Edward Gonzales Elementary

2025 - 2026

Parent/Student Handbook





Principal's Message

Panda Families -

Welcome to a new school year! For those of you returning to Edward Gonzales, welcome back! If you are new to us, welcome to the best school in all of Albuquerque!

My name is Lisa Ludvik, and I am the school principal. This is my fifth year as the principal of this school and I would not want to serve anywhere else. I am so excited to share the school with you and grateful that you are sharing your time with us. Here at Edward Gonzales, we encourage our students to learn, grow and become our future citizens of the world. As our vision says, "Encouraging Growth, Empowering Students."

In this agenda, you will find our important information and guidelines. We adhere to the APS Handbook for Student Success, which is available electronically on the APS website. That handbook contains current Board Policies and Procedural Directives that provide clear expectations and guidelines for our students, especially in the areas of discipline and attendance. If you have any questions about anything contained in this handbook, please do not hesitate to reach out to your teachers or myself for clarification.

This is going to be a fantastic school year, filled with exciting learning experiences and opportunities. I hope you will join us at some of our family events and I look forward to meeting you and chatting with you over the course of the school year.

Again, thank you for sharing your students with us and let's make this year the best ever.

Onward,

Principal Ludvik
(505)831-6214 xt. 59002
lisa.ludvik@aps.edu

MISSION STATEMENT



EGES is dedicated to inspire and prepare learners to become independent and successful leaders who impact their community.

VISION STATEMENT

Encouraging Growth Empowering Students

Main Office – 831-6214

Principal: Lisa Ludvik
Student Success Advocate: Demesia Medina
Counselor: Courtney Pham
Secretary: Krystal Romero
Clerk: Monica Beltran

ATTENDANCE MATTERS!

Attendance for Success Legal Requirements
The State of New Mexico requires that students between the ages of five (5) and eighteen (18) attend a public or private school (including charter and alternative schools) or register with the New Mexico Public Education Department if a parent/legal guardian is providing home school or if 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 through regular attendance in school every school day as it is an important element of academic success. Attendance positively correlates to student success and academic achievement and should not be treated as a disciplinary issue, but rather lead to conversations with students and families about the means to improve attendance.

Excused Absences
Excused Absence Codes Include

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

Unexcused Absences
All absences for reasons not included under excused absences shall be considered unexcused. Examples include but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks

Process for Reporting Absences
When your child is ill or will be absent from school, you have two options:

1. Enter absence using your Parent Vue account for your student.
2. Call **(505) 831-6214**, press two to report an absence, **before 9:00 a.m.** You will hear a recorded message requesting that you leave the following information:
    a. Child's name, Grade, Teacher's name, Reason for absence.

If a phone call is not received verifying your child's absence, within two days, the absence will be recorded as unexcused.

Whether an absence is excused or not, it still counts towards a student's absenteeism and could result in a student being placed on an intervention attendance plan to better their chance of success.

Tardies

Students who come to school after the scheduled start time are missing important learning opportunities. Students who come late to school will need to check in at the front office. **Elementary aged children must be taken into the office by a parent/legal guardian. Students should not go to or be taken directly to the classroom.**

If your student arrives after the second bell, you are required to: bring your child into the office, wherein they will receive a late arrival slip and be sent to class.

Early Checkout

Students will only be released to their parent/legal guardian or to a person designated by the parent/legal guardian in the student's record in Synergy. Parent/legal guardian or designee must provide a picture ID when picking up a student. Instructional time is important so appointments should be scheduled outside the school day, whenever possible. Parents/guardians should not check out students early to avoid after-school traffic.

- **We ask that parents do not sign their children out during the last half hour of the day**. Teachers use the end of the day to explain homework assignments or as closure to important instructional or SEL lessons.
- Once parents have signed their student out, the office will contact the classroom and have the student sent up. We cannot check out a student ahead of time via phone and have them waiting for our arrival.

Discipline Policy

We work together at Edward Gonzales to implement restorative practices, asking students to reflect on their actions and determine how to make better choices in the future. Instead of traditional consequences for misbehavior, students may be asked to perform some community service or write a letter of apology. However, for major infractions, Edward Gonzales follows all guidelines outlined in the APS Student Behavior Handbook. Students engaged in fighting or excessive inappropriate behavior will be sent to the office to have a conference with an administrator. Parents may also be called for a student, parent, and teacher conference.

Behavior Expectations

1. Be safe
2. Listen and follow directions
3. Respect others, self and property
4. Use words appropriately
5. Always be ready to learn and do your best

Consequences – EGES follows guidelines in APS Student Behavior Handbook. A Discipline Referral Form with appropriate consequence as defined in the APS Student Behavior Handbook will be given to students when it is necessary.

Panda Paws
We have put our pandas on the right path to earning Panda PAWS. A Panda Paw is a recognition that can be given by any staff member to a student who is going above and beyond in the following areas:
P-Pawsitive Attitude
A-AVID Learner
W-Work Together
S-Stay Safe

Bullying Policy
Bullying, including cyber-bullying, is unfair and one-sided behavior. It happens when someone continues hurting, frightening, threatening, or leaving someone out on purpose, in person or via multimedia. It is a **repetitive** and continued behavior that involves an imbalance of power and is more than student conflict. Our school counselor will provide classroom lessons on bullying and it is not tolerated at Edward Gonzales Elementary.

To Determine if it is a Bullying Incident:
To qualify as bullying, an incident must involve an imbalance of power between the target and the student who acts aggressively. Bullying must involve multiple incidents, the aggressor and the target have drastically different reactions to the incident, and the target feels powerless to self-advocate.

Upon first report of bullying behavior, staff will refer students to our behavior redirector or counselor for investigation and mediation. If behavior persists, redirector and/or counselor will refer students to administration to discuss disciplinary consequences.

Cell Phones and Electronic Devices
Students are not allowed to make or receive phone calls/texts from personal cell phones or electronic watches any time during the school day. They are also required to keep cell phones off and in their backpacks. Following APS policy, cell phones will be taken from students if they are using them during the day. Electronic game devices are not allowed at school. The school *will not* assume responsibility for any lost cell phones or other electronic devices, including wireless headphones like Airpods. Electronic watches may not be used to communicate during the school day.

1st offense the teacher will instruct the student to turn off phone and place in backpack.
2nd offense the device will be taken but returned to the student at the end of the day.
3rd - 4th offense guardian(s) will have to pick up the electronic device from Administration.
5th offense and beyond students/families and member of administration will conference with families.

Toys
Toys are a disruption to the educational process. Toys are not allowed at school at any time and may be confiscated by staff members. This includes but is not limited to dolls, cars, marbles, stuffed animals, Pokemon cards, fidget spinners games/puzzles and playground balls. The 1st, 2nd, and 3rd offense for returning toys is the same as phones. See above. The school is not responsible for any lost, stolen or broken personal items.

Weapons
All APS schools are gun-free zones. **This includes ALL guns, including look-alikes, water guns, nerf guns or obviously plastic guns.** Edward Gonzales follows the APS code of conduct with regard to disciplinary actions if a student has ANY type of weapon in their possession.

Parent Teacher Conferences
Parent conferences provide an excellent opportunity to establish good communication between the home and school. We encourage you to allow your child to attend their conference. We also welcome and encourage all parents to set up appointments to visit our school to discuss student progress with teachers, support staff, or the principal.

Contacting Teachers
Instructional time is very limited and belongs to the students, therefore, we ask that you schedule conferences with teachers outside of the student's day. Phone calls will not be forwarded to the classroom during the instructional day. Messages will be taken and every effort will be made to get the message to the teacher. Please discuss changes to your child's schedule before they come to school. Teachers and families will work together to develop a preferred method of communication.

Parent Involvement
All parents/guardians are encouraged to be actively involved in the education of their children, which includes participation in their child's classroom or in the decision-making process for school policies. Please consider becoming involved in school activities. Students of families who participate in the school events and activities are more successful in school.

APS policy requires that all parents complete the background check process to volunteer in classrooms and/or attend field trips if they will be supervising a small group of students. If a parent/guardian is unable to afford the fee for the background check, the school has funds to assist families.

Visitors
Visits to the classroom are typically restricted to no more than 15 minutes (unless for a special event that the teacher has invited families to) and must be pre-arranged with the classroom teacher.

If you would like to have lunch with your student, it's also helpful to pre-arrange that with the teacher. You are welcome to eat in the cafeteria with your student during their "inside" time, but we must ask that you not go out onto the playground during their lunch recess. We also ask that you only provide lunch for your student and not any friends and do not bring younger siblings and/or non-APS students with you.

Classroom Celebrations
School celebrations will be held at the classroom teacher's discretion. Birthday celebrations should be arranged with the classroom teacher in advance. Given the current demands of the curriculum and in order to honor instructional time, celebrations must be kept short and at the end of the day. According to district policy, home baked goods are not permitted for distribution at school. Students are permitted to bring in store bought goodies to be shared with classmates. Please do not bring balloons or flowers into the classroom. You ae welcome to greet your student at the end of the day with those items, but they should not be delivered to the classroom. Also, birthday invitations are not to be distributed at school.

Communication
The school communicates information to families in a variety of ways and on a regular basis through the School Messenger system. School information is delivered through an automated phone system. To ensure that you are kept current about events at the school, PLEASE make sure we have an accurate phone number on file at the school. The school also uses Class Dojo both schoolwide and individual classrooms and your teacher can provide you with information as to how to sign up.

Community School
Edward Gonzales is a community school. As a community school, we provide some wrap-around services that our families can take advantage of, including our Panda Pantry, which has school supplies, dry grocery items and some clothing. Please reach out to the office if you are interested and they will direct you. In addition to the integrated student supports that our community school provides, it is also important that we are gathering and listening to our parents' voices here at Edward Gonzales. Please consider joining our Panda Parent group which discusses, plans and assists with everything from our Jog-a-thon to having deeper discussions on what is important to our school community. If you would like more information or would like to join, please contact Lauren Arellano at 505-831-6214 ext. 59024 or email lauren.arellano@aps.edu.

Cafeteria Services
Edward Gonzales Elementary provides breakfast and lunch for all enrolled students. Breakfast is being served in the classroom for all students this year. Teachers will be engaging the students in a variety of academic activities that require them to practice communication skills, listening skills and math skills while they are eating breakfast. Because breakfast is served in the classroom, it is critical that your student is on-time to school every day.

Field Trips
Any parent who is attending a school-sponsored field trip must have a valid background check on file. The school is able to assist in payment for the background check. If a parent is a chaperone, more than likely they will be required to ride the bus to and from the field trip in order to assist in supervision. Siblings are NOT allowed on any field trip and parents should not meet and join field trips in a non-chaperone role. Students may not be checked out and taken home from the field trip – they are required to return to school and be checked out there.

Food
Teachers design their own rules and guidelines regarding the food and drink they allow within their classrooms. If students are bringing snacks from home for recess or to supplement their lunch, they are **not** allowed to share their snacks with other students. Best practice is to bring individual bags of snacks to eat to avoid temptation to share.

Health Services
Edward Gonzales has a nurse and health assistant to address health needs that occur during the school day. If a serious accident or illness occurs, the health assistant or nurse will contact paramedics and/or request their presence. In addition to addressing daily health issues, the school's health assistant/nurse conducts sight and hearing screenings, recommending further examinations when appropriate.

Illness and/or Injury Procedures

- Only the health assistant or nurse can determine if a child is to be sent home due to illness.
- Parents/guardians are contacted immediately when a child needs to be sent home due to illness or injury.
- Emergency and work numbers in ParentVue ***must be kept up to date***.
- Students who are ill will not be permitted to walk home.
- If a student needs emergency care and a parent or guardian cannot be reached, the child will be transported to UNMH for medical attention.
- We ask that if your child has a fever, or is vomiting in the morning, please keep him/her at home.
  **Note: Children are <u>not allowed</u> to use personal cell phones to call parents/guardians to inform them that they are not feeling well.

Medication Policy

- School's nurse **must** be notified if a student is required to take medications during the school day.
- Other than personnel trained in medicine administration, school employees are not permitted to administer medications.
- Medications are to be given at school only when absolutely medically necessary.
- Physicians must submit in writing exact recommendations. The physician statement must include, 1) name of medication, 2) dosage, 3) schedule for administration, and 4) possible side effects if any. A new form must be completed each time there is a change in prescription or dosage.
- Parents must provide written consent for the nurse to administer any medications.
- Over-the-counter medications **cannot** be sent to school with a student.

2025 – 2026 Calendar

Date	Description
Aug. 1, 2025	First day back for teachers and staff
Aug. 7, 2025	First day of school for grades 1-12
Sept. 1, 2025	Labor Day (schools closed)
Oct. 9, 2025	End of the first grading period
Oct. 10, 2025	Fall break (schools closed)
Oct. 13, 2025	Indigenous Peoples Day (schools closed)
Nov. 4, 2025	Election Day (schools closed)
Nov. 11, 2025	Veterans Day (schools closed)
Nov. 24 – Nov.25, 2025	Parent-teacher conferences K-12 (schools closed)
Nov. 26 – Nov. 28 2025	Thanksgiving Break (schools closed)
Dec. 19, 2025	End of the second grading period
Dec. 22, 2025- Jan. 2, 2025	Winter Break (schools closed)
Jan. 5, 2026	Professional development days for staff (schools closed)
Jan. 6, 2026	First Day of Second Semester (all schools)
Jan. 19, 2026	Martin Luther King Jr. Holiday (schools closed)
Feb. 16, 2026	Presidents Day (schools closed)
March 13, 2026	End of the third grading period
March 26 – 27, 2026	Parent-teacher conferences K-12 (schools closed)
March 30 – April 2, 2026	Spring Break (schools closed)
April 3, 2026	Vernal Holiday (schools closed)
May 18 – May 22, 2026	Graduation Week
May 25, 2026	Memorial Day (schools closed)
May 28, 2026	Last day of school and end of fourth grading period