Mission Avenue Elementary School
Parent and Student Handbook
2024 - 2025



Home of the Thunderbirds

T-BIRDS

I promise to…

T – Try my best, even when it's hard

B – Believe in myself and others

I – Inquire about the world around me

R – Respect my school, staff and peers

D – Do the right thing, even when no one is watching

S – Support my fellow T-Birds!

WELCOME PARENTS

On behalf of the wonderful staff at Mission Avenue, we welcome you to our school community. We are proud of our work and invite you to get to know our school!

BECOME VOLUNTEERS! Teachers welcome parents who can listen to children read, practice math with them, help prepare activities, make photocopies, etc. The only job skills they need are a smile that is always on the lips and a desire to help. If you would like to help out at school, don't forget to return the PTA volunteer form. Visit the APS website at aps.edu for more information about becoming a volunteer. Volunteers require an updated background check on file with APS and in our office.

The Parent Teacher Association (**PTA)** serves as a way for parents, teachers, and the school to cooperate for the benefit of our children. Join the PTA and attend the meetings. We need your involvement!

ATTEND THE MEETINGS THAT ARE SCHEDULED FOR YOU The meetings are held twice a year to share what we have observed about your child's progress. We can meet with you more often if you wish. All they have to do is call or send a note with their children to make an appointment.

We understand that many parents who care about their child's school life work during the day. If you have any concerns or are happy with an experience your children have had, please take a moment to let us know. If your child's teacher is busy when you call, leave a message on voicemail or contact the office.

By working together, we can help your children develop to their potential. Our doors are always open. We look forward to seeing you at school!

PHILOSOPHY STATEMENT

Our goal at Mission Avenue is to educate all children and to do so in an environment that protects, stimulates, and guides them to become self-disciplined critical thinkers and independent learners. We believe that education is a shared responsibility between home, school, and community. Our team of dedicated educators draws on the expertise of all our members. We believe in a strong program that focuses on Language Arts, Math, Social Studies, Science, Arts, and Physical Education, and that leads to Every child goes beyond the essentials, to develop higher mental processes and positive self-esteem.

PHONE NUMBERS

1.	School Office	344-5269 ext. 56700
2.	Help Desk	505-830-8080
3.	Nurse Office	344-5269 ext. 56707
4.	Counseling	344-5269 ext. 56744
5.	Cafeteria	344-5269 ext. 56704

CLASS SCHEDULE

7:30am	Line up Bell
7:33am	Start of Class/ Tardy Bell

2:15pm Dismissal

ABBREVIATED DAY (2 hours delay/snow delay)

9:30am Arrival 2:15 Departure

NOTE: There is no supervision before 7:10. **Make plans for your child not to arrive at school before this time.**

APS ATTENDANCE POLICY

If the student is going to be absent for more than three days, parents can contact the teacher regarding missed work. **The teacher will need at least one day to prepare the materials.** Class work must be made up in accordance with district policy.

To check your child out of school early, **you must first stop by the office to sign the student out.** No student will leave the classroom until a parent is in the office (they cannot phone beforehand to be waited for in the office). No student will go out to meet a parent waiting in a vehicle outside the school. We do this to identify the people picking up students and to ensure student safety. We appreciate your cooperation and understanding. To pick up your child from school, you must show a photo ID.

1. Parents/guardians must notify the school each day of the student's absence via phone or ParetVue. To help us keep accurate records and ensure that your child's absence is properly classified as excused, please CALL the Mission Avenue attendance line no later than 8:30 a.m. EACH DAY your child is absent. For safety reasons, we want to determine your child's whereabouts as early as possible.
2 Excessive absences are an educational concern and will result in a request for additional documentation, an attendance meeting with administration and if warranted, an Attendance Improvement Plan.
3. Family vacation absences are considered **unexcused.**
4. Parents are not allowed to check their children out of school early, after 1:45pm. Whenever possible, please make appointments after 2:15 p.m., when your children have finished the day's classes.
5.. If a student is absent for 50% or more of the class schedule, the absence will count as a FULL day.

FAMILY BACK-TO-SCHOOL EVENING or Open House

Mission Avenue Elementary School's Family Back-to-School Evening or Open House, gives parents a formal opportunity to see your student's classroom, speak with their teacher and discover more about their instructional environment.

At the end of the evening's presentations, parents will:

1 Learn what Title I funding is and how it's utilized.
2. Understand each teacher's educational philosophy.
3. Know the skills and concepts that will be taught in each subject.
4. Understand each teacher's expectations for homework.
5. Understand the classroom communication system.
6. Understand the grading system used.

The annual Title I Open House is scheduled for Thursday, August 22, 2024 from 4:30-6:00 PM

AFTER-SCHOOL CARE

Our after-school childcare service is provided by RGEC (Rio Grande Education Collaborative). The after-school program includes homework help, arts and crafts, sports, technology, and personality building exercises. After school care runs from 2:15 PM-6:30 PM Monday-Friday. Positions are limited. Enroll as soon as possible. Call 505-873-6035 or by email at ashultz@atrisco.org

BICYCLES, SCOOTERS AND SKATEBOARDS

If authorized by their parents, students can come to school by bike, scooter, or skateboard. Remember to dismount and walk or carry them into the school and to cross the street. For everyone's safety it is forbidden to ride the skateboards at school.. The school is not responsible for stolen bicycles or skateboards, therefore we recommend that they be stored under lock and key in the designated area. A city ordinance prohibits bicycling, skateboarding, scootering or inline skates on school property. ***ALL STUDENTS MUST WEAR HELMETS.***

BUS SERVICE/STUDENT TRANSPORTATION

Coming to school on the school bus is a privilege. Students who choose to misbehave or be unsafe while traveling risk losing this privilege. Students traveling on school buses should go to the boarding area immediately after the dismissal bell rings at the end of school hours.

1. Students are required to behave appropriately while waiting in line or walking to the bus.
2. Students will be provided with specific rules of conduct that they must observe while riding the buses. School rules will also be enforced.
3. If the bus driver submits a discipline referral for a student, the process below will be used as guideline for progressive consequences. Administration uses restorative practices whenever possible to provide learning opportunities when students aren't meeting behavior expectations.

1st Complaint: Community service/parent/guardian notification

2nd complaint: 1-3 days suspension of bus transportation/parent/guardian notification

3rd complaint: 3-5 days suspension of bus transportation/parent/guardian notification

4th complaint: 1 semester suspension of bus transportation/parent/guardian notification

* The severity of a referral for misconduct on the school bus may override the referral policy and waive the predetermined consequence, if deemed necessary by the school administrator.

We receive many requests to allow students to ride on buses whose route does not correspond to them. To clarify this matter, see below.

1. The school bus will pick up and drop off students back at their designated stop. Students **MAY NOT board or get off the bus at another stop**.
2. A student who does not receive bus transportation cannot board a bus to travel with a friend.
3. A student may not board **a bus other than the one** assigned to him or her for any reason.
4. Students **MAY NOT** continue to ride the school bus after moving out of the district-assigned school area.

Parents of students who have a district approved transfer to attend Mission Avenue Elementary School must provide transportation and **may not** drop them off or pick them up at their nearest bus stop. Parents who wish to complain or express concerns about bus travel, routes, procedures or drivers may contact the APS Department of Transportation at 880-3989. When calling, have the school bus number handy.

CAFETERIA

All students enrolled in APSl can participate in the free lunch breakfast and lunch program. The APS Department of Food and Nutrition Services is required to follow the healthy school meal guidelines issued by the U.S. Department of Agriculture. The success of the School Midday Breakfast and Lunch Programs depends on your help. Encourage your children to participate in school meal programs. For additional information, please call us at 345-5661. Students at Mission are provided with a grab-and-go breakfast as they arrive on campus.

CLASSROOM OBSERVATION VISITS

In an effort to protect classroom teaching hours and student confidentiality, observation visits to classrooms are not permitted. This rule may not apply to observation visits by students in certified educational programs. In accordance with federal and state law, the credentials of all public- school employees working with students may be obtained by the principal. If you have specific reasons why you would like to conduct a classroom observation, please schedule a time to meet with the principal.

CUSTODY MATTERS

The office and the teacher should be notified of any custody issues involving your child. This notification must be given in the form of copies of court documents that unequivocally state who has custody and who can approach the child, as well as any changes in the situation. The school ***cannot*** deny access to a custodial parent unless there are court documents prohibiting such contact. **Submit updated documents to the office each year or upload them on ParentVue..** The office staff will be guided by the documents that exist in our files. We cannot accept "word- of- mouth" agreements.

DISCIPLINE POLICY

Educating our youth is a cooperative project between home and school. Education begins and continues at home, with which the school is formally associated to participate for a time in each student's life. We are constantly looking for ways to strengthen and guide this partnership in the same direction, for the well-being of the student. In addition to academic skills, there are social skills that include attitudes, behaviors, and responsibilities that are proven values of our total life plan. While schools continue to be primarily responsible for formal teaching, good teaching practices have always included guidance to develop positive social skills and work habits, and to encourage self-management.

Mission Avenue Elementary School's discipline policy was prepared in accordance with the APS district's discipline and anti-bullying procedures in order to have the necessary consistency to help put our students on the path to positive and acceptable behavior.

- 1. The entire school community—students, staff, and parents—will be informed of the school's goals, policies, and procedures for conduct. In addition, parents will be asked to partner with staff to help our children develop strong, positive, and self-disciplined behaviors.
- 2. Staff, students, and parents have a responsibility to create, foster, and maintain the environment we desire for our facilities.
- 3. All school employees are responsible for monitoring the conduct and safety of all students.
- 4. In the classroom, the primary responsibility of teachers will be to teach our students that we expect respect for all. Students must accept corrective guidance from adults who function as supervisors. (This includes instructions given by

teachers and educational assistants as well as parent volunteers, secretaries, and custodians.)

- 5. All staff members should actively engage in ways of recognizing and reinforcing positive behaviors that are exhibited by individual students throughout the school.
- 6. Staff members, when the need arises, are encouraged to involve the principal, parents, or other staff members to assist students with their self-discipline skills.
- 7. Each teacher will establish a process for recognizing, rewarding, and reinforcing students who exhibit good behavior control. Students must realize that **they are** the ones who control their behavior and who have the power to choose alternatives that have consequences, positive or. Negative. They are **"stewards of themselves."**

School Authority and Student Discipline Practices

The APS Student Code of Conduct informs students of unacceptable behavior and possible consequences. Schools can use levels of intervention and consequence categories to redirect student behavior, prior to moving to a long-term suspension or expulsion. The discipline matrix in the APS Handbook for Student Success provides definitions/specific examples of student behavior that may lead to discipline practices such as the removal from class, suspension from school, or removal of school activities and extracurricular participation. When students are suspended, schools shall make parent contact and send documentation home with students clarifying the breach of the student code of conduct and consequences. APS recognizes the importance of successful reintegration of students following suspension. Students with a disability or suspected disability, have more protections when facing discipline at school; these protections are intended to ensure students are not being disciplined due to their disability. A manifestation determination review is required for any student with a disability or a suspected disability prior to any removal from school that exceeds ten days.

School District Authority and Jurisdiction

- During regular school hours and/or on any school property
- During bus transportation of students to and from school
- At times and places where appropriate school administrators and staff have jurisdiction including, but
- not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities
- On the way to or from school or a school related event

Student Behavior Contracts – School Level

- Student commits to more positive behavior in the form of a written contract
- Terms of the contract will be determined by the principal or designee
- Parent/Guardian must be included in the school-level contract process
- Refusal to sign a contract by a student or parent/guardian does not remove the student's obligation to follow APS's expectations.
- Student may be assigned school site community service

Short-term Removal from Class/School Activities

- Students may be removed from class or activity but remain at school pending a conference with appropriate school personnel.
- Students may be placed in an alternative educational setting until satisfactory resolution is reached.
- Parents/guardians must be informed of the alternative educational setting by phone call (voicemail is
- acceptable if there is no answer).

Short-Term Suspension

Short-term suspension is an exclusionary discipline practice that can be used for in or out of school suspension for five days or less for a disciplinary infraction. Refer to the consequences chart in the APS Student Handbook for Success for definitions of behaviors and consequences. Removal of Extra-Curricular Privileges Students shall be removed from any part or all extra-curricular privileges for the time period equal to suspension.

- Participation in extracurricular activities is a privilege offered to and earned by students
- Since participants are serving as representatives of their school and community, they are expected to exemplify high standards at all times
- Participants are expected to adhere to higher academic and conduct standards than established for the general school population in order to maintain their extra-curricular privileges
- Only a principal or designee can remove extra-curricular privileges and such removal must be documented on the discipline referral form in the student information system. A copy must be printed and provided to the Parent/Guardian.
- Participation in extracurricular activities is not a student right and suspension of such privileges does not require a due process hearing.

Students who choose not to follow the rules will receive a Discipline Referral, which will be entered into their Synergy profile. **Students are expected to behave appropriately and follow all school guidelines and expectations regarding conduct, both during their commute to school and during school hours and on their way home, including on the bus.**

School is a place to learn and to be part of a community where students, staff, and families are respectful, responsible and safe. If a student is behaving in a way that does not allow other students to learn and/or feel safe, school staff will need to intervene. Students, whether receiving general or special education services, may need to receive interventions for disruptive behavior. Administrators may impose consequences to maintain the safety and security of the school population.

Student Searches

This handbook is considered notice of search policy. Student Searches School Police Albuquerque Public Schools Police and Firearms (Board Policy GF) Safe Schools and Relations with Law Enforcement Authorities Student Interrogations and Arrest (Board Policy JL7) To ensure the safety of the school population, school personnel may conduct searches of students. The district acknowledges both state and federal constitutional rights which are applicable to personal searches of students, searches of their possessions (e.g., pocket contents, backpacks, handbags, etc.) and vehicle searches. School administrators need only have individualized reasonable suspicion that a particular search will reveal evidence that a crime or breach of the disciplinary code is being committed by the student or that a safety or security issue may exist. Individualized reasonable suspicion is established when the observation of specific and describable behavior or information from a credible informant leads one to reasonably believe that a particular student is engaging in or has engaged in prohibited conduct. The reasonableness of the search shall depend upon:

1. The value and reliability of information used as justification for the search;

2. The prevalence and seriousness of the problem to which the search is directed;

3. The urgency requires an immediate search.

Even if individualized reasonable suspicion exists, the scope of the search shall be such that the measures used are reasonably related to the purpose of the search and not excessively intrusive. Law enforcement officers not specifically assigned to the school shall be required to have probable cause to perform a search of a student.

REGULATION ATTIRE

Appropriate attire for school is essential to the learning process. We ask for your help in enforcing our dress code. We adhere to the district's policy, which reads as follows;

"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.

All students should be able to dress comfortably and the primary responsibility for a student's dress lies with the student and the family, with the exception of schools that require a uniform. Schools shall not impose punishment related to student dress and dress code enforcement should not result in barriers to student attendance or participation, unless related to safety. Student dress choices should respect the district's intent to sustain an inclusive community. Student attire shall not interfere with students' health or safety, nor contribute to a hostile or intimidating learning environment. **All students and staff are responsible for managing their own distractions without regulating another student's dress.** 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

School dress codes are an opportunity for student, family, and community engagement. Administration will make the final decision on questionable clothing items, or call parents to bring a change of clothes.

ELECTRONIC DEVICES

It is forbidden to use mobile phones, iPads, iPods, e-books, MP3 players, etc., during class hours or at times when their use would disrupt the educational process. It is also prohibited to misuse mobile phones or other forms of technology that may include, but are not limited to, unauthorized photo taking, cheating on exams, invasion of privacy, etc. **Phones MUST remain turned off or silent and in their backpack during school hours**. (APS Policy Manual) If a student uses any of these devices to disrupt the educational process, it will be confiscated and stored in the administrative office. Parents will have to come and pick it up. Mission Avenue Elementary School is not responsible for any electronic devices brought to school that are lost or stolen.

EMERGENCY INFORMATION

Notify the office and update ParentVue with any changes in contact information, such as phone numbers, change of address, or change of custody. Also notify us of any changes that occur during the year so that your child's registration card is always up to date. Please bring a photo ID with you when you come to the office to report any changes. Changes cannot be made over the phone.

EVACUATION INSTRUCTIONS

In the unlikely event that Mission Avenue Elementary School faces a disaster and children and staff are forced to evacuate, students will walk to Sam's Club. If we are to evacuate the school, the automated systems will send a message with specific instructions for parents.

EXCURSIONS

In order for a student to participate in a field trip, **he or she must** provide the teacher with written permission signed by a parent or guardian. Only the school's permission form will be accepted**.**

FIRE and Emergency Drills

State regulations require the school to conduct emergency drills periodically. In the first month of classes emergency drills are held once a week. During the school year, one ALICE (ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE) and one evacuation drill will be conducted. During a school closure, students and teachers are not allowed to leave their classrooms for any reason. All doors are locked and no one is allowed to enter the building. People who arrive at school while one of these drills is taking place will have to wait outside the building, in their vehicle, until the drill is over. The drill usually lasts about 20 minutes. Parents will be notified of the first closing drill via automated messages. Listen to the message carefully and determine if it is a drill or a real shutdown, and follow the instructions given.

UNFURLING AND TAKING THE OATH OF ALLEGIANCE

In accordance with New Mexico law, the flags of the United States and the State of New Mexico will be displayed in each classroom. NM law also requires that the Pledge of Allegiance be recited daily in all public schools in the state. Although no person can be forced to participate, all students will have the opportunity to refuse to do so. Students who refuse to participate in the Pledge of Allegiance cannot be forced to stand or asked to leave the classroom.

GENERAL SCHOOL RULES

Students must not behave in a manner that could cause physical or emotional injury to others this includes the notion of self-defense when other options are possible (walking away, telling a staff member, using words to mediate a conflict etc.)

Mission Avenue's five Core Rules are:

I will respect myself and I will respect others.

2. I will stay focused and not distract others.
3. I will take care of the school's property and equipment.
4. I will not harass anyone and will report any incidents of bullying to an adult.
5. My behavior will not be an obstacle for others to learn.

Rules for students to follow on the playground and in the building:

1. Play openly with everyone and share the facilities to play.
2. Don't go beyond the boundaries of the school.
3. No fighting and treat all students and staff members with respect.
4. Do not jump off the swings.
5. Use the swings and other play equipment appropriately.
6. Students should not be in the building prior to 7:30 am without supervision.

MAJOR MISCONDUCT

1. Fighting/hurting others.
2. Abusive language/gestures.
3. Damage school or personal property.
4. Possession of weapons/ drugs/ tobacco and paraphernalia

HOMEWORK

There are many positive aspects to doing homework, including the sense of responsibility students acquire. Homework should correspond to the student's level of mastery and relate to the teaching objective. Homework will be described and discussed with families by their teacher.

ILLNESSES AND INJURIES

Reasons why parents will be asked to come pick up their child:

1. Severe vomiting/diarrhea with or without a fever (three or more times in six hours)
2. Temperature of 100.4ºF (28.C) or higher
3. Respiratory Tract illnesses: cough/runny nose/severe cold symptoms
4. Your child has symptoms that keep them from participating in school, such as:
    a. Fatigue, extreme tiredness
    b. Persistent cough, sneezing
    c. Headache, body aches, earache and/or chills (especially if accompanied by fever)
    d. Severe sore throat, especially if accompanied by headache/upset stomach
5. Unknown/undiagnosed rash
6. Signs or symptoms of a communicable disease
7. Serious Accident/Injury

If your child gets sick and needs to go home, we will contact you. **Make sure your phone numbers and any emergency contact phone numbers are up to date in ParentVue.**

IMMUNIZATION REQUIREMENTS

Enrolling a student who does not have an up-to-date immunization record or adequate exemption record is in violation of New Mexico's mandatory immunization law for school children (NMSA 1978, § 24-5-2). **All vaccinations must be in progress.**

NM School Entry Required Immunizations

1. **Diphtheria/ Tetanus/ Pertussis (DTaP/DT/Td) vaccine** protects against three serious diseases: diphtheria, tetanus, and pertussis. Children are given a series of 5 injections at ages: 2 months, 4 months, 6 months, 15-18 months, and 4-6 years.
2. **Polio (IPV/OPV)vaccine** protects against a virus that can lead to permanent paralysis and death. Children usually get the inactivated poliovirus vaccine at ages 2 months, 4 months, 6-18 months, and 4-6 years.
3. **Measles, mumps, and rubella (MMR) vaccine** protects against 3 serious illnesses and the complications caused by these diseases. Children get the 2 doses of MMR vaccine at age 12-15 months and 4-6 years**.**
4. **Varicella vaccine** protects against chickenpox. Chickenpox is a common and very contagious childhood virtual illness. Children get 2 doses at 12-15 months and 4-6 years of age.

5. **Haemophilus Influenzae type B (Hib) vaccine** protects against a bacterial illness that can lead to potentially deadly brain infection in young children. Children are given a series of 4 doses at 2 months, 4 months, 6 months, and booster at 12-15 months. .
6. **Pneumococcal (PCV) vaccine** protects against pneumococcal infections. Children are given a series of 4 doses at 2 months, 4 months, 6 months, and 12-15 months.
7. **Hepatitis B (HepB) vaccine** protects against a serious liver disease that can cause mild illness lasting a few weeks, or it can lead to a serious, lifelong illness. Children get a series of 3 doses of Hep B at age: shortly after birth, 1-2 months, and 6-18 months.
8. **Hepatitis A (HepA) vaccine** protects against an infection that can cause serious liver disease. Children get 2 doses at 12-23 months and 6 months.

Immunization records or proof of medical appointment for vaccination must be presented upon enrollment.

THERE IS NO GRACE PERIOD. THE LAW CLEARLY STATES THAT THE ABOVE-MENTIONED IMMUNIZATIONS MUST BE ADMINISTERED AS A CONDITION FOR A CHILD TO BE ABLE TO ATTEND SCHOOL.

INCLEMENT WEATHER

When weather conditions create safety concerns for students walking to school or when school buses are unable to travel due to icy streets, the district will apply the schedule listed below. Adverse weather conditions will cause schools to be closed. You will be contacted by your school teacher regarding asyncronis school learning.

Mission Avenue's abbreviated schedule for inclement weather as follows 9:30 AM- 2:15 PM..

STUDENT ACCESS TO THE INTERNET

Mission Avenue School is proud to ensure that all of our students have access to information available on the Internet. Parents/guardians receive a copy of the Acceptable Use Policy and a form to be signed by both the parent and the student as proof that they understand this policy. Students access the Internet under the direction and supervision of their teachers. Incorrect use of Internet access will result in the loss of this privilege.

TARDIES

The first bell rings at 7:30 a.m. and classes begin promptly at 7:33 a.m. If your child is late for any reason, **please go** to the office first to sign in your student.

LEAVING SCHOOL

This procedure takes place in the school office. Please do not go directly to the classroom to pick up your child. Only parents or adults (18 years of age or older) whose names appear on the students emergency profile may pick up a student before the normal dismissal time. For the safety of our children, office staff will ask to see identification. ***PLEASE BRING A PHOTO ID WITH YOU WHEN YOU COME TO PICK UP YOUR CHILD.*** A CHILD WILL NOT BE RELEASED IF PROPER IDENTIFICATION IS NOT SHOWN. Students are not allowed to leave school on their own before dismissal time. We will not release your child to any adult whose name does not appear on the enrollment card or Parental Permission to Pick Up Card. After verifying identification, the clerk/secretary will call your child to come to the office with his/her belongings and meet you. Avoid coming to pick up your child after 1:45 PM as the dismissal bell will ring at 2:15 PM. This helps to avoid unnecessary interruptions to classes as they are preparing for departure.

LOST & FOUND

We ask you to mark your child's outdoor clothing (jackets, coats, gloves, hats, sweaters, etc.). Every week we find many of them and we want to make sure they are returned to their owner. There is a designated lost and found area where your child can look for their belongings. Twice a year (Christmas and Spring time) all items that have not been collected will be donated and picked up by the clothing bank for other students to use.

Prescription Medications

Every student taking prescription medications **must** have an *Authorization to Administer Medication form* completed and signed by the physician. **In the absence of such authorization signed by the physician, no prescription medication will be administered.** APS policy mandates that any prescription medication that needs to be administered during school hours must be in its original container (i.e., the pharmacy label must match the doctor's order). For more information about the APS Drug Policy, please contact your school nurse. Without these authorizations, no medications, whether prescription or over-the-counter, will be administered.

PARENT INVOLVEMENT

We welcome your participation. Remember, this is our school and we all share responsibility for meeting the academic, social, and emotional needs of children. Talk to your student's teacher to see how you can help. Let us know what interests, talents, or special abilities you have to share with us.

For the safety of students and staff, we are a closed campus. During school hours, no adult without an updated APS background check, a visitor's pass and a specific task/appointment may access the campus with the exception of the front office. Any supplies or materials that need to be given to students need to be dropped off in the front office.

Types of volunteers are:

- **Unsupervised School Volunteers - have unsupervised access to student.**
- **Supervised Volunteers - whose access to students must always have line-of-sight supervision by an APS staff member who is not Food and Nutrition.**
- **Field Trip Volunteers must have a valid clearance of either type, and is required of anyone accompanying the school group**

- **Contact sfcs.clearance@aps.edu or call (505) 830-6240 for more information on Unsupervised Volunteer background clearance.**

PARENT-TEACHER CONFERENCES

Communication between school and home regarding student progress is vital. To help with this, parent-teacher meetings have been scheduled and take place twice a year. Meetings are scheduled in the first and third quarters. More information will be provided to you by your child(s) teacher and administration. Students will not have classes on those days. Teachers will send written notice of appointment times. Return it by confirming your appointment or requesting that it be rescheduled. ***If you are unable to attend the meeting on any of the scheduled days, you can make another appointment with your child's teacher AFTER those dates. Due to agreements negotiated with the teachers union, meetings CANNOT BE ARRANGED FOR PRIOR TO THE SCHEDULED DATES.*** Other meetings can also be arranged with your child's teacher as needed.

Teachers will try to coordinate meeting times for families who have more than one child in the school, but if families need to reschedule a meeting, that coordination cannot be guaranteed.

SECURITY IN THE PARKING AREA

Students cannot be dropped off prior 7:15 am as there will not be a student supervisor at this time and cannot be dismissed prior to 2:15 PM unless checked out through the front office.

During the times of “drop off” in the morning and “pick up” in the afternoons, we need to be patient and tolerant in all areas in order to keep our children safe. We’re all excited, in a hurry and there are a lot of us! This adds up to a potentially dangerous situation for our children everyday. We ask that you utilize the development of our pick-up/ drop off route (Mission Ave & Edith) to safely and quickly expedite students to and from school. The entrance on the east side of the school (Alexander) is intended for buses and staff only. Parents need to merge into the pick up drop off loop in front of the school. Parents need to pull all the way forward on the west parking lot to the furthest crosswalk to drop off students who will then make their way to the playground. If parents use Alexander, cars must be parked on the street and students escorted along the sidewalk to the playground. Crossing through the middle of the parking lot is dangerous especially as buses and other vehicles are present. Please model to your child the importance of using crosswalks for their safety. Also, please be respectful of our neighbors and do not use their property and a drop- off or pick-up location for your child. Do not park your vehicle next to the San Juan Water Treatment Plant entrance, they are a federal facility with high restrictive access.

The key to all of this is PATIENCE and RESPECT. It will prevent children from getting hurt. Please respect these procedures and be a good example to the children in your car. Remember that duty teachers and staff are working to keep your kids safe.

PETS

Pets should stay at home, not come to school with children or parents. The presence of dogs on the playground when there is no supervision causes a particularly difficult situation. In addition, a city ordinance prohibits dogs on school grounds. If necessary, we will call the animal control center to have them taken away from the school, **because some students may have unfamiliar allergies or fears, all other furry friends should stay home.**

SCHOOL EVENT PHOTOGRAPHY/VIDEOS

Each year, parents are given an APS Photo Permission form to authorize their children to appear in photos or videos and possibly upload those videos and photos to our website. If your child is not allowed to be photographed, please indicate this on this form and let your child know.

PROGRESS REPORTS

Parents receive a progress report approximately every 6 weeks of school. At the end of each quarter, the Academic Standards Based Report Card is sent to households, and the Partial Progress Report is sent between each quarter.

MESSAGES FOR STUDENTS

Please make an effort to coordinate before school the times, meeting location, if your child will be taking the bus and who will pick them up. We try to keep disruptions in classrooms to a minimum so that the valuable teaching being provided is not disturbed. ***ONLY URGENT MESSAGES WILL BE DELIVERED TO STUDENTS.*** We appreciate your cooperation.

STUDENT TESTS/ASSESSMENTS

In addition to regular evaluations of teachers in their classrooms, the district and state have established standardized tests that allow us to measure student progress. These tests are designed to measure not only student progress but the success of the teaching- and research-based approaches we have applied. We encourage students to take these standardized tests very seriously and remind them and their families that they represent only one aspect of the student's educational experience and ability. It is critical that your child attends school every day, especially during the NM-MSSA testing period, to prevent them from taking them in an

unfamiliar environment and missing more classes. Test period dates are assigned by the NM Department of Education. When they are communicated to us, we will publish them on the school's website. Make sure your child gets to school on time every day.

TOYS

Children are advised not to bring personal toys to school, where they can be lost, broken or stolen. The school will not be responsible for the loss or theft of these items. If there are special circumstances that make it necessary for a student to bring cash or other important possessions to school, register them and leave them for protection in the main office or with the classroom teacher. It is **FORBIDDEN** to bring toy guns to school. Those that are brought in will be confiscated.

VISITS TO OUR SCHOOL

In accordance with state law, all visitors to our school **must** first stop by the office and don a "Visitor" ID. We are pleased to welcome you and encourage you to visit us on Mission Avenue, but we also strive to keep a close eye on our facilities. We do this to ensure the safety and security of our students. As you pass by the office you will be asked the purpose of your visit. ***Visiting classrooms is not allowed unless it is to offer pre-arranged help with the teacher. Other reasons for visiting classrooms or meeting with teachers should be coordinated in advance with teachers to avoid interruptions to teaching.*** If you need to get something to your child, such as a jacket, homework, lunch, etc., please leave it in the care of someone in the front office and we will deliver it to you. You MUST have an updated APS background clearance on file.

WEBSITE

All of our school's information can be found at that address. Check our calendar for additional events and changes that may take place. Mission Avenue Elementary School's website address is http://missionavenue.aps.edu/.