATION

Each student will participate in regular PE classes unless:

- A written parent request is made due to illness. Should this request be for more than three days, a written note from a physician will be required.
- A physician's statement requests an exemption.
- A teacher permits an exemption after noticing an illness.

Students will participate in PE classes daily. Knowing this, students should refrain from wearing earrings or other jewelry that may present a danger to themselves or others. Proper shoes should also be worn to PE classes. (Sandals and uncomfortable shoes create difficulties during physical activities.)

## PLAYGROUND RULES

Safety on the playground requires that we all follow certain guidelines. Teachers and parents, please go over these rules with your students.

1. Use common sense when playing on any of the equipment. If you think someone could get hurt, don't do it.
2. Swings—No twisting, under dogging, pushing, or running between the swings.
3. Slides—No climbing up the slide or running up the ladder. Legs must be flat and straight down on the slide. No standing up or swinging from the crossbar above the slide. No toys or playground equipment is allowed on the slide.
4. Climbing equipment—Keep hands off other students who are on the climbing equipment.
5. No tackling, tripping, playing rough, or jumping on others.
6. Balls are the responsibility of the person who brought them out. Balls are not to be thrown against the walls, windows, the trees, or at other people.
7. Certain games overlap with each other on the playground and balls from one game may cross the path of players on another game. When this occurs, please return the ball to the proper spot. (Don't kick or throw it away from the person trying to retrieve it.)
8. No climbing trees or pulling on the limbs.
9. No climbing fences.
10. If you need to go into the building for whatever reason, ask the person on duty.
11. Please stay off the volleyball or basketball courts if you are not playing those games.
12. There will be no "keep away" games.
13. There will be no loitering or lingering in the restrooms.
14. When the bell rings, quickly leave the playground and return to the classrooms or cafeteria.
15. Check the playground for any equipment that is left on the playground and take it to its proper place in the building.
16. Please refrain from riding bicycles, skateboards, or skates on the playground after school hours (especially between 3:30-4:00).

## PROMOTION / RETENTION

The Jal Public Schools do not grant social promotions. A student is promoted if he/she has shown adequate progress toward proficiency in the standards of English Language Arts and Mathematics. Retention is discussed with parents if a student is not proficient in a majority of these standards.

No student shall be retained more than one time in grades K-3, or more than one time in grades 4-5, except by parent request.

Conferences between parents and teachers will be held in the late spring if a student is a candidate for retention. Parents have first refusal rights to retention as per state statute, but on a second retention case, the rights belong to the school.

Students in the special education programs are promoted/retained on a case-by-case basis determined by conference between parents, classroom teachers, and resource room teachers.

**An excessive number of absences (either excused or unexcused) may be cause for retention.**

During a conference concerning retention, parents are asked to sign an agreement for retention or a waiver from retention. Once the parents have signed a waiver, New Mexico statutes state that further parental approval is not required.

### RECORDS POLICY

A student's school record is confidential and is protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves the student from school to school. (Also see "Family Educational Rights and Privacy Act" information of pages 10-11.)

### REPORT CARDS (GRADING SYSTEM)

Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. Report cards must be signed by the parents and returned to the classroom teacher in a timely manner.

Proficiency status of students will be used for the four academic subjects of language arts, math, social studies, and science. Letter grades of S, N, and U will be used for conduct reports.

Below is a brief description of the proficiency status and conduct grades:

4---mastery	S—satisfactory
3—partial mastery	N—needs improvement
2—emergent mastery	U—unsatisfactory
1—non-mastery	

When a parent is concerned or has a question about the scores on the report card, it is recommended that the parent contact the teacher for a conference.

### SEARCH AND SEIZURE

All teachers, administrators, or school bus drivers (hereafter school employees) may conduct a search of student's personal or school property assigned to that student if they have a reasonable cause to suspect that a crime is being or has been committed, or they have reasonable cause to believe that a search is necessary to help maintain school discipline and/or safety.

Search of a student's person or vehicle on school property may be conducted only if the school employee notices, or is suspicious of arrangements of a student's clothing, possessions, or

actions which give reasonable cause to believe that a crime or breach of the disciplinary code is being or has been committed.

\*(a) Search of a student's person may be conducted only by a school employee in the presence of another school employee.

\*(b) Search of a student's person may be conducted only by a school employee of the same sex.

If the search of a student, his or her locker, or possessions discloses contraband material whose possession violates the law, school employees should notify the appropriate authorities. Illegal items (firearms, knives, or other dangerous weapons) or other possessions which are a threat to the safety or security of others may be seized and released to appropriate authorities. Items that are used or may be used to disrupt or interfere with the educational process may be removed from student possession.

\*Parts (a) and (b) will be adhered to by school personnel where possible and practical. In extenuating circumstances, school employees are hereby authorized by the Board to carry out their lawful responsibilities as the situation dictates. Legal reference: New Mexico State Board of Education Regulation 77-3, June 1977.

## SEXUAL HARASSMENT

The following is part of the Jal School Board's sexual harassment policy that may be of importance to elementary students.

The Board of Education forbids harassment of any student on the basis of sex. The Board will not tolerate sexual harassment of students by employees or by other students. The intent of this policy regarding conduct between employees and students is clear and straightforward: **NO EMPLOYEE OF THE SCHOOL DISTRICT MAY ENGAGE IN ANY CONDUCT OF A SEXUAL NATURE WITH ANY STUDENT, REGARDLESS OF THE STUDENT'S AGE, ABILITY TO CONSENT, OR ACTUAL CONSENT.**

**Conduct of a Sexual Nature.** Conduct of a sexual nature may include, but is not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity;
- Repeated or persistent requests for dates, meetings, and other social interactions;
- Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
- Showing or giving sexual pictures, photographs, illustrations, messages, or notes;
- Writing graffiti of a sexual nature on school property;
- Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- Sexually-oriented "kidding," "teasing," double-entendres, and jokes; and
- Any harassing conduct to which a student is subjected because of or regarding the student's sex.

**Standard of Conduct for Students—Unwelcome Conduct of a Sexual Nature.** Verbal or physical conduct of a sexual nature by one student of another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.

**Reporting of Sexual Harassment by a Student or Students.** Any student who believes he or she has been sexually harassed by another student or other students may tell a teacher, counselor, or principal, or assistant principal.

If a student who believes he or she has been sexually harassed by another student or students, and who feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem and ask for the parent(s)' help in reporting the sexual harassment to appropriate school personnel.

**Reporting by Employees Mandatory.** Any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, must notify his or her immediate supervisor or the Superintendent of such report, regardless of whether the employee receiving the report considers the report credible or significant.

**Investigation.** All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or his or her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

**Sanctions.** Any **employee** found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.

Any **student** found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirements.

## SUPPLIES

Students should come to class every day with the supplies needed for the variety of assignments and activities in which they may be engaged. A list of school supplies for each grade level is available in the school office.

## TEXTBOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Textbooks are to be returned in the condition in which they were issued, subject to normal wear and tear. Loss of a textbook or library book is to be reported immediately to the teacher by the student. Payment for lost or damaged textbooks is to be made to the school.

## TOBACCO, ALCOHOL, DRUG POLICY

The use of tobacco by students on school property is prohibited. Students are not to bring tobacco in any form to school. Any student involved in the use, possession of, or under the influence of drugs or alcoholic beverages on school property may be expelled from school. Parents will be called for a conference.

### VANDALISM

Students should take pride in their school and its appearance. This pride includes using common sense. Trash belongs in trashcans. Food should be eaten only in designated areas.

Students who damage or disfigure school property will be required to pay for the damage that is done. They may also face disciplinary action or legal action. Expense for damages incurred by the district resulting from vandalism of any kind, or from willful or malicious acts will be recovered by the district by any legal procedures available.

### VISITOR POLICY

Parent visitation to the school is encouraged. All visitors must come directly to the office or the nurse's office and sign in and receive a visitor's identification tag. This is a security measure for students as well as staff members. It is very important that we have everyone's full cooperation in this matter. All students being checked in/out of school for the day must be signed out in the office. If your child is on the playground, you must have the visitor identification tag and a note from the office to take to the duty person outside or your child will not be released.

Children other than those enrolled in this school are not allowed to visit school unless given express permission by the principal.

An individual who is on school property without approval of the principal may be considered trespassing.

### VOLUNTEERS

Parent and community volunteers provide a great service to our students. Volunteerism is invited and encouraged. Please make arrangements with the principal if you wish to volunteer your time at the school.

### WEAPONS

The following is taken from the Board of Education Policy Manual concerning weapons at school:

**Possession of weapons in school:** The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to **forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.**

**Definition of weapon:** For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-alike" object that resembles an object that has a potentially violent use, if under the

surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

**Definition of firearm:** For purposes of this policy and compliance with the federal Gun Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to arm may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

**Prohibitions:** It is the policy of the Board that no student shall bring a weapon to school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

**Enforcement:** This policy shall be enforced according to the Board’s Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No.81-3, as amended, and the policies of the District.

Any student who brings a firearm or weapon to a school or school-sponsored activity shall, in addition to penalties imposed under school board policy, be referred to appropriate law enforcement authorities for prosecution.

**Penalties for violations:** Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion. In compliance with federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period of not less than one year, provided that the Superintendent or the Board of Education may modify such penalty in appropriate cases at their discretion.

This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA). In accordance with the provisions of that law, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

#### WITHDRAWAL PROCEDURES

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

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**You may still have many questions concerning policies and procedures at the elementary school, or other questions may arise during the school year. Please feel free to contact the elementary office at any time you need to communicate to the school. The phone number is 395-2840.**