



Sierra Vista Elementary School

Parent/Student Handbook 2025-2026

Sierra Vista Elementary School is a learning community where a child's academic success, social well-being and physical safety are the basis for life-long learning.

PRINCIPAL'S MESSAGE

Welcome to the new school year! This handbook explains our school policies and procedures. It can serve as a reference guide to help answer questions typically asked by parents each year. Please keep it in a handy location. Please sign and return the slip on page 27.

We hope that your experience at Sierra Vista is pleasant and look forward to a productive school year. Please feel free to contact me at 898-0272 or lopez_del@aps.edu with questions, comments, or concerns.

APS Handbook: <https://www.aps.edu/schools/student-handbook>

IMPORTANT: Please keep the office informed of your correct home address and phone numbers. Remember to keep alternate emergency numbers current and include current cell numbers if you have them. Parents can use ParentVue to update phone numbers. Thank you!

Bell Schedule: 9:15 a.m.- 4:00 p.m.

Office Hours: 8:30-4:30

Office: 898-0272

Delilah Lopez, Principal lopez_del@aps.edu Teresa Montoya, Dean/Student Support rodriguez_t@aps.edu Renay Butterbaugh, Secretary butterbaugh@aps.edu Angel Anglada, Counselor angel.anglada@aps.edu Leeanne Harlan & Maura Baiardo, Head Special Education Teachers leeanne.kersten@aps.edu maura.baiardo@aps.edu Anna Sedillo, Nurse mailto:anna.sedillo2@aps.edu	<u>APS Transportation</u> transcom@aps.edu 880-3989 My Bus Stop: https://mybusstop.aps.edu/ <u>APS Service Center</u> 855-9040 <u>APS Student & Family</u> <u>Information:</u> https://www.aps.edu/students-parents
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2025-2026 School Calendar

August 7, 2025	First Day of School for 1st-5th graders
August 11, 2025	First Day of School for Pre-K & Kinder Students
September 1, 2025	Labor Day (No School)
October 10, 2025	Fall Break (No School)
October 13, 2025	Indigenous Peoples' Day (No School)
November 4, 2025	Election Day (No School)
November 11, 2025	Veteran's Day (School & admin offices)
November 24-25, 2025	Parent Teacher Conferences
November 26-28, 2025	Thanksgiving Break (Schools closed)
December 22-January 2, 2026	Winter Break (Schools closed)
January 5, 2026	No school for students, Teacher PD Day
January 6, 2026	First Day of Second Semester/Students return from Winter Break
January 19, 2026	Martin Luther King Jr Day (No School)
February 16, 2026	Presidents Day (Schools closed)
March 26-27, 2026	Parent Teacher Conferences/Asynchronous Learning Day
March 30-April 2, 2026	Spring Break (Schools closed)
May 25, 2026	Memorial Day (School Closed)
May 28, 2026	Last Day of School for students
May 29, 2026	Last Day for Teachers and Staff-No School for students

Abbreviated Days

When weather conditions prevent starting school on time, APS schools will go on a "late arrival" schedule and start two hours later. Bus schedules are also delayed two hours. An abbreviated day announcement is made on the news, social media, and School Messenger, and the district's automated call system may also call you to inform you of the delay in starting school. You can also check the district website at www.aps.edu for delays and cancellations. Lunch will be served but not breakfast.

Classes begin at 11:15 am

Classes dismiss at 4:00 pm

Occasionally inclement weather will prompt an early dismissal. The news media will announce when school will dismiss and when buses will transport students home.

Adult Volunteers/Background Checks

Volunteers play an important role in our school. They assist in the workroom, in classrooms, and in various activities. For more information on volunteer opportunities, call our office or contact your child's teacher. We would love to have you be a volunteer! Please remember if you plan to volunteer, you must have an APS-approved background check. Please go to the volunteer tab on the APS website to complete the information for the background check. The cost is about \$12.00 and the check takes about 2 weeks. **Background Checks will expire every 2 years.**

Attendance

Prompt and regular school attendance is essential for a student to attain success in school. It is important to schedule elective appointments, whenever possible, for times outside the instructional day.

When a student is absent, you can enter Attendance through your ParentVue account OR please call the school **Attendance Line 898-0272 Option 2**, before 8:30 A.M. on the day of the absence (the Attendance Line operates 24 hours a day) in order for the absence to be marked excused. An answering machine will ask you for the following information:

- Your name
- Your child's name
- Your child's teacher
- Reason for absence
- Date of absence

Please wait until you hear the beep before beginning to speak and speak slowly and clearly. The child's teacher should also be notified in the event of extended anticipated absences due to illness, out-of-town trips, family emergencies, etc. You may wish to leave a message for the teacher through the office.

This year we will continue our careful adherence to the APS Board of Education absentee policy: "School Attendance"

The Public Education Department requires that states, school districts, and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

- Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school, or a state institution.
- The Albuquerque Public School District reports habitual truants to the Children's Court Liaison office and to the State of New Mexico.

Attendance Policy

One of the New Mexico Public Education Department's top priorities is student attendance with an emphasis on both excused and unexcused absences. We understand that many of these absences may be due to illness; however, the New Mexico Attendance for Success Act still requires that we reach out to parents and create an Attendance Plan once a student is considered chronically absent. If your child is ill and you are not sure whether to send your child to school or not, please call our nurse for guidance.

More Information:

- APS students are allowed **no more than 5 unexcused absences per semester and no more than 10 unexcused absences per school year.**
- Please call into our Attendance Line at 898-0272 and select Option # 2 by 8:30 am to report an absence OR you can enter attendance through your ParentVue account. The attendance line operates 24 hours a day.
- The parent/guardian must notify the school **each** day that the student will be absent for the absence to be excused.
- **NEW APS POLICY: If your student is absent or tardy, you will receive an automated call and/or email from School Messenger to inform you. You will**

receive a call regardless of whether or not you have called into our Attendance Line.

Absences may be excused for the following reasons, with appropriate documentation:

- o Doctor's appointment-A Doctor's excuse is required to have the absence excused
 - o Death in the family
 - o Religious commitment
 - o Illness
 - o Family Emergency
 - o Diagnostic testing
 - o School or College Visit
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- If the school has not received notification of absence by a parent for three (3) consecutive days, the school must make an attempt to contact the parent/guardian.
 - **Excessive excused absences** may result in further inquiry from Sierra Vista's Attendance Team and may require a referral to CYFD.
 - Family vacations or family business out of town are considered **unexcused absences**.
 - Students who are signed out before the end of the instructional day must have **written documentation** of the reason (as defined under excused absences) or be subject to the same consequences as "tardy".

Since participation in class is essential for learning, we will consider that **all absences "count"** in our documentation.

Sierra Vista's Attendance Team

All absences will be closely monitored by SVES' Attendance team which meets on a regular basis to identify students with chronic absenteeism or tardiness. **Parents will be required to attend a Health and Wellness Meeting and/or an Attendance Contract Meeting if their student has chronic absences.**

The student's status will be evaluated for possible violation of the New Mexico Compulsory Attendance Laws and referral to CYFD. Parents of children with chronic conditions may contact the Attendance Team for further information about support systems.

We are **serious** about the importance of your child's attendance at school. Please avoid early pick-up and late drop-off of your child. Chronic early

pick-up or drop-off will alert a red flag for the school. We ask for your support in keeping students in school the whole day.

IF STUDENTS ARE REPEATEDLY LEFT ON CAMPUS OUTSIDE OF THE SCHOOL DAY HOURS, AN ADMINISTRATOR WILL ATTEMPT TO CONTACT THE FAMILY TO DISCUSS THE PROBLEM. IF THE PROBLEM CONTINUES, THE STUDENT MAY BE CONSIDERED ABANDONED, AND APS POLICE WILL BE NOTIFIED.

Before/After School Program

Rio Grande Educational Collaborative

Behavior Expectations

DISCIPLINE/SEL

An important part of a child's education is the development of socially acceptable behavior. We would appreciate your cooperation in helping us to enforce our school rules.

The rules are as follows:

Students will receive discipline report for violating rules. Use of a behavior matrix will be used.

See APS Handbook for Behavior Matrix. Only the administration can suspend a student!

Recess Behaviors must be enforced by the Duty Teachers.
Sierra Vista has "NO TOLERANCE" for fighting or bullying.

Acts of violence will result in severe consequences.

Student Recognition

Recognizing students for positive behavior is an essential part of our school-wide discipline plan. At Sierra Vista, we aim to build a positive school culture by encouraging and rewarding acts of kindness, respect, responsibility, and good citizenship.

Students will have opportunities to earn **"Stinging Scorpion" tickets** for demonstrating outstanding behavior, helping others, and going above and beyond expectations. These certificates will be submitted for a chance to be selected as a **"Stinging Scorpion of the Month."** Each month, selected students will be celebrated and invited to have **lunch with the Principal** in recognition of their efforts.

In addition, we are excited to launch a new initiative this year: the **Scorpion Store!** Students will be able to earn **Scorpion Bucks** for positive behavior and redeem them at the store for fun items. More information about the Scorpion Store, including opening dates and how students can earn and spend their Scorpion Bucks, will be shared soon.

Donations for the store are always welcome! Items such as pens, pencils, stickers, small toys, or trinkets are greatly appreciated and help keep this incentive program exciting for students.

Discipline

Disciplinary measures will be aimed at assisting each student in the development of self-control, self-worth, social responsibility, and the acceptance of appropriate consequences for actions. Our school discipline plan is based both on the use of conflict mediation and adult intervention and on the "Golden Rule". Students are expected to treat other students, adults, and school property, with respect and dignity. No exceptions. A student who acts inappropriately will receive appropriate consequences and a "Discipline Referral" will be written to document the misbehavior. Parents will be notified of a Behavior Referral via phone, email, or text message. Consequences for inappropriate behavior will be determined by the severity of the incident, the attitude of the child, and the history of previous incidents.

Bullying

Our school counselor conducts bullying classes throughout the year. The Health and Wellness link on the APS website has great information on bullying for parents, kids, and school staff. The APS school district will be following the New Mexico Department of Education statute. For more information please visit the PED

(Public Education Department) Website. We encourage students to "Be a Buddy not a Bully".

Grading Procedures

The APS school district will follow the New Mexico Department of Education statute. For more information please visit the PED (Public Education Department) Website. We will use the SBPR (Standard Based Progress Report) to show student progress and achievement.

Bicycles

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

Board of Education

Board / Committee meetings and agendas are posted on the APS website. The phone number for the Board Office is 880-3739 or go to boarded@aps.edu for more information

Building Use/Facility Rentals

SVES considers itself an integral part of our community. You must complete the forms online and they can be found on the APS website, Community tab, and then select APS Facility Rental through Facilitron. There normally is a charge accessed by APS Central Office for building use. Due to the numerous requests to use our facilities, we can not accommodate everyone. In cases when after-hours use of the facility is required, arrangements are made with custodial staff for coverage.

Bus Service

Bus service will be furnished to students who qualify for bus service. If you live close to the school, you might not be eligible for bus service. Please ask the front office or call transportation at 880-3989 to see if your address qualifies for bus service. ***Please note the following information:*** Bus privileges may be revoked for students who do not obey bus safety rules. Bus service is a

privilege, not a right. Parents will be advised of problems by means of three letters mailed home.

- * The first letter will serve as a warning of inappropriate behavior.
- * The second letter will inform you that the unsafe behavior continues and suspension is imminent.
- * The third and final letter will notify you that your child is suspended from the bus for the remainder of the school year.

Bus regulations prohibit students from riding buses other than their own. **Once the dismissal bell has rung, children will board assigned buses and may be picked up at their regular stops. Parents, whether on foot or in a vehicle, are not allowed access to the bus loading area.** In case of an emergency, the office should be contacted before dismissal.

APS Bus Company 298-6831

APS Transportation Main Office 880-3939

Cafeteria

IMPORTANT: Sierra Vista Elementary School and all NM public schools now have free lunch for all students.

The menu is now available on the APS website. Menu changes may occur.

Breakfast will be served beginning at 9:00 am - 9:15 am. The cafeteria is set up to serve a buffet-type lunch, thereby giving the students a choice of what to take and how much to eat.

Cell Phones

Cell phones may be brought to school if they are turned off or are silent during the school day. Cell phones MUST be kept in the student's backpack ONLY. At no time during the day are cell phones allowed to be out in the classroom or at recess. The teacher will confiscate the phone if it is out during class and the teacher will turn it into the office. A parent will need to come into the office (within 2 school days) to pick up the phone. Cell phones may be used by students before or after school. The school is NOT RESPONSIBLE if cell phones are lost or stolen. Therefore, we highly recommend that they do not bring them to school. This includes smartwatches, gizmos, or any texting device as well.

1st Offense: Confiscated 1 Day

2nd Offense: Confiscated 2-5 Days

3rd Offense: Confiscated until the Last Day of School

Check-Out Policy and Change of Afterschool Plans

If you need to check out your child, you must come to the office with a valid photo I.D. and be at least 18 years of age. Student(s) may only be checked out by those on the emergency pick-up list. We will not make **any** exceptions. At any time during the school year, legal guardians can add or delete any names on the emergency contact list by coming into the office with their valid photo ID or updating on ParentVue. Students will not be called out of class after 3:30 pm. **TO ENSURE THE SAFETY OF OUR STUDENTS, PHONE MESSAGES REGARDING A CHANGE OF AFTERSCHOOL PICK-UP PLANS WILL NOT BE ACCEPTED. WE CAN NOT IDENTIFY OVER 700 PARENTS ON THE PHONE. WE WILL NEED YOU TO FAX OR EMAIL THE MESSAGE WITH A COPY OF YOUR DRIVER'S LICENSE TO ENSURE THE SAFETY OF THE STUDENT. PLEASE MAKE ALL AFTER-SCHOOL PLANS AT HOME IN THE MORNING, SINCE A CHANGE IN TRAVEL PLANS DOES NOT CONSTITUTE AN EMERGENCY!!**

Counseling

Elementary School Counselors in our district hold a Master's Degree and State Certification in Counseling. The Counseling Program is designed to meet the needs of each child by focusing on the physical, social, emotional, and intellectual growth of each student. The School Counselor provides comprehensive counseling and guidance services that address the needs of students enrolled in PreK through 5th grade.

The Counselor meets regularly with all students through Classroom Guidance Lessons, Individual Counseling, and Group Counseling. Whole Group Classroom Presentations may cover such topics as Bully Prevention, Conflict Resolution, Empathy/Kindness, Social Skills, Character Education, Child Protection Units, Safety Education, Drug Awareness Education, and Career Development, etc.

The Counselor also provides responsive services that include individual and group counseling for students when the need arises. The students often directly solicit help from the Counselor when needed. The Counselor listens to the students, provides support, and facilitates their problem-solving. Group Counseling makes it possible to reach a large number of children who are experiencing such problems as making and keeping friends, grief, self-esteem, divorce, etc.

Our School Counselor regularly consults with parents and teachers regarding ways in which to support students and is available as a resource for parents. Staff and parents/guardians may refer a student or students may self-refer. Typically, no more than 3 sessions will be offered due to the need for responsive

services in the school environment. If students need additional assistance, resources and/or referrals will be provided to the parents/guardians.

The School Counselor can also assist with access to the Clothing Bank, Locker 505, and community donations. A limited quantity of school supplies, backpacks, and coats may be available each year by request through the Counselor's office for students in need. The School Counselor works as a team with Staff, parents, and the community to create a safe and caring environment, reduce barriers to learning, and empower the student to succeed at school.

Curriculum

Sierra Vista uses the Albuquerque Public Schools and State of New Mexico Standards to guide instruction. The following is a list of specific curricula used at Sierra Vista to attain these standards. References to the standards being taught will be made monthly through teacher newsletters.

Reading/Literacy

Sierra Vista has established a literacy block for our entire school. The instructional strategies and expectations are as follows:

- Every student will be assessed using iStation or iReady during the testing windows each semester.
- Every student will receive direct literacy instruction through CCSS in small groups, large groups, and individually (as needed) using the Core Reading Program-SAVVAS,, SPIRE for Special Education, and other supplemental materials.
- Every student will read the leveled text daily.
- Shared, Guided and Independent Reading will take place during this 90-minute block daily.
- Every student will write daily.

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

Math

Sierra Vista will be using the iReady curriculum in grades K-5. Special Education uses Ready Common Core and i-Ready Curriculum

In addition, every child will participate in a timed skills program for no more than 5 minutes DAILY focusing on grade-level appropriate skills and/or using Add +Vantage Math Recovery to meet students at their level and work on strengthening number sense.

Science/SS

Science and Social Study Units will be integrated with the Benchmark Advance reading curriculum as well as the Mystery Science curriculum adopted by the district

Writing

Students will be required to follow a writing process every week. K-5 will have a 30-minute writing block.

Dress Code *updated as of September 30, 2022

Sierra Vista observes the APS Dress Code. Standards exist to support a healthy learning environment. To that end, we ask that parents assist their children in dressing appropriately for school. Shoes are required. Hats and sunglasses are encouraged to be worn outside to protect from sun damage. Spaghetti straps, halter tops, and shirts that expose the abdomen are not recommended. Clothing should fit comfortably and be appropriately sized. Clothing promoting drug or alcohol products are not allowed at school. Shorts and skirts are recommended to be no shorter than "fingertip length." Natural hair coloring is encouraged. 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

We ask all parents to work with us to enforce these rules.

Field Trips

Field trips are scheduled by teachers for instructional purposes directly related to APS curriculum guidelines. Written permission is required when students are transported away from the school. Permission forms are usually sent home three to five days before the scheduled trip. **PLEASE NOTE: Permission must be granted in writing. Telephone calls cannot replace a written permission form.** In the case of a forgotten permission slip, one of the responsible adults whose name appears on your child's emergency contact list must sign a slip granting permission. Field trips are an extension of classroom learning and serve an important curricular purpose. All students are expected to participate and represent Sierra Vista in a respectful and responsible manner.

Students must return a signed permission form to their teacher in order to attend a field trip. Without written permission, students will not be allowed to participate.

If there are ongoing **behavior concerns**, the school may **highly encourage** a parent or guardian to attend the field trip with their student as a condition of participation. This helps ensure a safe and productive experience for all students.

Children will walk or ride a school bus for field trips. If a student rides the bus to a field trip, the student must ride the bus back to the school unless there is a family emergency. Volunteers to accompany children on the field trip need to be fingerprinted and background checked through APS. For more information, please see the section titled Adult Volunteers/Background Checks.

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

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

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

Food Items Brought to School

It has been the tradition for many elementary students to celebrate birthdays at school by bringing in cupcakes, cookies, or other food-related treats. While we want to continue to celebrate our student's special day, there is a need to do so in a way that is healthier for everyone involved. The reasons for this change are listed below:

- There are students in every elementary building who have severe, sometimes life-threatening, allergies, and in many cases, they are unable to partake in the treat.
- We are committed to preserving instructional time and avoiding distractions.

Please be mindful of the reasons stated above and consider sending non-food items (party favors), something for the classroom (books, games, or art supplies), or a smaller food item to school, as they will be shared with the class. Additionally, food items will not be distributed during lunchtime, in

our cafeteria, or in classrooms. Teachers will distribute food items during recess.

Lastly, please connect with your student's teacher before dropping off any food items at the office as there may be a scheduling conflict.

Gifts

Gifts for students and staff, such as flowers and balloons, must be kept in the front office until the end of the school day, as they can be distracting in the classroom and may cause disruptions to the learning environment. This policy helps us maintain focus and safety for all students throughout the day.

Health Room

The Health room is staffed with a registered nurse and a health assistant. Should your child become injured or ill, he/she will be sent to the Health Room and the parents will be contacted or a note will be sent home with the child. It is important that the contact information on ParentVue is kept current. All home and work numbers need to be kept current. Parents need to come into the office in person with a valid ID to change information for the student or update their ParentVue account. Vision and hearing screening is done on all Kindergarten, 1st, and 3rd grade students. Regarding medications: There is an APS policy for giving medications during school hours. Since we are required to follow these guidelines, we ask that you bring medications in their original packaging with the prescription label attached(if prescribed) along with the Provider Order Authorization form, the Parent Authorization form, or an Action Plan form to the nurse so that proper procedure(s) can be followed. These forms can be downloaded through the APS website or you may request them in the Health Office. Medications will not be given without the original packaging, the attached prescription label (if prescribed), and proper forms. All medications will be administered in the Health Office unless otherwise stated. Do not send any medications with your child unless you have made prior arrangements with the school nurse. Students are not permitted to carry any medications in their backpacks.

Homework

Homework provides an opportunity for students to develop responsibility. Teachers at Sierra Vista will provide meaningful activities that reinforce skills

introduced in the classroom. It is a tool for nurturing communications and interactions between the student, parent, and school as well as a means of teaching study habits.

Homework is assigned on a regular basis daily, weekly, or monthly. It is assigned to be consistent with district minimum and maximum time limits based on age and grade levels. (K-2: 30 min/night; 3-5 1 hour/night). In addition, nightly reading will be assigned for a set amount of time each night.

Some homework may be assigned for extended periods (i.e. Science Fair projects). Please see your child's teacher for more information concerning homework.

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

Insurance

The laws in the State of New Mexico are such that school districts cannot assume liability for costs incurred through student accidents. Therefore, the Board of Education makes a student accident policy available to students in the Albuquerque Public Schools. A brochure sent home at the beginning of each new school year explains this optional policy.

Library

The Sierra Vista's School Library and Media Center is the heart of our school. It is a place for learner-oriented resources both print and digital. Students and Families are welcome and encouraged to work, read, and use the computer for research purposes. Resources found in our library are for the education, enjoyment, and entertainment of our school community. Patrons are expected to return borrowed materials on time and in good condition. Our school has a full-time librarian who will teach research skills along with other literacy skills that will help build lifelong readers and learners. Students have access to online Library resources at my.aps.edu (Class Link) in the Library Folder. Please see the librarian, if you have any concerns or religious accommodations that he or she would need to be aware of.

Lost and Found

Please see that clothing and lunch boxes are marked with your child's name. If your child has lost an article of clothing, look in our "Lost and Found" box located near the cafeteria. Money, keys, jewelry, glasses, or small items are kept in the office. Items that are not claimed are donated to the APS Clothing Bank each

month. The school is NOT responsible for lost items at the school. Please do not allow students to bring valuables to school.

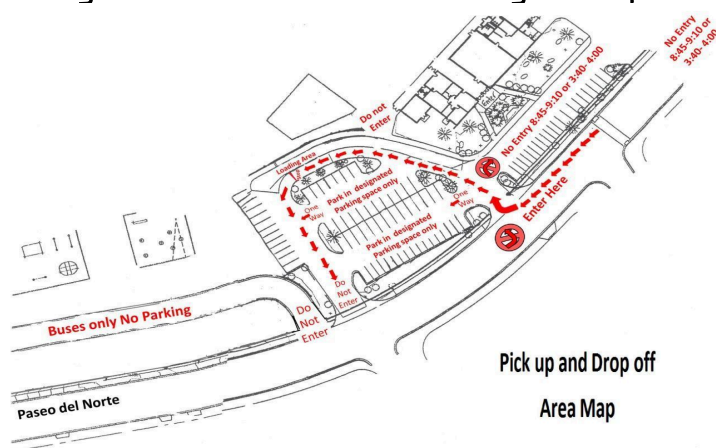
Parent Concerns

Parents who have concerns about their child's progress or well-being in school should first discuss issues with their child's teacher. Most issues are resolved during this step. Communication between the teacher and the parent is vital. Should there be major continuing concerns, please contact an administrator after discussing the situation with your child's teacher. Please remember that when a professional from school contacts you about your child, we will tell you the truth of the given situation. We will always make every effort to work through any concerns or issues that you may have as a parent.

Parking Lot

Students should report to the playground as soon as they arrive at school. We have a drop-off and pick-up zone for cars. Families are encouraged to use the pick-up/drop-off lane. **At no time should parents drive into the bus lane, onto the playground, or behind the school by the portables to pick up or drop off students.** A map of appropriate drop-off and pick-up areas is enclosed in this handbook.

Please be courteous of designated staff parking lots. We cannot leave our teachers without a place to park. This includes the labeled parking in the front designated for Principal, Assistant Principal, and Office Staff. As well as staff parking near the north end of the general parking lot.



STUDENT PICK-UP AREA

The student pick-up area is off the parking lot on the west side (front) of the school.

Parents may pick up their child by:

- Parking in the parking lot and escorting the student to the car, using designated crossing areas, and obeying staff directions
- Pulling up to the designated curb in front of the school, remaining in the car, and letting the child in on the curbside door

Because of the size of our school and the high volume of cars, it may take some time for cars to make the entire circuit of the parking lot. Please be patient and wait your turn to pick up your child. Cars may not park or pick up students in the fire lanes.

Because of safety considerations, parents must observe the painted crosswalks and duty teachers' instructions when walking to parked cars. It is equally important to use only the west parking lot area (front of the school) for vehicle pick-ups.

Students must not be dropped off before 9:00 AM. That's when someone with a duty vest (duty teacher) is available to monitor students..

2. Students may not be dropped off in the parking lot and told to cross the parking lot. Students will not be allowed to go to cars in the parking lot where students have to cross the parking lot.

3. Cars in the drop-off lane may not exit students until after the yellow crosswalk in front of the school. When you are in the drop-off lane, you will be required to go as far forward as possible before dropping off students, to allow as many cars as possible to drop students off at one time.

4. Do not park in the drop-off lane during drop-off or pick-up times. No exceptions.

5. All parents must drop off students and pick them up in front of the school. The front of the school is for BUSES ONLY. Again, **basic safety** for our students.

DO NOT DRIVE ONTO THE SERVICE ROAD AND DROP YOUR STUDENT OFF. IT IS NOT A DESIGNATED DROP-OFF AREA AND IS A SAFETY ISSUE. THE PARK IS NOT A DESIGNATED OR SAFE DROP-OFF AND PICK-UP AREA EITHER.

6. Follow the directions given by the duty person out front directing cars and students.

7. Don't sit in the parking lot and beep your horn to have your children cross the parking lot and come to you.

8. We realize that it takes some time to go through the drop-off or pick-up lane, or park and cross your children...but they are the only two safe ways to make sure children arrive safely.

9. There are no shortcuts to these rules. Please be patient with us. Safety is our #1 concern

Personal Items including Toys and Electronics

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

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

Phone Calls or Change of Plans for Afterschool

In the case of illness or another concern, your child's teacher, the health room, or the office will contact you by phone. Students are not allowed to call home unless directed to by their teachers. To curtail the interruption of precious instructional time, messages will not be given to children over the intercom system.

TO ENSURE THE SAFETY OF OUR STUDENTS, PHONE MESSAGES REGARDING A CHANGE OF AFTERSCHOOL PICK-UP PLANS WILL NOT BE ACCEPTED. WE CAN

NOT IDENTIFY OVER 500 PARENTS ON THE PHONE. WE WILL NEED YOU TO FAX IN THE MESSAGE WITH A COPY OF YOUR DRIVER'S LICENSE TO ENSURE THE SAFETY OF THE STUDENT. PLEASE MAKE ALL AFTER-SCHOOL PLANS AT HOME IN THE MORNING, SINCE A CHANGE IN TRAVEL PLANS DOES NOT CONSTITUTE AN EMERGENCY!!

Physical Education

Physical Education is an important and fun part of our curriculum. All students are expected to participate in a variety of experiences with the same enthusiasm afforded to other facets of study. Participation is required unless a student has a detailed doctor's statement excusing him/her.

Placement

Placement of students in classes is done with the utmost care. Parent requests for specific teachers will not be granted. Care is taken to balance classes with regard to gender, and ability levels. In the rare occasion when a parent wishes to consider a change in class assignment, Sierra Vista's *Class Change Procedure* will be followed. Copies are available in the office.

*Please consider carefully before requesting a change of placement. **We do not change classrooms without a very significant reason.** Students should learn to work with different types of teachers. Every student needs to learn to work with many different personalities and styles. Changing a child to be with a friend, or because the teacher makes them work, or gives too much homework, or holds them responsible for their actions, are not valid reasons to change classes. We will not move a student after winter break unless there is a severe problem that needs to be dealt with.*

PTA

Sierra Vista has a very active PTA. Our PTA sponsors many school-wide initiatives such as an art program, chorus, and much more. On registration day, please stop by the PTA table to fill out a parent volunteer form and join the PTA.

Recess

All children go outside to play during recess. Help your child plan for outdoor time by dressing appropriately. Children who are ill should stay home until they can play outside. We do not keep students in from recess without just cause. During inclement weather (steady rain and high wind), students will have recess indoors.

**Due to construction and limited space, students are not allowed to play football, soccer, etc. as we no longer have the turf area available.*

Remind101

Remind101: SVES Scorpions is utilized by the administration for text messaging parents/guardians regarding school events or important information. If parents/guardians would like to subscribe to this free service, please scan or use this link to opt in. **This is for outgoing information ONLY.** If you need to speak to the principal, please call the front office to schedule a meeting or contact the principal via email. Families must reregister every school year if they want to use this communication tool.

When registering, please enter your information as [Parent of _____ grade:___]

Sign up for important updates from SVES Scorpions.

Get information for SVES Families 2025-2026 right on your phone—not on handouts.

Pick a way to receive messages for SVES Families 2025-2026:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/6gg349

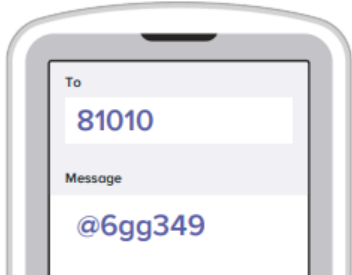
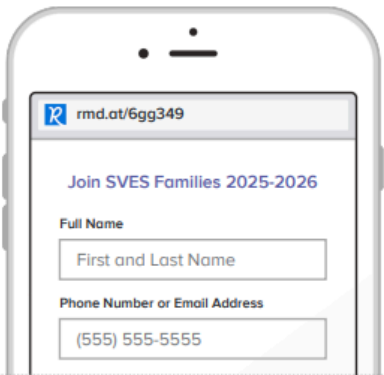
Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

B If you don't have a smartphone, get text notifications.

Text the message @6gg349 to the number 81010.

If you're having trouble with 81010, try texting @6gg349 to (415) 749-9892.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/6gg349 on a desktop computer to sign up for email notifications.

School Messenger

School Messenger is a district-wide web-based notification service for parents and students. It is capable of delivering messages via telephone and email. Types of messages that will be sent include absence notifications, reminders, emergency information, and general information. School Messenger is proven to help school districts improve parental involvement, resulting in improved student attendance and achievement.

Safety

The safety of your child is of paramount importance to us. To that end, we have developed a comprehensive Safe Schools Plan that is reviewed at least yearly and available for your input and review. Regular practice drills are scheduled to practice for emergencies. Fire drills are held four times during the first month of school and at least once a month thereafter. Other emergency drills are held during the year as well (danger on campus grounds, health emergencies, weather emergencies, and evacuation drills). These drills are designed to practice for the unlikely event of a fire, an intruder, or other problem on our campus.

School Supplies

Copies will be distributed at the beginning of the school year. Individual teachers may request additional supplies. If purchasing supplies is a hardship, please contact the office. Please remember that supplies may need replenishing throughout the year. Supply lists are available on our school [web page](#).

Sign-out/Check-out Procedures

Parents or guardians need to visit the office to check out a student. For student security reasons, parents/guardians (after showing a valid photo ID) will be given their child's attendance card to sign the student out. This is a 5 x 7-inch index card where the parent/guardian will list the date, time, and reason for leaving early/arriving late. This will help both the parent and the office keep better track (and awareness of) attendance as well as ensure privacy and enhanced safety for each child. We will call the student down to the office to meet you. *Early check-outs without a note from a doctor or dentist are unexcused.

Snacks

Students are allowed to bring individual serving-size snacks to be eaten in the cafeteria, only. **It is the teacher's discretion to allow students to eat snacks in their classroom.** Due to allergy concerns, sharing of snacks is NOT permitted. Any snack larger than individual size will be thrown away.

- There are students in every elementary building who have severe, sometimes life-threatening, allergies, and cannot be exposed to certain food items.

Sierra Vista Council

The Sierra Vista Council consists of administration, staff, parents represented through PTA, and other community members who meet to set goals for our school. Our emphasis is on providing programs and services that best serve student needs. If you are interested in serving on this council please contact the office.

Student Insurance

The laws of New Mexico are such that a school district cannot assume liability for costs incurred in student accidents. For this reason, the Board of Education makes a student accident insurance policy available to all regularly enrolled students of the school system. The policy is low in cost and optional. More information can be found on the APS Website.

Student Possessions

Please encourage your children to leave their toys, electronics, and valuables at home. (Please read the Weapons Policy below.) They can create safety problems or disrupt the learning environment, and there is a risk of items being lost, damaged, or stolen. Electronic games, toys, and iPods may not be brought to school. If one of these items is confiscated, a parent will need to come to the front office to pick them up. The school is NOT RESPONSIBLE if these items are lost or stolen. Therefore, we highly recommend that they do not bring them to school.

Tardy Students

Your student is tardy if they are not here at 8:05 am when the second bell rings. If the student arrives between 7:50 am and 8:04 am, your student can go directly

to class and the teacher is responsible for marking your student tardy. If your student arrives at school after 8:04 am, a parent or adult **MUST** come into the office and sign the student in and a pass will be given to the student to head to class. Your student will also receive a tardy slip that must be filled out, signed by a parent or guardian, and returned to school the next day.

Technology

APS remains a 1:1 school district. Primary students are provided with iPads and Intermediate students are provided with Chromebooks. Students' use of technology is infused throughout the day as an integral part of their learning experience. Students learn to become technologically proficient in the areas of creativity, innovation, communication, research, design, critical thinking, and digital citizenship. In addition to being a 1:1 school, SVES has a K-5 computer lab (Cyberspace) which classes utilize throughout the year. Interactive whiteboards, document cameras, and desktop computers are also provided in each classroom.

Our STEAM Lab provides students with opportunities to investigate and explore activities in Science, Technology, Engineering, Art, and Math. Classes visit our STEAM Lab once a week. It also provides opportunities for teachers and students to cover our newly adopted Computer Science Standards. We hope to open students' eyes to possible careers in STEAM fields and to foster a love of investigation, imagination, and problem-solving.

Textbooks

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

Visitors

Visitors and volunteers are always welcome at Sierra Vista; however, please note that we are a **closed campus**. This means that for the safety of our students and staff, visitors are not permitted to wander the building or use school facilities, such as the playground, especially during school hours.

Per APS policy, **all visitors must check in at the front office** upon arrival. We use a visitor sign-in system that requires all guests to present valid identification. Visitors must also be listed on a student's enrollment card in order to proceed beyond the office.

Once signed in, visitors will receive a **visible visitor badge**, which must be worn at all times while on campus. This system helps us maintain a safe and secure environment for everyone. Staff and students are trained to report anyone on campus without a badge to the office immediately.

As part of our **Safe School Plan**, any **unidentified or unauthorized visitors** will be reported to APS Police right away. We ask for your cooperation in supporting these safety procedures.

Please be sure to sign in whenever visiting campus between the hours of **8:30 AM and 4:30 PM**.

Classroom observers and volunteers are not permitted without a scheduled appointment. To limit distractions, families may not bring younger siblings with them if they are volunteering in classrooms or other instructional areas.

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

Visitor - Someone who visits the classroom for a specific reason for a **brief period**. Must be on the student's enrollment card and provide ID to visit the classroom.

(i.e. dropping off cupcakes and singing Happy Birthday, bringing a jacket or sack lunch, etc.)

Volunteer - Someone who is working/assisting the classroom teacher, must have an **APS** background check and show ID.

Visitor Conduct Information

At Sierra Vista, we are committed to maintaining a safe, respectful, and welcoming environment for all students, staff, and families.

Any family member, parent, or visitor who engages in aggressive, threatening, or inappropriate behavior toward staff will be subject to administrative action, which may include being considered for a pre-ban from school premises. This includes

verbal threats, intimidation, or any behavior that disrupts the safe operation of the school.

To ensure a positive and productive environment, we ask all visitors to follow these expectations:

1. Treat all staff, students, and other visitors with respect and courtesy.
2. Use appropriate language and tone when communicating concerns.
3. Follow all school check-in procedures and remain in approved areas only.
4. Resolve conflicts through appropriate school channels.

Our goal is always to work in partnership with families, and we appreciate your cooperation in creating a safe and respectful campus for everyone.

Walkers

Students who walk will be provided with crossing guards to assist them when crossing Paseo Del Norte NW. Children should be taught safety procedures for walking home. Crossing guards remain on duty until 3:15 P.M. to assure the safety of all children. Only children who are walking home will be crossed at the crosswalks. For the safety of our children, all after-hours activities will require parent transport. Students are not permitted on campus before 7:50 am unless they are enrolled in the Before School Program.

Weapons

Weapons, even if they are toys, are NOT permitted on school grounds. This can lead to out-of-school suspension or expulsion. Please refer to the District Student Behavior Handbook.

SIERRA VISTA ELEMENTARY SCHOOL

2025-2026 Bell Schedules

Instructional Day

* 1st Warning Bell rings at 9:10 A.M.

*Dismissal Bell Rings at 4:00 P.M

* Bell rings at 9:15 A.M.

Important: *Students are not permitted on campus before 9:00 am unless the parent accompanies them.*

Recess

There are 3 recesses daily: morning, lunch, and afternoon. Students will have two 10-minute recesses and one 20-minute recess.

Breakfast Time

Breakfast is served from 9:00 am. to 9:15. We **HIGHLY** encourage students to come in early enough to eat breakfast!

Lunch Time

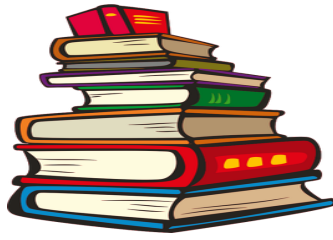
Lunchtime begins at 12:00 pm depending on our schedule for grade levels.

Each class has 30 minutes in the cafeteria and the remaining lunch time on the playground.

Parents/Guardian,

Last but not least, please talk to your student about the importance of reading. Provide your students with opportunities to read daily!

It's going to be a great school year!



SIERRA VISTA ELEMENTARY SCHOOL

2025-2026

Dear Families,

Please fill out the bottom portion of this sheet (or use this [Google link](#)) stating that you have read the Sierra Vista Parent/Student Handbook and return it to your child's teacher as soon as possible.

Thank you,

Mrs. Lopez, Principal

Student Name:

Student's Teacher: _____ Student's grade level: _____.

I, _____ parent/guardian, have read and understand the
student handbook.

Parent/Guardian Signature: _____ Date: _____.

*Please return this form to your student's teacher no later than
August 15 2025*

