

Texico

Elementary

Handbook

2016-
2017

TEXICO



Dear Parents:

Welcome to Texico Elementary! This handbook has been prepared for the students and their parents to help them understand our school. We hope the information presented in the handbook will enable you and your child to have a more successful school year.

We have included information which will be of benefit to you and perhaps answer many questions. Please keep the handbook for future reference. If you have any questions, please feel free to call the school office at 482-3492.

The principal and staff are looking forward to meeting and working with each of you in promoting your child's educational growth. We want you to feel this is your school and you are partly responsible for its success. You are always welcome at our school.

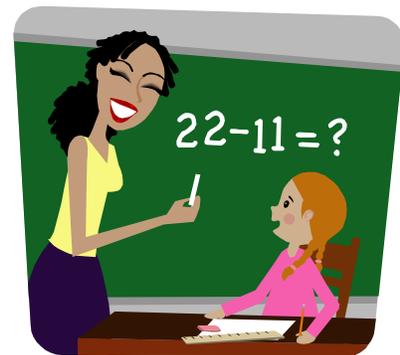
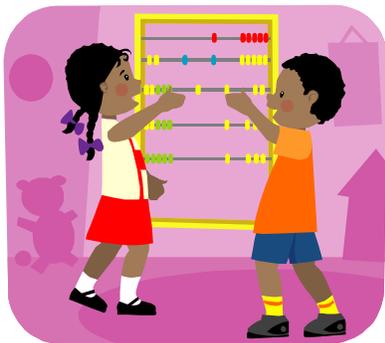


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Philosophy

Texico Municipal Schools maintains that each student is endowed with his or her own individual capabilities and characteristics. Our school, to the best of our ability, should provide each student with the proper education best fitted to him or her as an individual.

Educational Goals for Texico Municipal Schools

The Texico Board of Education has adopted the following goals for Texico Elementary Students:

- 1 Exhibit competencies which lead to full participation in our economic system.
- 2 Apply the problem solving skills of observing, listening, speaking, writing, investigating, analyzing, and evaluating to everyday situations which they encounter.
- 3 Undertake the responsibilities of good citizenship and display the attitudes of loyalty and respect for the ideals of a democratic system.
- 4 Function effectively in a rapidly changing technological world.
- 5 Show tolerance and acceptance of persons belonging to all social, cultural, and ethnic groups.
- 6 Maintain a positive self-image.
- 7 Practice good health habits and develop an awareness of environmental conditions for the maintenance of mental and emotional well-being.
- 8 Develop an awareness of the need for conservation of human and natural resources.
- 9 Display a positive attitude toward the learning process and realize that education is a lifetime activity.
- 10 Make constructive use of leisure time to broaden interests and develop creative talents.
- 11 Value the family as the basic unit of society through which cultural heritage and moral standards are transmitted.

A Activities Arrival **a** Appointments and Attendance



Activities:

1. Open House
2. Fall Harvest, Christmas, Valentine's Day and Easter Celebrations
3. Parent Teacher Conference Days
4. Elementary Art and Poetry Show
5. Geography Bee in December/Spelling Bee in January
6. Student Programs (dates to be announced)
7. Field Trips (dates to be announced)
8. Elementary Field Day (Last day of school)

*All major activities will be posted on the Texico Municipal Schools website at:
www.texicoschools.com

Arrival: School begins at 8:00 a.m. and dismisses at 3:45 p.m. No supervisory duty begins before 7:45 a.m., so students should not arrive at school before that time. Teachers arrive at school at 7:30 am and leave at 4:00 pm.

Appointments: For appointments with your children's teacher, please call the school office at 482-3492.

Attendance: Attendance fosters an attitude of responsibility and is essential to the instructional program. State law requires students to attend school 155 days per year. Parents will be expected to notify the school office if their child will not be in school. If you know your child is going to be absent prior to absence, please notify their teacher and the principal. Authorized excuses are written doctor's excuse for illness, a death in the family, an approved medical action plan, or other unique circumstances as approved by the principal. Documentation must be submitted to the principal within 3 days of the absence. Notification of **unexcused absences** will be as follows:

- *After **3** absences, teachers will notify parents.
- *After **5** absences, the principal will send a letter to the parents.
- *After **7** absences, a certified letter will be sent requesting an intervention meeting to implement an attendance contract.

*The school counselor and the District Attorney's office will be contacted in the event of **10** absences. In addition, students arriving 10 minutes late will be considered "tardy". If tardiness becomes a concern, parents will be notified. Please help your child understand the importance of daily attendance and learning.



B Bullying **b** Bus Regulations

Student Concerns, Complaints, and Grievance Policy:

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

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

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

Reporting Intimidation, Harassment, or Bullying Behavior

*Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.

*The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel.

*Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify designated staff.

*Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form. A copy of this form will be submitted to the School Principal.

*The School Principal and/or the school grievance committee is *required* to accept and investigate all reports of intimidation, harassment or bullying.

Texico Municipal Schools
Student Bus Rules
(Adopted 2011-12)

Safety is Rule #1

The bus is an extension of the school...any rules that apply in the classroom apply on the school bus. In addition, the following rules apply specifically to the bus:

- Students must remain seated and keep aisles and exits clear.
- Students must obey the verbal directions of the driver.
- Students must keep all hands and objects inside the bus.
- Students must sit in specific seats (if assigned by the driver).
- Students must NOT bully or pester other students.
- Students must NOT use profane language or make obscene gestures.

It is important to remember that riding the bus is a privilege, not a right. In addition to consequences outlined by the student handbook, rule violations on the bus may also affect a student's bus privileges as follows:

1st violation - Suspension of bus privileges for 1 day.

2nd violation - Suspension of bus privileges for 1 week.

3rd violation - Suspension of bus privileges for up to 60 days.

*Administrators retain the right to modify consequences based on the severity of the offense.

C Cell Phones C Check-in or out

Class Assignments & Counseling



Cell Phones

Elementary students must turn off cell phones and leave them stored in backpacks from 8:00 am to 3:45 pm. Disciplinary actions for any student using a cell phone during school time are: **1st offense** - cell phone is placed in teacher's custody until the end of the school day. **2nd offense** - student is sent to principal's office, cell phone is confiscated, and parents are called. **3rd offense** - cell phone is confiscated by building principal until the end of current school year.

Check-in

We ask that students check in at the office when they are late to school for any reason. This is necessary so that the student will not be counted absent for the entire day.

Check-out

Students should be checked out by a **parent or guardian** at the school office. Children leaving school early must be picked up in the office.

Class Assignments

Since the recent implementation of Common Core State Standards (CCSS) and PARCC Testing, the Department of Education has high demands of all teachers. Because of this, we try to place the students in classes that are as equally aligned as possible as far as academic ability and an equal number of boys and girls per class.

Counseling

Our school has a guidance counselor available to work with students. The counselor works with students individually, in small groups, and in the classroom. Counselors consult with teachers concerning academic, social, and emotional needs of the individual student. The program emphasis is on prevention of problems. The counselor is of service to you as a parent by arranging a conference.

Dd Discipline



Dress Code

Discipline

It is the right of all students to have the opportunity to learn in a safe, orderly, and disciplined environment.

Students are expected to follow all the rules of positive behavior and to be productive in their work habits.

The elementary school endeavors to provide a variety of disciplinary options for students who exhibit inappropriate and/or unacceptable behavior. Possible consequences for violations can include but are not limited to the following: verbal corrections, warnings, loss of privileges (e.g., recess, special activities), work details (e.g., cleaning graffiti, picking up trash), attend Friday/Saturday School or suspension as per school board policy.

Dress Code

The dress code as set forth by the Texico Board of Education:

1. Clothing will be acceptable when it is determined that it is appropriate due to fit and/or length. If a critical judgment is necessary, shorts and skirts will be no shorter than 4" about the knee. No nylon or spandex shorts shall be worn. Leggings may be worn IF the blouse/top is not shorter than 4 inches above the knee. Cut-off shorts will be rolled up so that no frayed ends will show.
2. Hats, caps and sunglasses will not be worn in the buildings during the instructional day.
3. Students must be clean shaven. Sideburns must be neatly trimmed and can be no longer than the bottom of the ear.
4. Clothing garments will not be worn if determined to be unacceptable, such as slogans or artwork that depict drugs, alcohol, or things of obscene or suggestive nature. Tank-tops, midriffs, or other items deemed inappropriate by the instructional staff should not be worn.
5. Students will wear their hair in good taste. Hair must be a naturally-occurring hair color. Male hair length should not be below the bottom of the collar, and no pony or rat-tails are allowed.
6. No ear rings on males.

7. No body piercing, nose, or tongue rings are permitted.

E Enrollment **e** Entrance Age



Enrollment

Registration dates and times will be published in the local newspaper and on the school's web page. Students need to be registered every year, so that we are assured of current addresses and telephone numbers.

Entrance Age

Students must reach the age of five prior to September 1, the year of enrollment to be eligible for entrance into the kindergarten program. Children must reach the age of six prior to September 1, the year of enrollment, to be eligible for entrance into first grade.

Please remember when completing the initial enrollment, you need a birth certificate, social security number, shot records, and proof of residency within the District. You must have 2 utility bills with a physical address (electricity, gas, cable, water). We cannot enroll students without these items.

G Grading System **g** Grooming



Grading System

Students receive report cards at the end of each 6 weeks. The marking system used by Texico Schools is letter grades and their numerical equivalent.

A - 100-90 B - 89-80 C - 79-70 D - 69-60 F - 59 - below

S/Satisfactory U/Unsatisfactory I/Incomplete

Grooming Standards for the Elementary

Texico Elementary strives to create an environment that addresses the whole child. In addition to academic achievement, it is important that students develop a sense of pride within themselves.

One part of a child's self-image is built around his or her appearance. Attention to clean hair, bodies and clothes are important to the development of your child and the educational experience. Please see the **dress code**, which will be followed as closely as possible with consideration for differences in younger students' leg length.



H Health **h** Homework

Health

It is the policy of Texico Municipal Schools, in accordance with New Mexico state laws, to discourage giving any medication at school. In the event a student must take a prescription medication during school hours, the parent must obtain a consent form from the school office for the physician and parent to fill out. Nonprescription medications such as aspirin or cold tablets may not be administered by the Nurse unless the parent signs a consent form. If the child has been ill, or should not participate in PE or play out at recess, parents should send a written note to this effect.

Texico Municipal Schools has a full-time nurse available during school hours. The nurse serves all three schools.

Homework

Homework may be assigned to students as either work not finished in class, as research and independent study, or to reinforce a skill. Any assignment may be classified into one of four types:

- A. **Practice** - given to help students' master specific skills.
- B. **Preparation** - given to prepare students to gain maximum benefit from subsequent lessons.

- C. **Extension** - given to determine if the student can transfer a skill or convert to a new situation. This type encourages a higher degree of application and abstract thinking skills.
- D. **Creative** - requires students to integrate many skills and concepts in the research project.

Student responsibility:

- . Use class time wisely
- . Complete assignments at school as much as possible. Complete all unfinished assignments at home. Return all homework on time.

Parent Responsibility:

- . Provide time and a quiet place for completing assignments.
- . Assist child but do not do the work.
- . Contact the teacher if child appears to be encountering undue problems.
- . Read and sign all report cards and progress reports.

School Responsibility:

- . Assign reasonable amounts of homework. Develop assignments that are relevant. Give clear directions for assignments. Evaluate all assignments. Inform parents of student progress.

I Immunizations i Insurance



Immunizations

It is unlawful for any student to enroll in school unless he or she has been immunized as required under the rules and regulations of the health services division of the Health and Environment Department, and can produce satisfactory evidence of such immunizations. Provided that he or she produces satisfactory evidence of having begun the process of immunizations, he or she may enroll and attend school as long as the immunization process is being completed in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his child immunized, as required by this section, unless the child is properly exempted. Sec. 24-5-2 NMSA, 1978.

Insurance

Insurance is available for students if parents wish to purchase it. Forms may be obtained in the office from the school secretary.

Jj Join



Join Texico Booster Club

Texico Booster Club is an organization made up of parents, staff members, and community members that support our students. They have helped many of the extra activities that make school a special place for students. The booster club has contributed to activities in academic areas, vocational programs, elementary reading program and library, athletics, and many others. Call any school secretary for information on how to join.

L Leaving School **I** Lost and Found **L** Lunch



Leaving School

Students leaving school during school day must be picked up in the office. There are times when emergencies arise and the students must leave school before dismissal time. When this occurs, please come to the office and request that your child be allowed to leave.

No student will be allowed to leave school during the day with any person other than a parent, guardian or a person designated by parent/guardian.

Lost and Found

The elementary has a lost and found area. Every year it is full of lost coats, shoes, sweatshirts, and even glasses. If your child is missing something, check in that area of the hallway or check with the school secretary.

Student clothing and other items should be clearly labeled.



Lunch

Lunches are served each day at the school cafeteria. A computerized system is used to keep lunch records. The system uses student lunch numbers, which will be assigned each year by the school secretary. Lunches may be purchased in the secretary's office each morning.

Milk tickets for extra milk or snack breaks may also be purchased in the office.

Free and reduced lunch forms are available in the Ed. Complex.

You are welcome at any time to eat lunch with your child. Adult tickets may be purchased from the secretary.

Do not send soft drinks with students to drink in cafeteria (ex. Coke, Dr. Pepper, etc.)

Do not send microwavable popcorn with students for lunch.

We encourage all students to eat in the cafeteria either through the serving line or a sack lunch. If your child is going home for lunch, please notify the teacher or the secretary. Students are allowed to leave campus to eat at other places only if accompanied by their parents.

Mm Money

Students should not carry extra money to school. They should carry lunch money in a safe place. Please be concerned if your child comes home with extra money found at school or if he or she comes home with items bought from other students. Students are not allowed to sell or trade items of any kind at school.

P Parent Teacher Conferences



p Physical Education

Parent-Teacher Conferences:

Parent/Teacher conferences are scheduled school-wide in the fall and spring. If you would like to schedule a conference with your child's teacher, this can be easily arranged by contacting the teacher or the office. A positive conference can be of benefit to everyone involved, the child, the parent, and the teacher.

Physical Education:

Your child will participate in an organized physical education program. If your child is unable to participate because of health reasons, the school must be notified in writing. Please help your child dress appropriately for the activity. During cold weather the students will have physical education in the gymnasium. To prevent possible falls, students need a pair of gym shoes to leave at school. Please send shoes with non-marking soles.

R Remediation R Report Cards Retention



Remediation Policy:

Texico Elementary strives to help all students be successful. Students in grades K-2 who are displaying difficulties mastering the approved curriculum, will be placed in an intervention class. Students in grades 3-4 who are below "proficient" status in Reading & Math, according to PARCC testing are assisted through this intervention class as well.

Report Cards

Elementary report cards are sent home every six weeks.

Retention Policy

Students will be retained only if the student will benefit. The Student Assistance Team (SAT) committee composed of the teacher, principal, parent and others who have knowledge of the child's academic performance and potential will meet and develop an Academic Improvement Plan (AIP). If the student fails to achieve the goals in the AIP before the end of the school year the student may need to be retained in his/her current grade.

S Student Policies S Cafeteria/General Safety



Cafeteria Rules

Children are expected to:

- . Speak in soft voices
- . Exercise good manners at all times. Walk to and from the cafeteria
- . Stand in the serving line without pushing. Clean up table space after eating.
- . Remain seated until dismissed.

General Rules

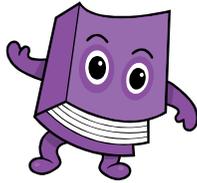
- All lunch charges and fees for lost or damaged library books must be paid in full before report cards will be issued.
- Private party invitation (birthdays etc.) are not to be handed out at school unless the entire class is being invited. Please mail such invitations. This will help to eliminate hurt feelings be children who are left out.
- Students should not enter the building during recess without permission. This disturbs other classes.
- Students are not allowed to use the telephone except for emergencies. This will be determined by the teacher and a phone pass issued.
- Elementary students are not allowed in the junior high or high school buildings without the principal's permission.
- Electronic games and audio headsets should not be brought to school. The school is not responsible for items that are lost or stolen.
- Chewing gum is left to the discretion of the teacher unless it becomes a school-wide problem.
- Foul or dirty language or defacing school property is prohibited.
- Fighting will not be tolerated. See discipline.
- Assembly Rules: Enter and leave quietly; Applaud properly; No whistling, yelling or booing, No talking; Remain seated.
- Bus Rules: Students are to adhere to all rules of good conduct. Bus privileges may be taken away from students who violate the rules. A copy of regulations is included in the handbook.
- Classroom Rules: Set by each teacher.
- Library Rules: Behave in such a manner that you do not disturb the other students; All books are to be used with care; Any books that are lost or not repairable must be paid for by the student; Fines will have to be paid before report cards will be issued.
- Restroom Conduct: Use restrooms correctly. Soft voices only. Use paper and soap products wisely. Dispose of paper towels in the trash can, not on the floor. No horseplay in the restrooms.

Safety Rules

- Play in assigned areas only.
- Bicycles or motorized vehicles are not allowed on the school grounds during the instructional day except in designated areas. Racks for bicycles, etc. are provided on the south side of the playground.
- The use of skates, skateboards, roller blades, hard balls, and bikes are not permitted at recesses or lunch.
- Throwing rocks or any dangerous object is prohibited.

- Fighting and wrestling are prohibited. Differences of opinion should be brought to the playground supervisor.
- Tobacco and drugs are forbidden.
- Students will not enter the street or leave the school grounds without permission.
- Students using the slide will walk up the steps and slide down seated feet first. Jumping off the slide or the sliding pole is not permitted.
- Touch football may be played as long as those playing do not abuse the privilege. Tackle football is not allowed.
- Swing use: Must swing in seated position, one person to a swing, chains should not be twisted, must swing in a straight path, no "bailing out" of the moving swing.
- Climbing Monkey bars: Swing one at a time from bar to bar; do not walk on the top of the bars; do not jump from the bars; do not play tag or chicken fight on the bars.
- Play must cease when the whistle blows.
- Hallway conduct: Walk; consider other classes by not talking in the hallway; respect others by keeping hands and feet to yourself.

Tt Textbooks



Our school provides each student with textbooks and/or necessary resource materials. It is the student's responsibility to care for the books according to the following school procedures:

- Textbooks are to be returned in the condition in which they were issued, subject to normal wear and tear.
- Textbooks are to be brought to class each day.
- Loss of a textbook is to be reported immediately to the teacher by the student.
- Lost textbooks are to be returned to the school when they are found.

- Payment for lost or damaged textbooks is to be made to the school secretary.

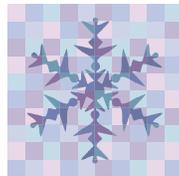
V V Visitors

Visitors

Because of insurance and financial responsibility, Texico Elementary will not allow visitors to attend classes or parties unless accompanied by a parent or guardian.

All visitors are required to check in at the Elementary Office before entering the classrooms or facilities. Parents/Guardians picking up their students after school must remain outside until the bell rings at 3:45 pm.

W W Weather



Weather

When it becomes necessary to cancel or delay school because of inclement weather, the local radio stations will be notified. If school must be dismissed early, we will notify parents as soon as possible. This information will also be posted on the Texico Municipal Schools website at: www.texicoschools.com or via the school text alert system. Instructions for signing up for the text alert are on the school website.