

Welcome to Zuni! This year promises to be an exciting learning journey for children and adults at Zuni Elementary. Our school, along with the schools in the State of New Mexico, is implementing the Common Core State Standards. Spring testing will measure our student's progress in the Common Core. This is an exciting time for all of us at Zuni, as we see the focus we've had on college and career readiness standards through our Magnet School Plan applied to each grade level's academic standards. To support academic success for each child, the technology provided to us by our Legislators and District will continue to support increased engagement, customization, and communication opportunities. I am proud of the strides we have made, and look forward to working with our community to make 2016-2017 another year of meaningful and exciting learning.

Glenn W. Wilcox
Principal

Vision

To push the leading edge of innovative learning through technology and communication.

Mission

To provide personalized, technologically enriched instruction to build a foundation for leadership and success in a changing world.

School Hours

7:50 a.m. – 2:00 p.m.

Children may be on campus no earlier than 7:35 a.m., and must be picked up or in Children's Choice no later than 2:10 p.m.

Contact Information

Phone: (505)881-8313

Website: zuni.aps.edu

Abbreviated Day (Inclement Weather)

The schedule for an abbreviated day is 9:50 a.m. – 2:00 p.m. There will be bus service and the cafeteria will operate, but no breakfast will be served.

For up-to-the-minute decisions on school schedules, please listen to the radio, watch the local news stations, or check the APS website (<http://ww2.aps.edu>). Announcements will be made only if schools are on the abbreviated schedule or cancelled. Weather conditions occasionally worsen after announcing an abbreviated schedule, and it becomes necessary to close schools. Under these circumstances, the announcement will be made through the news media at approximately 7:15 a.m.

Academic Assessment

All students participate in state, district, and school assessments. Assessment of academic abilities enables teachers to plan instruction to fit the needs of student, demonstrates progress, and informs program planning. Kindergarten students are assessed three times per year on early learning skills. First through fifth graders are assessed three times per year in Reading and Math. Third, fourth, and fifth grade students participate in the PARCC Assessment that determines the school's letter grade assigned by the New Mexico Public Education Department.

Academic Programs

Zuni's academic programs emphasize the use of technology to engage, challenge, customize and support student learning in all areas. The Common Core State Standards are the focus for all New Mexico schools. Zuni students have the added enhancement of the highest quality of classroom technology integration. Special education students receive individualized academic programs according to the needs identified in the evaluation process and the IEP, enhanced extended with technological resources. All Zuni students participate in Project Based Learning to learn the habits of college and career readiness/ exploration, communication, research and collaboration. The International Society of Technology in Education standards form the basis of our Magnet School philosophy.

Alternative Language Services

Zuni elementary provides alternative language services to qualifying children. Children are identified as having a primary home language other than English based on registration information provided by the parent/guardian. Once identified, students are assessed annually for English Language Proficiency. Students who do not score at proficiency in English receive daily English as a Second Language services from a certified teacher, as required by State guidelines.

Animals on Campus

For safety and health reasons, please do not bring animals on campus. Animals often become overwhelmed in large groups and may react in uncharacteristic ways. In addition, animals are susceptible to “accidents” in the building and in outdoor areas where children play.

It is a violation of APS district policy and city laws to have dogs on campus. Only service dogs are permitted. If you see a parent or citizen on campus with a dog, please inform them of the policy and ask them to take the animal to their care or home. Refer them to the office if there are questions or issues. If you see loose dogs on campus or in the neighborhood, please call 311 immediately and report the incident. If you wish to bring an animal on campus for a classroom presentation, please make plans with the teacher and inform administration at least two weeks in advance.

Arrival and Dismissal

The safety of student is our first priority. Please use the designated parent pick-up/drop-off area on the South side of the campus, pull all the way forward before picking up or dropping off children, use the designated crosswalk, and be courteous of other drivers, pedestrians, and staff. Following all staff directions will keep the area safe and set example for students of respecting school personnel.

Children should not be on campus earlier than 7:35 a.m., and should be picked up promptly at 2:00 p.m. Children who need after school care must be enrolled in Children’s Choice. Parents who consistently allow children on campus prior to 7:35 a.m. and/or consistently pick-up their children late will be reported to the Children, Youth, and Families Department and APS Police.

Students picked up before the end of the school day must be checked out in the office. Students will not be checked out after 1:00 p.m. without documentation of an appointment that requires early dismissal. Students will ONLY be released to an adult who is on the registration card. A photo ID is required.

If after school plans change, please fax the instructions with a copy of the parent/guardian’s identification to 889-8621 no later than 1:00 p.m. This enables us to ensure the identity of the person requesting the change. We will not deliver phone messages for changes in after school plans.

Attendance Information for Parents/Legal Guardians of Elementary School Students
Albuquerque Public Schools strongly believes that daily school attendance is necessary for students to fully benefit from the instructional program. Excessive absenteeism, regardless of the reason, will negatively impact student academic achievement.

- A parent/guardian must notify the school each day that the student will be absent in accordance with the notification procedure established by the school. Only the student’s parent/legal guardian may report an absence.

- A parent/guardian shall keep the school informed of your current address and phone number for emergency notifications.
- A “Safety Call” will be sent out to the parent/legal guardian if the student is not recorded as present.
- An ‘absence’ call will be sent out to the parent/legal guardian at 10:30 a.m. and again at 4:30 p.m. if the student still is not recorded as present.
- Absences may be excused for the following reasons with appropriate documentation:
 - ✓ Illness(including chronic illness documented on a health plan, IEP or 504 plan)
 - ✓ Limited family emergencies; family deaths
 - ✓ Medical, health or legal appointments
 - ✓ Suspensions
 - ✓ Religious commitment
 - ✓ College visit
- Limited extenuating circumstances as approved in advance by the school principal
- All absences for other reasons are unexcused, including:
 - ✓ Family vacations outside of the normally scheduled school break
 - ✓ Non-school sponsored activities or trips
- Absences follow the student throughout the school year, from semester to semester and from APS school to APS school
- The parent/legal guardian of those students who reach the two (2) day unexcused absences will receive a phone call.
- The parent/legal guardian of those students with five (5) day unexcused absences will receive a phone call. Parent/legal guardian will be required to sign an attendance contract w/the school staff.
- The parent(s)/legal guardian(s) of the students who have 10 full day unexcused absences will receive written notice of the habitual truancy by mail or by personal delivery.

Excessive Absences

- Absences due to school-related activities shall not be included when evaluating excessive absences.
- A student shall not be allowed more than ten (10) school-related absences per class per semester.
- State law requires schools to withdraw a student after ten (10) consecutive days of absence.

Tardy

- Students who are tardy for class shall receive consequences.
- If excused, parent shall notify the school in accordance with the notification procedure established by the school.
- Parents must escort their tardy student to the office to sign-in.

Elementary School Student Drop-Off/Pick-Up

- School grounds are only supervised during the school day.

- Student shall not be dropped off on a school campus more than fifteen (15) minutes before the instructional day begins and students shall be picked up within fifteen (15) minutes of the end of the instructional day.
- If a child is consistently not picked up on time, the student may be considered abandoned and the police may be notified and such children may be subject to transportation to a designated state shelter.
- If extenuating circumstances prevent an approved adult from picking up a student on time, the school shall be notified no later than 1:15 p.m. by fax. Please include a copy of the parent/guardian's drivers license in the fax to verify identity.
- Children will NOT be released to anyone who is not on the enrollment card, verified with identification.
- Please reference the Student Handbook available upon registration and at www.aps.edu.

Bicycles, Skateboards, Scooters, Skates, Roller Blades, Heelies

Many student ride bikes, scooters and skateboard to school. We encourage this healthy and environmentally friendly activity. Students must walk bikes and scooters while on campus and when crossing the street. All skateboards must be carried while on campus for your safety and the safety of others. Student must wear helmets to ride bikes, scooters or skateboards to Zuni Elementary. Children who ride bikes to school should walk their bike to the bike rack to lock for the day. Heelies with wheels are not allowed on campus. Please ensure that your child has the wheels out of their Heelies at school. Failure to abide by the above guidelines will result in confiscation of the item until a parent picks up the item.

Birthday Acknowledgements

Birthday parties should be held outside of school. Acknowledging birthdays is important to children, and needs to be done in such a way as to maintain the focus on learning while honoring a child's special day. If parents would like, they should make prior arrangements with the teacher for their child to bring, the morning of their birthday, an individually prepackaged healthy snack that is in accordance with APS mandates for students to enjoy at recess time. Drinks are not allowed. Please do not bring lunch, pizza, ice cream, games, balloons, stuffed animals, or any other items or activities to school. These should be saved for parties at home outside of school hours. Please honor school time as instructional time. Party invitations will not be distributed in class unless every child in the class is invited.

Bullying

The Zuni staff, with the support of the Board of Education of the Albuquerque Public Schools, is committed to providing a safe, respectful and fear-free environment for all members of the school community including student, staff, parents, community partners, and visitors. Preventing bullying is important to ensure that students learn, achieve high academic standards, and promotes a positive educational environment. All participants in

the APS District’s educational community should be aware of the Board’s expectations of a safe, respectful and fear-free school and work environment, and should model this in their own behaviors. Bullying behavior is any verbal or non-verbal action that causes another person to feel unsafe, disrespected, or fearful. Prevention of bullying behavior is key to giving students the skills and strategies needed to support a bully-free school. If a child expresses that s/he is being bullied, it is critical for parents to support their child in asking for help at school promptly. Every staff member is responsible to ensure the safety of every child. Parental support for preventing intervening in bullying is critical to ensure the safety of all children. Please see abqsafeschools.org for extensive information on bullying.

Bus Services

Bus services are contracted by APS. Bus inquiries concerns should be directed to APS Transportation at 880-3989. Only students living in the designated bus route areas may ride the bus.

Children are picked up at designated locations in their neighborhoods. Transportation policy states they can ONLY be picked up at these locations. Any change from this requires that parents notify the bus company for approval. Students may not bring home friends on the bus.

The administrative office has school bus information (stops, times, company phone numbers, etc.).

Make sure your students know the number of their bus, the driver, where the student will be picked up and dropped off and where the bus is parked at school.

Children are required to follow bus safety rules. School rules also apply on the bus. Failure to abide by these rules may cause students to lose bus-riding privileges.

Cafeteria

Parents can send a check for their child’s account, and can also check balances and make additional payments online at mylunchmoney.com. Microwaves are not available for children’s use. Students may qualify for free or reduced priced lunches. A new application must be completed every year. Additional information is available at <http://www.apsfacilities.org/nutrition>.

The cafeteria will serve breakfast from 7:35-7:45 a.m. daily. Please do not use the staff parking lot as a drop-off point for breakfast. Parents must park and accompany their children into the cafeteria if they arrive prior to 7:35 a.m.

Breakfast:	Student - \$1.25	Adult - \$2.25
Lunch:	Student - \$2.00	Adult - \$3:50 Milk - \$.40

We want our children to have a relaxed atmosphere while they are eating. To support this environment, we must be mindful of manners. Please remind your children of these guidelines:

1. The importance of well-balanced meal by encouraging children to eat all their food or at least try each food on their tray.

2. Good manners are expected from each student.
3. Use indoor voices.
4. Children will raise their hand for permission to leave their seats.
5. Each class will assign two students to wipe down tables and benches.
6. Students should remain in their seats until the entire class is ready to empty trays, throw trash away and line up.
7. All food must remain in the cafeteria.

Cell Phones

Cell phones for elementary age children are discouraged. If your child must have a cell phone at school, it should be in their backpack, and it must remain turned off at all times including lunch and recess. Failure to follow this policy will result in the phone being confiscated. Parents may pick-up confiscated phones in the office. School personnel will not be involved in any investigation into lost, stolen, damaged, or missing cell phones. It's important for parents to take responsibility for actively supervising student cell phone use carefully. We have experienced student who have been involved in conflicts generated by texting and phone calls outside of school that carry over to the academic environment.

If there is an emergency at Zuni, information can be obtained by calling the City at 311 or checking the APS website <http://ww2.aps.edu/> for up to the minute information.

Change of Address/Phone Numbers

Please keep the school office and the classroom teacher informed of your correct home address, email, and telephone numbers. This is important in case of emergencies, for communication, and for school records. SchoolMessenger messages are delivered to the phone number and email address provided by families.

Child Abuse Reporting Requirements

Any school staff knowing of or suspecting that a child has suffered injury (physical, sexual, emotional, or psychological) as a result of abuse or neglect are required by law to immediately report the matter by telephoning the Children, Youth, and Families Department (CYFD) at 841-6100. If the incident occurred at school, APS Police will also be notified.

All information will be treated with utmost confidentiality. Information will not be discussed even within the school, except on a need-to-know basis.

Zuni employees do not judge families or in any way investigate suspicions of abuse and/or neglect. Legal requirements for reporting to appropriate agencies are followed.

Communication

Communication between families and school is critical to student success. We provide information through multiple avenues to ensure that families receive important

information. All students are provided with an agenda free of charge. If an agenda is lost, replacement cost is \$5.00. Teachers use the agenda to communicate with families regarding homework and classroom events. Zuni publishes a monthly newsletter via email and paper, sends messages on SchoolMessenger via phone and text. And keeps an updated website. Teachers send home notes, newsletters, permission slips, homework instruction, project information, and other materials with students. Please keep informed about school and classroom events by establishing a nightly routine of checking your child's backpack. A calendar of events, announcements, cafeteria menu, staff email addresses, and the community newsletter are posted on our website <http://www.zuni.aps.edu/>.

Parent/teacher conferences are an important avenue of communication about the progress of individual students. Parents may request additional conference times by contacting the teacher for an appointment.

The principal, teacher, and support staff have open communication with parents as a priority. In order to ensure availability and to give adequate time for discussion, please call or email to schedule an appointment. Please communicate any concerns promptly, as resolution to issues is most effective when situations are addressed without delay.

Counselor

The Counselor at Zuni Elementary visits classrooms to teach pro-social behavior development in the school community. If you have any concerns about your child, please call the Counselor at 881-8313 Ext. 45238 to set up an appointment.

Custody Issues

Parents should keep the office and teacher up-to-date regarding ONLY custody issues that pertain to relevant school communication and procedures. School personnel will follow the most recently dated court documents that are received. Zuni staff will remain neutral in domestic disputes.

Discipline

The philosophy of the Zuni staff regarding discipline is that a safe and orderly environment fosters optimal learning for all children. Fostering a learning environment requires direct teaching of social skills in the academic setting. Children are instructed in appropriate behavior and expectations. Each teacher has a classroom discipline plan to focus behavior toward positive expectations. If a child is involved in more serious behaviors, s/he will see the counselor or principal. Children need to know that the adults in their life are aligned in having high expectations. Parental support and follow-through regarding school disciplinary actions make the difference between a one-time event and creating an established pattern of misbehavior.

Diversity

Zuni students benefit from the rich diversity represented at our school. All children and families are welcome and comfortable in our school. The Albuquerque Public Schools affirms its commitment to the rights of student, parents and employees, as set forth in Federal and State statutes, for non-discriminatory treatment in relation to disability, race, ethnicity, color, sex, sexual orientation, national origin or ancestry, religion, age, veteran status and/or any other protected status as defined by law, in all its programs and activities. Non-discrimination includes freedom from harassment and retaliation based on disability, race, ethnicity color, sex, sexual orientation, national origin or ancestry, religion age, veteran status and/or any other protected status as defined by law.

Dress Code

Zuni students are expected to have high standards of person conduct, which should be reflected in dress and grooming. Student's attire should promote a positive, safe, healthy, and focused academic environment. Parents of student shoes attire or grooming is a distraction from the academic process, as outlined below and/or determined by staff, will be notified to correct the situation.

Our administration and staff has the discretion to determine the appropriateness of personal appearance in an academic environment. It is the parent/child's responsibility to ensure that children's appearance is appropriate in an elementary school.

The following guidelines will help families determine what is appropriate for an academic environment where pride in learning and good taste direct choices:

1. No attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, gang-like association, inappropriate language, violence, disrespect, or bigotry toward any group.
2. No attire that may be perceived as associated with gang related activity.
3. No revealing attire such as spaghetti straps, halters, tank tops, muscle shirts, low-cut blouses, short shorts and skirts (5" inseam minimum for shorts, skirts should be no shorter than 3" above the knee unless worn with leggings or shorts underneath), bare midriff, off the shoulder, or excessively tight clothing.
4. No underclothes should be in sight.
5. Belts should hang no more than 2" outside the buckle.
6. No buckles, spiked jewelry, changes, rings, or jewelry that could be used to cause harm or distraction.
7. No cosmetics or makeup. Students who come to school wearing makeup will be sent to the nurse's office to wash it off. Any makeup, including lipstick or gloss, will be confiscated.
8. Hair should be worn in an appropriate style that is not distracting to other students.
9. Appropriate footwear for playground should be worn daily (no high heels).
10. Hats and sunglasses that follow the above guidelines may be worn outside only.

11. Piercing body parts (except ears) and gauges are not allowed.
12. All shoes should be flat. No heels, platforms, or wedges, even if they have the appearance of looking similar to a tennis shoe.

Children who are in violation of Zuni's dress code will have the option of changing into clothes from the nurse's office, or calling parents to bring them appropriate school clothing.

We appreciate parent's support of all items in our dress code so that children's attention remains on their job – learning.

Emergencies

Zuni staff and students practice regular fire drills and several lock-down drills each year. In the event that the school is placed on lock-down, there is a fire, or other emergency situation, we know that parents will want the most up-to-the-minute information. Please do not rush to the school or call the school office. Information can best be obtained by calling 311, the City information line, and watching the APS website.

Field Trips

Field trips are planned to enhance the curriculum. Transportation for field trips is by contracted bus company. Children must bring a signed permission slip and any required fees to attend a field trip. If a child is ill and misses a field trip, the entry fee may be refunded. Parents who pay to attend a field trip but do not have a background check prior to the field trip will not receive a refund. Children who exhibit behaviors in the classroom and on campus that indicate a lack of ability to follow direction and behave safely may be either required to bring a parent with them to monitor their behavior, or may spend the day with a different class on campus. Only children in the class may attend a field trip – no siblings or preschool children. Parent chaperones must have an APS background check. See Volunteers section for more detail.

Health Room Services

Zuni has a full-time health assistant and a part-time nurse to provide health services. In the event of an injury, first aid will be provided. If the injury is of a serious nature, the parent will be called and transportation arranged. Parents will be notified of any illness. If parents cannot be reached in the case of severe illness or injury, 911 will be called. It is imperative that parents notify the health office of any phone number updates in the event of an emergency.

If a student needs special medical attention due to medical concerns or to have medication administered at school, the student must have a Health Plan completed by the school nurse. Please contact the health office if your child needs a Health Plan.

All children go out to play at recess. Generally speaking, if a child is too ill to go out to recess, then he/she should be at home. If a parent wishes a child to remain inside due to a long term illness or disability, we must have a statement from the child's doctor.

New Mexico law requires all students be currently immunized before entrance into school. Schools are responsible for maintaining a record of the immunization status of each student enrolled and reporting to the State Health Agency the names of parents or guardians who fail to comply with the law. The schools are responsible for preventing the continued school attendance of any child whose parents fail to comply with the law.

Homework

All children are required to read every night. Teachers may send home assignments that reinforce classroom learning in the Common Core State Standards. If a child (or parent) is becoming overwhelmed with the demands of homework, please make an appointment with the teacher to create a customized plan.

Library/Media Center

The Zuni School Media Center is for the use of all our students and staff. Students borrow materials as part of the curriculum and for their own pleasure reading. Books are borrowed for a two-week period with damaged and lost materials paid for according to APS guidelines.

Lost and Found

Please mark your child's possessions with his/her name. All articles lost on the playground or in the building should be placed in the "lost and found" box in the cafeteria. Articles of value should be given to the secretary. Approximately 3 times each year, unclaimed articles of clothing are donated.

Observations in Classrooms

At Zuni, we encourage parents and guardians to be active in the educational process. Due to confidentiality, parents may not observe in a classroom other than their own child's.

Parents must request an observation twenty-four (24) hours prior to the observation. The request needs to be made to the teacher. Please remember that your role is to be only observational. If you have a certain academic area in which you want to observe, please inform the teacher when setting up the observation. Be sure you come to the administration office and sign in for a visitor pass. Our classrooms are learning environments and student's needs take precedence. If you wish to discuss your observation with the teacher, this must be arranged for a later time by making an appointment. We expect all observers to respect the confidentiality that we guarantee our students and families. All parents will need to sign the Observation Confidentiality Form

in the office before the observation takes place. The length of the observation may be no longer than one hour. If you have questions please contact the principal.

Parent Teacher Association (PTA)

Zuni Elementary School's PTA is a vital part of the school community. The PTA sponsors field trips, snacks during testing, special events and many classroom activities. Parents are encouraged and sought out to participate in a variety of school functions that strengthen the school-community ties and promote cooperation and communication we welcome your participation with us at the school.

Parties

Classroom celebrations may be held the day prior to Winter Break, Valentine's Day and the end of school for no longer than one hour. Healthy and nutritious snacks and treats are highly encouraged.

Physical Education

Our physical education teacher is one of the certified faculty members and physical education is part of the curriculum. Developing healthy habits in childhood promotes lifelong health and wellness. Children are expected to take part in this activity. Please ensure your child wears appropriate footwear (sneakers) on PE days to ensure maximum benefit from the program. If your child should not take part in PE due to health reasons, a doctor's written excuse must be recorded on the child's health plan.

Photography/Video Taping

In the course of school and classroom events, students may be photographed or videotaped. These photographs and/or videos may be displayed on the public website and/or social media. Please complete the photography form provided to indicate if your child not be photographed or recorded on video.

Registration

Pre-registration will be held each spring for the following year. Pre-registration packets require a current proof of residence to be processed. Students new to Zuni must bring a current proof of residence, immunization records, and a birth certificate. Families who move during the school year and want their child to remain at Zuni for the following year must complete a Transfer form through the APS Transfer Office website (<http://ww2.aps.edu/>).

Safety

Campus security is a top priority at Zuni. Ensuring that all adults on campus have legitimate business is critical. Please ALWAYS enter the campus during school hours

through the front office ONLY, and understanding when questioned regarding campus business and asked for identification. Anyone who enters the campus during school hours through any other access point than the office will be considered a trespasser.

The key to successful management of emergency situations is practice. Both evacuations and lockdowns are practiced regularly. Classrooms are equipped with emergency supplies in the event of a lockdown. If there is an emergency at Zuni, please call the City at 311 for up-to-the-minute information. Rushing to the school or calling the office will only create a secondary situation to be dealt with, which will detract emergency personnel and school staff from the primary objective of keeping children safe.

Suicide Threats

If a student threatens suicide or manifests the signs of suicidal ideations (this could be via direct comments, writings, reports to peers, etc.) IMMEDIATE action will be taken to intervene on his/her behalf in accordance with APS policy. Any school employee who may have knowledge of a suicide threat or ideation will immediately report this to a school mental health professional (counselor, social worker, psychologist, or nurse). In addition, the principal will be informed, The child will not be allowed to leave school before a school mental health professional has been notified and begun intervention. Parents will be notified. The school's mental health professional who is intervening will then talk with the child, contact the parent(s), and secure appropriate services for the child and family.

Technology

Zuni Magnet School provides opportunities for students to experience hands-on interaction with technology. Families and students should be aware that these experiences do require a high level of responsibility to care for the equipment. Damage of equipment due to negligence may result in a request for restitution of damages. Please be aware of the following replacement costs:

- Headphones: \$15 per pair
- Desktop Computers: \$1,400
- iPad: \$599
- ANY cord: \$10-\$35
- Laptop Computers: \$1,250
- Microphone: \$25
- Digital Camera: \$100
- Digital Video Camera: \$150
- Keyboard: \$25
- Mouse: \$20

Students who do not follow the rules of using technology may be suspended from use of equipment.

The Albuquerque Public School District provides technology resources to its students for educational purposes. Proper behavior, as it relates to the use of computers, is no

different from proper behavior in all other aspects of APS activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. Violation of the policy is grounds for disciplinary action.

Textbooks and Supplies

Students are responsible for taking care of books and supplies, and will be required to pay for any lost or damaged items checked out to them. Families are asked to furnish a limited amount of supplies.

Toys, Electronics, and Personal Belongings

Students may not bring toys, balls, electronics, or personal belongings to school. Any items brought to school will be confiscated until a parent picks up the item in person. Zuni staff will not be responsible for the loss, damage, or theft of any personal belongings, nor will school personnel be involved with any investigation regarding such items. Confiscated items will be stored in the principal's office for one month. Then donated to local non-profit organization if parents do not pick them up. Children who attend daycare before and/or after school that are permitted to bring toys to daycare should leave their toys at daycare.

Visitors

We welcome families of our students. All visitors must check in at the office and receive a visitor's badge to wear for the duration of the visit. Identification will be checked, and legitimate business will be verified. Scheduling visits ahead of time is required for classroom visits, as it ensures that the time is appropriate in the context of the instructional day. Please do not engage teachers in conversation or otherwise distract employees during instructional or work time. A separate appointment should be made for conferences. Family members are welcome to enjoy lunch in the cafeteria after the first two weeks of school, so that cafeteria procedures and routines can become well established between duty staff, cafeteria staff, and children without distraction. All visitors must comply with school rules and standards of dress and conduct. An individual failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the campus at the principal's discretion. The individual also may be charged with criminal trespass. The APS School Police will provide information and assistance.

Volunteers

Each semester parents will be asked to sign-up for specific volunteer activities at Zuni. We value the parent support for activities planned by the Parent Teacher Association and Staff. Volunteer efforts are crucial in the success of these activities. Once you have chosen the activities for which you wish to help, your name will be given to the person coordinating the activity, and you will be contacted at the appropriate time. If you wish to be the main contact and chair of the activity, please state that on the form, or attend the

PTA meetings to become actively involved. Teachers may ask for specific volunteer support within the classroom. Please contact your child's teacher for specific classroom needs, if any. Please note that to be considered a volunteer, an adult on campus must be actively involved in activities that support the school.

APS district policy regarding School Volunteers states:

The goals of a school volunteer program are to:

1. Increase parent involvement in public education.
2. Encourage schools to use other pools of volunteers including students, senior citizens, service clubs and businesses.
3. Provide assistance to classroom teachers and other educators.
4. Improve communication between the schools and communities they serve.

A school volunteer is a person who donates time, energy, or talent to various phases of school programs under the direction of school district personnel.

At the principal's request, volunteers may assist in the following ways:

- A. Advocacy/Advisory – serving on committees or task forces; advising on special projects; consulting on certain issues.
- B. Instructional Support – curriculum and classroom-related activities; motivational programs; materials and program development; enrichment programs.
- C. Support Services – cafeteria, health, clerical, instruction materials, and audiovisual services.
- D. And other ways that the principal deems appropriate.

Volunteers may be recruited from many different populations including parents, community members, senior citizens, community agencies, high school and post-secondary students.

Visitors and Volunteer Requirements

Any volunteer who MIGHT have unsupervised access to Albuquerque Public Schools' students must have a background clearance through the APS Background/Fingerprinting department. Please see <http://www.aps.edu/volunteer-with-aps> for details.

In addition, Zuni Elementary welcomes school volunteers and visitors to support the education of our students. Volunteers and visitors to campus agree to the following:

- To respect the privacy of all students, Zuni teachers and staff members and other volunteers **by not discussing any information obtained through your work in the schools.** If a volunteer should share information outside of the classroom, the volunteer will meet with the Principal and be directed to NO LONGER volunteer directly with students and other volunteer options will be reviewed and offered. Confidentiality is of great concern to us and must not be violated.

- To not misuse confidential information that might become available to you such as family phone numbers or email, student data/information, or personal information about any student, staff member or parent.
- To adhere to, at minimum, the student dress code when serving as a volunteer on campus, or while visiting.
- To refrain from directly disciplining children who are not their own child, unless there is an immediate safety issue. Please allow staff to handle the process of correcting student behavior.
- To follow all safety procedures, including checking into the office each time and displaying a visitor or volunteer badge.
- To support, not interrupt, instruction by not loitering in the classroom or engaging the teacher or other parents in discussion in the classroom during instructional time.
- To allow their own child to experience school as an independent learner.
- To use the adult restrooms in the staff lounge only, not the children's restrooms.
- To spend the time on campus productively supporting the school.
- To refrain from repeating information or gossip, hearsay, or rumors within the school or in the community.

Volunteers and visitors to campus may be requested to no longer help at school should any of the above guidelines be violated.

APS VOLUNTEER & VISITOR FAQs

1. Why must I have a criminal background check to participate in volunteer activities at my child's school?

The safety of all students in APS is our first priority. While we encourage, appreciate and celebrate parental involvement in your child's school, it's important that we avoid any situation in which a volunteer might compromise student safety.

2. Does this mean I can't be involved with the school without a background check?

This is not what it means. We value your participation in your child's school. Take advantage of open houses, curriculum nights, beautification days, athletic associations, booster clubs, school performances and parent-teacher conferences. Talk with your child's teachers, especially if you have questions or concerns about his/her performance of class rules and expectations. Parents and guardians are strongly encouraged to be involved with your school's Parent Teacher Association (PTA).

3. What's the difference between volunteering and parent involvement?

Volunteering takes involvement to another level in activities with potential contact with students. Individuals are defined as volunteers if participating in activities in which all students are not under the supervision of their parents/guardians. For instance, if a book fair takes place during the school day and the teacher brings the class to the fair, volunteers would have to possess an approved background check. A book fair in the evening in which students are accompanied by parents would not require volunteers with approved background checks.

4. I don't want to be a chaperone on field trips. I simply want to go along to accompany my child. Can I do this without submitting a volunteer application form?

We understand your interest in accompanying your own child. However, any adult on a field trip is going to be potentially involved with other children. Teachers cannot monitor which parents on the trip are cleared and which are not. For the safety of your child and all children, it's important that any adult on a field trip be cleared as an approved volunteer.

5. Isn't it my right to be able to accompany my child?

We understand how you might feel this way. Field trips and similar educational opportunities are school activities that are provided for your child, and there is no requirement for you to participate in order for him/her to take part. However, accompanying your child on a field trip is a volunteer activity.

6. If I can't accompany my child, is he/she required to participate?

No, you may choose for your child not to participate in the field trip but please remember that field trips are planned as part of the overall educational program of the school and the district attendance policy is in effect.

7. If I choose to provide my own transportation to the site of the field trip or activity so that I can keep an eye on my child and I'm in a public space, how can the school system prevent me from being there?

Of course you have every right to be in a public place. As long as you keep a distance from the school group and don't interact with them there will be no problem. If you try to engage with the group, however, you will be asked to "sign-out" your child from the group just as you "sign-out" from school and cannot "sign-in" at the end of the field trip for transportation back to school.

8. I paid to go on the field trip. What happens to my money if I am not cleared to go on the trip?

The decision to refund a person for a field trip is a site-based decision made by the principal and is typically addressed in the individual school's handbook.

9. What if I don't have a social security number?

The volunteer application form requires a social security number. If the applicant does not have a social security number, please contact the APS background department.

10. What if I don't have a driver's license?

We require a government issued picture identification to verify your identity. You should be prepared to present this identification each time you volunteer.

11. Is there an age limit to be a volunteer in APS?

You must be at least 18 years old to submit an APS volunteer application. Individuals under age 18 may volunteer with the permission of the school principal and with parental consent.

12. How long does the background check process take?

The normal processing time is 7-10 business days. The process may take longer in high volume months such as September, October, January and May. The background check is a national check and some states may take longer to process requests.

13. How do I sign-up to be a volunteer?

You will need to get Volunteer Confidential Information form from each school you wish to volunteer. Bring the form signed by the school administrator to the APS Background Department for processing.