

Double Eagle Elementary

Parent/Student A-Z Handbook

2026-2027

On behalf of the wonderful Double Eagle Staff, we welcome you to our school community and look forward to another successful school year. We are pleased to partner with you to insure academic success for all our students.

Please take a few minutes to review this very informative handbook. As with any community, there are rules, celebrations, schedules and expectations. Double Eagle's policies reflect district policies, state mandates and instructional procedural directives.

When the family and school work together toward high expectations for student achievement and behaviors, students demonstrate greater success as positive, confident learners.

We look forward to working together as partners in learning! Thank you for sharing your children with us.

Shayna Kagan

Principal

School Colors:

Black & Turquoise

School Mascot:

Eagles

CONTACT INFORMATION			
Office	857-0187	Website	doubleeagle.aps.edu
Fax	857-0188	Cafeteria	253-9350
Attendance	857-0187	APS Transportation	880-3989
Address	8901 Lowell N.E. 87122	Children's Choice:	296-2880

HOURS			
Office (Mon-Fri)	7:00 am – 3:00 pm	Student Day	7:30 am – 2:15 pm (Mon – Fri)

APS Contact Information

Website Address: www.aps.edu

Physical Address: 6400 Uptown Blvd NE 87110

Mailing Address: PO Box 25704 87125-0704

APS Administration: 880-3700

Student Service Center Hotline: 855-9040 servicecenter@aps.edu

APS Attendance Policy

The Federal No Child Left Behind Act 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.**
- APS students are allowed no more than ten (10) absences per school year.
- The parent/guardian must notify the school each day that the student will be absent, in accordance with the notification procedure established by the school.
- Absences may be excused for the following reasons, with appropriate documentation:
 - Doctor's Appointment
 - Death in the Family
 - Religious Commitment
 - Illness
 - Family Emergency
 - Diagnostic Testing
- In the event that the school has not received notification of absence by a parent, the "Safe Arrival" volunteers will attempt to contact the parent. In the event that we cannot contact a parent, the absences will be coded as unexcused.
- Excessive absences may result in further inquiry from the counselor, district attendance liaison or the principal and request additional documentation. If absences continue, district policy requires that a plan be created with the Health and Wellness Team. The counselor will set this meeting up.
- Family vacations are considered ***unexcused*** absences; it is expected that parents will schedule vacations during periods of time when school is not in session.
- Students who are signed out before the end of the instructional day must have written documentation for the reason (as defined under excused absences) or be subject to the same consequences as tardy.
- Principals have discretion to make allowances for students who are faced with serious injury or serious or chronic illness.
- If a student misses over 50% or more of the school day, the absence will be recorded as a FULL day absence.

Attendance Procedures

Each day your child is absent or going to be late, please contact the attendance line before 7:30 am or you can submit your child's absence on Parentvue. An office clerk will check the attendance line every morning, beginning at 7:30 AM. A call from the automated system verifying your child's absence from class will go out to parents starting at 7:45 AM. The attendance number is 857-0187.

If a student is absent from school for more than three days, parents may contact the teacher regarding homework. One school day will be needed to prepare the assignments that can be prepared ahead of time, however there may be assignments that students will have to make up after the return to school. (District policy does state that teachers are not obligated to provide school or make up work for vacations or out-of-town trips, however we want students to be able to make up missed work for any reason.) Remember, classroom instruction missed during school days cannot be made up.

If a student must be removed from school early for a doctor's appointment or similar emergency, you must come to the office and sign the child out. We will not call a child out-of-class until a parent is physically in the office (you cannot telephone ahead for your child to be called to the office). We will not release a child to a parent waiting in a car outside. We do this in order to be able to identify those persons picking up children and to ensure the safety of your children. Your cooperation and understanding is appreciated.

After School Care

Children's Choice will provide on-site after-school care (2:30–6:00PM) in the Double Eagle Elementary School cafeteria and gym.

Double Eagle Bell Schedule

7:30 a.m......**School Begins**
9:25-9:40 K-3 Recess
9:45-10:00.....4th, 5th Grade Recess
10:55-11:30.....Kindergarten & 1st Grade Lunch/Recess
11:40-12:15.....2nd Grade & 3rd Grade Lunch/Recess
12:00-12:35.....4th Grade & 5th Grade Lunch/Recess
1:05-1:15.....K-1 Grade Recess
1:35-1:45.....3-5 Grade Recess
2:15.....**Dismissal**

NOTE: Ground supervision begins at 7:15AM each day. ***Plan for your student(s) to arrive at school no earlier than 7:15 AM.***

Bikes, Scooters & Skateboards

When weather permits many students ride bikes, scooters and skateboards to school if permitted by parents. Please remember to walk your bikes and scooters while on campus and when crossing the street. All skateboards must be carried while on campus for your safety and the safety of others. The school is not responsible for stolen bicycles or scooters therefore we recommend that they be locked up while on campus in the designated area. It is a city ordinance that bikes, scooters, skate boards, roller blades are not ridden on school property. Students must wear helmets.

Birthday Parties

We extend our "Happy Birthday" wish to each youngster on his/her "special day," but request that birthday parties be held outside of school. Distribution of party invitations will not be allowed at school. Any gifts or balloons delivered to the school will be kept in the office until the end of the day. It is best to keep these items at home or given in another setting. We do not take instructional classroom time to celebrate individual student birthdays.

Bus Service/Student Transportation

Riding a school bus in New Mexico is a privilege, not a right. When students choose to behave inappropriately or unsafely, they risk losing this privilege. Students who ride buses should go to the bus loading area **immediately** after dismissal at the close of the school day.

1. Students are to maintain appropriate behavior while waiting in line or walking to the bus.
2. While on the bus, specific rules will be given to bus students by representatives of the bus contracting company. School rules, as well, will be enforced.

The following process will be followed in case of behavior referral on student discipline from the bus company.

1st discipline referral:	Warning call to parents
2nd discipline referral:	1-day bus suspension

3rd discipline referral:	3-day bus suspension
4th discipline referral:	Semester bus suspension

Numerous requests are made about students riding home with other students on buses other than their own. In order to clarify this, bus transportation regulations are listed below:

1. The school bus will pick up children at their designated stop and return them to their designated stop. They **may not** get on or off at any other stop.
2. A non-riding friend may not accompany a student.
3. A student may not, **for any reason**, ride a different school bus.

For parent complaints and concerns regarding the bus ride, routes, procedures or bus drivers contact APS Transportation Services. Please have your bus number when you call.

Cafeteria

Breakfast and Lunch will be free for all students this school year. White milk and flavored, no-fat milk (chocolate, etc.) are choices available to all. Please go to www.aps.edu and select the "Meals" tab on the right for more detailed District information. This is the same site you can go to find the breakfast/lunch menus. (On occasion, the Cafeteria Manager may need to change some menu items. These changes will be announced during the morning announcements.) If you have any questions or comments regarding the cafeteria service or meals please contact the Cafeteria Manager directly at 253-9350.

Change of Classroom Policy

Great care is exerted in finding the optimal classroom placement for each child who attends Double Eagle Elementary. Students are given a **minimum** of two weeks to adapt to a new classroom environment before any changes in placement will be considered. After two weeks if placement concerns are still present, the following steps will be initiated:

1. The parent/guardian meets with the classroom teacher to identify concerns, to establish open communication, and to develop a plan to solve or minimize any concerns. The plan must be implemented for a minimum of two weeks before proceeding to step two.
2. After the plan has been implemented for two weeks and all cooperative efforts are exhausted, if the parent continues to have concerns, the parent must notify the principal in writing about those concerns and request to set up a meeting (an email will serve this purpose). The principal will arrange a formal conference with the parent and teacher to discuss the previous plan and its outcomes, as well as the continuing concerns. A placement decision will be made at this meeting and a record of the conference kept on file in the office. Change of classrooms are not guaranteed and are contingent on the makeup and availability of current grade level classrooms. If a change in placement occurs, the principal will place the student according placement criteria which includes but is not limited to: ESL requirements, special education requirements, and other placement criteria for maintaining balanced classrooms. Individual teacher requests will **not** be granted.

Classroom Observations

In efforts to protect instructional time in the classroom and student confidentiality, observations are not permitted. Exceptions may include observations done by students in certified educational programs. Any requests for observations must be requested directly to the principal for approval.

Counseling

The counseling program at Double Eagle Elementary is designed and dedicated to meet the needs of each child by focusing on the physical, social, intellectual and emotional growth of each student. This is accomplished through a counseling program, which is designed to reach the children through three types of counseling. The three types of counseling used are in-class presentations, individual counseling, and group counseling.

In-class presentations may cover such subjects as character education, peaceful conflict resolution, drug awareness education, bully proofing, and social skills. This allows the counselor to teach necessary skills to the children while the children get to know and feel safe with the counselor. This safeness makes it possible for the children to solicit help from the counselor on an individual basis when needed.

Individual guidance and counseling is the second way that the counselor meets the need of the children. Most children, at sometime in their school career, experience a problem or difficulty they are unable to solve by themselves. One of the counselor's main roles is to listen to these children and facilitate their problem solving. If the problem cannot be solved at school, it is the counselor's responsibility to confer with parents or make the appropriate referral.

Group counseling is established and maintained throughout the year. Group counseling makes it possible to reach a large number of children who are experiencing problems in areas such as grief, self esteem, friendship, divorce, and anger management. Through these groups, children are able to receive support and guidance while feeling less isolated and alone.

In addition, the counselor serves as a consultant to classroom teachers, a resource and support to parents, and a liaison to the community. With the use of these strategies and interventions, the counseling program is able to address the needs of the whole child.

Curriculum Overview Night for Parents

Traditionally, schools have had "Open Houses" and other forms of programs for parents to visit in their children's classes at the beginning of a school year. Double Eagle Elementary School Curriculum Overview Night for Parents follows in this tradition, yet, will be structured to provide our parents with a formalized opportunity to learn about our overall instructional program and receive a preview of each teacher's instructional plan for the coming year.

At the conclusion of these presentations, parents will:

- 1) have an understanding of each teacher's educational philosophy;
- 2) be knowledgeable about the skills and concepts that will be taught in each subject area;
- 3) know the homework expectations of each teacher;
- 4) know the process for "making up" missed schoolwork;
- 5) have an understanding of the grading system employed; and
- 6) learn about those "special activities" (e.g., field trips, speakers, programs, etc.) that each teacher has planned for the year.
- 7) have a basic knowledge of Common Core State Standards and know where they can be accessed on-line.

Curriculum night will be over two evenings following the schedule below:

<i>Time</i>	<i>August 25th</i>	<i>August 26th</i>
6:00PM-6:25PM	5th	2nd
6:30PM-6:55PM	4th	1st
7:00PM-7:25PM	3rd	K

Gifted/SPED 5:30-6:00 each night

Custody Issues

The office and the teacher should be notified of any custody issues involving your child. This notification should be in the form of written legal documents, which clearly state who has custody, who may have access to your child and any changes in the situation. The school cannot deny access to a custodial parent unless there are court documents

prohibiting such contact. Please update the documents when changes occur in the office. The office staff will adhere to paperwork on file. Only legal court documents are accepted.

Disaster Instruction/Off-Site Relocation

In the unlikely event that Double Eagle ES would face a disaster situation in which children and staff are forced to leave school, students would either walk or go by bus to a location designated by the APS Police, Bernalillo County Sheriff Department or APD Incident Commander. Parents will be notified of the location and other pertinent information via School Messenger and our website, if possible. Please make sure your phone and email contact information is always current in our office.

Discipline Policy

Educating our youth is a cooperative venture involving the home as well as the school. It begins and continues in the home with the school engaging in a formalized partnership for a portion of each child's lifetime.

We are constantly seeking ways to strengthen and guide this partnership in a common direction for the welfare of the student.

In addition to academic skills, there are social skills including attitudes, behaviors, and responsibilities that are proven assets in our total scheme of living. While the school continues to be primarily accountable for academic instruction, good teaching has always included guidance toward the positive development of social skills, work habits, and the promotion of self-management.

The Double Eagle student discipline policy was developed in concert with APS district student discipline and anti-bullying procedures, to provide all of us with consistency in helping our students along the avenue of positive and acceptable behavior skills.

- The entire school community, students, staff, and parents will be made aware of the school's behavioral aims, rules, and procedures. In addition, parents will be asked to join in a partnership with the staff to assist our children in the development of strong, positive, self-management behaviors.
- Staff, students, and parents are all responsible for the creation, promotion, and maintenance of our desired campus environment.
- All school employees are responsible for monitoring the behavior and safety of all students.
- Classroom teachers will have the primary responsibility for instructing our students concerning our expectation of respect toward all. Students must accept correctional guidance from all adults working in a supervisory capacity (this includes instructions given by not only teachers and educational assistants, but also by parent volunteers, secretaries and custodians).
- All staff members should actively engage in ways of recognizing and reinforcing positive behaviors that are exhibited by individual students throughout the school.
- Individual staff members are encouraged to involve the principal, parents, and/or other staff members in assisting a student with self-management skills as the need arises.
- Every classroom teacher will establish a process for recognizing, rewarding, and reinforcing good management behaviors exhibited by students. Students need to realize that **they** have control over their behaviors and they are empowered to choose among alternatives that carry either positive or negative consequences. They are the "managers of themselves."

Each student will receive a copy of the APS student behavior handbook at the beginning of each school year. Please review the APS behavior handbook together so children and parents will be familiar with expectations.

Students who choose not to follow the rules will receive a Double Eagle Behavior Referral, which may be sent home for the parent/guardian to sign. Any staff member may issue a Behavior referral to a student at any time on the school grounds or at school-sponsored events for inappropriate behavior. Please discuss this policy with your children so that they understand that they must obey all Double Eagle Elementary School staff members or parent volunteers at all times.

Students are expected to have good behavior and follow all good behavior and follow all school behavior guidelines and expectations on their way to school, the entire school day and on their way home from school day (including on the bus).

Behavior Referrals: will be issued when behavior is disrespectful, unsafe. A referral can be completed by the student's teacher, the Redirector or the Principal, depending on what the offense was or availability of staff. A copy of the Behavior referral will be kept with the Redirector for the school year.

Minor Offenses	Procedure
● Tardy/Attendance ● Classroom Discipline ● Failure to follow directions ● Horseplay/play fighting ● Profane/Inappropriate Language ● Plagiarism/Cheating ● Defiance/Disrespect to adults ● Electronic Device Misuse	Procedure for Minor Offenses: In classroom, cafeteria, recess, halls, etc: If a staff member sees a student committing a minor offense, they will remind students school rules and expectations, reteaching what is expected at school. If behavior continues after (3-5) reteaches- 1. Teacher will provide intervention (Refocus form) 2. Fill out Synergy Behavior Observation/Parent Contact *email If behavior continues contact redirector 1. Redirector will complete Behavior Observation and provide intervention (Refocus form) 2. Teacher Parent Contact-*phone call recommended 4th Event Admin Referral: Admin will direct next steps

Major Offenses	
Assault	Admin conference, parent meeting, suspension, counselor referral

Bullying	Admin conference, parent meeting, (no mediation unless both parties agree), counselor referral
Fighting	Admin conference, parent meeting, suspension, counselor referral.
Harassment (sexual, racial, ethnic, religious)	Admin conference, parent contact or meeting, counselor referral, Title IX referral
Inappropriate technology use	Admin conference, parent contact, counselor referral, Loss of device
Repeated minor offenses (4 th event)	Admin conference, parent contact, behavior violation
Theft	Admin conference, parent contact, restitution, counselor referral
Threatening physical violence	*Threat assessment protocol
Vandalism	Admin conference, parent contact, restitution, counselor referral, cleanup

Dress Code

Albuquerque Public Schools shall prohibit student dress that may present a health or safety hazard, violate municipal or state law or present a potential disruption to the instructional program. The APS Board of Education shall not allow for the imposition of punishment, discrimination or disparate treatment against a student based on the student's racial identity, sex, gender identity or expression, sexual orientation, cultural or religious identity and observances, household income, body size/type or body maturity or because of the student's use of protective hairstyles or cultural or religious headdresses. Prohibited clothing and accessories include, but is not limited to:

- 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

Hair color, length, style, including hair coverings or styles related to an individual's personal, cultural or religious beliefs cannot be considered for disciplinary action.

Electronic Devices

Use of personal cell phones, apple watches, smart watches, iPads, iPods, electronic books, MP3 players, etc. during instructional time or at a time that would be disruptive to the educational process, are not permitted. The misuse of cell phones and other forms of technology that could include, but not be limited to the unauthorized taking of pictures, cheating, invading privacy, etc. (APS Policy Handbook). Electronic devices should not be brought to school and therefore, we are not responsible for damage, loss, or theft.

Cell phones should always be off and calls, texts, etc. cannot be accepted or made during the school day which includes recess, lunchtime, and before and after school. (Necessary phone calls should be made from the office using the school's phone system.)

If a student disregards this policy with any personal electronic device, the device will be taken away and stored in the administrative office. Parents will need to retrieve the device.

Emergency Information

Please notify the office of any information changes such as new telephone number(s), change of address, email and/or change of custody. If any changes occur during the year, please update your child's enrollment cards in the administrative office. Please have a picture identification card with you when you come into the office to make any changes. Changes cannot be made over the telephone. It is imperative that we have your current phone numbers, email address, physical address for best communication from the school and District to home.

Field Trips

A written permission slip signed by a parent and/or guardian must be submitted to the teacher before a child can participate in a field trip. *Only the school's permission form will be accepted and all information on the front and back of the form must be complete.* A 70¢ non-refundable insurance charge will be required for every student if the field trip is considered an activity. If a child does not attend a field trip, the child is expected to attend school and arrangements for academic activities will be arranged. Only parents with an APS background clearance will be allowed to chaperone the activity. No younger or older siblings can attend the field trip even with the parent present as this is an academic, classroom activity. Please make other arrangements for your student's sibling(s) should you choose to attend the field trip.

Fire Drill and Lockdown Procedures

Fire regulations require the school to hold periodic fire drills. They are held once a week for the first month of school and once a month thereafter. Twice a year a practice school-wide shelter in place drill will occur. (Classroom teachers will have practice shelter in place drills). During shelter in place drills students and teachers are not allowed to leave their rooms for any reason. All doors are locked in the school and no one is allowed to enter the building. If you happen to arrive during this practice drill, you will have to wait outside the building in your car until the drill is complete. The drill will usually take about 20-minutes.

Flag Display and Pledge of Allegiance

In accordance with New Mexico law the flag of the United States and the flag of the State of New Mexico will be displayed in each classroom. NM law also requires that the pledge of allegiance be recited daily in each public school in the state. While no individual may be coerced into participation, all students will be afforded this opportunity. Students abstaining from participation will not be required to stand or to leave the room during the recitation of the pledge. However, they will be expected to wait quietly until the pledge is finished.

Friends of the Library (FOL)

Friends of the Library sponsor the following school events: Visiting authors, illustrators and storytellers; Book Clubs (Caldecott, Newbery, and other book clubs); Sponsor of Birthday Books; Book Fairs. Friends of the Library financially help the following: the leveled bookroom and Teacher Classroom Literacy and of course, the library.

There is a *library volunteer group* made up of many parents who volunteer weekly at the check out desk during the school day. They check books in & out, shelve, and help with any FOL sponsored activities and miscellaneous duties assigned by the librarian. This group allows our busy librarian the freedom to introduce books and stories to our children, teach them about their library and how to use it, and introduce them to the reading clubs available to them.

The library is very important to our school. You are welcome to visit anytime and we encourage you to sign up to volunteer. Working in the library is a great way to contribute to your child's education and interest in reading. Working in the library is a great way to experience the whole school, see your child in school and make new friends.

General School Rules

It is impossible to cover every detail that might arise in a day-to-day situation. Double Eagle students should not engage in any behavior that can result in or cause physically or emotionally hurt others. All rules are to create a safe and respectful environment.

The 5 basic Rules include:

1. I will respect myself and others.
2. I will keep my hands, feet and hurtful comments to myself.
3. I will take care of school property and school equipment.
4. I will not bully and I will report bullying to an adult.
5. I will behave in a way that allows everyone to learn.

SOAR is an operational framework designed to promote behavioral and academic success for students. It is a decision-making framework that guides selection, integration and implementation of the best evidence based behavioral practices for significantly improving behavior and academic outcomes for all students. The purpose of SOAR is to emphasize the relationship between learning and behavior by addressing social development while decreasing the need for disciplinary action and increasing instruction time. SOAR focuses on serving all students by teaching successful school behaviors, systematically reinforcing them and using common language and reteaching behaviors just as is done with academics. It is not a curriculum or a program. It is a process:

6. **S: Successful and Safe**
7. **O: On task**
8. **A: Always Responsible**
9. **R: Respectful**

When students are on the playground or building they should observe:

- No closed games-must share equipment
- Stay inside school boundaries (fences) and on the playground side of the portable classrooms.
- No fighting/play fighting/tackling
- No ball bouncing against walls and windows of buildings
- No jumping off swings.
- No climbing trees
- No swinging on the bars with no hands on the bars.
- No tag in the play structures, or standing/jumping on swings.
- Children should not be in the building before school or during recess
- There are no sports during parent pickup/dropoff

Harassment

Students should report any concerns related to disability harassment to a school administrator. If further information is required, please consult the “APS Student Behavior Handbook” or the APS Service Center at 855-9040.

Homework

There are many positive aspects to homework, including the sense of responsibility it helps children develop. Homework assignments should be at the students’ level of competence and should relate to an instructional goal and should not be work that has not been covered in class. Care should be taken to avoid overburdening students with excessive amounts of work.

It is best practice to set homework guidelines at each grade level. Best practice guidelines suggest that, homework should take a student 10 minutes per grade level. Kinder and first grade homework should take 10 minutes; second grade 20 and so on. Nightly reading (20 minutes per night minimum) is a separate expectation not to be combined with homework minutes.

Illness and Injury

Parents will be called and asked to pick up their children when there is:

- Vomiting/severe diarrhea
- Temperature 100 or above (child may not return until fever has been broken for at least 24 hours)
- Skin rash
- Serious Injury
- Very red, swollen, draining eye

Should your child become ill at school and need to go home, you will be contacted. Make sure that we have all your current telephone numbers. We also need a telephone number of a neighbor or friend that we may call in case of an emergency, if we are unable to reach you.

Immunization Requirements

It is a violation of New Mexico's compulsory school immunization law (Section 24-5-2, NMSA, 1978 Comp) for any student to enroll in school without up-to-date records of immunization. **All of the immunizations must be up-to-date or in progress. Check with your child's pediatrician or our health office for the complete immunization requirements.**

Immunization records must be presented at the time of registration or proof of doctor appointment for shots in progress.

THERE IS NO GRACE PERIOD OR WAIVER. THE LAW CLEARLY STATES THAT THE ABOVE IMMUNIZATIONS MUST BE GIVEN BEFORE A CHILD CAN ATTEND SCHOOL.

Inclement Weather

When weather conditions create safety concerns for students walking to school and/or when school buses cannot run due to icy streets, the district will enact one of the following schedules.

Severe weather would result in schools being closed. We would have to make up the day at the end of the school year as per State Department of Education guidelines.

Less severe weather would result in an abbreviated day. An abbreviated day is a day when school cannot be opened for the regular schedule due to severe snow or other emergency.

Start and dismissal times for North Star students on an abbreviated day schedule are as follows:

Classes Begin – 9:30 AM

Classes Dismiss – 2:30 PM

When these decisions are made, a district-wide School Messenger is sent out around 5:30 a.m. Also all local media (TV stations, radio) will give the information. When in doubt, go to www.aps.edu for this information.

Insurance

The APS Board of Education makes student accident insurance available to all enrolled students of the Albuquerque Public School system. This option is available to you at the beginning of each school year. Parents are responsible for purchasing this policy if desired.

Join-A-School Program and Other Corporate Sponsors:

Several businesses support our school in a variety of ways. Please be sure to let them know they are appreciated. We will identify these businesses throughout the year.

Late Arrivals

The first bell rings at 7:30AM and school starts promptly at 7:30 AM. If your child will be late for any reason, please call the attendance line to notify the office. *Should your child arrive late, s/he must get a tardy pass before going to class. Any child coming to school after 7:30 AM needs to get their tardy slip from the office WITHOUT EXCEPTION.*

Leaving School

This procedure begins in the school office. Please do not go directly to the classroom to get your child. Only parents or adults (over 18 years of age), who are listed on the Parent Permission to Pick Up Student Card will be allowed to check out students before the regular dismissal time. For the safety of our children, the office staff will ask for identification. PLEASE HAVE PICTURE IDENTIFICATION WITH YOU WHEN YOU PICK-UP YOUR CHILD. A child will not be released if proper ID is not given. Students will not be allowed to leave the campus early by themselves. Your child will not be released to any adult who is not listed on the child's enrollment card or on the Parent Permission to Pick-Up Student Card. After identification has been checked, your child will be called via the PA System to come to the office with their belongings to meet you for pick up.

Library

Books are checked out for a one-week period for all grade levels. If a book is out longer than one month, it will be considered lost and must be paid for in order to keep borrowing privileges. The child must pay for lost and/or damaged books.

Lost & Found

We ask that you label your child's outerwear clothing (jackets, coats, gloves, hats, sweaters, etc.). We have many articles found each week and we would like to insure their return to the owner. A Lost and Found area is in the foyer between the office and the cafeteria. Feel free to check for lost items as the need arises. Unclaimed items left at school will be donated to the APS Clothing Bank at the end of every month.

Lunch Visitations

In order to maintain a focused and productive learning environment, Double Eagle has implemented a policy regarding parental on-campus lunch visitation. The purpose of this policy is to ensure the uninterrupted educational experience for all students and promote a smooth operation of school activities during lunchtime. By limiting on-campus lunch visitations, we aim to provide a consistent and secure learning environment for all students. Parents and guardians are not permitted to have lunch on campus with their child during school hours.

- a. Focus on Education: Lunchtime is a crucial period for students to relax and recharge, as well as engage in social interactions with peers. Allowing parents on campus during lunch could disrupt this important time.
- b. Security and Safety: Maintaining a secure environment is of utmost importance. Limiting access to the campus during lunch hours helps uphold the safety of all students and staff.
- c. Consistency: By enforcing this policy uniformly, we ensure a fair and consistent experience for all students and their families.

Medications

Any student receiving prescription medication at school must have an APS Authorization to Administer Medication form filled out and signed by their physician. No prescription medication will be given without this authorization signed by a physician. APS policy stipulates that any prescription medication given during school hours must be in the original container (the pharmacy label must match doctor order). Over-the-counter medication may be given if the parent fills out an APS form. Please see our school nurse for further information regarding the complete APS Medication Policy. Without these authorizations, no medication or over-the-counter medication can be given to a child.

Nightly Reading

It is expected that all classes will implement a Nightly Reading Program, designed to encourage all students to read every night for at least 20 minutes. Encourage and refer to this program periodically in your classroom newsletter to remind parents of the importance of reading with their children nightly. Classroom teachers may also require that Reading Logs are completed.

Parent Involvement

We welcome your participation! Please remember that this is **our** school and we all share the responsibility for meeting the safety, academic, social and emotional needs of the children. Schedule with your child's teacher and see what you can do to help. Let us know of any special interests, talents or abilities you can share with us. **Remember to check in and sign in at the office every time you come in to volunteer!!**

In the interest of campus safety, confidentiality and to protect the instructional environment, when you volunteer, we ask that you . . .

- are scheduled with the staff member (i.e.: classroom teacher, librarian, etc.) in the area you are volunteering. The front office staff will check the **daily schedule for that staff member**. If you are not scheduled for the day, we will not sign you in. Make sure the staff member, in the area you are volunteering, has put you on the daily schedule.
- check into the office and record your presence at school by signing in/out and by wearing a volunteer badge.
- notify the parties involved if you are unable to fulfill your volunteer duties on a certain day. Please try to give sufficient notice so a replacement can be arranged.
- be **discreet, trustworthy and respect the confidences** of teachers and children by signing a "Volunteer Confidentiality Agreement".
- State regulations and district policy requires any volunteer having unsupervised access to students to be background checked through APS. Beginning this year, you apply for a background check online. There is a fee to be background checked that the volunteer is responsible to pay. (Volunteer: parent, other adults – i.e. grandparents, aunts, uncles, etc.)
- Only background checked volunteers can chaperone field trips.
- We love kids! However, **when volunteering in the classroom or on field trips, we request that children not enrolled at Double Eagle (siblings, etc.—both younger and older children) not accompany you**. Younger children need supervision, thus can distract students in the classroom, distract the volunteer and/or the teacher, as well as be a disruption to instruction. When in the classroom or with a group on a field trip, we need the volunteer to be able to devote their full attention to the students and the task they have volunteered to help with. If you cannot find babysitting for the sibling(s), please ask for other ways you can volunteer.

Parent-Teacher Conferences

Communication between school and home regarding a child's progress is vital. To help facilitate this communication, mandatory parent conferences have been scheduled two times each year.

Parent conferences will be scheduled as the conclusion of the first and second trimesters. *Dates for the conferences are determined by the District.*

Students will not attend school on these days. Teachers will notify parents in writing as to the scheduled time. Please send back the verification that you can attend or need to request a different time. If you cannot attend one of the scheduled days, *you may arrange another time with your child's teacher AFTER the scheduled dates.* Due to Negotiated Agreements with the Teachers Union, NO CONFERENCES WILL BE HELD PRIOR TO THE SCHEDULED DATES to allow the teacher time to prepare. Other parent conferences may be scheduled with your child's teacher as the need arises.

Teachers will try to coordinate conferences for families that have more than one student at like times but in the event that families need to reschedule a conference, this cannot be guaranteed. Teachers will hold one conference for each student, teachers are not able to accommodate multiple conferences for separated families.

Parking Lot Safety

During the times of "drop off" in the mornings and "pick-up" in the afternoons, we need to be patient and tolerant in all areas in order to keep our children safe. We're all excited, we're all in a hurry, and there are a lot of us! This adds up to a potentially dangerous situation for our children every day.

We had an audit of our "traffic procedures" last spring and received high marks in the procedures we have in place. These procedures greatly reduce the risks to our children. The only problems we have had are *the adults choosing NOT to follow them.* The basic rules are outlined below.

- Use designated areas for pick-up and drop-off. All students in 3-5 will use the Gym Parking Lot. All students in K-2 will use the Northeast Parking Lot.
- The curbside lane is for drop-off/pick-up. The inside lane is for cars exiting the parking lot. **Never attempt to load kids from the inside lane!**
- Children should be waiting in the designated area by the Duty Teacher.
- When dropping your child(ren) off, wait to do so when you are in the "drop off zone" which is after you have passed the crosswalk. (In the North Lot, after you have passed the first crosswalk)
- When a car reaches the designated pick-up zone, the children will be permitted to enter from the curb. Don't stop in the crosswalk. Follow the car in front of you to exit the parking lot. Pick-up/drop-off should not take more than one minute. Please be patient.
- If your child is not ready when you reach the pick-up zone, exit and continue around again or pull into a parking space. Do not block traffic behind you.
- When exiting the parking lots, please note the following:
 - From the Northeast Lot: **DO NOT turn right;** proceed straight ahead or turn to the left. If you need to get to Paseo del Norte, turn left, then left at Eagle Rock to Browning. If you need to get to Tramway, proceed straight ahead. Turn Right and then the first left to Tramway. This only takes a couple of extra minutes but it prevents traffic backups and the potential to hit a child in the crosswalk.
 - From the Gym Parking Lot: DO NOT turn left; turn only right. This prevents traffic issues.
- If you need to assist your child in any way, park in a parking space and walk your child to your car and cross the parking lot using the designated crosswalks ONLY.

Above all, please practice PATIENCE and RESPECT. It will prevent children from getting hurt. Please respect these procedures and be a good example to the children in your car! REMEMBER that the crossing guard and duty teachers are all there working to keep your kids safe. (Give them a smile.)

Pets

Pets need to remain at home and not come with children or parents to school. Dogs present an especially difficult situation on the playground when unattended. While we are in the county, we do respect that it is also against city

ordinance to have dogs on campus. If necessary, we will call the animal control center to remove animals from the campus. Due to potential student allergies and unknown fears, all other furry friends need to stay home as well.

Photography/Videotaping of School Events

Each year an APS Permission to Photograph form is given to parents for consent to allow photos and/or video to be taken of their child. If you do not allow consent to photograph your child, please indicate of this form and bring it to the special attention of the child's teacher. However, this does not allow students to take pictures of each other with cameras, cell phones, video cameras, or other recording devices on school grounds, buses, field trips, or any other school sponsored activities. The permission to photograph is intended for school and classroom use only.

Physical Education

There are NM State Standards for Physical Education (P.E.) that every child is expected to meet. Therefore, all children are expected to participate in P.E. **Exceptions can be made only with a physician's written statement.** On days when your child has PE, please make sure they are dressed for physical activity wearing appropriate shoes (no sandals, flip-flops, boots or heels of any kind) and wearing comfortable clothes that they can move easily. If a student is not dressed appropriately, to prevent any injuries the student may not be able to participate in P.E. This may affect their proficiency level on their Standards Based Progress Report.

Progress Reports

Parents are given a standards based progress report (SBPR) at the end of each quarter. A Mid Term Progress Report will come home in between the Standards Based Progress Report. The information about the SBPR can be found on the backside of the SBPR and on the APS website under the Parent Information tab.

PTA

Families are strongly encouraged to become involved in the PTA. As a PTA member you become an active participant in the decision making process of the school. There are many ways to become involved! For more information about joining the Double Eagle PTA, please go to the school website and click on the PTA page.

Redirector

The redirection process:

- Teacher completes Behavior Referral Slip – be as detailed as possible
- Redirector helps the student(s) get back on track in the classroom.
- Redirector will escort child back to the classroom as needed
- The redirection process is ***NOT***: Counseling or Punishment. The principal handles behavior serious enough for immediate consequences.

Redistribution Policy

In the event we need to create a new classroom due to an overage in class size, which results in Double Eagle being out of compliance for class size averages, we will follow this following procedure:

- A. Volunteers...parents and children will be given the opportunity to volunteer to move to the new classroom.

- B. After volunteers are placed, additional classroom spots will be filled using the placement method. Names will be drawn to ensure balanced classrooms of all abilities and gender.

If on the 20th day we are required to lose a teacher, the students that are in the classroom to be closed will be equitably distributed among the other teachers at that grade level. The principal will place the students using teacher input and maintaining a balance of gender and ability ratios. Parents may not request a particular teacher.

In either event, we appreciate the support you offer to your child and his/her new teacher during this time of transition.

It is important to remember that the students will be observing how the adults in their lives will be handling the change.

Safety

Many families park the car and escort their child to the building. Please park only in designated parking spots or allowed parking areas on the street. ONLY USE CROSSWALKS for the safety of your child, you and the other drivers in the parking lots and on the streets.

Section 504 and ADA

Please consult the "APS Student Behavior Handbook" or the APS Service Center at 855-9040 for current information regarding 504 and ADA.

Student Messages

Please make every effort to arrange schedules, where to meet, etc., with your child prior to the start of each school day. We try to limit classroom interruptions to a minimum so that the delivery of valuable instruction is not disturbed. *Only emergency messages will be delivered to students.* We would appreciate your cooperation.

Student Placement Policy

Placement of students is always an emotional issue. Sometimes as parents we want a particular teaching style or the same teacher that another family member had. It is important to remember that we look at individual student learning styles, must have equitable placement for all children and that classrooms must be reasonably balanced with children of all abilities and gender. Every parent input form is read, and thought is given to where children are placed.

Children and parents both need to be exposed to different teaching styles and learning environments. If we continually place children in the same learning environment year after year, it would be an enormous disservice to them when they reach middle school and are exposed to a variety of different teachers and styles.

Teacher requests will not be considered.

Student Placement Process

It is important to remember that we must have equitable placement for ALL children. In order for this to be achieved, the following procedure will be followed in the placement of students:

- A. Parent Input and Teacher Input Forms—Parents will have the opportunity to fill out a Parent Input Form, describing certain learning styles of their children, observations, needs, behavior, etc. Teachers will also fill out a Teacher Input Form for EACH child in their classroom.
- B. All Input Forms will go to the Placement Team—A School Placement Team will be formed for each grade level.
- C. The School Placement Team will review ALL Input Forms—The team, taking into consideration all categories, will form balanced, equitable classes. Balance must be maintained.
- D. The Principal has final authority on balance/equitable changes, if needed.

All classroom placements are tentative until the 20th day of school. At this time the district makes a final teacher allotment, based on school population the first 20 days of school. In the event that we are required to add a teacher or lose a teacher, changes in classrooms will occur and we will follow the Redistribution Policy.

Student Responsibilities

It is the student's individual responsibility to remember to bring their lunch, homework, signed permission slips, library books, etc. to school each day. Please help them to remember these tasks from home, but try not to do these tasks for them by bringing, sending, or faxing them to school.

Transferring Out of School (Withdrawal)

If your family must transfer from Double Eagle, please notify the school office at least one week prior to the student's last day. This will enable our clerical staff to complete the necessary forms in a timely fashion and allow you to turn in library books, any textbooks that may be off campus, and/or pay library/cafeteria fines. This will also allow the teacher to gather all supplies, etc. The school that you will be attending will request your child's cumulative and academic record, which we will send as soon as a request is made.

Visitors

In accordance with state law, all visitors to our campus **must** first check in at the office and **must** wear a "Visitor" badge. We welcome and encourage visitors to Double Eagle and strive to keep a close surveillance of our campus. We do this to ensure the safety and security of our students.

- When checking in, you will identify the purpose of the visit. ***It is unacceptable to visit a classroom unless you are scheduled to help with the teacher. Other reasons to visit the classroom or meet with the teacher should be scheduled with the teacher in advance to prevent interruption to instruction.***
- If you need to leave something for your child, (i.e.: a jacket, homework, lunch, birthday treats, etc.) leave it with someone in the front office and we will get it to your child. (However, please see "Student Responsibilities" section above.)

Website

Double Eagle's website is www.doubleeagle.aps.edu. All of our school information, school calendars, staff contact information, etc. can be located on our school's website.