

Adobe Acres Elementary

2023-2024

Parent/Student Handbook



Adobe Acres Elementary

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**ADOBE ACRES ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK**

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Dear Adobe Acres Families,

Welcome to a new school year! As always, it's an honor to serve as your principal and community leader. Adobe Acres will continue to focus on developing leadership skills in each and every student this year. Leaders do their best every day to actively engage in instruction and learning, model positive behaviors, and to be at school each and every day.

At Adobe Acres, we need families to be leaders too, and to inspire their students to do their best every day. We need you to get your students to school each and every day, on time, and to stress the value of their education.

Let's work together to develop leadership skills within our young students, who will be our community leaders in the future. Together we can provide our children with the love and support they need to be happy, successful student leaders.

With Respect,

Dorene B. Baca

Principal

Adobe Acres Elementary School
School Mascot- Thunderbird
School Colors- Turquoise, Silver and Black

VISION

**Adobe Acres
Does
Our
Best
Every Day**

MISSION

In collaboration with the community we aim to provide a safe and nurturing environment with high academic expectations that encourage lifelong learning and empower students to become independent, respectful, responsible and kind citizens who celebrate diversity and promote inclusion.

AAES DAILY SCHEDULE FOR GRADE KINDERGARTEN - 5TH: MONDAY - FRIDAY
PARENTS, STUDENTS ARE NOT ALLOWED TO BE DROPPED OFF BEFORE 7:50 AM, AS SCHOOL STAFF ARE NOT AVAILABLE TO MONITOR STUDENTS!

8:05 AM FIRST BELL RINGS
8:08 AM TARDY BELL RINGS (students should be in their classroom)
CLASSROOM INSTRUCTION BEGINS FOR ALL ADOBE ACRES STUDENTS
3:05 PM SCHOOL DISMISSES

PreK Bell Schedule:

8:05 AM School Starts
2:35 PM Dismissal

LUNCH SCHEDULE:

11:10-11:40 - 2nd Grade
11:10-11:40 - 3rd Grade
11:45-12:15 - Kindergarten
11:45-12:15 - 1st Grade
12:20 - 12:50 - 4th Grade
12:20 - 12:50 - 5th Grade

ABBREVIATED (SNOW DAY):

An Abbreviated day begins **two hours later than the regular schedule.** Bus schedules are also delayed two hours. Notification is usually given by 6:00a.m. Should the complete cancellation of school be necessary notification is usually given by 9:00a.m.

The abbreviated day is a day when school cannot be opened for the regular schedule due to extreme weather or other emergency. It is a four-and-a half-hour day.

1. Hours are 10:05 AM to 3:05PM
2. Buses will operate; they will just pick students up 2-hours later than usual.
3. Cafeteria will serve lunch only.

If we do have snow days this year, the make-up days are TBA. Please pay attention to school communications and media announcements of changes in the school schedule.

ADOBE ACRES COUNSELING PROGRAM:

Adobe Acres Elementary Counseling Program is to provide a comprehensive and developmental counseling program that addresses the academic, social and emotional needs of all students. Through advocacy, leadership and collaboration Adobe Acres Counselor is a professional student advocate who provides support to maximize student potential and achievement.

ADOBE ACRES PTA:

Our school is always looking for members to join our parent group. Please contact 505-877-4799 and ask for the Community Coordinator or AAES PTA President to find out how you can become involved. Visit our "FAMILY RESOURCE ROOM" located across from the office, for more information and ways that you can be involved at Adobe Acres. PTA addresses issues that are important to parents and public school administrators. Membership is open to everyone.

ATTENDANCE:

Regular school attendance is essential if students are to benefit from the educational opportunities the school offers. Consistent attendance helps develop dependability and responsibility and contributes to academic achievement. Parents, guardians and those with legal custody or control of a student are responsible for that child's regular attendance at school. If your child misses more than 5 days during each semester you will be called in for a Health and Wellness Meeting with Administration, the School Counselor, the nurse, the Social Worker, and the classroom teacher.

Please call the attendance line 877-4799 Ext. 2, before 8:50am, when a student is absent from school for any reason. It is the parent's responsibility to notify the school when the student is absent. School starts at 8:05 AM each day. Parent Link makes daily calls to parents when a student is absent. Please make sure your contact information is up-to-date in the office so you receive these important calls.

Attendance/Tuancy Policies:

- Parent Link will notify parents after 2 unexcused absences.
- A parent will be required to attend a Health and Wellness Meeting at Adobe Acres and complete an attendance contract after 5 unexcused absences.
- A referral to the Juvenile Probation Officer, CYFD and to the Health and Wellness Team will be completed after 10 absences.

Absence Make Up Work:

- Students are entitled to make up work for all absences-excused or unexcused.
- It is the student and parent's responsibility to request make-up assignments, the day the student returns.
- Teachers may need 24-48 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.

BICYCLES/SKATEBOARDS:

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 between Portable 2 and C-Hall. Bikes will not be permitted in the classrooms. The school is not responsible for loss or damage. Skateboards may be ridden to school, but **skateboards are not allowed to be ridden on school grounds at any time (these must be left in the front office)**. **Students may not wear "heeleys" to school. They are considered a roller skate, which are prohibited.**

BUS SERVICE FOR STUDENTS WHO RIDE THE BUS TO AND FROM SCHOOL:

Free bus service is provided to all students who live 1.5 miles or more from the school they are assigned to attend. ***Only students eligible for bus service may ride the bus.***

Behavior at Bus Stops:

The APS District & Adobe Acres Elementary School expects that students will conduct themselves appropriately while at the bus stop. The school seeks parent support in implementing appropriate behavior to help ensure the safety of all students at the bus stop. The bus company has the right to deny access to your child based on inappropriate behavior.

Student Conduct on the Bus:

The District and the bus company work cooperatively to help ensure that students are safe when riding the bus. The same general rules of conduct enforced at school are also in effect while students are on the bus. Students and parents should be familiar with the following rules:

1. The bus driver is in charge and has the same authority as the teacher while children are on the bus.
2. Students must remain seated while on the bus.
3. Normal conversation is permitted, but students must refrain from loud talking or yelling and profanity is not allowed.
4. Students must keep their hands and personal items inside the bus. Windows must be no lower than the line marking their opening.
5. No items may be thrown out the window, nor should any student yell out the window.
6. Food and beverages are not allowed on the bus.
7. Students may not threaten or inflict injury on the bus driver or other students.
8. Students may not inflict damage to any part of the bus.

CAFETERIA (Breakfast/Lunch):

All students are provided with breakfast and lunch without a cost. 1st through 5th grade Students who want to have breakfast will go through the cafeteria line and get a breakfast bag and choose the items they want to eat. Students will take their breakfast bags to the classroom at 8:05 to eat.

Pre-K and Kindergarten students will still receive breakfast in their classrooms, without going through the line.

CHANGE OF ADDRESS OR TELEPHONE:

Parents can now update their address and telephone information or emergency contact information online in your ParentVUE account. You can also contact the school office for assistance. The school needs **current** information on each student in case of illness or accident.

CLASSROOM PLACEMENT:

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

1. Children are placed in heterogeneous groupings and tentative class lists are prepared in May by teachers at each grade level.
2. On the first day of school, class lists will be posted outside on the cafeteria walls.

Classroom Changes:

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 making a change. The following steps may be taken, after the APS 20-day count:**

1. Parent/Guardian and teacher will meet to discuss issues 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 move the child, the teacher with the lowest teacher student ratio will receive the new student and will be consulted about the incoming student.
4. In some circumstances, it may not be possible to change to a different classroom teacher.

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.**

COMMUNICATION:

Automated voice and text messaging allows APS District to communicate with all parents quickly and effectively. You can expect to receive information regarding school closings, changes in scheduled activities, emergency situations, and more. These messages may also be sent by email if parents provide their email address during the registration process. To ensure that you receive messages, please make sure that your updated cell phone number is listed in ParentVUE. **In case of bad weather, log on to www.aps.edu, tune in to the local news for announcements of school closing or an abbreviated day. District automated phone notification system may call parents at the phone number on record.**

ParentVUE is a communication tool used to monitor your child's education. You are able to view the latest information about your child's student information file, emergency contacts, student permissions, attendance, and more. Parents are able to view each one of their student's information from one central portal.

Parents can get additional information about events and activities:

- Check your child's book bag ~ many items are sent home!
- Teachers may also have their own forms of communication (ex. Class Tag, Class Dojo, Monthly Newsletters, etc.)
- Visit our website at <http://adobeacres.aps.edu>
- Read our monthly newsletter (this is sent home and also uploaded onto our website)
- Look at our marquee
- Call our office with any questions
- Come to PTA and/or community council meetings

COMMUNICATION WITH THE TEACHER:

All staff members are available by phone, email, or face-to-face conference (ONLY WHEN SCHEDULED). To reach teachers by phone, simply call the school 505-877-4799 and ask to leave a message for them; we will not put a call through to a teacher during the school day.

- Every AAES employee has an email address, which is available on our website.
- To schedule a face-to-face conference with your child's teacher, you can arrange it directly with them. We ask that conferences are set in advance so that the teacher is able to prepare and

provide you with the most accurate and up-to-date information. **Unscheduled discussions or conferences are a disruption to the educational process, so please schedule a time to meet with your child's teacher.**

COMMUNICATION WITH THE PRINCIPAL:

The AAES Principal encourages meetings with parents to discuss issues/concerns and to work together to find resolution, please follow the process for resolving issues with the teacher prior to scheduling a meeting with administration. Come to the office and schedule an appointment with the Principal. The Principal will call parents back within 24-48 hours. Parents are also more than welcome to email administration with any issues or concerns.

DRESS CODE:

Adobe Acres Elementary is a uniform school. The uniform guidelines are as follows:

- Docker style pants, uniform style stretchy pants with back pockets or twill uniform joggers in blue, black, gray or khaki. No regular leggings, unless worn under a dress or skirt.
- Shorts, skirts, jumpers or skorts in blue, black, gray or khaki. The length must be longer than the end of the students fingertips.
- Any solid color polo shirt.
- Adobe Acres Spirit Shirts can be worn any day of the week.

Students are required to come to school each day dressed in school uniform.

- Students may not wear make-up to school or have long acrylic fingernails.
- Hats, caps, or hoods may not be worn in the building.

As per APS Dress Code, while each individual school may adopt its own dress code, no student in any APS setting may wear clothing that contains:

- Obscene or violent language or images
- Depictions of alcohol or drugs or other illegal item or activity
- Racist content, hate speech, profanity or pornography
- Accessories that could be considered dangerous or used as a weapon
- Underclothing used as primary clothing
- Swimwear
- Clothing without all sides of the clothing present
- Sheer or see through clothing

DISCIPLINE PROCEDURES:

The school has a Restorative Justice Discipline approach. 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. We will abide by the APS District Student Handbook (you can access the APS Student Handbook at aps.edu or ask the front office secretary for a copy).

Bullying Policy

Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted, and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, gender expression, sexual orientation, mental, physical, or academic disability.

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

1. Participate in district required online training and implementation.
2. Closely supervise students in all areas of the school and playground.
3. Respond quickly and sensitively to bullying reports and report to the School Counselor and/or Administration.
4. Take parent/guardian concerns about bullying seriously.
5. Investigate all reported bullying incidents.
6. Assign classroom consequences for bullying and/or write a discipline referral and contact all families involved.
7. Provide immediate classroom consequences for retaliation against students who report bullying and inform the School Counselor and/or Administration.
8. Implementing social emotional learning and development of social skills, as well as collaborating with others in various settings.

Students at Adobe Acres 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 a trusted adult**

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

1. Encourage your student to use words to solve problems.
2. Encourage your student to not engage in bullying behaviors.
3. Encourage your student to report incidents of bullying to self or others to staff.

Consequences: Adobe Acres Elementary will adhere to the consequences laid out in the Albuquerque Public School (APS) Behavior Handbook.

Positive Behavior Expectations

WE FOLLOW THE 3 PERSONAL STANDARDS OF CONDUCT:

1. **MAKE GOOD DECISIONS WITH KINDNESS, SOLVE PROBLEMS WITH KINDNESS & SHOW RESPECT WITH KINDNESS.**
2. Walk on all concrete, paved areas between buildings and by playground equipment. Running is allowed on the grass field only.
3. Respectfully follow all Adobe Acres staff instructions and requests.
4. Children travel in pairs at all times outside of the classroom.
5. Proper use of playground equipment. Respect all property.
6. Respect others' personal space. No fighting or physical contact.
7. Weapons or other dangerous items that can cause bodily harm are not allowed on the school campus or bus.
8. Zero tolerance of harassment, bullying, coercing, or instigation.
9. There will be no loitering in hallways, near or in-between portables or buildings at any time.
10. Use student friendly language. Use appropriate spoken or written language, as well as volume, in all areas at all times.

DUAL LANGUAGE PROGRAM:

Adobe Acres has a Gradual Release Dual Language Education Model; 80/20 in Kindergarten, 70/30 in 1st grade, 60/40 in 2nd grade and 50/50 in grades 3rd-5th. We are also a school that offers our fifth grade students the opportunity to earn the Bilingual Seal School, as our students will leave Adobe Acres with the knowledge and the language skills needed to be fluent in English and Spanish in reading, writing, and speaking for all content areas.

ENROLLMENT:

Enrollment/Registration Of New Students:

We are always excited to welcome new students and their families into the Adobe Acres Elementary Community! Upon receipt of the completed online registration, through the APS website, including providing the child's birth certificate, up-to-date immunization records, and proof of residence, the child will begin school between 24-48 hours after the school receives the completed online registration. This allows the office staff time to notify your child's new teacher;

the teacher can then prepare materials for your child, as well as have a desk and chair ready when your child enters the classroom. Parents must provide 3 current proofs of residence to the office after registering on ParentVue.

FIELD TRIPS:

Field trips are an extension of the curriculum and support concepts taught at each grade level. **Parents are allowed to travel on school buses for field trips. Parents may ONLY chaperone field trips if they have a CLEARED BACKGROUND CHECK.** *Siblings or other children are not allowed to attend field trips (the role of the chaperone is to assist with the students attending the field trip).*

- It is the district policy that each student has a separate permission form signed by the parent/guardian for each trip. Be sure to **fill out the front and back** of the field trip slip, which has a medical release in case of emergency medical attention is required. ***A telephone call is not an acceptable form of permission.***
- On occasion a class may be taking a field trip which is non-educational in nature. Board Policy and Procedural Directives require the purchase of Activity Trip “Event Insurance.” (Examples of such non-educational activity trips include hiking trips, roller skating, horseback riding, skiing trips, swimming, amusement park trips, City parks, neighborhood walks, etc.) The cost of this “Event Insurance” is \$.70 per student. The \$.70 must be submitted to the teacher one week prior to the trip.
- **In accordance to the APS Board Policy, all students must return to school on the bus with their teacher and classmates. If parents would like to check out their children after the field trip, they must come to the school to sign out their child(ren) from the front office.**

IMMUNIZATIONS:

All students enrolled in APS schools must have updated vaccination records. It is the responsibility of parents and guardians to provide the school with updated vaccine information. If your child does not have the required vaccinations, they may be asked to stay home until they receive them.

INTERIM PROGRESS REPORTS AND REPORT CARDS:

Students will receive progress reports and/or report cards on a quarterly schedule. Expect to see these reports in October, December, March and May.

INTERNET SAFETY:

AAES follows the APS Policy as to Internet Safety for ALL children and school staff. Students are to be on school/district approved websites only. Any student that does not follow this policy will receive disciplinary action.

LATE ARRIVAL POLICY:

When a child is late to school, the **parent must escort the child** to the office and sign them in. The child will get a tardy slip from the office and are expected to go straight to their classroom.

LOST AND FOUND:

Parents are encouraged to **write their child's name on every personal item brought to school including jackets, sweatshirts, sweaters, lunch boxes, etc.** The Lost and Found area has been established in the Parent Room and students and/or parents are welcome to check the area anytime a child's item is lost. The Lost and Found area will be cleaned out at winter break, spring break, and at the end of the year. All unclaimed items will be given to a local charity.

PARENT-TEACHER CONFERENCES:

Adobe Acres is on a trimester assessment schedule. Students will receive a report card three times per year. Once in the fall, once in the winter and at the end of the school year. Conferences will take place at the fall and spring reporting periods. Parents will receive a progress report at the 6 week period through each of the three reporting periods.

Parent conferences take place over two days. There is no school on these days for students. 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. **Communication** between school and home regarding a child's progress is very important. To help facilitate this communication, mandatory parent-teacher conferences are as follows:

- **Fall Semester: October 19th & 20th**
- **Spring Semester: March 25th & 26th**
- **Other Parent-Teacher Conferences may be scheduled with your child's teacher as the need arises throughout the academic school year.**

The final progress report is sent home the last day of school, May 31, 2024.

PARKING LOT POLICY:

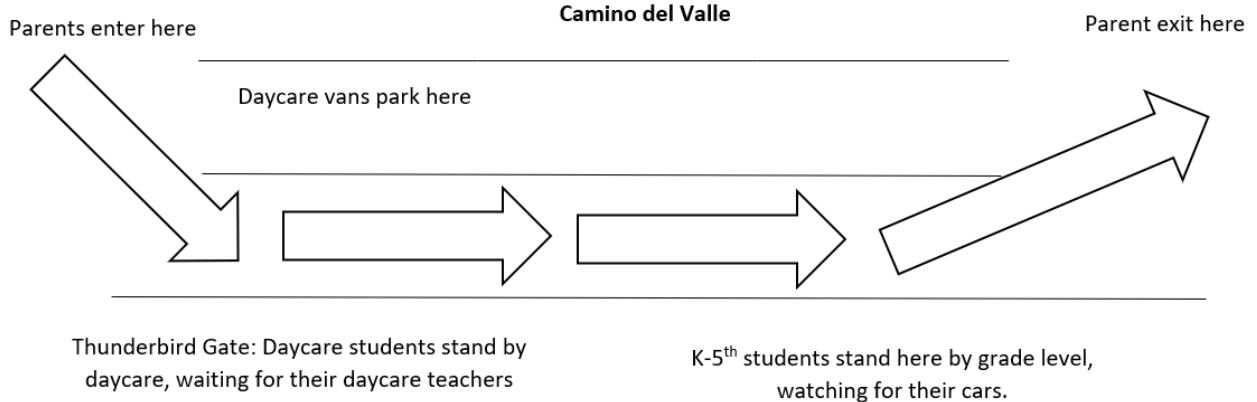
The student drop-off and pick-up area is located on the southside of the school. Parents may sit in their cars and wait for students to be dismissed at the end of the school day. However, a parent may **NOT** park and leave their car in the drop off/pick up area. This causes traffic congestion and other parents cannot move their cars.

The Parent Pick-Up area off of Camino Del Valle (by the Kindergarten area) will still be used for both drop off and pick up. **Kindergarten students are picked up by parents/guardians at their classrooms.**

There will be staff members towards the front of the line to help direct traffic off campus and to help students get loaded into their vehicles and a staff member at the middle crosswalk to help families cross. Except Kindergarten, no families will be able to walk onto campus to get their students, at this time. You may wait for your child to walk to the appropriate area just off school grounds. Please look for this area during the first week of school.

This is all to ensure student safety. Please make sure that ANY ADULT that picks up your child is made aware of the Parent Pick-Up Policies, that they abide by them and please be patient and kind to our staff.

DROP OFF/PICK UP AREA ON SOUTH SIDE OF ADOBE ACRES



PLAYGROUND RULES:

1. Walk on the blacktop and all concrete areas. Keep shoes on at all times. Running is allowed on the grass fields **only**.
2. No fighting, play fighting, or wrestling.
3. No throwing of anything except balls or Frisbees.
4. If anything goes over the fence, do not try to get it! Do not try to get balls that have gone under a portable building. Let the duty person know.
5. Outdoor games must not get rough! NO pushing, shoving or trash talk! Play only on the grass field.
6. Be respectful to others.
7. Do not play in the areas near or around portables.
8. If you need help, support or need to leave the playground for any reason (ex. Restroom, nurse, etc.), talk to the duty person closest to you.

RELEASE PROCEDURE FOR STUDENTS:

Students will NOT be dismissed from school after 2:45 pm. PARENTS MUST NOTIFY THE FRONT OFFICE STAFF OF CHANGES IN AFTER SCHOOL PICK-UP BY 2:00 PM OR IT MAY RESULT IN MISCOMMUNICATION.

PARENTS MAY NOT PICK UP CHILDREN DIRECTLY FROM THE CLASSROOM 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 individuals who are not listed in Synergy, that was submitted by the parent or guardian. It is district policy that no student will be sent home alone from school during school hours.

All STUDENTS NOT RIDING THE SCHOOL BUS AND WHO ARE NOT PICKED UP AT PARENT PICK-UP, MUST BE PICKED UP IN THE FRONT OFFICE NO LATER THAN 3:20 PM. If your child is not picked up within 30 minutes after the school day ends, then we will have to call the Sheriff Deputy and CYFD.

SAFETY DRILLS (FIRE, ALICE, AND EVACUATIONS):

Fire Drills

Fire drills are used to protect students and staff when there is possible danger inside the buildings. During the first weeks of school, fire drills are practiced weekly for four weeks and monthly thereafter. Students and staff will be notified by the fire signal. Teachers will supervise their students to assemble at their designated fence line. As a parent, you need to be aware that any person in the building must vacate during a drill. Classrooms and staff will return to the building in an orderly fashion when the all clear signal is given.

ALICE

When a school activates ALICE, new procedures may call for staff to barricade and fortify their location or evacuate the campus with their students.

- Lockdown terminology will no longer be used.
- "Initiate ALICE protocol" will replace "lockdown" and will be initiated only if there is a direct threat on campus.
- The best course of action will be determined based on the best information obtained about the threat.

During ALICE training, APS emphasizes the empowerment of staff to make decisions and to utilize building infrastructure, movement, noise, and distance to help in surviving an active life-threatening event.

Evacuation Procedures

An evacuation drill is used when students need to be removed from the school campus for their safety. An evacuation drill might be used if there was a gas leak at the school or if serious flooding was occurring in the school environment. Adobe Acres has two evacuation sites:

1. Clinton Anderson Park at 3627 Isleta Blvd
2. Harrison Middle School at 3912 Isleta Blvd

In the event of an evacuation, local news authorities would help to broadcast where parents should report to pick up their children. School staff will help notify parents as well. Once again, parents can get more information by logging into the APS website.

SICK DAY GUIDELINES FROM THE NURSE:

Student Injuries/Health Concerns: As much as possible efforts will be made to deliver care to students within the classroom to prevent mixing of cohorts and to limit exposure to ill children.

- Teachers may call Nurse Patty, directly. If she doesn't answer, teachers will call Lorraine, our Health Assistant, or the Front Office.
- EA's you will use your radios, if you are in a teacher's classroom or on the playground.

Examples of when to call the nurse for non-COVID issues:

- *Concussion
- *Trouble Breathing
- *Sudden Lethargy

*Excessive Bleeding/Deep Cuts

*Extreme Injury

If it is necessary for your student to go home and we are unable to contact you, we will call the names listed as an emergency contact in Synergy. Students who are ill/injured and are unable to walk home or ride the bus must be picked up.

If your child becomes ill and does not feel well enough to take part in school, as parents or guardians, you should keep your child home until the symptoms improve. Your child can return to school when he or she is well enough to take part in school and has had **no fever for 24 hours without medication (acetaminophen, Tylenol®, etc.) If antibiotics are needed your child should remain at home for the first full 24 hours of medication (e.g., if your child has three doses per day ordered, then three doses must be given before the child returns to school).**

These are some of the examples of when your child should be kept home:

- Active vomiting and/or active diarrhea – three or more times in six hours
- Fever with headache, body aches, earache, or sore throat
- Undiagnosed or unknown rash (a rash that has not been seen or treated by a health care provider)
- Any of the above symptoms with fever or chills
- Untreated skin conditions such as impetigo, lice, scabies, or similar conditions
- Undiagnosed chronic cough

SPECIAL PROGRAMS AND SERVICES:

Gifted Education Program:

Gifted and/or Enrichment services are offered in grades 1st-5th. The goals of the program are to meet the unique needs of intellectually gifted students in areas of critical thinking and creativity. The process used for identifying students eligible for the gifted programs includes recommendations for testing by classroom teachers, ELL Specialists, other district personnel, and parents. Forms for these recommendations and additional information about the Gifted Education Program are available online.

MLSS (Multi Layered Systems of Support)

When a student is in need of extra assistance, whether it be for academics, behavior, social-emotional health, attendance, or any issue tied to their education and achievement, an MLSS plan is completed, usually by the classroom teacher. The general intent of any plan and support is to provide the student with interventions within the classroom in order to support increased growth in deficit areas. A MLSS plan is NOT an automatic referral to Special Education. The Team considers all areas of support, including academic and behavioral testing, counseling, Section 504 Plans, and screenings to determine which interventions are appropriate for each individual child. We welcome and encourage parents to participate in this process to further the home/school partnership.

As the interventions are getting implemented the teacher or referring party will document the interventions implemented and the progress of the student; this will be done every two weeks. If

the student is responding to the interventions, the interventions will continue and the teacher will continue to document progress.

If the student is not responding to the interventions, the team (teacher, SAT Chair and Parents) may refer the child for further testing. A SAT meeting is held virtually or in person to discuss options for further support. By law, parents are informed in writing so that they can be active participants in the decision making process.

Special Education Services:

Guidance for parents/guardians of students receiving Special Education Services can be located in the Parent Rights Document, available from the APS District Special Education Office. IEPs are reviewed and updated annually; the re-evaluation process occurs every three years, and progress toward IEP goals are to be sent home each quarter, at the same time that report cards are distributed.

SUBSTANCE ABUSE POLICY:

Albuquerque Public Schools supports a policy which prohibits students from using, possessing or distributing alcohol and/or other harmful and illegal substances on school property, at the bus stop or at school activities. Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

TELEPHONE USAGE:

Students are allowed to use the Front Office telephone in case of emergency only. Cellular Phones & Smart Watches may be brought to school, but **MUST** remain out of sight and **TURNED OFF** during the school day (this includes no phone use during lunch or recess). **PHONES ARE NOT TO BE USED DURING SCHOOL HOURS;** they must be off and secured in their bookbags during school hours from 8:05 am-3:05 pm. Any device that is seen or heard during this time will be taken:

- 1st offense - returned at the end of the school day to the student
- 2nd offense -parent/guardian notified by teacher to schedule pick up in the office by parent
- 3rd offense - parent/guardian must pick it up and the device will not be permitted in the building for the remainder of the year

TOYS & ELECTRONICS AT SCHOOL:

Toys of **any kind** may not be brought to school without the specific permission of the child's teacher. Any playground or sports equipment brought must be clearly marked with the child's name. Toys may not be traded or sold. We cannot be responsible for any toys lost or stolen. **This includes electronic and entertainment devices such as cell phones, smart watches, etc.**

VOLUNTEERS, GUESTS, & VISITORS:

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 the Family Room for support.

- Parents are ALWAYS welcomed. If parents want to spend time observing within the classroom without volunteering, parents must set up a scheduled visit with the school Principal and the classroom teacher. A 20-minute observation will happen with the Principal or Dean of Students within the classroom to offer additional parent support.
- Any visitor to Adobe Acres **must log in and obtain a badge from the office PRIOR to going to the classroom or being on campus. *All Field Trip Volunteers will be required to pass an APS background check***

ALL VOLUNTEERS MUST HAVE A CLEARED APS BACKGROUND CHECK.

WEAPONS POLICY:

Albuquerque Public Schools forbids the possession, custody, and use of weapons by students or unauthorized persons in or around school property. Students who violate this policy shall be subject to the full range of school and/or district disciplinary measures, in addition to applicable criminal and civil penalties.

**Adobe Acres Elementary School
Parent/Student Handbook Signature Page
Manual para los Padres
2023-2024**

I have received the Adobe Acres handbook.

Yo he recibido el Manual para los padres de
Adobe Acres.

Student Name:

Nombre del estudiante:

Student Signature:

Firma del estudiante:

Parent Name:

Nombre del padre/madre:

Parent Signature:

Firma del padre/madre:

Date:

Date:

Teacher Name:

Nombre del maestro(a):