

Whatever's to be, it's up to me  
to be respectful,  
responsible, and safe!



# Carlos Rey Mission Statement

We will share in a friendly, quality learning experience that will help us become positive citizens of our community, nation and world.

## Mision de la escuela Carlos Rey

Compartiremos una experiencia de aprendizaje acogedora y calidad para ayudarnos a ser ciudadanos positivos en nuestra comunidad nacion y en el mundo

### Schedules

#### School Hours

7:30 a.m. -----\*Breakfast (optional)  
7:50 a.m. ----- First Bell  
7:55 a.m. ----- Tardy Bell, Instruction Begins  
2:00 p.m.----- Dismissal

\*\*Please **DO NOT** bring your children to school before 7:30 a.m. Staff is not available to supervise children before their duty day begins. If you child is found unsupervised and before school hours, you will be notified immediately.

### Important Information

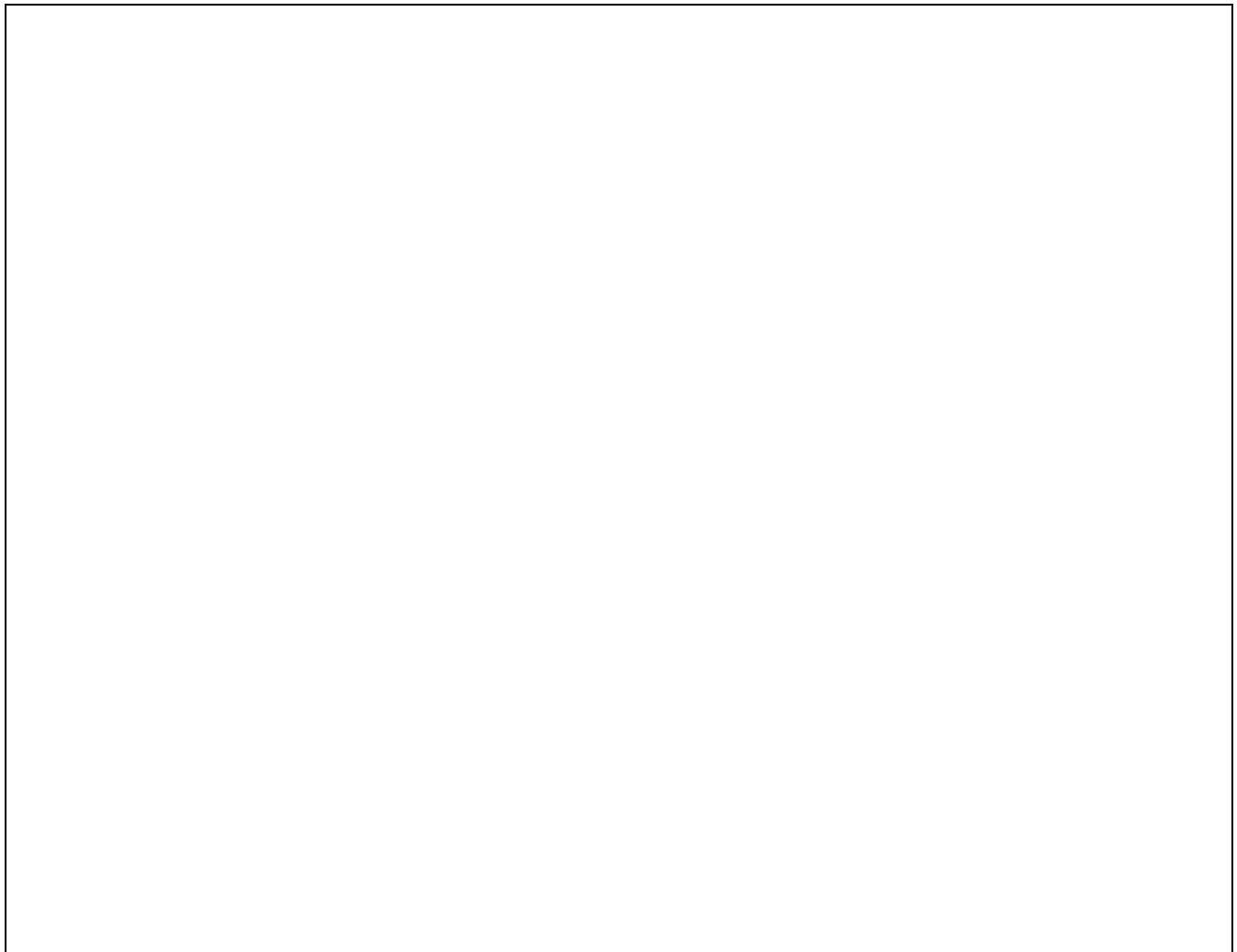
#### Numbers:

Main Office	831-7738
Attendance Line	831-4421
Cafeteria Manager	831-4502 (Lupe Trujillo)
Herrera Bus Company	877-4560
APS Transportation	880-3989

#### Names:

Principal	Mrs. Touloumis
Assistant Principal	Mrs. Ripley
Secretary	Josefine Sandoval
Office Clerk	Loriann Carrillo

Nurse	Alice Alaniz
Health Assistant	Jessica Martinez
Counselor	Katherine Irish-Henry
Speech Pathologist	Beth Locke
Social Worker	Maria Marinez
Special Education Head	Anthony Smith
Librarian	JulieAnn Hix
Coaches	Williamson, Lucero, Hernandez



Fire Drill Exit Map

## School-Wide Positive Behavioral Interventions and Supports

### What is SWPBS?

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented and behavioral practices and interventions possible.

It is a framework that guides selection, integration, and implementation of the best evidence based academic and behavioral practices for improving important academic and behavior outcomes for all students

SWPBS emphasizes four elements that are guided by six important principles:

- Developing a continuum of scientifically based behavior and academic interventions and support
- Using data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage pro-social skills and behaviors
- Implement evidence based behavioral practices with fidelity and accountability
- Monitoring student performance and progress continuously

### SWPBS addresses the following

Redirection (minor offenses)                      Repercussion (Major offenses)

Inappropriate Physical Contact: Physical contact without the intent to harm another person.

Inappropriate Language: Teasing; Accusations; Name Calling.

Defiance/Disrespect: Disrupting learning; Breaking class rules; Playing “Keep away” with other’s property; Improper use of school property; Slamming doors; Holding doors closed; Switching off lights; Running in halls; Jumping off stairs, retaining walls or benches; Being in the halls before or after school hours.

Dress Code Violations: Not wearing collared shirts; Wearing jeans, stretch pants or cargo pants; Shirt out; Wearing professional team logos.

Harassment/Teasing/Taunting: Use of words or gestures to hurt others feelings.

Lying/Cheating

Property Damage: Improper or disrespectful use of materials, equipment or property without injury or harm.

Fighting/Physical Aggression:

Kicking; Scratching; Pushing; Poking;

Pinching; Tripping; Throwing sand; Spitting on someone; Physical sexual harassment; Wrestling; Chicken or mock fighting; Tackle Football; Promises of harm (threats)



## **Attendance Policy**

Students are expected to attend school regularly and on time. Good attendance is important for your child's progress. We are also concerned for the safety of our students. Each day of your child's absence, please call the office (831-4421) to notify us that he/she will be absent. If a phone is not available in the home please **send a note to the office**.

**Regular school day 7:50am – 2:00pm.**

**Office Phone: 831-4421 Office hours 7:30 – 3:00**

**State Law allows no more than 5 unexcused absences per semester. On the 6<sup>th</sup> absence your child's name will be turned over to the truancy office.**

The parent/guardian must notify the school each day that the student will be absent.

**Absences may be excused for the following reasons, with appropriate documentation:**

- Doctor's appointment
- Death in the family
- Religious commitment
- Illness
- Family emergency
- Diagnostic testing
- School or college visit
- In the event that the school has not received notification of absence by a parent for three (3) consecutive days, the school must make an attempt to contact the parent/guardian.

**Excessive unexcused absences** may result in further inquiry from the principal and request for additional documentation. Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session. Students who are signed out before the end of the instructional day must have written documentation of the reason (as defined under excused absences) or be subject to the same consequences as tardy.

❖ State law requires a school to disenroll a student after ten (10) consecutive days of absence; provided that withdrawals do not include truants and habitual truants the school district is required to intervene with and keep in an educational setting as provided in Section 22-12-9 NMSA 1978.

## **TARDIES**

Students must report to the office if they arrive after 8:00a.m. with a note from a parent. Parents must contact the office explaining the reason for late arrival.

- ✓ Students who are tardy for class receive consequences.
- ✓ Tardies will also be documented.
- ✓ Excessive tardiness will be reported to the Court Liaison/Attendance Office.

## **LEAVING EARLY**

Although early departure is discouraged, if a student needs to leave school early, a parent or guardian must sign him/her out in the office. Parents called by the health office to pick up child due to illness or injury still need to sign out their child. Students will not be sent home by themselves before regular dismissal time. If you arrive at school 30 minutes prior to the dismissal bell you will have to wait.

## **SIGNING STUDENT OUT FROM SCHOOL**

- ✓ When picking up your child, come to the office, sign your child out, and pick up an early release form.
- ✓ Anyone other than parents/guardians, must be 18 years or older to sign a student out from school.
- ✓ Adults other than the students' parents must provide the secretary with an identification card.
- ✓ Consistent early pullouts will result in a meeting being called by the administration to discuss the situation.

## **ELEMENTARY SCHOOL STUDENT PICK-UP**

- ✓ Parents must not leave their children on a school campus any more than thirty (30) minutes prior to or thirty (30) minutes after the school day.
- ✓ School grounds are not supervised except during the school day.
- ✓ If extenuating circumstances prevent a family from picking up a student on time, the school must be notified within this same thirty (30) minute period.
- ✓ If students are repeatedly left on campus outside of the school day hours, an administrator will attempt to contact the family to discuss the problem.
- ✓ If the problem continues, the student may be considered abandoned and the police will be notified. Such children may be subject to transportation to a state shelter for abandoned children.

## **Bus Information**

The bus companies and the A.P.S. Transportation Department plan bus routes and bus stops. If there are questions about routes or stops, please call Herrera Bus Company at 877-4560 or the A.P.S. Transportation Office at 294-1522. < <http://www.transportation.aps.edu> >

## **Cafeteria Information**

All students at Carlos Rey will be on a free breakfast and lunch. Carlos Rey participates in a special district breakfast and lunch program. Menus are generally similar to the published A.P.S. school wide offerings. However, special consideration is given to the menu such as; more whole wheat will be used, fresh vegetables and fruits (when used) will be the light syrup variety; and limits will be placed on the uses of sugar, salt and white flour. <<http://www.apsfacilities.org/nutrition/>>

**If a student has an allergy to a particular food, it is the parent's responsibility to notify Cafeteria Manager Lupe Trujillo and the school nurse, so precautions can be taken when preparing meals for the student.**

***ALL STUDENTS MAY EAT BREAKFAST and LUNCH AT NO COST!!***

## **Counselor Information**

The counselor's responsibility is to work with the students in school who have questions, concerns, or difficulties with peer relationships, adapting to school, behavior, or academic problems of an unusual nature. The counselor also works with the faculty and staff in order to improve instruction methods, discipline procedures, in class counseling techniques and serves as a student advocate. The counselor is also available to parents to assist in possible solutions regarding concerns about their children or about "parenting".

## **Dress Code for Carlos Rey**

Carlos Rey enforces a uniform dress code.

**For boys:** kaki slacks or shorts (navy, or tan). A polo shirt with no markings or stripes (navy, light blue, maroon, green, white).

**For girls:** kaki slacks, shorts, jumpers and skirts (with shorts underneath). A polo shirt with no markings or stripes, same colors as boys.

For dress-down days dress code see APS web site for district policy. [www.aps.edu](http://www.aps.edu)

## **Enrollment/Withdrawal Procedures**

### **ADMISSION**

New Mexico State Law requires that all students registering for school must have the following:

1. Valid Proof of birth and/or a State Birth Certificate
2. An Updated Current Shot Record
3. Proof of Residence: PNM or Continental Bill, rental agreement or purchase agreement.

### **AGE RESTRICTIONS**

Children entering Kindergarten must be 5 years old prior to 12:01 A.M. of September 1<sup>st</sup> of the entering year. Children entering first grade must be 6 years old prior to 12:01 A.M. September 1<sup>st</sup> of their entering year.

### **WITHDRAWALS**

Students moving out of Carlos Rey must withdraw through the office. Parents must give the office at least 24 hours notice to process the paperwork.

### **DISENROLLING**

When transferring to another school, please notify the office three (3) days before the date of the transfer, so that transfer papers can be prepared for you. When transferring, all library and textbooks must be settled before transfers can be completed.

## **Library Information**

The library teacher maintains a program, which is designed and operated as a supplemental resource center available to all students. Visits will be scheduled on a regular basis but the facility will be available at other pre-scheduled times for use by both students and teachers. Students are allowed and encouraged to check out library books. We ask parents to work with us at school in developing student responsibility for returning books on time. A loss at any time is difficult to absorb, but it is becoming increasingly so as the funding becomes less and the costs become greater. Lost books must be paid for before students check out more books. If you are going to move, please return all books to the school.

- ❖ The number of books checked out depends on their grade level. Books are checked out for one week and may be renewed as necessary.
- ❖ Kindergarten- When the classroom or librarian feels the student is ready to take on the responsibility of checking out 1 book.
- ❖ Grades 1<sup>st</sup>-5<sup>th</sup> – 3 book per student

**\*\*Note: All library books need to be turned in by the end of the year. If the library book cannot be found, the book needs to be paid for in full prior to receiving your child's' last report card.**

## School Health Office Information

The nurse and nurse assistant maintains a careful watch on the health of the students in the school. In addition to working with the students who become ill or hurt, they help teachers as the resource people in health education. The nurse and assistant are interested and assist in the SNAP program (see cafeteria). In addition, the nurse and assistant serve on the Support Staff and assist in the diagnosis and referral of students who need special assistance and care.

A school nurse or assistant is available at the school on a daily basis. Policies, which apply to health, immunization and medications are:

1. Parents or guardians will be contacted immediately when a child needs to be sent home.
2. Work and home phone numbers **MUST** be correct so immediate contact can be made.
3. An emergency number must be provided in addition to the work and home numbers. This can be a relative, neighbor, friend or someone who can provide the school with information or assistance if the parent or guardian is not available.

**\*If emergency care is needed and a parent or guardian cannot be reached, the school will call 911. Parents will be responsible for any expenses incurred if a student has to be transported by ambulance.**

### IMMUNIZATIONS

New Mexico State Law requires parents or guardians to provide the school with a current immunization records. All students enrolling in the Albuquerque Public Schools for the first time; in kindergarten or first grade must be immunized against:

- Diphtheria, Pertusses, Tetanus (DPT)
- Polio
- Rubella (If the child has not had the disease)

The school nurse or health assistant will provide any additional immunization information. Children will not be allowed to attend school if immunizations are not current.

### MEDICATION

1. No school employee other than the school nurse or nursing assistant is permitted to administer medication.
2. Medications are to be given at school only when *absolutely* necessary.
3. The physician must submit in writing his/her exact recommendations that must include:
  - a. Name of drug
  - b. Dosage of drug
  - c. Schedule of administrator
4. Students may be allowed to assume responsibility for taking their own medication provided the presenting physician and the parent or guardian recommends it in writing.
5. The nurse or assistant must be aware of all students who are taking medication at school.

## **STUDENT & TRAFFIC SAFETY AT CARLOS REY**

In order for all our students to be safe, we need for all adults to follow the procedures set by the BLUZ Team, APD, APS school Police and our Effective and Efficient Goal Team. At dismissal time, students who walk home and need to cross the street must walk to the crosswalk on the corner of Cerrillos and Delgado. Please remember that the student drop-off and pick-up area is located on the east parking lot by the kindergarten building and in the Northwest side of the campus off of Delgado. To keep all children safe, it is important to follow these procedures when dropping off and picking up your child.

### **SAFETY**

The APS Safety Office and the City Fire Marshall's Office prohibit parking in areas in front of the school that are painted in RED. Vehicles will be towed at the owner's expense. Emergency vehicles must have access to all entrances of the school at all times. Parents who pickup their children must use designated areas. Please encourage your children to use the crosswalks in front of the school. **DO NOT BLOCK ACCESS TO THE BUILDING.**

**Please Do Not Block the bus drop off lanes in front of the Kindergarten building.**

When dropping off your child in the Drop-off/Pick-up Area:

1. Park your car in an appropriate parking space and walk your child onto the school grounds or
2. Stop along the curb and drop off your child on the curbside. Be sure to pull up as far as possible so that other cars can pull up behind you. Do not use the drop-off/pick-lane to park your car. Do not leave your car unattended when in the drop-off/pick-up area.

When picking up your child in the Drop-off/Pick-up Area:

1. Students need to remain on the sidewalk until their ride arrives and properly pulls up to the pick up area.
2. Park your car in an appropriate parking space and walk him/her from the school grounds to your car or
3. Stop along the curb. Be sure to pull up as far as possible so that other cars can pull up behind you. Teachers will dismiss your child when you pull up to the curb and the student identifies you. Remember to pick him/her up on the curbside of the pick up area.

For the Safety of your child, children should not walk alone through cars in the parking lot in order to get to and from your car:

The Northwest parking lot is for staff parking. The drive through is for dropping off students only. Please do not park your car or drop off/pick up your child in this parking lot. Do not park across the street and expect your child to cross in the middle of the street to your car. For the safety of everyone concerned, we are asking that everyone use the crosswalk that has a crossing guard. Remember that it

is illegal to park along the yellow curb or the fire lane in front of the school. Albuquerque police will be issuing citations for illegal parking and jaywalking

### **FIELDTRIPS**

Throughout the school year your child will be attending fieldtrips and activities that may require them to leave campus. Parents are encouraged and welcome to come on school fieldtrips and all school activities. There are however, district wide rules for which we must adhere to. We are sorry for the inconvenience these rules may cause but there are valid safety and liabilities we must always consider.

Parents are not allowed to ride on the school buses. Therefore, parents will be required to provide their own transportation. If you are not sure how to get to the fieldtrip destination your child's teacher will be more than happy to provide a map for you. Please understand, for liability reasons your child must ride the bus to the destination and back to the school. Your child is not allowed to ride with you in your vehicle nor is your child allowed to leave with you from the fieldtrip destination because the fieldtrip is a school-sponsored activity.

We understand siblings would like to go with their older brother or sisters but it is a district wide policy that no siblings or children under the age of 18 may attend the fieldtrip. We ask for your patience and understanding but there are no exceptions to these rules. We appreciate your understanding on this issue. **Siblings cannot participate in school-sponsored fieldtrips.**

### **LOST AND FOUND/MONEY/VALUABLES**

1. Students should never carry unnecessary amounts of money. If money is needed at school to pay for items, it should be brought on the day due and taken as soon as possible to the appropriate person.
2. Textbooks and personal belongings: jackets, coats, outer clothing, lunch boxes, sack lunches, etc. should be marked with the student's name.
3. Students should keep all personal items with them and not leave them unattended.
4. Students may not bring toys or playthings from home. The PE Department provides playground equipment for each classroom.
5. Textbooks or books that are lost, stolen or damages are the responsibility of the student and parents must pay for the item.
6. Should something be found that belongs to someone else, it should be turned in to the office.

### **NON-APS SERVICE PROVIDERS**

Outside agencies and service providers may be allowed to provide health and support for you child and family and Carlos Rey. These are not APS employees and APS is not responsible for their work. These providers are responsible for obtaining informed consent from the parent/guardian prior to beginning any service, unless the student has confidential access to these services as provided by New Mexico State.

### **STUDENT INSURANCE**

State of New Mexico law states that a school district cannot assume liability for costs incurred in student accidents. For this reason, the Board of Education makes a student accident insurance policy available to all regularly enrolled students. Your child will bring this information home.

## **SUPPORT STAFF**

In addition to our classroom teachers, we also have a half time counselor, a librarian, 3 physical education teachers, a full time nurse and a full time nurse's assistant. We also have the services of Special Education, Title I Reading Teachers and Bilingual personnel. These support personnel work with classroom teachers to support classroom learning.

## **TELEPHONE MESSAGES TO STUDENTS DURING INSTRUCTIONAL TIME**

Messages to students should be on an emergency basis only. All other messages will be placed in the teacher's box, so as not to disrupt class.

## **TOYS**

Students are not allowed to bring personal toys to school. Bringing such items increases the risk for these to be broken, stolen or lost. Personal belongings have been known to cause disagreements, disrupt organized activities, and inflict pain upon others. Please understand we have your child's well-being and safety in mind. Once again, do not allow your child to bring such items to school or they may be confiscated. Skateboards, roller-shoes, and scooters are not allowed at school. **The wheels must be removed from the roller-shoes prior to entering campus.**

## **VISITORS**

For the safety of all students and staff, all visitors must report to the office and sign in. A pass will be given to all visitors, indicating the purpose and destination. Please understand if you do not have a pass you may be questioned and sent to the office. We only want to make sure all visitors have a legitimate reason to be on our campus.

## **Procedures for Inclement Weather/Abbreviated Day/Early Dismissal/Cancellation of School**

### **ABBREVIATED DAY:**

The abbreviated day schedule is a shortened school day that begins **TWO HOURS LATER** than the regular schedule but ends at the regular time. Carlos Rey will utilize the following instructional times:

**CARLOS REY ELEMENTARY SCHOOL (K-5) 9:50 A.M. – 2:00P.M.**  
*LUNCH WILL BE SERVED AT THE REGULAR TIME IN THE CAFETERIA.*

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions that would endanger the safety of students to school and school employees to work.

The reporting time for all employees will be delayed up to a maximum of two hours, on an abbreviated day schedule. Administrators and custodial personnel are expected to report as near to their normal starting time as possible, to prepare the building for the school day.

The decision to institute an abbreviated schedule will be made and announced through the news media no later than 5:30 a.m.

### **CANCELLATION OF SCHOOL**

Weather conditions occasionally worsen to the point that makes it necessary to close the schools. This

announcement will be made no later than 8:00 a.m. All students, parents and employees are encouraged to listen to the radio or watch television for announcements concerning changes in the school schedule. Once the Superintendent has cancelled school the cancellation shall include all extracurricular activities including athletic practices.

Teachers will remain for thirty minutes after students are released for early dismissal to assist with accounting for students. The Principal may require that staff remain longer if needed.

### **EARLY DISMISSAL**

If severe weather conditions materialize during the school day that would necessitate an early dismissal of students, please contact our office we will then recommend and feasible plan.

During a district wide early dismissal, it will not be possible to schedule buses to pick up elementary school students at the same time. Accommodations will be made so that buses are not scheduled to pick up students at two elementary schools at the same time.

To avoid conflicts in scheduling buses during a district wide inclement weather dismissal, Carlos Rey will follow the same dismissal time that will be announced for West Mesa High School. School buses will be scheduled to arrive according to the high school schedule.

## **Educational Programs**

### **SPECIAL EDUCATION-B LEVEL RESOURCE ROOM**

This teacher operates a program, which is designed to assist the regular classroom teacher with students whom have some limited academic problems. Students usually are placed in this program for minimal support in reading or math.

### **SPECIAL EDUCATION-D LEVEL - Self-Contained**

The students working with the D Level teacher are placed in the self-contained classroom full time. The students in this program have learning or emotional disabilities, which prevent them for maximum instructional benefit in a regular educational classroom. The students served in this program usually share lunch, P.E. Library, and Technology with the regular educational classroom students. As the student become more able, they are integrated or mainstreamed into a regular classroom. A teacher and assistant work with a maximum of class size of 8 students.

### **GATE PROGRAM**

Gifted Education in New Mexico is under the umbrella of Special Education. A gifted child in this state is defined as a school-age person who intellectual ability paired with subject matter aptitude/achievement, creativity/divergent thinking, or problem-solving/critical thinking is so outstanding that a properly constituted Individual Education Plan (IEP) and diagnostic testing, decide special education services are required to meet the child's educational needs.

### **TITLE 1- EARLY CHILDHOOD LITERACY PROGRAM**

The teachers in this program provide experience for instruction for children K-5 where development stages are not synchronized with the curriculum being offered. Real and vicarious experiences are used to enrich the student's perceptions. They are provided literacy instruction in small groups, 6 students to 1 teacher.

### **DUAL LANGUAGE AND MAINTENANCE TEACHERS**

The dual language and maintenance program provides the children with the opportunity to learn Spanish through Language Arts, Fine Arts and Science. It also provides the children with the opportunity of language development through oral stories and discussion. The cultures of New Mexico are all an important part of the Bilingual Program as is the development of higher student self-esteem. There are two tracts for bilingual education at Carlos Rey. The first is the 50-50 model where they are instructed in their home language (Spanish) for a week, then instructed in English for the next week. The second is the 45min a day maintenance model, students are instructed in Spanish for 45 min every day, the rest of the instruction is given in English. **IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN THE BILINGUAL PROGRAM, PLEASE INFORM THE PRINCIPAL IMMEDIATELY.**

### **SPEECH AND LANGUAGE PATHOLOGIST**

These teachers help students with problems producing correct or fluent speech. Comprehension and production of language vocabulary, memory, auditory processing, words retrieval, verbal organization and formulation skills. An IEP has to be in place so student may receive services.

### **OCCUPATIONAL THERAPY PROGRAM**

Students from Carlos Rey have on site occupational therapy services. Occupational therapy in the schools is part of ancillary services the public schools are mandated by PL94-142 to provide to qualified students. The occupational therapist's role in the system is to assist the student to learn and achieve according to that student's potential,

## **Carlos Rey School Calendar**

For current year's Calendar please reference APS web site at <http://www.aps.edu/schools/school-calendars>