

# James Elementary

## Student/Parent Handbook



**James Elementary School**  
Portales Municipal School District  
Portales, New Mexico  
575-359-3675  
2023 - 2024

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**Dear Parents and Guardians,**

**It is our pleasure to welcome you to James Elementary School. Our dedicated staff works very hard to meet the individual needs of all students and maintain personal connections with their families.**

**We truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children of James Elementary School. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.**

**If you have any questions or concerns, please feel free to contact us.**

**Shayne Lopez, Principal**

**575.359.3675**

**Central Office Administration- 501 South Abilene**

<b>Mr. Johnnie S. Cain</b>	<b>Superintendent</b>	<b>356-7000</b>
<b>Mr. Arturo Ontiveros</b>	<b>Assistant Superintendent</b>	<b>356-7000</b>
<b>Mrs. Becky Flen</b>	<b>Director of Special Programs</b>	<b>356-3707</b>
<b>Mr. Rick Segovia</b>	<b>Director of Instruction and Federal Programs</b>	<b>356-3705 356-3705</b>

# JAMES ELEMENTARY

## FACULTY & STAFF

<p><b><u>Office</u></b>  Shayne Lopez, Principal  Tessa Banister, Assistant Principal  Leticia Aguirre, Administrative Assistant  Gina Sanders, Administrative Assistant  Gloria Connally, Nurse  Eleny Cenicerros De La Cruz, Counselor  _____, Social Worker</p> <p><b><u>1st Grade</u></b>  Kylee Berry  Melanie Diaz  Patricia Encinias  Kathy Maddux  Shana Mead  Kassandra Rodriquez  Micol Ruvalcaba  Noelle Sigala  Raffie Sisneros  Lupe Smith</p> <p><b><u>2nd Grade</u></b>  Patty Cain  Lillie Garcia  Donna Gilchrest  Mariana Jimenez  April Laumbach  Christina Maestas  Joe Ortega  Sasha Parker  Sara Perser  Selina Roberts  Kristie Terry</p> <p><b><u>Educational Assistants</u></b>  Blanca Celeya-Ramos  Sylvia Cohen  Janie Chavez  April Foreman  Dulce Garza  Krystina Hibner  Andrea A. Ontiveros  Erendida Quiroz</p>	<p><b><u>Ancillary</u></b>  Berni Cordova, Social Worker  Julie Low, SLP  Christi Lucero, SLP  Teresa Varnell, PT  Fran Rains, OT  Christine Houston, VT  Christina Turner, GT</p> <p><b><u>Arts Core</u></b>  Paloma Castillo, Library  Kerry Ennis, PE  Irene Jasso, Computers  Jessica Mullen, Music  Lauren Minor, Art</p> <p><b><u>Instructional Coach</u></b>  Bridget Segovia</p> <p><b><u>Interventionists</u></b>  Tracey Bullock  Kim Christensen  Diane Maez  Irma Ortega  Vickie Gonzales</p> <p><b><u>Custodians</u></b>  Janette Apodaca  Martin Garcia  Bea Martinez</p> <p><b><u>Food Services</u></b>  Ellie Garduno</p> <p><b><u>Special Education</u></b>  Jo Gaines  Andi Malone  Derek Quigley  Joe Smith</p>
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## **DISTRICT VISION**

**All students will be productive and successful citizens.**

## **DISTRICT MISSION STATEMENT**

**The Portales Municipal School District will provide all students a quality education.**

## **DISTRICT GOALS**

**Highest Student Achievement  
Effective and Efficient System Operation  
Safe, Caring Learning and Working Environment**

## **JAMES ELEMENTARY VISION STATEMENT**

**James students will be academically prepared and socially responsible for continued success.**

## **JAMES ELEMENTARY MISSION STATEMENT**

**James Elementary School will provide all students with positive role models and high academic expectations in a supportive environment.**

# SCHOOL INFORMATION

## Daily Schedule

7:45 Morning Recess  
7:55 Students released to classroom  
8:00 Instruction Begins  
8:05 Tardy Bells

Lunch followed by Recess:

10:55 - Ruvalcaba, Sisneros, Encinias, Maddux, Mead  
11:25 - Diaz, Berry, Smith, Rodriguez, Sigala  
11:55 - Garcia, Parker, Roberts, Terry, Maestas, Perser  
12:25 - Ortega, Gilchrest, Cain, Laumbach, Chavez

3:15 Dismissal

An additional recess is built into the day as best fits the classroom schedule.

## Tardy vs Absent Timelines

8:00-8:09 Student is on time  
8:10-8:59 Student is marked tardy  
9:00 or after student is considered ½ day absent  
2:30 or before a student is considered ½ absent  
(even on party days, nurse recommendation. etc)  
2:01-2:50 Student is tardy  
2:51-3:15 Attendance is not marked

When dropping off your child after the Drop Off Zone is closed, 8:00 a.m., you must park and walk your child in to sign them in.

## CLOSING FOR BAD WEATHER

When the school is confronted with an emergency or extreme weather conditions which necessitate the closing or delayed start of the school day, announcements will be given to the following radio stations: KSMX 107.5, KSEL 105.9, KWKA 760, and KTQM 99.9. **Please listen to the radio stations, but do not call them.** They will announce cancellations or time delays as soon as they know.

The Portales Municipal School District uses a call generating computer program to deliver messages to families and faculty in the event of school delay or closing. Please make sure that the primary home number listed for your child is the current number where you want to receive the messages. The school district also uses this system to check attendance and to announce many school programs during the school year.

## Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is greatly appreciated.

## **ENROLLMENT**

Children attending Portales schools must re-enroll online each school year. PowerSchool can be accessed at [www.portaleschools.com](http://www.portaleschools.com). Changes in address or other information should be reported to the school. It is important that the school has the names and phone numbers of two persons, OTHER THAN THE PARENT, to contact in case of an emergency when the parent cannot be contacted. Please keep phone numbers current.

## **STANDARDS-BASED GRADES**

Here at James Elementary, we use standards-based grading to assess student achievement. Standards-based grading allows all stakeholders to create a common language and scores for your child, gives a picture of your child's academic abilities completely separate from their work habits and behaviors, and allows report cards to show where each student is at the end of the marking period, rather than averaging their performance over the entire nine weeks.

Standards describe what students should know and be able to do at the end of each grade level. Seeing a score of 1 or 2, especially at the first nine weeks, is not a cause for concern.

4	<b>Mastery</b> - Completed Independently with no errors or support
3	<b>Approaching Mastery</b> - Independently applying strategies with little support but work may contain a few errors
2	<b>Limited Mastery</b> - Able to apply a strategy with support and/or work contains several errors.
1	<b>Minimal Mastery</b> - Work contains mostly errors or received intensive support to complete the task. Unable to apply an appropriate strategy correctly.
0	<b>No Attempt</b>

## **STUDENT PROGRESS**

Report cards are issued quarterly as indicated on the district calendar. All parents are requested to be present at parent-teacher conferences to discuss progress. We work for 100% attendance. If you are unable to attend, please contact your child's teacher.

## **PERSONAL PROPERTY**

All personal property such as cell phones, games, toys, trading cards, fidgets, balls, etc., **should be left at home** unless requested by the teacher. The school cannot be responsible for personal property. Such items are subject to removal by school personnel.

## **PERFORMANCES**

Music programs will be scheduled for 1st and 2nd grade separately. Parents will be notified in writing at least 30 days in advance in order to make arrangements to attend. We encourage all parents to attend your student's music program as they are very proud to demonstrate their hard work and new skills.

## **STUDENT ACCIDENT & SICKNESS COVERAGE**

School insurance is available to all students. A packet will be sent home early in the school year. Purchase of the insurance is optional.

### **School Pictures**

James Elementary will offer school pictures in the fall and spring. Class group pictures are taken in the spring. Purchase of these pictures is optional.

### **Field Trips**

Sometimes field trips are scheduled as part of the curriculum. Should a field trip be planned that requires us to go outside the city limits, special parental notification and permission slips will be needed. Field trips within the city limits require only the permission slip in the enrollment form, which you signed at time of enrollment.

### **Backpacks**

Please note that the backpack serves as your line of communication with the school. Please check the backpack daily for papers, notes, or important classroom information. If you need to contact the school, you may send a note in the backpack, call the school directly, or message the teacher through Remind 101. Please do not give messages to the bus driver or other persons to pass on to the teachers. To help keep up with your child's belongings, please put their name on everything, such as the backpacks, coats, etc. This will help to return any lost items to their rightful owner.

### **Home Communication Folder**

Each student will be provided with a home communication folder to go home each day. Please check this for important information and school notes. There is a pocket for "Keep at Home" items and one for "Return to School" items/papers. This daily folder is vital for the school/home communication flow.

### **ATTENDANCE POLICY**

Absences from regular classroom learning experiences disrupt the instructional process not only for the individual student, but also for the entire class. The benefit of regular classroom instruction is lost and cannot be entirely regained. Consequently, most students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

#### **J-1650 © JHB**

#### **TRUANCY / CHRONIC ABSENCE**

Chronic absence differs from truancy in that it tracks both excused and unexcused absences.

The District shall provide interventions for students who are missing school, depending on the number of absences.

Individual prevention is called for if a student misses five percent (5%) or more but less than ten percent (10%) of classes or days of school. For elementary school absences the parent is to be contacted by the attendance team for discussion, middle school and high school absence discussions by the attendance team are to be with the parent and student. The discussions shall inform them of;

- the student's attendance history,
- interventions or services available to the student or family, and
- consequences of further absences which may include referral to the Children, Youth and Families Department for excessive absenteeism,



Early Intervention is called for if a student misses ten percent (10%) or more but less than twenty percent (20%) of classes or days of school. The attendance team shall;

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting.

The attendance team shall be convened to establish;

- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

Intensive Support is called for if a student misses twenty percent (20%) or more of the classes or days of school. The attendance team shall;

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
  - establishing non-punitive consequences for the student at the school level,
  - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
  - apprise the student and the parent of the consequences of further absences.

Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.

If a student does not respond to intensive support as implemented above by continued absence (excessive absenteeism), the School Board shall consult with the Superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.

The records supporting such action shall be provided to the juvenile probation services office by the Superintendent within ten (10) days of the identification of the student excessively absent.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.

Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

### **Early Student Check Out**

Children **MUST** be signed out of the **office** by a parent or guardian before they will be released early from school. If a child returns to school on the same day, the child should report to the office so that the time of arrival can be noted. Children are not permitted to leave the school grounds by themselves any time during the day.

### **Tardies**

Three(3) tardies cumulate as one (1) absence. Excess tardiness creates a learning gap just as significant as excessive absences. Please be on time to ensure that your child does not miss instructional time.

## **CAFETERIA INFORMATION**

### **BREAKFAST IN THE CLASSROOM**

All students are provided free breakfast by the cafeteria. Outside food or drink for breakfast is not allowed.

### **CAFETERIA :**

The Portales Municipal School District provides a breakfast and hot lunch program that complies with State requirements. If special diets are required for certain students, please contact the Director of Food Services at 356-7000, for special arrangements. Lunch is now free of charge for all students. Students that bring lunch from home, or students wanting a 2nd milk with their lunch may purchase from the cafeteria for 25 ¢, which can be charged to their school cafe account or paid in cash in the cafeteria at point of sale.

### **IN THE CAFETERIA:**

Students are allowed to visit during visitation times. There will be a 5-10 minute quiet time to ensure that students are eating lunch. Then a warning is given to reduce the noise level. We have a great school, and we have great kids. A few simple rules can keep it that way.

## **SAFETY INFORMATION**

### **TRANSPORTATION**

Student transportation is provided by the school district. Riding the bus is not to be considered a "Right" but a "Privilege." Bus drivers will report to the principal, any child not following the rules. The first report will usually (depending on the seriousness of the violation) result in a conference with the child. Future violations will result in the child removed from the bus for a period of time. If behavior is such that it endangers the child or other children, the child will be suspended from riding indefinitely. In case of suspension, it will become the parent's responsibility to provide transportation for the child. Bus violation reports will be sent home to the parents.

Children that ride the bus are expected to ride the bus home each day unless the school has been notified that the parent(s) have given permission for the child to walk or ride to a different location.

A child **MUST** have permission from his/her parents when changes occur in the regular bus delivery. Parents may send a note or call the office to notify us of permission to go to a different address. Children without permission will be taken to the normal delivery address.

**Parents who want to pick up their child in a bus line must check with the duty teachers. Parents must present the CHECKOUT CARDS or a checkout slip from the school office before their child will be released from the bus line.**

## **BUS RULES**

Children are expected to follow safety rules on the bus. The following rules are for all drivers, parents, and bus students:

1. The driver is in charge of the students and the bus. There will be no horseplay, such as pushing, shoving, tickling, poking, pestering, etc. The bus driver will be aboard the bus at all times when students are loading and unloading. Students should walk to buses.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. The buses have many stops. Please be waiting for the buses.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by students while riding in the bus. Eating and drinking on the bus are prohibited. Profanity will not be tolerated.
6. Students must not at any time extend arms or head out of bus windows. Students will remain in a seated position which will best allow them to protect themselves in case of an accident (no lying down, standing on knees, etc.).
7. Students must not try to get on or off the bus, or move about within the bus, while it is in motion. Students will remain seated until the bus has come to a complete stop before rising to exit or move.
8. Students must observe directions of the driver when leaving the bus. Students should never cross the road in front of the bus without looking both ways first.
9. Any damage to the bus should be reported at once to the driver. Students who deliberately damage bus seats or other parts of the bus will be expected to pay for the damage.
10. YOUNGER PASSENGERS SHOULD SIT NEAR THE FRONT OF THE BUS. However, this rule will only be enforced if it becomes necessary.
11. Drivers are to be obeyed!
12. Students will not be removed from the bus between home and school for disciplinary reasons. If the driver feels some action should be taken, he/she will report it to the principal the following school day.

## **DROP OFF AND PICK UP PROCEDURES**

***We experience large amounts of traffic from 7:45 AM to 8:05 AM and from 3:10 PM to 3:40 PM. PLEASE PLAN ON ALLOWING EXTRA TIME AS YOU DRIVE AROUND JAMES ELEMENTARY SCHOOL.***

### **Morning Drop Off Procedures**

Drop off starts at 7:30 a.m PLEASE DROP ALL CHILDREN OFF IN THE DESIGNATED DROP OFF AREA IN THE WEST PARKING LOT.

- Make use of both drop off lanes by selecting the lane with the fewest number of cars.
- Lead cars pull all the way up to the crosswalk.
- Students exit the car curbside, not driver's side, and use the walking path to the crosswalk.
- Always watch for direction from the duty teacher(s).
- Be mindful of traffic arrows and signs in the parking lot.

#### **Parking Lot:**

1. Do not drop off students in the aisle of the parking lot or allow students to cross the parking lot without an adult. This creates a very dangerous situation for students, school staff, yourself, and other drivers.
2. If you must walk your student to the building, please park and escort your student.
3. Please exit driving right toward the Farmer's Market Shopping Center. If you need to go left, exit onto South Ave. G and turn left at the stop sign.

## **AFTER SCHOOL DESTINATIONS/ARRANGEMENTS**

Your child's regular routine will be verified with the teacher. If you need a change in your child's routine (for example: parent pick up instead of riding the bus) you need to send a note to the teacher or notify the office at least 30 minutes before the end of school. This allows for time to notify the classroom teacher. We will not rely on student requests or information provided by the student to change routine.

### **After School Pick Up Procedures**

1. Students will be divided into 3 pick up locations and are assigned to designated areas:
  - Zone A (the gate on S Ave G): Laumbach, Chavez, Cain, Terry, Garcia, Gilcrest, Ortega, Roberts
  - Zone B (The awning at the portables in the parking lot off of S Ave G: Diaz, Mead, Maddux, Encinias, Ruvalcaba, Sisneros, Berry
  - Zone C (the entrance to the first grade hall from the main parking lot): Sigala, Rodriquez, L. Smith, Clary, J. Smith, Perser, Maestas, Parker

\*Please note these assigned locations are subject to change as we assess student safety.\*

2. Walk to the gate/door, show the duty teacher the pickup tag, and accompany your student back to your vehicle.
3. **No student** will be released directly to a vehicle or allowed to walk across the parking lot without an adult.

## Pick Up Tags

1. Each family will receive 2 pickup tags to show they have authorization to pick up a student. Additional tags can be purchased at the office for \$5.00
2. Parents/guardians will wait outside of the pickup area for their student. **DO NOT CROWD THE GATE/DOOR!**
3. Parents/guardians **must** have a pickup tag to pick up a student. ***Additional students will not be allowed to be picked up unless there is a note from the parent and/or the student has been signed out through the office.***
4. If there is no pick up tag then parents/guardians must go to the front office and check the student out. The office will give the parent/guardian a pass that will be given to the pickup duty teacher and then the student will be released.

### Pick Up Zones:

**Zone A (the gate on S Ave G): Laumbach, Chavez, Cain, Terry, Garcia, Gilchrest, Ortega, Roberts**

**Zone B (The awning at the portables in the parking lot off of S Ave G): Diaz, Mead, Maddux, Encinias, Ruvalcaba, Sisneros, Berry**

**Zone C (the entrance to the first grade hall from the main parking lot): Sigala, Rodriquez, L. Smith, Clary, J. Smith, Perser, Maestas, Parker**

### Pick Up Procedure from Bus Line

1. Parents/guardians must have a pickup tag for the student.
2. Duty teachers will check to make sure pick up tag name matches with the student.
3. If there is no pick up tag then parents/guardians must go to the office and check the student out. The office will give parents/guardians a pass that will be given to the pickup duty teacher and then the student will be released.

## CROSSWALK

James Elementary provides staff for crosswalk duty for the safety of our students. Students should ALWAYS use the crosswalk when crossing the street.

## AFTER SCHOOL ACTIVITIES

Students should not return to the building after hours without permission from the office, unless participating in an organized after-school program.

**STUDENT CONDUCT**  
**RAMS Behavior Matrix**

	<b>Respectful</b>	<b>Achieve</b>	<b>Mannerly</b>	<b>Self-Control</b>
<b>Classroom</b>	-Use kind words and actions -Follow directions and rules	-Complete all assignments -Do your best -Ask for help	-Be honest -Walking feet -Safe use of classroom tools -Follow procedures -Social distance	-Use indoor voices -Take turns -Keep hands and feet to yourself at all times
<b>Hallway</b>	-Be where you are assigned to be	-Get to where you need to be without unnecessary steps	-Walking feet at all times -Stay with your class -Keep hands to yourself -Walk in single file -Social distance	-Stay in designated areas for students -Keep hands off the walls
<b>Bathroom</b>	-Respect the privacy of others -Dispose of paper properly ---toilet paper in the toilet ---paper towels in the trash can	-Use the bathroom quickly and quietly -Wash hands	-Keep hands and feet to yourself at all times -Patiently wait your turn -Ask adult for help if needed	-Use only what you need of toilet paper, soap, and paper towels
<b>Cafeteria</b>	-Listen to the adult instruction	-Eat all of your food -Leave the cafeteria clean -Pick up after yourself	-Enter and exit quietly -Keep food on tray -Keep hands and feet to yourself at all times	-Use indoor voices
<b>Playground</b>	-Follow adult instruction -Include others in your play	-Make a new friend -Use time to play and have fun -Stay in playground areas	-Play fair -Tell adult if there are concerns -Patiently wait your turn -Ask adult for help if needed	-FREEZE when the whistle blows -Walk to line and line up -Walk into the school quietly
<b>Computers</b>	-Respect equipment & headphones -Watch for wires, please don't chew on them.	-Complete assignments -Follow computer rules	-Stay on teacher-directed task	-Focus on the task -Inside voices

<b>Bus / Pick Up</b>	-Stay in the designated area -Stay in line	-Make sure you are in the correct area	-Be patient -Follow bus driver's rules -Follow adult directions	-Walk safely to the bus, vehicle, or crosswalk -Watch out for drivers
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Students not demonstrating the expected behaviors as outlined in the above Behavior Matrix are subject to consequences determined by the administrator using the Layers of Supports as a guide. Severity of the incident will be taken into consideration when determining a course of action. The administrator(s) may act immediately on any concerns of student behavior and implement consequences and/or behavioral supports/interventions at his or her discretion based on the PMSD school board policy.

### Positive School-Wide Discipline

<b>LAYER ONE Behavior Supports</b>	<b>LAYER TWO Behavior Supports</b>	<b>LAYER THREE Behavior Supports</b>
<ul style="list-style-type: none"> <li>• Implementation of CKH <ul style="list-style-type: none"> <li>◦ Develop Classroom Social Contract</li> <li>◦ Revisit Social Contract</li> <li>◦ Affirmations</li> <li>◦ 4 Questions</li> <li>◦ Good Things</li> <li>◦ Welcome at Classroom Door</li> <li>◦ Launch</li> </ul> </li> <li>• Classroom Management System (i.e., Cards, Clips)</li> <li>• Implemented Classroom Procedures</li> <li>• Routine Communication with Parent/Guardian(s)</li> <li>• 5:1 Feedback <ul style="list-style-type: none"> <li>◦ 5 Positive to each Negative</li> </ul> </li> <li>• Teacher Managed Interventions <ul style="list-style-type: none"> <li>◦ Verbal Warning</li> <li>◦ Student-Teacher Conference</li> <li>◦ Call Home</li> <li>◦ Loss of classroom privilege or incentive</li> <li>◦ Time Out</li> <li>◦ Loss of AM/PM Recess</li> <li>◦ Preferential</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Office Referral</li> <li>• Counselor/Guidance Referral</li> <li>• Behavior Contract</li> <li>• Parent Involvement/Contact</li> <li>• AIP</li> <li>• Student Observation</li> <li>• Function-Based Intervention <ul style="list-style-type: none"> <li>◦ Gain</li> <li>◦ Escape</li> </ul> </li> <li>• Environment-Based Intervention <ul style="list-style-type: none"> <li>◦ Space</li> <li>◦ Time</li> <li>◦ Materials</li> <li>◦ Interactions</li> </ul> </li> <li>• Token System</li> <li>• Administration Managed Consequences <ul style="list-style-type: none"> <li>◦ Loss of Recess</li> <li>◦ Lunch Detention</li> <li>◦ Time Out</li> <li>◦ Loss of Arts Core</li> <li>◦ ISS</li> <li>◦ Suspension</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Functional Behavior Assessment (FBA)</li> <li>• Behavior Improvement Plan (BIP)</li> <li>• Social Work/Counseling</li> <li>• Collaboration with Community Resources</li> <li>• Crisis Prevention Institute - CPI Team</li> <li>• SAT</li> <li>• Administration Managed: <ul style="list-style-type: none"> <li>◦ Expulsion</li> <li>◦ Alternative Placement</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Seating</li> <li>○ Logical Consequence (i.e., made a mess=miss recess to clean it up)</li> <li>○ Time Out with Partner Teacher</li> <li>○ Teach and Role-Play</li> <li>○ Pre-Correct</li> <li>○ Cue/Prompt/Remind</li> <li>○ Specifically Explain</li> <li>○ Provide Structured Choice</li> </ul>		
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## **BULLYING**

Bullying by another student which means any **repeated** and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

If you feel you have been a victim of Bullying you have thirty (30) calendar days to notify the school administrator or designee. The sooner the administrator is notified, the sooner it can be corrected. If you need more information or guidance, please contact the principal as soon as possible.

## **Is it Bullying?**

When someone says or does something unintentionally hurtful and they do it once, that's **RUDE!**

When someone says or does something intentionally hurtful and they do it once, that's **MEAN!**

When someone says or does something intentionally hurtful and they keep on doing it even when you tell them to stop or show them that you are upset- that's **BULLYING!**

## **DRESS CODE AND GROOMING**

**J-2350 © JICA**

### **STUDENT DRESS**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.



- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.
- Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.
- *Adopted:* June 15, 2021
- LEGAL REF.: [6.11.2.9 NMAC](#)
- CROSS REF.: JICF - Secret Societies/Gang Activity

## HEALTH SERVICES

### IMMUNIZATIONS

According to New Mexico State Law, it is unlawful for any child to attend school unless he/she has been immunized, as required under the rules and regulations of the Division of Health. Parents must provide satisfactory evidence of such immunizations or a waiver to be in compliance with the law. The child will be excluded from school until fully immunized. As shots are given, parents must bring or send the records to school to be recorded on their child's health file.

### SICK CHILDREN

Your child will be sent home automatically if they are vomiting, diarrhea, or running a temperature of 100 degrees or more. **If your child has been sick, they must be symptom free for 24 hours without the use of medication before returning to school.**

The school must have emergency phone numbers to contact parents. If we are UNABLE to contact anyone we may use the police/law enforcement to get a message to the parents.

Please be sure that emergency information is kept current, and that it is always possible for us to reach someone who can act in your place. Please make sure that the person you give as an emergency number knows and is willing to get a message to you. If parents or contact cannot be reached, a physician will be called for temporary treatment until family arrives. Parents will be responsible for any expenses.

### MEDICATION

In compliance with State and Federal Law, James will follow the policy statements listed below:

1. Non-prescription medicine will NOT be dispensed to any persons by school personnel. This includes ALL non-prescription drugs. Please do not allow students to bring them to school.
2. Physician's orders are required for any medications that must be dispensed during school hours. Storage of medication at school must be under lock and key and dispensed only by the school nurse or designee.

**NO CHILD IS ALLOWED TO HAVE MEDICATION IN HIS/HER POSSESSION FOR SELF-ADMINISTERING. This includes cough drops.** The only exception to this rule is asthma inhalers at a doctor's request. The danger of reaction and/or children accidentally taking medication by error necessitates the strict enforcement of this policy. Parents may come to school to administer medication to their child during school hours. Please check in at the office when you arrive. Check

with your physician concerning other medications. Most medicines may be given before and after school eliminating the necessity of administering it at school.

**The following are the guidelines for medication administration by the school nurse or her designee:**

Medication will only be allowed at school when a failure to take medication could jeopardize the student's health and/or educational abilities. Medication should be limited to students with long-term chronic illness or disability. Any other type of medication should be given by the parents, either before or after school hours. If a student must take medication at school, the following are required.

1. **NO CHILD IS ALLOWED TO HAVE MEDICATION IN HIS/HER POSSESSION FOR SELF-ADMINISTERING.** The only exception to this rule is asthma inhalers at a doctor's request. The danger of reaction and/or children accidentally taking medication by error necessitates the strict enforcement of this policy.
2. Parents or guardians must provide a completed Physician Order and Medication Authorization Form, or appropriate chronic illness action plan (allergy, asthma, cardiac, diabetes, or seizure) signed by the child's doctor before medication can be administered at school.
  - a. Parents may come to school to administer medications until forms are brought to school.
3. Medication brought to school must be in a container labeled by the pharmacy or the doctor, including the date of the prescription.
4. No over the counter medicines are allowed at school without a Physician Order and Medication Authorization Form completed by the child's doctor and returned.
5. At the end of each school year, parents/guardians should pick up medications. Medications not picked up will be discarded.
6. A new Physician Order and Medication Authorization Form or Action Plan must be completed each year.

### **VISION AND HEARING SCREENING**

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning. A general vision and hearing screening program is a process that allows designated trained persons to screen large numbers of students in a short period of time for the purpose of identifying vision and /or hearing problems. **Screening is not diagnostic.** Portales Municipal School students will be screened for vision and hearing in grades Pre-K, Kindergarten, 1st and 3rd. If your student has difficulty passing the screening, you will be notified by the School Nurse. If you do not wish for your child to participate in these yearly screenings, please notify the nurse at your child's school.

## **TEACH ME TO READ SCREENER**

All first-grade students will be screened for early literacy skills. A screener is not a diagnostic test. In other words, a screener will not result in your child being diagnosed with any particular learning disorder or disability. It is simply a classroom tool used to identify children who may be at risk for dyslexia or other early literacy deficits. Once students are identified, they will receive targeted Structured Literacy instruction in their regular classroom. New Mexico law now requires that all first-grade students be screened.

## **HIGHLY QUALIFIED TEACHERS**

All of the teachers at James Elementary meet the licensing requirements of the State of New Mexico and are highly qualified.

## **NOTICE TO PARENTS**

In accordance with the requirements of the Every Student Succeeds Act (ESSA), parents and/or guardians have the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal who may work with your child.

A form is available at the Portales Municipal School District Central Office at 501 South Abilene if the above information is requested.

## **TITLE IX, EDUCATION AMENDMENTS OF 1972**

Title IX of the federal Education Amendments of 1972 provides that schools must provide an educational program that offers equal educational benefits for boys and girls.

It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims to the principal and/or counselor. A copy of the Portales Municipal School District Policy on *Sexual Harassment of Student* is available for your review in the school principal's office or Portales Schools Central Office located at 501 South Abilene.

The Title IX coordinator for the district is Mr. David Van Wattering 356-7000.

## **SECTION 504/ADA SCHOOL POLICY**

Portales Municipal Schools ensures that individuals with disabilities associated with the district either as students, school staff, or parents of students, are not discriminated against as a result of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Section 504: No otherwise qualified individual with a disability...shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The child may receive accommodations and modifications.

ADA:

Title II of the ADA also prohibits discrimination against individuals because of a disability.

The 504 Coordinator for the Portales Municipal School District is Mrs. Becky Flen, 356-7075.

## **McKINNEY-VENTO HOMELESS EDUCATION PROGRAM**

The purpose of the Education for Homeless Children and Youth program is to ensure that all homeless children and youth have equal access to the same free and appropriate public education, including a public preschool education, provided to other children and youth.

Section 103 of the Act defines the term “homeless” or “homeless individual” as an individual who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is”

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill).
- An institution that provides a temporary residence for individuals intended to be institutionalized; or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Please contact the school counselor, principal or the District Contact for Homeless Education, Mr. Henry Montano @ 359-3706 if assistance is required.

## **BLACK EDUCATION ACT**

Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a state-wide hotline for reporting such incidents is provided on the district website located at [www.portalesschool.com](http://www.portalesschool.com). Information concerning a student's disciplinary record will be held in the strictest confidence. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Adopted: June 15, 2021

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records:

The Portales Municipal School is providing notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One

exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member ( including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The District classifies the following as Directory Information; student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are within 10 days of enrollment. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within 10 days of enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Portales Municipal Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**