

# **Berino Elementary**

*“Home of the Bulldogs”*



**92 Shrode Road  
Anthony, New Mexico 88021  
(575) 882-2242**

## **Parent Information Handbook**

# Welcome

The administration, faculty, and staff would like to welcome you to Berino Elementary School. The information in this handbook has been prepared to help students succeed at Berino. Our teachers, support staff, counselor, and administrators work hard to provide a challenging and stimulating learning environment to promote student achievement as well as build student character.

**It is our goal to help all children succeed.**

We know that students will be most successful when parents are involved in their child's education. We encourage a partnership between home and school to provide a positive educational experience for you and your child. To accomplish this goal, we ask that you keep communication lines open with your child's teacher and school personnel. Our school phone number is (575) 882-2242.

Vicky Arnold  
[varnold@gosd.k12.nm.us](mailto:varnold@gosd.k12.nm.us)  
Principal  
Berino Elementary

## Berino Elementary

Berino Elementary School is in the Gadsden Independent School District (GISD). The school operates under GISD regulations and is governed by the laws of the State of New Mexico. It is named Berino Elementary.

## School Hours

### Personnel:

School Office Staff	7:30 a.m. to 4:30 p.m.
Librarian	7:30 a.m. to 3:00 p.m.
Nurse	7:30 a.m. to 3:00 p.m.
Teachers	7:30 a.m. to 3:00 p.m.

### Students:

Online Remote Learning K-6	8:00 a.m. to 3:00 p.m.
Hybrid Model K-6	7:50 a.m. to 2:50 p.m.

## **Vision Statement**

Our students will be college and career ready as well as bilingual, bicultural, and biliterate by the time they leave to middle school.

## **Mission Statement**

The mission of Berino Elementary School commits to creating an environment in which our students will meet or exceed academic expectations as measured by Common Core Standards. We will ensure student success through instructional best practices, ongoing assessments, and intervention.

## **Mascot**

Bulldogs

## **Motto**

All hard work pays off!

## **Colors**

Purple/Black/White

## **Berino Elementary Goals for 2020-2021**

- To increase the educational achievement of all students by providing quality educational opportunities through a rigorous, active curriculum and a great school that will prepare our students to be college and career ready
- To create a school climate that is safe, productive and positive and support an effective organizational structure for students, parents, faculty and staff through PBIS (Positive Behavior Intervention and Support) and Social Emotional Learning (SEL)
- To implement and monitor programs and services to meet the needs of all students
  - To establish effective use of technology
- To establish parental, business, community and school involvement to maximize the educational benefits for all students

## **Administration**

Vicky Arnold	Principal
Jaime Hernandez	Assistant Principal
Rosa Reyes	Counselor

## **Staff**

Michelle Guerra	Campus Secretary/Office Manager
Monique Gonzales	PEIMS Clerk
Dominique Lopez	Campus Clerk
Marisela Quezada	Parent Outreach Ambassador
Marisela Santillano	Nurse
Miriam Pando	Health Assistant
Dolores Nuñez	Librarian
Cecilia Molina-Cabrera	Cafeteria Manager
Saul Chavez	Head Custodian
Juana Ayala	Crosswalk

## **Instructional Team**

Vanessa Townsend	Curriculum Coach
Ana Cardona	Reading Intervention
Diane Moreno	Math Intervention\

## **Special Education Team**

Maria Hidalgo	Diagnostician
Edna Herrera	Special Education Teacher
Laurie Vigil	Special Education Teacher
Linda Castro	Special Education Teacher
Dell Blair	Special Education Teacher
Gladiana Villalobos	Special Education Teacher
George McKamy	Speech Pathologist
Stephanie Diaz-Reyes	Speech Pathologist

## Accidents

Berino Elementary or the Gadsden Independent School District may not be held liable for any accidents that occur on school grounds before, during, or after school hours. Under State Laws, school districts are not liable for accidents that occur in schools. Parents are responsible for providing the appropriate medical protection for their children.

## Arrival (Before School)

For safety reasons, students may not arrive at school before 7:30 a.m. The playground monitor is not on duty until this time. Students will be required to be **in class by 8:00** to take advantage of our FREE breakfast in the classroom. **(During online remote learning at 7:55 a.m.)**

- All K-3 students will report to the cafeteria everyday unless directed to do otherwise.
- All 4<sup>th</sup>-6<sup>th</sup> students will report to their classroom everyday unless directed to do otherwise.
- Students may use the front doors and proceed to the cafeteria.
- Students are not allowed in the primary classroom hallways before school.
- Students must be courteous and follow PBIS expectations. BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE READY.
- Please park and or drop off in designated areas.
- Any student who leaves the campus without permission before the school day has begun is placing themselves in a dangerous situation.
- All visitors must report to the front office and show a valid identification.
- During remote learning visitors are asked to call office to schedule a meeting if they need to meet with office staff or teachers.

**Drop off for K-6<sup>th</sup> students is in the front of the school.**

**For students who ride the bus, students are dropped off on the side of the cafeteria.**

## Assemblies

Students' behavior is expected to be courteous during school assemblies. An indication of the culture of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the school's impression as a whole. Assembly etiquette will be reviewed before an event. We have Proud Bulldog assemblies at the end of each nine-week grading period and Terrific Kids Awards once per month. Parents are encouraged to attend the Terrific Kids Awards if their child is being honored. Proud Bulldog is only for the students so that they can be honored in front of their peers.

# Attendance

## Illness

If your child is sick, please call the school that day and bring a note upon the student's return. Written letters WILL ONLY be accepted up to 5 school days after the absence. If the child will be out for more than 3 consecutive days, a doctor's note is required. Please make a note of the child's absence for your records. Remember, it is your responsibility to make sure all absence documentation is given directly to the appropriate school personnel.

## All Other Absences/Absence Request Form

School Administration will determine if an absence is excused or unexcused on an individual basis. Anytime your child is going to be absent from school for any reason other than illness, please come by the office to fill out an Absence Request Form. In most cases, only emergencies will be approved. Funerals, family emergencies, single days for deployment and reintegration MAY be approved on an individual basis. Your child's overall attendance record will be considered on any decision regarding absences. All documentation of absences will be reviewed. It is essential to communicate with the school administration concerning the absence request. Absences accrued without the consent form will be unexcused. Forms will not be accepted after the fact and could result in the absence being unexcused.

## Compulsory Attendance

New Mexico's Children's Code provides that a child with more than (10) unexcused absences is a child in need of supervision by the youth authorities. State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators. Our attendance committee will work with parents to address this concern.

## Tardies

Any tardy student must report immediately to the office. If the student is an early primary child, the parent must escort him/her to the front office and sign him/her in. The student will be given a tardy pass and then may report to class. If a student receives more than 3 tardies per grading period, parents will be notified. Please note that tardies are considered a loss of instructional time. Documentation of tardies will be subject to review during attendance reviews. It could be regarded as a possible failure to attend school.  
to review during attendance reviews and could be considered as possible failure to attend school.

**Attendance is important and we thank you for your support**

## **Bicycles**

Students riding their bikes to school must lock their bicycle to the racks located in front of the school. The school is not responsible for lost or stolen bicycles. Students may not ride their bikes on the school sidewalk. For your child's safety, all students riding a bicycle should wear a helmet. Skateboards are not allowed at school as they cannot be secured.

## **Birthdays**

Parents may choose to acknowledge their child's birthday by bringing cupcakes or cookies to the office. An office staff member will deliver the treat to the class. Parents are not allowed to drop off birthday treats to their child's classroom. (During the pandemic treats will not be permitted for the safety of all students)

## **Bus Conduct**

Bus transportation is a privilege. Misconduct will not be tolerated. Bus riders are expected to:

1. Be courteous to fellow students, the driver, and the bus monitor.
2. Stay in their seats while the bus is in motion.
3. Refrain from throwing anything out of the windows.
4. Refrain from eating or drinking on the bus.
5. Follow additional rules set by the bus driver.

Failure to follow rules of safety may result in the removal of bus riding privileges.

## **Cafeteria Rules**

The cafeteria serves several purposes at Berino Elementary School. It is where meals are served, meetings take place (assemblies, Science Fair, spelling bees, etc.), and classes are conducted. Due to the size of the facility and the number of students that may be present at any one time, it is imperative that all Cafeteria Rules and Procedures are followed. We are a PBIS school, and to encourage students to follow all rules and expectations in a uniformed manner.

### **Basic rules**

- Enter the cafeteria in an orderly fashion.
- Walk at all times.
- Talk quietly at your table.
- Be polite and use good manners.
- Show respect for monitors, cafeteria staff, and students.
- Sit at assigned tables.
- Pick up your area after you finish eating.
- Immediately get quiet when told to do so.

### **Procedures**

- Employees on lunch duty will escort students to the cafeteria.
- Students will walk in a straight line and in an orderly manner.

- Students will wash their hands or use hand sanitizer before going through the lunch line.
- Students will sit at the table assigned.
- Students will leave the eating area clean.
- Students will remain seated until escorted to recess by monitor.
- Social distancing will be practiced at all times during the pandemic.

### Consequences

- Violations of cafeteria rules will result in a student conference. This means giving up playtime (recess) the following day.
- Parents of persistent offenders will be contacted.

### Policies

- In promoting independence, students must select items from the menu.
- In promoting independence, parents are not allowed in the cafeteria during breakfast or lunch.
- Monitors will enforce rules and policies.
- Monitors will encourage your child to eat and use good table manners.
- Monitors may assist younger children as needed (opening milk cartons, etc.).
- Pre-cut foods are encouraged because no knives of any kind are allowed in school.
- Do not send food that requires heating.

In this system, federal regulations state that a child may choose a minimum of three of the five items served. The student must be allowed to make their own decisions, not the teacher, the cafeteria worker, or the parent. Students quickly learn the procedures for selecting their food. The cashier must assure each child has taken at least three (3) different food components and will remind the child if they have not.

## **FOOD MAY NOT BE TAKEN OUT OF THE CAFETERIA!**

**TO ENSURE STUDENT SAFETY, IN PROMOTING INDEPENDENCE, AND FOR THE SAKE OF STUDENTS LEARNING TO MAKE HEALTHY FOOD CHOICES WE HIGHLY ENCOURAGE OUR PARENTS TO SUPPORT OUR PROCEDURES**

## **Campus Security**

Providing your children with a **Safe and Secure Learning Environment** is a top priority of the Berino staff. In order to provide these conditions for your child, we ask your cooperation in our efforts. It is imperative that we work together in this endeavor. We ask that all parents and guests at Berino Elementary follow these basic rules while on the campus:

1. Upon entering the building, proceed to the office, state the purpose of your visit, sign in, and pick-up a Visitor Pass. **YOU MUST HAVE IDENTIFICATION IN ORDER TO RECEIVE A VISITOR PASS.**



2. **Passes are needed for all other activities on the campus when school is in session.** For the safety and security of students and staff no one is allowed in the school building without a Visitor Pass once the instructional day has begun.
3. Parents are required to sign their child out in the school office. Parents may not pick up their child at the classroom. The office staff will call your child out and direct the teacher to send them to the office. This helps reduce interruptions to the instructional program and ensures your child is released to the proper person.
4. Parents may not sign in and obtain a Visitor Pass to visit their child's classroom without prior approval from school administration with prior notice to teacher. We recommend that parents schedule parent/teacher conferences during teacher conferences.

We will attempt to screen all individuals as they enter the school premises. We ask your help in this process by alerting our staff if you see anyone in the halls who is not properly identified. Your child is very important to us!

## **Conferences**

Communication between home and school is a crucial ingredient for the success of a child in his/her education. We encourage you to keep in touch with your child's teacher and other support staff.

If you wish to have a conference with your child's teacher, you may schedule an appointment by calling the office or sending a note to your child's teacher. You can always use text, email, or phone to communicate with teachers. Please avoid conferences with teachers at arrival times due to loss of instruction and at dismissal due to student supervision and student confidentiality. Teachers have a regularly scheduled conference period. All conferences should be scheduled for that time.

If you have a conflict and need to conference with a teacher at a different time, you will need to talk with the teacher and work out a possible alternate time. Some conferences may be conducted successfully by telephone.

The Gadsden Independent School District holds two (2) Parent-Teacher Conferences a year to issue Report Cards and discuss academic progress.

District designated Parent/Teacher Conferences will be held on:

**TBA**

Please make plans to attend. Conferences are held from 11:00 to 7:00 p.m. with an hour meal time for the teachers. Due to the pandemic, these conferences may change.

## Confiscated Items

Any confiscated items that are turned in to administration must be picked up by a parent. It is the student's responsibility to inform his/her parent that an item has been confiscated.

## Counseling Program

The counseling program at Berino Elementary is designed to help all children as they grow and develop. A student may request a private conference by giving his/her name to their teacher. Parents may call the counselor or may schedule an appointment through the school office. If needed, the student may be referred to an outside counseling agency. Counseling sessions often focus on the typical developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, getting along with brothers and sisters, and improving behavior at school. Additional types of services and counseling may include:

- Deployment
- Loss of loved one

Other counseling services for students and parents are available through referral agencies if the need arises. These are independent agencies.

Our school district follows a very strict policy when it comes to student outcries. If your child expresses desire to hurt himself/herself in anyway, our staff is required to initiate suicide protocol to assess the level of probability that your child might hurt himself/herself. Please talk to your child about not making comments in a joking manner about hurting himself/herself.

## Discipline Plan

At Berino Elementary we want all children to comply with student expectations and established school rules so they can be successful. Through the supportive efforts of parents and family members all faculty, staff, and administration will follow the GISD Student Code of Conduct to promote an optimal learning environment that is nurturing and safe.

1. Campus-Wide Discipline Plan
2. Classroom Discipline Plan
3. Anti-Bullying Plan
4. PBIS (Positive Behavior Intervention and Support)

Our Discipline Plan is supported by the Gadsden Independent School District Student Code of Conduct. The Student Code of Conduct meets state law requirements.

Each teacher will send home a *Classroom Discipline Plan* for their classroom. Each plan will inform parents of the classroom rules, consequences, and rewards for good behavior. The GISD Student Code of Conduct and the Student Handbook is available online:

Information from these documents will be covered with all students at the beginning of the year and reviewed periodically. A copy of these two documents will be available in the office for your review.

In addition, students will also receive a copy of Student Expectations for Berino Elementary. These are rules and procedures that are endorsed by the District and all staff members on our campus. It is imperative that you review these student expectations entitled Campus-Wide Discipline Plan and return the Acknowledgement Form.

**School personnel will review the Anti-bullying Plan with students. As parents you play an important role in the success of our students' behavior. We ask that you support our efforts to ensure a safe school environment for all students. The school will share strategies on ways to extinguish this inappropriate and unacceptable behavior and will take every measure to address any issues that may occur. Please talk to your children about bullying and provide them with some ways to resolve it.**

## **Dismissal (After School)**

DISMISSAL OF KINDER STUDENTS- Kinder and 1<sup>st</sup> graders are dismissed on the side where the kinder hallways are located. Walkers and pick up students are dismissed in front of the school at 2:50 p.m. The students that ride the bus are picked up on the side of the school by the cafeteria. Classroom teachers and/or support staff personnel will walk students to these locations. Parents may wait in front of the school. Parents are asked to please not go to the child's teacher if they have a parent concern they need to schedule an appointment. They need to schedule an appointment if they need to conduct business with the office staff. (During the pandemic, we ask that you schedule conferences through telephone.)

DISMISSAL OF STUDENTS- Parents must wait outside, away from the main entrance, or in an area agreed upon by the teacher and parent.

- Students in Kindergarten and 1st grade will be dismissed on the kinder side of the school.
  - Bus riders are dismissed through the bus pick-up area behind the school.
  - Students who walk home or are picked up by the parents are dismissed at the front of the school.

ALL parents must make arrangements with the teacher on who will be picking up their child on a regular basis (Parent, grandparent, daycare...).

*All parents must fill out a Parent Authorization Form. This form designates who is authorized to pick up your child when you are unable to do so.*

Any changes to pick up must be done in writing through the front office. Changes to pick up done by phone are not guaranteed to take effect due to time constraints.

All students who walk home or ride their bike home must leave the campus immediately. Students may not ride their bicycles on the school sidewalk. For their safety, all students riding bikes or scooters MUST wear a helmet.

Parents must talk to their child about walking home, the potential dangers of talking to strangers, bicycle safety, and other pertinent matters.

All students must leave school grounds once they are dismissed. Adult supervision is limited after school. For your convenience, our after school program is available. This program is beneficial for both parents and students. It provides a safe plus supervised care for students after regular school hours. Please talk to Monica Olvera, our after school coordinator, about any questions regarding the programs. We highly discourage K- 3rd-grade students walking home on their own. Please ensure your child is picked up on time. In cases where students are consistently picked up later than 3:30, parents will be contacted for a parent conference with the administration to discuss any issues related to this concern.

During **inclement weather** days, dismissal procedures will change, students and parents will be notified of the changes in procedures. In most cases, all students will remain indoors until parents have arrived.

### **Dropping Off Your Children**

**Parking your car or leaving your car running while unattended in the Drop-Off zone is strictly prohibited.** Drive slowly and be watchful at all times. *All children should exit on the right side of the vehicle.* If your child must exit on the left side, please get out of your vehicle and assist them. Instruct your child to immediately enter the school. Student drop off should be quick. Never leave your vehicle parked in prohibited areas, only in designated parking areas if you need to enter the building. Please exercise extreme caution in this area and be courteous. Other parents are dropping off and picking up their children as well.

**The dismissal process is a busy one for all of us.  
Please communicate with your child's teacher or school administration if you  
have a question or concern about the dismissal process.**

**We thank you for your patience and courtesy.  
\*\*\*Once we start our hybrid model, some of these procedures will change\*\*\***

### **Dress Code Policy**

Please consider the Dress Code Policy when purchasing clothes for your son/daughter.

- ❖ Appropriate size and length of apparel is required. Clothing may be loose and have a comfortable fit. Oversized (baggy) clothing will not be allowed.
- ❖ No spaghetti strap tops, bareback tops, or midriff blouses. Clothing should not be revealing (regardless of the child's age).
- ❖ Students must wear appropriate shoes for safety reasons. Tennis shoes are highly recommended during physical education. Flip-flops are not to be worn. *"Heely's"* or any type of shoe with wheels will not be permitted on school grounds.

- ❖ Students will be asked to remove jewelry that may be disruptive and/or dangerous to others. Boys may not wear earrings.
- ❖ No stick-on or removable ink tattoos are allowed
- ❖ Hats or visors are not to be worn inside the building. The hood of a jacket must not be worn once a student enters the building.
- ❖ Clothing may not violate the district standards of Dress and Grooming as listed below.

The Gadsden Independent School District prohibits pictures, emblems, or writings on clothing that have the following characteristics:

- Lewd offensive vulgarities or obscenities.
- Gang related.
- Advertise or depict tobacco products, alcoholic beverages, drugs, or any illegal substance.
- Show evidence of membership or affiliation in any gang.

## **Dress Code and Grooming**

The school district expects students to come to school in clothes that are clean and that will not be a health or safety threat to students or others. The District prohibits any clothing or grooming that, in the principal's/designees' judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

If a student's clothing, dress, or appearance is determined by the faculty, staff, or school administrator to be unacceptable, the parent will be called to bring a change of clothing. Students who continue to violate the dress code may be referred to school Administration for further administrative action to include Detention and/or In-School suspension

**Grooming Regulation:** For the safety of students, a dress code needs to be followed. **Campus administration has the authority to determine appropriate dress and make changes as needed.**

Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the bounds of propriety, decency, and social acceptability is a part of each student's education

## **Dual Language Program**

Our campus is a Dual Language campus. This means that our students have an opportunity to English and Spanish. Our curriculum for this program is designed for students to receive their content core subjects in both English and Spanish. This is a great opportunity for our students to become Bilingual, Bicultural, and Bi-literate.

## Early Dismissal Days

The District has designated the following days as Abbreviated School Days or Early Dismissal Days:

TBA

## Early Release

Students will miss instructional time and learning if they are pulled out before the instructional day is over. This is strongly discouraged and will be monitored and documented as part of your student's attendance record. We understand, however, that there are times when emergencies occur or when medical or dental appointments cannot be otherwise scheduled. Please try and make your appointments as late in the day as possible. When it is time for your child to leave school, please come to the office to sign him/her out. Please do not call the school and ask that your child be waiting for you in the front office. A student cannot be called out of class until they are signed out. In all cases of early release (students leaving before the end of the school day), the child must report to the office before they leave school grounds.

**For the safety of our children, under no circumstances are visitors/parents to walk through the school building and/or classrooms unannounced. All visitors must sign in, state the nature of their visit, and obtain a Visitors Pass.**

## Grades

Grades are given by the teacher each nine weeks. Contact your child's teacher as often as necessary to keep informed of your child's progress. Familiarize yourself with the grading scale and requirements for academic achievements. The GISD Parent Portal is available on-line for parents to monitor their child's academic progress. Please communicate with teacher if you have any grading concerns. Grades should be entered on a weekly basis.

## Holidays (See district calendar)

TBA	Labor Day
TBA	Staff Development No School
TBA	Veteran's Day
TBA	Thanksgiving
TBA	Winter Holiday
TBA	Presidents' Day
TBA	Spring Break
TBA	Staff Development No School
TBA	Spring Holiday
TBA	Staff Development No School
TBA	Memorial Day

## Homework

Each student and their parent/guardians have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classroom. Homework and classroom (class work) assignments are entirely different. At times students will be expected to complete unfinished class work at home. This is in addition to any homework assigned. The teacher will provide the instruction (directions) on what students are expected to do. Students are strongly encouraged to ask questions and seek clarification on all assignments. Each grade level has its own homework policy. Teachers will communicate their grade level homework policy with parents.

Parents can establish a learning environment in the home by:

- Showing a positive attitude towards education.
- Taking an interest in your child's school work.
- Establishing good study conditions to include a quiet location in the home.
- Monitoring your child's study habits.
- Exercising patience as you encourage your child.
- Asking your child to tell you what he/she learned

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an extension of that classroom instruction. The following are examples of homework assignments given to students at Berino Elementary:

1. Independent practice of newly learned skills.
2. Expansion activities beyond the subject matter presented in the classroom.
3. Introduction of new materials, such as the reading of a chapter in the text with a stated purpose of reading.
4. Independent student projects, approved by the teacher.

Each classroom teacher will be providing their parents with homework expectations for their classroom.

## **Honor Roll**

The Principal's Honor Roll is for students who make all A's in academics. The Bulldog's Honor Roll is for students receiving A's and/or B's in academics. All students K-6 will be recognized after each nine weeks for their academic achievements.

## **Instructional Programs**

### **Drop Everything and Read**

**What it is:** It gives the teacher a structured time to touch base with each student over a period of time, assess progress, and target instruction. Even more important, it gives students time to read what they want to read, share what they've read, and receive the support they need for further reading explorations and reflections.

**Point of Contact:** Classroom Teacher

**First In Math:**

**What it is:** First in Math is a supplemental, online math program that allows children to practice what they learn in class. More than 200 self-paced, grade-level math games help stimulate curiosity and foster creativity in ways that help children make sense of the numbers, patterns and shapes they see in the world around them.

**Point of Contact:** Classroom Teacher and Diane Moreno, Math Intervention

**Guided Reading (Small Group Instruction)**

**What it is:** A bridge between shared and independent reading. The goal is to guide students to independently use reading strategies at their own instructional level. Groups are flexible in size, usually 3-6, and are formed based on students' reading needs and achievement. Texts should be chosen at an instructional level which falls between a 90-95 percent accuracy levels.

**Point of Contact:** Classroom Teacher and Ana Cardona, Reading Intervention

**I-Ready Math**

**What it is:** It is an interactive online learning environment designed to assess students and provide individualized instruction based on each one's unique needs. Your child will be using materials from the I-Ready Program this year in math.

**Point of Contact:** Classroom Teacher and Diane Moreno, Math Intervention

**I-Station (Reading/ Math)**

**What it is:** It utilizes four critical components that provide teachers with a systematic and comprehensive internet-based intervention program that helps all students reach their highest potential in reading. The four components include assessment, instruction, reports, and teacher tools.

**Point of Contact:** Classroom Teacher

**PBIS: Positive Behavior Intervention & Support**

**What it is:** School-wide initiative to identify, adapt, and sustain effective school-wide disciplinary practices.

**Point of Contact:** Rosa Reyes, Counselor

## Library

The school library is a pleasant place to read or study. It is open daily from 8:00 a.m. to 3:00 p.m. We welcome all to share in the joy of reading.

**Check out policy:** Books are checked out for two weeks and may be renewed for two additional weeks. Students in grade 1 are allowed to check out one book with their class; grade 2 students are allowed two books; and grades 3 are allowed three books. Students in grades 4-6 are allowed to check out 4 books. Pre-kinder and Kinder students will not check out books with their classes. However, parents may bring their children before or after school to check out up to four library books. Parents of students at any grade level are welcome to come to the library with their child and check out library books.



**Lost or damaged library books:** If library books are lost or damaged students are responsible for paying for the book before they can check out other library books. Students cannot be cleared from the school until all outstanding library balances have been paid.

**Overdue Policy:** Students who have not returned their library book by the due date will be placed on an overdue list. Overdue notices will be sent to the student's teacher throughout the year. The library does not collect overdue fines; we ask students to return library books in a timely manner so that they may be able to check out more books. Students will not be permitted to check out additional library books if they have overdue books.

## **Lost and Found**

Articles found in and around the school must be turned in to the office where the owner may claim their property by identifying it. Articles of clothing are kept in the cafeteria. Valuables such as watches, cell phones, keys, glasses, etc., will be kept in the school office. Items not claimed by the end of the fall and spring semesters will be donated to charity.

Your child's full name should be written on all removable clothing, such as jackets, coats, sweaters, caps, hats, etc. Do not forget to label backpacks and lunch bags. The faculty and staff, and administration suggest that you periodically visit our lost and found area. Important note: Don't forget that all parents must report to the office if visiting the lost and found area during the instructional day.

## **Lunch Program**

### **Meal Prices and Menus**

We are pleased to announce that we are a Title I campus and all students receive a nutritious breakfast and lunch at no cost, regardless of family income. Families will not need to fill out an application for school meals. Meal will be available from the first day of school for breakfast and lunch at no cost to students. **During the pandemic we have the grab and go from 11:00 a.m. – 12:30 p.m.**

### **Information and Procedures**

Adequate nutrition is essential for optimal learning, which is why we work hard to provide our students with excellent service at our cafeteria. It is important that you become familiar with our system.

Breakfast is served from 7:30 a.m. – 7:50 a.m. in the cafeteria. It is the responsibility of the parent to provide the student breakfast if he or she arrives to school after 8:00 a.m.

Lunch services are provided between 10:30-12:00 p.m. **(During the pandemic we have our grab and go lunch from 11:00a.m.-12:30p.m. Each class has a 30-minute lunch.)**

Parents are welcome to eat with their children during our Parental Involvement events or on other special occasions. When these events become available we will inform parents. Adult lunches and children not attending Berino are priced “A LA CARTE.”

A copy of the school menu for each month will be sent home in advance. The school lunch menu will be posted on the main page of GISD website . Copies of the calendar may also be picked up from the front office.

Students in grades K-6 are allotted a 30 minute lunch period. Lunch time information will be available through your child’s teacher.

The lunch program is operated under guidelines from the federal government. Therefore, we cannot sell soda or candy to elementary school students during the lunch time.

**We will make every effort to provide your child with lunch each day.  
Please communicate with the cafeteria staff or administration if you are experiencing  
problems with your child’s lunch.  
\*\*Make sure you communicate with the school nurse if your child has food allergies\*\***

**Thank you for providing for the needs of your child.**

## **Make-Up Work**

It is the responsibility of the student (or the parent in the case of the younger students) to ask for make-up work following an absence. Request for assignments and/or tests should be made on the day the student returns to school. Work should be completed within the same number of days as the absence. For long absences or absences due to severe illnesses, the teacher will adjust the time.

## **Parent Portal**

The Parent Portal provides parents with online access to information on their GISD-enrolled students. Parents will be able to view their child's attendance, classroom assignments, and grades. Parents may register for the parent portal in the front office. Please bring photo identification. Parents may also register and access the portal by visiting the GISD website.

## **Parent/Teacher Association**

Berino Parent Program is coming soon. Be on the lookout for this program.

## **Parking**

Parking for parents and visitors is located in the front parking lot and around school. For the safety of our children, parents, and employees, please exercise caution when you parking or driving through the

faculty parking area. **Parking in the Bus Zone, Student Drop-Off Zone, or any other area marked red is strictly prohibited and may result in a citation from the Sherriff.**

## **Parties**

Two parties are allowed during the school year. The first one is the day before Winter break and the second one is the last day of school year. Parties are limited to the last hour of the day.

## **Perfect Attendance**

Students are encouraged to be in school every day. Whether absences are excused or unexcused it doesn't take away the fact that students were not present to receive instruction. There will be awards and incentives given to students who have perfect attendance and faithful attendance (only 3 absences). Our remote online teaching takes attendance twice per day. It is important for students to be present every day throughout the day.

## **Physical Education**

Physical education is a required subject as part of the school curriculum for all elementary students in grades K-6. It is necessary to notify our PE teachers should your child have temporary physical restrictions. Students needing to be excused from PE for more than three days require written notice from a physician. An excuse from participation does not excuse a student from completing modified assignments, written assignments, or written skills tests. Checking with the PE teacher on your child's progress is encouraged. Parents are encouraged to participate in Wellness Wednesdays once per month during their child's P.E. time. (This activity will be implemented once we are cleared from the pandemic.)

## **Pledge to U.S. and New Mexico Flags & Moment of Silence**

The State Mandate requires students to daily recite the pledge to the United States and New Mexico Flags, respectively. Students and staff are also required to observe a moment of silence each morning. If you do not wish for your child/children to participate you must make your request in writing. Written request may be given to the teacher or submitted directly to the office.

## **Report Cards**

Report Cards for K-6<sup>th</sup> are issued every nine weeks. A Progress Report will be sent to parents at the end of the 4<sup>th</sup> week of each grading period or at any time during the grading period if the grade falls below 70. Report cards will be issued on the following dates:

October 16-19, 2020  
January 08-11, 2021

March 30-31, 2021  
June 02-04, 2021

## Safety

Safety is an extremely important aspect of the daily routine of attending school. It is very important that the home and school work together to ensure the safety of all children as they go about the business of learning. **Talk to your child/children about school safety.** The faculty and staff of Berino Elementary will keep parents informed concerning issues of safety and work with the community to establish procedures to make the school as safe as possible. We practice fire drills once per month and Lock Downs twice per year.

### **Traveling To and From School:**

Students who walk to school should:

1. Walk on the sidewalk (not in the street or landscapes).
2. Use the crosswalks.
3. Follow directions given by adult monitors or patrols.

Students who ride bicycles to school should:

1. Follow all traffic regulations that apply to bicycles.
2. Wear a helmet.
3. Follow directions given by adults or patrols.
4. Walk with their bicycles on the school sidewalk to the bicycle rack located in front of the school.
5. Lock bicycle on the bicycle rack.

***Never Talk or Stop for strangers!***

### **Playground:**

1. Do not throw rocks!!! Rocks are not to be picked up, kicked, or touched in any way.
2. Obey all adults monitoring and supervising.
3. Respect the right of others. Keep your hands, feet, and hurtful comments to yourself.
4. Follow safety procedures when using playground equipment.
5. Stay within the playground boundaries.
6. Follow all School Rules and Student Expectations.

### **Hallways and Sidewalks:**

Students should remember that hallways and sidewalks are there for the purpose of allowing people to move from one location to another. This movement should take place in a manner that will not create a safety hazard for others. The following rules apply when moving through the halls or down the sidewalks at Berino Elementary.

1. Walk at all times in the hallways or on the sidewalk.
2. Move down the right side of the hallway or sidewalk.
3. Stay on the sidewalk and do not walk on landscape.
4. All students must carry a pass when they leave their classroom during instructional time.

## School Nurse

Our school nurse is on duty Monday–Friday from 7:30 a.m.–3:00 p.m. to attend to children who become ill or injured. Please inform the office, the nurse, or the teacher if your child is experiencing a health problem that may affect their participation in school. Students may be excused from P.E. due to illness for up to three days with a parent’s note. Excuses from P.E. longer than three days must come from the student’s doctor. Please be sure that the emergency card is turned in and updated so you can be reached if your child has an emergency.

Please be advised that when the school nurse is not on campus, the school may not have a substitute nurse on duty but we have a health assistance and a registered nurse is on call during this time.

## **Medications**

The school nurse must be aware of all medications a student is taking at school. The nurse will dispense medication once all administration requirements are met. A brief summary follows:

- All medications, including prescribed (i.e. short term antibiotics, year around anticonvulsants) and over-the-counter (i.e. Tylenol, cough syrup, Neosporin, calamine lotion, etc.) must be accompanied by a written doctor’s order and a signed parent consent form before medication can be administered at school. These authorizations must be obtained for each medication and renewed annually.
- All medication must be brought in the original container with the pharmacy label.
- The medication must be prescribed by a physician from the United States.

EXCEPTIONS: A student may be allowed to carry an insulin pump or glucagon if the nurse has a current written order by the student’s physician and parent.

## **Emergency Numbers**

It is critical that all telephone and contact numbers be on file in the event of an emergency. In the event your child becomes ill or is injured at school it will facilitate the process of reaching you immediately. **Notify the school immediately of any change of address or telephone number.**

## **School Supplies**

A supply list is available from the teacher, website, and office. Each student should come to school with the necessary school supplies. The school supply list is also available on our website.

## **School Website**

Parents and students may stay informed about what is happening in our campus by visiting the Berino Elementary website, which provides access to contact information, latest news, upcoming events, photo galleries, teacher websites, things to know and web links. The web address is <http://be.qisd.k12.nm.us>

## **Section 504**

If your child has a physical or mental disability that significantly impedes on of the major life functions (learning being one of them), please communicate your concerns with our administration. If your child meets the criteria for Section 504, he/she may qualify for accommodations to level the playing field for him/her.

## **Special Education**

The goal of Special Education is to meet the needs of students. Another important goal is to move them up to the academic level of their peers. It is crucial that parents work with their children and their child's teacher to ensure great results. High expectations, monitoring student effort, and attending all parent meetings (IEP's) will help all students meet their academic goals.

## **Student Withdrawing**

When it becomes necessary to withdraw your child/children from school, please notify the school office before the withdrawal date. This time is necessary to process paperwork and make certain that the student has cleared with all programs in the school (classroom, Chromebook, hot spots, I-Pads, textbooks, library, lunch program, special programs, etc.). Teachers need time to make certain that all academic records are in proper order. Please provide the office with the city and state and, if possible, the name of the school where your child will be attending. Parents that are certain they will be leaving Berino Elementary should notify the school sooner.

## **State Assessments**

Students in Kinder-2<sup>nd</sup> are assessed using I-Station Reading (BOY/MOY/EOY)  
Students in 3<sup>rd</sup>-6<sup>th</sup> take the NM State Assessments (More information forthcoming)

## **Textbooks**

The state of New Mexico and the Gadsden Independent School District provide textbooks and workbooks for all students free of charge. However, damage to or the loss of these materials is the responsibility of the student to whom they are issued regardless if students lend their books out to their peers. Fines for improper use or damage to books will be assessed. Full payment is required for lost books or for books too damaged for continued use prior to issuance of replacement books. Chromebooks, I-Pads, and Hot Spots fall in this category.

## **Telephones**

Students are not permitted to use the office or classroom phone except in an emergency and with staff permission. Please discuss after-school plans with your children before they arrive to school. Classes cannot be interrupted for non-emergency messages.

**Students are not allowed to use cell phones during the instructional day. Cell phones must also remain off and can be turned in to the classroom teacher if teacher finds the need to do so at teacher discretion. Teachers and staff may collect cell phones from students if students are**

**caught using phone during instructional time. Parents will be contacted and a Student Incident Report may be generated for students who are repeat offenders. School will not be responsible for lost or stolen electronic devices.**

## **Volunteers in Public Schools**

Volunteers in Public Schools (VIPS) is designed for parents, the community, & businesses to participate in the educational process of schools. Once the pandemic is over we will revisit this part of our daily operations.

## **Weather**

### **Inclement**

On inclement weather days (rain, extreme cold, blowing dust, etc.), students will report to and remain in a designated area (primarily the gym or the cafeteria). Students will also remain indoors during lunch and P.E. if the weather is bad.

Parents are asked to make arrangements with their children so that each child will know exactly what they are expected to do in the event the weather is bad at dismissal time. All students will remain indoors until parents or daycare providers arrive. Your cooperation in this matter is greatly appreciated.

### **Severe**

School will be in session unless the weather makes it dangerous for students to come to school. Local radio stations and television will announce the school District's decision to suspend or cancel school.

# **Acknowledge Form**

**Please sign this form, detach and send to your child's teacher.**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student Name: \_\_\_\_\_ Date: \_\_\_\_\_**