

**Tres Volcanes
Community Collaborative School
2023-2024**



**9601 Tierra Pintada NW
Albuquerque, NM 87120
(505) 253-0200**

BELL SCHEDULE

Monday - Friday

8:05am - 3:05pm

****Warning Bell will ring at 8:00am***

PRINCIPAL'S MESSAGE

Welcome to the new school year! This handbook explains our school policies and procedures. It can serve as a reference guide to help answer questions typically asked by parents each year. Please keep it in a handy location.

We hope that your experience at Tres Volcanes CCS is pleasant and look forward to a productive school year. Please feel free to contact me at Monica.Garciasalas@aps.edu with questions, comments or concerns. The administration is always happy to make appointments to speak with our families.

Sincerely,

Monica Garciasalas

TELEPHONE DIRECTORY

Main Office	505-253-0200 Option 2
Nurse	Option 3
Counselor	Option 5
Cafeteria	505-253-9497
Transportation	505- 880-3989
Student Service Center	505- 855-9040

ABBREVIATED DAY AND SCHOOL CANCELLATION

When schools have to be delayed because of bad weather, it will be announced through the media around 6:00 am. In such cases, school will start 2 hours later than normal (10:05am). Lunch will be served, but no breakfast. Buses transport students on a delayed basis in the morning and on a regular schedule in the afternoon.

There is NO Before school program on abbreviated or canceled days.

School Cancellation

APS sometimes decides later to cancel school for the whole day, so keep listening to the radio and/or check the APS website and social media. When APS cancels school, the day must be made up at a later time in the year.

Emergency conditions that necessitate closing individual schools early will be handled on a school-by-school basis. The principal will keep you informed of the situation.

ATHLETICS

TVCCS will have Middle School Sports for 6-8 grade. The sports include Cheer, Volleyball, Girls and Boys Basketball, Girls and Boys Track and Boys and Girls Soccer. Students must maintain a 2.0 to participate with no F's. Parents must accompany their child to all athletic games that are after the school hours. Our expectation is that students and parents display sportsman-like conduct at all times. This includes at school AND at games and/or while representing Tres Volcanes CCS. Dress Code is enforced at all school events even if it is after hours.

In order to participate in tryouts for middle school sports, a current APS Physical form and Concussion Management

Course certificate is required. These required forms can be found at tvcc.aps.edu under the athletics tab.

ATTENDANCE AND TARDIES

School starts at 8:05AM. A warning bell will ring at 8:00AM. Students who arrive in class after 8:05AM are considered tardy. Students who are excessively tardy may be referred to the Children's Court Liaison.

Daily attendance is mandatory if students are to have the full benefit of the instructional program. Middle school attendance is taken at the beginning of every class period. The district recognizes, however, that there are situations that make absences necessary. Therefore, in accordance with district guidelines, absences may be excused for the following reasons:

- ◇ Doctor's appointments
- ◇ Illness
- ◇ Death in the family
- ◇ Family emergency
- ◇ Religious commitments
- ◇ Diagnostic testing

Please note that family vacations do not constitute excused absences.

When a student is absent for any reason, it is the responsibility of the parents to call the school attendance line at 505-253-0200 Option 2 prior to 8:15 AM on the day of absence OR report it via ParentVue. If we do not receive a call prior to 8:15am, you will be contacted by phone through SchoolMessenger. We offer this service as part of our Safe School Plan.

Students with an absentee rate of 5% will receive a phone call from the classroom teacher. After a student reaches an absentee

rate of 10% the student will be placed on a MTSS Plan to provide support to ensure that the student is in the educational setting with weekly progress monitoring. In the event a student has an excessive absentee rate of 20% or more and has not responded to previous interventions, the following actions may occur: referral to Health and Wellness team, referral to attendance team, family meeting with administration, specialized supports, and/or referral to local agencies.

If your child is ill for 3 or more days, please provide us with a copy of a doctor's note for our records.

Students are also required to be at school on time. *Any student who is not in their classroom by the 8:05am bell, will need to have a parent sign them in at the front office. **If they are late, students will not be allowed to enter their classroom until they are signed in by a parent.***

Middle School student TARDIES BETWEEN CLASSES

TVCCS believes that all students should be on-time to each class period throughout the school day. All students are expected to be in their classroom seats by the bell, with all the necessary materials, and prepared to learn. A student is counted tardy if he/she is not in his/her designated location at the appropriate time. Tardies cause a disruption to the learning environment and to ensure equitable learning opportunities administration will conduct tardy sweeps between each class period. Tardy information will be tracked quarterly and consequences will be provided according to our tardy policy's progressive discipline plan.

The tardy policy's progressive discipline plan is:

- 1st Tardy: Warning

- 2nd Tardy: Warning
- 3rd Tardy: Lunch Detention/Parent Contact
- 4th Tardy: Lunch Detention/Parent Contact
- 5th Tardy: Lunch Detention/Parent Contact
- 6th Tardy: 1 day ISS/ Parent Contact
- 7th Tardy or more: Parent Meeting with Dean of Students

BACKGROUND CHECKS

At Tres Volcanes, we welcome volunteers as partners in education. In order to keep children safe, APS requires that all volunteers have an APS approved background check. This includes parents that wish to attend field trips. We will not make exceptions to this policy and will enforce it for all volunteers.

Background checks are done through APS for a fee. It will take approximately 5-10 business days to get it back. Please contact APS central office for more information at 855-9040.

Background Checks will expire every 2 years.

For more details as to who is required to have a background check, please see the Volunteer/Visitor policy under letter "V". <http://www.aps.edu/community/volunteer-with-aps>

BICYCLES

Bikes may be ridden to school provided the student has a lock. The bike must be walked on campus and must remain locked throughout the school day. The school cannot be responsible for damage or theft to student bicycles. It is a state law that children wear helmets and practice safe riding habits when riding bikes to school.

BUSES

Bus service is provided for students who live within the Tres Volcanes boundaries, but live 1.5 miles away from school grounds. We highly encourage students to ride the bus to school, as it helps tremendously with keeping students from being tardy. Bus stop and routing information is available at [mybusstop](#).

Complaints about bus service should be addressed with the bus company or the transportation office at 880-3989.

Children should follow the school rules while waiting for the bus, boarding the bus, and while being transported by the bus. Please remember that bus riding is a privilege that may be revoked if rules are violated. APS Transportation forbids children from riding buses other than those for which they are registered.

CAFETERIA

For the 2023-2024 school year, meals are free. Students may choose to eat breakfast and lunch provided by our cafeteria.

If students prefer, they may also bring sack lunches from home. Please note that sack lunches cannot be warmed by microwave or any other means.

We strongly encourage families to provide healthy lunches free of sodas or other sweet snacks as children learn best after eating healthy lunches.

Any questions regarding cafeteria issues should be directed to at 253-9356 or Food and Nutrition Services at 345-5661.

CELEBRATIONS

Teachers may ask parents, at times, to prepare and/or bring items in for classroom celebrations. Additionally, some families like to celebrate birthdays at school. This is allowable with the following parameters:

- Consult with the teacher ahead of time to make arrangements on treats and time of celebration. Make note of food allergies.
- Celebrations should last no longer than 30 minutes.
- **No eating in the classroom** OR any carpeted area of the school.

Send treats with students at beginning school. Parents will be informed of Classroom/School Celebrations.

CELL PHONES/AIRPODS/PERSONAL ELECTRONICS

Students may have cell phones/Airpods at school provided that they are **kept in their backpacks in the off position. Cell phones or airpods that are used during the school day or while on campus before school (7:45-3:05pm) will be confiscated and the student will inform parents/guardians, at the end of day. Parents/Guardians are responsible for picking items up in the office.**

This includes: Smart watches, gizmos, or any texting device as well.

1st Offense: Confiscated 1 Day

2nd Offense: Confiscated 2-5 Days

3rd Offense: Confiscated until the Last Day of School

Lost or stolen phones are not the school's responsibility and instructional time will not be used to look for a lost or stolen phone. Additionally, if students use their phones to record and/or post to social media during the school day, the student will be consequence even if they are not part of the incident.

WIRELESS/BLUETOOTH EARBUDS/HEADPHONES ARE NOT PERMITTED FOR USE WITH SCHOOL COMPUTERS OR CHROMEBOOKS. (AIRPODS, BEATS, ETC...)

CURRICULUM

Tres Volcanes CCS uses the Albuquerque Public Schools and Common Core State Standards to guide instruction. The following is a list of specific curricula used at Tres Volcanes CCS to attain these standards. References to the standards being taught will be made monthly through the teacher website.

Reading/Literacy

Tres Volcanes CCS has established a literacy block for our entire school. The instructional strategies and expectations are as follows:

- Every K-2 will be assessed using iReady, Istation or Performance Tasks during the testing windows each semester.
- Every student will receive direct structured literacy instruction through CCSS in small group, large group and individually (as needed) using the Core Reading Benchmark Program (K-5), iReady or SPIRE for Special Education, and other supplemental materials.
- Reading will take place during this 90-minute block **daily**.
- Every student will write on a **daily** basis. This will be integrated in the Literacy Block and other times in the day. Typing will be required within the curriculum and it is a skill that students are expected to learn.

Literacy block is considered "sacred," uninterrupted, time. It is free from pullouts, etc. **ALL CLASSES AND TEACHERS WILL PARTICIPATE AND FOLLOW THE COMMON CORE STATE STANDARDS OF PRACTICE DURING THIS TIME.**

Math

Tres Volcanes CCS will be using iReady curriculum in grades K-5 and Special Education. Additionally, supplemental materials will be integrated to meet CCSS. Grade 6-8 will use Illustrative Math as well as supplemental Math materials to meet CCSS.

Science/SS

Science and Social Study Units will have a dedicated instructional block. Tres Volcanes CCS grades K-5 will be using the *Mystery Science Curriculum*. grades 6-8 STEM scopes. Each grade-level has specific content to help them teach the subject area pertinent to their grade level standards.

DISCIPLINE

An important part of a child's education is the development of socially acceptable behavior. We would appreciate your cooperation with helping us to enforce our school rules. KAGAN - Win Win Discipline will be used and implemented in all classrooms school wide. This is a school wide discipline that helps support the restorative discipline practices.

Bullying To qualify as bullying, incident must involve an imbalance of power between the aggressor & target. Bullying usually involves multiple incidences, the aggressor & the target have drastically different reactions to the incident, and target feels powerless to self-advocate.

New Incident Repeated Incident (# of documented incidents ____)

Imbalance of Power

***Cyber bullying see page 39 of the APS Student Handbook.**

A copy of the discipline slip is available upon request. The minimum mandatory consequences listed on the matrix in the APS Handbook will be used in the event of severe behavioral infractions. This may include suspension. **Only administration can suspend a student.**

-Lunch/Recess Behaviors must be enforced by the Duty Teachers.

Tres Volcanes CCS has "NO TOLERANCE" for violence. Acts of violence will result in severe consequences.

We are asking students to show *Magma Pride and “Bring the Heat”*

H – Helpful and Positive Attitude

E – Equality

A – Accountability

T - Teamwork

Elementary Playground Discipline Plan

1st Warning

The first time a student breaks a playground rule they are reminded of the rule and asked to repeat the rule.

2nd Warning

On a second infraction the student is asked to sit in timeout (at the duty teacher's discretion) for a given amount of time. The rule is talked about and repeated by the student for reinforcement

If there is a more serious problem, such as fighting or repeated infractions, the student will be removed from the playground and sent to the office. A discipline referral slip is to be filled out online for Admin to review.

DRESS CODE

Tres Volcanes complies with the APS Dress Code Policy. The dress code is designed to promote a positive, safe and healthy learning environment. Tres Volcanes students may dress to their individual styles keeping the modesty zone (mid-thigh to the shoulders) covered with school appropriate wording/logos on any clothes. Students should be neat and clean at all times.

As a general rule, clothes shall be worn as they are designed – suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed. Hats may be worn outdoors, facing the front and for appropriate weather conditions.

All Students:

- Students must wear appropriately fitting clothing. Pants must fit at the natural waist without the aid of a belt. (No excessively tight or revealing clothing, no sagging or baggy clothes permitted)
- Students may not wear clothing that advertises, displays or promotes drugs, alcohol, tobacco, sexual activity, violence, disrespect or bigotry towards any group.
- Hats/caps/hoods **may not** be worn in the building or classroom except when there are instructional, safety, religious or medical reasons.
- Students may not wear spiked jewelry, chains or belts with more than 2 inches excess.
- No facial/tongue/nose jewelry, pins or body piercing, or gauged ears
- Gang-related apparel is prohibited
- No writing on skin, clothing or backpacks
- Unnatural hair colors such as pink, blue, purple, etc... are unacceptable. No tinted gel or hair spray, or distracting hairstyles; Mohawks must be shorter than 2”.

Shirts/Outerwear:

- No off the shoulder shirts or dresses. Straps must be between 2-4 inches or greater.
- Shirts must cover the midriff. (When a student raises their hands over their heads, no skin is showing.)
- No transparent or revealing shirts

Pants/Shorts/Skirts:

- No shorts are allowed that hang below the bottom of the knee or shorter than mid-thigh or 4-5 inch inseam.
- Pants must fit at the natural waist without the aid of a belt. No sagging

- No distressed, frayed or pants with holes
- No transparent or revealing, excessively tight pants (This includes leggings not designed to be pants.)
- No pajamas or onesies

Make-up:

K-5 – May not wear or bring make-up including glitter and hair products.

K-8 – May not bring or wear fake nails to school.

Shoes:

- Closed toed, flat shoes are **highly encouraged** in order to stay safe while on the playground and around campus.
- We recommend that tennis shoes be worn everyday, as this is the safest shoe.
- No flip flops, Heelys (shoes with wheels), slides or backless shoes. No slippers!
- Students are only allowed to bring/wear 1 pair of shoes.

PE:

K-5 – Students should be dressed in clothing appropriate for physical activity on PE days. For example: workout shorts, capris, leggings, sweats, tennis shoes, etc... No denim on PE days

6-8 – PE uniform – Gray shorts and red, gray or black shirts depending on grade. (available for purchase for \$20)

If the dress code violation is correctable at school, the student will make the necessary changes. A parent may be contacted to bring the student a change of clothes or the student may be asked to wear clothing issued by the school. In this case, the student will change back into their clothing at the end of the day and be reminded of the appropriate dress code. If the student refuses to change when out of dress code, the refusal will be considered “General Disruptive Conduct and/or Defiance” and may result in a referral and/or consequence.

DROP OFF/PICK UP

Students are not allowed to be dropped off prior to 7:45 am, as there is no supervision. Students are also not allowed to stay after school unsupervised. It is unsafe to leave a child longer than 15 minutes after school. If this happens repeatedly an administrator will contact families to resolve this problem. If the problem continues, APS police may be contacted. Parents should make after-school arrangements prior to school. Remind App and email is not a reliable way to contact students and teachers during school hours 8:05am-3:05pm.

Before school procedures: Students can arrive at school as early as 7:45am. Please do not drop off in the parking lot. Please use the designated drop off loop. Duty teachers will unload cars on the north side of the loop. Students that eat breakfast can go to the cafeteria after getting off the bus, walking or being dropped off in the drop off lane. Students that do not eat breakfast in grades 1 thru 5 go straight to the playground using the North sidewalks. Middle School students not eating breakfast stay in the commons area - this is where the round planters are in front of the school. We will not allow classroom door drop off in the morning. The warning bell rings at 8:00 and the tardy bell rings at 8:05. If your child is tardy, you must park and come to the front office to sign them in. Please help us by getting ALL students to school here everyday and on time.

After School: We will not release students from the classroom doors. Please designate a spot for your child to meet you in the commons area afterschool. The drop off/pick up lane will only load cars from the north side of the loop. Please do not ask your students to cross the busy lanes to get in your car or ask them to meet you in the parking lot. We will not allow students to go to the parking lot without an adult.

FIELD TRIPS

Field trips provide an opportunity for teachers to expand on what is being taught in class or reward students for exemplary behavior. The APS district requires prior approval of field trips by the principal. Fees may be required in order for students to participate in field trips. If fees are a hardship for families please contact the office, or teacher, for assistance.

Please note that field trips are a privilege, not a right. Your child's field trip can be taken away for behavior, excessive absences, or tardies. Please check with the classroom teacher when and if this occurs. Money paid for a field trip is ***non-refundable*** if a child misses the activity for any reason.

Teachers provide a deadline for field trip money to be turned in so that there is sufficient time to count and turn in to the secretary. ***Please adhere to the due dates for all field trip money. If the deadline is missed your child will not be allowed to attend the field trip.***

Students may not participate in field trips without official APS school field trip forms on file. Please be sure to fill out and sign both sides of the permission form. Verbal permission or handwritten notes will not be accepted.

Teachers will not release students from the field trip location. Parents must check students out in the office upon returning to school.

Finally, student's siblings will not be permitted to attend field trips.

Although most places are open to the public, we discourage the practice of parents showing up to field trip locations

without following the proper steps above and being an approved volunteer. This puts undue stress and pressure on the teachers and students attending the field trip. If you wish to attend, please adhere to the above guidelines.

HOLIDAYS

Tres Volcanes CCS complies with the APS "Religious Issues and Holidays Policy". APS requires that educators make curricular decisions and guide discussions sensitive to varying beliefs, which neither inhibit nor advance a particular religious belief. Holiday activities (religious and/or cultural) must have a strong curricular tie.

HOMEWORK

Homework provides an opportunity for students to develop responsibility. Teachers at Tres Volcanes will provide meaningful activities that reinforce skills introduced in the classroom. It is a tool for nurturing communications and interactions between the student, parent and school as well as a means of teaching study habits.

Homework is assigned on a regular basis daily, weekly or monthly. In addition, nightly reading will be assigned for a set amount of time each night.

Some homework may be assigned for extended periods (i.e. Science Fair projects). Additionally, some homework will be assigned in Google Classroom or Seesaw and completed on a device at home. Please see your child's teacher for more information in regard to homework and/or let them know if you do not have a device to complete electronic homework.

Regarding make-up work, Tres Volcanes CCS follows APS policy of providing homework for students upon their return to school. When a student returns to school he/she will have the same number of days to make up the work missed as the number of days he/she was absent. Homework will not be given prior to the absence.

LIBRARY BOOKS/TEXTBOOKS

Library books and textbooks are very valuable. Please encourage your child to care for his/her books and return them as required. Lost books must be paid for so that we may replace them. Outstanding debts may impinge upon a student's registration status. This includes registration into middle school or at any other APS school.

LOST AND FOUND

Please check the lost and found regularly. Lost clothing items and/or lunch pails are often placed in the lost and found. We strongly recommend marking your child's first and last name on clothing and lunch box. Items left in the lost and found will be displayed throughout the year. Items left after those display periods will be donated to the clothing bank. Please read the 3V for those time periods to be announced.

PARENT COMMUNICATION

Teachers and staff communicate with parents in a variety of ways; several of them are described below, please allow a 24 hour turn around for teachers/staff to return messages.

Progress Reports

Please check ParentVue regularly for progress and/or grades to stay informed of your child's progress. Grading periods end every 9 weeks. Report cards will not be printed.

ParentVue/StudentVue are communication systems that give parents and students private information on grades, assignments, attendance, calendars, and teacher contact information.

Agendas

Teachers in grades 1 through 5 use agenda books to communicate assignments and other information on a daily basis. Please check your child's agenda nightly to assure that you are receiving regular communication. No replacement agendas will be given.

The 3V Newsletter

A monthly newsletter with important events and announcement information is available on the school webpage <http://tvcc.aps.edu>.

Each teacher at TVCC also has an up to date classroom website/webpage with specific information regarding their classroom and areas of instruction.

School Messenger is used most often by school administration. A phone call and/or an email will be sent to recipients. Please make sure your information is updated in ParentVue.

Social Media - Follow us on Facebook! We also post a lot of information quickly here.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences are scheduled twice annually. The purpose is to discuss academic performance. Students will not attend school/classes on the specified conference dates so that parents and teachers may meet for conferences during this time. These conferences are very important and teachers make every effort to accommodate parent schedules.

Conferences for 2023-24 will be:

Fall – October 19 & 20th

Spring – March 25 & 26

In addition, conferences may be scheduled outside of the formal conference schedule if parents or teachers have concerns about a student's academic progress. These conferences should be scheduled through the classroom teacher.

PARKING LOT

Students cannot be dropped off prior to 7:45am.

Students must report to the playground, cafeteria or other designated location as soon as they arrive at school. We have a drop-off and pick-up zone for cars. Families are encouraged to use the pick-up/drop off lane. If they prefer to park, they must use a designated parking space, get out of the car and escort their children to or from the commons. We will not allow students to go to the parking lot to meet parents. At no time should parents drive into the bus lane or drop off in the parking lot.

Please be courteous of designated staff parking lots. We cannot leave our teachers without a place to park. **This includes the labeled parking in the front designated for Principal, Assistant Principal, and Office Staff.**

PERSONAL ITEMS

Students should not bring personal items to school unless instructed to do so by their teachers. **Students may not bring toys, cards, electric items (iPods, airpods, electronic games, etc.), and/or items that may be harmful or distracting to themselves or others.** These items include tablets, smart watches, gizmos, Vtech watches. If brought to school, these items will be kept in the office until a parent or guardian comes to pick them up. We will not take instructional time to deal with the loss or damage of such items. Skateboards are not allowed to be ridden on campus.

Please note that toy weapons will be treated as look-a-likes and may result in a police report and a consequence.

PETS

Pets are not allowed at school. **Please do not bring pets on campus when picking up or dropping off students.**

PHONE MESSAGES

For safety reasons, we WILL NOT relay phone messages to students under any circumstances. (Please communicate after school pick-up arrangements with children before school.)

PE

Elementary students attend Physical Education classes once a week. Please be mindful of these days and have your child dress appropriately. They should wear tennis shoes, warm ups or shorts (depending on season/weather) and nothing with zippers or buttons.

Middle School Students attend PE every day. Middle School students have a PE uniform. (See Dress Code) Uniforms are available for purchase for \$20. MS students must bring a lock to keep items in the PE locker. Students should take clothes home at least once per week to wash.

PUBLIC DISPLAYS OF AFFECTION

Students must refrain from showing any public displays of affection as this can be interpreted as an act of physical intimacy. In this regard, students will not hold hands, embrace/hug, kiss or touch each other in any affectionate way. Disciplinary action can and will be taken if these rules are not followed.

SCHOOL SUPPLIES

Lists are available on tvcc.aps.edu. Individual teachers may request additional supplies. If purchasing supplies is a hardship, please contact the office. Please remember that

supplies may need replenishing throughout the year. Especially in middle school (pencils, erasers, etc...)

SNACKS

Students are allowed to bring individual serving size snacks, only. Due to allergy concerns, sharing of snacks is NOT allowed. Any snack larger than individual size will be thrown away. Kindergarten and 1st grade have their own snack policy. **Soft drinks and caffeinated drinks are off limits to students.**

STUDENT CHECK OUT

If parents or guardians need to pick up students before the school day is over, they must stop by the office first. A picture ID is required to pick up a child early. **PLEASE NOTE THAT STUDENTS WILL NOT BE CALLED FROM CLASS DURING THE LAST 20 MINUTES OF THE SCHOOL DAY (2:45PM) AS THIS CREATES DISRUPTIONS TO THE LEARNING PROCESS.** Also, the individual picking up the student must be listed in the student's enrollment. The student will be called to the office after the ID is verified. Students must be signed out. We will not make any exceptions to ID verification for safety reasons. Please assist us in keeping our children safe.

STUDENT HEALTH

The Health Room staff is committed to maintaining a healthy environment that will enhance the learning and well being of all students at Tres Volcanes CCS. Forms and information are at www.aps.edu/nursing

Accidents

Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. It is

extremely important that the health room has current emergency contact information. Office personnel will call 911 in a situation deemed appropriate by the health office or principal. Please stress the importance of reporting all school-related injuries to the health room.

Illness

If your child becomes ill and doesn't feel well enough to take part in school, as parents or guardians, you should keep your child at home until the symptoms improve. This also can help to prevent the spread of the illness to others at school. These are some examples of when your child should be kept home:

- Active Vomiting
- Active Diarrhea- three or more times in a 6 hour period
- Extreme tiredness and/or lack of appetite
- Fever with headache, body aches, earache, sore throat

If Antibiotic treatment is needed, your child should remain home for the first full 24 hours of medication (e.g., if your child has had three doses per day ordered, then three doses must be given before the child returns to school)

IF A CHILD IS TOO ILL TO ATTEND RECESS, HE/SHE IS TOO ILL TO ATTEND SCHOOL.

The Health Room will contact parents/guardians when a student visits regardless of condition. Students must not use their cell phones to call parents to pick them up. This is a safety issue and a violation of the cell phone policy.

Immunizations

All students entering an APS school for the first time must present a certificate showing up-to-date immunization. It is

against New Mexico State Law for a student to attend class without current immunizations.

COVID

All information regarding APS COVID updates can be found on the APS website at <https://www.aps.edu/>

Medication

If possible, all medication should be given at home. If medications must be given during the school hours, they shall be administered in compliance with the New Mexico Administrative Code, New Mexico Nursing Practice Act, New Mexico School Health Manual Standards and APS Procedural Directive. All medication administered at school requires the parent to provide the appropriate medication authorization form to be completed and signed by the student's parents and/or medical provider.

All APS medication authorization forms are posted on www.aps.edu/nursing/nursing-forms and can be downloaded by parents and or providers for completion. APS school staff will no longer be able to facilitate completion of these forms by the student's provider. Please contact your provider to determine their requirements for completing this school form. If your student will need to take over the counter or prescription medication at school, contact your school nurse for additional explanation.

STUDENT PLACEMENT

Students are placed in classrooms based on a variety of criteria. Due to the extensive process used to place children, changes in placement will not be honored without observation of the Placement Policy. Following the policy does not guarantee a

change in placement. A change in teacher will not be considered for the following reasons: A student teacher preference, wanting to be with friends, knowing a teacher from the previous year, etc...

Elementary Placement Policy

No changes in placement will be considered until the student has been in his/her assigned class for a minimum of two weeks. Should a change in placement ultimately be approved, the new placement will be based, in part, on existing class sizes and compositions.

The steps listed must be followed in order when seeking a change in placement.

- 1. The parent makes an appointment through the office to observe in the classroom during instructional time and then observes for a period of thirty minutes or more.*
- 2. The parent makes an appointment with the teacher to discuss concerns and expectations after the observations.*
- 3. If this does not resolve the problem, then the parent writes an email to the principal with a copy for the teacher, stating the reason(s) for the requested change in placement. (The teacher has the option of seeking support in an effort to respond to the parent's concerns)*
- 4. The parent, teacher and principal will then meet to discuss the change request and attempt to come to consensus about approving or disapproving the change in placement. If the group is unable to reach consensus, the principal will make the final decision.*
- 5. If the change in placement is approved, the new placement will be made considering existing class sizes and compositions.*

VISITORS

Out of an abundance of caution for student and staff safety, visitors will be limited to essential visitors only. The front doors will remain locked and our Campus Security Aid and Office Staff will continue to help families at the front door and vestibule.

Visitors and Volunteers must present identification and must be listed on a student's enrollment card. Visitors will receive a badge that helps to assure student safety. Staff and students are trained to report anyone without a badge to the office. As part of our Safe School Plan we will report unidentified visitors to APS police immediately. Please be sure to sign in whenever visiting campus between the hours of 7:30am and 4:00pm.

Classroom observers and volunteers are not permitted without a scheduled appointment. In an effort to limit distractions, parents may not bring younger siblings with them if they are volunteering in classrooms or other instructional areas. PLEASE NOTE: WE DO NOT ALLOW VOLUNTEERS IN THE CLASSROOM FOR THE FIRST 2 WEEKS OF SCHOOL.

In addition, APS requires that all volunteers must have a background check through **APS Human Resources Department**. These background checks are **only** accepted if done through **APS**.

<http://www.aps.edu/community/volunteer-with-aps>

Visitor – Someone who visits the classroom for a specific reason for a brief period of time. Must be on the student's enrollment card and provide ID to visit the classroom. Visitors are prearranged and approved by admin and teachers.

Volunteer – Someone who is working/assisting the classroom teacher, must have an **APS** background check and show ID. In addition, the volunteer must have made arrangements with the teacher or staff member with whom they are volunteering.

(i.e. prepping materials, working one-on-one or with small groups of students, field trip chaperones, etc. LONG PERIOD OF TIME)