

HT Jaramillo Elementary School Student and Family Information Booklet 2020 - 2021



Home of the *SOAR*ing Eaglets!

*SOAR*ing Eaglets are always **S**afe, **O**n Time, **A**ccountable
Respectful and **R**esponsible!

HT Jaramillo Elementary School

Vision

The staff and students at HT Jaramillo Elementary School will embrace and abide by our core values of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship

Mission

HT Jaramillo Elementary School staff, parents and community members are dedicated to the intellectual, personal, social and physical growth of our students. Our students will have success for today and will be prepared for the future.



Staff Roster

Kindergarten

Rebecca Benavidez
Monica MacEachen
Samantha Padilla
Melissa Sanchez
Esequiel Trujillo

2nd Grade

Denise Braun
Ralyn Morgan
Lucy Sanchez
Mary Helen Tafoya

Support Staff

Rance Hall – PE
Annie Nolan – Music
Maria Ramirez – Bilingual
Myles Romero – SpEd
Christopher Sanchez – SpEd
Mike Tapia - Counselor
Laura Wacha - Art

Office Staff

LeeAnne Becker – Principal
Renee Adams – Secretary
Sabrina Forthman – Clerical Assistant
Helen Walton - Nurse

Custodians

Cecilio Lopez
Rosa Pillado-Chaparro
Linda Randle

1st Grade

Mary Castillo
Arlene Clevenger
Linda Sanchez

3rd Grade

Audrey Cooper
Bernice Montoya
Stephanie Saiz

Educational Assistants

Melinda Aragon – library/technology
Mariana Dominguez
Sonia Dominguez
Karen Swann
Melody Vizcarra

Cafeteria Staff

Barbara Chavez
Cynthia Gutierrez
Renee Knoll
Alicia Lynn
Ester Ortega
Moises Carillo

Crossing Guard

Ernie Gabaldon

Welcome to HT Jaramillo Elementary School!

As we begin the 2020-2021 school year during the Covid-19 pandemic, we face many challenges and have many unknowns about the various factors that will affect school. Be assured that safety for all on campus will be of the utmost concern and importance, and we will implement the recommended practices for health and safety measures and procedures. We will honor and uphold the re-entry plan of the Belen Consolidated School District. The passage below that is referenced in the district's re-entry plan will be our guiding principles.

“Belen Consolidated Schools want to ensure the safety, health, and well-being of our students and families during the COVID-19 pandemic. Belen Consolidated Schools want to ensure every student, during the COVID-19 pandemic, is in a safe environment, supported, and provided continuous learning opportunities. We will engage with students in-person and online. We will provide resources and materials for teaching content and skills”.

The premise we will operate under in order to implement safety measures in our school community are the following:

- All staff and student must properly wear a face covering all day (covering the mouth and nose)
- implement and monitor social distancing
- see that there are minimal transitions for students
- keep the same group of students together and not mix groups of students
- stagger times for traveling in the building
- not allow groups to congregate in common areas
- emphasize personal and hygiene practices.

This student and family information booklet will provide a clearer picture for you of what school will look like in terms of particular school areas and activities. The following pages provide information specific to the daily school operations, business matters, and rules. It should be understood that changes and/or additions to this document may occur as the school year progresses, and if so, parents will be notified. **Parents, family members and visitors will not be allowed to enter the school building or be allowed on campus at any time (drive through drop off/pick up and families walking students to the front entrance of the school will be the only exception).** If you have any questions or concerns, please call the school.

School Contact Information

(505) 966-2000 Fax: (505) 966-2050
900 Esperanza Dr.
Belen, NM. 87002
Principal: LeeAnne Becker
Email address: beckerl@beleneagles.org

Daily Schedule

8:55 AM Students/buses arrive
Students report directly to their classrooms
9:05 AM Instructional day begins; Tardy Bell
9:05 – 9:15 AM Breakfast in the classroom
10:45 Lunch start time (staggered, in the cafeteria)
3:35 PM Student dismissal (staggered)
3:45 PM Buses depart

Increased Cleaning Procedures and Safety Precautions: Safety and Health of Students

- Throughout the day, surface cleaning in high traffic areas, common touch points, and common areas will be intensified.
- Each classroom will be outfitted with soap, water, disinfectant spray, and surface cleaner.
- Restrooms will be cleaned at scheduled points throughout the day.
- On a daily basis, the custodians will do a deep-cleaning of all classrooms, particularly all the high contact areas.
- Student will have their own individual desks and will store school supplies in them when not at school. Desks and chairs will be thoroughly cleaned at the end of each day.
- It is expected that teachers, staff, and students work together to support the custodial staff by helping to sanitize and/or disinfect any community or high-touch areas after each contact.
- Students and staff will be encouraged to increase handwashing throughout the day. There will be sanitation stations in each classroom and in common areas.
 - Hand washing with soap and water or use of hand sanitizer will be encouraged upon arrival at school, before and after breakfast and lunch, before and after recess, before and after specials classes, and at the end of the day.
- Playground equipment will be roped off and contact sports during recess will not be allowed. Students will have time outside with their class, on a staggered schedule, for recess.
 - **Contact sports will not be allowed. Students will not be allowed to bring baseballs, footballs, soccer balls or basketballs, etc... to school.**
- All staff will be screened and have their temperature checked daily before entry into the building.
- All staff and students must wear a face covering all day, covering the mouth and nose.
- Students will be provided with one reusable face covering.
- Face coverings will be provided daily, if needed.

Parents and Visitors

Parents, family members and visitors will not be allowed to enter the school building or be allowed on campus at any time (drive through drop off/pick up and families walking students to the front entrance of the school will be the only exception). If you need assistance, please call the school.

Items to Bring to School

To limit exposure, students will be limited to what items they can bring to school:

- **Students will not be allowed to share items. In place of a backpack, we recommend a plastic/clear backpack or a reusable tote, as these can be easily wiped down and washed. Your child's teacher will contact you with regards to items they will need to bring to school (please see school supply list).**
- **Students must wear a face covering daily. The face covering must cover the mouth and nose at all times.** It is recommended to have a collection of 2 - 3 face coverings at school and that they are washed frequently. ****Parents will be called to pick up their child if there is defiance of this rule.**
- **Students are encouraged to bring their own water bottles** as access to water fountains will not be available.
- **Students should bring a plastic pencil case** that can accommodate the items they will need for school.
- **To avoid cross contamination, students will not be able to leave items out on desks when not at school.**

Arrival and Dismissal

Students cannot arrive on campus prior to 8:50 AM.

School buses are scheduled to arrive at 8:55 AM. Drop-off will also begin at this time.

Students cannot be dropped off at the front of the school.

Students that arrive after 9:05 AM must be signed in at the office by an adult (18 years of age or older). Parents/guardians and visitors must go to the front entrance of the school, ring the door bell and wait. An HTJ staff member will come to the door and screen your child at the front entrance of the school (see screening procedures below). If your child presents any symptoms and/or has a temperature of 100.3 or higher they will be sent home. **Parents, family members and visitors will not be allowed to enter the school building or be allowed on campus at any time (drive through drop off/pick up and families walking students to the front entrance of the school will be the only exception).** If you need assistance, please call the school.

Students who walk to school can either be brought to the front entrance of the school or walk to the corner of N 10th Street and Santa Anita Dr. where an HTJ staff member will meet you. A screening and temperature check will be performed on students before they can enter the building or be allowed onto school grounds. Students that present symptoms and/or have a temperature is 100.3 or higher will be sent home.

Students that do not ride the bus but are driven by a family member to school and dropped off, will have a screening and temperature check in their vehicle. Students that display symptoms and/or have a temperature of 100.3 or higher will not be permitted to leave the car and will have to go home.

Students that ride the bus will have a screening and temperature check before being allowed on the bus. **It is important that parents/guardian wait at the bus stop with their child in the event that a child is not allowed on the bus due to COVID-19 symptoms.**

The students will be screened daily with the following questions before their temperature is taken:

- **Do you have a fever?**
- **Do you have a cough?**
- **Do you have a sore throat?**
- **Are you experiencing a shortness of breath?**
- **Have you been in contact with or cared for someone with COVID-19?**

If your child displays any of these symptoms and/or has a temperature of 100.3 or higher will be sent home immediately.

Cross-walk information

- Students walking from Central Elementary to HTJ will be screened before being allowed to enter the building. If symptoms are present the child will be taken to the Nurse's office where the parent/guardian will be called to immediately pick up their child from school.
- Students who walk to and/or from school must remain on sidewalks at all times and cross only at designated crosswalks.
- Students who walk to and/or from school are still under the supervision of school employees and must follow all school rules.
- Students are expected to follow all directions and guidance provided by the crosswalk assistants.
- Any behavior incidents will be handled under the school discipline policies.
- Once students are on campus they will not be allowed to leave unless picked up by a parent and signed-out from the office.

School/office hours end at 4:00 PM. If parents/guardians are continually late picking up their child(ren) our staff will call CYFD. However, to avoid this we encourage parents/guardians to sign their child(ren) up for the after-school program, RGEC. This is a free program, snacks are provided as well as homework help, and it does not have to be used every day. Please ask the office staff for more information.

****All students must have a transportation form completed. These forms will be sent out at the beginning of the school year and indicate whether your child will ride the bus to and/or from school, get dropped off and/or picked up from school, or walk to and/or from school. Please complete this form and return it to school ASAP.**

Art, Music, Library and PE Classes

- Under the hybrid model, classes will be held during one session of each cohort (either Mon/Tues or Thur/Fri)
- Art, Music and Library classes will be held in the student's homeroom.
- PE classes will occur outside, weather permitted. Please make sure your child wears tennis shoes on their scheduled days of PE.
- Materials and supplies will not be shared.
- Homerooms will be wiped down before and after these classes.
- Students are expected to follow all school rules and PBIS policies as they participate in these special classes.
- Students will receive grades based on their participation and effort in these classes.
- Content and activities that are being taught and practiced during these classes will be communicated through *Schoology*.

Attendance

New Mexico law dictates that students between the ages of 5 and 18 years of age are mandated to attend some institution of learning.

Attendance will be taken each day, regardless of the model being used:

- Students enrolled in the **hybrid model** will be expected to attend 2 days of in-person learning (Mon/Tues or Thurs/Fri). Students will be expected to log into *Schoology* the other 3 days – logging in will track your child's attendance; 5.5 hours of at home instruction per day is required.
- Students enrolled in the **remote model** will be expected to log into *Schoology* every day – logging in will track your child's attendance; 5.5 hours of at home instruction per day is required.

Due to this modified school model, we emphasize that students ATTEND FULLY and that absences are limited. Please be mindful that your child arrives to school on time and is not picked up early.

The school recognizes that there are situations that dictate a student's absence. Absences may be excused for the following reasons:

- Approved student/school activity
- Religious event
- Death of a family member
- Medical (must provide school with letter/note from a doctor)

Parents/Guardians need to provide a written excuse for any absences within 24 hours of the absence.

Students are entitled to make up work for excused absences. It is the students and parents/guardian's responsibility to make sure that assignments are completed. The students will have the opportunity to complete the work in a period of time equal to the number of days absent, unless arrangements have been mutually agreed upon by the student, parent/guardian and the teacher. Most assignments will be uploaded onto *Schoology*.

If calling to pick up homework that has not been uploaded onto *Schoology*, for a child that is absent, please leave a message with office personnel. Teachers will have at least a 24-hour notice to prepare homework assignments for students who are absent.

THE DISCRETION OF THE PRINCIPAL WILL BE USED ON A CASE-TO-CASE BASIS TO DETERMINE WHETHER AN ABSENCE WILL BE MARKED AS EXCUSED.

****Students cannot be checked out after 3:10 PM unless approved by the Principal.**

Perfect Attendance

Perfect Attendance means that a student has:

- No Tardies
- No Absences
- No early withdrawals

Picking up your student during the school day disqualifies your child from receiving perfect attendance.

Dress Code

In accordance to the dress code outlined in the Belen Consolidated School's Student Management Handbook students who attend HT Jaramillo Elementary School must abide by the following rules:

- Students are expected to dress in an appropriate manner at all times.
- Student dress may not present a health or safety hazard, violate municipal, county, or state law, or present a potential disruption of the educational process.
- A student's body needs to be appropriately and adequately covered.
- Clothing that is excessively revealing and/or excessively loose or tight is prohibited on school campus. Students with unacceptable clothing will be provided with an alternative from what's available in the school's clothing bank or will be asked to call home for a change of clothes.
- Students are not allowed to wear high heels, sandals, flip-flops or open toed shoes. Shoes must be closed toed and have a back with the heel covered (i.e. a tennis shoe). Shoes with heels or wheels are not allowed
- No spandex/workout bottoms allowed or razor back shirts. No excessively tight or revealing clothes. Please wear leggings under jeans with holes
- No sleep wear
- No makeup to be worn or brought to school
- No clothing with logo, writing, symbols or numbers that reflect violence, malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco or anything otherwise considered being disruptive or gang related.
- No spaghetti strap shirts, tank tops, muscle shirts, tube tops, backless tops or basketball jerseys.
- No clothing that bares any part of the wearer's midsection.
- No see through or mesh clothing, unless worn over appropriate clothing.
- Hats, caps, visors, bandanas, nets or any other type of headgear are NOT to be worn at any time while inside a building on campus, unless it is because of a medical issue and the student is carrying a permission slip from the Principal. All mentioned headgear should only be worn

outside and in the appropriate manner (i.e. baseball caps, visors must be facing forward) or it will be taken away and only be returned to a parent/guardian).

The Principal or her designee has final say in whether student attire is appropriate and meets district policy.

Dress Code Violation Consequences

- 1st and 2nd offence: students will be sent to the Nurse's office. If available, student will be given clothing to wear for the remainder of the day, or student's parent/guardian will be called and will be expected to bring an appropriate change of clothes.
- 3rd offence: student will be placed in ISS (Principal or Counselor office) until he/she is dressed appropriately.
- 4th offence: pending a parent conference, student is subject to short-term suspension up to nine (9) days.
- Habitual offenses could result in a disciplinary hearing and/or a long-term suspension for defiance.

Food items NOT allowed at school

We encourage our students to drink and eat healthy snacks during the school day. Research shows that serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. Snacks play a major and growing role in children's diets. Therefore, please remember that at HTJ we do not allow the following:

- No gum allowed at school
- No junk food like hot Cheetos, Takis or candy
- No sugary drinks like soda or sports drinks
 - these items are also not allowed to be included in a home-packed lunch
- No homemade food allowed at school

After School Program

The Rio Grande Educational Collaborative (RCEG) will be providing after school support for our HTJ families. This is a free program. We encourage our parents/guardians to take advantage of this and register their child(ren) if this service is needed.

Drop Off and Pick Up Procedures

After school pick up procedures WILL NOT be changed without a hand-written note from the parent/guardian. THIS NOTE MUST GO TO THE TEACHER. DO NOT CALL THE OFFICE TO MAKE THESE CHANGES. Students cannot be picked up after 3:10 PM. Written approval will be needed by the Principal if this needs to happen.

All parents/guardians that are dropping off/picking up students will be given two (2) pick up passes in August and two (2) passes pick up passes in January per family. If a replacement pass is needed prior to the two distribution times mentioned above, or you need more than 2 passes, you will be charged \$1.00 per additional pass.

- **AM Drop-off Procedures**
 - **DUE TO COVID-19 RESTRICTIONS PARENTS/GUARDIANS/VISITORS WILL NOT BE ALLOWED TO GET OUT OF THEIR VEHICLES WHEN DROPPING OFF/PICKING UP STUDENTS**
 - For your convenience and safety, HTJ will have a one-way drive-through student drop-off that is located in the back (West end) of the school. Parents/guardians will enter through the South gate and exit through the North gate; again, this is a ONE-WAY DRIVE-THROUGH DROP-OFF. Parents/guardians are not allowed to park in this parking lot. Parents are not to go over 5 mph in the parking lot.
 - Students will be given a screening and temperature check before they are allowed to leave their vehicle. Students that present symptoms will not be permitted to leave the car.
 - If your child is walking to school, please refer to the Arrival/Dismissal Procedures above.

Students cannot be dropped-off in the bus lanes.

- **PM Pick-up procedures**
 - Parents/guardians will follow the same procedure as the morning drop-off procedure – this includes both drive-through and walkers. Please make sure to have your pick-up passes available and in site. **Pick-up passes will NOT be collected by a staff member. Instead, please have them visibly displayed in the front windshield of your car.**
 - Parents/guardians must stay in their vehicles. Students are not allowed to walk to any vehicle unattended. An HTJ staff member will escort and place your child(ren) in the vehicle for you.
 - Parents/guardians will not be allowed to meet their child(ren) at their classroom door.
 - Due to liability issues, only people over the age of 18 with a valid driver's license will be placed on the pickup list and be allowed to pick up students.

Your understanding and cooperation will create a safe environment for our students and is greatly appreciated.

Parents, family members and visitors will not be allowed to enter the school building or be allowed on campus at any time (drive through drop off/pick up and families walking students to the front entrance of the school will be the only exception). If you need assistance, please call the school.

HOMEWORK

Teacher Responsibilities

There is substantial evidence that the quality of the homework assigned will demonstrate significant improvement in academic achievement. Teachers should use strategies that will maximize the effectiveness of homework assignments. Therefore, teachers must:

- Design the homework for one of the appropriate purposes noted above.
- Design the homework as a review of skills taught and practiced in class. Parents are encouraged to help students with all assigned homework.
- Clearly communicate to the student the purpose, directions, and expectations for all homework assignments.
- Clearly establish and communicate to parents/guardians the general purpose and expectations for homework and encourage feedback regarding quantity and difficulty of homework.
- Provide timely and appropriate feedback to students and parents using strategies that will acknowledge receipt of the homework, monitor for completion and accuracy, give timely feedback on key assignments, provides significant feedback on assignments based on extension or skill integration.

Student Responsibilities

There is strong evidence that students who complete appropriate homework assignments will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete homework on a regular basis. Students must:

- Have a system of recording homework assignments on a daily basis
- Have a clear understanding of the homework assignments before leaving school
- Have the books and materials necessary to complete the assigned homework independent of school staff
- Allocate an appropriate amount of time daily for completion of homework

Parent/Guardian Responsibilities

Research suggests that parents/guardians have an important role to play in providing an opportunity for students to complete homework. It is recommended that parents/guardians are responsible for the following:

- Helping their child(ren) with their homework and monitor them for things like
 - Handwriting skills
 - Quality of work
 - Completion of all assigned work
 - Time to complete homework
 - A place for their child to complete homework
 - The expectation for homework to be completed
 - The supervision necessary to ensure successful completion of homework

Grades and the Standards Based Grading Scale

HT Jaramillo Elementary School will implement and follow the district's Standard Based Grading (SBG) Scale:

- 4 = Advanced
- 3 = Meets expectations for target
- 2 = Partial mastery of target; demonstrated partial understanding; or can perform portions of the target with assistance
- 1 = Little or no mastery; cannot demonstrate mastery, even with instructional assistance

In SBG, grading is based on demonstration of mastery. Students attempt standards-aligned activities (projects, worksheets, quizzes, essays, presentations, etc.). Teachers assess the student output and choose the appropriate mastery level that was demonstrated.

Typical scales are 1-4 and reflect students' increasing skill. 1's indicate that students have little understanding of a concept, and consequently cannot demonstrate any mastery. When starting a new target, many students have no prior knowledge, and begin at 1. As students learn, they can demonstrate partial mastery, and score 2. Once they meet a target, they score 3. Typically, 4's are used for students who exceed targets.

Grades are finalized every nine weeks, with there being a total of four grading periods during the school year. At the end of each 9-week period, report cards are sent home. Progress reports will be sent home at the half-way point of each grading period, (4 and half weeks into the grading period).

Parents can view their student's grade at any time via the "PowerSchool Parent Portal" through the Belen Schools District website and at: <http://powerschool.belen.k12.nm.us/public/>

Please be in contact with your child's teacher with any concerns and/or questions regarding your child's grades.

Positive Behavior Intervention Support (PBIS)

The students will be taught the correct expectations for behavior in the hallways, cafeteria, bathroom, playground and other areas. If students fail to follow the expected conduct code they will be given a concern slip or hot slip (depending on the behavior). Consequences will result in a loss of privilege which may include activities or field trips. Should the unwanted behavior continue, out of school suspension could occur as well as a parent conference with the Principal and Teacher.

Emergency Drills

The students will participate in emergency drills. The drills will include fire, shelter in place, lock down and active shooter. The students will be given the expectations for each drill during school hours. Parents/Guardians will be notified of these drills in advance.

Electronics

Students are not allowed to have electronic devices at school. This includes, but is not limited to: cell phones, hand-held video games, Smartphone watches, and any type of camera. Belen Consolidated Schools is not responsible for any electronic device if broken or stolen.

Please tear out this page, sign and return to the office as soon as possible. Thank you.

For the safety and well-being of all parties, I have read and understand all of the items stated in the HTJ Student and Family Information Booklet.

Student Name

Grade

Teacher

Parent/Guardian Name (please print)

Parent/Guardian Name (please sign)

Date

