

**Tres Volcanes
Community Collaborative School
2026-2027**



**9601 Tierra Pintada NW
Albuquerque, NM 87120
(505) 253-0200**

BELL SCHEDULE

Monday - Friday

8:05 am - 2:50 pm

****Warning Bell will ring at 8:00 am***

PRINCIPAL'S MESSAGE

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

We hope that your experience at Tres Volcanes CCS is pleasant and look forward to a productive school year. Please feel free to contact me at pierce_h@aps.edu with questions, comments or concerns. The administration is always happy to make appointments to speak with our families.

Sincerely,

Hannah Mainolfa

TELEPHONE DIRECTORY

Main Office	505-253-0200 Option 2
Nurse	Option 3
Counselor	Option 5
Cafeteria	505-253-9497
Transportation	505- 880-3989
Student Service Center	505- 855-9040

Abbreviated Day and School Cancellation

When schools have to be delayed because of bad weather, it will be announced through the media around 6:00 am. In such cases, school will start 2 hours later than normal (10:05 am). Lunch will be served, but no breakfast. Buses transport students on a delayed basis in the morning and on a regular schedule in the afternoon.

There is NO Before school program on abbreviated or cancelled days.

School Cancellation

APS sometimes decides later to cancel in-person school for the whole day, so keep listening to the radio and/or check the APS website and social media. When in-person learning is canceled, virtual/asynchronous learning will take place. Teachers will share a choice board with options for students to complete on these days.

Emergency conditions that necessitate closing individual schools early will be handled on a school-by-school basis. The principal will keep you informed of the situation, and the district will send emails, text messages, and a recorded phone call.

Athletics

TVCCS will have Middle School Sports for 6-8 grade, as long as coaches are available. The sports include Girls' Volleyball, Girls' and Boys' Basketball, Girls' and Boys' Track, co-ed Flag Football, and Boys' and Girls' Soccer. Students must maintain a 2.0 to participate with no F's. Parents must accompany their child to all athletic games that are after the school hours. Our expectation is that students and parents display good sportsmanship at all times. This includes at school AND at games and/or while representing Tres Volcanes CCS.

In order to participate in tryouts for middle school sports, a current APS Physical form and Concussion Management Course certificate is required. These required forms can be found at tvcc.aps.edu under the athletics tab. These forms need to be renewed each year, and we encourage families to have them done over the summer.

Attendance and Tardies

School starts at 8:05 am. A warning bell will ring at 8:00 am. Students who arrive in class after 8:05 are considered tardy. Students who are excessively tardy or absent may be referred to other departments for support.

Daily attendance is mandatory if students are to have the full benefit of the instructional program. Middle school attendance is taken at the beginning of every class period. The district recognizes, however, that there are situations that make absences necessary. Therefore, in accordance with district guidelines, absences may be excused for the following reasons:

- ◇ Doctor's appointments
- ◇ Illness
- ◇ Death in the family
- ◇ Family emergency
- ◇ Religious commitments
- ◇ Diagnostic testing

Please note that family vacations do not constitute excused absences. Additionally, even if an absence is coded as "excused," NMPED now considers any absence an absence. Students are expected to have less than ten absences over the course of the school year; excessive absences will result in an attendance plan and possible referral to CYFD.

When a student is absent for any reason, it is the responsibility of the parents to call the school attendance line at 505-253-0200 prior to 8:30am on the day of absence or report absence through ParentVUE. If we do not receive a call prior to 8:30 am, or prior to the classroom teacher taking attendance, a safety call will go out letting you know that your child is absent from school.

The school and APS have a progressive attendance plan, including steps that will be taken for students who are absent more than 5% of the time, 10%, and 20% or higher. The district monitors attendance, as does the school, and letters are sent out when students are below the threshold for adequate attendance. If your child will have excessive absences for a medical

reason, family need, or other situations, it is imperative that you speak with the office staff, counselors, or administration, and provide documentation of the absences.

In accordance with district policy, students with excessive absences will be referred to the Health/Mental Health Team and an attendance contract will be developed with possible intervention strategies. (See APS Student Behavior Handbook for details)

If your child is ill for 3 or more days, please provide us with a copy of a doctor's note for our records.

Students are also required to be at school on time. *Any student who is not in their classroom by the 8:05 am bell will need to have a parent sign them in at the front office. **If they are late, students will not be allowed to enter their classroom until they are signed in by a parent.***

Please note our dismissal time of 2:50. Due to end-of-day procedures, we ask that children are not checked out after 2:20. Please avoid picking up your child during recess or lunch time, as they can be difficult to locate quickly. Please reference the bell schedule on the website or teacher's schedules to know your child's lunch and recess times.

Middle School Tardies

Students arriving late to school must have parents accompany their child to the attendance desk to be signed in. All other tardies (this includes between classes) are unexcused. The tardy policy will be reviewed with the students at the beginning of the year. Middle school students have three to four minutes between classes and are expected to make it on time to their next class. If they are tardy to their next class, they will receive lunch detention that day or the following day. Teachers will create passes or communicate with each other should they need a student to stay for a few minutes; those tardies will not carry a consequence, nor tardies for individual health needs, 504s, or IEPs.

Background Checks

At Tres Volcanes, we welcome volunteers as partners in education. In order to keep children safe, APS requires that all volunteers have an APS approved background check, including APS employees and teachers. We will not make exceptions to this policy and will enforce it for all volunteers.

Background checks are done through APS for a fee. There are two different types of background checks: supervised and unsupervised. The supervised background check is easy to complete via the APS website (type "volunteer" in the search bar and the page will appear) and comes back fairly quickly. It will take approximately 5-10 business days to get it back. Please contact APS central office for more information at 855-9040. **Background Checks will expire every 2 years.** All families going on a field trip must have a background check that is current and completed through APS. This includes family members who work for APS, have a background check through a different agency, or are law enforcement. We encourage families to complete their background check early!

For more details as to who is required to have a background check, please see the Volunteer/Visitor policy under letter “V”.

<http://www.aps.edu/community/volunteer-with-aps>

Bicycles

Bikes, E-bikes, electric scooters may be ridden to school provided the student has a lock. The bike/scooter must be walked on and off campus through designated sidewalks. They must remain locked throughout the school day. All bicycles, electric scooters, E-bikes will not be stored inside the school regardless of weather. If the battery is removed it needs to be turned into the office at the start of the day. The school cannot be responsible for damage or theft to student bicycles, e-bikes, or scooters, including batteries left in the office. It is a state law that children wear helmets and practice safe riding habits when riding bikes to school. Students without a helmet will be given a warning, then will be prohibited from riding until parents agree to enforce this city ordinance.

Please abide by the [Albuquerque city ordinances](#) regarding the use of e-bikes and motorized vehicles. Students who do not follow these rules will not be allowed to ride these to school.

Bullying

Tres Volcanes Community Collaborative School understands that a safe, respectful, and fear-free environment that prohibits bullying is necessary for students to learn, achieve high academic standards and for the establishment of a positive educational environment. Therefore, we are committed to providing a safe, respectful and fear-free environment for all students, staff, parents, community partners and visitors.

Our school defines bullying as the following: Bullying is an unfair and one-sided act. It occurs when someone **repeatedly** frightens, threatens, hurts, or purposely leaves someone out.

All members of the school community are strictly prohibited from bullying. Students are strictly prohibited from bullying on the way to or from school, during school-related or sanctioned activities, on school grounds, in school vehicles, or with the use of school technology. Those who bully and those who encourage bullying are subject to corrective action.

Staff at TVCCS will do the following things to prevent bullying and help children feel safe at school:

1. The school counselor will provide Anti-bullying lessons to students.
2. Closely supervise students in all areas of the school and playground.
3. Respond quickly and sensitively to bullying reports.
4. Take parent/guardian concerns about bullying seriously.
5. Look into all reported bullying incidents.
6. Assign consequences for bullying based on the school discipline code.
7. Provide immediate consequences for retaliation against students who report bullying.

Students at TVCCS will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others or let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- **Report bullying to an adult.**

Parents/Guardians of students at TVCCS will do the following things to prevent bullying:

1. Review the Disciplinary System and the Anti-Bullying Policy with your child.
2. Review the Family Compact with your child and sign it.
3. Encourage your child to use words to solve problems.
4. Encourage your child to not engage in bullying behaviors.
5. Encourage your child to report incidents of bullying to the closest adult.

Consequences: TVCCS will adhere to the consequences laid out in our Behavior Policy as well as the Albuquerque Public School (APS) Behavior Handbook. For further details, please refer to the APS Behavior Handbook.

Buses

Bus service is provided for students who live within the Tres Volcanes boundaries, but live 1.5 miles away from school grounds. We highly encourage students to ride the bus to school, as it helps tremendously with keeping students from being tardy. Bus stop and routing information is available at registration or by calling the transportation office at 505-880-3989.

Complaints about bus service should be addressed with the bus company or the transportation office at 505-880-3989 or via a “Let’s Talk” ticket.

Children should follow the school rules while waiting for the bus, boarding the bus, and while being transported by the bus. Please remember that bus riding is a privilege that may be revoked if rules are violated. APS Transportation forbids children from riding buses other than those for which they are registered.

Please note that transfer students are not eligible for bus transportation. This includes elementary students from the Susie Rayos Marmon boundaries who live near a middle school bus. These buses are only available for middle school students. No transfer student is eligible for bus transportation!

Cafeteria

For the 2026-2027 school year, all students will receive a free breakfast and hot lunch.

If students prefer, they may also bring sack lunches from home. Please note that sack lunches cannot be warmed by microwave or any other means.

Students may not bring:

- Energy drinks
- Soft drinks

- Caffeinated drinks
- Family sized chips/candy
- Sugary drinks such as frappe, milkshakes, boba

We strongly encourage families to provide healthy lunches free of sodas or other sweet snacks as children learn best after eating healthy lunches. Students are expected to clean up after themselves, and wipe up any spills.

Any questions regarding cafeteria issues should be directed to at 505-253-9356 or Food and Nutrition Services at 505-345-5561. If your child has specific food restrictions from their doctor, please let our health office know and they will work with the cafeteria on alternative meals.

Snacks

Students are allowed to bring individual serving size snacks, only. Due to allergy concerns, sharing of snacks is NOT allowed. Any snack larger than individual size will be thrown away or placed into a serving size baggie. Please help us with this: instead of sending a giant bag of chips, place enough for your child for one day in a bag and send that only. Kindergarten and 1st grade have their own snack policy. **Soft drinks and caffeinated drinks are off limits to students.**

Students are expected to come to school with their breakfast finished, or to eat breakfast in the cafeteria. Students should not be arriving with large drinks or meals from outside restaurants, including Starbucks, Dutch Bros., McDonald's, etc. If students arrive at school with those items, they will be asked to finish them in the cafeteria where we eat, and then throw their items away before going to class. We know it can be a special treat to get a drink on a Friday with your child, or a similar special occasion, and we also know that students walking in with large drinks tend to be distracted or throw their trash along the halls. Thank you for helping us keep our instructional time sacred, and keep our campus beautiful.

Celebrations

Teachers may ask parents, at times, to prepare and/or bring items in for classroom celebrations. Additionally, some families like to celebrate birthdays at school. This is allowable with the following parameters:

- Consult with the teacher ahead of time to make arrangements on treats and time of celebration. Make note of food allergies.
- Celebrations should last no longer than 30 minutes.
- Families are not allowed to join the class for a birthday celebration. While we are so thankful for each of our students, we hope families will arrange birthday parties outside of school and send a treat on their special day.
- For larger celebrations/class events, families may be asked to volunteer. Families with an approved background check are encouraged to attend to support these special days (Poetry Slam, Pumpkin Patch, etc.)

We encourage families to arrange to bring treats at your child's lunch time– this is the easiest time for teachers to incorporate a special day into the instructional routine!

If your child does not celebrate certain days, or has cultural observations that they will honor, please communicate with the classroom teacher so they can make appropriate arrangements.

Cell Phones

Students may have cell phones at school provided that they are turned off and kept in their backpacks. Cell phones that are used during the school day or while on campus before school (8:05am - 2:50pm) will be confiscated and parents/guardians will have to pick them up in the office. After a first offense, students will be expected to turn their phone into the office when they arrive at school. It will be stored in the office until the end of the day, when students will sign it out.

This includes: Smart watches, gizmos, or any texting device as well.

Please note that 3V is a cellphone-free school. Students may not have their phone out during the instructional day, unless there is a specific need documented in a 504, IEP, or Health and Wellness Team plan. This is in alignment with the APS procedural directive and Senate Bill 11, passed in 2025, which requires schools to have a distraction-free policy.

1st Offense: Student will have the phone confiscated and brought to the office. Student will be required to check the phone into the office each morning, then check it out at the end of the day. There is a zero tolerance policy and this is clearly communicated each year with students and families.

If a student chooses to turn in a fake phone when they are on a phone contract and are caught with their real phone, they will receive an additional consequence, up to suspension, and will attend a family meeting with school staff.

Lost or stolen phones are not the school's responsibility and instructional time will not be used to look for a lost or stolen phone. Additionally, if students use their phones to record and/or post to social media during the school day, the student will be consequence even if they are not part of the incident. In other words, if a student records a fight, they will have similar consequences to the students involved in the fight. **WIRELESS/BLUETOOTH EARBUDS/HEADPHONES ARE NOT PERMITTED. (AIRPODS, BEATS, ETC...)**

Change of Address

Parents must contact the school office when there is a change in your address/phone or your emergency contact's address/phone, or update their information through the ParentVue app. It is vital that teachers have a working phone number for all families. The school needs current information on each student in case of illness or accident. **We cannot release students to any person who is not listed on the Enrollment and Emergency Information cards.**

If a family is not able to communicate via phone, but communicates through some social media app, please let the office and your child's teacher know.

Counselors

Our three counselors are here on a full time basis. Families may call the counselor through the main school phone number (505) 253-0200 to address concerns relating to mental health, family

issues that arise, or other social concerns. Students are taught how to request the counselor through their system. Our counselor and staff instill in children a sense of self-worth and teach them the relationship between self-esteem and a positive attitude toward themselves, others, home, and school. Counseling services include:

- ❖ Small Group Sessions

Parents may be notified when their children are selected to participate in small group sessions. Typical small groups are divorce adjustment, grief counseling, integrating into a new school environment, and learning to get along with others.

- ❖ Individual Counseling Sessions

Our counselor will meet with individual students on a short-term basis, but is unable to provide long-term individual counseling. If additional services are appropriate, the counselor will advise parents.

- Parent Conference/Parent Education Groups

The counselor strives to be of support to students, teachers and parents. The counselor should be included in all appropriate meetings.

Curriculum

Tres Volcanes CCS uses the Common Core State Standards and State of New Mexico Standards to guide instruction. The following is a list of specific curricula used at Tres Volcanes CCS to attain these standards. References to the standards being taught will be made monthly through teachers' websites.

Reading/Literacy

Tres Volcanes CCS has established a literacy block for our entire school. The instructional strategies and expectations are as follows:

- Every K-3 will be assessed using Amira and/or Performance Tasks during the testing windows each semester. Amira assessment is required by NMPED for all K-3 students.
- Every student will receive direct literacy instruction through CCSS in small group, large group and individually (as needed) using the Core Reading Benchmark Program (K-5), or SPIRE for Special Education, and other supplemental materials.
- Every student will read in class on a ***daily*** basis
- Practices aligned to structured literacy components will take place during this 90-minute block ***daily***.
- Every student will write on a ***daily*** basis. This will be integrated in the Literacy Block and other times in the day. Typing will be required within the curriculum and it is a skill that students are expected to learn.

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

Math

Tres Volcanes CCS will be using Ready Math Curriculum in grades K-5. Special Education also uses Ready/I-Ready along with our core math curriculum; additionally, supplemental materials will be integrated to meet CCSS. Middle School students will use Illustrative Math as well as supplemental math materials.

Science/SS

Science and Social Study Units will have a dedicated instructional block. Tres Volcanes CCS grades K-5 will be using the Mystery Science Curriculum. Each grade-level has specific content to help them teach the subject area pertinent to their grade level standards.

Custody Documents

The office and the teacher should be notified of any custody issues involving your child. This notification should be a written court document that clearly states who has custody, who may have access to your child and any changes in the particular situation. The school **cannot** deny access to a custodial parent unless there are court documents prohibiting such contact. **Please update the documents each year in the office.**

Discipline

An important part of a child's education is the development of socially acceptable behavior. We would appreciate your cooperation with helping us to enforce our school rules. KAGAN - Win Win Discipline will be used and implemented in all classrooms school wide.

Bullying: Please see “**Bullying**” section

If your child reports a negative encounter to you at home, please let the classroom teacher know immediately.

Playground Discipline Plan

1st Warning

The first time a student breaks a playground rule they are reminded of the rule and asked to repeat the rule.

2nd Warning

On a second infraction the student is asked to complete a task aligned to a restorative practice (at the duty teacher's discretion) for a given amount of time. The rule is talked about and repeated by the student for reinforcement. For example, if a student pushes, they may have a conversation with the teacher or counselor and complete a task to repair the relationship. If a student is damaging school property, they may be asked to clean an area or pick up trash.

If there is a more serious problem, such as fighting or repeated infractions, the student will be removed from the playground and sent to the office. A discipline referral slip is to be written up by the duty teacher and taken to the office for further action.

***Cyber bullying can be found in the [APS Student Handbook](#).**

A copy of the discipline slip will be sent home. The minimum mandatory consequences listed on the matrix in the APS Handbook will be used in the event of severe behavioral infractions. This may include suspension. **Only administration can suspend a student.**

-Recess and lunch behaviors must be enforced by the Duty Teachers.

Tres Volcanes CCS has **no tolerance** for violence. Acts of violence will result in severe consequences.

We are asking students to show **Magma Pride and “Bring the Heat”**

H – Helpful and Positive Attitude

E – Equality

A – Accountability

T - Teamwork

Dress Code

We appreciate and value expression through fashion. At our school, the purpose of the dress code is to promote a safe, respectful, and positive learning environment.

General Expectations

Students should wear clothing that:

- Is clean, safe, and suitable for school activities.
- Allows students to participate comfortably in all learning activities, including recess, physical education, and classroom movement.
- Demonstrates respect for themselves and others.

As a general rule, clothes shall be worn as they are designed – suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed. Hats may be worn outdoors and for appropriate weather conditions.

All Students:

- Students must wear appropriately fitting clothing. Pants must fit at the natural waist without the aid of a belt. Pants must cover undergarments. (No excessively tight or revealing clothing, no sagging or baggy clothes permitted)
- Students may not wear clothing that advertises, displays or promotes drugs, alcohol, tobacco, sexual activity (including the Playboy Bunny logo), violence, disrespect or bigotry towards any group.
- Hats/caps/hoods **may not** be worn in the building or classroom except when there are instructional, safety, religious, cultural, or medical reasons.
- Students may not wear spiked jewelry, chains or belts with more than 2 inches excess.
- Gang-related apparel is prohibited.
- The use of fake nails of any kind are highly discouraged. Should fake nails impede a child's learning, a teacher will call home and ask that the nails are removed. If such a call

is made, we request that the nails are removed. Excessively long fake nails may impede grades, especially in fine arts (band, orchestra, art, etc.).

Shirts/Outerwear:

- No off the shoulder shirts or dresses. Straps must be between 2-4 inches or greater.
- Shirts must cover the midriff.
- No transparent or revealing shirts.

Pants/Shorts/Skirts:

- Pants must fit at the natural waist without the aid of a belt. No sagging is allowed.
- No distressed, frayed, or holes that are not from natural wear and tear.
- No transparent or revealing, excessively tight pants.

Shoes:

- Students must wear safe, secure footwear appropriate for school activities. Footwear should provide adequate support and remain securely fastened to the foot. Shoes such as slides, flip-flops, slippers, shoes with wheels, slides or other backless footwear are not permitted for safety reasons.
- Students are only allowed to bring/wear one pair of shoes. They may not change shoes mid-day for any reason, except for after-school sports.

PE:

K-5 – Students should be dressed in clothing appropriate for physical activity on PE days. For example: workout shorts, capris, leggings, sweats, tennis shoes, etc.

6-8 – PE uniform – Gray shorts and blue or black shorts depending on grade. (available for purchase for \$20).

If the dress code violation is correctable at school, the student will make the necessary changes. A parent may be contacted to bring the student a change of clothes or the student may be asked to wear clothing issued by the school. In this case, the student will change back into their clothing at the end of the day and the dress code will be reviewed. All dress code violations are up to teacher and administrative discretion.

DROP OFF/PICK UP

Students are not allowed to be dropped off prior to 7:50am, as there is no supervision. Students are also not allowed to stay after school unsupervised. It is unsafe to leave a child longer than 15 minutes after school. If this happens repeatedly an administrator will contact families to resolve this problem. If the problem continues, APS Police and CYFD may be contacted. Please note that we do have before and after school care available for all students through RGEC. Students should be registered for the program if they are attending.

Before school procedures: Students can arrive at school as early as 7:50am. Please do not drop students off in the parking lot or staff parking lot; use the designated drop off loop. Parents are welcome to park and walk their child up to the door, but may not park in the handicap spaces without a visible placard. Please save those spaces for our families who need them!

Duty teachers will unload cars on the north side of the loop, from the passenger side of the car

only. Students that eat breakfast can go to the cafeteria after getting off the bus, walking, or being dropped off in the drop off lane. Students that do not eat breakfast in grades 1-5 go straight to the playground using the North sidewalks. Middle School students not eating breakfast stay in the commons area - this is where the round planters are in front of the school. We will not allow classroom door drop off in the morning. The warning bell rings at 8:00am and the tardy bell rings at 8:05am. If your child is tardy, you must park and come to the front office to sign them in. Please help us by getting ALL students to school here everyday and on time.

After School: We will not release students from the classroom doors. Please designate a spot for your child to meet you in the commons area after school. The drop off/pick up lane will only load cars from the northwest side of the loop. Please do not ask your students to cross the busy lanes to get in your car or ask them to meet you in the parking lot. We will not allow students to go to the parking lot without an adult.

Kindergarten students must be picked up at the kindergarten playground by their parent or guardian. If an older sibling is picking up a kindergartner, this needs to be clearly explained to the teacher and agreed upon. If there are concerns with the sibling, the teacher may ask for an adult to pick up the kindergartner.

Students can be picked up through the car pickup lane along the green line only. This starts at the sign near the planters. Parents will be asked to pull forward as far as possible, then students will be loaded into stopped cars. When all cars pull forward, the traffic flows smoothly!

If a student is going to walk to their car in the parking lot, their adult **MUST** walk up to the entrance to meet them. **NO STUDENTS WILL BE PERMITTED TO WALK TO ANY VEHICLE IN THE PARKING LOT WITHOUT AN ADULT.** Please do not park in the handicap spaces without a visible handicap placard.

No students can be picked up in the bus lane, along sidewalks, along Tierra Pintada, or in the staff parking lot. Please do not attempt to pick up children in these areas, but do the safest thing for our community and follow these expectations. There is nothing more important than the safety of our community, and refusing to follow these procedures will result in a ban warning or ban from the Tres Volcanes campus.

Any yelling at duty teachers or staff members during arrival or dismissal will not be tolerated and will result in a ban warning or ban from the campus.

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Field Trips

Field trips provide an opportunity for teachers to expand on what is being taught in class or reward students for exemplary behavior. The APS district requires prior approval of field trips by the principal. Fees may be required in order for students to participate in field trips. If fees are a hardship for families please contact the office, or teacher, for assistance.

Please note that field trips are an important part of the learning process and it is an expectation that all students participate. If a student has specific needs, a plan may need to be created to ensure the safety of each child on a field trip. If families plan on attending, they must have an

approved background check. Money paid for a field trip is **non-refundable** if a child misses the activity for any reason.

Approved volunteers must sign-in at the office and receive a volunteer badge before attending the field trip. All volunteers must have an APS-approved background check, including APS employees and teachers. Volunteers must return to the school to sign out, and may not sign their child out from the field trip to go home.

Teachers provide a deadline for field trip money to be turned in so that there is sufficient time to count and turn in to the secretary. **Please adhere to the due dates for all field trip money. If the deadline is missed your child will not be allowed to attend the field trip. If there is a financial issue, please speak with office staff/administration/counselors.**

Students may not participate in field trips without official APS school field trip forms on file. Please be sure to fill out and sign both sides of the permission form. Verbal permission or handwritten notes will not be accepted.

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

Parents are not permitted to show up to field trip locations without following the proper steps above and being an approved volunteer. This puts undue stress and pressure on the teachers and students attending the field trip. If you wish to attend, please adhere to the above guidelines.

HOLIDAYS

Tres Volcanes CCS complies with the APS "Religious Issues and Holidays Policy". APS requires that educators make curricular decisions and guide discussions sensitive to varying beliefs, which neither inhibit nor advance a particular religious belief. Holiday activities (religious and/or cultural) must have a strong curricular tie.

HOMEWORK

Homework provides an opportunity for students to develop responsibility. Nightly reading is encouraged. Teachers at Tres Volcanes may provide meaningful activities that reinforce skills introduced in the classroom. Refer to classroom teachers' syllabus/newsletter/website.

Regarding make-up work, Tres Volcanes CCS follows APS policy of providing homework for students upon their return to school. When a student returns to school they will have the same number of days to complete and return the work missed as the number of days they were absent. Homework will not be given prior to the absence.

INSURANCE

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

LIBRARY BOOKS/TEXTBOOKS

Library books and textbooks are very valuable. Please encourage your child to care for their books and return them as required. Lost books must be paid for so that we may replace them. Outstanding debts may impinge upon a student's registration status.

This includes registration into middle school or at any other APS school.

LOST AND FOUND

Please check the lost and found regularly. Lost clothing items and/or lunch pails are often placed in the lost and found. We strongly recommend marking your child's first and last name on clothing and lunch pails. Items left in the lost and found will be displayed throughout the year. Items left after those display periods will be donated to the clothing bank. Please read the parent newsletter for those time periods to be announced.

PARENT COMMUNICATION

Teachers and staff communicate with parents in a variety of ways; several of them are described below, please allow a 24 hour turn around for teachers/staff to return messages.

Progress Reports

Please check ParentVue regularly for progress and/or grades to stay informed of your child's progress. Grading periods end every 9 weeks. Report cards will not be printed unless a family requests a hard copy.

ParentVue/StudentVue are communication systems that give parents and students private information on grades, assignments, attendance, calendars, and teacher contact information.

Agendas/Folders

Some teachers use agenda books/planners/folders to communicate assignments and other information on a daily basis. Please check your child's agenda nightly to assure that you are receiving regular communication. No replacement agendas will be given.

Lava Letters

A(n) (almost) weekly newsletter with important events and announcement information will be sent out each... or most... Friday at 4:30pm via SchoolMessenger. Please make sure your email address is up-to-date in ParentVue/Synergy and that you have the "contact allowed" box checked. If you do not receive these emails, please check your spam folder and then speak to the office if the problem continues.

PARENT/TEACHER CONFERENCES STUDENT LED CONFERENCES

Formal parent/teacher conferences are scheduled twice annually. The purpose is to discuss academic performance. Students will not attend school/classes on the specified conference dates so that parents and teachers may meet for conferences during this time. These conferences are very important and teachers make every effort to accommodate parent schedules.

Conferences for 2026-2027 will be:

Fall – November 23rd & 24th (Mon. & Tues.)

Spring – March 29th & 30th (Mon. & Tues.)

In addition, conferences may be scheduled outside of the formal conference schedule if parents or teachers have concerns about a student's academic progress. These conferences should be scheduled through the classroom teacher.

PARKING LOT

Students cannot be dropped off prior to 7:50 am.

Students must report to the playground, cafeteria or other designated location as soon as they arrive at school. We have a drop-off and pick-up zone for cars. Families are encouraged to use the pick-up/drop off lane. If they prefer to park, they must use a designated parking space, get out of the car and escort their children to or from the commons. We will not allow students to go to the parking lot to meet parents. At no time should parents drive into the bus lane or drop off in the parking lot. A map of appropriate drop off and pick up areas is enclosed in this handbook. Please note that our student population is large, and continues to grow each year. All families are expected to drive with caution and be on constant lookout for children/families. Student safety is paramount and no child will be allowed to walk in the parking lot without an adult.

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

PERSONAL ITEMS

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

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

PETS

Pets are not allowed at school. **Please do not bring pets on campus when picking up or dropping off students. This includes dogs, even the friendliest and cutest ones!**

PHONE MESSAGES

For safety reasons, we WILL NOT relay phone messages to students under any circumstances. (Please communicate pick-up arrangements to children before school.)

POINT OF CONTACT

As a larger school, it can be confusing about who to contact in which situation.

If you have an elementary child, your first point of contact is the classroom teacher.

For middle school students, the first contact is the student's advisory teacher.

For peer conflict concerns, the school counselors can be utilized. This would include unkind words, looks, and "drama" from previous years.

Special Education concerns can be addressed by our head teacher.

Enrollment/unenrollment and general questions can be handled by our office staff.

Middle school scheduling questions will be handled by our Curriculum Assistant.

Concerns over staff, major discipline, or unresolved issues will go to our administrative team (principal and assistant principal).

For contact information for these staff members, please call the school at (505) 253-0200.

PUBLIC DISPLAYS OF AFFECTION

Students must refrain from showing any public displays of affection as this can be interpreted as an act of physical intimacy. In this regard, students will not hold hands, embrace/hug, kiss or touch each other in any affectionate way. Disciplinary action can and will be taken if these rules are not followed. Please remember that we are an educational institution, students are expected to follow healthy friendship guidelines while at school.

SAFETY

Please note that the campus is a closed campus. While we desire to have a strong connection with our families and community, the safety of the school is paramount. Parents will be asked to drop their children off at the front/gates and say goodbye outside. Families who wish to volunteer must have a background check and agreement from the classroom teacher and administration. Parents are not permitted to visit the classroom without prior approval and for volunteer purposes only.

Student safety is our top priority, which also can conflict with a warm and welcoming environment. We do ask that all families present an ID when arriving at the school, then will enter through the front door into the vestibule. There is a table with sign-in/sign-out forms, as well as space to drop off snacks, lunches, jackets, and other vital items. At this time, families are asked to wait in the vestibule, but our goal is to figure out a way to safely have people enter into the office. Due to the open space between the office and classrooms, we've had people just walk in and walk down the hallways, which is a safety concern. The majority of our families are happy to follow procedures, and we're hoping to create a solution that welcomes visitors into the office without wandering throughout the building. If you have suggestions or solutions, please let us know!

Our families are valued, wanted, and encouraged to be present on campus. We know the front entrance can feel cold and distancing, and we are also saddened that our schools are not more open. Please share your ideas for creating family connections while keeping our campus secure!

SCHOOL SUPPLIES

Lists are available on tvcc.aps.edu. Individual teachers may request additional supplies. If purchasing supplies is a hardship, please contact the office. Please remember that supplies may need replenishing throughout the year. Especially in middle school (pencils, erasers, etc...)

TRANSFERS/DISENROLLMENT

If at any time during the school year your family must transfer from TVCCS to another school or out of the district, please notify the office at least two days prior to the student's last day. This will enable our secretarial staff to complete all the necessary forms. It will take a minimum of 24 hours to prepare the progress reports. Teachers appreciate the notice to pack student's personal belongings to take to their new school, as well as say goodbye and tie up any loose ends.

TRES VOLCANES CCS INSTRUCTIONAL COUNCIL

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

STUDENT CHECK OUT

If parents or guardians need to pick up students before the school day is over, they must stop by the office first. A picture ID is required to pick up a child early. **PLEASE NOTE THAT STUDENTS WILL NOT BE CALLED FROM CLASS DURING THE LAST 30 MINUTES OF THE SCHOOL DAY (2:20 PM) AS THIS CREATES DISRUPTIONS TO THE LEARNING PROCESS.** Also, the individual picking up the student must be listed on the enrollment card. The student will be called to the office after the ID is verified. Students must be signed out. We will not make any exceptions to ID verification for safety reasons. Please assist us in keeping our children safe.

Additionally, it is hard to find middle school students during lunch, as they have access to a larger portion of the campus. Please make every effort not to check a student out during this time, or make sure they know they need to be near the office if they're going to an appointment during lunch. This also includes "specials" times for elementary students- while we know some appointments need to be scheduled as soon as possible, we appreciate if they're scheduled outside of recess, lunch, and specials blocks!

STUDENT HEALTH

The Health Room staff is committed to maintaining a healthy environment that will enhance the learning and well being of all students at Tres Volcanes CCS. Forms and information are at www.aps.edu/nursing

Accidents

Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. It is extremely important that the health room has current emergency contact information– please update your information if your phone number changes, you move, or your emergency contacts change. Office personnel will call 911 in a situation deemed appropriate by the health office or principal. Please stress the importance of reporting all school-related injuries to the health room.

Illness

If your child becomes ill and doesn't feel well enough to take part in school, as parents or guardians, you should keep your child at home until the symptoms improve. This also can help to prevent the spread of the illness to others at school. These are some examples of when your child should be kept home:

- Active Vomiting
- Active Diarrhea- three or more times in a 6 hour period
- Extreme tiredness and/or lack of appetite
- Fever with headache, body aches, earache, sore throat
 - A child must be fever-free for at least 24 hours, without medication, to return to school

If Antibiotic treatment is needed, your child should remain home for the first full 24 hours of medication (e.g., if your child has had three doses per day ordered, then three doses must be given before the child returns to school).

IF A CHILD IS TOO ILL TO ATTEND RECESS, THEY ARE TOO ILL TO ATTEND SCHOOL.

The Health Room will contact parents/guardians when a student visits regardless of condition. Students must not use their cell phones to call parents to pick them up. This is a violation of the cell phone policy.

Immunizations

All students entering an APS school for the first time must present a certificate showing up-to-date immunization. It is against New Mexico State Law for a student to attend class without current immunizations.

Dental

A new state law requires that students who are new to New Mexico public school districts or charter schools, including kindergarteners, show that they have been to the dentist within the past year.

Beginning Aug. 1, 2021 the families of students enrolling for the first time in APS will receive an email asking that they go to the Parent Acknowledgement on Dental Records section of ParentVUE to either upload confirmation of their child's dental exam or choose to opt out.

Medication

If possible, all medication should be given at home. If medications must be given during the school hours, they shall be administered in compliance with the New Mexico Administrative Code, New Mexico Nursing Practice Act, New Mexico School Health Manual Standards and APS Procedural Directive. All medication administered at school requires the parent to provide the appropriate medication authorization form to be completed and signed by the student's parents and/or medical provider.

All APS medication authorization forms are posted on www.aps.edu/nursing/nursing-forms and can be downloaded by parents and or providers for completion. APS school staff will no longer be able to facilitate completion of these forms by the student's provider. Please contact your provider to determine their requirements for completing this school form. If your student will need to take over the counter or prescription medication at school, contact your school nurse for additional explanation.

STUDENT PLACEMENT

Students are placed in classrooms based on a variety of criteria. Due to the extensive process used to place children, changes in placement will not be honored without observation of the Placement Policy. Following the policy does not guarantee a change in placement. A change in teacher will not be considered for the following reasons: A student/teacher preference, wanting to be with friends, knowing a teacher from the previous year, etc...

Placement Policy

No changes in placement will be considered until the student has been in his/her assigned class for a minimum of six weeks. Should a change in placement ultimately be approved, the new placement will be based, in part, on existing class sizes and compositions.

The steps listed must be followed in order when seeking a change in placement.

- 1. The parent makes an appointment through the office to observe in the classroom during instructional time and then observes for a period of thirty minutes or more.*
- 2. The parent makes an appointment with the teacher and administration to discuss concerns and expectations after the observations.*
- 3. If this does not resolve the problem, then the parent writes a letter to the principal with a copy for the teacher, stating the reason(s) for the requested change in placement. (The teacher has the option of seeking support in an effort to respond to the parent's concerns)*
- 4. The parent, teacher and principal will then meet to discuss the change request and attempt to come to consensus about approving or disapproving the change in placement. If the group is unable to reach consensus, the principal will make the final decision.*
- 5. If the change in placement is approved, the new placement will be made considering existing class sizes and compositions.*

VISITORS/VOLUNTEERS

Visitors and volunteers are always welcome at Tres Volcanes CCS. APS policy requires that all visitors check in at the office. We have a visitor sign-in system. Visitors must present identification and must be listed on a student's enrollment card. Visitors will receive a badge that helps to assure student safety. Staff and students are trained to report anyone without a badge to the office. As part of our Safe School Plan we will report unidentified visitors to APS

police immediately. Please be sure to sign in whenever visiting campus between the hours of 7:50 am and 2:50 pm.

Classroom observers and volunteers are not permitted without a scheduled appointment. In an effort to limit distractions, parents may not bring younger siblings with them if they are volunteering in classrooms or other instructional areas. PLEASE NOTE: WE MAY NOT ALLOW VOLUNTEERS IN THE CLASSROOM FOR THE FIRST 2 WEEKS OF SCHOOL.

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

<http://www.aps.edu/community/volunteer-with-aps>

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

(i.e. bringing a jacket or sack lunch, etc.)

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

(i.e. prepping materials, working one-on-one or with small groups of students, field trip chaperones, etc. LONG PERIOD OF TIME)

The following **THANK YOUS** are offered to our wonderful volunteers:

- ❖ Thank you for checking in at the administrative office and recording your presence by signing in/out and by wearing a volunteer name tag.
- ❖ Thank you for notifying the administrative office 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.
- ❖ Thank you for being discreet and trustworthy and for respecting the confidences of teachers and all children.
- ❖ Thank you for recognizing your limitations. Don't be afraid to say "no." It is much better to say, "No, I cannot do that," than to say "Yes," and not be able to do whatever is expected.
- ❖ Thank you for asking questions. Make sure that you understand your volunteer assignment. Please expect to be trained and supervised.
- ❖ Thank you for being on time. It is nice to be able to count on you!
- ❖ Thank you for recognizing that the teacher is in charge in the classroom and for providing support for the teacher. It is best that the volunteer keep a low profile in the classroom.
- ❖ Thank you for learning our children's names as quickly as you can. They love to be called by name.
- ❖ Thank you for serving as a goodwill ambassador to the community-at-large.