

McCoy Parent Student Handbook



McCoy Elementary
901 N. McCoy Avenue
Aztec, NM 87410

McCoy Elementary Administration

Office

505-334-6831

Principal.....Ms. Phyllis Cox

Office Hours: 7:30 - 3:30

McCoy Elementary Mission

We at McCoy Elementary encourage and inspire children to be lifelong learners and thinkers, who experience personal success. We will provide a safe, nurturing environment that promotes respect.

Today, Tomorrow, and Always...MAKING A DIFFERENCE...It's What We Do!

Message to Parents:

This handbook contains valuable information for you and your student(s). Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference guide for students, parents/guardians and staff; to help them become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration. Parents/guardians and students will be consulted in these determinations. When problems arise, the proper procedure, in an elementary school setting, is to be sure your son/daughter has first had the opportunity to address the issue him/herself. This is an important part of the educational process. However, the parent/guardian must appropriately be involved to clarify an issue or solve a problem, first contact the teacher/sponsor/principal directly. If that communication does not resolve the situation, contact Ms. Cox the school principal. We hope this handbook will be helpful to clarify processes and procedures at McCoy Elementary School.

Please note:

All other policies of the Aztec Municipal School District apply to students and families. Families are responsible for reading the contents of the Student Behavior Handbook and for following the policies and procedures and discussing the contents of the handbook with their child(ren).



Aztec Municipal School District



2022-2023

AZTEC MUNICIPAL SCHOOL DISTRICT VISION

The Aztec Municipal School District is a for-impact organization where every student and team member will be inspired, safe, & fulfilled.

AZTEC MUNICIPAL SCHOOL DISTRICT MISSION

DIFFERENT. By design.

District Core Values

- Relationships • Collaboration • Continuous Improvement • Focused Learning Every Day
- Honesty • Integrity • Data-Driven Decision Making • Personal Responsibility • Ethics • Fairness



Dear Parent:

The *Parents Right to Know* provisions of state and federal law now require our district to notify parents of their right to request information about the license, other qualifications, teaching assignment, and training of your child’s teacher. Parents also have the right to request professional qualifications for educational assistants who might work with your child, your child’s school principal, and as a local option, our school superintendent has included himself on the list.

If you are interested in requesting this information, please contact me at 334-9474 extension 3, or adacrejo@aztecschools.com

Sincerely,

Jonathan Acrey
Deputy Superintendent

Aztec Municipal School District



Continuous Learning Foundation

Today, Tomorrow, and Always...MAKING A DIFFERENCE...It's what we do!

McCoy Avenue Elementary Daily Schedule:

SCHOOL HOURS:

Begins 7:55a.m. Students line-up

Tardy Bell 8:00a.m. Parents and children need to report to the office for TARDY PASS.

End 3:00PM Monday-Thursday

Early Release 1:30 Fridays

Monday to Friday:

Students should not arrive at school prior to 7:30 a.m. and should not be late to class without valid reason (see attendance policy). Students are required to leave campus by 3:45 p.m. unless otherwise assigned by school principal.

Students will be released early on Fridays at 1:30 p.m. for staff to conduct systematic and detailed inner-district training called PLC (Professional Learning Communities). It is important that your child is picked up on time each day.

Recess Schedule:

AM. Recess: 9:00-9:15 Kindergarten
9:20-9:35 1st Grade
9:45-10:05 3rd grade.

PM Recess: 1:40-1:55 1st Grade
2:00-2:15 Kindergarten
2:30-2:50 2nd Grade

Lunch Schedule:

11:00 - 11:45 Kindergarten
11:30 - 12:15 1st Grade
12:00 - 12:45 2nd Grade
12:30 - 1:15 3rd Grade

Pre-School Schedule: Monday - Thursday

7:45 – 11:00 a.m. – Morning Session
11:30– 2:45 – Afternoon Session

Pre-school will be in session on Monday, Tuesday, Wednesday, and Thursday, Pre-school students will not attend on Fridays.

Academic Requirements:

Academic requirements for students at McCoy Elementary are based on Common Core State Standards. Students are expected to meet the performance standards for each grade level before moving to the next grade level. Failure to meet the requirements will be a reason to consider the student for retention. See <https://newmexicocommoncore.org/> or ask your child's teacher about grade-level standards.

Advertising:

McCoy Elementary will not be an advertising agent for outside groups. Carrying signs at school and/or school activities and using the public address system for purposes of advertising functions not connected with school programs will not be permitted. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Principal or designees. McCoy will advertise for non-profit, educational organizations.

Asbestos Inspection:

According to requirements of the EPA Asbestos Hazard Emergency Response Act (AHERA 1987), the Aztec Board of Education completes mandatory re-inspections on a three-year cycle. In addition, surveys are conducted every six months of all buildings within the district. In the past, asbestos was widely used in building construction.

Accredited environmental inspectors visit the school your son or daughter attends to re-inspect the condition of material with asbestos or assumed to contain asbestos and complete a re-inspection survey. The asbestos management plan for your school is filed in the main office of the school and is accessible to parents and staff. You may review the current plan at the school at any time.

Since AHERA was enacted, the Aztec Municipal School District has implemented an Operations and Maintenance Program to train maintenance personnel with proper handling and safety procedures for asbestos-containing materials. As the EPA has suggested, it is our district's policy to remove asbestos only when a damaged condition dictates, or remodeling or demolition is involved. In these instances, precautions are taken to ensure the safety of our staff and students.

If you have any questions about the survey, please contact Grant Banash at 599-4301 extension 1034.

Attendance:

Attendance Statement:

At McCoy Elementary we, the participants and patrons, exemplify an environment of mutual respect and cooperation, a commitment to excellence in all endeavors, and the encouragement of positive character traits. The Aztec School District requires that all children achieve mastery in the basic skills, and any absence from school interferes with the child's opportunity to master these skills. Please notify us when your child is absent by calling 334-6831.

McCoy Elementary provides computerized attendance information updated daily to assist parents/guardians and students. This is found on PowerSchool; if you don't know how to log into PowerSchool please contact the school office. Students and parents/guardians may check class grades and attendance records through PowerSchool.

Definition of an Absence:

Absence is defined as students' non-attendance in their assigned classrooms during an assigned period:

- Four Tardies/Early Dismissals will be considered equivalent to 1 day absent.

- Two Tardies/Early Dismissals will be considered equivalent to ½ day absent.

Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment include the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend classes regularly

In the 2019 legislative session as part of House Bill 236, the New Mexico Legislature passed a new public school code known as the “Attendance for Success Act.” This act will require public schools in New Mexico to track and provide interventions for students who are absent 5% or more of school days/classes. In compliance with the Attendance for Success Act, schools are required to take steps to improve student attendance rates by developing prevention strategies and targeted interventions. As a requirement of the Attendance for Success Act, all Aztec schools will pursue interventions for students who are absent 5% or more of the time. Students who have been identified as *chronically absent* will be provided with more directive interventions.

Definition of Chronically Absent

A student will be identified as chronically absent if he/she misses ten percent or more of classes or school days since the beginning of the school year for any reason (other than authorized participation in school activities), whether excused or unexcused.

If your child is identified as being chronically absent, a representative of the school will call or arrange to meet with you to discuss methods of preventing future absences and to identify interventions that may ensure that your child will continue to receive an appropriate public education. If unexcused absences continue after school interventions and written notice, the school shall report the excessively absent student to the probation services office of the judicial district to investigate whether the student should be considered to be a neglected child or a child in a family in need of family services. Educational neglect is a punishable offense.

Chronic attendance issues have a negative effect on your child’s learning experience. Being present in the classroom every day is important to your child’s learning experience. Missing school means your child is missing key instruction and activities which will support your child’s success.

Section I.01 Aztec Schools is dedicated to preparing our students for their future. A critical component of this vision and partnership is that students are in school every day and that we have a collaborative partnership with the family

Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students.

1. Responsibilities

1. Parents are responsible to contact their child’s school when their child is absent. Parents are responsible for making sure that their child receives, completes and turns in their assignments and make-up work when they are absent.
2. Teachers are responsible for providing assignments and make-up work for excused absences. Teachers are also responsible for communicating with parents as identified below.
3. Building administrators are authorized to excuse students from school for necessary and justifiable reasons identified below (C.3).

2. Definitions

1. Excused Absence: students receive an excused absence when they are absent from school for the following reasons, provided that their absence has been reported according to this policy:

- i. Personal illness or physical disability. This includes hospitalization, outpatient treatment, and some mandatory doctor consultation. A note from the student's professional health care provider is mandatory beginning with the sixth day of medical absence for the absence to be considered excused.
 - ii. Critical illness or death in the family including funerals and necessary travel.
 - iii. Approved school activities. This includes all field trips, co-curricular events scheduled during school hours, college visitations, participation in the County or State Fair and other school-sanctioned events.
 - iv. Absences from class due to conferences with school administrators, deans, counselors, nurse, or other staff members.
 - v. Such other absences have had prior approval from the building administrator. In the case of absences for reasons other than those listed above, students must seek prior approval by presenting a note from home to the building administrator who will then indicate excused or unexcused.
 - vi. Students arriving late or leaving early because of a doctor or dentist appointment MUST present an appointment card for the absence to be excused.
2. Unexcused Absence: an absence for which no appropriate communication has been provided by the student's parent or legal guardian within the time limits provided by this policy AND absences deemed unnecessary and unjustifiable by the school administrator.
 3. Truant: a student who has accumulated five unexcused absences within any school year.
 4. Habitual Truant: a student who has accumulated ten or more unexcused absences within a school year.

Attendance Requirements

1. Parent Notification of Absence: parent or guardian shall notify the school each day his or her child will be absent from any class and the reason for the absence; or shall provide a written and signed letter or note identifying the reason for the student's absence, to be presented upon the first day a student returns to school from an absence. If a student has been absent for three or more consecutive days due to illness, the building administrator shall require written verification from the student's professional healthcare provider.
2. Prolonged Illnesses: In cases of chronic or prolonged illnesses expected to last 10 days or more, during which the student is able to do school work, the student's parent or guardian shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home, and the student shall be placed on home-bound study until he or she can return to school.
3. Make-Up of Work Missed; Grades: Following an excused absence, a student shall be given an opportunity to make up the work they missed during their absence. A student will have two days after the student returns per day absent, with a maximum of ten days, to make up the missed work. A student shall not be provided the opportunity to make up the work missed during an unexcused absence.
At applicable grade levels, if an absence is unexcused, or if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was taken will be counted as a zero for such student in the teacher's grade book, and averaged into the student's grades for the relevant grading period.
4. Discipline: In addition to the other measures to be imposed according to this policy, students may receive detention, in-school suspension, or other discipline designed to keep the student in school and progressing academically, for each unexcused absence, at the discretion of the building administrator. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences.
5. Notice to Parents of Unexcused Absence: If a student is absent from school without a parent notification of absence, as required by paragraph above, parent or legal guardian will be notified

by our all caller, the school automated phone caller to give notice of the student's absence and to ascertain and document the reason for the absence.

6. Fifth Unexcused Absence – Parent Contact Required: Upon a student's accrual of a fifth unexcused absence, the school will provide written notice to the student's parent or legal guardian that the parent/guardian shall be required to meet with the building administrator for the purpose of identifying the cause(s) of the unexcused absences, and to establish a plan to prevent future unexcused absences. The plan will be confirmed in writing and signed by building administrator and the parent or legal guardian during the conference.
7. Tenth Unexcused Absence – Notice and Reports of Habitual Truancy: The school shall provide written notice of habitual truancy to the parent/guardian of the student. If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall be reported to the Probation Services Office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code.
8. Additional Unexcused Absences: Following notification of a student's tenth unexcused absence, the school will continue to document a student's accrual of additional unexcused absences and report the family to the San Juan District Attorney's Office for appropriate action, which may include investigation under the Children's Code.
9. Parent Failure to Meet: If a parent/guardian fails to arrange, or to appear for, a conference regarding unexcused absences within 10 days of notice from the school, the school will provide written notice to the Probation Services Office of such failure. School staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.
10. Excessive and Pattern Absences: Habitual student absences shall be monitored for patterns (i.e., every Monday or Friday), and reported as required herein.
11. Distribution of Policy and Acknowledgment of Receipt: A copy of this policy and student handbook is available online and at the request of a parent or guardian.
- 12.

Bicycle Safety

Koogler Middle School, Park Avenue Elementary, McCoy Avenue Elementary, and Lydia Rippey Elementary use the bicycle safety information below, which is included in all school student handbooks to inform parents and students.

BICYCLES, SKATEBOARDS, ETC.: Students are not allowed to ride skateboards, roller skates, roller blades, or bicycles on campus or through the crosswalks. Skateboards may not be taken on a school bus. A bicycle rack is available for securing all bicycles during school hours. Skateboards/ roller skates/rollerblades must be left in the office upon a student's arrival on campus.

Bullying:

McCoy Elementary will not tolerate bullying behaviors. Students who are bullying other kids will be referred to the office. In-School Suspension (ISS) at Park Avenue Elementary may be used as a consequence of bullying or other unacceptable behaviors.

ANTI-BULLYING POLICY:

1. Harassment, Intimidation, and Bullying Prohibited

Aztec School District believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore; harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

2. Definitions

- A. “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.
- B. “Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- C. “Disability Harassment” is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Nonverbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
- D. “Harassment Based on Protected Characteristics” consists of physical or verbal conduct relating to an individual’s race, color, religion, national origin, age, or gender when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
 - c. Otherwise adversely affects an individual’s academic opportunities.

Further guidance can be located in Appendix I of the Aztec District Policy Manual.

- E. “Sexual Harassment” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment.

Further guidance can be located in Appendix II of the Aztec District Policy Manual.

- F. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely

affects the mental health or dignity of the student or discourages the student from remaining in school.

- e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

Further guidance can be located in Appendix III of the Manual for Student Conduct, pages 23.

3. Notice of Prohibition Against Bullying and Anti-Bullying Interventions

- A. The prohibition against bullying shall be publicized by including the following statement in the student handbook(s):

“Bullying behavior by any student in the Aztec 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, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”

- B. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior.
- C. The Anti-Bullying Policy will be available on the Aztec School District website, and in all student, staff, and parent handbooks.

4. Reporting Intimidation, Harassment, or Bullying Behavior

- A. 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.
- B. The report may be made to any staff member. The staff member will assist the student in reporting to the principal, assistant principal or other district personnel.
- C. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify designated staff.
- D. 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 Safe Schools coordinator.
- E. School principal or designee is required to accept and investigate all reports of intimidation, harassment or bullying.
- F. School principal or designee is required to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.
- G. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.

- H. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
 - I. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
 - J. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
 - K. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), the school staff is required to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.
5. Investigating Intimidation, Harassment, or Bullying Behavior:
- A. The Principal, Superintendent, or designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.
 - B. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing prior to the investigation taking place.
 - C. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.
 - D. The district may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.
 - E. The investigation shall be completed as soon as possible. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.
6. Consequences for Bullying
- A. Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
 - B. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building Principal.
7. Consequences for Knowingly Making False Reports
- A. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Buses and After School Routines:

The Aztec Municipal Schools Transportation department takes responsibility for our children very seriously. Because of our desire to keep children safe, Kindergarten students will not be dropped off at a bus stop unless there is a parent or guardian there to pick up or receive the child. If there is no one there to receive the student, he or she will be taken back to the school or the transportation department office and kept there until the parent can be contacted to pick up the child.

To ensure the safe dismissal of our students, it's essential that we know your child's regular end-of-day dismissal plan.

- **Parents of returning students**

- Your children's Default Plans on file in Pickup Patrol last year will be saved for this coming school year. If their plans will remain the same, you do not need to do anything else.

- To review or make changes to your child’s Default Plans go to <https://app.pickuppatrol.net> under SETTINGS and submit the changes there **BEFORE the first day of school.**
- **Parents of new students:**
 - Our school uses **Pickup Patrol** for parents to communicate dismissal plan changes and to report absences to the school.
 - Changes can be entered from a smartphone or computer, days, weeks, or even months in advance and at any time up until **2:30 PM Monday-Thursday and 1:00 PM on Fridays** on the day of the change.
 - Be on the lookout for a “Welcome to Pickup Patrol” email with login instructions. Once you are registered, please go to the SETTINGS icon and **enter your child’s Default Plans into the system Before the first day of school.**

Aztec Schools Transportation policy does not allow students to ride buses other than the bus to which they are assigned.

Please understand that for our students’ protection, children will not be released to individuals who are not listed as contacts on the registration form. If you need to add a contact to the form, you may do so at any time. However, this must be done in person, not by telephone. For legal reasons, we are not able to accept phone calls, asking that your child be picked up by someone who is not listed on the registration form.

Parking Lot Safety:

It is your responsibility to help us keep our parking lot safe. To accomplish this we need you to follow our parking lot rules.

- **All traffic in both parking lots is One Way Only!**
- Please do not play loud music in the parking lot.
- **Do not use the fire lane in front of the building to pick up, drop off, or drive through.**

Drop Off:

- Students may not be dropped off in the lot in front of the school before 8:00 am. Please use the drop-off lane on the north parking lot.
- If your child is late to school, you must walk your child into the building to sign your child in at school.

Pick Up:

- If you are picking your child up after school you must go through the pickup line. In the afternoon, you will pull into the drive-through area. Staff will help your student into your vehicle so that you can move through the area without stopping for more than a moment.
- Do not get out of your car to get your child. This is the safest and most efficient for children to leave campus. This also slows down the process and keeps children from being able to see their parent’s car as it comes through.

Please share this information with grandparents, babysitters, or others who are designated to transport your child.

***Student Pick-up Note:**

Please make arrangements for your child to be picked up right after school dismisses. If a student is not picked up we will try to call you. If we are unable to get ahold of you we will continue calling whoever is on the contact list. We understand that circumstances arise that might render you late, but please call the school and let them know what is going on. If this is a continuous problem, you will be notified by the principal.

Change in Student Information:

It is essential that the school have current information regarding address, phone numbers (home, work, emergency) and guardianship of each student and his/her parents. Please report any changes to the school

secretary immediately so that school records can be kept accurate. Please understand that for student safety reasons, the school will not release children to individuals who are not listed as contacts on the registration forms.

Class Placement:

Students are placed in classes based on their individual academic and behavioral needs. Parents may fill out a Parent Input form for their student. The school looks at parent input, enrollment numbers, class size, and consideration of special needs of all students.

Class Transfers:

The ability to work with a variety of personalities is essential to success both for students in their learning environment and for adults in everyday life. We encourage students to learn to work through problems with others, both students and teachers. We endeavor to provide consistency in curriculum and workload from classroom to classroom at each grade level. Therefore, it is rare for students who are experiencing difficulties in the classroom to make improvements when moved to a different classroom. In order to help students resolve difficulties, the following procedures will be followed before requests for class transfers will be considered.

Parents, student, and teacher will conference to identify concerns and work toward resolutions. A follow-up conference to monitor progress will be arranged. In the event that a parent-student-teacher conference does not lead to resolution, the principal will mediate. Parents will fill out a change of class request form and give it to the principal.

The principal will make the final decision regarding change in placement.

Computer Lab and Internet Usage:

We are pleased to offer McCoy Elementary students access to the district computer network for the Internet. To gain access to the Internet, all students must obtain parent/guardian permission. The handbook/Internet agreement must be signed and returned to the building Principal or designee. In regard to internet usage please note:

- Access is a Privilege - NOT a right.
- Access to the Internet enables students to explore thousands of libraries and databases.
- Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that are followed when using media and information sources. To that end, McCoy Elementary supports and respects each family's right to decide whether or not to apply for access to the Internet.
- The Internet is filtered and is provided for users to conduct academic research. Users are responsible for appropriate behavior while using the Internet. Communications on the Internet are often public in nature; therefore, general school rules for behavior and communications apply.
- Access requires responsibility and consideration.
- Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the Internet. McCoy Elementary will not be liable for the actions of student users connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions. In addition, MCCOY accepts no responsibility for any information or materials that are transferred through the Internet.
- Internet storage areas will be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.
- Freedom of speech and access to information will be honored within reason. Teachers will guide students toward appropriate materials.

In addition, while in the computer lab or while using technology in the school, the following rules are in effect:

- No food, drink, or candy.
- No individual e-mail or other Internet communication without administrator approval.
- No sending or displaying offensive messages or pictures.
- No harassing or insulting others.
- No damaging computers, computer systems, or computer networks
- No using others' passwords.
- No intentionally wasting limited resources.
- No Downloading to disk or hard drive or printing without teacher permission.

Custody Issues:

When there is joint custody or joint legal custody, McCoy staff will not become involved in physical custody issues. Unless we have court documents stating that a parent has sole custody of the child, we have no authority to keep the other parent from seeing the child or taking the child off the school campus.

Discipline:

Respect and cooperation toward all students and staff is a cornerstone of social growth and development and is expected by all in attendance at McCoy School. The effective education of our students requires a school environment in which students feel safe and secure. McCoy is committed to maintaining an environment conducive to learning in which students feel safe from violence, threats, name-calling (chronic, habitual, or recurring use of names that are clearly unwelcome, inappropriate, or offensive), intimidation, and harassment. Disrespect, disruptive behavior, bullying (habitual or recurring intimidating verbal or physical conduct toward a student) and physical aggression will not be tolerated.

We believe that teaching children appropriate behavior is a key responsibility shared by parents and school staff. All staff follows a school-wide discipline policy. We will notify parents of inappropriate behavior when necessary, and anticipate parent involvement in resolving disciplinary issues. Learning is our most important activity at McCoy Elementary.

General School Rules:

Students are expected to obey school rules. Rules are in effect so that teaching and learning can take place and so that everyone feels safe. General rules at McCoy Elementary are:

1. Keep your hands and feet to yourself.
2. Always show respect for others.
3. Play fair.
4. Tell the truth.
5. Take responsibility for your behavior and your learning.
6. Never threaten to harm anyone.

Note—Aztec Municipal Schools Student Behavior Handbook:

McCoy Elementary School follows all guidelines, expectations, and rules set forth in the Aztec Municipal Schools Student Behavior Handbook. The handbook can be located on the McCoy Elementary School or District websites.

McCoy Student Behavior Expectations

At McCoy Elementary all the staff and students work to keep our school safe. We focus on learning. As a way to help make this happen, we use Positive Behavior Intervention Systems (PBIS) for classroom and school management. This provides staff with common guidelines to support district and school goals for student achievement, safe schools, and efficient and effective operations. Staff is trained to use the PAX program and its Kernels to support peace, productivity, health, and happiness.

- Teachers are required to provide an opportunity during the first week of school for students to practice McCoy Teach To's for the cafeteria, bathrooms, halls, playground etc.
- PAX will be used campus-wide: The 10 PAX Kernels will be expressly taught and practiced each quarter. Classrooms will post PAX posters and play the Good Behavior Game to help engage student learning.

Recess and the Playground:

Recess is very important, but it is a privilege.

Students need to wear the proper clothes when it is cold outside. This means jackets, gloves, etc. Students need to follow school rules and listen to the duty teacher.

Behaviors that interfere with safety or the learning process will not be tolerated. Disrespect, disruptive behavior, bullying, and physical aggression will not be tolerated.

Disciplinary measures most often used are:

For Minor Infractions:

- Talk about correcting the behavior.
- Verbal warnings.

For Academic Disruptions and Disregarding Rules:

- Redirection/Retribution (Making a change or fixing a wrong to change it).
- Time-out (in classroom, in office, on the wall at recess).
- Loss of Recess/lunch detention
- Phone call or note to parent.

For Major Continual Problems, Physical Aggression, Vandalism

- In-School Suspension at Park Ave. Elementary School.
- Out of School Suspension at home.
- Long Term Suspension.

McCoy Elementary staff has been trained in PAX, a school-wide discipline program where expectations are consistent campus-wide.

See the Aztec Municipal Schools Student Behavior Handbook online at www.aztecschools.com for more specifics on discipline and behavior issues.

SPEAK UP New Mexico is a statewide awareness and educational initiative of the New Mexico Public Education Department. SPEAK UP New Mexico features an ANONYMOUS TOLL-FREE HOTLINE for students to report threats of violence at school - 1-866-SPEAK-UP.

SCHOOL BUS DISCIPLINE POLICY:

Student transportation is a privilege extended to students who qualify for transportation. According to The Public Education Department students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to provide a safe environment for other students on the bus. Drivers must demand that their full attention be given to driving the bus. Students/parents will be financially responsible for any damage to a school bus caused by students. Criminal action may be taken which may result in arrest.

1. Misbehavior of students while traveling on a school bus either to and from school or at an established bus stop shall be dealt with as follows:
 - 1st offense - Warning.
 - 2nd offense - Five days suspension from all transportation. This includes field trips, after-school activities and athletic events.

3rd offense - Suspension from all transportation for the remainder of the year. This includes field trips, after-school activities and athletic events.

2. Severe Clause

Destructive and/or dangerous behavior will result in automatic suspension of transportation privileges including field trips, after-school activities and athletic events, and may lead to criminal charges. Such behavior includes:

- i. Physical and/or verbal harm to other students.
- ii. Physical and/or verbal harm to the driver or assistant.
- iii. Physical damage to the bus.

The suspension could either be 5 days, remainder of semester, or remainder of the year depending upon the severity of the infraction. Suspension from the bus does not always mean the student is suspended from school.

DISTRICT SCHOOL BUS RULES & REGULATIONS:

- The driver is in full charge of students when they are riding the bus. The students should obey the driver respectfully and promptly. The driver has the same authority as the classroom teacher. Students who disobey the rules may be reported to school officials and may be refused transportation privileges.
- Using obscene language on the bus will not be permitted or tolerated.
- Students should never stand in the road while they are waiting for the bus.
- Students who are compelled to walk some distance to meet a bus should walk on the side of the road to their left, facing the traffic.
- Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- Students shall remain seated at all times unless getting on or off the bus, and shall not get on or off the bus or move about while the bus is in motion.
- Students must not extend their hands, arms, heads or bodies through bus windows.
- Students will not be permitted to throw or snatch caps, hats, books, lunches, etc. while riding the bus.
- Rough or boisterous conduct will not be permitted in the bus.
- Any damage to the bus from any cause shall be reported to the driver, and the driver will in turn report to the principal or transportation director.
- Students who must cross the road after departing the bus shall pass 10 feet in front of the bus. Students shall cross the road only when the driver signals that all is clear.
- It is important that students refrain from handling the emergency door except when an emergency exists.
- Students must remain a safe distance from buses in loading zones when the buses are entering the area for loading. Pushing and crowding toward buses as they enter loading zones will not be tolerated.
- After a student is on the bus, the student must keep his or her feet out of the aisle.
- If a student is not getting off at the regular stop, the student is required to give a note from the parent(s) to the bus driver. It must be signed and dated by the office staff before the student gets on the p.m. bus.

Deliveries:

Flowers, balloons, gifts, etc. are to be left at the front desk in the office. Deliveries are disruptive; therefore, we discourage this practice. Students will be notified through the front desk at a time that will not disrupt the educational process. Money for students must be left in a sealed envelope with the student's name on it. The envelope must be given to an adult staff member, not a student.

Dress Code:

Student dress should not disrupt the educational process. When, in the judgment of the principal, the student's appearance, mode of dress, or cleanliness is distracting and disruptive to the educational process, or constitutes a threat to safety or acceptable standards of sanitation or does not meet the following regulations, the student will be required to make modifications.

1. All shorts, skirts, and dresses must be no shorter than mid-thigh.
2. All shirts, blouses, and tops must be long enough to reach the top of the pants or skirt when the student's arms are raised above his/her shoulders.
3. Clothing worn to school should be clean and in good condition. Pajamas should not be worn to school, unless prior administration approval.
4. Bare feet are not acceptable, in the interest of student safety, shoes must be worn at all times.
5. Students cannot wear the following clothing or accessories:
 - a. Any item with offensive images or language, including profanity, hate speech, pornography, etc.,
 - b. Any item that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities,
 - c. Any item that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights,
 - d. Any item that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene,
 - e. Any item that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, threats to others, or references any weapon or firearm,
 - f. Any item that reveals visible undergarment,
 - g. Any item that could be considered dangerous or could be used as a weapon,
 - h. Any item that conceals the face, except as a religious observance and/or public health order.

**** ALL PERSONAL ITEMS NEED TO BE MARKED WITH THE STUDENT'S NAME FOR EASY IDENTIFICATION e.g. coats, lunch boxes, balls, etc.**

Family Education Rights to Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

- The right to inspect all official records directly related to their student including but not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance date, scores on standardized intelligence, aptitude, and psychological test, interest inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior pattern. Inspection of all records is the right of both parents/guardian unless limited by court order.
- The right to inspect such records within a reasonable period of time (Within 45 days of the day the district receives the request.)
- The right to a hearing to correct inaccurate or misleading statements in such records or statements that otherwise violate the right to privacy or other rights
- The right to prohibit third parties from inspecting the records without written consent of the parents. The written consent shall specify the records to be released, the reasons for such release, and to whom released. A copy of the records to be released is given to the parents and the students if desired by the parents. No written consent is needed:
 - For local school officials who have a legitimate educational interest;

- For officials of other schools in which the student intends to enroll if the parents are notified of the transfer and have a right to challenge the record content at a hearing prior to transfer;
- For certain education officials pursuant to federal programs when the identity of the student or parent is not used;
- For collection of personally identifiable data specifically authorized by law;
- For transfer of materials under court order or lawful subpoena;
- In connection with a financial aid application.
- The right to have information transferred to third parties only on the condition that no further party will have access to the information without written consent of the parent or guardian.
- The right to have all third parties desiring access to a student's file, sign a written form indicating specifically the legitimate interest the party has in seeking the information. Only the parents, the student and the school official responsible for record maintenance may inspect that form.
- Records will only be released to a court pursuant to a subpoena issued in accordance with State
- Student directory information may be released without prior consent unless the parent or student informs the administrator within a reasonable period of time.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 Independence Avenue, SW
 Washington, DC 20202-4605

Field Trips:

Most classes take a few field trips over the course of the school year. Students have the opportunity to earn the privilege of participating by completing any academic preparation relating to the trip and by following school and classroom rules. Students who do not observe school and classroom rules may not be allowed to participate in the field trip activity. Permission slips are sent home in advance of trips that take students out of the Aztec school district. Students must meet the criteria to qualify for positive behavior trips/events. Administration reserves the right to restrict participation with cause and to overrule criteria with cause.

Please remember that we do not accept money orders or personal checks.

Grading Periods/Report Cards:

Grading periods at McCoy Elementary are quarterly as marked on the district calendar. Report cards are sent home at the end of each quarter (nine-week) period or during parent-teacher conferences. Progress reports will be sent home at the midpoint of each quarter (nine weeks).

Grading Procedures:

AMSD Grading Scale Key Definitions and Descriptions (ELA and Math). The following scale should be used to determine a student's level of proficiency:

4= Mastery: Student consistently demonstrates mastery of grade-level standards and skills.

3=proficient: Student usually demonstrates mastery of grade-level standards and skills.

2=Nearing Proficiency: Student sometimes demonstrates mastery of grade-level standards and skills

1=Not meeting learning standards Student rarely demonstrates mastery of grade-level standards and skills.

**Note* in certain situations, where use of percentage is necessary, the following scale is used:*

4 = 90%-100% (exceeds)

3 = 75%-89% (meets)

2 = 60%-74% (nearing)

1 = < 59% (not meeting)

Homework:

Every student is expected to spend some time outside of the regular school day to help achieve satisfactory work and teach responsibility. Students may be assigned homework in reasonable amounts. Students who do not complete classwork may be expected to finish it at home. We encourage parents to help with homework, but it is important to the learning process that parents do not do the homework for students. If a student is bringing home excessive amounts of homework, the parent should conference with the teacher to explore why the student's classwork is not being completed.

Homework Policy:

McCoy Staff follows the below board policy in targeting instructional interventions for students scoring below benchmark. Homework is intended to extend the student's opportunity for mastery. When a student requires extended practice based on present levels of performance they may be assigned homework for the purpose of intervention.

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. It is also important to recognize that mastery of skills is not always possible within the time constraints of the classroom.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Illness:

Students who become ill at school will be sent to the health office for intervention. Parents of students who seem seriously ill will be called to pick up the student. Please make sure the office has your current address and phone information so that you can be notified of an emergency. If a student has a fever of 100.4 or greater they need to stay home. They have to be fever-free for 24 hours without any medication to keep the fever down before coming back to school. If a student vomits or has diarrhea due to illness they are to stay home for 24 hours after the vomiting and or diarrhea has resolved.

Immunizations:

New Mexico Immunization Law requires all students have current, up-to-date immunizations prior to being enrolled in school. Parents/guardians are required to provide proof of immunization or exemption prior to enrollment. Exemption forms must be filed by the parent/guardian with the State of New Mexico each school year. A copy of the approved exemption form must be given to the school health office prior to enrollment. Current immunization requirements can be found online at www.immunizenm.org or in the school health office.

Inclement Weather:

In the event of hazardous traveling conditions, school district administration may elect to cancel school or to delay the morning start time. Teachers will provide instruction online in the event of a 2-hour delay. Students will remain indoors if the temperature is 25 degrees or below with wind chill.

Insurance:

Student accident insurance is offered at the beginning of the school year. This insurance is offered as a service to students and parents and is strictly voluntary. The school receives no compensation from the program.

Library:

Each student is given the privilege of checking out books from the school library. It is very important that students recognize the responsibility incurred in checking out books. Please encourage your student to take care of school books and make sure they are not lost or damaged. Students will be charged fees for lost or damaged books.

Meals:

Students may bring their lunches or choose meals from the school cafeteria. Students may also eat breakfast in the school cafeteria. Breakfast and lunch are free of charge for McCoy students.

Food served at school is prepared by a contracted company. If you have concerns about meals, please address them directly to cafeteria staff at 334-6831 ex. 1999, as our secretaries have no information about student meals.

Cafeteria Rules:

- Eat quietly, talking only to friends next to you.
- Use good table manners.
- Clean up your area after you eat.
- Stay in your seat and wait to be dismissed.

Medication:

Medications should be administered at home whenever possible. Any student who needs any medication during the school day, must have signed medication authorization form on file in the school health office. Medication authorization forms are valid for one school year. All medications must be brought to the school health office by a parent/guardian. Over-the-counter medications must be brought to school in the original unopened container labeled with the student's name along with a signed consent form from the child's physician. Prescription medications must be in the original container with an intact label from the pharmacy. All medications needed during the school day will be given under the supervision of the school nurse. Medications left in the health office will be disposed of on the last day of school.

Newsletters:

Parents are kept up to date on school events by a monthly newsletter which is sent home on the back of the lunch menu. Refer to it for important dates, and updates on school events. It is important that you make the effort to read the newsletter if you wish to be kept informed of school news and events. The newsletters will also be available on the school website.

Non-Productivity:

A student's willingness to complete assigned work and to demonstrate an adequate understanding of grade level work is important in order to assess if they will be able to meet the challenges and expectations of the next grade level. The following steps are options that can be used when a student is being non-productive and/or failing subjects.

1. Parents, child, teacher, and school administration conference.
2. In School Suspension during recesses or an alternative worked out by the parent, teacher, and school administration.
3. Referral to Student Assistance Team
4. In School Suspension or an alternative worked out by the parent, teacher, and school administration.

Parent/Staff Communication:

The Aztec School District recognizes the need for district staff to involve parents in open dialogue concerning their child's educational experiences. The following guidelines are to be observed:

- All visitors must report to the office upon arriving at a campus/site, sign in, and secure a visitor's pass. Due to the size of the school, all "visits" must be conducted in the office area to avoid disrupting classes. Parents who wish to observe a classroom notify the office of the date and time of visit. Please arrange classroom observations with teachers prior to notifying the office. Office personnel will make arrangements if a parent/guardian wishes to speak with a student or teacher.
- Conferences are expected to occur during non-instructional time and scheduled with mutual agreement.
- Parents and staff should not involve children in awkward, embarrassing, or confrontational situations.
- When any party feels uncomfortable, either has the right to exit the meeting and schedule a follow-up meeting. (Example: use of profanity, intimidation, etc.)
- School District personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases or utilize court-restraining orders as necessary.

The learning process will not be interrupted.

Contacting Teachers:

It is very important that families and teachers talk to each other.

Families can always call McCoy at 334-6831 to talk to teachers. During instructional time teachers will not answer their telephone. You can leave a voice message and the teacher will call you at their earliest convenience.

Parent-Teacher Conferences:

Conferences are an important part of each child's education. We encourage everyone to take time to come to the school for parent-teacher conferences. Conference appointment sheets will be sent home for parents to choose a time preference and then appointment times will be sent home. Parents may arrange a conference at any time during the school year. To do so, leave a message for the teacher, and you will be called back to schedule an appointment. Please do not interrupt a teacher during instructional time to conference.

Pest Management:

Periodic pest management practices will be performed throughout the year for pests such as spiders, ants, cockroaches, weeds, and similar pests. If you want to be notified when applications are made, please contact your principal.

Physical Education:

P.E. is a regular part of the curriculum. Attendance and participation are not only beneficial for the student's growth and development today, but are also essential in establishing life-long attitudes towards personal health and well-being. Students are required to come to P.E. class "ready to participate". This includes tennis shoes and clothes that will allow students the freedom of movement to participate in all P.E. activities. Please use discretion when requesting your child be excused from participating in P.E. class. A written note from parents is needed for a student to be excused from P.E. A doctor's excuse is required for students who are unable to participate in P.E. for more than one week.

Pledge of Allegiance:

The Pledge of Allegiance and the Pledge to the New Mexico State Flag will be recited each school day over the intercom. This exercise is intended to foster a healthy respect for our country.

Participation in the pledge is voluntary. Individuals may choose not to participate for a variety of reasons. Those who choose not to participate are expected to conduct themselves in a respectful non-disruptive manner during the recitation. This is intended to protect the rights of the participants. Likewise, non-participants shall not be harassed or intimidated in any manner of their choice.

Religious Freedoms Policy:

It shall be the policy of the Aztec Municipal School District to provide students, district personnel, and the community the optimum degree of religious freedom and access to district facilities as guaranteed by the United States and New Mexico Constitutions in accordance with laws adopted pursuant to these guarantees.

It shall be the policy of the Aztec Municipal School District that discriminatory treatment or any form of harassment by any student or school district staff member of individuals because of religious beliefs or participation in religious activities will not be tolerated.

It shall be the policy of the Aztec Municipal School District to respect parental judgment regarding acceptable curriculum and/or observance of holidays and special events and to offer alternative instructional opportunities and activities.

It shall be the policy of the Aztec Municipal School District to encourage open, objective discussion and instruction regarding religions and religious beliefs in classroom settings.

Retention/Remediation Policy and Grade Placement:

The grade placement of each student, following initial enrollment in kindergarten, should be based on the following criteria:

- Proficiency in the skill areas (grades, test scores, etc....)
- Social and emotional adjustment
- Attendance

As per New Mexico State law, whenever a child is having difficulty with the academic program such that retention is being considered, the parent of the child must be notified no later than the end of the first semester that the child is “failing to make adequate yearly progress, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student in attaining adequate yearly progress. Specific academic deficiencies and remediation strategies shall be explained to the parent and a written plan developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome his academic deficiencies. Remediation programs and academic improvement programs include tutoring, extended day or week programs, summer programs and other research-based models for student improvement.”

At the end of grades kindergarten through seven, if a student has not made adequate yearly progress upon completion of the remediation plan, s/he may be:

- Retained in the same grade for no more than one school year with an academic improvement plan in place to meet adequate yearly progress.
- Assigned to the next grade if the parent refuses to allow the student to be retained. In this case, the parent shall sign a waiver indicating parental desire that the student go on to the next grade with an academic improvement plan in place. Students failing to make adequate yearly progress at the end of that year shall then be retained in the same grade in order to have additional time to master the required content standards. A student who fails to make adequate yearly progress for two successive school years shall be referred to the student assistance team for placement in an alternative program designed by the school district.

Promotion and retention decisions affecting students receiving special education services shall be made in accordance with the provisions of the IEP for that student.

Safe School Environment:

The Aztec Schools seek to create a safe learning and working environment. Accordingly, it is our policy to forbid the possession, custody, or use of weapons or “look-alike weapons” on school premises. This includes any type of knife, firearm, or any other item that may be used to cause bodily injury. In addition, there will be no tolerance for violence or bullying in any form. For more specific information regarding the weapons policy and the violence policy, see the Aztec Municipal Schools Student Behavior Handbook.

School Advisory Council:

In accordance with New Mexico state law, each public school shall create an advisory school council to assist the school principal with school-based decision-making and to involve parents in their children's education.

School council membership shall reflect an equitable balance between school employees and parents and community members. At least one community member shall represent the business community if such a person is available.

The school principal may serve as chairman.

The school council shall work with the principal and give advice on policies relating to instructional issues and budgetary issues. It should develop creative ways to involve parents in the schools and encourage community participation in the schools.

The School Advisory Council at McCoy Elementary will be made up of one faculty representative of each grade level K-3, specials teachers, parents, community members, and the principal.

School Advisory Council meetings will be held twice per year.

The PTO president is the representative for all parents. Parents who wish to have a voice should join PTO and communicate their needs to the principal and or PTO president.

School Rules:

Students are expected to obey school rules. Rules are in effect so that teaching and learning can take place and so that everyone feels safe. General rules at McCoy Elementary are:

1. Keep your hands and feet to yourself.
2. Always show respect for others.
3. Play fair.
4. Tell the truth.
5. Take responsibility for your behavior and your learning.
6. Never threaten to harm anyone.

Note—Aztec Municipal Schools Student Behavior Handbook:

McCoy Elementary School follows all guidelines, expectations, and rules set forth in the Aztec Municipal Schools Student Behavior Handbook. The handbook can be located on the McCoy Elementary School or District websites.

In addition to the rules listed above the following rules also apply.

- Always walk while in the buildings and when outside going to and from class and the playground.
- Aggressive behavior is unacceptable. This includes tripping, shoving, pushing, arguments etc.
- A student may be subject to disciplinary action when the student engages in fighting or violent behavior.
- Rocks, sticks, snow, sand, etc., are to be left on the ground and should never be thrown.
- Tobacco, drugs, drug paraphilia, gum, sunflower/pinon seeds, powder substance from Kool-aide/Crystal Light, etc., and cinnamon sticks are not permitted on campus.
- Students will be held accountable for the destruction of school property, lost textbooks, library books, etc.
- Items such as electronics, toys, trading cards, and other items of value (remote control toys, cellular phones, balls, etc.) are not to be brought to school and are the student's responsibility if lost, broken, or stolen. Students should not buy, sell, or trade personal possessions at school.
- Students who ride the bus need to provide written permission from parents to switch buses. Parents must also contact the Transportation Department (599-4338) to assure room on the bus. If students are to walk home unexpectedly written permission from the parents is needed and brought to the office.
- Changes to student pick-up can be entered from a smartphone or computer, days, weeks, or even months in advance and at any time up until **2:30 PM on Monday- Thursday and 1:00 PM on Fridays** on the day of the change.
- Bicycles/skateboards/scooters etc. brought to school will be walked on and off-campus, and brought directly to the office for the school day.
- Students are expected to eat lunch every day at school unless they bring a note from home giving permission not to.
- Students are not allowed to take part or initiate trading. Students are not allowed to play for "Keepers".

- While on school grounds students are not allowed to use cell phones during the school day, which includes waiting to be picked up
- No sodas or sugary drinks are allowed at school unless the student has received prior approval from Administration. Snacks are encouraged to be healthy.
- Weapons are not permitted on campus intentionally or not. Disciplinary action will take place.
- Students are to play in designated play areas only.
- Students are not to go outside the fence without permission from the duty teacher.
- Students are to sit and swing forward and backward. They are not allowed to jump out of swings, swing lying on their stomach, give underpasses, stand up, wind up, or run in front of, behind, or through the swings.
- Monkey Bars are one-way.
- Students are to slide one at a time, on their bottoms with their feet first.
- Walking or standing on the bars is not allowed.
- Students must have permission to enter the building during recess.
- Sliding on ice and snow is not allowed.
- Students are not to climb on fences or trees or dig holes in the lawn. Digging may be done in the sandboxes.
- If balls go onto the roof, the student should report it to the office and can pick it up there several days later.
- Students exiting the cafeteria should walk (not run) to the playground without loitering.
- Students are to line up with their classes immediately following the bell to resume classes.

Please review school rules with your student.

Search and Seizure Policy:

NOTICE: School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

1. Who May Search: Administrative authority are authorized persons to conduct searches when a search is permissible as defined below.
2. When Searches Are Permissible: In general, an authorized person may conduct a warrantless search when she/he has reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches can include but are not limited to a student's person, vehicles, lockers and desks. Searches of a student's person do not include strip searches. General locker and desk searches are authorized without reasonable suspicion.
3. Scope of Search: Any search permissible as described above must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
4. Conduct of Searches, Witnesses: The following requirements govern the conduct of permissible searches by authorized persons:
 - a. Physical searches of a student's person may be conducted only in accordance with items two (2) and three (3) above and by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex.

Section 504 of the Rehabilitation Act:

Aztec School District affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the District. In order to assure compliance with Section 504 of the Rehabilitation Act the District has established referral procedures, parent rights information, and grievance procedures. The Superintendent has designated the Director of Special Education as the person responsible for assuring the District's compliance with Section 504.

Student Grievances:

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, sexual orientation, age national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this district, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Student Planners/Communication Folders:

Each student in grades K through 3 is given a daily planner or communication folder. Students are encouraged to write down homework assignments and unfinished work as a reminder to them at home in their planners. Teachers also encourage students to keep important notes and information in their planners/folders. Teachers require that students have their parents sign off on the planner every night. The student planner can be used as an effective means of communication between school and home.

Student Property/Toy Policy:

McCoy staff and school policy does not permit toys, electronic devices, or non-instructional items at school. It is not the responsibility of the staff or school personnel to monitor, find, reimburse, or care for items that students bring from home. Parents are asked to monitor what students bring to school, ensure that items will not become a disruption and that items do not violate any school safety policies. Staff reserve the right to confiscate any item the students bring and use in a manner that is disruptive. Items may be returned to either the parent or the student at the staff's discretion. Students that violate this policy and disrupt class will face

disciplinary action in the classroom and/or the office level upon the principal's discretion and number of violations. This policy is in accordance with AMSD board policy on classroom disruptions and principal disciplinary discretion.

Tardiness and Leaving Early:

Students need to be on time for school. The tardiness of one student is disruptive to the learning process of the whole class. Students reporting to class after 8:00 a.m. will be counted tardy. Children who are tardy must report to the office. Four or more tardies is considered excessive.

Please do not check students out early, unless there is an emergency. Students have early out on Monday, please use this time for medical appointments. Parents who check their students out early must sign the student out in the office. If a child is checked out early it does affect their Perfect attendance.

1. Four tardies/early dismissals will be considered equivalent to 1 day absent.
2. Two tardies/early dismissals will be considered equivalent to 1/2 day absent.

Telephone Use:

School phones, including the ones in the office, are to be used for business/emergencies only. Students will not be called from class for routine calls but will be notified of emergency calls and will be called to the phone in such cases if necessary. Parents may leave emergency messages with the school office (334-6831). Students are not to use personal cellular phones at school.

Visitors:

Visitors to McCoy Elementary must sign in through the office and must wear visitors' passes at all times. Please respect our efforts to keep our students safe by adhering to this policy. Teachers have been instructed not to allow visitors who are not wearing passes into classrooms.

It is our policy at McCoy Elementary to encourage the participation of parents in their children's education. Parents are encouraged to volunteer in their child's classroom or in the school. If the presence of parents in the classroom is disruptive to the educational process, other arrangements for volunteering will be made.

Any visitor that disrupts the learning process will be asked to leave campus and may face trespass violations

Parents and/or guardians listed in school database are the only allowed visitors.

We ask that you dress appropriately every time you visit McCoy. As role models for our students, our staff is required to dress professionally. Parents and other adult visitors are role models for our students, as well, and should adhere to the student dress code. If you will be in our building, please follow the dress code for students and do not wear attire that may be considered distracting or provocative. Children not enrolled in McCoy Elementary will not be allowed to visit in class. Please do not use your cell phone on campus unless it is an emergency, this is a disruption of the educational process.

Withdrawals:

When withdrawing students from school, parents need to stop by the office to complete a student transfer form. This will assist us in providing records to the new school your child will be attending. All textbooks, library books, cafeteria charges and fines must be cleared before the school will release records.

Please note----

All other policies of the Aztec Municipal School District apply to students and families. Families are responsible for reading the contents of the District student Behavior Handbook and for following the policies and procedures and for discussing the contents of the handbook with their child(ren). The handbook can be found on the Aztec School Webpage www.aztecschools.com under the "Students and Parents" tab.