

Alamosa Elementary School



Student Handbook **2026-2027**

**Alamosa
Elementary School
2026-2027**

6500 Sunset Gardens Rd, SW 87121
(505) 836-0288 (505) 831-5643(FAX)

Important Telephone Numbers

- Attendance: 836-0288, ext. 2
- Principal Secretary, ext. 58403
- Clerk/School Information, ext. 58400
- Behavior Redirector, ext. 58447
- Counseling, ext. 58409
- Health Assistant, ext. 58432
- Health Room, ext. 58446
- Cafeteria, ext. 58494

School Start/End Times

Arrival: 7:45am

Breakfast/Gates Open: 7:45am-8:00am

Class begins: 8:05am

Dismissal: 3:20pm

Abbreviated Day (*Snow Day*) – 2-hour delay

Arrival: 9:45am

Breakfast/Gates Open: 9:45-10:00am

Class begins: 10:05am

Dismissal: 3:20pm

Arrival and Dismissal Procedures

Students should arrive at school in time to be in the classroom by **8:05 a.m.** Campus supervision begins at **7:45 a.m.** We ask that students not be at school before 7:45 a.m.

Morning Arrival

- For safety and independence, **only PreK and Kindergarten families may accompany students onto campus in the morning.**
- Students in **1st–5th grade** should be dropped off at their designated gate and walk independently to class.

Drop-Off and Pick-Up Locations

PreK – Southwest Parking Lot (Eucariz Ave & Yerba Rd)

- Please do not park in the bus lane. If you need to leave your vehicle, use a designated parking space.

Kinder–5th Grade – Northeast car lane (Yerba Rd)

- Please pull all the way forward before allowing your child to exit or enter the vehicle.
- For safety reasons, there is **no parking in vehicle lane**. Families may park in the surrounding neighborhood and use designated crosswalks to access campus.

Important Safety Reminders

- If you plan to walk to meet your student, please park first and meet them at the crosswalk.
- Please do not park in front of the school on the street, Sunset Gardens. Please use the parking lot.

Afternoon Dismissal

Students are to be picked up promptly at **3:20 p.m.** daily. Children left for more than 15 minutes may be considered abandoned. Per the APS Student Handbook, the police may be notified and students may be transported to a designated state shelter. Parents could be cited for abandonment. Students must be picked up by **3:35 p.m. at the latest.**

Attendance

New Mexico Statute 22-12-2 states: “Any parent, guardian, or person having custody and control of a child subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that child.”

The Alamosa staff believes that attendance is a joint effort between home and school. Regular attendance is fundamental to success in school. Attendance is taken at 8:15am. If your child arrives **after** 8:15, please bring them to the office to sign them in.

When a student is absent, the parent must call the SCHOOL OFFICE at 836-0288 ext.#2 or mark the absence within ParentVue within 3 days of the absence. The attendance line is available 24 hours a day. An automatic answering machine will take

attendance calls. Please state the child's name, grade, teacher's name, reason for absence, name of person calling, relationship to student and a contact number. Regardless of the reason for absence, you will receive a call or text message from the district's automated School Messenger system to notify you that your child has been marked absent or tardy. Listen to the entire message to avoid continued calls. Refer to your APS Student Behavior Handbook for questions regarding attendance policy.

In accordance with **APS Student Behavior Handbook**, a student will be excused for the following:

- Doctor's appointment (Please submit a Doctor's note upon return)
- Illness
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing

Dismissal during the School Day

To help minimize disruptions to instructional time, we kindly ask families to schedule appointments and other personal needs after school hours whenever possible.

If a student must leave school before the regular dismissal time, the student must be signed out through the school office. For the safety and security of all students:

- **A valid photo ID is required when checking out a student.**
- **Only parents/guardians and authorized emergency contacts listed in Synergy may check out a student.**
- **Office staff will contact the classroom and have the student report to the school office.**
- **Parents/guardians should remain in the office while waiting for their student.**
- **Students will not be released directly from the classroom.**
- **To ensure a safe and orderly dismissal process, students should not be checked out after 3:00 p.m.**

Emergency Dismissal / Abbreviated Day

Power failures, gas leaks, plumbing problems, or severe weather conditions are examples of situations, which may necessitate early school dismissal. If a situation occurs the district School Messenger system will be used to send a message by phone and/or e-mail for you to pick up your student early from school (students will NOT be allowed to leave campus to walk home without a responsible party during an emergency dismissal). Only the individuals listed on the student Synergy pickup list are authorized to pick up the student. The automated system will also send a message in the morning if school has been delayed due to severe weather conditions. **Please remember to keep home and emergency phone numbers, along with emergency contact names and phone numbers, up to date in ParentVue.**

Deliveries to Classrooms

Balloons, floral arrangements and other birthday items cannot be delivered to classrooms during instructional time. Your child can pick-up his/her delivery at the end of the school day. Should you like to bring birthday cupcakes, pizza or cookies for the class please make

arrangements ahead of time with your child's teacher. Please be aware that some students may have allergies to specific foods in the classroom, this is why it is essential you check in with your child's teacher. Partial or preferred meals/snacks are not allowed for small groups of children. If you choose to provide a snack, you must supply a snack for **all students** in the classroom.

Cafeteria

Breakfast and lunch programs provide nutritional support for students' learning and growth. A free, nutritious breakfast is available for all students at 7:45 AM and is served daily in the cafeteria. Students need to be in class by 8:05am or they will be marked tardy. Lunch is also free to all students and is served during the assigned lunchtime. Call the cafeteria at ext: 58494 for more information.

Students Walking to School

Students who walk will be provided with crossing guards to cross them at Sunset Gardens Rd and Yerba Rd, and Yerba Rd and Eucariz Ave. Children should be taught safety procedures for walking to and from school. Children who walk **MUST** use the crosswalks for their own safety. Crossing guards remain on duty until 3:35 p.m. in order to ensure the safety of all students. **All students walking home need to leave promptly.**

Bicycles and Other Transportation

A bicycle rack is provided for students who ride bicycles to school. Bicycles must be walked through crosswalks and on campus. Students must bring a lock and chain to secure their bicycle. The school does not assume responsibility against theft. All Alamosa students and parents are asked to use the crosswalks at all times and not to jay-walk on any of our bordering streets. We try to keep our students safe and teach safe practices in all areas of daily living.

Telephone Use / Cell phones – District Policy

School phones are for the use of school personnel and are **not for use by students except in case of emergencies.** Asking for permission to go home with a friend, or calling home for forgotten assignments, field trip permission slips, or forgotten lunches are not reasons considered emergencies. Students may bring a cell phone to school but it must remain in their backpack, turned off, during the school day. If a cell phone/device is seen or heard in the classroom, it will be confiscated by the teacher and left to the teacher's discretion. If a staff member sees a student with a cell phone/personal electronic device outside of the classroom, the phone/device will be confiscated and held in the office. **Alamosa is not responsible for any lost or stolen personal electronic device.**

Personal Belongings, Lost and Found, Pets

Parents, please see that coats, caps, lunch boxes, and all school supplies are clearly marked with your child's NAME. Students are **not** allowed to bring toys, electronic equipment, or valuables of any kind to school. Any item brought in from home may be taken away from your child per the discretion of any staff member. These items will need to be picked up from the office by the parent/legal guardian. **The school is not responsible for lost or stolen items.** A container for Lost and Found items is located in the cafeteria. Articles not claimed within a reasonable time will be donated to the Clothing Bank. "Found" items such as watches, money, and eyeglasses will be taken to the school office for safekeeping. Please see that your pets do not come to school. The animal shelter will be called to pick up stray animals. In special circumstances, teachers may ask students to bring items from home for assignments such as projects, pets or show and tell items. A student must obtain permission from their teacher to bring the item to school. If a student is wanting to bring a pet to school for a special assignment or show and tell, parents must obtain permission from both the teacher and the principal. At

APS there are strict policies that our school will follow regarding pets for the safety of all children.

School Visitors

We welcome parents to be involved at Alamosa Elementary. If you have made arrangements with your child's teacher to volunteer in the classroom, you must sign in at the office and get a visitor's badge. A **picture I.D. will be needed** (even if the office staff knows who you are) and **a visitor's badge will be required to be worn while on campus**. Please do NOT send relatives or friends of your children to school for visitation. If you have a young child that you would like to bring with you into the classroom you will first need to obtain permission from both the teacher and the principal.

Volunteers

Volunteers play an important role in our school. They assist in the workroom and in classrooms. We invite you to actively participate in your child's education and be a volunteer. For more information on volunteer opportunities, call our office. We would love to have you be a volunteer! **Please remember if you plan to volunteer you must have a background check.** To process your background check please go to aps.edu, click on the **Parent tab**, proceed to the volunteer now icon, then follow the prompts. It takes approximately 2 weeks to process. Once you receive your clearance via email please print a copy for your records and submit a copy to the office or email a copy to the school clerk for future reference. Background checks are good for 2 years. You must work with our Community School Coordinator in order to help you with background checks and a schedule.

Class Placement Policy

Class placements occur in the spring during the previous school year. Teachers, Administration, and staff place the utmost care in the placement of each student with the best fit teacher and best fit class grouping. Care is taken to balance classes. **Parent requests for a specific teacher will not be granted.**

Class Redistribution Policy: Redistribution will occur in the event a class opens or closes due to enrollment. Parents and students will be given an opportunity to volunteer to move to a new classroom. After volunteers have been identified, the formation of a new class, or the redistribution of a dropped class, will be managed using a lottery system and following the placement protocols on balanced, equitable classes. Classes are subject to change up to the 20th day of school.

Field Trips

A field trip is a learning experience under the direction of the classroom teacher. Signed permission slips **must** be returned prior to field trip per Alamosa policy (money/admission fees must be turned in a week in advance). Siblings are not allowed to attend field trips. **PARENT PERMISSION OVER THE PHONE will need to be approved by the Principal.**

Parents or family members who would like to attend and/or chaperone a field trip must obtain an unsupervised volunteer background check. You will need to process your background check through the APS website, once complete it takes approximately 2 weeks to receive a confirmation via email. Once you receive your confirmation please print a copy for your records and either provide a copy to the school office or email it to the school clerk and family liaison.

Parent Concerns / Teacher Consultations

If you have a concern regarding your child's education, wellbeing, or social experiences during the school day please call or email your child's teacher. Most issues are resolved during this step. Communication with your child's teacher is vital. You can leave her/him a voicemail detailing your concerns and requesting a call back. Should there be **continuing major concerns**, please contact an administrator after discussing the situation with your child's teacher. If you find that a phone conversation does not alleviate your concerns you may ask for an appointment to meet. **Please remember that our staff members are busy instructing students and are not available for consultation on a drop-in basis.**

Bullying

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

Difference between Acting Mean, Conflict and Bullying

Acting mean or grumpy – is about how a person feels on a particular day, not an everyday thing. Usually, it is not targeted at one person and there isn't an intention to hurt anyone. They may get hurt, but it is usually not the intention.

Conflict - when one person has a disagreement with another person, over something they have done or said. (there is equal power/2 sided)

Bullying - is unfair, one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Conflict	Bullying
Equal power – friends	Imbalance of power – not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious –threat of physical, emotional or psychological harm/hurt
Equal emotional reaction	Strong emotional reaction on part of the target
Not seeking power or attention	Seeking power and control
Not trying to get something	Trying to gain material things or power
Remorse-takes responsibility	No remorse – blames others
Effort to solve the problem	No effort to solve the problem

Weapons

No weapons, even if they are a toy, are permitted on school grounds. Knives longer than 2 inches are considered a weapon. This can lead to a parent conference, in school suspension, out of school suspension or expulsion. All steps taken related to discipline are up to the discretion of the school administrator. Please refer to the [APS Student Code of Conduct](#).

ALAMOSA ELEMENTARY SCHOOL RULES AND BEHAVIOR PLAN

The staff of Alamosa has the responsibility of establishing an atmosphere in which children will feel safe, secure, happy, and have the maximum opportunity for learning. Our expectation is that students will engage in play and instructional activities that are safe for them and others. In an effort to promote responsible behavior, we have developed the Alamosa Rules and Behavior Plan. This specifies rules that cover behavior we expect from our students and encourages students to respect themselves and others. When students make appropriate choices and follow the rules they will receive positive recognition and reinforcement. Students who choose to ignore school rules will receive appropriate consequences. Alamosa staff will mediate when conflict arises. At Alamosa we implement a restorative practices approach that aids in helping students learn from mistakes that are made and implement strategies that support them in their growth as individual students. Alamosa's Behavior plan is aligned with the Albuquerque Public School Student Code of Conduct.

- I. The school-wide expectations are to:
 1. Follow and Listen to Directions
 2. Be Safe
 3. Be Responsible
 4. Be Respectful
 5. Always Do Your Best

- II. When children choose to ignore school rules and place their own safety or the safety of others in jeopardy the following progressive consequences may/will occur:
 1. Teachers will issue verbal warnings with redirection of proper behavior.
 2. The child may be asked to reflect on behavior. This may occur in the classroom, cafeteria, on the playground, or in a 'cool down' buddy classroom.
 3. Behavior Slips will be issued when incidents occur and all slips must be signed by the parent and returned to the classroom teacher by the following day.
 4. A Parent / Teacher Conference may be held at school.
 5. After receiving 3 slips in a 2-week period the child may be referred to the school office for a consultation with the principal.
 6. The child may be suspended from school for a period of time.

- III. In order to encourage children to make appropriate choices as they play, learn and interact with others we will recognize positive behavior with the Alamosa's PBIS Program. Children will be awarded a **Bobcat Buck** when they display school-wide expectations and behavior. We define Bobcat behavior as being respectful, having ownership, being careful and kind.

Periodically, students can use their **Bobcat Bucks** to purchase items from our Bobcat store as an incentive for demonstrating positive expectations and behavior. We will also hold quarterly assemblies to recognize students who display positive expectations and behavior. Peers and teachers nominate these students.

Alamosa Elementary School Expectations

**Bobcat 5:
Follow and Listen to Directions
Be Safe
Be Responsible
Be Respectful
Always Try Your Best**

Before School

- Students may arrive no earlier than 7:45a.m. All students can go to the cafeteria for breakfast or go to one of our playgrounds. PreK and Kinder students can go on the Kinder playground and 1st-5th graders can go to the big playground. **Older students may not play on the Kinder playground.**
- Playground supervision begins at 7:45 a.m.
- All students need to be on the playground or in the cafeteria until 8:00am. Students are not to wait by the classroom doors or play around the portables.
- After the 8:05am bell, students are to walk to their classrooms.
- School begins promptly at 8:05 a.m.
- Students will be tardy at the 8:15am bell; they must go to their classrooms between 8:12-8:15am and to the office after 8:15am with a parent.
- Walkers, bikes and scooters on campus. No rollerblades, rollerblade shoes or skateboards are to be used on campus.
- Use objects responsibly (no throwing rocks, snowballs, sand, sticks or any dangerous items)

Drop Off & Pick Up Areas

- Drop off or pick up students in designated areas only
- PreK and Kindergarten student's designated areas
- Students who walk to and from school **MUST** use crosswalks

Cafeteria

- Walk to and from the cafeteria – no running
- Walk in the cafeteria
- Stand quietly in line
- Sit on your bottom
- Stay seated until you are dismissed
- Eat your own food – No trading (this included hot chips)
- No throwing food
- Use polite manners
- Use inside voices
- Raise your hand if you need an adult
- Clean your area completely before leaving your table

Hallways and Sidewalks

- Use walking feet
- Keep your hands to yourself
- Respect surroundings (posters, plants, ect)
- Use inside voices

Restrooms

- Use inside voices
- Use designated grade level restrooms
- One person at a time in each stall
- Use the toilet or urinal properly
- Flush when you are finished
- Wash your hands with soap and water
- Throw paper towels in the trash
- No playing or climbing on stalls
- Report problems to an adult
- Conserve water, soap, and paper towels

Assemblies

- Sit in a designated seat with class
- Voices turned off, respond politely only when asked by presenters
- Practice appropriate audience behavior
- Wait for a teacher to dismiss you

After School

- Students walk quickly to their designated pick up area
- Vehicles must be fully stopped before the child approaches or enters the vehicle
- Students who walk cross only at crosswalks. (Sunset Gardens Rd/Yerba Rd, Yerba Rd/Eucariz Ave)
- Students not picked up by 3:35 will be walked to the office to call family members to pick them up
- Walk bikes & scooters off campus
- Students walking home must leave campus immediately

Alamosa's Playground Procedures and Rules

All students need to report any problems to the duty teacher.

Students need to not "roughhouse" and keep their hands to themselves.

All play stops when duty teachers blow their whistle.

Follow instructions of the teacher on duty.

Walk promptly back to class.

Students must stay on the playground and away from portables and buildings during recess.

- Walk to and from the playground
- Students may run only on the playground, not in other areas of the school campus
- Put all trash in trash cans
- Use playground equipment safely
- Use respectful language
- Use appropriate problem-solving skills

Swings

- One person on a swing at a time
- Sit on your bottom and hold on to the chains with your hands
- Swing back and forth (no twisting, side-to-side, or flipping)
- Do not walk between swings or go under swings

- No pushing of swings
- No holding hands while swinging
- No jumping off swings
- No throwing swings over the bar

Slides

- One person on the slide at a time (no trains)
- Sit on your bottom, feet first
- Do not walk up or stand on the slide or jump from the sides of the slides
- Do not block the slide or wedge your body in the slide
- Do not prevent others from sliding
- No wood chips or rocks on the slide

Bars

- One person at a time
- Hold on with your hands
- Do not jump off the top of the bars or STAND on the TOP of the bars

Games

- All games are open unless the duty person limits the number of players
- Rules of the game must be followed
- Games must be played in proper areas. Soccer and football on grassy fields ONLY. Basketball can be played on the basketball court and wallball can be played on the wall ball court
- Tag games should be played on the field. Tag should be a gentle touch on the upper body, arms/shoulder/back area
- Good sportsmanship is always expected
- No tackling

Students will be asked to “SIT OUT” during recess if they are not following the playground rules and procedures. Severe behaviors and repeated misbehaviors will be reported to the teacher and to the student’s family. Failure to comply with Alamosa’s Rules and Procedures will result in a student receiving a behavior slip. Appropriate staff and parents will be notified.

BOBCAT Reset

Students may be assigned a BOBCAT Reset by their classroom teacher or staff member. During BOBCAT Reset students may complete classroom work (ownership), reflect on behavior by completing a reflection sheet (respect, ownership, careful, kind), or complete another activity that may require writing and/or reflection.