

OÑATE ELEMENTARY SCHOOL

PARENT HANDBOOK

2008 - 2009



This handbook has been designed to help you become more familiar with the programs at Oñate Elementary School. It is our hope that it will answer most of the questions you may have about our school. Further information may be obtained from your child's teacher or from the principal.

JUAN DE OÑATE

Juan de Oñate arrived in New Mexico in 1598. He is considered the first real colonizer of New Mexico and his explorations extended from the Colorado River to the plains of Kansas. He established the first permanent settlement in the area and the second in the United States. It is largely because of the work of Oñate that the city of Santa Fe was founded in 1610.

ALBUQUERQUE PUBLIC SCHOOLS

APS is one of the largest school districts in the country, with over 90,000 students enrolled in over 130 schools.

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ALBUQUERQUE PUBLIC SCHOOLS
OÑATE ELEMENTARY SCHOOL
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ALBUQUERQUE, NEW MEXICO 87112-3611

THERESA FULLERTON
PRINCIPAL
(505) 291-6819
FAX (505) 275-0648

Dear Parents/Guardians:

Welcome to Oñate Elementary School! The purpose of this handbook is to provide you with information about the policies and procedures of Oñate and the Albuquerque Public Schools.

The Oñate staff works diligently to provide a broad, comprehensive academic environment to meet the educational needs of its students. We encourage students to achieve at their highest levels and believe our children are the most important resource. Maximum effort is exerted for their education and development.

The curriculum emphasizes student achievement in math, science, and language arts, as well as self-esteem and character building. Cooperative planning and utilization of all staff resources is an integral part of the Oñate Elementary School operation. Our educational programs are designed to encourage a high level of community participation which enables parents/guardians, teachers, and students to work together to accomplish goals in a setting that is cognitively stimulating and emotionally supportive.

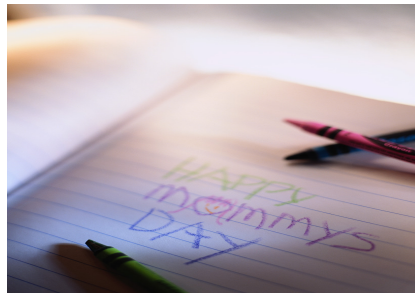
We look forward to working with you this year.

Sincerely,

Theresa Fullerton

Oñate Elementary School Mission Statement

It is the mission of the Oñate school community to educate all students to become responsible, literate, thinking and contributing members of a multi-cultural society through excellence in teaching and learning.



SCHOOL HISTORY

Oñate Elementary School is located in the northeast quadrant of Albuquerque, New Mexico. Nestled against the scenic backdrop of the Sandia Mountains, it opened its doors in the fall of 1972 with 25 portable buildings. Construction was begun in the spring of 1973. Phase I included eight classrooms, a conference room, a faculty lounge, a cafeteria and an administrative area. Phase II was begun the following spring and this construction provided eight additional classrooms and an atrium. Phase III added a free standing gymnasium and eight portable buildings.

ÑATE FACULTY AND STAFF, 2008 - 2009

PRINCIPAL

Mrs. Theresa Fullerton

COUNSELOR

Ms. Victoria Vigil

KINDERGARTEN

Mrs. Susana Jenks/
Mrs. Mary Lipka
Mrs. Lynette Wheeler
Mrs. Cathy Zoladz

GRADE 1

Mrs. Kate Bogren
Mrs. Carol Price

Grade 1-2 Combination

Mr. David Dallas

GRADE 2

Mrs. Rebekkah Chacho/
Goar Kostanian
Rachel Greene

GRADE 3

Ms. Jennifer Ball
Mr. Brian Brown

GRADE 4

Ms. Susie Hill
Ms. Emily McAfee

GRADE 5

Mrs. Gay Crouch
Mr. John Johnson

PHYSICAL EDUCATION

Mr. Arthur Ramirez

INSTRUCTIONAL COACH

Mrs. Anissa Chavez

LITERACY TEACHER

Mrs. Sue Ann Voris

LIBRARY

Mrs. Arnie Tise

REDIRECTOR

Mrs. Maria Garley

RESOURCE PERSONNEL

Mr. Joseph Acosta
Mrs. Shari Friedman
Ms. Kathryn Griffin
Mrs. Jo Kopke
Mrs. Debbie Maier
Mrs. Alicia Meade
Mrs. Dixie Propp
Mr. Pat Quillen
Mr. Mark Smith
Mrs. Laura Sugars
Mrs. Regina Timms
Mrs. Janice Woods

SUPPORT PERSONNEL

Ms. Alma Aguilar
Mrs. Linda Alsup
Mrs. Jaime Baca
Ms. Rose Baca
Ms. Julianne Gallegos
Mrs. Kathy Haley
Mr. Joseph Herrera
Mr. Francisco Mendoza
Mrs. Ida Martinez
Mrs. Christine Ramirez
Mrs. Vivian Romero
Mrs. Athenia Schuler

DAILY SCHEDULE

KINDERGARTEN THROUGH FIFTH GRADES (MONDAY, TUESDAY, THURSDAY AND FRIDAY)

9:00	First Bell
9:02	Classes start
10:45 - 11:00	Recess (1-5)
12:15 - 12:45	Lunch Recess Grades K-2
12:45 - 1:15	Lunch Recess Grades 3-5
2:30 - 2:45	Recess (1-5)
3:45	Dismissal

WEDNESDAY ONLY

Lunch Recess K-2	11:45 - 12:15
Lunch Recess 3-5	12:15 - 12:45
1:00	Dismissal

INSERVICE DAYS AND EARLY RELEASE DAYS

Oñate will have four inservice days throughout the year to provide professional development opportunities for the staff. In addition to early release time for parent conferences, students will be released each Wednesday at **1:00**. Parents often wonder whether or not students attend school the correct amount of time. Please be reassured that they do.

Students in New Mexico schools are required to have 181 days of instruction each school year. This equates to 996 hours for grades K-5 (excluding a 30 minute lunch period). In all New Mexico schools, recess time is counted as instructional time as long as it does not exceed 30 minutes per day. The hours of instructional time each school offers is reviewed annually by the Public Education Department to assure compliance. Oñate's schedule exceeds the required time and consequently makes up for the inservice days and early release time.

ABBREVIATED DAY SCHEDULE

An abbreviated day schedule will be used on mornings when street conditions would endanger the safety of students and employees on their way to school. A decision to institute an abbreviated day schedule will be announced by 6:00 a.m. through the news media ie., KOB Radio (AM 77). If no announcement is made by that time, a regular school day will be held. If an abbreviated day is declared, the instructional day will begin **two hours later** and end at the regular time. If an abbreviated day is declared on a Wednesday, the school day will end at 3:45 pm.

GRADES K - 5

11:02 am - 3:45 pm

SAME SCHEDULE APPLIES ON WEDNESDAY

No breakfast will be served on abbreviated days. If severe weather conditions exist, schools may be closed. Days are made up per State Department of Education guidelines.

EMERGENCY DISMISSAL

Emergency dismissal procedures will be used in the event of severe weather conditions or conditions which might occur that endanger the safety of students and/or employees. The decision to designate "emergency dismissal" will be announced via the news media. Please make necessary arrangements to acquaint your child with appropriate procedures should this situation occur. The Emergency Dismissal Form you completed as part of the registration process will be kept on file in the office. Should any information change please notify the office *immediately*. Emergency evacuation (including fire and lockdown drills) and other safety procedures will be practiced at regular intervals. **PLEASE NOTE:** In the event of an emergency dismissal situation it is important that telephone lines be kept clear. The school staff is prepared to deal with situations as they occur, but there are only **THREE** available telephone lines during that time.

STUDENT DISMISSAL DURING SCHOOL HOURS

If it is absolutely necessary for your child to be excused from class during school hours, please notify the teacher or the office in advance. Please do not request a child's dismissal by telephone. For your child's safety and protection, the parent is required to come into the office to sign the child out. Parents will be asked to show a photo ID when signing students out. Children are **NOT** allowed to walk home alone while school is in session. Families are encouraged to arrange doctors', dentists' and other appointments so that they do not interfere with the instructional day. If it becomes necessary for parents to go out of town, please notify the teacher or the office regarding procedures, emergency contact information, and names and telephone numbers of authorized parties.

If students are not picked up at dismissal time they will be brought to the office. There is no supervision so parents must pick their students up **on** time. Any child left unsupervised or **not picked up by 4:15 PM will be referred to APS Police**. If you have an *emergency* and must change your previously arranged plans, you may call the office and they will attempt to reach your children to let them know of the change. Although every attempt will be made to forward your information, we cannot guarantee that the change in plans will be relayed to your child.

The office and your child's teacher should be notified of any custody issues involving your child. Appropriate legal information which clearly states who has legal custody or access to the child must be provided. The school cannot legally deny access to a custodial parent unless specific, written documentation prohibiting such contact is provided.

ATTENDANCE

Daily attendance is mandatory for students to benefit from the instructional program. The intent is to establish an effective and uniform system of school procedures regulating responsibilities under the Compulsory School Attendance Law. It is of the utmost importance that patterns of regular attendance be established and sustained by students.

The procedures are applicable system-wide and school principals have the responsibility to monitor the provision of this directive in close cooperation with district attendance offices.

New Mexico Statute 22-12-2 states:

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.

New Mexico Statute 22-12-7 states:

A. Each local school board and each governing authority of a private school shall initiate the enforcement of the provisions of the Compulsory Attendance law (22-12-1 to 22-12-7) for students enrolled in their respective schools.

B. To initiate enforcement of the provisions of the Compulsory School Attendance Law, a local school board or governing authority of a private school or their authorized representatives shall give written notice by certified mail to the parent, guardian or one having custody of the person subject to the

provision of the Compulsory School Attendance Law. Any person continuing to violate the provision of the Compulsory School Attendance Law after receiving written notice as provided by this section shall be reported to the Children's Court division of District Court and shall be considered to be a neglected child or a child in need of supervision and thus subject to the provision of the Children's Code.

C. Any person failing his responsibility for initiating enforcement of sub-section B of this section is guilty of a petty misdemeanor.

New Mexico Statute 22-12-8 (1985) states:

If a student is absent for three or more successive school days, the local school district shall contact by telephone or written notice the student's parents, legal guardian or custodian no later than the close of school on the school day next succeeding the three-day period. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three-day period, has contacted the school to explain the absence.

ATTENDANCE PROCEDURES

- A. Parents are asked to call the school (505) 291-6819 X 6 no later than 9:30 am to report an absence and request make-up work. You may also contact the school via the Oñate website www.aps.edu/aps/onate/index.html. To excuse an absence see procedures below. Students who are signed out before the end of the instructional day must have **written** documentation of the reason (as defined under excused absences) or be subject to the same consequences as tardy.
- B. If the school has not been given prior notice by phone, the parent or guardian will provide the school with a written explanation concerning all student absences upon the student's return to school.
- C. Absences will be recorded daily. The APS attendance tracking system automatically records all excused and unexcused absences. Parent letters are automatically generated at 2, 4, 5, 7 and 10 absences. On the fifth unexcused absence you and your child will be required to attend the Truancy Prevention Program at Oñate. At the 10th unexcused absence a referral to the Habitual Truant Office will be made.

- D. Teachers will be informed of calls concerning student absences.
- E. The school should be notified by the parent or guardian of anticipated absences due to family emergencies and medical or agency appointments.
- F. The school will attempt to investigate unexplained absences through telephone contact or home visits with parents/guardians as soon as possible and advise them regarding the importance of regular school attendance and the legal implications involved.

Students are entitled to make up work (1 day for every excused absence). However, it is the responsibility of the student or parent to arrange with the teacher (s) for make-up work, tests, etc. Requests for homework should be made early enough to allow reasonable time for the teacher to assemble.

Occasionally, families are left with little option but to take students out of school for an extended period of time for unexpected emergencies. While emergencies are unavoidable, the staff and administration encourages parents to plan *other* activities in a manner that does not impact attendance at school. As well, parents are reminded that the APS Student Behavior Handbook describes excused absences including “extenuating circumstances agreed to by the administration *prior to the absence*”. Too often students tell their teachers that they will be gone for an extended period of time and would like their work for the time they will be gone. Though “paperwork” can be assigned to the students for this purpose, instructional time is an asset that, once missed, is irretrievable.

If the student needs to be absent for an extended period of time you will be asked to write a letter to the school regarding the absence and request for work. Teachers are not obligated to provide “school work” for an extended absence. Most teachers will accommodate some work for a reasonable amount of time, *but any work provided for the absence is due on the day of return*.

CHRONIC ATTENDANCE PROBLEMS

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. 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.

B. APS Attendance Policy

- APS students are allowed **no more than 5 unexcused absences per semester, and no more than 10 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 inquiry from the principal and request for additional documentation.
- Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during the 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 of the reason (as defined under excused absences) or be subject to the same consequences as "tardy".

BOUNDARY INFORMATION

The Oñate Elementary School area is bounded on the west by Juan Tabo Boulevard NE between Menaul Boulevard and the Embudo Arroyo, which is located just north of Indian School Road. Menaul Boulevard from Juan Tabo east to the foothills is the northern boundary. The area is bounded on the south by the Embudo Arroyo east to Tramway Boulevard, then south on Tramway to Indian School Road and then east on Indian School to

the foothills.

STUDENT TRANSFERS

Students who reside outside the Oñate district must apply for transfer from the Albuquerque Public Schools Student Services Department. They may be reached at 855-9050. Out of district students who have been approved for transfer and attend Oñate Elementary can have their transfer revoked at any time for the following reasons:

- Excessive (**4.5 or more**) absences and/or tardies in one semester
- Disruptive behavior and/or acts of misconduct
- Overcrowded enrollment
- Lack of parental support/cooperation with school staff to meet the needs of the student
- Overcrowded conditions in the school

CHANGE OF ADDRESS

Please keep the school office informed of your correct home and business addresses and current telephone numbers. It is essential that this information be kept up to date so that you may be contacted in case of an emergency.

WITHDRAWAL FROM SCHOOL

In order to grant transfers from Oñate School, the office should be notified three days prior to the child's last day of school. Records of transferring students are released to receiving schools upon request from the receiving school.

PARENT - TEACHER CONFERENCES

Parent Teacher Conferences will be held two times during the school year. Dismissal on these days will be at **1:00** p.m. for grades K-5. The teachers and principal encourage and welcome parental classroom visitation and conferences by appointment. However, we ask that you do not attempt to discuss any personal matters while a faculty member is on playground or cafeteria duty, or is conducting a class. Please make appointments for conferences and classroom visits through the school secretary or the teacher.

FIELD TRIPS

Field trips are an extension of the curriculum and support concepts at each grade level. **It is the District policy that each student have a separate permission form signed by the parent or guardian for each field trip. A signed permission form for the trip in question must be in the hands of the teacher before the student may embark on the**

trip. The District's permission form has been developed and approved by legal counsel. Any alteration to its content or wording invalidates the form and may make it necessary to exclude the student from the trip. A telephone call is not acceptable.

Parents who volunteer to chaperone must be aware that field trips are learning experiences and that they must make every effort to follow directions and procedures as set forth by the teacher. Parents attending the field trip should **NOT** bring siblings on the trip. This adds increased security and liability issues.

STUDENT HOMEWORK

It is the responsibility of the principal, as the instructional leader, to encourage homework that is appropriate and effective, but controlled. Homework should reinforce and extend the work in the classroom and benefit the student by such augmentation. Learning is not an activity which should be restricted to a six hour day or the interior of the classroom. Student homework that is appropriately selected and planned can add greatly to the learning activity by providing support, directed study, enrichment experience and individualization that is not possible in the classroom. To be effective, however, homework must be reasonable, limited and purposeful. It is the principal's responsibility to see that effective guidelines are developed and implemented.

LIBRARY POLICY

Oñate students will go to the library with their class at a regularly scheduled time each week. Each student will be allowed to check out book(s) that he/she may keep for one week. All books not returned at the next library time will be considered overdue. Students having overdue books will not be allowed to check out a book until the overdue book is returned. Students having a book overdue for over two weeks will receive a notice to take home to parents alerting them of the problem. Lost books are to be replaced at current value.

BIRTHDAY BOOK CLUB

Parents may purchase a special book in their child's name and place it in the library in honor of the child's birthday or other special occasion. Additional information including suggested titles and authors is available in the library. Parents are encouraged to visit the library frequently.

PHYSICAL EDUCATION

It is necessary for a student to have written permission from parents to be excused from physical education activities due to health reasons. It is important that the office be notified. If your child needs to be excused from physical education, please send a note to the office **each** day for three days. After three days, a doctor's excuse is required. **PLEASE NOTE:** Students must wear appropriate athletic shoes without black soles.

CLASSROOM PLACEMENT

It is our primary responsibility to see to it that every child maximizes his or her potential and receives the very best educational opportunities possible. Parental involvement in providing information about the child's progress is appreciated and encouraged. Together with teacher recommendations, this information will be considered and the placement decision will be made by the school. Requests for specific teachers are not accepted. The highest priorities in placement considerations are:

1. The academic needs of the child; and
2. Class size, as well as heterogeneous, balanced class groupings.

The placement process is one of the most important decisions made at the school. It requires the best of our judgment and input from all concerned. It also requires trust in the school. As a community, you are very supportive of the school and the faculty, staff and administration tries to be supportive in turn. Many of us are parents whose children have attended and/or continue to attend Oñate Elementary School. We all want for your children anything and everything we ever wanted for our own children. You may rest assured that the classroom placement of your child will be considered with only the utmost of fairness, integrity and honesty.

COUNSELING SERVICES

Oñate is fortunate to have a half- time counselor on staff. The counselor assists in instilling a sense of self worth and self esteem in our students. Classroom guidance sessions center around problem solving, decision making, relationships and conflict resolution.

Parents will be notified when their children are selected to participate in small group counseling sessions. Typical topics may include separation and divorce, grief counseling and friendship issues.

The counselor meets with individual students on a short term basis when necessary.

RECESS

All students go outdoors to play at recess. If it is necessary for your child to remain in the building for health reasons, a note to that effect is required. In case of inclement weather, the school will use its discretion as to whether or not the children will go outside for recess.

RETENTION POLICY

New Mexico State Law requires schools to identify students who are performing below state levels for proficiency. Parents of those students will be notified by the end of the second grading period. At that time, the parents/guardians and classroom teacher must meet to discuss the academic deficiencies and develop an Academic Improvement Plan. This plan will list specific responsibilities the teacher, parent, and student will follow to help the student attain proficiency.

By the end of the school year, any student who has not achieved proficiency must be referred to the Student Assistance Team. This team will meet with the parent/guardians and review the Academic Improvement Plan. Any student who does not achieve proficiency by the end of a Level Two Plan must be retained in the same grade unless the parent signs a waiver.

VISITOR POLICY

Parents are always welcome to visit the school. Visits to individual classrooms (Regular Education, Special Education, Primary and Intermediate ED Programs) **MUST** be cleared through the Principal. Visitors may observe only in classrooms in which their own child is registered. Children may visit only when accompanied by an adult. In order to minimize the interruption of the instructional process and to maintain security, you will be asked to follow these guidelines when visiting Onate Elementary School:

1. If you are on campus between the hours of 9:00 am and 3:45 pm (1:00 on Wednesday), please check in with the administration office and record your presence by signing in/out and wearing a visitor name tag. This includes the recess and lunch breaks.
2. Visits to classrooms should be arranged 24 hours **prior** to the visit and should be limited to twenty minutes. You may only visit a classroom where your child is enrolled.
3. If you need to pick your child up for an appointment or need to make a delivery to your child, please do this through the administration office. The office staff will contact your child through the intercom system. Please try to arrange a pick up time other than lunch or recess, as it is time consuming to locate a child on the playground. Your child must be signed in/out in the office.
4. If you are delivering a lunch to your student, please have it in the office no later than **five** minutes before the scheduled lunch time. (Refer to lunch schedule on page 5). Let your child know before school that the lunch should be picked up in the office on the way to the cafeteria. If the lunch is not delivered on time, the student will need to charge in the cafeteria and eat a school lunch.

5. Please be aware that standing outside of a classroom to wait for your child to be dismissed can be disruptive to the school environment. Arrange a meeting place (flagpole, playground etc.) to pick up your child when the bell rings. Parents should not continue to wait outside the classroom, in the lounge or hallways after the bell has rung.

VOLUNTEERS

It is our belief that parental involvement is vital to a child's success in school. Parents can be involved with the school on many levels and we acknowledge the value of all types of participation. There are many opportunities to volunteer during the school year. These can range anywhere from sending in materials for projects or snacks to working regularly in the library. A unified effort between parents and staff is the key to providing an atmosphere conducive to learning. In order to accomplish this goal we thank you for following these guidelines:

1. Please check in to the administration office and record your presence at school by signing in/out and wearing a visitor name tag.
2. Please be prompt. Notify the office if you are unable to fulfill your volunteer duties. If possible, try to give notice in time for a replacement to be arranged. It is nice to be able to count on you.
3. Respect the confidentiality of teachers and children by being discreet.
4. If you are a regularly scheduled volunteer (library, tutoring etc.) you have the right to expect to be trained and supervised. Do not hesitate to ask questions if you do not understand the assignment. Please confer with a staff member if you have problems.
5. Regular volunteers in classrooms will be asked to comply with APS policies and procedures and complete the process for volunteering with the Human Resources Department. Further information is available through the office or the classroom teacher.

SECTION 504 AMERICANS WITH DISABILITIES ACT

The Albuquerque Public Schools affords certain rights to students with disabilities. These rights are described in Section 504 of the Rehabilitation Act. A student who has a physical or mental impairment that substantially limits one or more major life activities (caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working) qualifies as having a disability under Section 504.

Parents or staff members who feel that a student may be eligible for 504 services should notify the Student Assistance Team and request a 504 Conference to consider eligibility. An eligible student will have an Accommodation Plan developed based on his/her educational needs and upon the least restrictive environment necessary to meet those needs. The 504 Accommodation Plan provides reasonable accommodations and supplementary aids and services which will allow the student an equal opportunity to participate in school and school related activities.

Parents of students with disabilities have the right to participate in the 504 Conference. Parents will receive written notification of the school's decisions concerning the student's identification, evaluation, or educational placement.

For additional information about disabilities and procedures under Section 504, please contact the school principal or counselor.

CAFETERIA SERVICES

The cost of the meal is **\$1.75** which includes milk. The price of an adult meal is **\$3.00**. All students carrying sack lunches may purchase milk for **\$0.40** per carton. Questions regarding cafeteria meal tickets should be directed to the cafeteria manager at 299-2851. Cafeteria menus are sent home monthly in the newsletter. The lunch menu is also announced on the radio each morning. We urge parents to consider the purchase of meal tickets to help prevent students from losing their lunch money each day. Lunches may be paid for on-line at www.mylunchmoney.com. Charges incurred in the lunch room should be repaid promptly.

Oñate will be serving breakfast to students from 8:45 until 9:00. The cost is **\$1.15**.

HEALTH ROOM

Students who are ill or injured during the school day will be assessed and treated in the health room. If it is necessary for your student to go home the Parent/Guardian will be contacted. If the school is unable to contact you, the contacts listed on the Emergency Card will be contacted. Students who are ill or injured are *not* permitted to walk home or ride the bus and must be picked up.

How do I know when my student is ill?

In order to achieve the goal of minimizing the spread of communicable disease at school the following criteria may be considered reasons to keep a child home from school:

- Acute phase of cold/upper respiratory infection (cough, nasal drainage);
- Elevated temperature;
- Vomiting;
- Diarrhea - three or more times in six hours;

- Conjunctivitis or “pink eye”;
- Untreated impetigo, lice, scabies and similar diseases;
- If antibiotic therapy is needed, the student should remain home for at least the first twenty-four hours;
- Students with vomiting and/or diarrhea may not return to school until they have not had an incident for twenty-four hours.

IMMUNIZATIONS

It is a violation of New Mexico’s compulsory school immunization law (Section 24-5-5, NMSA, 1978 Comp.) for any student to enroll in school without up-to-date records of immunization or proper records of exemption. Please contact the office for current requirements.

MEDICATION POLICY

Students who require prescription medications during the school day *must* have an “Authorization for Medication” form signed by their physician and parent on file in the health room. Medications that are prescribed “three times a day” can be given before school, after school and at bedtime. Students who take over the counter medications must have a Parent Authorization form on file in the health room. ALL MEDICATIONS must be in the original pharmacy labeled container or the original over the counter container. Baggies and unlabeled containers will not be accepted. Students may carry medication to school and turn it into the health room. No medications of any kind will be transported home by a student. Students who use asthma inhalers may carry them on their person if there is a written authorization from both the physician and parent on file in the health room. Otherwise, those medications will be kept in the health room and the student may use them under the supervision of the nurse, health assistant or other trained APS employee. Inhalers must also be labeled by the pharmacy.

Health room personnel can be reached at (505) 291-6819 X 12 for further information.

INFORMED CONSENT

There may be circumstances when it is necessary to release confidential information regarding a student. State law requires that any suspicion or evidence of child abuse/neglect, or knowledge of a minor engaging in dangerous or illegal behavior be reported to the appropriate child protection agencies and/or legal authorities. Furthermore, if a student poses a serious danger to him/herself or is a substantial danger to others, any individual (including school personnel) with knowledge, evidence, or suspicion of said danger, is required by law to intervene. The intervention may include informing family members, identified victims, and/or the proper authorities to provide for the safety of the student and others.

STUDENT INSURANCE

The Albuquerque Public Schools cannot assume liability for cost incurred in student accidents. The district does make a student accident insurance policy available to all. Information is sent home early in the school year.

FIRE DRILL/EMERGENCY PROCEDURES

During a fire drill, the entire class walks at a brisk, orderly pace with no pushing and in single file out of the classroom using the outer doors.

Proper discipline should be maintained as students move away from the exits to a sufficient distance so that no student is within 50 feet of the building. Teachers will take attendance when all students are out of the building. Students who are in the health room should leave the building with the nurse or secretary.

Students and staff will become familiar with evacuation drills, lockdown procedures and/or any other drill deemed necessary by staff and administration.

CROSSING GUARDS

The City of Albuquerque has made available two crossing guards for the safety of our students. Children should obey the crossing guards at all times. It is imperative that children stay on the sidewalk until given the signal to cross by the guard. Children should leave school promptly at dismissal time so that they can proceed with the help of crossing guards. City ordinance prohibits children using the crosswalks on roller blades, skateboards or bicycles.

PARKING LOT SAFETY

The parking lot will be closed from **8:45 until 9:00 and from 3:15 until 3:45** due to serious traffic problems in our small parking lot. **PLEASE DO NOT DRIVE YOUR VEHICLE INTO THE PARKING LOT AT THIS TIME.** Please make arrangements to meet your child across the street or at the park (southwest corner of playground). To insure your child's safety, please advise them to cross with the crossing guard either in front of the school or at the corner of Chelwood and Brentwood Hills. When visiting the school, please park in a regular parking space.

PARKING IN THE FIRE LANE, PARKING SPACES FOR THE HANDICAPPED, RESERVED PARKING SPACES, BUS LOADING ZONES, DAY CARE VAN LOADING ZONE OR ALONG THE WEST FENCE AREA IS STRICTLY PROHIBITED!!

At **NO** time should children be in the parking lot unless accompanied by an adult. Children **and** adults are asked to use the crosswalk. By City Ordinance, dogs *are not allowed*

on campus. If you walk with your dog to school to pick up your student, please arrange an off-campus meeting place.

Please assist in the smooth flow of traffic by following all safety rules and exercising patience and good judgment. The safety of our children is paramount. Thank you for supporting our safety efforts and modeling cooperation and encouragement.

SCHOOL BUS TRANSPORTATION

It is the policy of the Board of Education in accordance with New Mexico state law to provide transportation for elementary students who live more than one mile from the school within their attendance area. Due to liability issues, no one but regular riders may ever ride the bus. Bus schedules and revisions will be established by the Director of Transportation in consultations with the principal and bus contractors involved.

Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In New Mexico student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.

Consequences for Misconduct on the bus:

First Discipline Referral: Warning Call

Second Discipline Referral: One-day bus suspension

Third Discipline Referral: Three-day bus suspension

Fourth Discipline Referral: Semester bus suspension

Behavior that causes physical harm to other students, physical harm to the driver and/or assistant, or physical damage to the bus will result in automatic suspension of transportation privileges.

Suspension from the bus does not mean that a student is suspended from school. The parent/guardian will be responsible for transporting the student to and from school.

NOTE: Parents **must** contact the transportation department for permission if at any time they would like the child dropped off at a stop other than the regular stop. Children will not be allowed to leave the bus at any other stop.

ONLY THOSE CHILDREN AUTHORIZED TO RIDE THE BUS WILL BE PERMITTED TO BOARD.

BICYCLE/SCOOTER POLICY

If students ride bicycles or scooters to school, they should follow proper procedures for their safe use. Students are not allowed to ride bicycles or scooters on school grounds. Bicycles are to be parked and locked in the bicycle rack upon arrival at school. Scooters should be folded once on school grounds. The school is not responsible for loss or damage.

***SKATEBOARDS, ROLLER BLADES, ROLLER SKATES,
OR "HEELIES" ARE NOT ALLOWED AT SCHOOL.***

SCHOOL DRESS

Parents' good taste, weather, and PE program should govern the type of clothing worn to school by the students. Tennis shoes are required for PE; soles **CANNOT** be black.

The Dress Code adopted by the School Board will be adhered to at all times. The text is included:

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 two 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 specific instructional, safety, religious or medical reasons.

Schools may customize their individual dress codes to address their needs and standards of their communities and neighborhoods through use of a process which ensures input from students, parents, faculty and staff of the school and other interested community members. Students and their parents/guardians have the responsibility to be aware of the school specific dress codes and to conform to those requirements. The responsibility to interpret and enforce the policy rests with each principal for his/her school.

Jackson Middle School (Oñate feeder school) has established the following guidelines to minimize educational disruptions. Onate adheres to the following guidelines.

- **NO** midriff shirts are allowed. This means that no skin should be showing between the bottom of the shirt and the top of the pants/skirt at any time;
- Sleeveless shirts must be two inches wide at their narrowest point on the shoulder (No “spaghetti” straps or halter tops);
- Team jerseys (sleeveless with large arm holes) must have a sleeved shirt underneath them at all times (No tank tops or muscle shirts);
- Coveralls must be worn with both the suspenders fastened and over the shoulders;
- Excessively sagging pants or shorts are not allowed;
- Excessively “baggy” clothing (including pants and/or shorts) are not allowed; **Baggy** generally means that the pant legs are wider than twice the width of the leg;
- Clothing that is excessively torn, tattered or long is not allowed;
- Wallet to pocket chains are not acceptable (No chain, spiked or sharp accessories);
- All belts should be worn appropriately with no excess belt hanging;
- No body piercing other than ear piercing should be visible (no tongue, eyebrow, nose piercing, etc.);
- Any item of clothing identified with a gang or gang behavior is not allowed;
- Hats or other types of head gear may not be worn inside buildings on campus;
- Skirts should be no shorter than the point where extended fingers end when the student is standing up straight;
- Permanent/temporary hair coloring of any kind is not allowed. Parents will be notified and students will be required to restore the natural hair color. Parents will also be notified when haircuts (Mohawks etc.) cause disruption to the educational process.

Students who come to school dressed inappropriately will be asked to change. Parents will be asked to bring a change of clothing or clothes available at the site will be used. Repeated violations will be dealt with parent notification and disciplinary consequences.

PERSONAL PROPERTY / LOST AND FOUND

Please mark the clothing and any other articles that your child brings to school. We especially recommend that his/her name be printed on all articles of clothing, sack lunches, lunch boxes and school supplies. **Please do not allow your child to bring telephones, CD players, radios, skateboards, roller blades, toys, or collectors' items, etc., to school. These items brought to school will be confiscated.** They are easily lost, stolen or traded and cause undue disruption. The school Lost and Found Box is located in the cafeteria. Unclaimed articles are given to the APS Clothing Bank on a regular basis.

BEFORE SCHOOL HOURS

The playground is supervised from 8:50 until 9:00 am. For your child's safety and

protection he/she should not arrive at school before 8:55 a.m. In stormy weather, it is requested that children do not arrive at school before 9:00 a.m. When children are on campus before school hours they **MUST** be on the playground. They are not allowed around the buildings or portables. They should drop their backpacks outside their classrooms and then go directly to the playground where there is supervision.

AFTER SCHOOL HOURS

Children should return home before going to play. All arrangements with friends should be made with parents before children come to school. The use of the telephone at school for such arrangements is **not** permitted.

STUDENTS WILL BE ALLOWED TO USE THE TELEPHONE IN THE OFFICE IN CASE OF EMERGENCIES ONLY!

RESTITUTION PROCEDURES

The collection of restitution monies to pay for the cost of destruction and/or damage to school property (textbooks, buildings, equipment, etc.) is a lawful and proper endeavor on the part of the Albuquerque Public Schools.

The Albuquerque Public Schools Police Department shall handle and coordinate all efforts in this regard and will automatically initiate action in appropriate cases.

PARENT TEACHER ASSOCIATION

Parents are invited and encouraged to join the PTA at Oñate Elementary. The PTA strives to develop united efforts between the school and the community to provide quality educational opportunities for all students.

The PTA contributes greatly to the success of the school. It provides a way for parents to become involved and serves as a major communication link between parents, school staff, central office administrators, and the local school board.

All PTA meetings are open and parents are encouraged to attend.

ONATE PARENTS ARE THE VERY BEST.

DISCIPLINE

The Oñate staff perceives discipline as a way of helping children develop appropriate behaviors which will enable them to function in today's society. We believe our school should have order based on reason and understanding. Rules are easy to enforce when all understand why they are necessary and when all have a part in establishing expectations. We feel mutual respect between students and teachers is very important. Early in life students need to begin learning a sense of responsibility and independence. We must recognize and promote the basic human needs: security, belonging, accomplishment and success. We believe that every child is unique. Every child's development and achievement should help to prepare him/her for full participation in our democracy.

The staff at Oñate Elementary believes that the goals of constructive discipline are:

1. The accomplishment of learning and personal growth;
2. The realization of a positive self image based on successful school experiences;
3. The internalization of democratic values and constructive methods of handling feelings, resolving conflict and working for significant social change; and
4. The development of caring, responsible, creative, joyful, healthy, committed and self-disciplined individuals.

The staff feels that the following tasks are essential:

1. Encourage tolerance for individual differences;
2. Involve students in the decision making process;
3. Define limits and rules with an understanding of logical consequences;
4. Ensure consistency of application, but leave room for flexibility;
5. Encourage students to develop responsible alternative behaviors;
6. Provide positive reinforcement for acceptable behavior; and
7. Provide opportunity for the development of a positive self-concept.

The staff at Oñate is dedicated to teach, observe, and promote the personal rights of students, teachers, support staff and parents of Oñate children.

Oñate students are learning positive ways to solve conflicts with the help of the Mediation in the Schools program. Specially selected fourth and fifth graders have completed training in order to help resolve conflicts at school.

The purpose of the Mediation program is to teach non-violent resolution of conflict and enable students to reach mutually satisfactory agreements. The curriculum is taught in all of the classrooms. The students work in pairs and are on duty on the playground during morning and afternoon recess. The program seeks to improve the environment of the school and assist in modeling positive ways to solve problems.

Oñate will continue to implement the Character Counts program which focuses on six aspects of character development. One aspect per month will be emphasized throughout the school.

July/August	Respect
September/October	Citizenship
November/December	Caring
January/February	Trustworthiness
March	Fairness
April	Responsibility

Students will receive Character Counts coupons when they are observed performing acts of kindness. Monthly, students' slips are displayed on the "Coyotes with Character" bulletin board located in the hall by the library.

DISCIPLINE POLICY

The Oñate Discipline Policy has been developed to encourage students to acquire positive and acceptable behavior skills.

The following suggestions are important to remember:

1. Awareness by the entire school community, students, staff and parents about the school's goals, objectives, rules and procedures will be fostered. Parents are asked to become active partners in assisting the school to develop strong, positive, self management behaviors.
2. All school employees are responsible for monitoring the behavior and safety of all students.
3. Classroom teachers have the primary responsibility for instructing students concerning expectations of behavior management. Students must accept guidance from all adults working in a supervisory capacity (teachers, assistants, secretaries, custodians and parent volunteers).
4. All staff members should actively engage in ways of recognizing and reinforcing positive behaviors that are exhibited by individual students throughout the school.
5. Classroom teachers will establish a process for recognizing, rewarding and reinforcing appropriate management behaviors. Students will realize that they have control over their behavior and that choices will carry either positive or negative consequences.
6. School personnel who become aware of any type of harassment will promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student.

CONSEQUENCES

1st Reported Offense:	Documentation (Behavioral ticket sent home); Principal/ Teacher notified. Student meets with the Redirector
2nd Reported Offense:	Documentation (Behavioral ticket sent home); Conference held with Parent, Principal and/or Redirector
3rd Reported Offense:	Documentation (Behavioral ticket sent home); Out of school suspension for one (1) day.

4th Reported Offense: Documentation (ticket); Out of school suspension for two (2) days. Referral to Discipline Committee.

CAFETERIA RULES

1. Students are expected to follow the directions of supervising adults.
2. Students are expected to use conversational voices. **PLEASE, NO SHOUTING!**
3. Students are expected to ask permission before leaving their seats for any reason.
4. Students are expected to clear the table and seat before leaving. Students are to remain in the cafeteria a minimum of fifteen minutes.
5. Students are expected to stand quietly in line with hands and feet to themselves.
6. Students should leave quietly when dismissed by the supervising adult.

No food or drinks are allowed outside at lunchtime.

PLAYGROUND RULES



1. Students are expected not to throw rocks, snowballs, sand or dirt.
2. Students are expected not to play body contact games. There is **NO** play fighting.
3. Students are expected not to use obscene language or gestures. Teasing, name calling, tattling or arguing is not allowed.
4. Students are expected to respect school and personal property.

5. Students are expected to use school equipment appropriately.
 - a. There is only one way to slide: sitting on your bottom, legs out and one person at a time.
 - b. There is only one way to use swings: one person at a time, sitting on your bottom and with your legs out.

The following activities are considered unacceptable on the climbing equipment:

- cherry drops
- jumping from one bar to another
- jumping from the top
- walking across the bars without using hands
- hanging from the climbing poles
- walking across the low protruding bars without hands
- standing up on the bars
- pushing
- climbing the basketball goals
- climbing the softball backstop

6. Students are expected to play in appropriate areas. Games are played away from the walls on the field. There is **NO WALL BALL!**
7. Students are expected to stay within the fenced areas at all times. Balls over the fence or down the street will be retrieved by staff members **only**.
8. Students are expected to play on the playground, not around or between the buildings, portables or parking lot.

PLEASE NOTE:

Regulation softballs, soccer balls, hard balls, tennis balls, bats, racquetballs, nerf balls or basketballs are **not** to be brought to school.

Roller blades, roller skates, "heelies" or skateboards **are not** allowed.

HARRASSMENT POLICY

Oñate prohibits harassment of any kind including harassment based on gender, ethnicity, religion, or an individual's disability. School personnel who become aware of harassment concerns and/or issues will promptly and effectively act to end the harassment and prevent it from recurring. Any concerns related to harassment should be reported to the principal.

BEHAVIOR REDIRECTION

The Behavior Redirection program is a behavior intervention strategy that is an adaptation of the traditional Time-Out and Live Space interview models. Students who are interfering in the educational process or who break a rule are candidates for a referral to the Redirector. In a positive way she assists the student in an investigation of why his/her behavior is inappropriate. The process can be completed in as little as 15 minutes so that the student may return to class to put the plan into practice. The redirection process:

- provides an immediate and consistent intervention in the cycle of inappropriate behavior;
- intervenes early in the cycle, before the behavior becomes seriously disruptive;
- shortens the time that students are out of the classroom due to inappropriate behavior;
- helps the student plan for more appropriate and effective behavior;
- returns the student to the classroom as soon as possible to implement the behavior plan;
- is positive;
- is supportive.

The redirection is **NOT**

- counseling
- punishment.

The principal handles behavior serious enough for immediate consequences.