

DOUBLE EAGLE PARENT/STUDENT HANDBOOK 2007–2008



Double Eagle's Vision Statement

Working together to reach and teach every child.

Albuquerque Public Schools:

Belief: All Children can learn.

Mission Statement

Every child graduates fully prepared and eager to become a world-class citizen.

Welcome Back to School!

On behalf of all the staff we welcome you to our wonderful school community and look forward to a most successful 2007-2008 school year. We are proud of our staff and students and invite you to get to know our school. Your active support and cooperation combined with our best professional efforts will insure academic success for all our children.

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

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

We look forward to working together as partners in learning!

Thank you for sharing your children with us.

Troy Hughes
Double Eagle Elementary
Principal

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Important Numbers

Double Eagle Office	857-0187 (ext 8)
Double Eagle Attendance	857-0187 (ext 1)
Double Eagle Fax	857-0188
Cafeteria	857-9708
Attendance e-mail	DoubleEagleES@aps.edu
Bus Company (Dunham Bus Co.)	898-8301
Children's Choice Child Care Services	296-2880

Daily Time Schedule

8:52	Line Up Bell
8:57	Start of School
10:15-10:30	Intermediate Recess
10:40-10:55	Primary Recess
12:00-12:30	Kinder-1 st Grade Lunch/Recess
12:20-12:50	2 nd , 3 rd Grade Lunch/Recess
12:45-1:15	4 th , 5 th Grade Lunch/Recess
2:00-2:15	Primary Recess
2:15-2:30	Intermediate Recess
3:46	End of School

<p><u>ALL WEDNESDAYS</u> SAME AS LEFT EXCEPT FOR 12:34PM DISMISSAL FOR ALL GRADES.</p>

The Bell Schedule is tentative as of time of printing. Changes may need to be made.

NOTE: Grounds supervision begins at 8:45AM each day. **Plan for your student(s) to arrive at school no earlier than 8:45AM.** Earlier arrival will result in the child being enrolled in the Children's Choice Child Care Services program. Only children enrolled in the Children's Choice program are allowed on the playground before 8:45AM.

School Colors:

Turquoise & Black

School Mascot:

Double Eagles

2007-2008 Calendar

August 1	Office Opens – Registration Hours 9:00 am – 12:00 pm
August 10	Grades 1 – 5 “Meet Your Teacher” 2:30 pm – 3:30 pm
August 13	Kindergarten Meet Your Teacher / Curriculum Overview 2:30 pm – 3:30 pm
August 13	Professional Development Day (No School)
August 14	First Day of Classes
August 28	Curriculum Overview (3 rd , 4 th , 5 th & Special Programs)
August 29	Curriculum Overview (1 st , 2 nd & Special Programs)
September 3	Labor Day (No School)
September 17	Professional Development Day (No School)
October 8	Fall Recess (No School)
November 9	Professional Development Day (No School)
November 12–13	Parent Teacher Conferences (No School)
November 21–23	Thanksgiving Recess (No School)
December 24–January 4	Winter Recess (No School)
January 7	Professional Development Day (No School)
January 21	Martin Luther King, Jr. Day (No School)
February 18	Presidents’ Day (No School)
February 28 & 29	Parent Teacher Conferences (No School)
March 21	Vernal Holiday (No School)
March 24 – 28	Spring Recess (No School)
May 21	Last Day of Classes
May 22, 23, 27 & 28	Make-up Day(s) if Necessary

Immunization Requirements

It is a violation of New Mexico's compulsory school immunization law (Section 24-5-2, NMSA, 1978 Comp) for any student to enroll in school without up-to-date records of immunization or proper records of exemption. **All of the immunizations must be in progress.**

If a child is under seven years of age:

DPT: Must have four doses; 1 dose must be after the 4th birthday.

OPV/IPV: Must have three doses; 1 dose must be after the 4th birthday

Measles (M): Must have two doses; both must be given after the age of 12 months and at least 30 days apart.

Rubella (R): Must have one dose after 12 months. Measles and Rubella are often given as the MMR vaccine, which includes the mumps vaccine.

Varicella: One dose after age of 12 months or disease history

Hepatitis B (HBV): Three doses for school entry

If a child has reached the 7th birthday:

Td: Must have three doses; one dose must be after the 4th birthday (series might include some/all doses of DPT).

Measles (M): Must have one dose given after 12 months.

Rubella (R): Must have one dose given after 12 months (measles and rubella will probably be given after 12 months).

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

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

Emergency Information

Please notify the office of any information changes such as new telephone number, change of address or change of custody. If any changes occur during the year, please update your child's enrollment cards, which are located in the office.

Before-and-After School Care

Children's Choice Child Care will provide on-site before (7:00am–9:00pm) and after-school care (3:46PM–6:00PM) in the Double Eagle Elementary School cafeteria. For information, call 296-2880. Off-site childcare is also offered through privately owned daycare centers. Please refer to the Yellow Pages for more information.

Late Arrivals

The first bell rings at 8:53 a.m. and school starts promptly at 8:58 a.m. If your child will be late for any reason, please call the attendance line to notify the office. *Should your child arrive late, s/he must get a late pass from the office before going to class.*

Leaving School

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

Inclement Weather and Disaster Instruction

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

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

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

Start and dismissal times for Double Eagle students on an abbreviated day schedule, **including Wednesdays**, are as follows:

Classes Begin - 11:00 a.m.

Classes Dismiss - 3:46 p.m.

In the unlikely event that Double Eagle would face a disaster situation in which children and staff are forced to leave school, students would either go by bus to North Star Elementary School (9301 Ventura Street NE) or, if necessary to leave immediately, walk to Prince of Peace Church (12500 Carmel NE).

APS District Attendance Policy

The Federal No Child Left Behind Act requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On-time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

- **Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school or a state institution.**
- **The Albuquerque Public School District reports habitual truants to the Children's Court Liaison office and to the State of New Mexico.**

ATTENDANCE POLICY

- APS students are allowed no more than 4.5 unexcused absences per semester, and no more than nine unexcused absences per school year.
- The parent/guardian must notify the school each day that the student will be absent, in accordance with the notification procedure established by the school.
- Absences may be excused for the following reasons, with appropriate documentation:
 - Doctor's Appointment
 - Death in the Family
 - Religious Commitment
 - Illness
 - Family Emergency
 - Diagnostic Testing
 - School or College Visit
- In the event that the school has not received notification of absence by a parent for three (3) consecutive days, the school must make an attempt to contact the parent/guardian.
- Excessive excused absences may result in further inquire from the principal and request for additional documentation.
- Family vacations are considered unexcused absences; it is expected that parents will schedule vacations during periods of time when school is not in session.
- Students who are signed out before the end of the instructional day must have written documentation for the reason (as defined under excused absences) or be subject to the same consequences as tardy.
- Principals have discretion to make allowances for students who are faced with serious injury or chronic illness.

ATTENDANCE PROCEDURES

Each day your child is absent or going to be late, please contact the absentee number before 9:30AM. A volunteer parent committee will check the attendance every morning, beginning at 9:30AM. If your child has not been reported absent and is not in school, the volunteer committee will immediately notify you at home or at work. The attendance number is **857-0187 ext. 1**. This number is to report absences **ONLY**.

If a student is absent from school more than three days, parents may contact the teacher regarding homework. **One school day will be needed to prepare the assignments.** No extended homework will be provided for vacations or out-of-town trips without teacher agreement. Classroom work must be made up within three days for credit.

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

Safety

Many children walk to Double Eagle. Please have your child use the safest route to school and cross the street at designated crosswalks or intersections. We do have a crossing guards stationed at Lowell and Oakland and Eagle Rock and Lowell to assist your child in crossing.

Medications

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

Illness and Injury

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

- Vomiting/severe diarrhea
- Temperature 100 or above
- Skin rash
- Serious Injury
- Very red, swollen, draining eye
- Student not wishing to return to class after 20 minutes

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

Fire Drill and Lock Down Procedures

Fire regulations require the school to hold periodic fire drills. They are held once a week for the first month of school and once a month thereafter. Twice a year a practice lock down drill will occur. During a lock down, students and teachers are not allowed to leave their rooms for any reason. All doors are locked in the school and nobody is allowed into the building. If you would happen to arrive during this practice drill, you will have to wait outside the building in your car until the drill is complete. The drill will usually take about 20-minutes.

Custody Issues

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

documents each year in the office. The office staff will adhere to paperwork on file. “Word-of-mouth” agreements will not be accepted.

Visitors to our Campus

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

Cafeteria

The cost of a complete **breakfast is \$.75; lunch is \$1.40; milk and juices only are \$.35**, and an **adult lunch is \$2.00**. White milk and chocolate milk are choices available to all. Your child may pay for his lunch/breakfast daily; however, we encourage you to pay in advance to avoid forgetting lunch money or losing lunch money. Advanced payments are taken in the cafeteria from 6:00-11:00AM, Monday through Friday, and tracked by computer. Children may charge up to three lunches/breakfasts when necessary. **Charges must be repaid promptly.**

Bus Service/Student Transportation

Riding a school bus in New Mexico is a privilege. When students choose to behave inappropriately or unsafely, they risk losing this privilege. Students who ride buses should go to the bus loading area **immediately** after dismissal at the close of the school day.

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

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

- 1st discipline referral: Warning call to parents
- 2nd discipline referral: 1-day bus suspension
- 3rd discipline referral: 3-day bus suspension
- 4th discipline referral: Semester bus suspension

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

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

Please refer to Parent/Student Transportation Handbook for more information. These may be obtained by calling 822-9434.

Parking Lot Safety

Although Double Eagle's student body population had decreased, we still need to be patient and tolerant in all areas; foremost is the area of safety. Our children are very vulnerable when they are being dropped-off and picked-up. We're all excited, we're all in a hurry, and there are a lot of us! This adds up to a potentially dangerous situation for our children every day.

A structure is already in place that greatly reduces the risks to our children. The basic rules are outlined below. Please take the time to study this list. It could save a life.

- Use designated areas for pick-up and drop-off. All students with last names starting with A–K will use the Gym Parking Lot. All students with last names starting with L–Z will use the Northeast Parking Lot.
- The curbside lane is for drop-off/pick-up. The inside lane is for cars exiting the parking lot. **Never attempt to load kids from the inside lane!**
- Children should be waiting in the designated area by the Duty Teacher.
- If you need to assist your child in any way, park in a parking space and walk your child to your car.
- When a car reaches the designated pick-up zone, the children will be permitted to enter from the curb. Follow the car in front of you to exit the parking lot. Pick-up/drop-off should not take more than one minute. Please be patient.
- If your child is not ready when you reach the pick-up zone, exit and continue around again or pull into a parking space. Do not block traffic behind you.

The key to all of this is PATIENCE. It will prevent children from getting hurt. Please remember that the crossing guard, police and duty teachers are all there working to keep your kids safe. Give them a smile!

Transferring Out of School

If your family must transfer from Double Eagle, **please notify the school office at least one week prior to the student's last day.** This will enable our secretarial staff to complete the necessary forms in a timely fashion.

Birthday Parties

We extend our "Happy Birthday" wish to each youngster on his/her "special day," but request that birthday parties be held outside of school. Distribution of party invitations will not be allowed at school. Any gifts delivered to the school will be kept in the office until the end of the day.

Electronic Devices

Use of pagers and/or cell phones during instructional time or at a time that would be disruptive to the educational process are not permitted. Nor is the misuse of cell phones and other forms of technology that could include, but not be limited to the unauthorized taking of pictures, cheating, invading privacy, etc. (*APS Policy Handbook*).

Student Placement

Placement of students is always an emotional issue. Sometimes as parents we want a particular teaching style or the same teacher that another family member had. It is important to remember that we must have equitable placement for all children and that classrooms must be reasonably balanced with children of all abilities and gender.

Every parent input form is read, and thought is given to where children are placed. Sometimes it is possible to make that perfect match and sometimes it simply does not work. For example, it is not possible to place all 157 third graders in “Ms. Happy’s” fourth grade class.

Once final placement decisions have been made, a child will not be moved. Children and parents both need to be exposed to different teaching styles and learning environments. If we continually place children in the same learning environment year after year, it would be an enormous disservice to them when they reach middle school and are exposed to a variety of different teachers and styles.

Placement Policy

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

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

ALL CLASSROOM PLACEMENTS ARE TENTATIVE UNTIL THE 20TH DAY OF SCHOOL. At this time the district makes a final teacher allotment, based on school population the first 20 days of school. In the event that we are required to add a teacher the following procedure will occur to again assure fairness to all children.

Redistribution Policy

- A. Volunteers...parents and children will be given the opportunity to volunteer to move to the new classroom.
- B. Using the placement method, the rest of the class will be formed; names will be drawn to assure fairness. (Example: All high achieving female names will go into a hat and will be picked according to the number needed to balance the classroom.)

If at the 20th day we are required to lose a teacher, the students that are in the classroom that will lose the teacher will be equitably distributed among the other teachers at that grade level.

Parent-Teacher Conferences/Progress Reports

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

Parent Conferences

Parent conferences will be scheduled as part of the first and second reporting periods. Parent-teacher conferences will be:

November 12-13, 2007

February 28-29, 2008

Students will not attend school on these days. Other parent conferences may be scheduled with your child's teacher as the need arises.

Curriculum Overview Night for Parents

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

At the conclusion of these presentations, parents will:

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

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

<i>Time</i>	<i>August 28</i>	<i>August 29</i>
6:00PM-6:25PM	4 th	
6:30PM-6:55PM	5 th	2 nd
7:00PM-7:25PM	3 rd	1 st
7:30PM-7:55PM	Special Programs	Special Programs

Curriculum Night is designed for parents only. Please make arrangements for your children.

Parent Involvement

We welcome your participation! Please remember that this is **our** school and we all share the responsibility for meeting the academic, social, and emotional needs of the children. Check with your child's teacher and see what you can do in the classroom to help. Let us know of any special interests, talents, or abilities you can share with us. **We need you!**

A key ingredient in an outstanding school is the degree to which all adults unite in a concerted effort to provide for our children. Our children are our most precious resource. There should be no

limit to the unification of effort in providing for them. When you volunteer, we thank you for . . .

- checking into the office and recording your presence at school by signing in/out and by wearing a volunteer badge.
- notifying the parties involved if you are unable to fulfill your volunteer duties on a certain day. Please try to give sufficient notice so a replacement can be arranged.
- being discreet and trustworthy and for respecting the confidences of teachers and children by signing a “Volunteer Confidentiality Agreement”.

Classroom Observations

Classroom parents must request an observation twenty-four (24) hours prior to the observation. The request needs to be made to the teacher. Teachers may waive the twenty-four (24) hour requirement. Please remember that your role is to be only observational. If you have a certain academic area in which you want to observe, please inform the teacher when setting up the observation. Our classrooms are learning environments and students’ needs take precedence. If you wish to discuss your observation with the teacher, this can be arranged for a later time. Our teachers will be happy to discuss and answer questions from the observation at that time. We expect all observers to respect the confidentiality that we guarantee our students and we appreciate your cooperation. All parents will need to sign the Observation Confidentiality Form in the office before the observation takes place. The length of the observation will be no longer than 90 minutes.

School Dress

We are fortunate at Double Eagle to have a wonderful student body and a supportive community, which allows for a safe and educationally stimulating campus. Appropriate dress in school is essential to this process, and we ask for your support in enforcing our dress code.

We subscribe to the district's and La Cueva cluster policy which is as follows:

“The Board of Education expects student dress and grooming to reflect high standards of personal conduct so that each student’s attire promotes a positive, safe and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program. Attire or accessories, which advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or bigotry towards any group are not acceptable. Unacceptable clothing and accessories include, but are not limited to, gang-related attire, excessively tight or revealing clothes, short shorts, bare midriff, low-cut and/or off the shoulder blouses, spiked jewelry, chains, belts with more than 2 inches excess. ‘Sagging’, or the wearing of pants below the waist and/or in a manner that allows underwear or bare skin to show, and ‘bagging’, or the wearing of excessively baggy pants with low hanging crotches are prohibited. As a matter of common courtesy and respect, hats/caps are not to be worn while inside buildings except when there are documented instructional, safety, religious or medical reasons.”

In addition to the district’s policy, the Double Eagle dress code includes, but is not limited to, the following prohibited items:

- bandanas
- hair nets
- belts which hang outside of the belt loops
- midriff tops or halters

- fishnet clothing
- make-up
- shoes with wheels (“wheelies”)

Sleeveless shirts are acceptable as long as armholes are not so pronounced as to expose the chest.

If an acceptable change of clothing is not available (spare T-shirts will be kept in the nurse’s office), you will be called to arrange for acceptable clothing to be brought to the school for your student. Inappropriately dressed children will wait in the administration office until their parents can be called to provide a change of clothing.

General School Rules

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

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

- No closed games-must share equipment
- Stay inside school boundaries.
- No fighting/play fighting/tackling
- No ball bouncing against walls and windows of buildings
- No jumping off swings.
- No swinging on the bars with no hands on the bars.
- No tag in the play structures, or standing/jumping on swings.
- Children should not be in the building before school or during recess.

MAJOR OFFENSES

- Fighting/hurting other.
- Throwing objects (except balls)
- Verbally abusive language/gestures.
- Damaging school or personal property.
- Leaving campus
- Disrespect

Student Discipline Policy

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

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

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

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

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

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

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

First Discipline Notice

- Student will take discipline referral home for parent/guardian to sign.
- Student will return signed discipline notice to classroom teacher the following school day.

Second Discipline Notice

- Student will take discipline referral home for parent/guardian to sign.
- Student will return signed discipline notice to classroom teacher next day.
- If student does not return signed discipline notice, he/she will be sent to the office to call parent/guardian
- Student will be referred to redirector to help student plan for more appropriate and effective behavior.

Third Discipline Notice

- Student will be sent to the office with the third notice.
- Student/Principal will call parent/guardian and a conference time will be set **OR** a possible suspension.
- A copy of the discipline referral will be kept in the office.

MAJOR OFFENSE

- In cases of severe disruption: by-pass previous steps and report to the principal immediately.

Library

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

Double Eagle Friends of the Library

“Our library is the heart of our school.”

2007-2008 Board Members

President: Jane Smart / Margaret Micael

Treasurer: Alice Skousen

Secretary: Margaret Michael

Membership: Roseanne McNeilly

Hospitality: Denise Moedl / Cyndy Iglesias

Friends of the Library sponsor the following school events: Visiting author/illustrators/storytellers; Book Clubs (Caldecott, Newbery, Junie B. Jones, Arthur, Magic Tree House, Franklin, Mystery); Mr. Hughes’ DEAR Reading Club; Student Birthday Recognition; Co-Sponsor: Turn Off TV Week; Battle of the Books; Book Fairs; Friends of the Library financially help the following:; D.E. library; D.E. leveled bookroom; Battle of the Book; PTA Book Drives; Teacher Classroom Literacy.

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

Unlike many of the elementary school libraries in the city, we have an *open check out system* available to our students. What does this mean? While students at most other schools are allowed to make only one visit to the library per week with their class to check out books, our students can return and check out books as soon and as often as they wish. Parents are welcome to check out books for their child too! This encourages more reading and interest in books.

As you can see, the *library is very important to our school*. You are welcome to visit anytime and we encourage you to sign up to volunteer. Working in the library is a great way to contribute to your child’s education and interest in reading. Working in the library is a great way to experience the whole school, see your child in school and make new friends. Best of all working in the library is fun!!!

Physical Education

Physical education is a regular part of our curriculum and all children are expected to participate. *EXCEPTIONS CAN BE MADE ONLY WITH A PHYSICIAN’S WRITTEN STATEMENT*. On days when your child has PE, please make sure they are dressed for physical activity. If a student is not dressed appropriately,

s/he may not be able to participate in P.E., which could affect their P.E. score on his/her progress report.

Instructional Council (IC)

The IC is a group of parents and staff who monitor the quality and improvement of instruction at Double Eagle. Concerns regarding these issues should be written down on forms located in the school office. IC will address the issue or direct it to the appropriate person.

Character Counts

APS will be continuing the *Character Counts* program this year. This program focuses on six pillars of character education. We will be introducing one of the pillars each month, as well as providing review periodically according to the following schedule.

August/September	RESPECT
October	CITIZENSHIP
November/December	CARING
January	Recap/Review
February	TRUSTWORTHINESS
March	FAIRNESS
April	RESPONSIBILITY
May	Recap/Review

Insurance

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

Student Messages

Please make every effort to arrange schedules, where to meet, etc., with your child prior to the start of each school day. We try to limit classroom interruption to a minimum so that the delivery of valuable instruction is not disturbed. *ONLY EMERGENCY MESSAGES WILL BE DELIVERED TO STUDENTS.* We would appreciate your cooperation.

Field Trips

A permission slip signed by a parent and/or guardian must be submitted to the teacher before a child can participate in a field trip. *ONLY THE SCHOOL'S PERMISSION FORM WILL BE ACCEPTED.* Every student will collect a 70¢ non-refundable insurance charge if the field trip is considered an activity.

Lost & Found

We ask that you label your child's outerwear clothing (jackets, coats, gloves, hats, sweaters, etc.). We have many articles found each week and we would like to insure their return to the owner. A

Lost and Found area is in the foyer between the gym and cafeteria. Feel free to check for lost items as the need arises. Unclaimed items left at school will be donated to the APS Clothing Bank at the end of every month.

Pets

We prefer that pets remain at home and do not come with children to school. Dogs present an especially difficult situation on the playground when unattended (It is also against city ordinance to have dogs on campus.). If necessary, we will call the animal control center to remove animals from the playground.

Photography/Videotaping of School Events

If your child should not be in any photos/videos of school activities (usually due to custody and/or security issues) please let the school know in writing. Please include all significant information.

Bikes, Scooters & Skateboards

When weather permits many students ride bikes, scooters and skateboards to school. Please remember to walk your bikes and scooters while on campus and when crossing the street. All skateboards must be carried while on campus for your safety and the safety of others. **STUDENTS MUST WEAR HELMETS.**

Section 504 and ADA

Section 504 and the Americans with Disabilities Act (ADA) are federal laws, which prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone whom:

- has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment; or
- is regarded as having such impairment.

In order to fulfill its obligation under Section 504 and the ADA, APS recognizes the responsibilities to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

- inspect and review his/her child's educational records;
- make copies of these records;
- receive a list of all individuals having access to those records;
- ask for an explanation of any item in the records;
- ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Suzanne Parker, District 504 Compliance Officer/ADA Coordinator for the school district, at **842-3741**.

Disability Harassment

Our school prohibits harassment of any kind including harassment based on an individual's disability. The following are examples of circumstances that may constitute disability harassment:

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' mobility.
- Habitually subjecting a student to inappropriate physical restraint because of conduct related to his disability.
- Repeatedly denying a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to a student's disability.
- Repeatedly belittling and criticizing a student from using accommodations in class.
- Taunting and belittling a student with mental retardation by mocking and intimidation.

School personnel who become aware of disability related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed. Remedial measures will generally include counseling both person(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on resolved issues of disability harassment.

Students should report any concerns related to disability harassment to a school administrator.

Counseling

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

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

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

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

In addition, the counselor serves as a consultant to classroom teachers, a resource and support to parents, and a liaison to the community. With the use of these strategies and interventions, the counseling program is able to address the needs of the whole child. By working with the whole child, rather than just one aspect of the child, we are better able to break down barriers to learning and empower the child to succeed at school and in the world.

A Note from the PTA

Welcome to the 2007–2008 school year! Our school is fortunate to have an active and dedicated Parent/Teacher Association. The PTA consists of an Executive Committee (elected officers), a Board of Directors (committee chairpersons) and lots of volunteers who all work together to make our school a wonderful place for our children to learn!

Parents and grandparents are strongly encouraged to become involved in the PTA. As a PTA member you become an active participant in the decision making process of the school. General business meetings are held at various times throughout the school year. These meetings provide an opportunity for members to offer their input and obtain information about issues and events that will affect your child on a daily basis. Please plan on attending these meetings and sharing your opinions—***WE'D LOVE TO HEAR FROM YOU!***

Our PTA provides many exciting programs and opportunities for the students, staff and parents throughout the year. The school's marquee, newsletter, e-mails, website and individual flyers are critical communication lines between the PTA and the community. Please be sure to check your child's backpack and school websites on a regular basis to be up to date on the latest events.

Again, we encourage all parents, grandparents, and guardians to be involved in the PTA sponsored events and programs throughout the year. Being an active, involved member of the PTA is the perfect way to participate in your child's education! The PTA welcomes you. Please come and join the fun!

We wish everyone a happy and successful year!

Join-A-School Program

These businesses support our school in a variety of ways. Please be sure to let them know they are appreciated.

A-A-Hsome Nail

Sandia Ski and Tram

Sunrise Assisted Living

GSI

Starbucks (San Pedro)

Raley's (Ventura)

Dairy Queen (Mountain Run)

McDonalds (Tramway & Montgomery)

Dr. Cornali

Huntington Learning Center (Wyoming & Paseo)

Sister School

Our sister school is East San Jose Elementary. The PTA supports many different programs that benefit our sister school. Some of which are a book-drive, art exchange and clothing drive.

PTA Mission

The mission of the PTA is threefold:

- To support and speak on behalf of the children and youth in the school, in the community, and before government bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

Objectives of the PTA

- To promote the welfare of children and youth in home, school, and community.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

PTA Dates for 2007 – 2008

Fall

Fall

Fall

November 2007

TBA

Spring

Spring

May

Entertainment Book Sale

Gift Catalog Sale

School Pictures & 5th Grade Picture

Missoula Children's Theater

Science Fair

Jog-a-thon

Art Crawl

Year End Dance

PTA Board

President:	Sarah Jane Allen	296-5243
Presidential Advisor:	Kim Federici	797-1710
Vice President:	Kathy Gough	332-4027
Treasurer:	Teresa Cohen	
Business Secretary:	Gena Hoagland	328-4204
VP Staff and Parent Relations:	Cori Sullivan	821-0353
VP Community Relations:	Jessica Corley	
VP Revenue:	Scott Allen	822-8444
	Denise Moedl	822-8998
VP Fine Arts:	Suze Dekleva	856-6435
VP Science:	Jennifer Costen	822-0452
VP Technology:	Kirsten Kunzler	821-2590

PTA Meeting Dates & Times for 2007-2008

August 29	7:30 p.m.
October 24	9:15 a.m.
December 12	7:00 p.m.
February 13	9:15 a.m.
May 14	7:00 p.m. (elections)

PTA Position Descriptions

The following positions are all voluntary. Please check to see which positions are available.

PRESIDENT:

Presides at all meetings, is a member of all committees except the Election Committee, coordinates all activities of the Executive Committee and the appointed Board of Directors.

VICE PRESIDENT:

Coordinates and assist with various committees and reports to the Executive Committee and Board of Directors

VP OF COMMUNITY RELATIONS:

Oversees and assists with all committees pertaining to Community Relations.

Community Assistance:

This committee promotes a sense of community by promoting food and clothing drives, Sister School projects, and other needs that occur during the school year.

Marquee:

Maintain current information on school marquees.

End of the Year Celebration:

Organize an evening school wide end of the year celebration.

Yearbook:

Organizes and oversees the completion and production of the yearbook.

Join-A-School:

Promotes and coordinates activities between the school and its business partners throughout the year.

VP OF STAFF AND PARENT RELATIONS:

Coordinates and assists with all committees pertaining to staff and parent issues.

Membership:

This committee rallies the support of our school in joining the PTA membership and submitting money to the local and national PTAs.

Welcoming:

This committee welcomes new and old families to Double Eagle Elementary throughout the year. This committee also sends cards for condolence or joy to families and Double Eagle Staff and can offer other assistance when necessary.

Hospitality:

Coordinate a variety of staff appreciation activities including monthly appreciation lunches for teachers and staff.

Welcome Back Picnic:

Coordinate the Welcome Back Picnic and festivities at the beginning of the school year.

Business Secretary:

Attend and record the official minutes of all PTA General and Executive Board Meetings. Maintains all correspondence & emails minutes to PTA members.

Newsletter:

Responsible for creating, editing, and distributing the bimonthly PTA newsletter.

Treasurer:

Responsible for all PTA funds, maintains financial records for all transactions including deposits and disbursements, performs monthly bank reconciliation, monitors PTA Annual Budget, and files yearly Return of Organization Exempt From Income Tax return.

Reflections:

Coordinates National PTA Fine Arts Show.

Volunteer Coordinator:

At registration and on "Meet Your Teacher Day" enlist parents to sign up for various tasks and committees. Compile a database of parents with specific talents or areas of expertise or interest. Coordinate these volunteers with board members and staff as needed.

VP FINE ARTS:

Works with the various committees to ensure the students experience fine arts activities in their curriculum.

Fine Arts Festival:

All school Art Show and musical performances by selected grade levels and cluster school groups.

Missoula Theater:

Coordinate and promotes National touring company during weeklong residency.

Talent Show

Organizes and promotes a school wide Talent Show.

Communication:

Checks the PTA phone line and distributes messages as well as keep the PTA bulletin board up-to-date with current information for any PTA committee.

VP OF TECHNOLOGY:

PC Maintenance:

Coordinates maintenance for computers throughout the school and assists the computer teacher.

PTA Web Page:

Responsible for monitoring and updating the Double Eagle PTA webpage as necessary.

Cartridge Recycle:

Processing the return of used ink cartridges for additional funds for PTA.

V.P. OF REVENUE:

Responsibility: To oversee all fundraisers. To assist Committee Chairs as needed in planning, set-up, event, clean up and follow-up.

School Supplies:

Responsibilities: Collect the supply lists from teachers. Send out flyer advertising the school supplies and costs. Collect forms and money. Buy supplies. Distribute supplies to teachers.

Eagle wear:

Orders and promotes the sales of Double Eagle spirit wear. They also coordinate the various designs that will appear on the spirit wear. Sell Eagle wear throughout the school year.

Entertainment books:

Coordinates the selling of Entertainment Books as a fundraiser.

Jog-A-Thon:

Responsibilities: Set date for the Jog-A-Thon the previous school year. Advertise in newsletter, send out pledges, collect pledges, work with committee chairs and volunteers for the day of the event and follow-up.

Free Money Funds:

Coordinate with Companies the procedures to execute the free money programs. Responsibilities to include: sending out flyers, advertising in the newsletter, following up with the various companies and informing parents how to register themselves with various businesses in the community for free money.

Art Crawl:

Coordinate art donations from various artists in the community. Some other responsibilities would be to collect items for the silent auction, provide classrooms with art projects and to find volunteers for the creation station.

School Pictures:

Organize dates with photographer and school for class and individual pictures. Communicate with yearbook staff. Organizing and deliver pictures when they arrive.

Gift Wrap Sales:

Coordinate the selling of gift-wrap as a fundraiser.

IC Representative:

Represent parents at council meetings and reports to the board.

Safe Arrival Coordinator:

In charge of volunteers who check the attendance recorder and call absent students unaccounted for daily.

V.P. OF SCIENCE:

Oversees and assists with the committees and programs related to science.

Consumable Science:

Coordinates the purchase of items needed for science program with the staff representative.

Science Fair:

Assist with the organization and promotion of the Science Fair.

Hands on Science:

Coordinate the Hands-on-Science Program: needs to acquire teachers and distributing/collecting registration forms from students.