

**ESTANCIA ELEMENTARY SCHOOLS
FAMILY HANDBOOK
2023-2024**

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.

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, LSW..... Social Work
- Maryann Wadden Special Education Social Work
- Melinda Harvey..... Dean of Students
- Brande Miller..... LEA

Central Office Staff

- Cindy Sims, PhD..... Superintendent
- Kelley Gutierrez..... Finance Director
- Cynthia Golden-Arnold..... Special Education Director, PreK Principal
- Sherry Solomon..... Transportation Coordinator
- Kasey Kadera..... Technology Department
- Joshua Lewis Technology Department
- Annette Ortiz..... Human Resources/Payroll
- Tammy Chavez..... Central Office Administrative Assistant

Board of Education

- Randol Riley.....President
- Lee Widner..... Vice-President
- Heather Hedges..... Secretary
- Robert Chavez..... Member
- Ashley Romero..... Member

Estancia Municipal Schools Compact

As a school staff, we will:

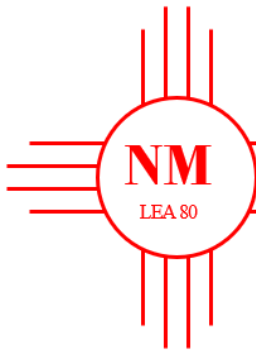
- Provide a safe learning environment that enables students to meet or exceed the state's academic achievement standards
- Provide multiple supports for students to be successful
- Provide accountability for attendance through regular monitoring and communication
- Provide extra-curricular opportunities for students
- Provide extended learning opportunities (interventions, tutoring, enrichment, dual credit courses, specialized programs, credit recovery, et cetera.)
- 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 Power School
- 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 Power School
- 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 use 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, et cetera)
- 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)



ESTANCIA MUNICIPAL SCHOOLS

P.O. Box 68 / Estancia, NM 87016

Cindy L. Sims, PhD
Superintendent

Phone (505) 384-2006
Fax (505) 384-2015

June 29, 2023

Dear Parent or Guardian:

Great news for you and your children! All students in the Estancia Municipal School District will continue to receive a free healthy breakfast and lunch at school during the school year. What do you have to do?

- You do not need to do anything.
- You do not have to pay any money or fill out any forms.
- You do not need to send your child to school early for breakfast. Breakfast will be part of the school day.

Our school is getting free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the *Community Eligibility Provision (CEP)*.

If you have any questions, please call me at 505-384-2006.

Sincerely,

Cindy L. Sims, PhD
Superintendent

Non-discrimination

Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov

ESTANCIA ELEMENTARY SCHOOL(s)

Estancia Elementary consists of three separate building sites- Lower Elementary, Upper Elementary, and Van Stone. Lower Elementary - PreK through 1st grade classrooms, Art, the District Nurse’s Office, and various Ancillary Staff.

Upper Elementary - 2nd through 6th grade classrooms, Tech Department, Library, Reading and Math Interventionists, and various Ancillary Staff.

Van Stone - Physical Education and Music Activity Blocks, grades K-6th.

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

ATTENDANCE

EMSD Board Policy 303.3.2, Attendance Policy- 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 if 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 8:20 AM and ends at 3:05 PM. Students will be dismissed from the cafeteria at 8:35 AM. Morning announcements will begin at 8:50 AM with instruction beginning at 8:55 AM. If a student is tardy (after 8:40 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 Elementary Principal. **Students who are tardy three times without an excuse will count as a day missed for the purpose of attendance awards.**

Dismissal time is 3:05 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.**

ARRIVAL AND DISMISSAL- Parent Provided Transportation

Student Drop Off and Pick Up- Drop Off begins at **8:20 AM**, once supervision is onsite. Pick Up begins at 3:05 PM for Pre-K and siblings at the Lower Elementary, and 3:05 PM for all other grade levels in front of Central Office. **Please note, students on campus BEFORE 8:20 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 Kindergarten- 6th grade -

- Drop off begins at 8:20 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 vehicle door.

2023-2024 School Year Drop Off Routines PreK and siblings -

- **Drop off begins at 8:20 AM, once supervision is present,**
- **Students will be dismissed from their vehicles and escorted either to the Lower Elementary OR sent to the cafeteria (grades K-6th),**
- **Vehicles will be pulled forward as quickly as possible,**
- **To ensure student safety, please keep your child/children in your vehicle until the duty person opens the vehicle door- regardless of grade.**

Pick Up Routines (K-6th grade)

- **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, grades Kindergarten-6th),**
- 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.

2023-2024 School Year Pick Up Routine (PreK and siblings grades Kindergarten- 6th):

- **Pre-K and siblings are to be picked up at the east-side of the Lower Elementary near the Lower Elementary playground- off of Iverness,**
- **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.**
- **Families with non-PreK students will be sent to the regular pick-up/drop-off area.**

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. NOTE: WE WILL NOT BE PULLING STUDENTS OFF OF THE BUS FOR LAST MINUTE CHANGES.

School Provided TRANSPORTATION (buses)& DELAYS and CLOSINGS

Arrival- Students arrive on campus and are dismissed from their buses by 8:20 AM. Students report to the cafeteria for breakfast, grades K-6th. PreK students are escorted to their classroom once they are dismissed from their bus.

Dismissal- Students are dismissed from class and escorted to their buses by 3:05 PM.

Official times for student pick up and drop off are available by contacting the Director of Transportation- Sherry Solomon, (505)705-0512.

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.

Riding the bus is a privilege, not a right. 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.

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 or other foreseen event(s). These decisions are made in consideration of both plains and mountain locations within the district, while keeping in mind bus routes, student drivers, and teachers commuting to work. Weather and road conditions vary widely within our rural community; while Estancia may see little snow and have mostly clear roads, Tajiue, Torreon, and Chilili are often buried. Working with the Department of Transportation; state, town, and local police; and those who are driving and checking route conditions, a decision will be made by 5:45 a.m. for a delay or closure. In the event of improving conditions when there is a delay, a second assessment will be made by 8:00 a.m. KOAT news will begin broadcasting delays and closures at 6:00 a.m. and an automated phone call will announce school closures or delayed starts will also be made soon thereafter. The district will also post delays and closures on the district website and Facebook page. If buses are unable to run in your particular area and school is open, your child will receive an excused absence.

Supervision will not be provided prior to 10:35 AM on two-hour delays or after 1:05 PM on early release.

- **DELAYED SCHOOL DAYS** - On delayed school days, classes will begin at 10:35 AM. This will be announced as a two (2) hour delay. Breakfast will not be provided on 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.

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 Education 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 for qualifying students
- Gifted Education
- Related Services (Speech and Language, Physical and Occupational Therapy, and Social Work Counseling)
- Transition Services (career/college readiness)

Reading and Math Intervention - Reading and Math Intervention are provided for Kindergarten through 3rd grade students. This intensive model of intervention provides explicit differentiated instruction for students who are struggling in basic foundational reading and math skills with the goal of filling learning gaps before students enter the 4th grade. Teachers in 4th-6th grade are provided strategies and modeling from our District Math Coach, our Elementary Reading and Math Interventionist, and our CREC Literacy Coach during weekly teacher meetings.

Student Assistance Team (SAT) - Estancia Elementary School has two Student Assistant Teams (Kindergarten- 3rd grade and 4th-6th grade) 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 the 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 (SAC) - The Estancia Elementary School Advisory Council (SAC) is established by the EES Principal each school year. The council is 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 to 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.

Wellness & Mental Health Services - Please see our District's homepage for the services our Wellness and Mental Health Team can provide our students and families.

Services are comprised of:

- School Social Workers (Two on-site) who serve as a community liaison working specifically with families, individual children, and governmental agencies for the protection of the child. General education and special education services are provided to support students with social emotional needs that are impeding their academic progress.
- School Psychologist- Works closely with classroom teachers, support staff, and often parents and the child, to support students with social emotional needs that are impeding their academic progress.

Health Services - Estancia Elementary School houses the EMS District Nurse and the Health Assistant at the Lower Elementary School Office. They may be reached at 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 web page for complete policies and procedures regarding medications on campus. Note: Students may not self-administer any medication.
- Student Illness- In the event that your child becomes ill at school, the District Nurse or Health Assistant will report the illnesses to the individual student's teacher. The Nurse or Health Assistant will contact parents using PowerSchool contact information to pick up the ill children or children who may be contagious IMMEDIATELY.
- Should an injury occur at school, the Nurse will immediately treat your child, make sure your child is safe, and then contact the parent.

COMMUNICATION

We ask that you please 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.

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.**

Parent/Guardian Communication- Teachers will communicate regularly with families through email, Class Dojo, Student Agenda, phone calls, and during scheduled parent/teacher conferences. 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 PreK-6th, 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. For up-to-date events and announcements, please visit our website: www.emsdbears.us

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 disrupt 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, and are subject to a background check.

GENERAL SCHOOL INFORMATION

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

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 Upper Elementary School office. Parents are requested to contact the school office one-week prior to withdrawal to ensure accumulation of student fees, records, grades, student designation and to 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.

Procedures for Class Placement/Changes - 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 consideration to the student's learning and behavioral needs as much as possible. However, we understand that needs may arise that might require a change in placement. A process and a committee, consisting of administration, social worker, and grade level representative, is in place to consider a request for changing a child's academic placement. 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 will provide the paperwork that outlines this procedure upon request.

Birthdays, Holidays, and Celebrations are meant to be fun, but instructional time is imperative. Families wishing to bring food items to school for celebrations may **ONLY** do so with the permission of the classroom teacher. Celebrations will occur no sooner than 2:15 PM. Items may be dropped off in the Lower and Upper Elementary offices throughout the day and will be delivered to the classroom by 2:15 PM.

Field Trips - Field Trips are school-sanctioned 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.

Cell Phones are prohibited on field trips. We understand that there are extenuating circumstances, such as health needs and/or an IEP accommodation that require your child to have his/her cell phone with them; please make prior arrangements with your child's classroom teacher regarding the safe keeping of the cell phone during the field trip.

All chaperones attending a field trip must be:

- A minimum of 21 years old,
- Provide their own transportation to and from the field trip,
- Must remain with their assigned students until the students have boarded the school bus before leaving the field trip site.

Help us keep field trips focused on your student - siblings, young and old, are not permitted.

Releasing Student to Parents from Field Trip Location - Prior approval needs to take place In the event parents wish to check out their child from field trip sites. Release forms will be attached to the field trip information and permission form. Please complete this form IF you plan to provide transportation from the field trip for your child.

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).
- Be Aware - students will not supervised by the school staff at after school events other than when in tutoring or participating in a school sponsored club.

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

Social Activities and Fundraisers - Students are encouraged to participate in fundraising events, but are NOT required to do so. All fundraisers held by Estancia Elementary 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.

PROGRAMS

Activity Blocks – Estancia Municipal Schools believes in educating the whole child. For that reason, in addition to academic work in home classrooms, students participate in Music, Art, Physical Education, Science/Technology, and Library. Following NM State standards, Music, Art, and PE are taught by certified teachers and provide students with a variety of instruction in performing arts, such as singing, dancing, and instruments; visual art using a variety of media such as clay, watercolor paint, tempura paint, and crayons; and physical fitness through games and exercises. Beginning in the 2023 – 2024 school year, students will also participate in a Science/Technology Activity Block where hands on science experiments based upon state standards, keyboarding, and basic computer applications will be taught by a certified teacher. Students will also have the opportunity to visit the Elementary Library each week to select a book for leisure reading as well as enjoy a short story time.

New Mexico Pre-K - Our **5 Star Rated Pre-K Program** follows the FOCUS criteria and guidelines for 3 and 4-year-old students. If you have any questions please contact Cynthia Golden, Director of Special Education and Principal of PreK, at (505) 384-2007.

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)384-2006.

McKinney-Vento – These federal funds provide resources (clothing, food, hygiene products, information regarding community resources, and supplementary materials) needed for educational purposes for students identified as homeless as per the Education of Homeless Children and Youth Act, PreK-12th grade. If you have any questions or comments, contact Denise Shirley, LSW, McKinney-Vento Liaison, at (505)384-2004.

Free Breakfast and Lunch Program- Breakfast is served from 8:20-8:35 AM. Lunch is served from 10:45-11:45 AM.

Lunch Times are staggered and recess times will be determined by grade level classroom teacher.

Lunch Schedule:

- **Preschool-1st Grade:**
10:45 AM-11:15 AM
- **Grades 2 & 3:**
11:00-11:30 AM
- **Grades 4 & 5:**
11:15-11:45 AM
- **Grade 6:**
11:20-11:50

ACADEMIC INFORMATION

EMSD Board Policy 412.1, Grading Policy - *In compliance with New Mexico Administrative Code 6.29.1, Estancia Municipal Schools has a standardized grading system. All grading and reporting practices support the learning process and encourage student success. It is the policy of the Board of Education to support its 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 1 – 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%

No Credit = insufficient evidence for determination of proficiency level

Kindergarten utilizes a rubric based grading system around kindergarten standards. PreK reporting is outlined in the PreK Parent Handbook.

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

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.).

Homework

Homework is an assignment given for study, preparation, practice, or completion outside of regular class time. The primary purpose of homework is to reinforce, enrich, and/or extend learning and help students practice or extend the development of important skills and understanding of important content and concepts. Homework is also intended to help students work in an increasingly self-directed manner, learn to manage time, and develop responsibility.

Homework is a valid, desirable, and expected extension of classroom learning under the following conditions:

- Learning objectives are clear so that students know the purpose of the assignment and how it relates to specific standards and benchmarks.
- There is essential practice or extension of needed skills and concepts.
- The homework is within the capabilities of the student.
- The student has home access to adequate resources and materials with which to complete the assignment.
- The homework provides an opportunity for timely, developmental feedback to the learner.

Harris Cooper, a renowned research on summer learning loss and a noted expert on homework is quoted as saying, "Research shows that all children, even young children, learn better when they bring home school assignments. The key to success is that the assignments be appropriate to the student's developmental level and home circumstances. For young children, homework should be short, simple, and lead to success. Older students can have more challenging assignments that involve both practice and the integration of skills...homework teaches other important skills such as good study habits, time management and a recognition that academic learning can occur anywhere, not just at school. Homework can foster independent learning and responsible character traits." (Herring, Sarah. "News Tip: 'Homework is Like Good Medicine' and Other Research-Based Back-to-School Advice." Duke Today, August 20, 2018.

Honor Roll - A student's grade point average (GPA) must be 3.2 or better. Students who have earned a C in any class will be ineligible for 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 recognition.

Retention Policy – Students who are not proficient in grade level skills may be recommended to be retained by the classroom teacher and the School Advisory Team (SAT) following unsatisfactory progress despite intense interventions and support. Decisions for promotion and retention will follow district policy as follows:

EMSD 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 timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies.*
- c. *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.*

EMSD Board Policy 412.1.6, Academic Integrity Policy - *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.*

BEHAVIOR MANAGEMENT and BOARD POLICIES for BEHAVIORS

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 or is unsafe, 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.

Classroom Management - Following Positive Behavior Interventions and Supports (PBIS) guidelines, 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 disruptive behaviors that would interfere with learning.

Cell Phone and Electronic Device Usage – Student cell phone and personal electronic devices (iPod, MP3 players, Smart Watches, etc.) use is prohibited between the hours of 8:20 AM and 3:05 PM for ALL elementary students. 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 the 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.

Student’s personal cell phones will remain on campus (extenuating circumstances will be addressed by parent and classroom teacher), locked in student locker or in classroom teacher cabinet during field trips and other school sponsored activities that require the student to leave the classroom between the times of 8:20 AM and 3:05 PM.

Students may use the phone located in the office (Lower and Upper) or in the classroom for emergency purposes only and with teacher permission.

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

Anti-Bullying/Cyberbullying Policy, EMSD Board Policy 702- *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 bullying and cyberbullying.

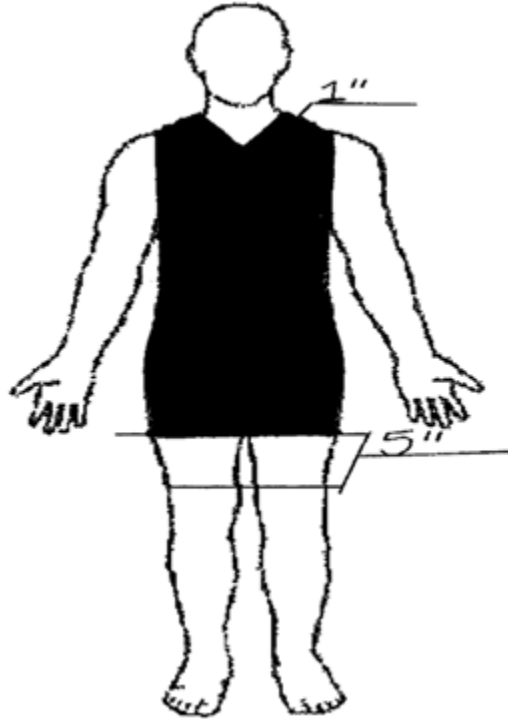
Legal Reference - NMSA 1978 § 22-2-21 (2013)

Tobacco, Alcohol, & Drug Free Schools, EMSD Board Policy 612.4.1, TITLE 6, 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 Schools Dress Code, EMSD Board Policy 300- School staff reserves the right and has the responsibility to intervene anytime they feel that the appearance of a student is interfering with the learning of others. 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
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.

PROHIBITED ITEMS

- Alcohol; drugs; tobacco, e-cigarettes, vapes, and nicotine containers; controlled substances; or drug-related materials to include lighters and/or matches
- Weapons of any kind- firearms, knives, etc.
- 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
- Cell phones between the hours of 8:20 AM-3:05 PM
- Athletic equipment (bats, baseballs, basketballs, soccer balls...)
- Toys (laser pointers, electronic games, make up, hair spray, perfumes/colognes ...)

In School and Out of School Suspension - As educators, our goal is to keep all students in their classroom and learning; however, we are aware that some behaviors require the removal of a student who is impeding the learning and/or impacting the safety of self or others. This decision is not taken lightly. A decision to suspend a student will be made following a careful investigation and in line with the Behavioral Learning Matrix.

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 drinks (other than water) during ISS. Students are not permitted to display or use electronic devices that are not assigned activities while in ISS.