

Del Norte Elementary School 2017-2018



This booklet provides basic information regarding Del Norte Elementary's policies and procedures. For additional information and further clarification, please contact Kristen Bischoff, Principal, or Margaret Daugherty, Assistant Principal.

Main office: 505-721-5200
Fax: 505-721-5299
dne.gmcs.k12.nm.us

Attendance

Our goal for student attendance is 97%. We have established a “Less Than Five Campaign” which encourages all students to have less than five absences the entire year. This includes both excused and unexcused absences. Please do everything you can to schedule all appointments after 3:10pm or after 12:30pm on Fridays. We will hold an exciting celebration at the end of the year and offer several rewards for students who successfully complete the “Less Than Five” campaign.

Per district policy, an excused absence is:

1. Illness
2. Family Emergency – court hearing, funeral of immediate family member
3. Cultural Ceremony

A letter or phone call from a parent or guardian is required the first day a child is absent from school in order for the absence (above) to be considered “excused.”

Del Norte Elementary will require documentation on the second consecutive absence in order for it to be “excused.” This documentation can include:

1. Doctor’s Note
2. Hospital Note
3. Letter from a Medicine Man

A phone call/note from home will not be enough to excuse an absence after the first excused absence has occurred the previous day. In other words, we will only excuse the first day a child is absent as long as we receive correspondence from a parent or guardian. Days that immediately follow the first excused absence will require documentation for them to be excused.

We also understand that circumstances arise that are beyond your control. Under certain circumstances, it is necessary for us to handle absences on a case-by-case basis. Please contact either of the building Principals if you feel an absence should be excused without documentation.

New Mexico Compulsory School Attendance Law

School attendance is priority at Del Norte Elementary. Below are the procedures we follow regarding unexcused absences in accordance with the New Mexico Compulsory School Attendance Law (22-12-1 NMSA, 1978).

Step #1: When a child has **five unexcused absences**, a letter is sent home to the parent(s) or guardian(s) advising the child has five unexcused absences.

Step #2: When a child has **seven unexcused absences**, another letter is sent home to the parent(s) or guardian(s) advising the child has seven unexcused absences. In addition, the student will be referred to the Student Assistance Team (SAT) for a meeting to discuss the attendance issue and how the child can be supported by the school. Parent(s) and guardian(s) will be invited to attend and participate in the meeting.

Step #3: When a child reaches **10 unexcused absences**, parent(s) or guardian(s) will receive a “Habitual Truancy” letter and a referral to the Gallup McKinley County Schools Hearing Authority. In addition, the District Attorney’s office will be notified according to the **New Mexico Compulsory School Attendance Law**.

Tardy Policy

Excessive tardies prevent our students from fully engaging in learning that takes place at the beginning of the day. Please ensure your child is at school no later than 8:00am every day. The tardy bell rings at 8:00am. Students who are tardy must be escorted and checked-in by an adult and given a tardy pass for their teacher. Please do not send a child in to the school alone. The Principal will meet with the parents of students who are frequently tardy.

Students who have good attendance are more successful academically, have better peer relationships, develop healthy habits, and feel they are an important part of the school community. We encourage you to have your child at school and on time, each and every day.

Parking

Please do not park in areas designated for student drop-off/pick-up or the bus lane and handicap spots unless you have a permit.

School Arrival

Please do NOT drop off students at school before 7:45am. The staff is not on duty until 7:45. On two-hour

delay days, please do not drop off students before 9:45am.

School Start/End Times

Monday – Friday:

School begins at 7:45am

Tardy Bell rings at 8:00am

Monday – Thursday:

School dismisses at 3:10pm

Friday:

School dismisses at 12:30pm (Early Release)

A more detailed class schedule can be obtained from your child’s teacher upon request or on our website at dne.gmcs.k12.nm.us.

Breakfast

Breakfast is served free of cost in the classroom from 7:45-8:00am. Those who arrive to school on time benefit by having more time to eat and the energy needed to sustain until lunchtime.

Check-Outs

Student check-outs are permitted until 2:30pm. Only those listed on the PA1 form may check-out or pick up a student. Identification may be requested as a matter of safety for our students. **On Fridays, please DO NOT check-out your child early** and make all appointments after 12:30pm. Instruction continues on Fridays and this day is reserved for assessments in our classrooms. It is imperative that your child be in attendance. If you must check-out your child on Friday, you will be required to meet with one of the building Principals.

Transportation Changes

If there are changes in your child's transportation needs, such as a bus rider who will be picked up, please contact the school office. You may also write the classroom teacher a note so the message can be delivered to the proper staff. The office must be notified of all transportation changes for students no later than 2:30pm Monday through Thursday and no later than 12:00pm on Fridays.

Building Safety and Visitors

The perimeter doors at Del Norte Elementary remain locked throughout the day. In order to ensure students' safety, all visitors to Del Norte Elementary must enter through the front doors of the building and sign in at the front office to receive a visitor pass. Please do not go to your child's classroom during the instructional day without having an appointment. As student safety is our top priority, we would like to limit the amount of visitors in the school as well as avoid interruptions to instruction throughout the day. The doors to the main building, which include classrooms, the cafeteria, and gym, lock at 8:00am. All visitors will continue to have access to the administrative offices during the day.

Homework Expectations

Please be sure your child is given the time and a place to complete homework assigned by the teacher. Many teachers send home daily homework assignments. This is to provide students with additional practice, to inform parents of what is being taught during the day, and to encourage the value of responsibility among our students. When your child is absent, you may request work from the teacher and pick it up at the end of

school day. Please contact your child's teacher for more information.

Wednesday Parent Communication Folders

Every Wednesday, teachers will send home a folder which will contain newsletters, school reminders, student progress information, and any other information related to the school. Please make sure you look through and read the information and send the folder back to the school with your child every week.

Birthdays

Please check with your child's teacher before bringing refreshments and other items. Birthday parties can be a disruption to the educational process. Some teachers have alternative ways to celebrate. Any flowers or gifts received will be kept in the office until the end of the day.

Holiday Parties and Celebrations

Holidays and celebrations are a very exciting time for our students. In order to promote a healthy lifestyle for our students, we ask that only nutritious food and drinks be brought to classroom parties. Examples include fruit and vegetable trays, low-fat tortilla chips and dips, and/or cheese and crackers. Sodas are not permitted in classrooms.

Discipline

Students are to behave and interact with others in a safe, healthy, and appropriate manner. The policies and procedures listed in the GMCS Student Behavior Handbook will be enforced. A copy is available for your

review in the office or on the website at gmcs.k12.nm.us.

Bullying

Bullying will not be tolerated at Del Norte Elementary. All policies and procedures will be strictly followed according to the policies and procedures outlined in the GMCS Anti-Bullying Guidance Document. A copy is available for your review in the office or on the website at gmcs.k12.nm.us.

General Misbehaviors under Section VIII.12.20:

- Possession of any electronic device
- Profane/vile language and/or gestures
- Refusal to follow reasonable directions
- Theft of minor items such as school supplies
- Clothing that is disruptive and not in accordance with school dress code
- Public display of affection
- Misuse of technology
- Ditching
- Habitual unexcused tardiness (5+ = 1 referral)
- Cheating and/or plagiarism
- Forgery

Flagrant Misbehaviors under Sections VIII 12.0-12.19:

- Violation of GMCS Anti-Bullying policies
- Possession of firearms
- Possession of weapons

- Physical attack (student to student and/or student to staff)
- Sexual Attack
- Disruptive/Dangerous tactics
- Gang activity
- Fighting
- Aggressive confrontation
- Abusive language/gestures
- Criminal activity
- Possession and/or use of Intoxicating Substance
- False reports

This list is not all inclusive. Other situations may arise and are addressed in the GMCS Student Behavior Handbook.

Electronic Devices and Personal Belongings

Electronic devices, including **cell phones** and other personal belongings (ex. toys, Pokemon cards, fidget spinners, etc.) are NOT to be brought to school. The school is not responsible for electronic devices and personal belongings that are damaged, stolen, or lost.

1st Offense: Parents may recover the electronic device or other item listed above from the administrative office at the end of the day.

2nd Offense: The device will be confiscated for the remainder of the school year.

Bus Discipline

Students can receive a referral from the bus driver for not complying with the bus safety rules (the list below is not all inclusive) and/or the GMCS Student Behavior

Handbook. Misbehaviors that occur on the bus or as students walk back and forth from home to the bus stop can result in suspension from the bus or school.

Examples of misbehaviors on the bus include:

- Out of assigned seat when bus is in motion
- Part of body out of a window or throwing objects out of a window or door
- Littering or spitting
- Loud, unnecessary talking
- Inappropriate or abusive language/gestures
- Eating or drinking on the bus
- Not following driver's instructions
- Aggressive confrontation, physical attack
- Damaging the inside or outside of the bus
- Smoking or striking matches
- Continually late to bus stop
- Failure to provide name to driver

Bus Policy

To ensure a positive experience with district transportation:

1. Be at the correct bus stop 10 minutes before the bus is scheduled to arrive. Stay off the road while waiting for the bus and wait until the bus comes to a complete stop before getting on.
2. Students must ride the bus they are assigned to and get on and off at the assigned bus stop.
3. Students who get picked up, live outside of the attendance area (based on parent(s) physical address), or are not registered, may not ride the bus.

4. If a child is not to ride the bus on a given day, call the office and speak in person to one of the office staff. Please call before 2:30pm so this change can be communicated to the appropriate staff.

If you have any questions about bus rules and policies contact the bus barn at 721-2253.

Character Counts

To establish a safe learning environment and encourage positive peer relationships, our goal is to develop traits of the Six Pillars of Character Counts. In the spirit of Del Norte Elementary's pride, we will promote the following code of conduct among all staff and students:

Trustworthy

- ✘ Tell the truth
- ✘ Be honest

Respect

- ✘ Treat others the way you want to be treated
- ✘ Keep hands, feet, objects and inappropriate remarks to yourself

Responsibility

- ✘ Follow directions
- ✘ Think before you act
- ✘ Complete tasks the best way you can

Fairness

- ✘ Take turns
- ✘ Share

Caring

- ✘ Show kindness towards others
- ✘ Help people in need

Citizenship

- ✘ Be a good role model
- ✘ Obey the rules wherever you go...at home, in school, on the bus, and in the community

Parents, we would like your support in helping us keep a safe learning environment by discussing the importance of interacting with others in a respectful manner and solving problems in a positive and productive way.

Positive Behavior Intervention Support (PBIS)

Del Norte Elementary champions PBIS. This is a school-wide program that encourages and rewards positive behavior throughout the school. All students will participate in this program. Components of this program include:

- Clear and consistent behavior expectations in all areas of the school and across all grade-levels
- Positive praise and positive reinforcement techniques
- Monthly assemblies for both students and parents that promote and reward positive behavior and the Six Pillars of Character Counts
- School-wide themes related to positive behavior and the Golden Rule
- Student “Buy-Out” days – students will pay one dollar to participate in various activities and “special” days at school. Money raised will be used toward purchasing awards and incentives for students who exemplify PBIS

Student Dress Code

We strongly adhere to the district's dress code which was established to promote discipline, respect, and responsibility among all students and to maintain an appropriate school environment.

1. Sleeveless shirts are to have wider straps of 3 inches or more (no thin straps). Shirts are not to be frayed, off the shoulder, see through, low-cut in front or through the underarms, or too short in length that it bares the midriff.
2. Shorts or skirts are to be longer and are not to be shorter than 3 inches above the knee when standing straight. Pants, shorts, or skirts that have large wording on the back are not to be worn. Spandex or tight fitting bottoms must be covered by a top which covers the rear. Pants, shorts, and skirts are to not expose underwear or bare skin. Pants are to fit properly and not be overly baggy or long.
3. Clothing, back packs, or accessories are not to display wording, symbols, pictures, and drawings that are related to gangs, violence, disrespect toward others, drugs, profanity, and inappropriately dressed people/figures. This includes but is not limited to clothing with the inscription "In Memory of..."
4. Footwear is to be securely laced up, tied, and fastened at all times. Sandals must fasten around the ankle. Shoe laces are to be long enough to be double tied but not too long to where they can be stepped on. No flip flops are to be worn.
5. Headgear of any kind (like hats, bandanas, & hairnets) and sunglasses are not to be worn. Studded accessories and chains are not permitted.

Belts must fit and not extend 6 inches or more past the buckle.

6. Safety pins, straight pins, paperclips, and similar objects used as decoration or accessories on any type of attire are not permitted, for they may be considered weapons. Accessories like earrings, necklaces, bracelets, rings, and etc. must not be pointy or sharp.
7. Students are not to wear pajamas, slippers, and other clothing that are not normally worn in school or in a public setting.
8. Overcoats or trench coats are not permitted.
9. Other such items that are, in the principal's opinion, detrimental to the educational process can be prohibited. Special event day dress will be allowed at the discretion of the principal.

Emergency Information

In the event of an emergency, the school must be able to contact a family member who has the authority to make decisions about your child. Please keep phone numbers updated on your child's school enrollment forms. Also, be sure to list other persons allowed to check out your child. If there are any special arrangements to be made regarding custody and court orders, the office will need a copy of the legal documents.

Safety and Emergency Drills

A safety plan is in a place to keep students and staff as safe as possible. Fire drills are practiced on a monthly basis. In case of an extreme emergency, students will be evacuated to the north side Neighborhood Center located at 400 W. Princeton. During a lock down, no

one is to enter or leave the building. A sign will be posted in the front entrance of the building stating the school is in a lock down and to return later. The building will continue to stay locked until clearance is given by Central office (please remember this is for your child's safety).

Medication

Any medication, including aspirin and cough drops that must be administered at school must be done so by the school nurse or health assistant. In order to have medicine dispensed at school, your physician needs to complete the GMCS medication form. Once the form is properly completed and is turned into the nurse/health assistant, students will be allowed to leave the classroom as needed to take medication.

Access to Records

A parent or legal guardian shall be able to inspect and review his/her child's educational files. In all cases, except as provided for in policy, a written request to see the files must be made. The parent may examine the child's records in the presence of the principal, head teacher, or school counselor. No records are allowed out of the building. All authorized individuals who view a child's school records are required to sign the signature page at the front of each file.

Grades and PowerSchool

Students will receive report cards each quarter as well as progress reports. Your child will be given at least two grades every week in each of the core subjects. You can monitor the academic progress of your child by logging into "PowerSchool" on the district website at

gmcs.k12.nm.us You can obtain username and password information through the school office.

School Grading Policy

Classroom Participation/Engagement	5%
Homework	5%
Group Assignments/Projects	15%
Independent Work/Formative Assessments	35%
Summative Assessments	40%

School Closing/Delays

The local radio and news stations in the greater Gallup area will report delayed or cancelled school days. You can also call the district hotline at 721-2233.

Lost and Found

Please mark all items that your child might lose (gloves, mittens, boots, sweaters, etc.) with your child's name. Have your child check the lost and found box for missing items. At the end of the school-year, unclaimed articles are given to local charitable organizations.

Advisory School Council

Del Norte Elementary is always looking for parents to take part in the Advisory School Council (ASC). The ASC is an integral part of our school that participates in school-wide decision-making, facilitates student and family activities, and raises funds to purchase items for students in the form of activities, incentives, and awards. The group meets one or more times a month to plan. Please let the Principal know if you are interested in participating.

Family Involvement

You can help in the education of your child by:

- Reading with your child every night
- Having conversations with your child where they express their thoughts and feelings about what they read, saw, or heard
- Attending family activities at school and in the community
- Attending Open House, Parent/Teacher Conferences, and other meetings involving your child
- Checking in with your child's teacher frequently to understand your child's academic progress
- Providing rewards and consequences based on your child's behavior
- Volunteering to assist in the school or on field trips
- Checking your child's homework folder every evening

Parent Observation and Support Weeks

Periodically throughout the year, we will designate special weeks for parents to come in to classrooms and observe, assist, or just be a positive presence throughout the school. Please keep an eye out for newsletters that will indicate the dates for these.

Parent Communication Form

At Del Norte Elementary, we have an open-door policy. If you have a concern, question, or suggestion for either of the building Principals, please don't hesitate to call or come directly to the school. In the event a Principal is not available, you may complete a Parent

Communication Form. After receiving this form, either Principal will contact you within 24 hours.

Teacher Request Policy

All parents who wish to place their child in a particular classroom, either in the middle of the year or for the following year, must first conduct 30-minute observations of each teacher in that grade-level. In order to place your child in a particular classroom for the following year, observations must take place prior to summer break to ensure your child is placed appropriately. If this is not completed, your child will be placed at the teacher's discretion. This policy ensures parents are making informed decisions about their child's teacher.

Chaperone/Volunteer Policy

Del Norte Elementary is always excited to have parent volunteers! New Mexico state law requires all parents and/or volunteers to have a background check and be finger printed prior to participating in any field trips or volunteer work in the classroom. You may find a copy of this policy and directions to complete the Volunteer Assignment Request in the front office. Thank you for your cooperation and support in this matter.

