

**Albuquerque Public Schools
2023-2024 Traditional Calendar**

School Hours 8:05
a.m.- 3:05 p.m.

**Ventana Ranch Elementary School
Handbook 2022-2023**

Ventana Ranch Elementary School is a safe learning community where students, teachers, staff, and parents are committed to the shared responsibility for each child's total development. Through our combined efforts, our students will become responsible, productive, knowledgeable, and skilled contributors to our community and beyond.

APS School Calendar

<https://www.aps.edu/schools/school-calendars-and-grading-periods>

*Please keep the school office informed of your correct home and business addresses and numbers.
Remember to keep alternate emergency numbers current and include cell numbers, if you use them.*

SCHOOL PHONE NUMBERS

Main Office and Principals.....890-7375

Attendance opt.2

Cafeteria.....ext. 42694

Nurse..... opt 3

Fax.....890-4124

BEFORE & AFTER SCHOOL ON-SITE CARE: (during on-site care hours)

Kidz Clubhouse 615-7885

BUS COMPANY

APS Transportation 880-3989

APS PHONE NUMBERS

Central Office Switchboard 880-3700

Student Service Center 855-9040

ABBREVIATED DAYS

When schools have to be delayed because of bad weather, it will be announced on the media about 6:00 am. In such cases, school will start 2 hours later than normal (10:05 am). 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 cancelled days

ADULT VOLUNTEERS play an important role in our school. They assist in the office, library, and workroom. The staff provides training. We invite you to actively participate in your child's education by being a volunteer. For more information on volunteer opportunities, call our office or check online for volunteer information.

ATTENDANCE / SAFE ARRIVAL

School attendance plays a critical role in ensuring that your child receives a quality education during the school year. Children who do not regularly attend school do not always achieve their full potential. Missed instructional time and the challenges the students face as they attempt to catch up on missed work, can impact the student's performance.

APS DISTRICT ATTENDANCE POLICY

- A parent/guardian must notify the school that the student will be absent in accordance with the notification procedure established by the school.
- A parent/guardian must notify the school each day that a student is signing out before the end of the instructional day in accordance with the notification procedure established by the school.
- Teachers will take attendance by 8:30 a.m. each instructional day.
- Absences may be excused for the following reasons with appropriate documentation:
 - o College visit
 - o Deployment of a military parent/legal guardian
 - o Family deaths
 - o Illness (including chronic illness documented on a health plan, IEP or 504 plan)
 - o **Limited** family emergencies; family deaths
 - o **Limited** extenuating circumstances as approved in advance by the school principal
 - o Medical, health or legal appointments
 - o Religious commitment
 - o Tribal obligations
- All absences for other reasons are **unexcused** including:
 - o Non-school sponsored activities or trips
 - o Family vacations outside of the normally scheduled school breaks
- In APS, a student is considered "a student in need of early intervention" (truant) at five (5) unexcused absences and a habitual truant at ten (10) unexcused absences in a year.
- School staff will make an attempt to contact the parent/guardian if the school has not received notification of absences by a parent for three (3) consecutive days.

Principals may request additional documentation and/or interventions for excessive excused absences.

We are serious about the importance of your child's attendance at school. Please avoid early pick up and late drop off of your child. **We will not allow parents to pick up their students 30 minutes before the end of the school day (unless in case of an extreme emergency).** Your child's dentists and doctors will work with you to adjust appointments and those that cannot be moved are understood, but your child's attendance for the entire day is directly related to his or her success in school.

Tardy Policy

Students are expected to be in line by 8:10 a.m. They should arrive about 5 minutes before that so they can get to class on time. We will have teachers on playground duty beginning at 7:45 a.m. every day. Please avoid dropping off your student prior to 7:45 a.m., as there are NO ADULTS ON DUTY. During inclement weather students may also wait for school to begin inside. This allows plenty of time for your student to be on campus before the first bell.

ALL students who are tardy MUST be signed in at the front office by a parent or guardian. Teachers will NOT allow late students to come in without a tardy pass.

The staff and administration at Ventana Ranch take the education of your child very seriously. This can only be done if your student is in class, ready to learn. Please help us reinforce the concept of a quality education to your child by being on time daily. We cannot do this without your help. Excessive tardies may result in a mandatory parent and/or student meeting to discuss interventions and consequences due to loss of instructional minutes.

BUS SERVICE

Bus service is provided for students who live within the Ventana Ranch boundaries but live one mile or more away from school grounds. We highly encourage students to ride the bus to school, as it helps tremendously with keeping students from being tardy to school. Bus stop and routing information is available at registration or by calling the transportation office at 880-3989.

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.

BEFORE / AFTER SCHOOL PROGRAM

(On Site) We have one onsite program for the children of working parents before and after school each day. Kidz Club House are all on-site and offer before and after school services. Please contact these programs for more information. The *Community School Initiative* is a grant sponsored by the City of Albuquerque in order to provide free after school programs on site. Both academic and extra curricular activities will be offered when funded. For more information, please contact the school at 890-7375.

(Off Site) Kinder Care, Paradise Hills Community Center, Beginning Steps and La Petite drop off and pick up at Ventana Ranch Elementary. Please contact these programs for more information.

CAFETERIA

Our vision is a partnership among students, staff, school, family, and the community in offering access to and providing attractively presented nutritious meals. The food service program, as an extension of the educational programs of the schools, is operated under the federally funded National School Lunch Act and Child Nutrition Act and the National

School Breakfast Act. Please see the APS website at <https://www.aps.edu/food-and-nutrition-services> for more information. APS school menus are now at your fingertips on the YumYummi menu site. The YumYummi site provides school menus, nutrition, and allergen information. Please see the APS website at <https://www.aps.edu/food-and-nutrition-services> for more information.

CELL PHONES

Personal electronic devices include but are not limited to cell phones, small watches, laptops, and tablets. **Students will be able to have a cell phone as long as it is turned off and remains in their backpack during the school day. Smart watches must stay on school mode.** Students will not be allowed to use cell phones during the school day unless it is in an extreme emergency and they have teacher permission. Misuse of cell phones during the school day or on campus will result in the phone being confiscated and given to the principal. For all confiscated items, parents must come to the office and retrieve the phones in person. Parents will be held responsible for the content of their child's phone. Ventana Ranch will NOT replace or reimburse any lost, damaged, or stolen cell phones or other electronic devices. Students using personal electronic devices at appropriate times should follow common courtesies such as not taking photographs of others without their permission or posting photographs of others on social media without their permission and putting phones away when speaking to others.

COUNSELING

The counselors help our learning community in many ways. They work closely with parents, teachers, administrators, and various community agencies to provide guidance to our students and their families. The major goals of the counseling program are to help children to understand their feelings, develop problem-solving strategies, and to see themselves as worthwhile, productive human beings.

CURRICULUM

Albuquerque Public Schools has set forth minimum expected competencies for each subject area (math, reading, social studies, etc.) for every grade, K-12 based on the Common Core State Standards. These standards contain the basic skills and concepts that a child should master by the end of each school year. Common Core Report cards, which are given at the end of each twelve-week period, correspond to these standards and expectations. Curriculum details are available to you through your child's teacher and the instructional team.

DRESS CODE (subject to change)

Currently, Ventana Ranch Elementary observes the APS Dress Code. Standards exist to support a healthy learning environment. To that end, we ask that parents assist their children in dressing appropriately for school. Hats, scarves, bandanas, and sun glasses are not worn inside buildings or classrooms but are encouraged for wear outside to protect from sun damage. Tank tops, spaghetti straps, and shirts that expose the abdomen are not to be worn. Clothing should fit comfortably and be appropriately sized. Excessively baggy pants (those which are more than one size too large) and clothing promoting drug or alcohol products are not allowed at school. Shorts and skirts should be no shorter than "fingertip length." The same fingertip measure will be used to judge appropriate length for t-shirts. Children will make a call to a parent if a change of clothing is required. Please be sure to write your child's name inside all coats, gloves, jackets, sweatshirts, and sweaters.

FIELD TRIPS

Field trips are school-sponsored trips that provide a first-hand educational experience to supplement curriculum and instructional goals away from the school campus. Activity trips are trips sponsored by school activity clubs or are trips that are non-educational in nature that are used to reward academic, or behavioral accomplishments. 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 adhere to the due dates for all fieldtrip money. If the deadline is missed your child will not be allowed to attend the fieldtrip.

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

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 from the office before leaving or upon returning to school.

Finally, parents/guardians serving as chaperones MUST obtain an unsupervised volunteer clearance and cannot bring other children on the trip as chaperones will need to provide their full attention to the students on the trip. Parents may need to drive if there is no room on the bus.

HEALTH ROOM

A full-time nurse and a full-time health room assistant staff our health room. Should your child be injured or become ill, he/she will be sent to the health room. If the injury is serious, parents will be contacted. The health room assistant keeps an emergency card on file. It is extremely important that parents keep all home and work phone numbers updated by calling the office when changes occur.

Vision and hearing tests are routinely done on all kindergarten, 1st, and 3rd grade students. School personnel are not allowed to administer medication to students. **ONLY** the nurse or the health room assistant may do so if the parents have provided a doctor's prescription with proper instructions on dispensing the medication.

IMMUNIZATIONS

All students entering an APS school for the first time must present documentation showing up-to-date immunization. It is against New Mexico State Law for a student to attend class without current immunizations.

LIBRARY

The Ventana Ranch library is an integral part of our school. An active group of volunteers and friends of the library assist with storytelling, shelving, special events, maintenance and repair, and book displays. They help to enhance and enrich the offerings of our library. Children are encouraged to choose books for many purposes and to learn the responsibility required to care for books. Each child is expected to return books in their "check out" condition and to pay for any lost or damaged books.

LOST AND FOUND

Please see that clothing and lunch boxes are clearly marked with your child's name. If your child has lost an article of clothing, look in our "Lost and Found" box located outside the front office. Money, keys, pieces of jewelry, or small items are kept in the office. The office will display the contents of the box several times during the year. Items that are not claimed are donated to the APS Clothing Bank at the end of each month.

PARENT / TEACHER / STUDENT CONFERENCES

Frequent communication between parents and teachers is encouraged. Your child's teacher will schedule conferences with you after the first and second trimesters. This is a conference designed for the "team" of student, parents, and teacher to set and review goals, academic performance, social skills, work habits, and behavior. It is also a time for you to ask questions about curriculum and instruction. Teachers are happy to confer with parents at other times. Please call to schedule an appointment time with a teacher.

PARENT CONCERNS

Parents who have concerns about their child's progress or well-being in school should first discuss issues with their child's teacher. Most issues are resolved during this important step. We do ask that parents refrain from addressing these issues with teachers during instructional time. Please make time before or after school to talk with teachers regarding these issues. Should there be continuing concerns, please contact an administrator.

PETS

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

PHONE CALLS/STUDENT MESSAGES

In the case of illness or another concern, your child's teacher, the health room, or the office will contact you by phone. Students are not allowed to call home unless directed to by their teachers. To curtail interruption of precious instructional time, messages will not be given to children over the intercom system. In the case of an emergency, the child will come to the office, where a staff member will assess the situation and make the necessary phone calls.

If your child is to go anywhere other than their regular destination, **you must send a note stating the appropriate destination prior to 12:30 p.m.** Your child will be sent to their regular destination unless we have a note from you stating otherwise. We will not hold busses or make phone calls to inquire about a student's destination. Please do not wait and call school at dismissal time and ask us to hold your child at school or ask that we tell them to go to a different destination. The office and classrooms become very busy at the end of the day. It is sometimes impossible to get a message to your child and waiting to inform your child of their destination often leads to added confusion for your child as well as staff members.

PHYSICAL EDUCATION

P.E. is part of our curriculum. All students are expected to participate in a variety of experiences with the same enthusiasm afforded to other facets of study. Participation is required unless a student has a detailed doctor's statement excusing him/her. Please make sure your child wears appropriate shoes and clothing on their P.E. day.

PLACEMENT POLICY

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 provided.

RECESS

All children go outside to play at recess. Help your child plan for outdoor time by dressing appropriately. IF A CHILD IS TOO ILL TO ATTEND RECESS, THEY ARE TOO ILL TO ATTEND SCHOOL. During inclement weather, children will have recess indoors.

SAFETY

The safety of your child is of paramount importance to us. To that end, we have developed a comprehensive Safe Schools Plan which is reviewed at least yearly and available for your input and review. Regular drills are scheduled to practice for emergency situations. Fire drills are held four times the first month of school and at least once a month thereafter. Lockdown drills are held during the year as well. These drills are designed to practice for the unlikely event of a fire, an intruder, or other problem on our campus. For the safety and well-being of our students, please avoid dropping students off prior to 7:45 a.m. as there is NO STAFF ON DUTY. Students are not permitted to stay afterschool to play without an adult.

STUDENT INSURANCE

The laws of New Mexico are such that a school district cannot assume liability for costs incurred in student accidents. For this reason, the Board of Education makes a student accident insurance policy available to all regularly enrolled students of the school system. The policy which is low in cost and optional, is explained in brochures available at registration.

STUDENT POSSESSIONS

Toys, electronic games, music devices, and other personal/favorite belonging are not allowed on campus unless they are requested by the teacher. Toys can create safety problems or disrupt the learning environment. There is also a risk of items being lost, damaged, or stolen. Ventana Ranch ES will not be held responsible for replacement of lost, damaged, or stolen items brought to school. Personal items will be brought to the office for parents to pick up.

STUDENT PICK-UP AREA

The student pick-up area is off the parking lot on the south side of the school. The west side of the school is for staff and handicapped parking ONLY (a valid parking placard must be visible). For safety issues, the south doors facing Ventana Village Rd. will remain locked at all times.

Parents may pick up their child by:

- parking in the parking lot and escorting the student to the car, using designated crossing areas OR
- pulling up to the designated curb in front of the school, remaining in the car, and letting the child in on the curbside door.

Do not leave your car unattended!! Please do not block cars and do not block in or park in handicapped parking without the appropriate state issued parking placard.

Because of the size of our school and the high volume of cars, it may take some time for cars to make the entire circuit of the parking lot. Please be patient and wait your turn to pick up your child. Cars may not park or pick up students in the fire lanes. Children may not walk between cars to get to their ride, whether or not an adult accompanies them. Parents who refuse to follow our safety standards may lose access to our campus. Because of safety considerations, it is essential that parents observe the painted crosswalks and duty teachers' instructions when alking to parked cars. **It is equally important to use only the south parking lot area for student pick-up and drop off.**

TECHNOLOGY

The Albuquerque Public School District provides technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence. Proper behavior, as it relates to the use of computers, is no different from the proper behavior in all other aspects of APS activities. All users are expected to use computers and computer networks in a responsible, ethical, and polite manner. Violation of this policy may result to school disciplinary action. Students are expected to comply with the Student Internet Acceptable Use Policy, as set out above and in the JI8 Acceptable Student Use of Educational Technology

TEXTBOOKS

The New Mexico Department of Education determines which publishers and what materials may be used in schools. The names of the books and materials used at Ventana Ranch Elementary are available from your child's teacher. Students are responsible for good care of learning materials. They will be charged for lost or damaged items that are assigned to them.

VISITORS

Visitors and volunteers are always welcome at Ventana Ranch. APS policy requires that all visitors check in the office, we have a visitor sign-in system. Visitors/volunteers will receive a badge that helps to assure student safety. As part of our Safe School Plan we will report unidentified visitors to school administration or APS police immediately. Please be sure to sign in whenever visiting campus during school hours.

Classroom observers and volunteers are not permitted without a scheduled appointment.

Any parent has a right to do an observation in a child's class. However, we require 24-hour advance notice with the approval from the administration. The observer will provide a written statement about the purpose of the observation and what will be done with the observation. If a parent or parent's designee wants to observe a class for a lengthy period of time (more than 30 minutes), clearance –involving background checks- may also be required.

APS requires that all volunteers must have a background or fingerprint check through **APS Human Resources Department**. These required checks are **only accepted if done through APS**.

Visitor – Someone who visits the school for a specific reason for a brief period of time. Must sign in and be on the student's enrollment card and provide ID to visit the classroom.

Volunteer (Supervised or Unsupervised) – (supervised) Someone who is working/assisting the school, must have an APS background check and show ID. (unsupervised) Fieldtrip chaperones, or those who will have direct contact with students without APS employees present. Please note that this level requires a fingerprint check AND principal approval.

WALKING to SCHOOL

Students who walk to school will be provided with crossing guards to cross Ventana Village Rd., the corner of Ventana Village and Las Ventanas, and on Ventana Hills north of the school. For the safety of our children, all afterhours activities will require parent transport.

SCHOOL DISCIPLINE

The Albuquerque Public Schools shall strive to provide and maintain a safe, fair, affirmative, and appropriately challenging environment that promotes learning and positive personal growth. District staff will work with students, families and communities to understand and address root causes of behavior. The District approach to student discipline is based on using progressive discipline, social emotional learning, and restorative practices in all school settings. The Board of Education shall not allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion, culture or because of the student's use of protective hairstyles or cultural or religious headdresses.

APS Student Handbook can be found on the APS website at <https://www.aps.edu/schools/student-handbook>

Roadrunner Store

Students can earn Ventana Cash to promote positive behavior in our school. Students who are caught practicing safety, kindness, respect and responsibility will receive Ventana Cash. Students can buy prizes and recognition for good behavior as well as help to encourage others to make our school a better place. Details of this program can be found with your child's classroom teacher.