

ESTANCIA ELEMENTARY SCHOOLS FAMILY HANDBOOK 2024-2025

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.

Equal Opportunity Statement

Estancia Municipal Schools does not in relation to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or physical or mental handicap or serious medical condition. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator	Section 504/SAT Coordinator	McKinney-Vento
Stewart Burnett PO Box 68 Estancia, NM (505)384-2002	Jennifer Gonzales, 504 K-6 th & SAT 4 th -6 th Cheryl Chavez, SAT kinder-3 rd (505)384-2004	Maria Chavez Carmen Polk (505)384-2004

District Phone Numbers:
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
Cynthia Golden..... PreK Principal
Melinda Harvey..... Dean of Students
Aimee Watts Elementary Administrative Assistant, Upper Elementary
Denise Shirley, LSW..... Social Work
Maryann Wadden Special Education Social Work

Special Education Staff

Karen Pai..... Special Education Coordinator
Brandeis Miller..... Local Education Agency (LEA)
Britanie Solomon..... Special Education Administrative Assistant, Lower
Elementary

Technology Department

Kasey Kadera..... Technology Department
Merlin Mercer..... Technology Department

Central Office Staff

Cindy Sims, PhD..... Superintendent
Kelley Gutierrez..... Finance Director
Sherry Solomon..... Transportation Coordinator
Annette Ortiz..... Human Resources/Payroll
Tammy Chavez..... Accounts Payable/Administrative Assistant
Stewart Burnett..... Assistant Secondary Principal, Athletics, Title IX
Coordinator

Board of Education

Randol Riley.....President
Lee Widner..... Vice-President
Heather Hedges..... Secretary
Sarah Lucero.....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 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, the District Nurse’s Office and Ancillary Staff. Upper Elementary - 2nd through 6th grade classrooms, Tech Department, Library, Reading and Math Interventionists, and Ancillary Staff. Van Stone - Physical Education, Art and Music Activity Blocks, grades K-6th, District Board Room, Kids’ Closet.

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

ACTIVITIES

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.

Chaperone Requirements:

- 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,
- **Siblings are not to attend field trips.**

Releasing Student to Parents from Field Trip Location - Prior approval must 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 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).
- Supervision of students will be provided by the activity sponsor.

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

Fundraisers - Students are encouraged, but NOT required to participate in fundraising events. All fundraisers held by Estancia Elementary must be approved through the Principal’s office and the Finance Director.

ADMISSIONS/ENROLLMENT

NMAA Guidelines will be utilized in regards to gender/identity determination for enrollment in PowerSchool.

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. **Mandatory hold on official enrollment of all open enrolled students for verification of residency and records/discipline check (Board Policy 303.3.1).**

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 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 - 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.

ARRIVAL AND DISMISSAL- Parent Provided Transportation

Student Drop Off and Pick Up- Drop Off begins at **8:15 AM**, once supervision is onsite. Pick Up begins at 3:10 PM for Pre-K and siblings at the Lower Elementary, and 3:10 PM for all other grade levels in front of Central Office. **Please note, students on campus BEFORE 8:15 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 will 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 8:15 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.

Drop Off Routines PreK and siblings -

- **Drop off begins at 8:15 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.

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: STUDENTS WILL NOT BE PULLED OFF THE BUS AFTER 3:00 PM.

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 8:15 AM and ends at 3:10 PM. Students will be dismissed from the cafeteria at 8:30 AM. Morning announcements will begin at 8:40 AM with instruction beginning at 8:45 AM.

If a student is tardy (after 8:30 AM), families must sign in at the office upon arrival. Excessive tardiness will result in contact from the Elementary Secretary, School Social Worker/Counselor, or Dean of Students. **Students who are tardy three times without an excuse will count as a day missed for the purpose of attendance awards.**

Dismissal time is 3:10 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, School Social Worker/Counselor, or Dean of Students. **Students who are checked out early three times without an excuse will count as a day missed for the purpose of attendance awards.**

BEHAVIOR MANAGEMENT AND BOARD POLICIES FOR BEHAVIORS

EMSD's Behavioral Learning Matrix, grades K-12, is located on the District website- www.emsbears. Please take a moment to review this policy as it reflects a continuum of disciplinary action broken down into Minor, Moderate, Major, and Severe infractions with discipline based on a first, second/third, or ongoing infractions. The Matrix can be found on the school webpages (elementary and secondary follow the same matrix). The Estancia Municipal Schools' Behavioral Learning Matrix contains student misbehaviors and the progressive disciplinary steps assigned to each behavior.

Student Code of Conduct- 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 Support (PBIS) guidelines, classroom teachers have well-defined procedures for maintaining an environment conducive to safety and learning.

Cell Phone and Electronic Device Usage – 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 8:15 AM and 3:10 PM.

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 the complete Board Policy 702.

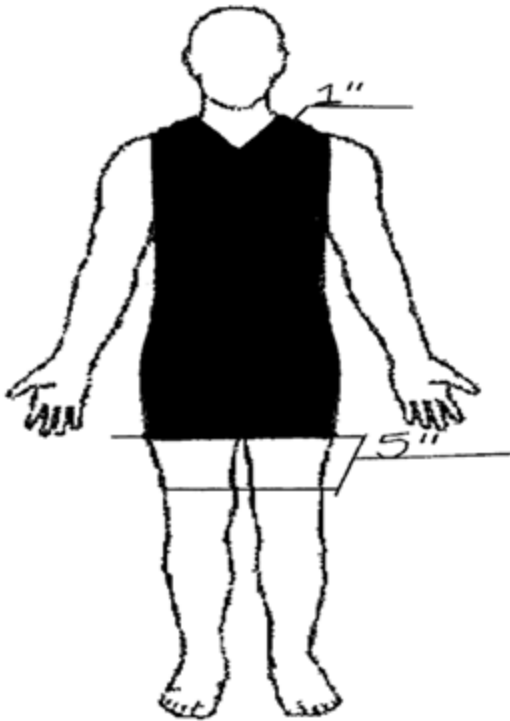
In School and Out of School Suspension - A decision to suspend a student will be made following a careful investigation and in line with the Behavioral Learning Matrix.

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.

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 nine days) have no rights to daily work or credit for daily work. Students under short-term suspension (nine 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.

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 skirts 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 8:15 AM-3:10 PM
- Athletic equipment (bats, baseballs, basketballs, soccer balls...)
- Toys (laser pointers, electronic games, make up, hair spray, perfumes/colognes ...)

CAMPUS SAFETY AND SECURITY

School Security Officer (SSO) and School Resource Officer (SRO)- Estancia Municipal Schools employs a School Security Officer. The SSO duties include investigations, monitoring, student supervision during transitions (i.e. before/after school and special events), traffic monitoring, school safety drills and law enforcement collaboration. School SSO activities will be coordinated with the School Resource Officer (SRO) and Principals.

Search and Seizure- By law, the EES Principal may conduct a search of a student's person or school property and vehicle assigned to that student if there is reasonable cause to believe that a search is necessary to maintain school discipline or safety. Student searches are conducted in accordance with school board policy. General searches of school property, including lockers and school buses, may be conducted at any time with or without the presence of the student. Metal detectors may be used to identify suspected weapons. Dogs trained to find drugs may also conduct searches. Reasonable efforts will be made to contact parents prior to, or immediately following the search of a student suspected of drug or weapons possession.

School Violence/Threat Response Protocol- Estancia School District takes any reference to weapons or potential violence very seriously. All protocol regarding such threats *will be strictly enforced* (refer to Behavioral Learning Matrix and School Violence/Threat Response Protocol).

Emergency Drills- As per state law, the school must have a minimum of one emergency drill per week during the first month of school and one every month thereafter. Evacuation routes are posted in each classroom. Students will practice fire drills and other emergency drills, such as Shelter in Place and Lockdown drills as required by statute.

COMMUNICATION

Please keep your contact information up to date

Family/Staff Communication- Staff will communicate regularly with families through email, Class Dojo, Student Agenda, phone calls, and during scheduled family/teacher conferences.

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

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

Student 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.

For up-to-date events and announcements, please visit our website: www.emsdbears.us

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. Teachers in 4th-6th grade are provided strategies and modeling from our District Math Coach, our Elementary Reading and Math Interventionists, 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.

Activity Blocks – Students, K-6th will participate in daily 45-minute Activity Blocks- Music, Art, Physical Education, Science/Technology and Library.

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, PreK Principal, (505)384-2001.

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).

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.

TRANSPORTATION (buses), DELAYS and CLOSINGS

The first priority of each bus driver is **STUDENT SAFETY**. Student bus expectations and behavioral consequences are outlined in the Transportation Handbook found online

Arrival- Students arrive on campus and are dismissed from their buses by 8:15 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 3:10 PM.

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

Bus Safety

The Estancia Municipal Schools 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 elementary school 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, Tajique, 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 AM 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 AM. KOAT news will begin broadcasting delays and closures at 6:00 AM 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 area/zone and school is open, your child will receive an excused absence. Drivers will contact families if there are any delays or route adjustments due to weather.

Supervision will be onsite at 10:30 AM on two-hour delays

- **DELAYED SCHOOL DAYS** - On delayed school days, classes will begin at **10:30 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.

Supervision will be onsite until 1:15 PM on early release days

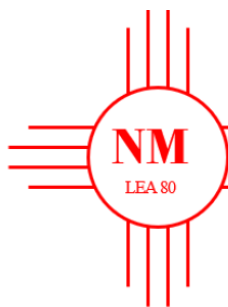
- **EARLY RELEASE** - When early release becomes necessary due to an emergency, release time is 1 PM. School staff and/or the EMS automated call system will notify you of the release. In case the school staff is unable to contact a parent of a student who rides the bus, the student will be released at 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.
- **SEVERE WEATHER** (i.e.- heavy rain, wind) - Due to potential “flooding” at the bus pad and between Lower Elementary and the Cafeteria, bus and drop off/pick up students will be rerouted to the Upper Elementary circular drive. Please note, buses and personal vehicles will be interspersed. To ensure student safety, students will be dismissed/escorted from/to their vehicle **ONLY** when a staff member indicates. This will take extra time and patience on our everyone’s part. A Class Dojo and All Call will be made as soon as possible to communicate the need for this accommodation.

VISITORS, VOLUNTEERS and GUESTS on CAMPUS

ALL VISITORS, VOLUNTEERS and GUESTS must check in at the main office(s), Upper and Lower, 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.

Volunteers – Volunteers, who work directly with students, must complete the volunteer packet (Central Office) and a background check as per Board Policy 616.

All policies/procedures are subject to approval by the Estancia Municipal Schools’ Board of Education. A detailed description of additional policies can be found in the Estancia Municipal Schools’ Board of Education Policy Manual available on the school website WWW.EMSDBEARS.US



ESTANCIA MUNICIPAL SCHOOLS

P.O. Box 68 / Estancia, NM 87016

Cindy L. Sims, PhD
Superintendent

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

July 1, 2024

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

This institution is an equal opportunity provider.

Estancia Municipal Schools Board of Education:

Randol Riley – President, Lee Widner – Vice President, Heather Hedges – Secretary,

Sarah Lucero – Member, Ashley Romero – Member

"Good Schools Make Fine Communities Better"

