

# Alvis Elementary School 2011-2012 Handbook

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Home of the "Little Yellow Jackets"  
District website [www.claytonschools.us](http://www.claytonschools.us)



## **District EPSS Goals**

#1 All students will improve communication skills including reading, writing, listening, and the use of technology.

#2 All students will demonstrate the attributes of personal and social responsibility as well as self-confidence in order to make smooth transitions to the next stage of learning, whether that be to another grade level, another school, or to entering society at large.

## **Clayton Schools Board of Education Goals**

- Maintain fiscal responsibility during time of budget crisis
- Increase efforts to encourage meaningful productive communication between school boards, parents, and staff at all schools
- Student behavior and citizenship will be above reproach and a credit to our school and community at all times. This will be enforced at all grade levels
- Continue efforts to identify and provide opportunities for high achieving students.
- All schools and staff will make effort to be receptive and to meet the needs of new and diverse populations in our schools and communities

# **Clayton Municipal Schools Mission Statement**

The mission of Clayton Municipal School District #1 is, with the support of home and community, to provide a satisfying and productive environment, which, will allow each student to become a life-long learner with a positive self-image. Our mission is for students to have well developed higher-level thinking skills, the capability to make responsible decisions, and the ability to meet the challenges of the twenty-first century.

## **Alvis Elementary School Mission Statements**

We are dedicated to the development of academic excellence, self-esteem, and respect for others. We encourage lifelong learning, independent decision making, and personal responsibility.

Dear Parents,

Alvis Elementary will again be implementing the use of a daily planner agenda. Your child will be given one at the beginning of the year. This will be a way for you to communicate with your child's teacher and for them to communicate with you on a daily basis. Your child must have your initials every night. There will be rewards and consequences for having their agenda signed. This is part of "bee"ing responsible. This agenda will keep the lines of communication open and will also keep you up to date on what is going on in the classroom on a daily basis and help keep your child organized. If your child loses their agenda they will have to purchase another one for \$5.00. We will also be implementing Fred Jones Tools For Teaching which also has a parent component. The parent trainings will help parents apply the skills of Tools for Teaching in the home. The schedule for the mandatory trainings will be given out in the next couple of weeks. Alvis staff will still be teaching behavioral expectations in every area of the school. The 3 Bees: Bee Safe, Bee Responsible and Bee Respectful.

We at Alvis have high expectations for our students. We recognize our students displaying any of the 3 Bee traits by giving those students tokens and Yellow Jacket Yells. Tokens are used to earn items from the school store, and special privileges. Yellow Jacket Yells are used for special drawings. Teachers nominate one student from each grade level to receive a 3 Bees T-Shirt for excellent behavior. This program is designed to help teachers spend more time on instruction and less time dealing with behavioral problems.

My email address is listed on the front of the handbook and parents are encouraged to email me. I will also send email updates with what is going on in the school, so you will be the first to know. We are looking forward to a great year. Please feel free to come by and see me. I am looking forward to working with all of your children.

Thank You,

Claudia Montoya, Principal

The primary goal of the Clayton Municipal School District student behavior policies is to provide an atmosphere that promotes learning. The aim of disciplinary measures is to assist each student in the

development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school.

**\*Further consequences may be enforced with loss of privileges for special activities including field trips**

<b>Policy</b>	<b>Consequence</b>	<b>Additional</b>
<b>Zero Tolerance</b>		
Weapons real or <b>fake</b>	Parent Contact, OSS for up to 10 days, JMAC log, Referral to outside agency	Refer to Law Enforcement
Assault/Threats/Bullying	Parent Contact, OSS for up to 10 days, JMAC log, Referral to outside agency.	Refer to Law Enforcement
Sexual Harassment	Parent Contact, OSS for up to 10 days, JMAC log, Referral to outside agency.	Refer to Law Enforcement
<b>Major Offenses</b>		
Profanity Aimed at Staff Member	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Fighting-angry aggressive behavior, punching, hitting, throwing rocks	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Defiance of school personnel/rules	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Gang Related Activity	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Vandalism/Graffiti	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Blatant Disrespect	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Verbal Physical Harassment	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Misuse of Materials Books, furniture, computers	Principal Office Referral, Parent Contact, ISS, JMAC log	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.

Theft	Principal Office Referral, Parent Contact, ISS, JMAC log.	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
<b>Minor Offenses</b>		
Dress Code Violations	Principal Office Referral, Parent Contact, JMAC log	Call to parents for change of clothing
Profanity	Principal Office Referral, Parent contact, JMAC log	1 <sup>st</sup> offense 1 recess, 2 <sup>nd</sup> Offense 2 recesses, 3 <sup>rd</sup> Offense ISS.
Cheating	Principal Office Referral, Parent contact, JMAC log	1 <sup>st</sup> offense 1 recess, 2 <sup>nd</sup> Offense 2 recesses, 3 <sup>rd</sup> Offense ISS.
Disruptive/Defiant behavior	Principal Office Referral, Parent contact, JMAC log	1 <sup>st</sup> offense 1 recess, 2 <sup>nd</sup> Offense 2 recesses, 3 <sup>rd</sup> Offense ISS.
Horseplay- pushing and shoving without Anger	Principal Office Referral, Parent contact, JMAC log	1 <sup>st</sup> offense 1 recess, 2 <sup>nd</sup> Offense 2 recesses, 3 <sup>rd</sup> Offense ISS.
Truancy After (5) Tardies	Parent contact, SAT log,	
Truancy After (10) Tardies	Principal Office Referral, Parent contact, SAT Log, JMAC log, CYF - Children, Youth, and Families	
Missing Assignments after (3)	Parent contact, JMAC log	1 <sup>st</sup> offense 1 recess, 2 <sup>nd</sup> Offense 2 recesses, 3 <sup>rd</sup> Offense ISS.
Clipping all Behavior strips	Principal Office Referral, Parent contact, JMAC log	1 <sup>st</sup> Offense 1 day ISS, 2 <sup>nd</sup> Offense 2 days ISS, 3 <sup>rd</sup> Offense OSS.
Not Having Agenda Signed, Initialed or brought back.		1 <sup>st</sup> offense 1 recess, 2 <sup>nd</sup> Offense 2 recesses, 3 <sup>rd</sup> Offense ISS.
<b>All Offenses</b>	Additional offenses will result in an increased number of consequences	After 4 <sup>th</sup> offense refer to SAT team for Behavior Intervention Plan

**ISS**- In School Suspension      **OSS**- Out of School Suspension

**SAT Log**- Student Assistants Team documentation

**JMAC log**- District Discipline log

**\*Further consequences may be enforced with loss of privileges for special activities including field trips**

**Alvis Bell Schedule  
2011-2012**

7:45 Breakfast Bell  
8:15 End of Breakfast (No breakfast will be served after this time)  
8:20 School Begins  
3:23 Dismissal

**Lunch**

10:45 Kinder  
10:55 First Grade  
11:00 Second Grade  
11:20 Third Grade  
11:25 Fourth Grade

**Pre School**

Preschoolers attend Monday through Friday.  
Pre school a.m. Session 8:15-11:15 gates locked until 8:00 a.m.  
Pre School p.m. Session 12:15- 3:15 gates locked until 12:00 p.m.  
Tuition is \$100 a month

**Literacy Block 8:30-10:00**

Everyone Kinder-4<sup>th</sup> grade will be teaching reading at this time.  
There will be no announcements or interruptions of any kind.

### **School Meals**

Breakfast will be served before school from 7:45-8:15 ALL MEALS MUST BE PREPAID.

#### **Cost**

Breakfast	.30 reduced
	1.75 full price
Lunch	.40 reduced
	2.00 full price

### **Attendance**

New Mexico State law requires that every person between the ages of six and seventeen be in regular school attendance. Students are expected to be in school every day except in cases of illness or other unavoidable circumstances. The teacher is responsible for reporting all absentees that he/she would like to have investigated. It is most important to keep your child in school. See Truancy Policy

- ❖ Any time a child misses school, parents must call the office or write a note to excuse the child, otherwise the child will be un-excused for the day.
- ❖ School begins at 8:20 a.m.
- ❖ Please drop children off on Aspen Street or park in the visitor's parking. DO NOT drop off or pick up your children in the driveway at Alvis Elementary School. This is a major safety hazard.

### **ATTENDANCE POLICY**

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Compulsory Attendance Law." Relevant portions follow: "A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person."

The school recognizes that unavoidable circumstances may result in absences due to illness or injury. Because these circumstances are unpredictable it is imperative that students are at school on a regular basis. These situations will be dealt with on a case by case basis.

### **Parental Notification of Absence**

A parent or guardian shall notify the school each day his or her child will be absent from any class and the reason for the absence. This assures the school that the child is in a safe place. If a parent is unable to contact the school by phone, the first day the student returns from the absence a signed note with the date and reason for the absence must be presented to the office. If a student has been absent for 3 or more consecutive days due to illness, the principal may require a written note from the student's doctor.

### **Excused Absence**

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled apart from the school day
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by administration)
- Religious holidays (prior notice given to principal)
- Unsafe travel conditions

### **Prolonged Illnesses**

In cases of chronic or prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on homebound study until he or she can return to school.

### **Make-Up-Work**

Teachers are happy to assist a student with make-up work for excused absences; however, it is the student's responsibility to

initiate make-up work with each teacher. Students will have the number of absent days plus one to make up missed work.

### **Unexcused Absence**

Unexcused absences are absences for which no appropriate excuse has been provided by the student's parent or legal guardian, within 24 hours. Unexcused absences may result in disciplinary action to encourage attendance. Classroom work for which a grade was taken for that class or day of unexcused absence may be counted as a zero at the discretion of the classroom teacher. Out of school suspension is also an unexcused absence caused by student conduct. Out-of-school suspension and expulsion will not be used as punishment for an unexcused absence.

### **Compulsory School Attendance and the Coalition Against School Truancy**

- A. **Three Day Unexcused Absence** - The school will notify the parents, by certified mail, of a student's third (3<sup>rd</sup>) unexcused absence. The school will schedule a meeting in order to develop an intervention contract for both the student and his/her parent(s).
- B. **Five Day Unexcused Absence** - The school will notify parents, by regular mail, of a student's fifth (5<sup>th</sup>) unexcused absence. The student is considered "truant" in the eyes of the law.
- C. **10 Day Unexcused Absence** - The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. The student is considered "habitual truant" in the eyes of the law.

### **Tardy and Early Policy**

Students must be in the classroom and ready for class when the bell rings otherwise they will be considered tardy. Alvis's school day ends at 3:23 and students are expected to be

in class until the last bell dismisses them for the day otherwise they will have an “early” counted against them. Every three tardies or earlies may be counted as one absence. These absences shall be applied to the 20 Day Rule Policy.

### **20 Day Rule**

Any student absent twenty (20) days (*excused or unexcused*) may lose credit for the 2011-2012 school year. A student who reaches twenty (20) absences will be referred to the office for failing to follow the Compulsory School Attendance Policy. Parents/Guardians and the student will be notified by return receipt mail of the twenty absences and possible loss of credit or retention. Parents will be required to attend a SAT meeting to address the absences. Failure to contact the school may result in the case being referred to the Children, Youth and Families Department (Child Protective Services Division and/or the Juvenile Justice Division) and the District Attorney’s office (Children’s Court Attorney) with the Judicial District Court of the State of New Mexico and to the Juvenile Probation and Parole Office of Union County.

### **Telephone Use**

Students will be called from classes to the telephone only in the case of an emergency. Messages will be taken for students. Students will be allowed to use the phone only in an emergency.

### **Cell Phone Policy**

Students are prohibited from bringing cell phones, pagers or electronic devices to Alvis Elementary. All confiscated items will only be released to the parent.

### **Awards**

Honor Roll Awards will be given at the end of each nine weeks. Awards will be given for All A’s, A&B, and Perfect Attendance for each nine weeks 2<sup>nd</sup> through 4<sup>th</sup> grade students. At the end of the school year awards will be given to students that have All A’s, A&B for the entire school year and perfect attendance

awards for students that have not missed any part of any day for the entire school year.

### **Progress Reports**

Progress reports will be given out the fifth week after each grading period. If your child is having trouble you will be asked to conference with the teacher. You can check your child's grades daily at [www.claytonschools.us](http://www.claytonschools.us). Call Alvis for a username and password.

### **Report Cards**

Report cards will be given to each child at the end of each nine weeks. There will be a mandatory Parent Teacher conference for the first and the third nine weeks.

### **Textbooks**

All textbooks for students at Alvis Elementary will be furnished. Students should use due care in handling these books. Students will be required to pay for any textbooks that are lost or damaged. The same goes for library books.

### **Agendas**

Every child will be given an agenda at the beginning of the year. They will take it home everyday. It needs to be reviewed and signed or initialed and brought back to school everyday. If the child misplaces, loses, or destroys the agenda one will have to be purchased at the office for \$5

### **Fire, Lock Down, Evacuation and Tornado Drills**

State regulations require that fire drills be held without notice at least once a week for the first month and once a month for the rest of the school year. Students will be instructed on the procedures and exits. Students will also be instructed on the procedures for tornado, lock down, and evacuations. Drills will be held throughout the year.

### **Insurance**

Each year the school provides students with the opportunity to purchase insurance which will cover them in case of an accident while under school supervision. This is done because the school cannot be held liable for any accidents that may occur on school property. The students will not be able to attend field trips without insurance. The insurance price is very reasonable. Each child will bring an insurance form home.

### **Withdrawals**

In order to drop officially from the enrollment of Alvis Elementary School, a parent or guardian must:

- Return all textbooks and library books to the teachers.
- Pay all bills for the cafeteria, books, etc. before the student's grades will be transferred from the office.

### **Dress Code For Students**

- Students with dress code infractions will have to call home for something appropriate to be brought to school
  - ✓ Clothes and shoes should be seasonally appropriate.
  - ✓ Shorts and tops should be in good taste
    - No short shorts
    - No bare midriffs
    - No halter tops
    - NO SHORTS between October 31 and April 1
  - ✓ The bag/sag look is not permitted. Pants must be worn at waist with no bare skin or underwear showing.
  - ✓ Dress length must conform to good taste and be worn with modesty shorts.
  - ✓ Hair should be clean and neat and combed in such a manner that it will not cause undue attention.

### **BULLYING**

"Bullying behavior by any student in the Clayton School District is strictly prohibited, and such conduct may result in

disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion."

### **General Safety Rules**

Will be treated with zero tolerance

- Students are not to bring any knives, firecrackers, or weapons of any kind to school. **Not even play guns or knives.**
- Harassment of any form is not permitted. Harassment includes but is not limited to: Bullying, assault, inappropriate touching, inappropriate comments, or gestures.
- Pulling a fire alarm for fun.

\*See chart for specific offenses and consequences.

### **Parental Grievance Procedure for Major Offenses**

Should a parent be grieved by a disciplinary action, the following complaint procedure will be followed:

- Parent to Teacher/Sponsor-The aggrieved has 5 school days in which to respond in writing to the incident requiring disciplinary action. If the incident was such that notice was sent in writing, the aggrieved has 5 school days in which to respond upon receipt of notice. A conference time will be arranged.
- Parent to Principal-The aggrieved has 5 school days in which to request a conference. The Principal will arrange a conference, and a time will be arranged.
- Parent to Superintendent-The aggrieved has 5 school days in which to respond in writing concerning the Principal/Parent meeting. The Superintendent will arrange a conference time.
- Parent to School Board-The aggrieved has 5 school days to respond in writing concerning the Superintendent/Parent meeting. The Superintendent will put the aggrieved on the agenda for the next regularly held school board meeting.

### **Special Education Students**

The Principal will hold the responsibility of following the special education student's Total Service Plan in matters relating to discipline. The Special Education Coordinator must be notified prior to the long-term suspension or expulsion of any special education student to schedule a review by the E. A. and R. committee. By the nature of their exceptionality, students classified Behavioral Disordered have already been identified as having emotional behavioral problems. The following policies will apply to Behavioral Disordered students:

- Students will only be suspended for specific offenses that will be outlined in their Total Service Plan.
- The following offenses will be considered just cause for suspension from school:
  - o Violent acts that endanger one's own or other's physical security.

- o Behavior which becomes so disruptive that periodic removal from school is necessary, so that appropriate coping behavior can be reestablished.
- o Repeated acts of vandalism
- Offenses and sanctions other than suspension will also be outlined in the Total Service Plan of the Behaviorally Disordered student.

The Total Service Plan must specify the sanction used for each category of unacceptable behavior.

### **Retention Policy**

#### **Definition of failing grade:**

- Letter grade F
- Numerical Grade 65 or below

#### **Method of calculating grades:**

An average of each semester grades in each subject determines failing or passing grade in each subject.

#### **Student may fail the school year if:**

- He/she fails reading and math
- He/she fails four or more core subjects
- 20 Absences excused or unexcused

#### **A student will be considered failing if:**

- The student has been absent for more than ten days during a report card period unless the student has been excused and arrangements have been made by the student or parent for make-up work and the work is made up. The arrangements must be made with the classroom teacher and approved by the Principal.
- Students who fail a report card period of time in each subject because of excessive absences will receive an F or 65 in each subject in which he/she has ten or more absences.

The determination for failing or passing will be made by the Student Assistants Team in accordance with the rules established in this policy guide.

Parents will be sent a notice of retention at least twice before determination is made. The first notice will be sent on or before March 1, to notify the parent of the problem. The second notice will be sent on or before May 1. Parents or guardians may refuse retention one time.

### **Confidentiality of Student Records**

The schools must make every effort to keep student records confidential and out of the hands of those who might use them for other than legitimate purposes. Information of a highly confidential and personal nature about students that counselors, teachers and other school personnel acquire must be respected as confidential. The following guidelines shall give disclosure of the student's educational record:

- Disclosure to the student- The student has the right to inspect his/her academic record and is entitled to an explanation of any information recorded in it.
- Disclosure to Faculty and Administrative officer of the Institution- Faculty and Administrative Officers of the school who have a legitimate interest in the material and demonstrate a need to know should be permitted to look over the required records of any student. The contents of the official folder of a student should not be sent outside the office of the Principal, or other records office except in circumstances specifically authorized by the Principal or the custodian of the other records. A permanent record card should never leave the office of the Principal or other official since copies can readily be prepared.
- Disclosure to Parents, Educational Institutions and Agencies- Transcripts or grade reports may be released to parents or guardians without prior approval from the student if enrolled in any New Mexico school. There is no need to secure prior approval from the student. Requests from research organizations making statistical studies may be honored without prior approval of the student provided that the student's name is not included.
- Disclosure to Government Agencies- Property identified representatives from Federal, State or local government agencies may be given the following information if expressly requested:
  - Verification of date and place of birth
  - School or division of enrollment and class
  - Date of enrollment
  - Home and local addresses of parent or guardian
  - Record of grades and attendance

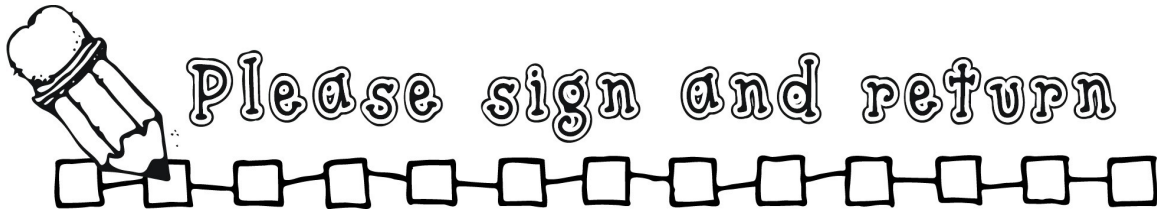
- Concerning release of further information- It should be noted that government investigative agencies as such have no inherent legal right to access student files and records. When additional information is requested, it should be released only on written authorization from the student. If such authorization is not given, the information should be released only on court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and that subpoena should be referred to the school's legal counsel.
- Disclosure to other individual and organizations- Information furnished to other individuals and organizations should be limited to the items listed below under "telephone inquiries" unless the request is accompanied by an information or transcript release signed by the student.
- Disclosure in Response to Telephone Inquiries- Extreme caution must be used when any information is released in response to telephone inquiries and should be limited to:
  - o Whether or not the student is currently enrolled
  - o The school or division in which he is or was enrolled and his class.
  - o Dates of enrollment.

Urgent requests for student information, e.g., address, telephone number or immediate whereabouts, based upon an apparent emergency, should be handled by the Principal, including reference to other appropriate officers or individuals.

If you or your adult age student, believe something in any required file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. At any time when an agreement between the Principal or coordinator and parent cannot be reached, you may contact the Superintendent and request a hearing. Federal law also permits parents to file a complaint with the United States Office of Education in Washington, D.C., if you feel that school is violating public school records

Please sign and return the next page to Alvis by August 26, 2011

I have read the Alvis Handbook and discussed its content with my child. I understand the rules and regulations of the school. I understand that my child must have Medicaid or Insurance to be allowed on field trips. I understand the discipline policy utilizing the Fred Jones Tools for Teaching. I understand my role in the program and the mandatory meetings that I will attend. I have read the Truancy Policy and I have received and read the statement titled "Confidentiality of Student Records", I understand my rights as a parent to review my child's records, to request a copy upon paying the copying charge, and to challenge the content if I believe it is inaccurate or misleading.



\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address

