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## **ATTENDANCE (NMSA 22-12-7 and 22-12-8)**

NM State law requires students to attend school. Because attendance habits are formed early, regular school attendance is just as important for younger students as it is for those in the upper grades. Your child cannot keep up with the learning expectations if he/she is not in school.

**Parents must notify the school for every time their child is absent and report the reason for the absence within 24hrs in person, in writing, or at 575-637-3500.** A student with 5 or more consecutive days for personal illness must produce a medical verification upon returning to school.

3 unverified absences – Letter sent to parents

5 unverified absences – Letter sent to parents to attend Truancy Orientation

Continued unverified absences could result in parents being referred to the JPPO and/or local authorities.

## **AWARDS**

Our school recognizes students for their school accomplishments every 9-weeks with a short assembly. Some awards that students may be eligible for are Falcon of the Month, Perfect Attendance (no absences, no tardies), and various academic awards. Parents are invited and encouraged to attend.

## **BIKES/SKATEBOARDS**

Bike racks are located on the east side (front) of the building for student use. Students are responsible for locking their own bikes and should wear helmets and obey safe riding rules at all times while on their bikes. Students must park their bikes once they get to school. Riding around the school grounds during school hours will not be allowed.

## **BREAKFAST AND LUNCH**

Breakfast and lunch are available FREE of charge every school day for all Nancy Lopez students. Parents may have to complete an application for this service. In keeping with the children making and eating healthy please do not send students to school with cokes, chips, and or candy.

## **BUS**

The school bus is an extension of the school campus. All school rules and regulations must be followed for the safety of all children.

## **CELL PHONES/ELECTRONIC DEVICES**

**Students should not bring cell phones and electronic devices to school.** First offense will result in confiscation and the student may pick up the device from the school's administration at the end of the day. Second offense the student's parent/guardian shall be notified of violations and they must recover the device from school administration. After the third offense the device will be confiscated for the remainder of the school year, after which time the student's parent must recover the device. Failure to recover the device, within 5 days of the last official class day, will result in destruction. Should a cell phone and/or electronic device come up missing, school personnel will not take time to look for such items.

## **CHANGE OF ADDRESS AND TELEPHONE NUMBER**

**Please notify the office if your address or telephone number changes.** This is important for school records and for being able to contact you in case of an emergency. WE MUST HAVE A PHONE NUMBER on file in the office in order to reach you.

## **CHECKING STUDENTS IN AND OUT**

Picture ID's are required in order to check out a student. The person pictured on the ID must be listed on the student's enrollment form as an authorized person to take the child. It is very important for your child to be in school all day to get the benefit of full instruction.

## **CLASSROOM ACTIVITIES**

Classrooms teachers rewards their students within their own classrooms. These activities will occur after lunch. Teachers may contact parents to find out if they would like to contribute an item to the activity for their child's classroom. We would encourage all parents and teachers to make sure healthy food offerings are included with any classroom activities. Also this is not the time to bring younger siblings into the classroom. Please plan ahead and make other arrangements for children that do not attend Nancy Lopez Elementary. PLEASE DO NOT BRING FOOD TO SCHOOL FOR UNSCHEDULED REASONS SUCH AS A CHILD'S BIRTHDAY unless scheduled with the teacher ahead of time.

## **COMPUTERS AND TECHNOLOGY**

All students will be expected to take care of our school computers. "Appropriate Use" contracts must be on file for students to use the Internet. Failure to comply with the RISD policy will result in loss of computer and Internet privileges.

## **DISCIPLINE**

- A. Be prompt and prepared for learning
- B. BE RESPECTFUL, BE RESPONSIBLE, AND BE SAFE
- C. Follow directions

\*All students will be given a copy of RISD Board Policy 5130 student Rights and Responsibilities. Parents and students should be familiar with all the district policies; they will be upheld at Nancy Lopez.

We want your child to gain from and enjoy his/her time at Nancy Lopez. We want your child in school every day. We are also responsible for the education and well-being of all students; therefore, we must maintain an environment that is safe and conducive to teaching and learning. Students may be suspended from school for behaviors deemed inappropriate by the administration. If a child is suspended they may NOT attend any RISD activities during the suspension.

## **HEALTH**

It is important that the school nurse and your child's teacher know of any special health problem your child may have. Please contact the school nurse at 637-3504 if your child is experiencing serious health problems. Immunizations: Students must have current shot records as required by state law to attend and remain at school.

Medication may be given at school ONLY with the written instructions of both a physician and the child's parents. Students may not carry or administer any medications to school without proper authorization. The parents must administer short-term illness medications. Forms for medication dispensing are in the nurse's office 637-3504.

## **LOST AND FOUND**

Please see that anything that comes to school (**coats, caps, jackets**, lunch boxes, and school supplies) is **clearly marked in permanent marker with the child's name.** This will help us return items to your child. Students and parents are welcome to check our lost and found at any time. The lost and found is located in the main hallway.

## **PARENT ADVISORY COMMITTEE (Team)**

Parents are encouraged to attend all parent meetings and participate in the education of their children. The Parent Advisory team will post notices in our monthly newsletter.

## **PARENT VISITATION**

Parents are welcome and encouraged to visit Nancy Lopez Elementary School at any time. Parents may not be allowed to interrupt instruction to have a conference with the teacher. Conferences should be setup with the teacher before or after school. The front main entrance is the **ONLY** proper entrance to the building. For safety and security reasons, please do not enter the building through side or back entrances, except as designated for special evening meetings. All visitors must check in at the office and receive permission before entering hallways or classrooms.

## **PICK-UP AND DROP OFF**

**Please always use the EAST side of the building for dropping off and picking up students at the beginning and end of the day.** The front area is for BUS loading and unloading. It is not safe to be walking through this area with children or driving around the buses. This area will be blocked to car traffic during these times. Please do not drop off your children before 7:45 a.m. as teachers are not on duty to supervise children before this time.

## **PETS**

For safety reasons, please see that students and visitors do not bring pets to school. If any pets appear at school, we will try to call the owner. If this is not possible, an animal control officer will be called. A person picking up a student from school should have their pet constrained for the safety of all students and staff.

## **PHYSICAL EDUCATION**

Nancy Lopez Elementary School offers a physical education program that is appropriate for your child's age and grade. All students will participate in P.E. unless excused in writing by a doctor. Girls should wear shorts under their dresses during P.E. All students should wear tennis shoes every day for safety.

## **PRINCIPAL CONFERENCES**

The principal will be available almost any time; however, to make sure the principal is available, appointments can be made through the school office at 637-3502. **Parents please make sure you have met with the teacher before meeting with the principal, should your meeting pertain to concerns within the classroom.**

## **SCHOOL SCHEDULE**

7:45 School supervision begins. Please help us maintain school safety by not allowing your student to arrive at school before 7:45 a.m.

8:00 Breakfast in the classroom

2:45 Students dismissed Mon, Tue, Thur. & Fri

EVERY WEDNESDAY students are dismissed at 1:45.

## **TARDY POLICY**

If the student arrives into the classroom after 8:05 they are considered tardy. **It is a parent's responsibility to sign their child in at the office.** If tardiness and/or absences continue the teacher, office, or counselor will make parent contact. If a pattern of lateness still continues the parents will be requested to meet with the Principal to resolve the issue.

## **TELEPHONE**

Please make any needed plans with your child before school. Students will not be called out of class for a phone call except for emergencies. Students will not be allowed to use the office phone during the day. Students may use the telephone in their classroom to call a parent in the event of an emergency or some other important reason with permission from their teacher.

## **TOBACCO/DRUG/GANG FREE SCHOOLS/WEAPONS**

Weapons, smoking, alcohol, drugs, lighters, or fireworks are NOT allowed on school grounds at any time. No gang activity will be allowed on campus this includes a student's dress, behavior, and/or actions. This policy applies to all school staff, students, and the general public.

## **TOYS and ELECTRONICS**

Please do not allow your children to bring toys, boom boxes, i-pods, cameras, radios, electronic games, cell phones, sunglasses, toy guns, or pellet guns, etc. These items will be confiscated. Should a cell phone and/or electronic device come up missing because your child brought it to school, school personnel will not take time to look for such items.

## **UNIFORMS**

Parents are responsible for the appearance, health and cleanliness of their children. All students are expected to wear school uniforms. Parents will be called and asked to remedy the uniform infraction so the student can stay at school for instruction. Uniform requirements are as follows:

Bottoms: Pants, uniform or jeans, shorts, skirts. Skorts and Capris- **NO Legging or Jeggings.**

Colors: Khaki, Navy, Black. Plain no decorations.

Shorts /skirts at or above the knee must be longer than fingertips

when arms are at rest on sides. Pants/shorts may NOT sag- **Belts are strongly recommended.**

Tops: Polo shirts and school sponsored T-shirts.

Colors: Any solid color should always be tucked in while in the building.

Shoes: Tennis shoes should be worn to school every day.

No Wheels or cleats.

Jackets: No hoods are allowed in the building at any time. Students may be required to remove jackets and/or hoodies while inside the building.

When, in the judgment of the principal, a student's appearance, mode of dress, and/or cleanliness is distracting and disruptive of the educational process, the student/parent will be required to make requested modifications to allow the student to continue with their school instruction.

## **ABBREVIATED/SNOW DAYS**

The abbreviated day is a shortened day that begins one or two hours later than the regular schedule when hazardous road conditions endanger the safe transportation of students. The RISD automated phone system will make an announcement by 6:00a.m. Radio and television stations are also notified by this time. It is imperative that you have up to date contact information to receive emergency calls.