

**Corrales K-8**  
200 Target Rd  
Corrales, NM 87048  
505-792-7tea400

## **STUDENT AGENDA AND HANDBOOK 2025-2026**



### ***Corrales K-8 Mission Statement***

Our school promotes a safe, caring, and supportive environment built on strong relationships that embrace students holistically. We strive to nurture confident, compassionate leaders who think critically, act responsibly, and contribute positively to their school and community.

#### **Telephone Numbers**

Main Number 792-7400  
Fax Number 897-5167  
Cafeteria 792.7400 ext. 41694

**Principal, Alvaro Ramazzini 505.792.7400 ext. 41601**  
Principal Intern, Caitlin Camacho 505.792.7400 ext. 41620  
School Nurse, Pamela Padilla, 505.792.7400 ext. 41602  
Health Assistant, Maria Elena Rivera, 505.792.7400 ext. 41612  
Counselor Pam Meyer 505.792.7400 ext. 41616

***This agenda/handbook belongs to:*** \_\_\_\_\_

***If found please return to my advisory teacher:*** \_\_\_\_\_

***We have read and understand the 2025-2026 student handbook:***

Student Signature Date

Parent Signature & Date

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**Corrales 6th-8th Grade  
2025-2026  
Regular Bell Schedule**

<b>Time</b>	<b>Class Period</b>
<b>7:30-8:42</b>	<b>1st</b>
<b>8:45-9:42</b>	<b>2nd</b>
<b>9:50-10:42</b>	<b>3rd</b>
<b>10:45-11:17</b>	<b>Lunch</b>
<b>11:20-12:17</b>	<b>4th</b>
<b>12:20-1:17</b>	<b>5th</b>
<b>1:20-2:15</b>	<b>6th</b>

**Corrales 6th-8th Grade  
2025-2026  
Advisory Thursdays**

<b>1st Semester Days/Dates</b>	<b>2nd Semester Days/Dates</b>
October 2nd	January 15
October 16th	January 29
October 30th	February 12
November 6th	February 26
November 20th	March 5
December 4th	March 19
December 18th	April 30
	May 14

**Corrales 6th-8th Grade  
2025-2026  
Advisory Schedule**

<b>Time</b>	<b>Class Period</b>
<b>7:30 - 8:25</b>	<b>Period 1 (55 minutes)</b>
<b>8:27 - 9:10</b>	<b>Period 2 (43 minutes)</b>
<b>9:12 - 9:55</b>	<b>Period 3 (43 minutes)</b>
<b>9:57 - 10:42</b>	<b>Advisory (45 minutes)</b>
<b>10:45 - 11:17</b>	<b>Lunch</b>
<b>11:20 - 12:17</b>	<b>Period 4 (57 minutes)</b>
<b>12:20 - 1:17</b>	<b>Period 5 (57 minutes)</b>
<b>1:20 - 2:15</b>	<b>Period 6 (55 minutes)</b>

## Semester I

August 1st-6th	Staff Returns, PD/Prep Days
August 7	First day of School-Students
September 1	Labor Day - No School
October 9	<b>End of Quarter 1</b>
October 10	Fall Break- No School
October 13	Indigenous People Day - No School
November 4	Election Day- No School
<b>November 11</b>	Veterans Day
November 24 & 25	<b>Parent Teacher Conferences/Virtual Learning</b>
November 26-28	Thanksgiving Break
December 19	<b>End of Quarter 2/ Semester 1</b>
December 21-Jan 2	Winter Break

## Semester II

January 5	Teacher PD Day - No students
January 6	Students Return
January 19	ML King's Day - No School
February 16	President's Day- No School
March 13	<b>End of Quarter 3</b>
March 26 & 27	<b>Parent Teacher Conferences /Virtual Learning</b>
March 30- April 3	Spring Break
April 6	Students return to school from Spring Break
May 25	Memorial Day

May 28	<b>Last day of school/End of Quarter 4/Semester 2</b>
May 29	Teacher PD Day

[APS Traditional Calendar 2025-2026](#)

**ATHLETICS**

Students in grades 6th-8th are invited to participate in competitive sports including volleyball, basketball, soccer, and track and field. They will be offered throughout the school year. You will **need a sports physical** to be able to participate in tryouts, practices, and games. In order to try out for teams a student must have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next nine week grading period can be used to regain eligibility. Student athletes are also expected to follow the APS Code of Conduct.

**ARRIVAL AND DISMISSAL TIMES**

Parents are requested **not** to send their children to school before 7:10 a.m. This request is made for safety reasons as there is no supervision on the school grounds until this time. As students arrive on campus, they will report to either the cafeteria, courtyard, or playground until it is time to go to their classrooms. Students may enter the cafeteria at 7:15 a.m. to eat breakfast but are not allowed in the rest of the school until 7:25 a.m. **Once students arrive on campus, they are not to leave campus until dismissal.** School is dismissed at 2:15 p.m. Students should leave campus as soon as school is dismissed unless they are participating in an activity.

**ATTENDANCE PROCEDURES**

New Mexico law dictates that students between the ages of six (6) and eighteen (18) years of age are mandated to attend public school, private school, home school, or a State institution. Daily attendance is mandatory for students to benefit to the fullest from the instructional program. The District recognizes, however, that there are situations that dictate a student's absence.

**If a student will be out for any reason, parents may call Ms. Cindy or Ms. Yvonne in the front office to report the absence. However, when the student returns to school, they must bring in written documentation (doctor note, parent note, appointment documentation, etc) to the front office.**

**If a student is ill, they will be excused for three days with a parent note. After three days, the school must receive a doctor's note.**

Below are examples of excused and unexcused absences, according to APS policy:

Excused Absences Include:

- Illness

- Family Deaths
- Limited Family Emergencies
- Medical, Health, or legal appointment
- Suspensions
- Religious Commitments
- Deployment of a military parent

Examples of Unexcused Absences Include:

- Non-school sponsored activities or trips
- Family Vacations or Events
- The student has to work
- The student has to babysit
- The student doesn't have a ride to school

An unexcused absence is any absence that does not adhere to the prescribed District guidelines (listed above), is not school-related, **or is not reported within five (5) school days**. Excessive excused or unexcused absences (defined as 4.5 per semester) or more absences per semester may result in a recommendation for retention and/or disciplinary action.

### \*\*\*STUDENT SIGN-OUT PROCEDURES

Parent permission is required if a student leaves school during the day; students must first report to the attendance office.

Parents must pick up their child(ren) in the administration office. **\*To minimize classroom disruptions, students will not be called out of class after 1:30 p.m. Plan accordingly for afternoon appointments. Students will be released at 2:15 p.m.**

### \*\*\*TARDINESS

**Students arriving late to school must report to the office with a parent.** Students held in the office or by a teacher during school hours need a pass before going to the next class. Repeated tardiness will result in consequences.

### BACKPACKS

Students are required to bring their backpacks with them throughout the day. Students must bring and care for their **APS-issued Chromebook and charger**, all **materials needed for their classes**, and their **3-ring binder** for organization and assignments. **Backpacks may be any color or style but must be school-appropriate.** Students are expected to keep their belongings neat and organized to maintain a safe and clutter-free classroom environment.

### BINDERS AND STUDENT AGENDAS

Each student will use a **large 3-ring binder** to keep track of assignments, notes, and classwork. Students are expected to stay organized and regularly review **class objectives, assignments, and upcoming events**. Parents should check **ParentVUE** for updates, and students should check **StudentVUE** frequently to monitor their

progress. Be sure you are viewing the correct **quarter** and using **“Assignment View”** rather than **“Standards.”** Advisory teachers will conduct **binder checks during Advisory** to help students stay organized and prepared for class.

**BULLYING and CYBERBULLYING**

Bullying is not acceptable behavior and will be handled by administration. **To qualify as bullying, an incident must involve an imbalance of power between the bully and victim.** Bullying usually involves multiple incidents; the bully and victim must have drastically different reactions to the incident; and the victim feels powerless to self advocate.

Cyberbullying is defined as electronic communication that targets a specific student/group with intent to harm; is published with the intention that the communication be seen or disclosed to the targeted student/group; is in fact seen or disclosed to the targeted student/group; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s/group’s educational benefits, opportunities or performance. Those who encourage bullying in a digital or cyber environment may be subject to corrective action on any occasion.

Bullying/Cyberbullying and normal conflicts are different in the following ways:

<b>Normal Conflict</b>	<b>Bullying</b>
Equal power – peers/friends	Unequal power – not friends
Happens occasionally	Repeating negative actions
Accidental	Purposeful
May feel serious, but does not cause physical or emotional harm	Serious – threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction on part of target
Not seeking power/ attention	Seeking power or control
Not trying to get something	Trying to gain things or power
Remorse-takes responsibility	No remorse, blames target
Effort to solve the problem	No effort to solve the problem

***If you feel you are being bullied, tell an adult or a parent right away.***

**BUSES**

Student safety management is integral to bus transportation. The driver, bus supervisor and Corrales K-8 administration shall have full authority for discipline on buses. The school bus is seen as an extension of the school day and students who do not follow bus rules and expectations may receive consequences for their actions on the bus. Students are not

to ride any bus other than the one to which they are assigned, and may only get on or off the bus at their designated stop. No friends can ride the bus home unless they live in the busing area. Bus service is provided for students living over 1.5 miles from school. Riding the bus is a privilege. All rules, which apply at school, apply on the bus as well. A school Transportation Contract for Students and the Taylor Middle School Bus Rules will be given to each bus student within the first few weeks of school. Failure to comply with these regulations will result in the loss of bus privileges. If a parent chooses not to have their student ride the bus on any given day, you must request the office assist you in getting information to your student rather than trying to find the student at the bus stop. Please come to the office before 1:15 p.m. so that your child can be given the message to meet you out front. Specific questions regarding bus service need to be addressed with the bus company or APS Student Transportation (505-298-6831).

### **CAFETERÍA**

The school cafeteria is maintained as a vital part of the health program of the school. Cafeteria services include breakfast, lunch, and snack bar services. Breakfast and lunch are free for all students. There is no charging for snack bar purchases and payment for snack bar purchases can only be done with cash.

Our cafeteria can be a pleasant place to eat if all students behave courteously and thoughtfully.

- Students will wait in an orderly manner in cafeteria lines. (no cutting in line)
- Students will clean up their eating area.
- Students will respect the person on duty.
- Students are not allowed in the halls during the lunch periods without a pass.
- Students may not return to the cafeteria once they have left the building during the lunch period.
- Students will not ask for money in or out of the cafeteria from other students.
- Students who bring a lunch may purchase milk or juice and eat in the cafeteria.
- Students may not take food outside.

### **CELL PHONES**

Student cell phones should be off and put away in backpacks from 7:30-2:15. Phones are not allowed during class, passing periods, or lunch.

Phones that are visible or in use during the day will be confiscated by a staff member. Students are strongly discouraged from bringing cell phones to school, as the school cannot guarantee their security. Corrales K-8 assumes no responsibility for the loss, theft, or damage of personal devices.

Consequences for phones out in class:

- 1st offense: warning.
- 2nd offense: confiscated and turned over to the front office. Students may pick up their phones at the end of the day.
- 3rd offense: confiscated and turned over to the front office. Parent/guardian must pick up the phone at the end of the day. Please send the student to the front office to contact parents when the phone is confiscated.

**PARENT PICK UP OF CONFISCATED PHONES/ELECTRONIC DEVICES WILL BE FROM 2:15-2:30 P.M. PLEASE PLAN ACCORDINGLY.**

**\*\*\* We have read and understand Corrales K-8 School's Cell Phone Policy**

**Student name:** \_\_\_\_\_ **and**  
**signature** \_\_\_\_\_

**Parent/Guardian name:** \_\_\_\_\_ **and signature**  
\_\_\_\_\_

**CONFERENCES WITH TEACHERS**

Parent, student, and grade team conferences may be requested by calling or emailing your child's teachers. Teacher info is available on the Corrales K-8 website or through ParentVue.

**COUNSELOR**

The school counselor, Ms.Meyer, is here to help students in the academic setting. Her purpose is to assist with struggles in school studies, personal relationships or struggles, and with class schedules. Students can make an appointment to see the counselor by completing the request form up in the Counselor's Box outside the library. The counselor may be contacted by parents at 505.792.7400 ext. 41616

**DELIVERIES TO THE OFFICE**

Please plan to celebrate birthdays and other holidays before or after school. Deliveries of balloons, stuffed animals, flowers, etc. during school hours, will be denied. This is very disruptive to the instructional process.

Deliveries to Students

**1. Work/Class Materials:**

Work or class materials will be delivered to your student **after** you drop them off at the front office. Please clearly label all paperwork and materials with your **child's name, grade, and teacher's name**. You can verify teacher information through your access to your student's schedule in **ParentVUE**.

**2. Lunches:**

Lunches brought to the main office will remain there until the student picks them up during their **lunch period**. Please remind your child to come to the main office **during lunch or a passing period**, not during class time.

**3. Instruments:**


If a student forgets their instrument, they may ask a teacher for permission to use the **classroom phone** to call home. Instruments may be delivered to the **main office** for student pickup.


**SCHOOL EXPECTATIONS  Corrales Cubs Code of Conduct**


**At Corrales K-8, we show our Cub Pride by demonstrating:**

 **Responsibility with Technology:** Cell phones must be **turned off or on silent** and kept in **backpacks** throughout the

school day. Phones are **not allowed during class, passing periods, or lunch**. Visible or active phones may be **confiscated** and returned at the end of the day.

 **Positive Language:** We use kind, encouraging, and respectful words to build strong relationships between students, staff, and families.

 **Respect:** We treat one another, our learning spaces, and all school property with care and consideration. Everyone deserves to feel safe, valued, and heard.

 **Responsibility and Repair:** When mistakes happen, we own our actions and work to repair harm in a respectful, restorative way. We learn from challenges and strive to make better choices next time.

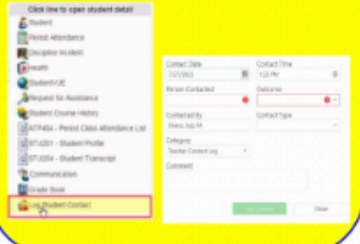
### **STUDENT CONDUCT**

Following school expectations is necessary for teaching or learning to take place in a classroom. Students are reminded that respectful behavior and the development of positive relationships is necessary for their own benefit and for the benefit of others as well. All staff in the school will guide students in correcting misbehavior and may submit office referrals when they feel it is necessary.

### **DISCIPLINE POLICY**

At Corrales K-8, we focus on the whole child. Traditional discipline practices focus on rules and punishment and often result in exclusion of students through suspension. National and APS statistics show that students of color, special education students, and boys are suspended at disproportionate rates. Higher rates of suspension also have long term consequences. Students who are suspended are more likely to drop out of school, become involved in the criminal justice system, and are less prepared for higher education. This is why we believe in implementing a Tiered Behavioral System that focuses on accountability and responsibility. **Unlike traditional discipline, our Tiered Behavioral System emphasizes the importance of positive relationships as central to building community and provides opportunities to restore relationships when harm has occurred.**

# Behavior Reporting System - (Grades 6-8)

Tier 1 Infractions- Minor Behavior	Tier 2 Infractions - Medium Behavior	Tier 3 Infractions - Major Behavior	<p><b>Key Reminders:</b></p> <ul style="list-style-type: none"> <li>• Kids need to be in class</li> <li>• Adult focus is de-escalation</li> <li>• Parent communication is key; pick up the phone</li> <li>• Document calls/emails in Synergy Student Contact Log</li> </ul> 
<p><b>Classroom Management Plan</b></p> <p>Tier 1 does NOT include removing a student from class/ sending a student to the office. The teacher will address infraction according to their classroom management plan. The teacher uses discretion to determine if parent contact (phone or email) is warranted.</p> <p><b>Violations:</b></p> <ul style="list-style-type: none"> <li>• Breaking classroom policies</li> <li>• Minor classroom disruptions/action</li> <li>• Not staying in seat</li> <li>• Excessive talking</li> <li>• Misuse of electronics</li> <li>• Conversational profanity</li> <li>• Disrespectful words/actions</li> <li>• Throwing items (not a safety hazard)</li> <li>• Running in classroom/ hallways</li> <li>• Horseplay</li> <li>• Disrupting fire drill</li> <li>• Misbehavior for a substitute</li> </ul>	<p><b>Accountability Card Submission</b></p> <p>Follow Response on Accountability Card Submission.</p> <p><b>Violations:</b></p> <ul style="list-style-type: none"> <li>• Repeated tier 1 infractions</li> <li>• Defiance / Disrespect</li> <li>• Obscene materials, gestures</li> <li>• Attendance issues (ditching)</li> <li>• Inappropriate public displays of affection (PDA)</li> <li>• Bullying/Verbal Harassment</li> <li>• Excessive horseplay</li> <li>• Throwing objects (rocks, sharp objects, etc. - safety issue)</li> <li>• Deceitful behavior (cheating, forgery, lying, etc.)</li> <li>• Unauthorized selling, distribution or buying of materials</li> </ul>	<p><b>Discipline Referral/Contact Office</b></p> <p>Immediate discipline referral through Synergy. A student creating a hostile environment for any member of the classroom or school community. The student must be immediately removed to the office.</p> <p><b>Violations:</b></p> <ul style="list-style-type: none"> <li>• Person-directed profanity</li> <li>• Stealing/theft</li> <li>• Overt defiance, explosive behavior, refusal to comply</li> <li>• Fighting / Battery</li> <li>• Bullying (documented, repeated)</li> <li>• Extreme physical threat</li> <li>• Weapon suspicion / possession</li> <li>• Controlled substance possession, use, sale / distribution, under the influence</li> <li>• Sexual or racial harassment</li> <li>• Hate incident, racialized aggression</li> <li>• Tobacco/Nicotine possession, paraphernalia, use</li> <li>• Bomb/arson threats</li> <li>• Severe vandalism</li> <li>• Possession or distribution of pornographic materials</li> <li>• Threats of violence towards the school or individuals</li> <li>• Inappropriate Physical Contact</li> </ul>	

**\*\* Infractions and Responses subject to change. Final draft will be sent home.**

**\*\*\* We have read and understand Corrales K-8's Discipline Policy**

**Student name and signature**

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**Parent/Guardian name and signature**

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## STUDENT DRESS CODE

Per APS Student Behavior Handbook, "Students' dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school." Students are expected to adhere to any dress policy that has been adopted at their school.

Page 5 in the APS Student Behavior Handbook, "**The responsibility to interpret and enforce the dress code policy rests with each principal for that school.**" The dress expectations for Corrales K-8 were considered and decided through the Instructional Council.

**Student Dress Expectations 2025-2026**

The Albuquerque Public Schools has a general philosophy regarding appropriate dress and hygiene for school. APS schools share an expectation that students and staff will dress in a professional and appropriate manner for the business of education. We are to dress in a way that does not disrupt, distract, or interrupt the educational process. The administration reserves the right to interpret and modify the dress policy at any time. All administrative decisions are final.

- Clothing/hats/accessories may not promote profanity, offensive language, discriminatory language, alcohol, drugs/drug use (including “Cookies”), violence/weapons, images of nudity, or sexual references. No gang associated symbols.
- Articles of clothing and accessories that promote or advertise subject matter inappropriate to a learning environment are not allowed. This includes, but is not limited to the following: “I love haters”, “Fxxx”, etc. The administration has the right to dispose of any offensive articles of clothing or accessories.
- No spiked or dangerous jewelry.
- All clothing bottoms should not sag at the waist area exposing clothing underneath. Your underwear including, but not limited to, shorts or boxers should not be visible to anyone at any time.
- Appropriate footwear is required for physical education classes.
- Hats/caps are allowed. Hats/caps shall not be worn during the pledge of allegiance or national anthem. Cultural, religious, or medical reasons for the student to wear hats at these times should be addressed with administration.
- Sunglasses may only be worn outside.

**\*\*LOGOS NOT ALLOWED**

Logos which suggest, advertise, display or promote drugs, alcohol, tobacco, sexual activity, violence, profanity, negative behaviors, disrespect, gang related and/or bigotry are not acceptable.

**DRESS CODE VIOLATIONS**

If students come to school out of dress code, teachers will send students to the office to call home for a change of clothes. If someone is unable to bring a change of clothes, they will borrow something from the clothing bank. Continuing violations will be handled by administration. Clothing assistance may be available to those families in most need.

**\*\*\* We have read and understand Corrales K-8’s Dress Code Policy**

**Student name and signature**

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**Parent/Guardian name and signature**

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**EARLY PICKUP FROM SCHOOL**

If a child must leave early during the school day for any reason, the parent/guardian must sign him/her out through the main office. **Please do not call ahead of time to have your child pulled out of class prior to your arrival.** The person signing the student out must be an authorized person listed on the student’s enrollment card; must be at least 18 years

of age and must provide a picture ID every time the student is signed out of school. **(NO EXCEPTIONS!)** \*To minimize classroom disruptions, students will not be called out of class after 1:30 p.m. Plan accordingly for afternoon appointments. Students will be released at 2:15 p.m.

### **EMERGENCY, LOCKDOWN (ALICE Protocol), FIRE and EVACUATION DRILLS**

Fire, ALICE, and disaster drills at regular intervals are required by law, and are an important safety precaution. It is essential that everyone obey directives promptly when the first signal is given.

ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. It is VERY important that students and staff listen to instructions given on the intercom, as well as instructions given by teachers. The staff member in each classroom or supervised area will give instructions specific to that area.

During any drill, students should not talk, run or wander away from their classmates. They may not use their cell phones during a lockdown. It is imperative that all students have a current emergency phone contact listed on their enrollment form.

### **FIRE DRILL RULES**

Please follow these rules during a fire drill:

- Fire alarms will sound continuously.
- Students are to form a line quickly, quietly, and are to proceed to the designated area.
- Teachers will close classroom doors, windows, and turn off lights.
- Students are not to stop to get clothes or books.
- Students are to remain together in class, in a line facing away from the building, so the teacher may take roll.
- All clear will consist of three consecutive bells for students to return to class.
- Students should remain quiet and in line while returning to the building.

### **FIELD TRIP PARTICIPATION**

Going on Field Trips is a privilege. In order to participate in field trips students must:

- Have no more than one F and have a 2.0 GPA
- Have no major disciplinary concerns. It is up to the teacher/administration to determine whether or not a student with more than one behavior referral may participate on a field trip.
- Satisfactory attendance as determined by administration.

Students who do not meet these requirements may be denied the opportunity to participate in field trips throughout the year.

### **HALL PASSES**

Students are not permitted in the courtyard, bathrooms or halls unless they are accompanied by a teacher or have a pass from their teacher. This applies to all students.

### **HARASSMENT**

Corrales K-8 believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals will not be tolerated. Harassment may take many forms including but not limited to the following:

A. **Bullying:** This includes any speech or action that creates a hostile, uncomfortable, intimidating, or offensive

environment.

**B. Sexual Harassment:**

- Verbal or written sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other school guests
- Nonverbal, the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting sounds, staring, whistling, and the like to other students, staff members, or other school guests
- Physical contact, threatening or causing unwanted touching, attempts at patting, pinching, pushing the body of another student, staff member, or school guest.

**C. Gender/Ethnic/Religious/Disability Harassment:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or school guest.

**\*\*\*\*Incidents of harassment should be reported to a teacher, counselor, educational assistant, or the principals. Students who harass others are subject to school discipline according to the school Tiered Response Matrix. Incidences of harassment will also be reported to the Office of Equal Opportunity.**

**HEALTH SERVICES / NURSE’S OFFICE**

The health room is located across from the main office. Students seeking health care must obtain a pass from the classroom teacher during class time. Students without a pass will be sent back to class. All accidents are to be reported immediately to the nurse’s office. Students are never excused to go home unless the school contacts a parent or guardian. A parent or guardian must sign out students in the front office before picking up a student in the nurse’s office. Picture ID is required for anyone taking a student, and that person must be listed on the registration, emergency contact or nurse’s card.

**MEDICATIONS**

Albuquerque Public Schools has a Procedural Directive and Medication Policy that all School Nurses and Health Assistants must follow. This policy is used “...to ensure that students who require medication at school receive them in a safe and timely manner according to their physician’s orders and with maximum protection to all who are involved.”

Students who take medication need to have a physician’s order for their medication on file in the health room. This applies to medications being:

1. Self-administered by the student
2. Supervised by the health assistant
3. Administered by the nurse

APS medication forms can be picked up in the school health office at any time.

The medication must be in a prescription labeled container that matches the physician’s orders. **At no time will a student be allowed to carry a medication classified as a controlled substance.** The medication label cannot be used in place of a physician’s written order.

Students who take over the counter medications (Tylenol, ibuprofen, etc) while at school must have a parent authorization form on file in the health room. Students carrying any medication should only bring to school the dose necessary for that school day. For the protection of all students, APS does not allow whole bottles of medication to be carried by the student. For further information regarding the complete APS Medication Policy, or any other questions,

contact the school nurse at Pamela Padilla, 505.792.7400 ext. 41602

### **LATE ARRIVALS TO SCHOOL**

If you bring your child to school late you must walk in and sign him/her in at the main office. Students are responsible for requesting any work that is missed.

### **MAKE-UP ASSIGNMENTS**

Students who miss school will have a number of days equal to the days absent to make up missing work. Grading on work later than that will be at teacher discretion. Final grades are issued within 10 days of the end of the grading period given in the APS calendar. Students who have been absent are responsible for contacting teachers for their assignments. Teachers may request students to come in before and/or after school for the assignments and/or to make up a test. Suspended students may request their make-up work upon returning to school. Parents may request assignments through the attendance office; teachers have until 24 hours to submit the requested assignments.

### **MEDIATION PROCESS**

Life is filled with conflict. Children as well as adults are regularly faced with situations that involve conflict. At our school, we accept the responsibility of helping students to learn the skill of solving conflicts in a positive manner. If a student is having a conflict, the situation will be referred to an administrator, counselor, Behavior Redirector, or Peer Mediator. Students may refer themselves or a peer who is having a problem with another student. If a problem is referred for mediation, an administrator, counselor, peer mediator, or restorative practices coordinator will sit down with those involved in the conflict to talk through all the sides of the story and resolve the conflict.

### **PARENT-TEACHER ORGANIZATION**

PTA is the official voice of Corrales K-8 parents and The Parent Teacher Association (PTA) is dedicated to fostering a strong partnership between families, educators, and the community to support the academic, social, and emotional growth of every student. We strive to create an inclusive environment that encourages family engagement, strengthens school spirit, and empowers students to reach their fullest potential through collaboration, volunteerism, and leadership. PTA meetings are scheduled at the discretion of the PTA board and will be announced to the public via Class Dojo.

PTA Board is as follows;

President, Renee Holmes

Vice President, Sarah Bedy

Treasurer, Sarah Vetrees

Secretary, Jackie Estes

Middle School Teacher Liaison, Miranda Myrick

Elementary School Teacher Liaison, Audra Tenoria

Elementary School Parent Coordinator, Tori Horan

Middle School Parent Coordinator, Holly Trujillo

### **PERSONAL PROPERTY**

Students should not bring skateboards, rip sticks, Gameboys and other handheld games, recorders, cameras, toys, expensive jewelry or large sums of money or any other non-school related to school. The school is not responsible for the loss of any such items. If an item disrupts the educational process, a student may receive an office referral and face possible confiscation of the item.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection disrupt the educational setting and are inappropriate for middle school students. Students will not engage in any inappropriate display of affection including kissing or holding hands with other students. Such displays may result in an office referral.

### **SCHOOL PROPERTY AND TEXTBOOKS**

Students are responsible for the proper care of all books, supplies, furniture, and technology belonging to Corrales K–8. Textbooks and materials issued by school personnel must be returned in good condition, and students will be fined for repair or replacement if items are damaged, lost, or stolen. Each student receives an APS Chromebook and charger once the Technology Agreement Form is signed and returned, outlining family responsibilities and fees for broken, damaged, lost, or stolen devices. Students are expected to bring their charged Chromebook daily, use it responsibly, and follow the APS Internet Use Policy; misuse or damage while in their care will result in financial responsibility.

### **SCHOOL TELEPHONE SERVICE**

School phones are available for students in an emergency. Messages will be delivered to students in the case of a family emergency.

### **SHELTER IN PLACE EXPECTATIONS**

If a direct or implied threat is received by the school, a shelter in place may be required per district directive. The school must adhere to law enforcement procedures.

- Shelter in Place will be announced.
- Students are to remain in the classroom and follow teacher’s instructions.
- Teachers and students will follow district instructions regarding incidents.
- **Students are not to use cell phones.**
- An **ALL CLEAR** will be announced when Lockdown is over.

### **BICYCLES, E-BIKES, SCOOTERS, SKATEBOARDS**

Students are welcome to ride skateboards, bicycles, e-bikes, and scooters to school as long as they are parked in the designated bike rack areas upon arrival and remain there until after the dismissal bell. Students must provide their own locks to secure their equipment. The school assumes no responsibility for loss, theft, or damage

### **STUDENT CHECK-OUT FROM SCHOOL**

Only parents, guardians, or emergency contacts listed on the enrollment card may check students out through the office. A picture ID is required. Please report any changes regarding this information to the office as soon as possible. We cannot call or notify you of a problem if we do not have the correct phone numbers. If you need to add or remove a name of the person who may pick up your child, changes must be done prior to the day the person will pick up the student. All changes must be made in person with proper ID.

### **STUDENT SALES**

Students are not permitted to sell **any items** on campus for a personal profit. This includes food, drinks, candy, toys, pencils, school supplies, etc. Any items that are being sold will be confiscated and returned at the end of the day. If items are confiscated a second time they will not be returned. **NO EXCEPTIONS.**

### **WITHDRAWALS AND TRANSFERS**

Parents must notify the front office 24 hours prior to withdrawal or transfer. Students must return textbooks, library books, and other assigned materials to the appropriate teacher, receive an interim grade, clear possible fines with the library, and resolve any other outstanding problems with the school. The withdrawal or transfer will not be completed until all of the procedural steps are satisfied. ALL transfer requests are processed by the APS Transfer office.

### **VISITORS**

Adult visitors are welcome at Corrales K-8. School visits by students' friends or relatives who are not adults are never allowed because it can result in disruption to our educational environment. For the safety of our students and staff, it is **mandatory** to stop at the reception desk to sign-in and receive a "visitors" badge. Failure to comply may result in a legal charge. ***At no time are parents/guests permitted to go directly to an inside classroom, portable classroom, or other areas of the school without permission. If you need to meet with a teacher or other staff member, an appointment must be scheduled! Classroom visitation is permitted only by making an appointment with the teacher or approval of the principal.***