

2024 – 2025

SPECIAL ISSUE:

WELCOME TO THE
2024-2025 SCHOOL YEAR

WHAT FAMILIES & STUDENTS
NEED TO KNOW

MANZANO MESA ELEMENTARY
TURNS 20 YEARS OLD!

MANZANO MESA FAMILY HANDBOOK



*The purpose of a school is to help a family educate a child
~ Dr. Don Edgar (OAM) ~*

AUGUST/2024

MANZANOMESA.APS.EDU

New Office Hours Starting July 17th

8:30 AM - 4:15 PM

New Bell Schedule - Starting August 7th

9:15 a.m. - 4:00 pm

New Breakfast Time

9:05 AM

Office: (505) 292-6707

Attendance Line Ext: 2

Health Office Ext: 3

Fax: (505) 292-6719

Cafeteria: (505) 253-9260

Bus Services: (505) 880-3989

Website: manzanomesa.aps.edu

Twitter: @MeerkatN

Instagram: manzano_mesa

Facebook

[Manzano Mesa Elementary PTA](#)

[Manzano Mesa ES Community](#)

Home of the Meerkats



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Letter From Principal Dickson



Dear Manzano Mesa Families,

As we usher in a new school year, the staff at Manzano Mesa is brimming with enthusiasm and optimism about the journey ahead. Our team is dedicated to creating an enriching environment where teaching and learning take center stage. We know families are the most important and influential people in our student's lives. Consequently, we are excited about the opportunity to work closely with you and your children as we strive for a successful and rewarding academic year.

Manzano Mesa is committed to meeting the needs of our school community. That's why we've made some exciting changes. We've partnered with a new on-site before- and after-school program, complete with its own dedicated space on our campus. More information to come.

Additionally, we've revamped our technology class into a dynamic STEAM class. STEAM Education integrates Science, Technology, Engineering, the Arts, and Mathematics to foster student inquiry, dialogue, and critical thinking. We embrace these innovative improvements and believe it is one more way to support our students as they learn and grow into productive and contributing members of society.

Please know that Manzano Mesa Elementary adheres to all processes and procedures outlined by Albuquerque Public Schools. However, this handbook contains specific and relevant information pertaining to Manzano Mesa.

We look forward to working together to ensure your child gets the most out of their educational experience with us. By working together, we can ensure that your child maximizes their educational experience with us.

Warm regards,

Principal Dickson



Vision

Manzano Mesa is a strong and united community, where every member is valued and supported.



Mission

At Manzano Mesa Elementary, we are dedicated to offering top-notch education in a secure, effective, and encouraging setting. Our students, families, faculty, and community collaborate to promote self-sufficiency and life-long learning.



Children Learn What They Live

by Dorothy Law Nolte

If children live with criticism,
They learn to condemn.

If children live with hostility,
They learn to fight.

If children live with ridicule,
They learn to be shy.

If children live with shame,
They learn to feel guilty.

If children live with encouragement,
They learn confidence.

If children live with tolerance,
They learn to be patient.

If children live with praise,
They learn to appreciate.

If children live with acceptance,
They learn to love.

If children live with approval,
They learn to like themselves.

If children live with honesty,
They learn truthfulness.

If children live with security,
They learn to have faith in themselves and others.

If children live with friendliness,
They learn the world is a nice place in which to live.

(Copyright © 1972/1975 by Dorothy Law Nolte)

We are Proud to Be a Community School

THE 6 KEY PRACTICES OF THE COMMUNITY SCHOOL STRATEGY



What is a Community School?

Manzano Mesa is more than just a school. It is a thriving community of partnerships that collaborate to offer students a comprehensive approach to academics, health, social services, youth, and community development. Through community involvement, this school enhances student learning, supports families, and fosters healthier communities. It is a friendly and inclusive space for everyone in the community.

Foundation

Our Community School has a team of committed individuals who work together to ensure success for our students.

Administration leads with dedication, while our full-time coordinator provides support and guidance. Our Community School Council makes decisions to ensure we meet our goals. We strongly emphasize utilizing data to inform our strategies and achieve the best possible outcomes for our students and school community.

Community School Council

The Community School Council meets every other Wednesday morning, taking turns with the Instructional Council. The Council requests a representative from each grade level to join as a voting member, but all school community members are welcome to attend.

Community School Coordinator

Our Community School Coordinator is responsible for facilitating communication between the school and community. She conducts needs assessments, builds partnerships, manages programs, coordinates volunteers, and implements resource development. Our Community School Coordinator works both inside the school and with community members to create a productive and supportive school environment.





MEET THE TEACHER & FIRST DAY OF SCHOOL



PRE-K & KINDERGARTEN

- Teachers will be reaching out to families to set up a date and time to meet.

FIRST DAY OF SCHOOL - Friday, August 9th.

- The first day of **Pre-K and Kindergarten is Friday, August 9th.**
- Kinder Families, please note that Friday, August 9th, is the **one and only day** families will be able to walk their children to class.
- After Friday, kindergarteners will walk to the cafeteria by themselves. The cafeteria has a duty to escort kinders to their specified playground.
- PreK families, take their children straight to their classrooms.

WOOHOO BREAKFAST - Friday, August 9th.

- A short gathering and informational session for Pre-K and Kindergarten families will be held in the cafeteria on **Friday, August 9th, at 9:45 a.m.**
- Kinder Families, please note that Friday, August 9th, is the one and only day families will be able to walk their children to class. After Friday, your big kinders will walk to the cafeteria by themselves. It will be a duty to escort them to their specified playground.



1st - 5th Graders

MEET THE TEACHER - Tuesday, August 6th

- 2:40 PM - CLASS LISTS for 1st - 5th Graders** will be posted on the administrative entrance windows.
- 3:00 PM - 3:45 PM - MEET THE TEACHER** - Doors will open at 3:00 PM and close promptly at 3:45 PM to allow teachers to prepare their classrooms for Wednesday.
- Bring school supplies at this time to avoid having students carry them on their first day.
- This is a time to meet the teacher, find the classroom, and drop off school supplies.
- If you need to talk about something specific with the teacher, a separate time must be scheduled.

FIRST DAY OF SCHOOL - Wednesday, August 7th

- All students enter through the cafeteria doors. (Entrance closest to the buses)
- Only Manzano Mesa students may enter through these doors to maintain a safe and secure campus.
- We understand families would like to walk their children to class. However, APS requires all visitors to check in at the office, and if they are around students, individuals must be background-checked through APS.
- Due to students' limited eating time, we do not allow families to eat breakfast/lunch with their children. We appreciate your understanding.
- If you are interested in volunteering, don't hesitate to contact our Community School Coordinator.

First Day Jitters

Talk about feelings - Help young children express their emotions, especially when dealing with school difficulties. Create opportunities for them to talk about their feelings by asking open-ended questions like "Is something bothering you about school?" or "You seem moody lately. Is there something on your mind?"

Run through the first day - Review the morning routine, discuss when your child should wake up when you need to leave the house, and when you drop them off, they will enter through the cafeteria. Remind them that they can ask one of the adults wearing an orange vest if they get confused. Review the afternoon schedule, such as how your child will get home and when they will do their homework. This can help your child feel more at ease and ensure a smooth transition into their new routine.

Practice first-day conversations - Practice common interactions that your child may have with other kids and teachers. This can include rehearsing introductions such as "Hello! I heard you're in my class. How was your summer?" or "Hi there, I'm Shannon. Music is my favorite class. Do you think we'll get to go on a field trip this year?"

It's also helpful to practice greeting a familiar face, such as "It's nice to see you again! I think we're in a different class. Do you want to play at recess? Let's meet at the climbing wall at recess."

Your child will follow your lead - Maintain a positive attitude. When you talk about your child's concerns, let them know their teacher is there to help. If your child is uncomfortable asking questions, encourage them to ask at least one question throughout the day and then have them tell you what they asked and the teacher's response. Let your child know we are all different and learn in various ways and at varying paces. Therefore, please ensure your child knows you and the teacher will work together to address their specific needs.

STOP

HOW TO DROP-OFF & PICK-UP

Safety Tips



ATTENTION
PLEASE!



DO'S

MORNING DROP OFF

- **DROP-OFF BEGINS AT 9:05 AM** - ALL (K-5TH) STUDENTS GO *DIRECTLY TO THE CAFETERIA*
- TELL YOUR KIDS YOU LOVE THEM AND MAKE SURE THEY ARE READY TO GET OUT OF THE VEHICLE PROMPTLY
- EMBRACE THEIR SKILLS OF INDEPENDENCE.
- YOU MAY DROP OFF IN FRONT OF THE SCHOOL IN **BOTH GREEN AREAS**
- **MOVE FORWARD...**IF THERE IS SPACE IN FRONT OF YOU, MOVE FORWARD.
- FOLLOW DIRECTIONS FROM THE STAFF
- STAY IN YOUR CAR USE ONLY THE **LARGE CROSSWALK IN THE**
- **MIDDLE OF THE PARKING LOT**

AFTERNOON PICK-UP

- **PICK UP AT 4:00 PM** IN **BOTH DOUBLE GREEN AREAS**
- MOVE FORWARD IF THERE IS SPACE IN FRONT OF YOU
- FOLLOW DIRECTIONS FROM STAFF
- MOVE FORWARD...ALWAYS MOVE FORWARD
- USE ONLY THE MAIN PICK UP LINE
- ASK YOUR CHILDREN TO TELL YOU **3 THINGS THEY LEARNED TODAY!**

PRETTY PLEASE DON'T



- PLEASE DON'T DROP OFF BEFORE **9:05 AM**
- PLEASE DON'T RUN OVER CONES
- PLEASE DON'T DROP OFF IN THE VAN AND BUS LINE
- PLEASE DON'T USE DISRESPECTFUL LANGUAGE OR GESTURES
- PLEASE DON'T USE ANY OTHER CROSSWALK EXCEPT FOR THE **LARGE MIDDLE CROSSWALK** OR WHERE THERE IS A CROSSING GUARD
- PLEASE DON'T LET YOUR CHILD RUN IN FRONT OF CARS
- PLEASE DON'T USE UNDESIGNATED AREAS
- ADULTS -PLEASE USE THE CROSSWALK AND DON'T RUN IN FRONT OF CARS...YOU ARE A ROLE MODEL FOR STUDENTS.
- PLEASE DON'T WALK INTO THE CAFETERIA - **STUDENTS ONLY**
- **PLEASE DO BE "THAT PERSON" THAT STOPS THE FLOW OF TRAFFIC IF SOMEONE IS DOING SOMETHING DANGEROUS OR ILLEGAL ON THE STREET, GET THEIR LICENSE PLATE, AND DESCRIPTION OF THE CAR, AND PLEASE CONTACT APD (505) 242-COPS**



Title I Compact

2024-2025

updated annually

Parent/Families Portion of Compact:

- Families will strive to ensure their child attends school and is on time daily. (*Breakfast 9:05 AM/Start Time 9:15 AM*)
- Families will strive to provide a caring home environment and help foster consistent routines that promote a healthy learning environment.
- Families will strive to teach and model for their child the value of respecting self, others, and property. Families will also teach their child appropriate behavior and good manners.
- Families will strive to be involved in their child's education, which includes reading with their child every night and completing homework.
- Families will strive to read all the information the school sends home and contact their child's teacher when they have a question or concern.
- Families will contact the school if their child will be absent, or by logging the absence into ParentVue.
- Families will strive to seek assistance from the school and community resources that support the well-being of their child as needed.
- Families commit to actively participating in school community activities, such as completing family surveys, attending family conferences, and attending other special events.
- For the safety of their child, they will ensure that their contact information is correct throughout the school year.

Student Portion of Compact:

- Students will be ready to give their best effort in school every day.
- Students will respect themselves, their classmates, the school staff, and the school.
- Students will respect the rights of others to learn.
- Students will take responsibility for their schoolwork.
- Students will be accountable for their behavior.
- Students will seek help, not answers, from family, adults, and teachers when they don't understand.
- Students will do their very best to complete assignments, student responsibilities, and read nightly.
- Students will use their iPad/computer for school use only.

Teacher Portion of Compact:

- Teachers will always conduct themselves courteously and professionally.
- Teachers will provide a challenging curriculum with high standards and expectations in academics and behavior, which meets all students' needs.
- Teachers will communicate student strengths, goals, and growth with students and families.
- Teachers will facilitate student-led learning within their classroom.
- Teachers will communicate in a clear, respectful, and prompt manner.
- Teachers will provide opportunities for family involvement.
- Teachers will provide students with encouragement and an opportunity to succeed.
- Teachers will participate in reflective practices and professional development that is meaningful to their craft and growth as educators.
- Teachers will provide support for the diverse needs of our school community.

Administrator Portion of Compact:

- Administration will create avenues of communication that are easily understood, informative, and convenient between school and home.
- Administration will act as an instructional leader by supporting educators in their classrooms.
- Administration will create a welcoming and safe atmosphere for students, families, staff, and partnerships.
- Administration will involve families in the educational process by inviting families to participate on committees.
- Administration will reflect on stakeholder feedback to support and guide school-wide decisions.
- Administration will provide the resources and direction for professional development for educator growth.
- Administration will develop a budget that is focused on the success and well-being of students and staff.
- Administration will provide support for the diverse needs of our school community.

Abbreviated Schedule

The abbreviated day schedule is a shortened school day, which begins exactly two hours later than the regular schedule. The decision to institute an abbreviated day schedule will be made by 6:00 a.m. and will be announced through the news media. If the weather worsens and it becomes necessary to close the schools, an announcement will be made. Which means students will learn asynchronously. Teachers will provide more information on this.

General guidelines:

- Student Hours are 11:15 - 4:00
- Buses and the cafeteria operate.

*Ensure all contact information is up-to-date in ParentVue.

Attendance Success

The State of New Mexico requires that students between the ages of 5 and 18 attend a public or private school (including charter and alternative schools) or register with the Public Education Department if a parent is providing home school or the student is in a state institution.

Student attendance in school is a critical component of the educational process. Students, families, and APS personnel must all work together to promote student success by promoting good attendance because every day matters!

Attendance positively relates to student success. The APS Attendance Supports Unit works with school staff to ensure that students are not disciplined for having poor attendance. Our goal is to support students to succeed in school and life.

What absences are excused?

The State of New Mexico requires that students between the ages of 5 and 18 attend a public or private school (including charter and alternative schools) or register with the Public Education Department if a parent is providing home school or the student is in a state institution.

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Absences may be excused for the following reasons with proper notification:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies
- Family Deaths
- Medical, health or legal appointments
- Religious commitments
- College visits
- Deployment of a military parent
- Limited extenuating circumstances as approved in advance by the school principal
- Tribal obligations

Who do I call when my child is sick and won't be at school

You can also enter an absence in [ParentVUE](#) or you may call the front office (505)292-6707 ext. 2.

Who do I contact when my child will be out of school for an extended period of time?

Contact your child's teacher, and the front office (505) 292-6707 to provide documentation for extended absences.

Tips to Improve Your Child's Attendance

- Set a regular bed time and morning routine.
- Lay out clothes and backpacks the night before.
- Don't let your child stay home unless they are truly sick.
Remember that complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Develop backup plans for getting to school if something happens. Call on a family member, a neighbor, or another parent.
- Volunteer at your child's school and get involved.
- Avoid medical appointments and extended trips when school is in session.

Behavior Expectations

At Manzano Mesa, we have high expectations for our students, staff, and families because behavior impacts the learning environment. We prioritize creating a secure and welcoming space where everyone feels valued, allowing students to benefit from their education fully. We believe in supporting our students' skill development as a collective responsibility, with families playing a crucial role by working closely with the school.

Behavior is a learned skill, just like reading, writing, and math. We help students develop these skills through restorative practices based on relationships, respect, responsibility, repair, and reintegration. This approach holds students accountable and involves families when necessary. By understanding their mistakes, students are empowered to make better choices.

Discipline is about guidance and promoting positive behavior changes. Staff facilitate conversations, mediations, and reflections with students. While natural consequences are important, we follow the [APS Student Behavior Handbook](#) and use restorative practices and progressive discipline to change behavior and empower children.

Restorative practices and progressive discipline align with NMSA 1978 Section 22-35-2(G), addressing the root causes of misbehavior while keeping students in school. These practices teach children to develop friendships, manage conflicts, and regulate their behavior, building empathy, responsibility, and social skills.

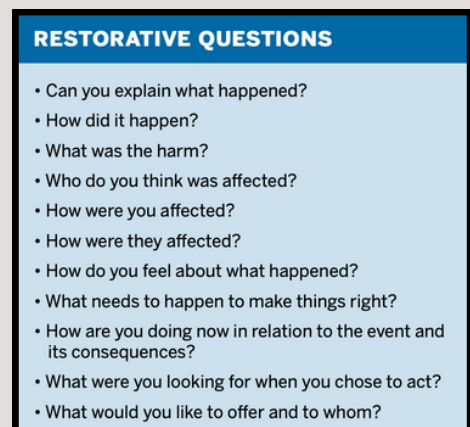
Healthy relationships with peers and adults make students more responsive and ready to learn, developing academics, problem-solving, self-awareness, empathy, and social-emotional intelligence. While punitive consequences are sometimes necessary, we focus on pathways to repair harm through dialogue, making schools safer and promoting social and emotional learning.

In your child's best interest, we expect families to work with the school to improve their child's behavior. Intentional and repeated harm to other students and/or staff is unacceptable and will require family support. Additionally, families will be held accountable for full restitution if a student destroys or steals property. We encourage families to review the [APS Student Code of Conduct for 2023-2024](#) with their children. Understanding that one's actions have consequences is part of development.

By working together with the school, families can help support their children's learning and development, ensuring they grow into responsible and productive adults. When we join forces, we create a nurturing environment where students can thrive, reach their full potential, and build a brighter future.

The **Six Pillars of Character** are the core ethical values for Manzano Mesa Meerkats and are beautifully integrated into our social-emotional and restorative practices. Each month, we hold an assembly to introduce a new pillar and celebrate students who have exemplified the previous month's trait.

CLICK FOR MORE. INFORMATION ON WHAT CHARACTER COUNTS IS!



**CLICK FOR MORE
INFO ON SOCIAL,
AND EMOTIONAL
LEARNING**

Celebrations

- To promote inclusivity while prioritizing instructional time, treats for special occasions will be shared during the last 15 minutes of the day or at lunchtime. If families would like to participate in their child's celebration, we recommend arranging a separate time outside of school hours. Other classroom celebrations should be inclusive, centered on learning, and avoid specific holidays that could be offensive, such as Christmas, Halloween, Kwanzaa, or Hanukkah, due to their religious aspects and the fact that not everyone acknowledges or celebrates them.
- Families may drop off cupcakes at the office but must make arrangements outside of the school day for birthday celebrations. Please avoid bringing ice cream, sheet cakes, etc. Additionally, birthday candles are not allowed due to fire code regulations. Popsicles should also be avoided unless the weather is nice and they can be eaten outside.

Cell Phones & Smart Watches

- Students will be permitted to use the telephone in the office in cases of emergency.
- Students are not allowed to use cell phones or smartwatches at school, though smartwatches may be worn for the time and date. Cell phones must remain OFF and in backpacks during the school day.
- If a cell phone is found outside of the backpack or a smartwatch is being used for something other than the time and date, it will be held by the teacher the first time. The second time, it will be taken and given to the principal, and the student can pick it up after school. If this happens a third time, a parent or guardian must have a conference with the principal before the device is returned.
- If this occurs more than three times, the student will need to check in the cellphone and/or smartwatch with the office each day or keep the device at home.
- Please note that we are not responsible for any lost or stolen cell phones or smartwatches.

Communication

Effective communication between schools and families is crucial for student success and engagement. Here are some guidelines for facilitating this communication, particularly using ClassDojo and ParentVue, parent-teacher conferences, and technology:

- ClassDojo and School Messenger:
 - ClassDojo and School Messenger serve as primary platforms for day-to-day communication.
 - Please make sure your information is kept up-to-date on both of these platforms.
 - Teachers will send home the ClassDojo Login information during the first week of school.
- Family-Teacher Conferences (Two times per year.):
 - During conferences, you will discuss:
 - Academic progress
 - Social and emotional development
 - Goal setting for improvement
 - If you have concerns before the conference, please get in touch with the teacher.
- Transparent and Timely Communication:
 - Staff at Manzano Mesa are committed to maintaining open communication with families. We strive to respond to messages from families within 24-72 hours during regular school operations. Responding times may vary during weekends, holidays, or other designated breaks.
 - If a teacher is on leave, please contact the school office directly for immediate assistance. The office can provide guidance on whom to contact or how to address any urgent matters during the teacher's absence.
 - Our students are our priority. Therefore, if something is going on that may be impacting your child at school, please let the teacher know. Maintaining consistent communication with your child's teacher can positively impact their educational experience.
 - Miscommunication: In text-based communication, inferring tone from the message's wording and context is common. Unfortunately, misunderstandings can arise due to lacking visual and auditory cues. In such cases, suggesting a phone call can help facilitate a conversation and ensure mutual understanding.
- Encouraging Parental Engagement:
 - Throughout the school year, we send out surveys to gather valuable insights from our families. Your input helps us make informed decisions on important matters within our control, such as school events, school initiatives, and our learning environment. Your participation is greatly appreciated as we work together to create a positive and inclusive school experience for everyone.
 - We invite you to join us in enhancing our school community through various activities, committees, and volunteer opportunities. Your participation is vital in enriching our students' educational journey and fostering a positive school environment.
 - Ways to get involved:
 - Join our PTA or Community School Council
 - Volunteer for school events and classroom activities.
 - Use your voice by completing surveys.



Communication continued...

- Emergency Communication Protocols:
 - Communication will likely be handled through official channels such as aps.edu, social media sites, phone, and email messages.
 - If you are a parent, guardian, student, or APS employee, here's what you can expect to be communicated to you during a critical incident that occurs while school is in session:
 - Information that a shelter-in-place has been initiated will be posted on the homepage of aps.edu, individual school websites affected, and on Twitter.
 - If you have opted into our mass communication system, you will be notified via School Messenger by phone and/or email once law enforcement has activated a shelter-in-place or lockdown. Please ensure your personal contact information is updated at your school site.
 - APS will communicate with law enforcement and update you via aps.edu, individual school websites, School Messenger, and social media platforms as the new details are confirmed.
 - Should an early dismissal of school and/or regular transportation be canceled, your child will be kept on campus with adult supervision until you can arrange to pick them up.
 - You will also be notified if transportation is still available, schedules are disrupted, students can walk home.
 - Every APS school and work site has a detailed school safety plan. In case of an evacuation, you will be notified via the platforms mentioned above.
 - The school's relocation and family reunification plan will be activated in an off-campus evacuation. Students will only be released from the relocation site to custodial parents/guardians or persons identified on the school emergency card.
 - All messaging platforms will notify you once the situation has been contained and law enforcement determines the next steps.
 - A letter explaining what happened and any other essential information will be sent to the families impacted by the day's events.
 - Please note that every situation is different, and decisions are made based on the best information available at that moment. Due to the unpredictable nature of emergencies, it is impossible to guarantee that a robocall or post will follow every development in a crisis. We ask for your patience if communication is not as fast as you would like. The safety of our students and staff is always our top priority.
 - We know these situations create fear and uncertainty, and we commit to providing you with information as soon as it is available.
- Work-Life Balance for Teachers
 - At Manzano Mesa, we value the well-being of our teachers. We recognize the importance of maintaining boundaries between work and home life. To support this balance, the administration has asked teachers to turn off their phones at a designated time each day. This practice allows our educators to recharge and prioritize personal time, ensuring they return to school refreshed and ready to inspire our students. Thank you for understanding and respecting this request as we strive to create a healthy and sustainable work environment for everyone.

Complaints

If parents/guardians have any concerns or complaints about their child's education, learning environment, or student interactions, they should first reach out to their child's teacher to try to resolve the issue. The teacher is the primary point of contact and can directly address situations related to your child's learning and social interactions.

If the teacher and parents/guardians are unable to resolve the issue, it is advisable for one or both parties to contact the administration for further assistance.

All other concerns or complaints may be directed to the Assistant Principal and then the Principal. If the issue is not satisfactorily handled at the school level, it should be referred to the Student, School, and Community Service Center.

Custody Issues

Families must keep only the office and the teacher up to date regarding custody issues that pertain to relevant school communication and procedures. Parents/guardians must provide school personnel with the most recent court documents (with a valid seal) regarding custody issues. If the office does not have legal documentation on file stating that a parent is not allowed to pick up a child, we can not legally hold the child. Manzano Mesa staff will remain neutral in domestic disputes.

Disenrolling

When transferring to another school, please notify the office three (3) days before the date of the transfer, so that transfer papers can be prepared for you. When transferring, all debts for library, Cafeteria, and textbooks must be settled before transfers can be completed



DRESS CODE

The Albuquerque Public Schools Board of Education supports equitable and equal educational access and a student dress code that fosters an educational environment that values, affirms and welcomes ALL students. Dress codes shall be enforced consistently equitably, equally, and in a manner that does not lead to differential treatment on the basis of racial identity, sex, gender identity or expression, sexual orientation, cultural or religious identity and observances, household income, body size/type or body maturity.

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

Early Release from School

To ensure the safety of all students, children will not be released during school hours unless picked up by an authorized adult with photo identification. All authorized individuals must be listed in ParentVue. When signing out children, adults must show identification at the main office.

Students will not be called to the office until they are checked out to minimize missed instructional time. Lastly, the end of the school day is quite busy, so we kindly ask families to refrain from picking up their children within the last 30 minutes of the day. Thank you for your understanding and cooperation.

HOMEWORK PHILOSOPHY

Manzano Mesa's Instructional Council has developed the following homework philosophy based on research by Douglas Fisher, the author of Visible Learning for Literacy and Visible Learning for Math. The study shows that homework has a substantially low impact on learning outcomes.

Consequently, teachers are not expected to provide homework. However, we highly recommend nightly reading with your child. Reading with your child each night can significantly enhance their literacy skills, vocabulary, and love for learning.

Here are five strategies to support reading at home:

Create a Reading Routine: Set aside a specific time each night for reading. Consistency helps build a habit and shows that reading is a priority.

Make it Enjoyable: Choose books that interest your child. Allow them to pick out books they are excited about to keep them engaged.

Discuss the Story: After reading, talk about the story. Ask questions about the plot, characters, and their favorite parts to deepen comprehension.

Read Aloud Together: Take turns reading aloud. This not only helps with their reading skills but also builds their confidence.

Build a Reading-Friendly Environment: Create a cozy reading nook with good lighting and a variety of books. A comfortable and inviting space encourages more frequent reading.

LIBRARY INFORMATION

The library program is available to all students as a supplemental resource center. Visits are scheduled regularly, and students are encouraged to check out library books. Families are asked to help students develop responsibility for returning books on time. It's important to note that lost books must be paid for before students can check out more books, before the end of the year, or before they are disenrolled. The number of books students can check out depends on their grade level. Books are checked out for one week and can be renewed if needed. As funding decreases and costs increase, it becomes more difficult to absorb the loss of books.

LOST AND FOUND/MONEY/VALUABLES

- Students should never carry unnecessary amounts of money. If money is needed at school to pay for items, it should be brought on the day due and taken as soon as possible to the appropriate person.
- Textbooks and personal belongings: jackets, coats, outer clothing, lunch boxes, sack lunches, etc. should be marked with the student's name.
- Students should keep all personal items with them and not leave them unattended.
- Students may not bring toys or playthings from home. The PE Department provides playground equipment for each classroom.
- Textbooks that are lost, stolen or damages are the responsibility of the student.
- Should something be found that belongs to someone else, it should be turned in to the office.



MAKE UP WORK

Students are entitled to make up work for ALL absences – excused and unexcused with the following exception. Principals have the discretion to decide whether or not truant students will be entitled to make up their work.

- It is the student's responsibility to request make-up assignments.
- Teachers may need 24 hours from the time of the request to compile assignments.
- The student 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.

PLACEMENT & PLACEMENT CHANGES

Placements: Manzano Mesa diligently works to create balanced classes. In May, teachers carefully consider each student's educational needs to ensure they are placed in the best environment for their success. While parents/guardians cannot request a specific teacher, they can provide a written letter to the administration by April of the preceding school year with information about their child's learning styles and the teaching methods that support their academic success.

Placement Changes:

- **20th-Day Redistribution Policy:** Due to changes that happen with families over the summer, there is always the chance that a class may change. Consequently, based on our student numbers, we may have to redistribute students. If we need to open, close, or combine classrooms before, on, or after the 20th day, students in the affected class or grade will be equitably distributed among other teachers, placed in a new class, or a combination class. Volunteers (parents and children) will have the opportunity to move to the new classroom first. The rest of the class will be formed using our placement method to create heterogeneous classes. We aim to minimize the need for this Redistribution Policy, as it is a stressful and emotional process for everyone involved.
- **Parent Request for Placement Change:** If all classes are at maximum caseload, no placement change will be made. Moving a student from one classroom to another can be disruptive. Generally, we encourage families to support their children in learning to work with different personalities, fostering growth and adaptability. We recognize families often want their children to be in the same class as their friends or the opposite; they don't want their child around a particular student. However, this is not a valid reason for moving to a new class. Our priority is to create balanced and supportive learning environments that best meet the educational needs of all students.

However, we understand that sometimes placement moves are necessary. To ensure class changes are in the student's and their classmates' best interest, please refer to the following process:

- Please be aware that this process does not guarantee a placement change.
- Parents must schedule an appointment with the teacher to discuss concerns.
- After meeting with the teacher, parents need to observe the class for at least two 30-minute sessions over two weeks. Since the classroom environment is being established, observations are not allowed until after the sixth week of school.
- If there are still concerns after the observations, a parent-teacher-principal conference will be held to discuss them and create an action plan.
- If concerns persist, a follow-up meeting with the principal and teacher will review the placement. A decision will be made about whether the student should remain in the current classroom or be transferred.
- Any classroom without a maximum caseload will be reviewed if the placement change is approved. Parents may not request a specific teacher. No placement change will be made if all classes are at maximum caseload.

PREPAREDNESS DRILLS

- There will be one (1) emergency drill per week during the first four weeks of school and four (4) emergency drills during the rest of the school year.
- During the first four weeks of the school year, each school shall conduct one shelter-in-place drill that includes preparation to respond to an active shooter, one evacuation drill, and two fire drills.
- During the rest of the school year, each school shall conduct at least four more emergency drills, at least two of which shall be fire drills.

SNACKS IN THE CLASSROOM GUIDELINES

With the later school hours, students are bound to get hungry. Healthy snacks are crucial for children's growth and development. They provide essential nutrients that support their energy levels and overall well-being. We encourage families to send nutritious snacks like fruits, vegetables, and whole grains. We encourage families to send their students a refillable water bottle that can stay at school and a daily healthy snack.

- Students may get water at the water fountain or bring their own refillable water bottle to keep in the classroom.
- Students will have a designated time to eat snacks to minimize impacting instruction.
- Teachers will not store food in their rooms for students. Therefore, snacks will stay in the backpack until the designated time to take them out. The snack must be thrown or returned to the backpack if students don't finish.
- Do **not** send sodas, sugary drinks, or unhealthy snacks.





PARENT TEACHER ASSOCIATION



Meet Our PTA Board

Christel Romaine - President
Tammy Odell - Vice President of Finance
Samantha Whipple - Treasurer
Andrea Wilkes - Secretary



Join Us in Making a Difference at Manzano Mesa Elementary!

We, your PTA (Parent-Teacher Associations), are excited to invite passionate and dedicated individuals to become members and volunteers for our school! Your involvement is crucial in helping us create memorable events and fun projects that benefit both our students and the school community. Through our advocacy and volunteering efforts, we help ensure a positive and enriching environment for all students.

Why Join Us?

Make an Impact:

Directly contribute to enhancing the educational experience for our students.

Build Community:

Connect with other parents, teachers, and community members who share your commitment to our school.

Have Fun:

Participate in a variety of exciting events and projects throughout the school year.

Upcoming Events:

Take a look at our school calendar, which shows all the events planned for this school year. There's something for everyone, and your unique skills and enthusiasm can make each event a success.

How to Get Involved:

Volunteer for an Event: If you're interested in volunteering, please email us at PTAManzanoMesa@gmail.com.

Become a Member:

Want to know more about what the PTA does or how you can become a member? Reach out to us at PTAManzanoMesa@gmail.com.

Have questions?

Don't hesitate to contact us. Together, we can make a positive difference in our school community!

We are looking forward to a fun and fantastic year!

Flyers with more information and volunteer opportunities will be sent out before any events.



TECHNOLOGY

At Manzano Mesa, students will be loaned a Chromebook or an iPad based on their grade level. The technology is intended for use during school hours to enhance classroom learning. In school, they will learn how to use computers or tablets effectively to help them learn, share ideas, research, and present work. These are critical technology skills for college, career, and life.

Students are expected to use the technology following our core values: Trust, Respect, Responsibility, and Citizenship. These values serve as guidelines for the use of technology at Manzano Mesa. If you or your child have any questions, don't hesitate to get in touch with your child's teacher, the STEAM Teacher, or the principal.

General Guidelines:

- Treat all school property with respect.
- Immediately report any operating system, hardware, or laptop case condition problems to the staff.
- Gaming or listening to music such as YouTube, Spotify, Pandora, or SoundCloud is not allowed during class time at school.
- Chromebooks and iPads are considered Manzano Mesa property at all times and are not to be used to view or transmit content that is not educationally appropriate.
- Students should not touch equipment that doesn't belong to them or that they have not been given permission to use.

Internet Guidelines: APS and Manzano Mesa have configured Internet access filters appropriate for the teaching and learning environment.

The following are violations of Manzano Mesa's internet policy:

- Accessing inappropriate content (i.e., violent or explicit music, videos, pornography).
- Accessing non-educational sites during class time.
- Using chat or IM for non-school-related purposes.

A special note to Parents:

We encourage families to teach their children to be responsible stewards when using technology. By guiding them at home, you can help ensure they use digital resources safely and effectively.

Here are some tips to support your children:

1. Set Clear Boundaries: Establish rules for screen time and the types of content they can access.
2. Monitor Usage: Keep track of the websites and apps your children use. Utilize parental controls where necessary.
3. Promote Digital Etiquette: Teach your children to communicate respectfully online and to understand the impact of their digital footprint.
4. Encourage Balanced Activities: Ensure your children engage in offline activities, such as reading, sports, and family time.
5. Model Good Behavior: Demonstrate responsible technology use yourself, as children often mimic adult behavior.

By actively participating in your child's digital life, you can help them develop healthy technology habits that will benefit them both now and in the future.

TOYS & PERSONAL ITEMS

Students are not allowed to bring personal toys, sports equipment, or playthings to school. These items can easily be broken, stolen, or lost and often cause disagreements, disrupt activities, and sometimes even cause injury.

Please understand that we have your child's well-being and safety in mind. Therefore, do not allow your child to bring such items to school, or they may be confiscated. Additionally, skateboards, roller-shoes, and scooters are not allowed on campus. Please remove the wheels from roller-shoes before entering school grounds. Thank you for your cooperation.

TRANSPORTATION

Riding the Bus is a Privilege

BUS DISRUPTIONS

Appropriate behavior is expected whenever a student is on the bus. Suspension from riding the bus does not mean suspension from school. Instead, the parent/guardian will be responsible for transporting the student to and from school.

Bus disruption occurs anytime a student deliberately or inadvertently interferes with the safe operation of a school bus, which is stopped or moving; behaves in a manner adversely affecting an individual or property on or near the bus itself, at bus stops, or at pick-up areas.

PREPARE YOUR BUS RIDER

- Make sure your child knows his/her bus number, the stop where he/she should get off, and his/her home address and phone number.
- Kindergarteners will not be left unattended at a bus stop in the afternoon if a parent is not there to meet the child unless APS and the bus company have prior written approval from the parent to allow the student to be left unattended or go home with an older sibling.

TALK ABOUT BUS SAFETY

- Listen to the bus driver.
- Students need to remain seated and facing forward.
- Be kind to one another.
- Using foul or vulgar gestures is inappropriate.
- Nothing goes out the window.



Consequences for Bus Disruptions

- 1st Violation - Written Warning
- 2nd Violation - Up to 5 days Suspension from the bus
- 3rd Violation - Up to 10 days Suspension from the bus
- 4th Violation - Suspension from the bus Up to the End of the Semester
- 5th Violation - Suspension from the bus Up to the Remainder of the Year



*The parent/guardian is expected to discuss the incident with the student to help prevent a recurrence.

Severe Disruption

The following inappropriate and dangerous behavior will result in the automatic suspension of transportation.

- Physical harm to other students or staff
- Physical damage to the bus (restitution may be required)

Consequences/Disposition

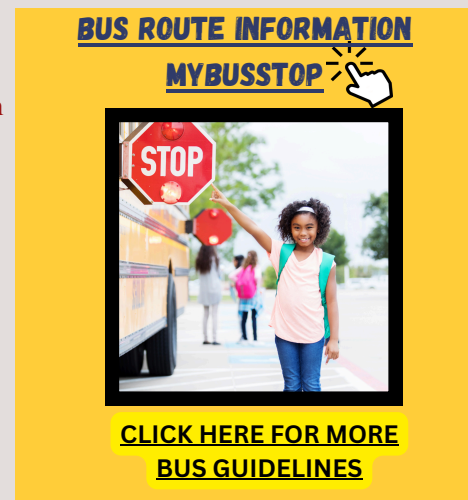
- Physical harm to other students or staff
- Physical damage to the bus (*restitution may be required*)

1st Violation - Up to 10 days Suspension from the bus

2nd Violation - Suspension from the bus Up to End of the Semester

3rd Violation - Suspension from the bus Up to the Remainder of the Year

Refer for a Police Report* Additional Required action for any Consequence to ensure Student Due Process.



VISITORS & VOLUNTEERS

Ensuring we have a secure campus is not a matter of convenience but rather of safety. In accordance with state law, all visitors to our campus must first check in at the office and wear a "Visitor" badge.

We ask for your patience regarding our established processes and procedures to protect our students and staff.

- When you come to campus, please ring the doorbell. We use the intercom to establish the visitor's purpose. Once established, the visitor will be buzzed in.
- All visitors will need to provide identification. All visitors must sign in.
- Only those within our information system (Synergy) can pick up. Even if we know you, photo IDs are **mandatory**.
- Students coming in late need to be checked in by an adult.
- If a family member runs late, students must be picked up inside the office.
- Late more than three times, the family must make other arrangements for pick up or sign up with an after-school program.
- All visitors are subject to the policies and procedural directives of Albuquerque Public Schools.

State law requires a background check from volunteers before participating in any volunteer activity at any APS school.

It can take a couple of weeks for the background checks to process, so preparing now will save you the stress of getting approval in the future. APS background checks are valid for two years.

- **Supervised Volunteer** (~\$17.00 & online thru APS, no fingerprinting) Anyone whose access to students must always have line-of-sight supervision by an APS staff member who is not Food and Nutrition. (For example: Recommended for classroom volunteers, field trip volunteers, play day volunteers, etc. - MUST be in line-of-sight supervision of APS staff, who is not Food and Nutrition.)
- **Unsupervised Volunteer** (~\$44.00 & administration must approve, they go down to APS) Full FBI Fingerprint clearance initiated by the principal or the principal's designee. (For example, Our Oasis Tutors have this background check level because they are alone with students.)

Field Trip Volunteers must have a valid clearance of either type, and anyone accompanying the school group is also required to have this.

*If a family needs assistance obtaining a background check, please have them contact Nicole Candelaria @ nicole.candelaria@aps.edu

For more information, go to aps.edu/community/volunteer-with-aps

WITHDRAWALS

Students moving out of Manzano Mesa must withdraw through the office. Parents/guardians must give the office at least 24 hours notice to process the paperwork.



HEALTH OFFICE



Nurse: Angela
Health Assistant: Marisa
(505) 292-6707 Ext #3



Sick Day Guidelines

Are you unsure if your child should stay home? Refer to the Sick Day Guidelines and keep your students at home if they exhibit the following symptoms.

If your child becomes ill and doesn't feel well enough to participate in school, as parents or guardians, you should keep your child home until the symptoms improve. This can also help prevent the spread of the illness to others at school.

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

- Active vomiting
- Active diarrhea – three or more times in six hours
- The beginning of an airway infection (cold/cough/runny nose). This is especially important for those who are unable to manage their body fluids.
- Extreme tiredness and/or lack of appetite
- Fever (100.4 F) with or without a headache, body aches, earache, sore throat, stomach ache, etc.
- 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



If antibiotic treatment is needed, your child should remain 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)

If any symptoms change, worsen or don't get better, please call your healthcare provider.

The main goal for returning to school, regardless of any test results and/or diagnosis, is 24 hours free of fever, vomiting, and/or diarrhea without using any medications to decrease/minimize their symptoms. Plus, any other symptoms they have been experiencing are improving.



BEFORE & AFTER SCHOOL CARE

Learning Together Childcare Center
LTOGETHERCC@GMAIL.COM
(505) 292-6707 Ext. 28478

Eastgate Kids Childcare
(505)294-5102
<https://eastgatekids.com/home>

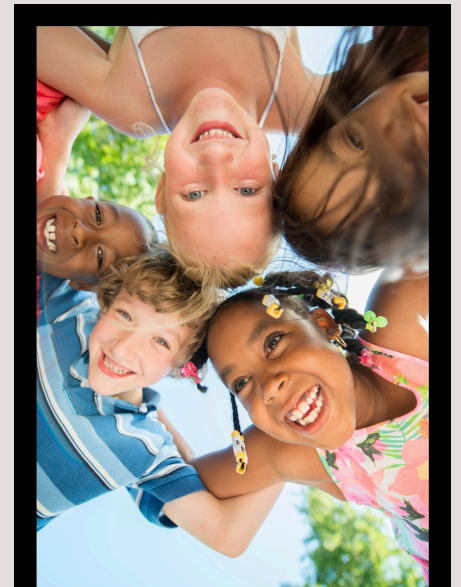
La Petite Academy
(866) 996-2294
www.lapetite.com

Manzano Mesa Community Center
(505) 275-8731
www.cabq.gov/seniors/youth-programs

Singing Arrow Community Center
(505) 291-6200
www.cabq.gov/family/community-centers

Southwest Childcare
(505) 294-2233
www.southwestchildcare.com

Avengers
(505) 298-7800



CALENDAR 2024-2025

Dates are subject to change. They will be updated in the monthly newsletters.

AUGUST

- Aug. 6th - Meet the Teacher (3:00 PM - 3:45 PM)
- Aug 7th - First Day of School for 1st - 5th Graders
- Aug. 9th - First Day of School for PreK & Kindergarten
 - WooHoo Breakfast for PreK & Kinder Families at 9:45 in the cafeteria.
- Aug. 23rd - Skate-O-Mania Manzano Mesa Family Night
 - 6:00 PM - 8:00 PM

SEPTEMBER

- Sept. 2nd - Labor Day (No School)
- Sept. 4th - Open House (Families begin in the gym)
 - 5:30 PM - 7:00 PM
- Sept. 9th - 20th - Read-A-Thon (Kick off the year strong by reading nightly!)

OCTOBER

- Oct. 1 - End of the first grading period
- Oct. 9th & 10th - Family Conferences (No School)
- Oct. 11th - Fall Break (No School)
- Oct. 14th - Indigenous People's Day (No School)
- Oct. 17th - Manzano Mesa Multi-Generational Center's
 - Fall Festival (at multi-gen center)
- Oct. 25th - Storybook Parade (Students may dress up as their favorite storybook character.)
 - Tentative MME Fall Festival (Dependent on volunteers)

NOVEMBER

- Nov. 5th - Election Day (No School) - Manzano Mesa is a poll location!
- Nov. 6th - BEAM Family Orientation
- Nov. 11th - Veteran's Day (No School)
- Nov. 27th - 29th - Thanksgiving Break (No School)

DECEMBER

- Dec. 9th - 13th - Penguin Patch & Art Contest for Jog-a-Thon
- Dec. 13th - Cocoa and Carols (5:30 PM - 7:00 PM)
- Dec. 20th - End of the second grading period
- Dec. 23rd - Jan. 6th - Winter Break (No School)

JANUARY

- Jan. 7th - All Students Return (HAPPY NEW YEAR!)
- Jan. 10th - Movie Night (5:30 PM - 7:30 PM)
- Jan. 14th - EXPLORA NIGHT (5:30 PM - 8:00 PM)
- Jan. 15th - ALL Jog-A-Thon Art Entries DUE!
- Jan. 20th - Martin Luther King Jr. Day (No School)
- Jan. 27th - 31st - Student's Vote for Jog-A-Thon Art Finalists

FEBRUARY

- Feb. 7th - Movie Night (5:30 PM - 7:30 PM)
- Feb. 17th - President's Day (No School)

MARCH

- Mar. 3rd - 7th Read Across America
- Mar. 7th - Movie Night
- Mar. 14th - End of the third grading period
- Mar. 17th - 21st - Spring Break (No School)

APRIL

- Apr. 16th & 17th - Family/Teacher Conferences (No School)
- Apr. 24th - Kinder Round Up - Incoming Kinders
- Apr. 25th - Jog-a-Thon

MAY

- May 5th - 9th - Staff Appreciation
- May 26th - Memorial Day (No School)
- May 28th - Kinder & 5th Grade Promotion Ceremonies
- May 29th - Field Day (Tentative based on volunteers)
 - Last Day of School

Daily Schedules

Pull-out Times

Depending on the day, K-5th grade students will attend Music, Art, STEAM, Library, Physical Education

- 9:30 AM - 10:20 AM - 5th Grade
- 10:30 AM - 11:20 AM - 2nd Grade
- 11:30 AM - 12:20 PM - 4th Grade
- 1:00 PM - 1:50 PM - 1st Grade
- 2:00 PM - 2:50 PM - 3rd Grade
- 3:00 PM - 3:50 PM - Kindergarten

Lunch Times (Recess 10 mins./Lunch 20 mins)

- 12:00 PM - 12:30 PM - Kinder & NM PreK
- 12:20 PM - 12:50 PM - 1st Grade
- 12:30 PM - 1:00 PM - 2nd Grade
- 12:40 PM - 1:10 PM - 3rd Grade
- 12:50 PM - 1:20 PM - 4th Grade
- 1:10 PM - 1:30 PM - 5th Grade

WEBSITE AND SOCIAL MEDIA

manzanomesa.aps.edu

Twitter: @MeerkatN

Instagram: manzano_mesa

Facebook

[Manzano Mesa Elementary PTA](#)

[Manzano Mesa ES Community](#)