

Inez Elementary School

**Student & Family Handbook
2023-2024**



Casey Reid-Kadlec, Principal

Inez Elementary School
1700 Pennsylvania St. NE
Albuquerque, New Mexico, 87110
505-299-9010 office 505-299-5311 fax

School Hours

Office Hours - 7:30 a.m.- 3:35 p.m.

Staff Duty Day - 7:05 a.m- 3:35 p.m.

Student School Hours - 8:05 a.m.- 3:25 p.m. *(Students may not be on campus before 7:50 a.m.)*

WHAT DO WE STAND FOR?

APS Shared Values and Beliefs:

- We provide access and equity for ALL.
- We create environments for our students to thrive academically, socially, emotionally, physically and with humanity.
- We prepare student to be successful at the next level with 21st century skills.
- We engage students in meaningful educational experiences.

Belief:

All children can learn.

Vision:

Every child graduates fully prepared and eager to become a world-class citizen.

INEZ VISION

Inez Science & Technology Community school will promote a curiosity for lifelong learning where everyone will be known, safe, empowered, and inspired to demonstrate integrity, perseverance, and respect.

ATTENDANCE

STUDENT HOURS

Children **should not be at school before 7:50 AM** since there is no playground supervision and the faculty are preparing for the instructional day. Breakfast is served from 8:15 a.m.-8:30 a.m. **Children are not allowed in the hallways before 8:05 AM. This includes students accompanied by parents.** Students are not to be in the cafeteria until 7:50 AM. **Childcare** is available from Children's Choice for those students who must come earlier than 7:50 AM or remain after school longer than 3:35 PM. Students are asked to leave the school grounds at dismissal and not linger, for everyone's safety. Please pick up your child promptly after school. There is no playground supervision after school hours. **All Visitors (Parents) must come to the office to sign in before they are permitted to be on school grounds for an extended period of time. For the safety of students and staff please wait outside of the building until the bell rings at 3:25 PM. If you are a guest during school hours (8:05-3:35 PM) you must check in at the office with ID. Thank you.**

ABSENCE OR LATE ARRIVAL □ When a child is absent or will be late in arriving, parents should call the school at **299-9010** by 8:05 AM. The absence is recorded as "unexcused" when we **do not** hear from you. **If your child is late you need to come in with your child to sign them in! DO NOT send them in alone.** Absences have a cumulative negative effect on a child's progress in school. Parents are urged to help their children have a good attendance record. Calling in by 8:05 also lets us know whether or not we should expect your child to arrive safely at school. A voicemail system is available for early calls at 299-9010, press 5. In accordance with APS guidelines, absences may be excused for the following reasons:

1. Doctor's Appointment
2. Illness
3. Death in the family
4. Family emergency

5. Religious commitment
6. Diagnostic Testing
7. Extenuating circumstances, as agreed to by the administration prior to the absence.
8. Absences reported after two (2) school days for elementary students shall be recorded as unexcused.

*****Classes begin promptly at 8:05. Children arriving even a few minutes late disrupt the learning activity and miss valuable information. Please help your child arrive no later than 8:05! We discourage you from taking your child out early as well. They will miss instruction going on at that time. Thank you for your support in getting your child to school daily!**

APS/INEZ ATTENDANCE POLICY

The Every Student Succeeds Act (ESSA) requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico Law dictates that:

1. Students between the ages of five (5) and eighteen (18) are mandated to attend public school, private school, home school or a state institution.
2. The Albuquerque Public School District reports habitual truants to the Children's Court Liaison Office and to the State of New Mexico.
 - APS students are allowed **no more than 5 unexcused absences per semester, and no more than 10 unexcused absences per school year.**
 - The parent/guardian must notify the school each day that the student will be absent, in accordance with the notification policy established by the school.
 - Absences may be excused for the following reasons, **with appropriate documentation, i.e. Dr.'s Appointment, Death in the family, Religious commitment, Illness, Family Emergency, Diagnostic Testing, School/College Visit**
 - In the event that the school has not received notification of absences by a parent **for three (3) consecutive days, the school must make an attempt to contact the parent or guardian.**
 - **Excessive excused absences** may result in further inquiry from the school 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 a tardy.**

EARLY RELEASE -Children will not be released from school during school hours unless a parent or authorized adult signs them out at the main office. We will not release your child to anyone other than parents or adults listed on the emergency card unless you give prior permission. **A picture ID is required** for your child's safety. Just come to the office, present your ID and sign out your child. We will buzz your student's classroom to send the student to the office.

Make Up Work

- Students are entitled to make up work for all absences-excused or unexcused.
- It is the student's responsibility to request make up assignments
- Teachers may need 24 hours from the time of the request to compile assignments. Students will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher.

BEFORE AND AFTER SCHOOL CARE

On Site Childcare is available from Children's Choice for those students who must come earlier than 7:50 AM or remain after school longer than 3:35 PM. Students must register for this program before they can attend. For more information call 296-2880 or www.childrens-choice.org

BICYCLES/SKATEBOARDS/ROLLER BLADES/HEELYS

If students ride bicycles to school, they should follow proper safety procedures. It goes without saying that a helmet is considered essential for safe biking. Dismount and **walk bikes when on school property**. Bikes may be stored on the bike rack and must be locked. Bikes will not be permitted in the classrooms. The school is not responsible for loss or damage. **Skateboards and roller blades are not allowed to be ridden on school grounds at any time. Students may not wear "heelys" to school. They are considered a roller skate.**

BOOKS – LIBRARY AND TEXTBOOKS

Students are responsible for the care of textbooks and library books. They will be charged for lost or damaged books. Library books must be returned on the due date before additional books can be checked out. If a lost book is later found a refund would be issued.

BULLYING POLICY

Inez Elementary School understands that a safe, respectful and fear-free environment that prohibits bullying is necessary for students to learn, achieve

high academic standards and for the establishment of a positive educational environment. Therefore, we are committed to providing a safe, respectful and fear-free environment for all students, staff, parents, community partners and visitors.

Our school defines bullying as the following: Bullying is an unfair and one-sided act. It occurs when someone **repeatedly** frightens, threatens, hurts, or purposely leaves someone out.

All members of the school community are strictly prohibited from bullying. Students are strictly prohibited from bullying on the way to or from school, during school-related or sanctioned activities, on school grounds, in school vehicles, or with the use of school technology. Those who bully and those who encourage bullying are subject to corrective action.

Staff at Inez will do the following things to prevent bullying and help children feel safe at school:

1. The school counselor will provide Anti-bullying lessons to students.
2. Closely supervise students in all areas of the school and playground.
3. Respond quickly and sensitively to bullying reports.
4. Take parent/guardian concerns about bullying seriously.
5. Look into all reported bullying incidents.
6. Assign consequences for bullying based on the school discipline code.
7. Provide immediate consequences for retaliation against students who report bullying.

Students at Inez will do the following things to prevent bullying:

1. Treat each other respectfully.
2. Refuse to bully others or let others be bullied.
3. Refuse to watch, laugh, or join in when someone is being bullied.
4. **Report bullying to an adult as soon as possible.**

Parents/Guardians of students at Inez will do the following things to prevent bullying:

1. Review the Disciplinary System and the Anti-Bullying Policy with your student.
2. Encourage your student to use words to solve problems.
3. Encourage your student to not engage in bullying behaviors.
4. Encourage your student to report incidents of bullying to self or others to staff.

Consequences: Inez Elementary will adhere to the consequences laid out in our Behavior Policy as well as the Albuquerque Public School (APS) Behavior Handbook. For further details, please refer to the APS Family Handbook.

CAFETERIA

The cafeteria provides breakfast and lunch. Inez is a Community Eligibility Provision school (CEP). All meals (both breakfast and lunch) are free to ALL

students. Parents will not need to fill out Free/Reduced lunch forms for students enrolled at Inez. If parents have children at other APS schools they will need to check with each school individually on requirements. Students may also bring their own lunches.

CHANGE OF ADDRESS OR TELEPHONE

Parents must contact the school office when there is a change in your address/phone or your emergency contact's address/phone. The school needs current information on each student in case of illness or accident. **We cannot release students to any person who is not listed on the Enrollment and Emergency Information cards.**

COUNSELOR

Our counselor is here on a full time basis. Stop by the office to see the counselor. Our counselor and staff instill in children a sense of self-worth and teach them the relationship between self-esteem and a positive attitude toward themselves, others, home, and school. Counseling services include:

- ❖ Small Group Sessions
Parents may be notified when their children are selected to participate in small group sessions. Typical small groups are divorce adjustment, grief counseling, integrating into a new school environment, and learning to get along with others.
- ❖ Individual Counseling Sessions
Our counselor will meet with individual students on a short-term basis, but is unable to provide long-term individual counseling. If additional services are appropriate, the counselor will advise parents.
- ❖ Parent Conference/Parent Education Groups
The counselor strives to be of support to students, teachers and parents. The counselor should be included in all appropriate meetings.

CUSTODY ISSUES

The office and the teacher should be notified of any custody issues involving your child. This notification should be a written court document that clearly states who has custody, who may have access to your child and any changes in the particular situation. The school **cannot** deny access to a custodial parent unless there are court documents prohibiting such contact. **Please update the documents each year in the office.**

DISABILITIES ACT

In order to fulfill its obligation under Section 504 of the Rehabilitation Act of 1973 and the ADA (Americans with Disabilities Act), the Albuquerque Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

Our school prohibits harassment of any kind including harassment based on an individual's disability. The following are examples of circumstances that may constitute disability harassment:

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in class.
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' mobility.
- Habitually subjecting a student to inappropriate physical restraint because of conduct related to his disability.
- Repeatedly denying a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to a student's disability.
- Repeatedly belittling and criticizing a student for using accommodations in class.
- Taunting and belittling a student who is developmentally delayed by mocking and intimidation.

School personnel who become aware of disability related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed. Remedial measures will generally include counseling both person(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on resolved issues of disability harassment.

Students should report any concerns related to disability harassment to the school administrator.

DRESS CODE – STUDENT

Student dress may not present a health or safety hazard, violate municipal or state law or disrupt the educational process. Attire or accessories that advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or bigotry towards any group are not acceptable.

FIELD TRIPS

Field trips are an extension of the curriculum and support concepts taught at each grade level. It is the district policy that each student has a separate permission form signed by the parent/guardian for each trip. Legal counsel has developed the District's permission form and a note from home is not an allowable form. Any alterations to its content or wording will invalidate the form and, in such cases, it will be necessary to exclude the student from the trip. Be sure to **fill out the front and back** of the trip slip, which has a medical release in case emergency medical attention is required. ***A telephone call is not an acceptable form of permission. Please see the last page of the Parent Handbook for additional APS guidelines. Please see under volunteer and safety paragraphs regarding parent attendance on field trips.***

HEALTH ROOM

Very Important Health Office Information

Your child's Health Office is staffed by a full time licensed Health Assistant and a part time Registered Nurse. Below are some very important things to know about the Health Office and how we work with the teachers and staff to give your child the best school experience possible.

IT'S A FACT: Healthy Students Learn Better

Please make sure that the Health Office always has current phone numbers where you &/or the other contacts listed can be reached.

State Law requires that all school aged children have current immunizations *before* starting school. You will be asked to provide a current immunization record when you register your child.

Please notify the Health Office of any chronic health conditions such as ADHD, diabetes, asthma or life threatening allergies. Also list any medications taken on a daily or as needed basis. We require an *Asthma Action Plan*, *Allergy Action Plan*, or other written authorization for emergency medication or treatment.

Please check in ALL MEDICATIONS with the Health Office staff. If it is a prescribed medication a *Provider Order and Medication Authorization Form* will need to be completed and signed by you and your provider.

All authorization forms can be picked up at the Health Office or found online at www.aps.edu/nursing/nursing-forms.

Your Child's Health Office Visit

What you can expect:

Teachers will radio the Nurse's Office when a student needs to be seen. It is *very* important that the adult in charge knows where your child is at all times.

After your child is seen and cared for we will notify you by using a Parent Notification form or by calling the numbers in Synergy. We will ALWAYS leave a message telling you that we saw your child. However, because of the confidential nature of the call we will not leave details. You are welcome to call back any time.

If it is necessary for your child to go home we will call all the listed numbers until we reach someone. Your child will wait for you in the Health Office. Sign your child out in the Main Office before you come to the Health Office.

Sick Day Guidelines

If your child becomes ill and does not feel well enough to perform usual activities at school PLEASE keep your child home until the symptoms improve and there is no fever after 24 hours without the use of acetaminophen or ibuprofen containing medications. Reasons to keep your child home:

- Fever greater than 100 degrees.
- Vomiting &/or Diarrhea the night before or the morning of school.
- Onset of respiratory infection/ “Cold” which can include symptoms like: fever, chills, headache, extreme tiredness, sore/scratchy throat, nasal congestion, and cough. (Examples: Viral infection, Flu, bronchitis, pneumonia, ear infection, and/or sinus infection).
- Undiagnosed or unknown skin rash that has not been seen or treated by a healthcare provider.
- Untreated skin conditions such as Impetigo, Scabies or similar.
- Keeping your child safe, healthy, and learning is our goal!

LATE ARRIVAL POLICY

When a child is late to school, the parent must escort the child to the office and sign them in. The parent will get a tardy slip from the office and a staff member will escort the student with the tardy slip to their classroom.

LOST AND FOUND/LOST BOOKS

If your child has lost an article of clothing, check our “Lost and Found” box outside of the gym. Clothing items and/or lunch pails are usually placed in the lost and found. If, after several weeks the item is not claimed, it is given to the Clothing Bank. Lost money, keys, jewelry, glasses or small items are kept in the office. Please see the secretary if your child has lost such items.

PARKING LOT POLICY

Your cooperation is necessary to ensure the safety of our children. Please remember that we are examples for our children. If we expect our children to be respectful, caring and responsible, then as adults we need to practice these traits at all times and places, including our pick-up and drop-off area. Please read the following guidelines carefully. They are specific to the arrival and dismissal times of the day. Thank you for observing the “no smoking” policy and keeping music levels lower while waiting in the parking lot.

Please work with your child’s teachers to drop off and pick your student up at the drop off pick up loop that is assigned at the beginning of the year.

PICK UP/DROP OFF/PARKING

Indian School Parking Lot

1. Enter the **second driveway** on Indian School Rd. East of Pennsylvania.
2. Either park in the designated parking or follow the pick-up lane on the far right.
3. Pull forward as far east along the curb as possible.
4. Children may exit or enter cars **only along the paved sidewalk, not at the crosswalk.**

5. If you must visit with someone in another car or on the sidewalk, please park in the spaces allotted for this purpose.
6. If you choose to park and wait for your child, please meet your child on the sidewalk. **WE WILL NOT ALLOW YOUR CHILD TO CROSS TRAFFIC TO MEET YOU IN THE PARKING SPACES!**
7. There is a **PASSING LANE** on the left hand side of the pick-up lane to be used only for drive through. **DO NOT STOP TO PICK UP CHILDREN IN THIS LANE!**
8. Exit the parking lot from the east (last driveway) on to Indian School Rd **with a Right Turn Only.**
9. **Parking on Indian School and leaving your car is not permissible and will be ticketed by APD.**
10. Handicap parking is available **only to those** who display the handicap permit.

McKnight Street Drop off Pick Up Loop

1. Enter the **Easternmost driveway** on McKnight St.
2. Follow the pick-up lane on the far right.
3. Pull forward as far West/North along the curb as possible. **Note: Student entry is designated by crosswalk paintings**
4. Children may exit or enter cars **only along the paved sidewalk.**
5. If you must visit with someone in another car or on the sidewalk, please park in the spaces allotted for this purpose.
6. If you choose to park and wait for your child, please meet your child on the sidewalk. **WE WILL NOT ALLOW YOUR CHILD TO CROSS TRAFFIC TO MEET YOU IN THE PARKING SPACES!**
7. There is a **PASSING LANE** on the left hand side of the pick-up lane to be used only for drive through. **DO NOT STOP TO PICK UP CHILDREN IN THIS LANE!**
8. Exit the parking lot from the west on through the driveway on to Pennsylvania **with a Right Turn Only.**

PARENT-TEACHER CONFERENCES / REPORT CARDS

Communication between school and home regarding a child's progress is very important. To help facilitate this communication, parent-teacher conference days have been scheduled for November and March. The final progress report is sent home the last day of school, June 1.

Parent conferences take place over two days. There is no school on these days for students. **Parent conference dates are October 19 & 20 and March 25 & 26.** Please make sure you set aside time for these conferences, as they are an integral part of your child's education. Each individual conference usually allows for a 20 minute sharing time.

Inez is on a quarter assessment schedule. Students will receive a report card four times per year. Conferences will take place at the Fall and Spring reporting periods.

Other Parent-Teacher Conferences may be scheduled with your child's teacher as the need arises.

PETS AT SCHOOL

We cannot be responsible for dogs or cats that follow children to school. Animal Control is notified whenever stray animals are wandering around the grounds or are in the building. Any animals sent to school for classroom pets must be approved by the school nurse.

NOTE: No animals of any kind are permitted at school or on buses. No animals are permitted for show and tell. Service animals are the exception to this rule.

PHOTOGRAPHING OR VIDEOTAPING SCHOOL EVENTS

Occasionally news media will visit our school. As part of the registration process, we ask you to fill out a release so that we have permission to photograph your child. If your child should not be in any photos or videos of school activities (usually due to custody and/or security issues), please let the school know through the link in PARENTVUE. Please include all significant information.

PHYSICAL EDUCATION

Physical Education is a regular part of our curriculum, and all children are expected to participate. The program is designed to develop physical skills through activities that stress spatial awareness and body movement and control. Activities include large and small muscle coordination, exercise, games and team sports. They should wear appropriate clothing, especially appropriate shoes, on these days.

PLACEMENT, STUDENT

Inez uses the typical process and procedures for placement for students used by other APS schools.

1. Learning style input collected in the Spring from the parents is considered, along with information obtained from the child's current teacher.
2. Children are placed in heterogeneous groupings and tentative class lists are prepared in May.
3. Prior to the first day of school, teachers will send an email to families notifying them of their assigned classroom.

PTA BOARD OF DIRECTORS

President, Vice President, Treasurer, Secretary, Principal and Teacher Representative

RELEASE PROCEDURE FOR STUDENTS

PARENTS MAY NOT PICK UP CHILDREN DIRECTLY FROM THE CLASSROOM DURING SCHOOL HOURS if you need to pick up your child during school hours, you must come to the school office. You will be asked to show ID and sign out your child. Your child will be called to the office to meet you after you have arrived. **No child will be released to any individual who is not listed on the enrollment card or emergency card filled out by parent or guardian.** It is District policy that no student will be sent home alone from school during school hours.

SAFETY

Please sign in at the office when you come to visit the school. **EVERYONE IS REQUIRED TO OBTAIN A VISITORS BADGE.** The secretarial staff will assist you in signing in and obtaining a badge. All field trip volunteers **must** have a cleared background check through APS. More information can be found at the following link:

<https://www.aps.edu/police/background-and-fingerprinting/background-checks-for-prospective-volunteers>

In order that students and their property are protected, the following points of safety are suggested:

- ❖ Use the safest route to school.
- ❖ Cross the street at an intersection. Obey the Crossing Guard.
- ❖ Observe bicycle safety rules.
- ❖ If a student is not picked up as expected in the drop off/pick up area of the school, he or she will be escorted to the office by the duty person around 4:00 PM. The child will wait in the office to be picked up. Late pickups must be signed out by a parent or emergency contact.

SCHEDULE, ABBREVIATED (SNOW DAY)

When weather conditions prevent starting school at the regular starting time of 8:25 AM, Inez will go on an **“abbreviated day” schedule (two hour delay) which runs from 10:05 AM – 3:25 PM.** Lunch will be served, but no breakfast. Parents will be informed of abbreviated days by way of the news media normally by 6:30 AM. Sometimes weather conditions worsen during the morning, and it becomes necessary to close schools for the entire day, in which case it will be announced through the media. **Please listen to your local TV/Radio stations** rather than calling school. The abbreviated day is a day when school cannot be opened for the regular schedule due to extreme weather or other emergency.

1. Hours are 10:05 AM to 3:25 PM
2. Cafeteria will serve lunch only.

If we do have snow days this year the make-up days will be scheduled and announced by the District. If school is canceled during the day due to severe weather please make sure you have filled out an **EMERGENCY DISMISSAL PROCEDURE** form so that we can get your child safely to the place you designate. Please stay in touch with the media to be notified of changes in the school schedule.

SCHEDULE, DAILY

Morning A.M.

8:00	Warning Bell
8:05	Instruction Begins

Morning Recess

9:45-10:00	Recess (Grades K)
10:00-10:15	Recess (Grades 1 & 2)
10:30-10:45	Recess (Grades 3-5)

Lunch

10:45-11:15	Kindergarten
10:55-11:25	1 st Grade
11:15-11:45	2 nd Grade
11:30-12:00	3 rd Grade
11:45-12:15	4 th Grade
11:50-12:20	5 th Grade

Afternoon Recess

12:15-12:30	Recess Grades K
12:45-1:00	Recess Grades 1 & 2
1:30-1:45	Recess Grades 3, 4 & 5
3:25 P.M.	Dismissal

STUDENT BEHAVIOR HANDBOOK

The Inez staff wishes to provide a safe and healthy environment for our children. A positive environment is created when teachers have high expectations for students, when the rules are clear and are consistently enforced, and when children have the opportunity to talk out their dispute in a situation mediated by an adult. We will be working with your child this year on making responsible choices for his/her behavior. We can succeed in making our school safe and enjoyable for all children with your help and support. Please take time to read through this information with your child and discuss what it means.

Inez will abide by all the policy statements and behavior consequences as outlined in the 2023-2024 APS Student Behavior Handbook. This handbook can be found on the APS website at www.APS.edu.

Inez's Positive Behavior Expectations *ROCKETs*

R=Respectful

Follow the Golden Rule. Be tolerant of differences. Be considerate

of others.

O=Outstanding Effort

Works hard to accomplish tasks.

C=Citizenship

Do your best to make your school and community better.

K=Kindness

Be friendly, helpful and generous.

E=Encourage Others

Support and praise others when they do the right thing.

T=Trustworthy

Be Honest, Play by the Rules, do what you say you'll do

GENERAL INFORMATION

- Quiet Area is off limits before school, during recess, after school unless student(s) are with adults.
- Bathrooms to be used at recess are South side bathrooms by the Cafeteria and the Gym.
- Students are asked to stay on the playground and grassy field before school, during recess, unless with an adult. At dismissal time students should immediately follow their plan for getting home or to another after care program. Students should not linger on the school grounds after school. If a student's after care pick up individual is late, students should report to the office where they are safe and phone calls can be placed for pick up.
- Do not arrive at school before 7:50 AM unless your child is enrolled in the Children's Choice Before School program. When you do arrive, go directly to the playground or to the cafeteria for breakfast.
- Be on time for class.
- **Weapons** of any kind, whether real or imitation, **are prohibited** and will be confiscated per the APS Behavior Handbook. Further consequences may occur

STUDENT RETENTION – REMEDIATION LEGISLATION

The New Mexico State Legislature has passed legislation related to educational standards, remediation programs and promotion policies. This legislation requires APS to identify and provide remediation for all students who are performing below the state levels for proficiency.

Parents/guardians of students who have been identified as not meeting required proficiency levels must be notified by the end of the second grading period. At this time, the teacher will meet with the student's parents to explain specific academic deficiencies and work together to develop a Multi-Layered Systems of Support (MLSS) Plan.

Any student completing grades 1-5, who has a Multi-Layered System of Support Plan, but has not attained the required level(s) of proficiency by the end of the school year, shall be referred to a Student Assistance Team (SAT). This

educational team will review/revise the MLSS for the student. This plan may include Summer School.

If by the start of the next school year, a student in grades 1-5 has failed to attain the required levels of proficiency, one of two options may be exercised:

1. The student will be retained in the same grade for no more than one year with an MLSS plan developed by the Student Assistance Team or
2. The student will be promoted to the next higher grade if the parent refuses to allow their child to be retained and signs a required waiver. A parent may refuse retention only once in grades 1-7.

This legislation requires early identification of students, notification of parents and specific remediation plans. It outlines the conditions for retention. Inez Elementary has always closely monitored student progress and included parents in every step of the process. This legislation helps us in our efforts to help students succeed in school.

SCHOOL PARTIES/Celebrations

Celebrations in the classroom, culminating an instructional unit are permitted as long as it follows the approved standards of the curriculum being used. Parents and/or students who wish to plan such a celebration should first obtain permission from and work with the teacher.

- **Holiday Policy** As a result of a parent vote overwhelmingly in favor of continuing current Halloween traditions, the Instructional Team has made the decision to continue the Halloween parade and activities as well as Valentine festivities. Please note as per the APS procedural directive, teachers and staff will continue to be sensitive to the different cultures and religions represented by our students at Inez. Therefore, teachers will determine how to appropriately recognize those days within their classrooms.

SNACKS AND ENERGY DRINKS

Students are able to bring snacks from home. Teachers may have individual classroom rules around snacking, including not eating during certain instructional times. If there is a concern with your child's needs, please speak with the school nurse.

Snacks should be brought in snack-size bags (please let the teacher know if you need smaller baggies), not large bags. If a child brings a large bag to school, a teacher may put a reasonable amount in a baggie to prevent sharing with other students. While we love when students share, swapping food can lead to issues around allergies, family preferences, or conflict with other students.

Snacks should be as nutritious as possible; should a child bring candy in the morning, the teacher may ask for the child to wait until a more appropriate time for this snack.

Energy drinks are not allowed on campus for elementary-aged students. If a child brings an energy drink to school, it may be confiscated and returned to the parent at dismissal.

TOYS/TELEPHONE USAGE

Personal toys, personal sports equipment, trading cards and electronic equipment including but not limited to cell phones & Smart Watches etc. cause a distraction in school and are frequently lost or the cause of arguments. **They are permitted only on special occasions with the permission of the teacher to be used in the instruction provided by the teacher.** Toys may not be traded or sold. **The school is not responsible for any damaged or lost items that are brought from home and should not be at school.**

Cell phones are discouraged at school and are to be turned off and in your student's backpack once they get to school. **If a child is caught using a cell phone during the day, it will be confiscated – to later be picked up by the parent.** Students are welcome to come into the office with a note from their teacher to use the office phone during school hours if necessary.

Student Acceptable Use of Personal Electronic Devices

For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, smart phones, gaming devices, tablets, laptop computers and personal digital assistants.

For purposes of this procedural directive, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

Albuquerque Public Schools shall not be responsible for the theft; loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.

Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.

3. These devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity meeting or practice held on Albuquerque Public Schools property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
 - A. The student has a special medical circumstance for themselves or a family member.
 - B. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
4. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.
5. Student use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, classrooms, bathrooms, and swimming pool areas.
6. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.
7. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian. It is the student's parent/legal guardian's responsibility to retrieve the device according to school procedures.

TRANSFERS – DISENROLLMENT

If at any time during the school year your family must transfer from Inez to another school or out of the district, please notify the office at least two days prior to the student's last day. This will enable our secretarial staff to complete all the necessary forms. It will take a minimum of 24 hours to prepare the progress reports.

TRANSFERS – IN-HOUSE

Our children need to develop the ability to adapt to a changing society and to different personalities in school. We believe that students benefit from learning in a variety of settings and with teachers with differing teaching styles. Occasionally, situations occur which warrant consideration of a change in program or placement. Every effort should be made to resolve the issue with the classroom teacher prior to undertaking the transfer process. The following steps will be undertaken after a two-week period:

1. Parent and Teacher will meet to discuss the issue and develop a plan to resolve the issue. The plan will be implemented for a minimum of two weeks.
2. If the issue is not resolved, the principal, parent and teacher will meet to try to resolve the issue.
3. In the event that the decision is made to transfer the child, the teacher with the lowest PTR will receive the new assignment and will be consulted about the incoming student. If other mitigating

circumstances make the placement with the lowest PTR inappropriate, the principal will make the best possible placement for the child.

VISITORS/VOLUNTEERS – FAMILY AND FRIENDS

We encourage parental/adult involvement in volunteer efforts at the school. A key ingredient in an outstanding school is the degree to which all adults unite in a concerted effort to provide for our children. If you would like to become a volunteer, you may call your child's teacher or the school office. Any visitor to Inez **must sign in and obtain a visitors badge from the office and PRIOR to any volunteer or chaperone work will be required to pass an APS background check. There is a fee for the background check.** Completion of the background check is good for 2 years. Volunteers and Chaperones will present verification of completed background to the secretarial staff who will make the individual a badge to wear while on campus volunteering and/or chaperoning at Inez.

ALL VOLUNTEERS MUST APPLY ONLINE AT:

www.aps.edu/volunteer-with-aps

For more information contact:

Student, Family, and Community Supports
Volunteer Programs
(505) 885-5267

This will be the only method to apply to volunteer at any APS school.

- A background check will be conducted based on the information provided within the application. Fingerprinting is not required.
- The \$12 payment for the background check requested within the application is non-refundable once the application is submitted.
- Current APS employees that wish to volunteer will need to include their APS employee ID number in lieu of payment.

The following **THANK YOUS** are offered to our wonderful volunteers:

- ❖ Thank you for checking in at the administrative office and recording your presence by signing in/out and by wearing a volunteer name tag.
- ❖ Thank you for notifying the administrative office if you are unable to fulfill your volunteer duties on a certain day. Please try to give sufficient notice so a replacement can be arranged.
- ❖ Thank you for being discreet and trustworthy and for respecting the confidences of teachers and all children.
- ❖ Thank you for recognizing your limitations. Don't be afraid to say "no." It is much better to say, "No, I cannot do that," than to say "Yes," and not be able to do whatever is expected.
- ❖ Thank you for asking questions. Make sure that you understand your volunteer assignment. Please expect to be trained and supervised.
- ❖ Thank you for being on time. It is nice to be able to count on you!

- ❖ Thank you for recognizing that the teacher is in charge in the classroom and for providing support for the teacher. It is best that the volunteer keep a low profile in the classroom.
- ❖ Thank you for learning our children's names as quickly as you can. They love to be called by name.
- ❖ Thank you for serving as a goodwill ambassador to the community-at-large.